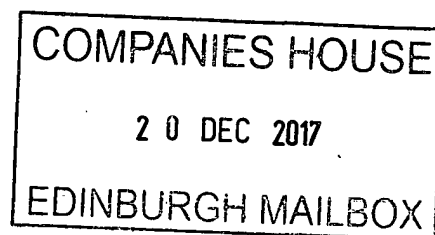


**Simpson's Memory Box Appeal
(Limited by Guarantee)**

Company No: SC323301



**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**UNAUDITED DIRECTORS' REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2017**

Charity No: SC038243

**Ian J Brown & Company
10B High Street
Dunbar
East Lothian
EH42 1EL**

WEDNESDAY



**SCT *S6LNHRK8* #274
COMPANIES HOUSE**

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

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**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS
For the Year Ended 31 March 2017**

REFERENCE AND ADMINISTRATIVE DETAILS

Company Registration Number: SC323301

Charity Registration Number: SC038243

Principal Office & Registered Office:

Dalmation House
Spott Road
Dunbar
East Lothian
EH42 1LE

Directors:

The directors of the charitable company (the charity) are its trustees for the purposes of charity law. The directors and officers serving during the year and since the year end were as follows:

Thomas Waterson (Chair)
Susan Burns
Tracey Drever
Sara Fitzsimmons (resigned 13th April 2016)
Jenni Morris
Andrea Nye (appointed 6th September 2016)
Matt O'Connor
Tracey O'Connor
Claire Wilson (resigned 13th April 2016)

Short biographies of each of the Trustees can be found on the SiMBA website
www.simbacharity.org.uk/about-us/simba-trustees

Independent Examiners:

Ian J Brown & Company
Chartered Accountants
10b High Street
Dunbar
EH42 1EL

Bankers:

Royal Bank of Scotland
6 High Street
Bonnyrigg
EH19 2AA

Bank of Scotland
PO Box 1000
BX2 1LB

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Simpson's Memory Box Appeal (known as SiMBA) or ("the charity") is a charitable company limited by guarantee incorporated on 9 May 2007. The charitable company's purpose and administration arrangements are set out in our Memorandum and Articles of Association (our "Constitution").

Recruitment and appointment of the Trustees

All of SiMBA's Trustees are appointed by a nomination and voting system. Once an application for membership has been received, a trustee is appointed if 75% of the current trustees agree.

Recruitment and appointment of Management Committee

The directors of the company are also charity trustees for the purpose of charity law and under the company's Constitution are known as members of the Management Committee. Under the requirements of the Constitution, at each Annual General meeting any director who was admitted during the period since the preceding AGM and a third of the remaining directors shall retire from office. Any director may be re-appointed by a resolution passed by at least 75% of the total membership.

OBJECTIVES AND ACTIVITIES

Charitable objectives

The objects of the charity, as recorded in our Memorandum of Association, are:

- To relieve the needs of individuals affected by the loss of a baby
- To advance education and, in particular, to raise awareness among the general public of issues relating to the loss of a baby and the needs of parents in such circumstances.

In pursuance of these objectives, our aim is to make the Memory Box available to everyone who has suffered the loss of a baby during pregnancy or close to the time of birth. The Memory Box is a treasure chest of mementos such as certificates for hand and footprints, a box for a lock of hair, a birth acknowledgment certificate and teddies. In addition, we aim to provide a Family Room in every hospital that wants one and a Tree of Tranquillity in every council district, where possible, to provide a symbol or remembrance for babies. SiMBA also provides support groups for parents and their families so that they have a safe, comfortable place to talk to others who understand, including a social media closed groups which are closely monitored by volunteers trained by Child Bereavement UK. We also assist in education and study days for midwifery staff and students with a view to improving bereavement care for parents and their families.

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

ACHIEVEMENTS AND PERFORMANCE

Memory Box Expansion

Our Memory Box distribution continued to expand and grow, and we have continued to add new hospital units to our supply list. From 01/04/16 to 31/03/17 we distributed: 2,367 Small Memory Boxes, 1,268 Large Memory Boxes and 965 Clay Kits in conjunction with the Haydon Kennan Foundation for SiMBA.

The Haydon Kennan Foundation

The Haydon Kennan Foundation was created in memory of Haydon Kennan, who became an angel at the age of 15 weeks and 2 days. The foundation works alongside SiMBA to donate a clay imprint kit to accompany every large Memory Box that we distribute.

At the end of this financial year we supplied 190 hospital units in the UK and 19 hospital units in Ireland and began supplying the following new hospital units:

Scotland

Children's Ward, Victoria Hospital
Community Midwives, Invergordon
Neonatal Unit, NHS Borders
Royal Hospital for Children, Glasgow
The Mortuary, Aberdeen Maternity Hospital
Women's Services Support & Counselling Service, Wishaw General Hospital

England

Acorns Hospice (Birmingham) A & E, The Royal London Hospital
Branton Ward, Lincoln County Hospital Darent Valley Hospital
Delivery Suite, Stoke Mandeville Hospital
Diamond Jubilee Maternity Unit, Lister Hospital
Dorset County Hospital
Early Pregnancy and Acute Gynaecology Unit, Hammersmith Hospital
Elephant Ward, Great Ormond Street Hospital
Giraffe Ward, Great Ormond Street Hospital
Gynaecology ward, Royal Preston Hospital
Gynaecology, Birmingham Women's Hospital
Honeysuckle Team, Liverpool Women's Hospital
Kings Mill Hospital, Sherwood Forest Hospitals NHS Trust
Labour Suite, George Elliott Hospital Lion Ward, Great Ormond Street Hospital
Maternity Department, Croydon University Hospital
Neonatal Unit, Croydon University Hospital
Special Care Baby Unit, Torbay Hospital
Ward 12, Bradford Royal Infirmary
Women's Health Division, University College Hospital

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

ACHIEVEMENTS AND PERFORMANCE (Continued)

Wales

Emergency Department Glangwili Hospital
2/4 Gynaecology Nevill Hall Hospital

We also enhanced our Memory Box offering adding touched by you blankets; two identical blankets, one to place with baby and one to place with parents. When it is time to say goodbye the blankets are swapped over so baby has something that has been close to their parents and parents have something that has been close to baby.

Our Trees of Tranquillity

This year we sent out 354 leaves to be added to our Trees of Tranquillity in Edinburgh, Orkney, Borders, Inverness, Glasgow; giving us a total of 1,921 leaves on our trees. The earliest leaf on any of our trees is in Orkney and was added in memory of a little boy who died in 1911.

Support Group Expansion

On the 22nd of July SiMBA co-ordinated an advanced support group facilitator training for 15 delegates in Gate 55, Edinburgh with training delivered by Child Bereavement UK.

On the 15/16 October we coordinated a Support Group Facilitator training course for 18 volunteers again with training delivered by Child Bereavement UK. This course allowed us to recruit and train new volunteers for our existing support groups and launch a new support group in the Western Isles led by Joanne Murray Stewart.

SiMBA now has support group facilitators in Ayrshire, Galashiels, Edinburgh, Fort William, Glasgow, Inverness, Oban, Orkney and the Western Isles.

2 volunteer support group coordinators also oversee our close Facebook pages, which had 1500 members as at 31.3.16.

Our on-line reach via Facebook as at 31.12.16 extended to:

8,000 Followers of Main Facebook Page
1,500 Members of Closed Support Group
200 Members of Pictures Group
50 Members of Grandparents Group
150 Members of Expecting Mothers
50 Members of Dad's Group
403 Members of the Craft Group

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

ACHIEVEMENTS AND PERFORMANCE (Continued)

Corporate Partnerships

In addition to the fundraising efforts of individuals we were chosen as charity of the year for 2016/17 by:

Gambados
Johnston Smillie Ltd Accountants Edinburgh
Roxburghe Hotel, Edinburgh
Smurfit Kappa Recycling UK *

* Although Smurfit Kappa Recycling began their partnership with SiMBA in 2016 they see this as a regular on-going donation.

Gecko media continued to support us by donating our website and Unison Lothian Branch continued to support us in their hospital shops (located in the Royal Infirmary, Edinburgh and St Johns) as well as at sponsored events. SiMBA were delighted to be invited to give a short presentation and hold an awareness stall at the Unison East Lothian Branch AGM.

Gareth and Nicola Wood donated a further £10,000 to SiMBA.

Family Room Equipment / Refurbishment Programme

The Lola Commons fund, established in 2013, has continued to refurbish family rooms and gift essential Family Room equipment such as cameras, printers, radios, and fold down beds to many hospitals across the UK. Lisa Hague, SiMBA Ambassador and the founder of the Lola Commons Fund and her fiancée Kris Commons have continued to remain actively involved with the fund, helping to promote and raise awareness whenever possible. Neil and Joanne Alexander joined the fund as ambassadors in January 2016,

Blueprint for all family rooms created

Sara Fitzsimmons created a working group of hospital staff, consultants, Neonatal nurses and parents to work with Grosvenor Interiors to create a blue print for all Lola Commons Fund family room refurbishments going forward.

Key donations and PR activities are listed below:

April 2016

Cuddle cot donated to Queen Elizabeth Labour Ward
Buddy day bed chair for partners donated to Bramshaw Women's Unit, Princess Anne Hospital
Ready bed sleeper chair for partners donated to Acorns Children's Hospice

May 2016

Cuddle cot donated to Neonatal Unit, Aberdeen Maternity Unit
Cuddle cot donated to Labour Ward, Western Isles Hospital
Ready bed sleeper chair for partners donated to St Marys Hospital, London
Cuddle cot donated to St John's Hospital, Neonatal Unit, Livingston

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

ACHIEVEMENTS AND PERFORMANCE (Continued)

13th May – A cuddle cot was presented by Lisa Hague to St John's Hospital, Neonatal Unit, Livingston

June 2016

Guest bed donated to Barnsley

July 2016

Cuddle cot donated to the Labour Ward of the Royal Alexandra Hospital, Paisley

October 2016

Cuddle cot donated to Labour Ward, Royal Alexandra Paisley

Cuddle cot donated to Labour Ward, Portree Hospital Skye

Cuddle cot donated to Labour Ward, Royal Infirmary Edinburgh

Cuddle cot donated to the Women and Children's Bereavement Team in Forth Valley Hospital

January 2017

Cuddle cot donated to Maternity, Western Isles Hospital Barra

Cuddle cot donated to Neonatal Unit, Royal Alexandra, Paisley

Furniture purchased for the Royal Alexandra, Paisley

March 2017

Cuddle cot donated to Neonatal unit, Queen Elizabeth

Family room refurbishment begins its final phase in the Neonatal unit, Queen Elizabeth

Cuddle cot donated to Neonatal unit, Raigmore Hospital, Inverness

Cuddle cot donated to Labour Ward, Princess Royal Maternity

The fund continues to work on family room projects in Simpsons Maternity Unit in The Royal Infirmary, Edinburgh; The Royal Alexandra Hospital, Paisley and Nottingham University Hospital.

For further details of the Lola Commons Fund for SIMBA please refer to our website:
<https://www.simbacharity.org.uk/about-us/lola-commons-fund/>

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

ACHIEVEMENTS AND PERFORMANCE (Continued)

Community Partnerships

Following a charity fun day event organised by SiMBA on the 18th of September at Hallhill Health Living Centre in Dunbar, Dunbar RFC chose to support SiMBA as their nominated charity. The club have donated an advertising board on the pitch side at the Hallhill Health Living Centre and are committed to donating a free advert in their key event programmes as well as an awareness stall at their annual fete and mini tournament. To help to raise awareness they have also added the SiMBA logo to all Dunbar junior RFC player strips at no cost to the charity.

Fundraising Highlights

SiMBAs fundraising continues to grow year on year. Throughout the year we had over 124 individuals organising fundraising for us, here are a few key events for 2016:

6th May Golf Event shared with Medical Detection Dogs Weir Family Foundation Golf Day Archerfield raised £10,500

- Great Scottish Events raised £17,746.17
- SiMBA Sparkling Afternoon Tea on the 6th of November raised £6,220
- The Glasgow Kilt Walk raised £6164.08
- Slide across the Clyde for SiMBA raised £3,159.50
- The Bucket collection for the Scottish Cup Semi Final at Tynecastle Stadium (Hibs vs Bonnyrigg Rose) raised - £2,257.15

Awareness Events

The Glasgow Tree of Tranquillity was formally opened at our Butterfly release on the 20th August 2016.

For the first time SiMBA's Wave of Light service, to mark baby loss awareness day on the 15th of October, was moved from the Sanctuary, Royal Infirmary Edinburgh to St Catherine's Argyle, Edinburgh to allow us to accommodate more guests. We also streamed key parts of the service live on Facebook for the first time, which had 4.7k views.

We held organised butterfly releases in Ayr, Glasgow, Galashiels, Glen Nevis, Oban, Lochgilphead, Edinburgh, and Inverness where we released 360 butterflies and supported 459 adults and 186 children which was an increase of 226 adults and 67 children on 2015.

SiMBA were honored to be one of the chosen charities for the First Minister's Christmas Cards 2016. The card design was unveiled at a ceremony in Dundee. All the proceeds from the card and sale of the original artwork will be split between SiMBA, The Archie Foundation, Christine Witcutt Memorial Fund and The Dixon Community. The card is a special edition created by Peter Davidson and Morris Heggie, who have produced weekly cartoon strips of Oor Wullie for many years. The card was sent by The First Minister to heads of state around the world, with the original illustration being auctioned for charity in 2017. For the first time, special packs featuring the first minister's Christmas cards from previous years will also be on sale in National Galleries of Scotland shops in Edinburgh.

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

ACHIEVEMENTS AND PERFORMANCE (Continued)

Education, Learning and Conferences

SiMBA exhibited at the following conferences to raise awareness for the charity and the services that we can provide:

25th - 27th April - Danielle Valaitis and Andrea Nye attended the Unison Conference in the Brighton Centre.

1st September - Danielle Valaitis and Zoey Linton attended the 'Reducing Perinatal Mortality: Learning from MBRRACE-UK, Each Baby Counts and MCQIC' at the Royal College of Physicians, Edinburgh

7th September - Sara Fitzsimmons presented at the Students Midwives Conference - Balancing Inequalities & Challenging the Norm.

24th September – SiMBA organised for exhibition materials only to be sent to the Association of Anatomical Pathology Technology (www.aaptuk.org) - specialist staff who look after the deceased and the mortuaries around the country.

19th & 20th October – Sara Fitzsimmons, Danielle Valaitis, Susan Burns and Tam Waterson exhibited at the RCM conference and attended the evening dinner on behalf of SiMBA.

6th December – Danielle Valaitis, Helen Kennan and Andrea Nye attended the Scottish Government Bereavement Conference.

1st February - Sara Fitzsimmons exhibited and we placed an advertisement in the programme for the Maternity Midwifery & Baby Conference, Ibis Earls Court, London which was attended by over 1500 health professionals.

2nd February – Danielle Valaitis attended the Children's Hospice Association of Scotland's Palliative Care for the under 5s Conference in Edinburgh

6th February - Sara Fitzsimmons attended Child Bereavement UK's Annual Neonatal Conference, London

20th / 21st February - Sara Fitzsimmons attended The Scottish Government Bereavement Conference

28th & 29th March - Elaine Pirrie and Andrea Nye attended the MAMA (Midwives and Mothers Alliance) Conference.

We also attended an education stall at Royal Infirmary, Edinburgh alongside CHAS and Sands Lothian on the 10th of May and we attended the STRIVE (the Third Sector Interface for East Lothian) annual conference as well as their volunteer recruitment fair.

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

ACHIEVEMENTS AND PERFORMANCE (Continued)

SiMBA also organised the following training events for health care professionals:

In conjunction with Children's Hospice Association of Scotland, Edinburgh Sick Kids and Barnados SiMBA coordinated 2 Multi Agency Study days; one on the 31st May for 18 delegates and another on the 9th December for 22 delegates.

SiMBA and Children's Hospice Association of Scotland also coordinated study days for 46 students in Napier University on the 11th May 2017 and for 16 health care professionals on the 29th of March 2017.

5th / 6th September - SiMBA organised a Bereavement Photography Training Day in the Queen Elizabeth Hospital, Glasgow for 19 members of hospital staff.

In addition, Sara Fitzsimmons held drop in memory making sessions which were attended by Health Care Professionals.

At each drop-in session (held in the hospitals listed below) delegates were asked a series of questions including "how confident they felt in caring for and making memories with bereaved parents". Scores were given before and after training on a rating of 0-10.:

14/4 – Simpsons, Royal Infirmary Edinburgh - 6 delegates attended – Confidence levels rose from an average of 4.1 before training at an average of 8 after training.

27/4 – Queen Elizabeth, Labour Ward - 9 delegates attended - Confidence levels rose from an average of 5.8 before training at an average of 9.4 after training.

1/6 - Borders General Hospital - 16 delegates attended (Midwives, SCBU Nurses, Maternity Care Assistants, EPU and Scanning). Confidence levels rose from an average of 5.3 before training at an average of 8.3 after training.

8/6 - Aberdeen Neonatal Unit - 18 delegates attended (Staff nurses, Student midwives and Neonatal nurses). Confidence levels rose from an average of 3.5 before training at an average of 7.8 after training.

29/6 – Queen Elizabeth University Hospital - 16 delegates attended (Midwives, Neonatal nurses and a Consultant). Confidence levels rose from an average of 5 before training at an average of 8.2 after training.

7/17 – Raigmore Hospital - 5 delegates attended (Midwives and student midwife). Confidence levels rose from an average of 4.8 before training at an average of 8.2 after training.

5/10 – Borders General Hospital - 14 delegates attended (all midwives). Confidence levels rose from an average of 3.2 before training at an average of 7.7 after training.

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

ACHIEVEMENTS AND PERFORMANCE (Continued)

12/10 – Aberdeen Neonatal Unit - 25 delegates attended (staff nurses, student midwives, neonatal nurses and counsellors). Confidence levels rose from an average of 4.7 before training at an average of 8.2 after training.

12/10 – Robert Gordon University - 33 delegates attended (this session was held for University Students 23 third year and 6 first year) – 29 of the students who attended this course felt more confident and would recommend this training to others.

8/11 – Simpsons, Labour Ward, RIE – 12 delegates attended (student midwives and clinical support workers). Confidence levels rose from an average of 2.5 before training at an average of 7.8 after training.

18/11 – Stornoway - 5 delegates attended. Confidence levels rose from an average of 2.8 before training at an average of 7.2 after training

19/11 – Stornoway - 19 delegates attendees. Confidence levels rose from an average of 1.1 before training at an average of 6.4 after training

23/11 - Queen Elizabeth University Hospital - 17 delegates attended (neonatal nurses). Confidence levels rose from an average of 4.3 before training at an average of 7.8 after training.

20/01 – Queen Elizabeth University Hospital - 18 delegates attended (neonatal nurses, charge midwife and student midwives). Confidence levels rose from an average of 4.8 before training at an average of 7.8 after training.

3/02 – Chelsea & West Minster Hospital - 6 delegates attended. Confidence levels rose from an average of 5 before training at an average of 7.6 after training.

Volunteering

Our volunteers continue to grow year on year and throughout 2016/17 1358.25 individual volunteering hours were donated to SiMBA. Their tasks varied from supporting events, making up Memory Boxes and the items to go in them, helping with administrative tasks in the office, knitting items, facilitating our drop-in support groups and on-line support Facebook pages.

We had our first event student placement (Alana Laidlaw) who was with us for 25 hours a week for 20 weeks (from January until June 2016) working alongside our Events & Communications Planner. We also had 3 student midwife placements: Abby McConnell (was with us for 37.5 hours), Gemma McDonald (was with us for 18 hours) and Hanne-Mari Lie Johansen (was with us for 30 hours) and a school placement Lindsay White (was with us for 20 hours).

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

ACHIEVEMENTS AND PERFORMANCE (Continued)

Committee Representation

Sara Fitzsimmons, Executive Director, SiMBA continued to represent SiMBA on the National Committee as well as the following Sub Groups: Forms and Record Keeping, The Infant Cremation, The Training Communication and The Policy and Code of Practice.

In addition, Sara also continues to represent SiMBA on the Scottish Governments Bereavement Sub Group and the Edinburgh Royal Infirmary Women and Children Bereavement Group.

Danielle Valaitis, Fundraising & Volunteer Co-ordinator, attended the first Edinburgh and Lothians Children and Families Bereavement Network on 25/01/2017 and has continued to be a representative for SiMBA.

Staff Expansion / Changes

Zoey Linton joined the SiMBA Team as our Office Administrator in August 2016, Danielle Valaitis became our Fundraising and Volunteer Co-ordinator and Gillian Wells became our Events and Communications Planner.

Although Sara Fitzsimmons, Executive Charity Director was still seconded to SiMBA from the NHS in December 2016 she amended her working pattern to allow her to work full time for SiMBA.

New Website re-launched with on-line giving

Our new website as well as all site maintenance was donated to SiMBA by the Gecko Agency Limited. The new website launched on the 28th of July 2016 and allowed SiMBA to integrate on-line ticket sales merchandise orders and online donations. Since its launch we have received 444 individual entries generating income of £22,277.47 for donations, merchandise orders and event income. We are currently waiting on direct debit capability to launch to allow us to boost our regular monthly giving income.

Staff training

SiMBA staff and volunteers attended a number of training days.

Advanced Facilitation training - Friday 22nd July 2016 – run by CBUK was attended by:

Sara Fitzsimmons Executive Charity Director SiMBA
Jenni Morris, Trustee, Support Group Co-ordinator & Group Facilitator, Edinburgh Volunteer
Matt O'Connor, Trustee
Danielle Valaitis Administrator, SiMBA & Group Facilitator, Edinburgh SiMBA

In May 2016 Sara Fitzsimmons was selected to join a 3-year Masters in Business Administration which was fully funded by William Grant.

Zoey Linton was trained as a support group facilitator to allow her to support volunteers in the offices.

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

ACHIEVEMENTS AND PERFORMANCE (Continued)

Danielle Valaitis attended the following courses: Managing Projects Workshop – Komera, 5/12/16, Advanced Facilitator Course – CBUK, 22/07/16, Boost your charity's social media presence – CAF, 31/01/17 Everydayhero webinar – Everydayhero, 01/02/17

Awards

Sara Fitzsimmons was awarded the Daily Record Caring Hero 2016 in recognition for her work with SiMBA she was also a finalist in the NHS Lothian Celebrating Success Awards 2016.

Reserves

As a result of the surplus of £30,886 (2016 - £38,030 for the period, we held unrestricted funds of £217,687 at the end of the period (2016 - £186,801).

We consider the general fund will enable us to continue with the Memory Boxes, the Family Rooms, Bereavement Support, Education and the possibility of more Trees of Tranquillity.

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS (Continued)
For the Year Ended 31 March 2017**

DIRECTORS' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The directors are responsible for preparing the directors' report and the financial statements in accordance with applicable laws and regulations.

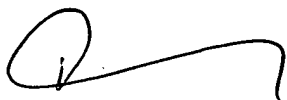
Company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements the directors are required to;

- Select suitable accounting policies and then apply them consistently;
- Make judgements and accounting estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue in business.

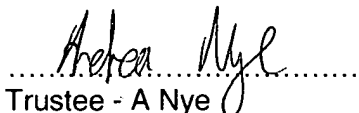
The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Memorandum and Articles of Association of the charity. 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.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (FRSSE 2015) and with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Approved by the Members on 18/12/2017 and signed on their behalf by:



.....
Chairperson – T Waterson



.....
Trustee - A Nye

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF SIMPSON'S MEMORY
BOX APPEAL**

I report on the accounts of the company for the year ended 31 March 2017 which are set out on pages 15 to 18.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Simpson's Memory Box Appeal for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended) (the 2006 Accounts Regulations). The company's trustees consider that the audit requirements of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination is carried out in accordance with the Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

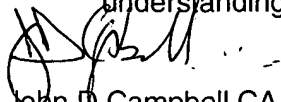
In the course of my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements:

- To keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John D Campbell CA

Relevant Professional Body: The Institute of Chartered Accountants of Scotland

Ian J Brown & Company

Chartered Accountants

10b High Street

Dunbar

East Lothian

EH42 1EL

15 December 2017

Simpson's Memory Box Appeal
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating the Income and Expenditure Account)

For the Year Ended 31 March 2017

	Notes	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
Income and endowments from:					
Donations and Legacies	2	152,246	55,524	207,770	182,768
Charitable Activities	3	125	-	125	15,402
Other Trading Activities	4	87,912	-	87,912	81,243
Investments	5	<u>722</u>	<u>15</u>	<u>737</u>	<u>807</u>
Total		<u>241,005</u>	<u>55,539</u>	<u>296,544</u>	<u>280,220</u>
Expenditure on:					
Raising Funds	6	65,631	45	65,676	76,317
Charitable Activities	7	<u>154,488</u>	<u>38,240</u>	<u>192,728</u>	<u>148,691</u>
Total		<u>220,119</u>	<u>38,285</u>	<u>258,404</u>	<u>225,008</u>
Net income/(expenditure)		20,886	17,254	38,140	55,212
Transfer between funds		<u>10,000</u>	<u>(10,000)</u>	<u>-</u>	<u>-</u>
Net movement in funds		30,886	7,254	38,140	55,212
Reconciliation of Funds:					
Total funds brought forward		<u>186,801</u>	<u>79,487</u>	<u>266,288</u>	<u>211,076</u>
Total funds carried forward		<u>217,687</u>	<u>86,741</u>	<u>304,428</u>	<u>266,288</u>

All activities are classed as continuing.
The Statement of Activities includes all gains and losses in the year.
The notes on pages 17 to 23 form part of these financial statements.

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**BALANCE SHEET
AS AT 31 MARCH 2017**

	Notes	2017 £	2016 £
Current Assets:			
Debtors	11	-	2,304
Cash at bank and in hand	12	<u>307,787</u>	<u>267,260</u>
Total current assets		<u>307,787</u>	<u>269,564</u>
Liabilities:			
Creditors: amounts falling due within one year	13	<u>3,359</u>	<u>3,276</u>
Net current assets		<u>304,428</u>	<u>266,288</u>
 Total net assets		<u>304,428</u>	<u>266,288</u>
 The Funds of the Charity:			
Restricted funds		86,741	79,487
Unrestricted funds		<u>217,687</u>	<u>186,801</u>
 Total charity funds	14	<u>304,428</u>	<u>266,288</u>

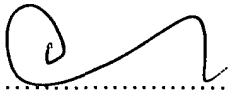
The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2017.

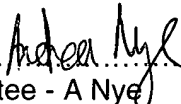
These financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Trustees responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved by the Trustees on 18/12/2017 and signed on their behalf by


.....
Chairperson – T Waterson
Company Number: SC323301


.....
Trustee - A Nye

The notes on pages 17 to 23 form part of these financial statements.

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2017**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historic cost convention and in accordance with applicable accounting standards in the United Kingdom, the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Statement of Recommended Practice – Accounting and Reporting by Charities 2015 (FRSSE).

The company has taken advantage of the exemption provided by Financial Reporting Standard 1 and has not prepared a cash flow statement for the year.

Going Concern

The financial statements have been prepared on a going concern basis as due to the balanced held in the charity bank accounts and the surplus achieved in the year, there are no concerns about the charity's ability to continue.

Tangible Fixed Assets

The company's policy is to capitalise all fixed assets of a value greater than £1,000.

Share Capital

The company is limited by guarantee, not having a share capital. Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up while they are a member or within one year of being a member.

Funds Structure

Unrestricted funds are donations and other incoming resourced receivable for the object of the charity without specific purpose.

Restricted funds are to be used for specific purposes as laid down by the donor. There are two restricted funds, Lola Commons and the Wood Foundation. Further details of each fund are disclosed in note 14.

Income

Income is recognised when the charity has entitlement to the funds, it is possible that the income will be received, and the amount can be measured reliably.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and goods are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included as this cannot be quantified.

Investment income is included when receivable.

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the Year Ended 31 March 2017

1. ACCOUNTING POLICIES (Continued)

Income (Continued)

Incoming resources from charitable trading activities are accounted for when earned.

Debtors

Trade and other debtors are recognised at the settlement amount due.

Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Costs are allocated depending on the activity categories of the resources expended. No costs are apportioned.

- **Cost of raising funds**
These are costs associated with generating incoming resources from all sources other than from undertaking charitable activities, including wages of appropriate individuals.
- **Charitable Activities**
Costs of charitable activities include all expenditure incurred relating to projects, including wages of appropriate individuals and provisions of equipment and consumables.
- **Governance costs**
Governance costs comprise all costs associated with the governance arrangements of the charity. Included within this category are any costs associated with the strategic as opposed to day to day management of the charity's activities.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the liability can be measured reliably.

Operating Leases

Rentals paid under operating leases are charged to the Statement of Financial Activities as incurred.

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the Year Ended 31 March 2017**

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total 2017 £	Total 2016 £
2 Income from donations and Legacies				
Donations	137,973	55,524	193,497	172,768
Charities Aid Foundation	4,273	-	4,273	-
The Wood Foundation donation	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
	<u>152,246</u>	<u>55,524</u>	<u>207,770</u>	<u>182,768</u>
3 Income from charitable activities				
Grant Income	<u>125</u>	<u>-</u>	<u>125</u>	<u>15,402</u>
4 Income from other trading Activities				
SiMBA Events	36,595	-	36,595	47,885
Individual Fundraising Events	46,864	-	46,864	-
Charity Ball	-	-	-	31,647
Collection Cans	2,134	-	2,134	1,048
Merchandise Sales	<u>2,319</u>	<u>-</u>	<u>2,319</u>	<u>663</u>
	<u>87,912</u>	<u>-</u>	<u>87,912</u>	<u>81,243</u>
5 Income from investments				
Bank Interest	<u>722</u>	<u>15</u>	<u>737</u>	<u>807</u>

Simpson's Memory Box Appeal
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the Year Ended 31 March 2017

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total 2017 £	Total 2016 £
6 Expenditure on Raising Funds				
Staff Costs	45,472	-	45,472	43,483
Simba 10 year anniversary ball	-	-	-	18,137
Other fundraising expenses	<u>20,159</u>	<u>45</u>	<u>20,204</u>	<u>14,697</u>
	<u>65,631</u>	<u>45</u>	<u>65,676</u>	<u>76,317</u>
7 Expenditure on Charitable Activities				
Memory Boxes	40,052	-	40,052	51,872
Merchandise	5,564	-	5,564	7,902
Hospital Equipment	305	14,130	14,435	8,809
Family Rooms	1,601	13,680	15,281	-
Trees of Tranquillity	16	-	16	13,902
Bereavement and Support Group	11,800	10,274	22,074	2,296
Education and Conference	8,965	-	8,965	10,296
PR/Awareness	132	-	132	3,652
Web Maintenance	374	-	374	228
Volunteer Expenses	2,908	-	2,908	3,322
Support Costs:				
Administration Staff Employment Costs	35,038	-	35,038	14,743
Other Administration Expenses	32,692	156	32,848	13,485
Office Rent and Running Costs	9,600	-	9,600	9,414
Office Refurbishment	70	-	70	1,270
Insurance	1,999	-	1,999	1,975
Sundry	360	-	360	3,440
Governance Cost:				
Independent Examiner's Fee	600	-	600	600
Legal and Professional Costs	<u>2412</u>	<u>-</u>	<u>2412</u>	<u>1,485</u>
	<u>154,488</u>	<u>38,240</u>	<u>192,728</u>	<u>148,691</u>

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the Year Ended 31 March 2017**

	2017 £	2016 £
8 Staff Costs and numbers		
Gross salaries	80,510	29,186
Other staff costs	-	29,040
Social security costs	-	-
Pension costs	-	-
	<u>80,510</u>	<u>58,226</u>

The average number of employees during the year, calculated on the basis of a head count, was as follows:

	2017 £	2016 £
Fundraising staff	3	1
Administration staff	<u>2</u>	<u>1</u>
	<u>5</u>	<u>2</u>

9 Trustee remuneration and related party transactions

During the year to 31st March 2017, the secondment agreement with the employer of Sara

Fitzsimmons continued. However, the agreement was amended to allow Sara to work full time for the charity in her role as Executive Director and the charity reimburses her employer for any relevant payments made in relation to her employment. As a result of this arrangement, during the year to 31 March 2017 reimbursement payments of £35,038 (2016 - £29,040) were made.

One Trustee received reimbursed travelling expenses during the year totalling £109 (2016: One Trustee received £768).

10 Independent Examiner's Remuneration

The Independent Examiner's remuneration for the year totals £600 (2015: £600).

11 Debtors

	2017 £	2016 £
Prepayments and Accrued Income	<u>-</u>	<u>2,304</u>
	<u>-</u>	<u>2,304</u>

Simpson's Memory Box Appeal
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the Year Ended 31 March 2017

12 Cash at bank and in Hand

	2017	2016
	£	£
RBS Current Account	140,075	119,995
Bank of Scotland Current Account	86,741	69,487
Virgin Bank Reserve Account	78,136	77,458
PayPal	<u>2,835</u>	<u>320</u>
	<u>307,787</u>	<u>267,260</u>

13 Creditors : amounts falling due within one year

	2017	2016
	£	£
Accruals	<u>3,359</u>	<u>3,276</u>
	<u>3,359</u>	<u>3,276</u>

14 Summary of Fund Movements

	Fund balance b/fwd £	Incoming Resources £	Outgoing Resources £	Transfers £	Fund balance c/fwd £
Restricted funds					
Lola Commons	69,487	55,539	(38,285)	-	86,741
The Wood Foundation	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>(10,000)</u>	<u>-</u>
	<u>79,487</u>	<u>55,539</u>	<u>(38,285)</u>	<u>(10,000)</u>	<u>86,741</u>
Unrestricted funds					
General Fund	<u>186,801</u>	<u>241,005</u>	<u>(220,119)</u>	<u>10,000</u>	<u>217,687</u>
Total Funds	<u>266,288</u>	<u>296,544</u>	<u>(258,404)</u>	<u>-</u>	<u>304,428</u>

Purpose of Funds

15 Analysis of Net Assets between funds

	Restricted Funds £	General Funds £	Total 2017 £
Net Current Assets			
Net assets at 31 March 2017	<u>86,741</u>	<u>217,687</u>	<u>304,428</u>

**Simpson's Memory Box Appeal
(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the Year Ended 31 March 2017**

**16 Leasing Commitments
Operating Leases**

	2017 £ Land & buildings	2016 £ Land & buildings
Operating leases which expire: Between two and five years	<u>9,600</u>	<u>9,600</u>
	<u>9,600</u>	<u>9,600</u>

The Charity occupies premises at Dalmation House, Spott Road, Dunbar, East Lothian, EH42 1LE.