

Charity registration number SC044520 (Scotland)

Company registration number CS001342

**SMART WORKS SCOTLAND**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**



# SMART WORKS SCOTLAND

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees



Charity number (Scotland)

SC044520

Registered office

Scotiabank House  
6 South Charlotte Street  
Edinburgh  
Scotland  
EH2 4AW

Independent examiner

Gravita Audit Oxford LLP  
First Floor, Park Central  
40-41 Park End Street  
Oxford  
OX1 1JD

Bankers

Natwest Bank  
Chatham Customer Service Centre  
Western Avenue  
Chatham Maritime  
Chatham  
ME4 4RT

# SMART WORKS SCOTLAND

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# SMART WORKS SCOTLAND

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2025

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The Trustees, who are also the directors of the charity for the purposes of the Companies Act, present their annual report together with the accounts of Smart Works Scotland for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out on pages 13 to 14 and comply with the charity's governing document, applicable laws and the requirements of Statement of Recommended Practice on 'Accounting and Reporting by Charities' issued in 2019.

#### Objectives and activities

Smart Works Scotland provides both careers coaching and interview coaching, as well as high quality interview clothes and styling advice to unemployed women. We give women the confidence, self-belief and practical tools they require to succeed at interview and start a new chapter of their life.

The charity's objectives are the relief of financial hardship and the relief of unemployment for the public benefit through the promotion of economic independence among women throughout Scotland. To deliver this, Smart Works Scotland was incorporated in 2014 with a clear mission and vision to help more women back into the workplace by giving them the clothes and the confidence they need to succeed at job interview. Smart Works Scotland is part of a network of eight charities that deliver the Smart Works Charity service in their area.

At the core of our service is a two-hour Interview Dressing and Preparation appointment, during which each woman receives a complete outfit of high-quality clothes and accessories (theirs to keep) and tailored one-to-one interview coaching. This deceptively simple, short intervention has a significant impact as our clients start believing in their own ability to succeed. Once they get the job, we offer clients a Second Dressing for more clothing, to provide a working wardrobe to see them through to their first pay cheque.

In addition to the core service, for unemployed women who have not yet secured a job interview, we deliver career coaching sessions to offer support and skills to gain interviews. This may be around CV preparation, job application and/or sector/roles that match their skills. This aspect of our service has seen high growth in recent years as the job market has become more difficult.

As part of the Smart Works Group, our strategic focus is to deliver our core dressing and interview coaching service to the best possible standard across the UK and to take it to more locations so that any woman who needs our support can come to Smart Works. In the face of the cost-of-living crisis, the value of securing a job has never been greater. Our support is needed now more than ever. This year we completed our three-year plan, which set a target of reaching 10,000 women per year, as well as enhancing other aspects of our service delivery. Key impact data is as follows:

- 10,683 women supported in 2024/25 alone
- 12 centres delivering services across the UK
- 67% of clients secure a job within one month of their appointment
- 94% report increased confidence after engaging with Smart Works
- 56% of our clients are from an ethnic minority background
- 6% of our clients have a disability
- 49% of our clients are parents
- 59% of our clients are age 25-49

Our key performance indicators are the number of women that we help, and the proportion of those women who secure employment after their visit to a Smart Works centre.

# SMART WORKS SCOTLAND

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### Achievements and Performance

#### Highlights

Smart Works Scotland is incredibly proud of what has been achieved in its 11th year. Overall, Smart Works Scotland has:

- Helped 1,546 (2024: 1,032) unique beneficiaries on their journey to employment; and delivered 1,973 (2024: 1,391) total appointments.
- Delivered 896 (2024: 649) Interview Dressing & Preparation appointments to unemployed women with secured job interviews.
- Delivered 737 (2024: 430) career coaching appointments to unemployed women to help them make tangible steps towards securing an interview.
- Been grateful for the support of over 100 volunteers in delivering the service.
- 64% of the women we helped before a job interview secured employment within a month of their visit.
- Continued to reach women who face significant barriers to securing employment. Smart Works clients are mostly long-term unemployed and have experienced repeated rejections from multiple jobs:
- 41% have been rejected from over 20 jobs, 21% have been rejected from over 50 jobs
- 40% have been unemployed for over a year and 16% have been unemployed for over 5 years.

The majority are from communities facing multiple barriers to gaining employment:

- 27% are lone parents,
- 18% have a disability; and
- 42% are from an ethnic minority.

Smart Works Scotland had a hugely successful year, concluding the final year of our Three Year Plan by supporting over 1,500 women, a 50% increase on 2023/24.

We grew not only in the number of women we supported but also in our reach across Scotland, working with clients from cities including Edinburgh, Glasgow, Aberdeen, and Stirling, as well as from towns and communities within council areas such as Fife, West Lothian, Lanarkshire, the Lothians, Ayrshire, Renfrewshire, and Inverclyde. We are able to reach the women who need our services most by working closely with our referral partner network. This year we had 190 active referral agencies in our network, with the top five types of partners being: Jobcentre Plus; employment charities; training providers; local councils; and community groups.

In October 2024, we moved to a new city centre location in Edinburgh. This larger space doubled our capacity and marked a pivotal step in our mission to support more women in Scotland at the crucial moment of a job interview. This milestone would not have been possible without the incredible support of our funders: The Clothworkers Foundation; The R25 fund as administered by Foundation Scotland; Screwfix Foundation; Big Give; and Sigma Capital Group. We are also grateful for the help, expertise and support of our partners, including Broughton Removals, LOFT, Gunner Cooke, McLaughlin & Harvey, Holmes Miller and Avison Young, all of whom have played a key role in making the transformation of our service possible, allowing us to support more women on their journey into employment.

# SMART WORKS SCOTLAND

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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While we celebrate our success and remain ambitious for the future growth of Smart Works Scotland, a very challenging economic climate in the first and second quarters of the Financial Year 25/26 has necessitated the board taking steps to restructure Smart Works Scotland to ensure a sustainable cost base for the future. This has led to the closure of our Glasgow site and some reduction in our planned activities. We remain committed to providing our vital services and to increasing our impact in the community while ensuring long term financial stability.

Some additional highlights for the year to 31 March 2025 include:

- Hosting our first Women into Work Jobs Fair, attended by more than 300 women, 10 employers, and 9 service providers. We were honored to welcome Richard Lochhead, Minister for Business and Employment, whose presence highlighted the importance of inclusive employment pathways for women.
- Recognition in a parliamentary motion raised by Russell Findlay MSP at the Scottish Parliament, celebrating the impact of Smart Works Scotland and the pivotal role played by Maggie Darling, a founding Trustee, in expanding our reach and impact.
- Held an exclusive celebratory supper at Barnbougle Castle to mark the 10 years served by Maggie Darling as Chair of Smart Works Scotland. This engaging event included a fireside chat with Kirsty Wark and raised over £17,000. Maggie Darling has since been appointed as Honorary President of Smart Works Scotland.
- Delivering our Neurodiversity Project funded by the University of Edinburgh, enabling us to train volunteers and improve the support we offer our neurodivergent clients. Our findings and additional training were shared nationally and influenced UK wide recruitment practices and adaptations to our service at Smart Works.
- Selected as a Charity Partner of the Year by both Atholl Estates (Blair Castle) and St Andrews University. Student fundraising activities throughout the year raised £21,000 for our charity.
- Held an engaging International Womens Day fundraising, networking and panel event at Shepherd & Wedderburn, attended by over 80 guests. The event included a panel discussion on the theme of Accelerating action: speeding up the rate of progress for gender equality.
- Raised over £50,000 from Step Up for Smart Works Scotland, a new format to our annual fundraising challenge with supporters walking 10,000 steps a day in March in solidarity with the 10,000 women that Smart Works has helped UK-wide this year. This team challenge brought staff, trustees, volunteers, corporate partners and supporters across the Smart Works community together, raising an incredible amount of sponsorship, to help more women achieve their potential.

Smart Works Scotland is powered by volunteers, who are at the heart of everything we do. This year, our volunteer team has grown to over 140 people whose dedication, skills, and generosity enable us to support more women than ever before. We were delighted to see their contribution recognised through the Outstanding Volunteering Team Category award at the Inspiring Volunteer Awards Ceremony hosted by Volunteer Edinburgh.

This year, we are proud to celebrate the successful completion of our Three Year Plan. Together, Smart Works locations across the UK have doubled the number of women we support from 5,000 to 10,000. Here in Scotland, we are thrilled to have supported 1,546 of those women on their journey towards employment.

# SMART WORKS SCOTLAND

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### Financial review

#### Results for the year

Total income for the year was £480,044 (2024: £489,738), made up substantially of grants and donations, and total expenditure was £488,591 (2024: £401,982) resulting in a small net deficit of £8,547 (2024: £87,756 surplus).

There was a 2% decrease in overall income in the current year which includes unrestricted income of £315,334 (2024: £350,485) and restricted income of £164,710 (2024: £139,253). In the prior year we received c.£93,000 of donations in memory of Lord Alistair Darling that we have partially used in the current year to help fund the move of our Edinburgh centre to a new central location in the city.

Grants and donations contributed 69% (2024: 77%) of our total income and fundraising events and fashion sales raised 22% (2024: 16%) of our total income. We are very grateful to those who supported our Edinburgh centre move to make it happen.

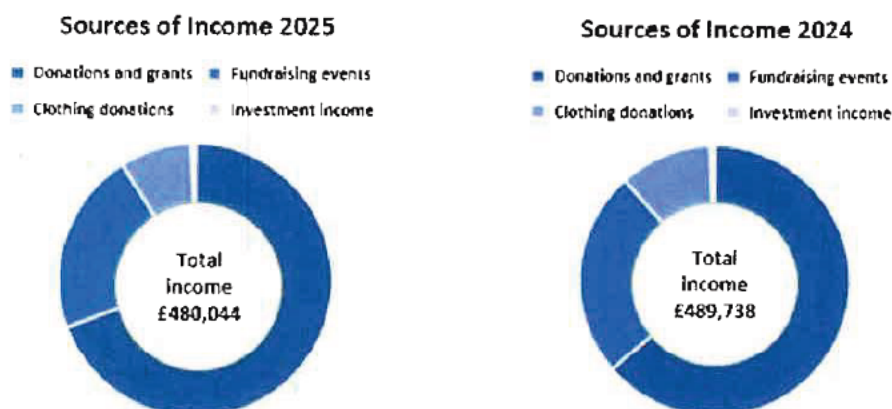


# SMART WORKS SCOTLAND

## TRUSTEES' REPORT (CONTINUED)

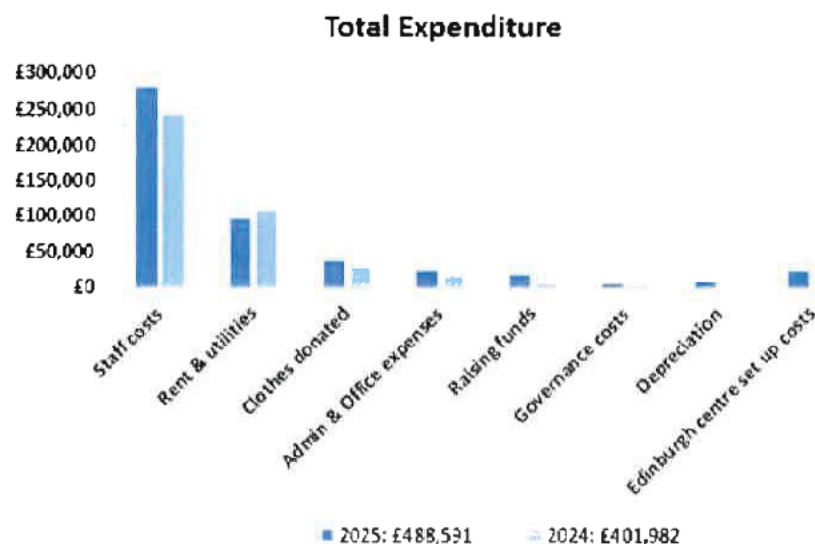
FOR THE YEAR ENDED 31 MARCH 2025

### Reserves policy



Total expenditure for the year was £488,591 (2024: £401,982) which was a 22% increase on the prior year. This reflects the increase in staff and administration costs to support our growing number of unique beneficiaries across both of our centres, as well as the additional costs for our Edinburgh centre move.

Our costs are mainly for staff, premises and direct client service costs.



### Investment Policy

The Trustees, having regard to the liquidity requirements of operating the Charity and to the reserves policy, have operated a policy keeping available funds in interest-bearing deposit accounts.

### Reserves Policy

The Trustees have considered the requirement for free reserves, i.e. those unrestricted funds not designated for specific purpose or otherwise committed. It has been determined that, given the nature of the charity's work, the level of free reserves should be equivalent to 3 to 6 months of annual expenditure. This provides sufficient flexibility to cover any temporary shortfall in income and will allow the charity to cope and respond immediately to a reasonable range of unforeseen adverse circumstances prior to specific remedial plans being implemented. The free reserves of £155,990 meets this requirement.

# SMART WORKS SCOTLAND

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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#### Structure, governance and management

##### Governance

Smart Works Scotland and its Trustees are bound by the Memorandum and Articles of Association. The name of the Trustees who served during the period are set out in the legal and administrative information section.

Smart Works Scotland is a Scottish Charitable Incorporation Organisation ('SCIO'). This annual report and accounts have been prepared in accordance with the Scottish Charity Regulator ('OSCR') guidance for SCIOs.

Smart Works Scotland has been granted a license to operate by Smart Works Charity (which is a limited company registered in England and Wales with registered number 3870671 and a charity with registered number 1080609).

##### Recruitment and Appointment of new Trustees

Regular reviews are undertaken to assess the skills of the current Trustees and identify any areas for strengthening. New Trustees are appointed by the existing Trustees and their appointment is approved by the Smart Works Charity Board.

##### Induction and Training of new Trustees

New Trustees are provided with an induction to familiarise themselves with the charity and the not-for profit sector. They are briefed on their responsibilities by the existing Trustees. New Trustees are also referred to the Charity Commission's guide 'The Essential Trustee'. Smart Works Charity shares a Trustee Welcome Pack with all Smart Works Trustees when they join the charity, setting out roles, responsibilities and the structure of Smart Works both locally and nationally. These resources are available under the dedicated Trustee section of our internal portal for tools and resources along with other useful guides and videos. Trustees also undertake training as part of their role, including on Equity Diversity and Inclusion.

##### Organisational Structure and Decision-Making

The Trustees review and approve all policies, and follow a strategy set in the business plan, in line with the wider strategy set by Smart Works Charity. The Trustees meet at least quarterly throughout the year and will have an annual session to update and revise the strategy.

##### Management

The day-to-day management of Smart Works Scotland is undertaken by the Head of Smart Works Scotland and the Head of Service Delivery and overseen by the Chair and Board of Trustees. Resources, infrastructure and support is provided by Smart Works Charity on finance, people, partnerships, operations and communications.

##### Pay Policy for Key Management Personnel

All Trustees give their time freely and no Trustee received remuneration in the year.

The pay of staff is reviewed annually. The Trustees benchmark pay against pay levels in other similarly sized charities and other Smart Works centres.

##### Risk Management

The Trustees regularly review the major risks to which the charity is exposed, in particular those relating to governance, operations, finance, HR, compliance and external factors. The centre maintains a risk register that is reviewed by the board on a regular basis.

##### Relationships with Related Parties

Smart Works Scotland has been granted a license to operate by Smart Works Charity (which is a limited company registered in England and Wales with registered number 3870671 and a charity with registered number 1080609).

##### Policies

Policies for all relevant areas are maintained by Smart Works Charity, including Safeguarding Vulnerable Adults, Safeguarding Children, Anti-Bribery and Fraud, Anti-Harassment & Bullying, Compassionate Leave, Complaints, Conflict of Interest, Data Protection, Disciplinary, Environmental, Equality, Flexible Working, Grievance, Health & Safety, Lone Working, Maternity, Paternity, Parental Leave, Privacy, Redundancy, Risk Management, Shared Parental Leave, Sickness Absence & Capability, Travel & Expenses and Whistleblowing. A Staff Handbook is made available to staff and includes a summary of all these policies.

# SMART WORKS SCOTLAND

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### Volunteers

The Trustees are grateful for the invaluable contribution of those who give their time voluntarily to deliver across roles in dressing, coaching, wardrobe management and administration. We have over 100 active volunteers with a very high retention rate and an ongoing recruitment process to bolster numbers. Our volunteers are one of our greatest assets, they are all totally dedicated and play an enormous role in delivering our dressing and coaching services.

#### Public Benefit

The Trustees have read and complied with the guidance contained in the Charity Commission's general guidance on public benefits when reviewing our aims and objectives and in planning our future activities. Our achievements above demonstrate how we have fulfilled this requirement during the year. In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

#### Future Plans

##### Delivering our Three Year Plan by 2025

On 1 April 2022, Smart Works Scotland began the first year of an ambitious Three Year Plan as part of the Smart Works Group in response to a significant increase in need for the service provided in our area. This plan is now complete and extensive consultation has supported the development of the new three year plan, which will be launched in 2025, building on the success of our impactful model.

The cost-of-living crisis has had a devastating impact on the women we serve and the expansion of our service has never been more urgent. The job market is worsening for the women we serve, who are applying for an average of 38 roles without success, up from 22 in 2022.

The new strategic plan for the Smart Works network is focused on the following five ambitions:

Strategic Priority	Aim
Reach more women	We aspire to ensure every woman who could benefit from Smart Works can access our service.
A trusted, 'go to' service	We aim to be nationally recognised as the leading service for unemployed women.
For every woman, at any stage	We recognise that women need different kinds of support at different points in their working lives.
Raise Our Voice	We will use our voice to influence public discourse and policy around women's unemployment.
Strengthen Our Foundations	We will build the infrastructure, culture, and funding model needed for sustainable growth, grounded in equitable practices and continuous improvement.

Due to the necessity to restructure our operations and the fact we are now operating from a single centre we have significantly reduced our cost base. Our plans for the immediate future include:

- Continued close control over, and maintenance of, a reduced cost base.
- Build up our staff complement to resume in person service delivery to our clients.
- Build on plans to secure sustainable income streams including securing government funding and multi year grants and trust income.
- Develop strategic partnerships to assist with service delivery targets and additional sustainable income sources.
- Establish a Fundraising Committee of volunteers to develop, working with the board varied and ambitious plans to increase Smart Works Scotland visibility in the community and business sector and to increase both the number and diversity of income sources through events and fundraising initiatives.

# SMART WORKS SCOTLAND

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

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### Equity, Diversity & Inclusion

In June 2023, Smart Works launched a new group-wide Equity, Diversity & Inclusion strategy. The strategy set-out a framework for how all Smart Works centres will nurture a culture of diversity and inclusivity. Over the last year, Smart Works has delivered important initiatives to progress this work. This includes training for staff, trustees and volunteers, demographic data collection across our internal community, and the launch of a Client Champion programme where former clients become ambassadors for the charity.

We want Smart Works to be a place where everyone feels accepted, valued and able to thrive - whether they are staff, volunteers, trustees, partners, supporters, or our clients. Smart Works Scotland is committed on implementing this strategy locally and creating a more inclusive and equitable future for every member of the Smart Works community.



# SMART WORKS SCOTLAND

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

*FOR THE YEAR ENDED 31 MARCH 2025*

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The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



# SMART WORKS SCOTLAND

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SMART WORKS SCOTLAND

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I report on my independent examination of the financial statements of the charity for the year ended 31 March 2025, which are set out on pages 11 to 24.

#### **Respective responsibilities of trustees and examiner**

As the trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the Company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 44 (1) (c) of the 2005 Act and section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charity has prepared its financial statements on an accruals basis and is also registered in Scotland, the independent examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept as required by section 386 of the 2006 Act and Regulation 4 of the 2006 accounts Regulations; or
2. the accounts do not accord with those records with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)]

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Gravita Audit Oxford LLP**

First Floor, Park Central  
40-41 Park End Street

Oxford  
OX1 1JD

Date: .....

# SMART WORKS SCOTLAND

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	208,793	164,710	373,503	266,461	139,253	405,714
Other trading activities	4	104,155	-	104,155	78,027	-	78,027
Investments	5	2,386	-	2,386	5,997	-	5,997
<b>Total income</b>		<b>315,334</b>	<b>164,710</b>	<b>480,044</b>	<b>350,485</b>	<b>139,253</b>	<b>489,738</b>
<b>Expenditure on:</b>							
Raising funds	6	5,534	4,958	10,492	4,764	-	4,764
Charitable activities	7	358,621	119,478	478,099	271,992	125,226	397,218
<b>Total expenditure</b>		<b>364,155</b>	<b>124,436</b>	<b>488,591</b>	<b>276,756</b>	<b>125,226</b>	<b>401,982</b>
<b>Net income/(expenditure) and movement in funds</b>		<b>(48,821)</b>	<b>40,274</b>	<b>(8,547)</b>	<b>73,729</b>	<b>14,027</b>	<b>87,756</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2024		204,811	63,278	268,089	131,082	49,251	180,333
<b>Fund balances at 31 March 2025</b>		<b>155,990</b>	<b>103,552</b>	<b>259,542</b>	<b>204,811</b>	<b>63,278</b>	<b>268,089</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# SMART WORKS SCOTLAND

## BALANCE SHEET

AS AT 31 MARCH 2025

		2025		2024	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	12		44,168		-
<b>Current assets</b>					
Stocks	13	38,204		34,315	
Debtors	14	78,107		64,187	
Cash at bank and in hand		138,204		205,109	
		<u>254,515</u>		<u>303,611</u>	
<b>Creditors: amounts falling due within one year</b>	15	(39,141)		(35,522)	
Net current assets			215,374		268,089
<b>Total assets less current liabilities</b>			<u>259,542</u>		<u>268,089</u>
<b>Income funds</b>					
Restricted funds	18	103,552		63,278	
Unrestricted funds		155,990		204,811	
		<u>259,542</u>		<u>268,089</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The director acknowledges her responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 17/12/25

Company registration number CS001342

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2025

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#### 1 Accounting policies

##### Charity information

Smart Works Scotland is a Scottish Charitable Organisation.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Donated stock for dressing clients is recognised in the financial statements when the goods are received by the charity and their value can be measured with reasonable accuracy. The value placed on these resources is their value to the charity. The trustees consider it impractical to measure the value of volunteer help and consequently, as permitted by the SORP, their value is not recognised in the financial statements but is described in the trustees' annual report.

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	3 years on a straight line basis
Fixtures and fittings	20% on a straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Stocks

The cost of donated dressing stock for distribution to beneficiaries is valued at fair value, which has been estimated by the trustees.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no estimates that the trustees consider significant for the accounts.

### 3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	122,061	45,875	167,936	115,370	30,510	145,880
Grants	86,732	77,896	164,628	151,091	79,750	230,841
Donated goods and services	-	40,939	40,939	-	28,993	28,993
	<u>208,793</u>	<u>164,710</u>	<u>373,503</u>	<u>266,461</u>	<u>139,253</u>	<u>405,714</u>

### 4 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising events	103,996	77,891
Other income	159	136
Other trading activities	<u>104,155</u>	<u>78,027</u>

### 5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	<u>2,386</u>	<u>5,997</u>

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 6 Expenditure on raising funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds	
	2025 £	2025 £	2025 £	2024 £
<b>Fundraising and publicity</b>				
Fundraising costs	5,534	4,958	10,492	4,764
	<u>5,534</u>	<u>4,958</u>	<u>10,492</u>	<u>4,764</u>

### 7 Expenditure on charitable activities

	Charitable activities 2025 £	Charitable activities 2024 £
<b>Direct costs</b>		
Staff costs	274,577	232,827
Depreciation	6,690	-
Clothes donated	37,050	28,830
Rent and utilities	95,703	106,383
Office expenses	10,072	10,960
Administration costs	20,202	7,442
Staff related costs	7,105	7,936
Relocation costs	22,132	-
Client travel	715	-
	<u>474,246</u>	<u>394,378</u>
<b>Share of support and governance costs (see note 8)</b>		
Governance	3,853	2,840
	<u>478,099</u>	<u>397,218</u>
<b>Analysis by fund</b>		
Unrestricted funds	358,621	276,992
Restricted funds	119,478	120,226
	<u>478,099</u>	<u>397,218</u>

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 8 Support costs allocated to activities

	2025 £	2024 £
Governance costs	3,853	2,840
<b>Analysed between:</b>		
Charitable activities	3,853	2,840

Governance costs includes payments to the independent examiners of £700 + VAT (2024: £650) for independent examination fees.

The fee for the accounts preparation of £1,750 + VAT due (2024: £1,600 + VAT) due to the independent examiners is being paid for by the parent charity.

### 9 Trustees

The charity's insurance policy includes Trustee Indemnity Insurance for all its trustees. No other remuneration was paid to the trustees or to any connected persons during the year.

The trustees indemnity insurance was £nil in the year (2024: £nil).

### 10 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	9	9
<b>Employment costs</b>	<b>2025 £</b>	<b>2024 £</b>
Wages and salaries	244,735	208,796
Social security costs	22,594	17,947
Other pension costs	7,248	6,084
	<u>274,577</u>	<u>232,827</u>

There were no employees whose annual remuneration was more than £60,000.

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	<u>78,378</u>	<u>63,433</u>

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 10 Employees

(Continued)

Under the terms of the Charities SORP, the trustees, the Head of Service Delivery Scotland and the Head of Fundraising Partnerships & Communications Scotland are recognised as key management personnel. The aggregate employee benefits (including employer pension and National Insurance contributions) received by the key management personnel are shown above.

### 11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 12 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings	Total
	£	£	£
<b>Cost</b>			
Additions	44,131	6,726	50,857
At 31 March 2025	44,131	6,726	50,857
<b>Depreciation and impairment</b>			
Depreciation charged in the year	6,129	560	6,689
At 31 March 2025	6,129	560	6,689
<b>Carrying amount</b>			
At 31 March 2025	38,002	6,166	44,168

### 13 Stocks

	2025	2024
	£	£
Dressing stock	38,204	34,315

### 14 Debtors

	2025	2024
	£	£
Amounts falling due within one year:		
Trade debtors	-	161
Other debtors	78,107	64,026
	78,107	64,187

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 15 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Other taxation and social security		4,123	3,724
Deferred income	16	-	22,500
Trade creditors		16,501	6,907
Other creditors		1,590	1,469
Accruals		16,927	922
		<u>39,141</u>	<u>35,522</u>

### 16 Deferred income

	2025 £	2024 £
Arising from grants	-	22,500

Deferred income is included in the financial statements as follows:

	2025 £	2024 £
Deferred income is included within:		
Current liabilities	-	22,500
Movements in the year:		
Deferred income at 1 April 2024	22,500	78,500
Released from previous periods	(22,500)	(78,500)
Resources deferred in the year	-	22,500
Deferred income at 31 March 2025	-	22,500

### 17 Retirement benefit schemes

Defined contribution schemes	2025 £	2024 £
Charge to profit or loss in respect of defined contribution schemes	7,248	6,084

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024	Incoming resources	Resources expended	At 31 March 2025
	£	£	£	£
One City Trust	-	1,250	(1,250)	-
Endrick Trust	-	2,000	(2,000)	-
Nancie Massey Charitable Trust	5	500	(505)	-
Gordon Fraser Trust	1,000	-	(1,000)	-
Anderson AABIE	2,000	2,000	(4,000)	-
Scottish Power	2,958	-	(2,958)	-
Capricorn Energy Plc	3,000	-	(3,000)	-
National Lottery Awards for All	20,000	-	(10,000)	10,000
Stafford Trust	-	5,000	(5,000)	-
Screwfix Foundation	-	5,000	(882)	4,118
Foundation Scotland	-	40,000	(15,794)	24,206
Clothworkers Foundation	-	15,000	(2,647)	12,353
Blackrock (Tides Foundation)	-	7,396	(1,849)	5,547
Meikle Foundation	-	2,500	(625)	1,875
Falkirk Soroptomists	-	1,960	(1,960)	-
Souter Foundation	-	3,000	(750)	2,250
Volant Trust (Foundation Scotland)	-	5,000	-	5,000
Career Coaching (Bank of America)	-	33,165	(33,165)	-
Dressing Stock	34,315	40,969	(37,050)	38,234
	<u>63,278</u>	<u>164,710</u>	<u>(124,436)</u>	<u>103,552</u>

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 18 Restricted funds

(Continued)

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
National lottery	-	27,500	(7,500)	20,000
The Corra Foundation - Scotland Comic Relief Fund	6,941	-	(6,941)	-
The Nandie Massey Charitable Trust	-	1,500	(1,495)	5
Bank of Scotland	6,075	-	(6,075)	-
Capricorn Energy PLC - Capricorn Grant	-	7,500	(4,500)	3,000
Conundrum Charitable Trust	2,083	-	(2,083)	-
Career Coaching (Bank of America)	-	25,510	(25,510)	-
Dressing Stock	34,152	28,993	(28,830)	34,315
One City Trust	-	3,750	(3,750)	-
Anderson AABIE	-	2,000	-	2,000
Bentley	-	500	(500)	-
Gordon Fraser Trust	-	2,000	(1,000)	1,000
Scottish Power	-	35,000	(32,042)	2,958
Walter Scott	-	5,000	(5,000)	-
	<u>49,251</u>	<u>139,253</u>	<u>(125,226)</u>	<u>63,278</u>

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 18 Restricted funds

(Continued)

One City Trust awarded funds in August 2023 towards staff salary costs for our Edinburgh centre.

Endrick Trust awarded funds in April 2024 towards the Glasgow property costs only.

The Nancie Massey Charitable Trust provided a grant in the prior year to fund new IT equipment and in the current year to help recruit and support outreach volunteers in Edinburgh.

The Gordon Fraser Charitable Trust awarded a grant in December 2023 towards staff salary costs.

Anderson, Anderson & Brown Charitable Initiative provided funds to support outreach presentation resources costs.

In March 2023, we received £42.5k from ScottishPower Foundation for our project Supporting Black Minority Ethnic (BME) Women into Sustainable Employment to fund the salary of an Outreach Worker and associated translation and interpreter costs.

In November 2021 we received £10k from The National Lottery Awards for All towards rent and utilities for the new Glasgow centre for the 2023 calendar year - 9 months deferred to FY 23/24. In March 2024 we received £20k from National Lottery Community Fund - Awards for All Grant towards outreach support in Glasgow for the next 2 years.

The Screwfix Foundation awarded funds in October 2024 for the painting and decorating costs for the new Edinburgh centre.

BlackRock (Tides Foundation) awarded funds in September 2024 for salary and volunteer costs, to be spent in the Jan - Dec 25.

Shepherd & Wedderburn Meikle Foundation awarded funds in December 2024 for salary and volunteer costs covering periods Jan - Dec 25.

Falkirk Soroptomists awarded funds in December 2024 for £40 interview guides, £40 career coaching guides, £50 postage, £1500 salary volunteer coordinator, £330 travel to Falkirk.

Souter Foundation awarded funds in December 2024 for Glasgow staff cost of growing our inclusive service for neurodivergent and disabled women to cover periods Jan - Dec 25.

Volant Trust (Foundation Scotland) awarded funds in November 2024 for salary costs for Outreach lead which will be spent in 25/26 year.

Smart Works Charity Career Coaching (Bank of America) is grant funding towards core costs.

The Dressing Stock fund represents donations received for the specific purpose of providing beneficiaries with clothing for interview.

#### 19 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
General funds	204,811	315,334	(364,155)	155,990

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 19 Unrestricted funds

(Continued)

Previous year:	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
General funds	131,082	350,485	(276,756)	204,811

### 20 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
<b>At 31 March 2025:</b>			
Tangible assets	-	44,168	44,168
Current assets/(liabilities)	155,990	59,384	215,374
	155,990	103,552	259,542
	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>At 31 March 2024:</b>			
Current assets/(liabilities)	204,811	63,278	268,089
	204,811	63,278	268,089

### 21 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
Within one year	52,390	23,773
Between two and five years	173,609	-
	225,999	23,773

Operating lease payments in the year were £30,604 (2024: £16,000). Operating commitments include the service charge consideration where the use of annual RPI of 3.6% was used to calculate the payable and the actuals would be different once future RPI's are published.

# SMART WORKS SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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### 22 Members' Liability

The company is limited by guarantee. The member of the company undertakes to contribute to the assets of the company, in the event of the same being wound up while they are a member, or within one year after they cease to be a member, for payment of the debts and liabilities of the company contracted before they ceased to be a member, and of the costs, charges and expenses of winding up such amount as may be required not exceeding £1. At the balance sheet date there was 1 member, Smart Works Charity.

### 23 Events after the reporting date

During 2025, with a view to achieving a long term sustainable operational model in a challenging fundraising climate, a decision was taken by the Trustees to restructure SmartWorks Scotland resulting in the closure of the Glasgow site, reducing staff numbers and a consequent material reduction in costs.

### 24 Related party transactions

During the year the Charity received donations of £76,712 (2024: £128,783) from Smart Works Charity, its immediate parent which are included in the results for the year.

The Charity received £nil (2024: £1,470) in donations and reimbursed £88 (2024: £330) of expenses to 1 trustee.

### 25 Control

The parent of the largest group in which these financial statements are consolidated is Smart Works Charity (Company number 03870671 and Charity Number 1080609) who is the sole member of this charity. Smart Works Charity has the same principal activity as this charity.

The address for Smart Works Charity is: Unit 1, Canonbury Yard 202-208 New North Road, Islington, London, England, N1 7BJ.

