



# **RECYCLING FIRST**

**Furniture and White Goods Re - Use Charity**

## **ANNUAL REPORT**

**APRIL 2021—MARCH 2022**

**Conference Room**

**East Lothian Council**

**Kinwegar Waste Transfer Station**

Phone: Email: [recyclingfirstel@gmail.com](mailto:recyclingfirstel@gmail.com)

Website: [www.recyclingfirstel.org](http://www.recyclingfirstel.org)

Registered SCIO Number : SCO45286

## What People say about Recycling First

We had a distressed call—could we supply a bed to a gentleman who had lost his possessions in a house fire the night before and had nothing? Recycling First had a spare one which we supplied along with bedding to his Daughters house that afternoon.

“Always go out with smile on our faces! Great items at reasonable prices, love coming here “

“Things I like about Recycling First is the staff and how well it works as a team”

“ The amazing staff and helpful attitudes has helped me so much! Made my life worth living again after a terrible time. Can't thank them enough! “

“I like and admire the work of Recycling First, which I consider to be highly important and beneficial to the community”

“ Very well appreciated, it helps us buy things that we can't afford in the high street stores. Thank you to Recycling First”

“Staff are very helpful and the quality of stock is surprisingly good. Keep it up!” “Great place to visit” and “Amazing place” are typical of the feedback we receive.

“When the children need furniture, I know I can come here without saving to buy new expensive stuff “

“Stock is always changing. Good selection of vintage and retro pieces. Good prices. Staff very knowledgeable and always available to help”

Very Impressive stock at good prices and the staff were lovely friendly and not judgmental. Thank you

“Made it more comfortable and kitchen crockery was helpful. Thank you and I would recommend Recycling First to a friend”

“Very good selection of items available really happy with service; everyone was really helpful

**RECYCLING FIRST**

**AGENDA**

**FOR THE ANNUAL GENERAL MEETING**

Friday 30th September 2022 at 3.00pm

1. Present
2. Apologies
3. Minutes of Previous AGM
4. Chairperson Report
5. Project Managers Report
6. Presentation of Accounts
7. Appointment of Auditors
8. Election of Trustees
9. Any other Business
10. Introduction of Guest Speaker - David Dickson, Macmerry Mens Shaed
11. Close of Meeting

## CHAIRMANS REPORT

Hello everyone I am delighted to be writing a Chairmans report and to see that we can now have our meeting face to face rather than by Zoom. Once again we had to arrange our meetings at a time for optimum attendance and in doing so several dates that were pencilled into the diary had to be cancelled this was due to committee members being unwell.

I could not do this report without thanking [REDACTED] for his diligence and his contacts with other agencies, where he has built a great relationship with Fresh Start and various Church groups, which does take up a good bit of his time, there is a lot involved that gets done in the background.

Lets not forget the management committee who are well informed at regular meetings held bi monthly or kept informed by Emails or phone calls. As stated before this takes up good bit of Tom's time over and above running a successful unit which again is provided in the annual report, we cannot forget the fact that we are running a charity and are therefore subject to our necessary legal obligations by insuring that all staff are trained in Fire and Health and Safety as well as keeping staff updated regarding Revolve standards.

But we should not forget the sterling work done not only by our paid staff but also our volunteers who treat all visitors with respect and never forget to say thank you whether a purchase has been made or not.

As chairman I try to attend the Warehouse as often as I can and attend staff meetings and trustees meetings and will continue to do so, I cannot praise the work done by all enough in this brief report.

Let me also mention the contact we have other local charities as the Macmerry Men's Shed who make good use of surplus wood that accumulates in the yard.

[REDACTED]  
Chairman  
Recycling First

## PROJECT MANAGERS REPORT

2021/22 has been a year of solid progress for Recycling First Scheme after starting back from Lockdown. Under the revised regulations we re-opened our warehouse when allowed to do so, and brought back the staff as required.

Since re-opening a small overall surplus has been achieved. Our sales volumes, particularly to the general public have shown an increase of over 20% in terms of numbers of customers and of over 24% in revenue. This would indicate that the various initiatives we have made to reach out to our local community have had some success. We maintain close liaison with the local referral agencies and despite the number of referred clients being marginally higher, the scope is widening such that again the revenue is marginally higher. This performance is underpinned by our operational and administrative processes which have been enhanced and improved over the course of the year.

In addition none of the above would be possible without the support of our staff and volunteers. We are fortunate in that our core staff have remained stable and committed over the past year. We continue to be supported by a loyal core of volunteers to whom I would like to express my appreciation, they are augmented by a more transient group to whom we hope we provide opportunities for a route back to employment.

Our Trustees do have a critical role to play in providing strategic direction and governance of Recycling First, they dedicate their time, knowledge and skills free to the project to help us carry on our vital work as well as holding the legal responsibilities.

The project / trustee team was saddened that David Devitt decided to standdown in January due to mobility and health issues his guidance and advice was always sound.

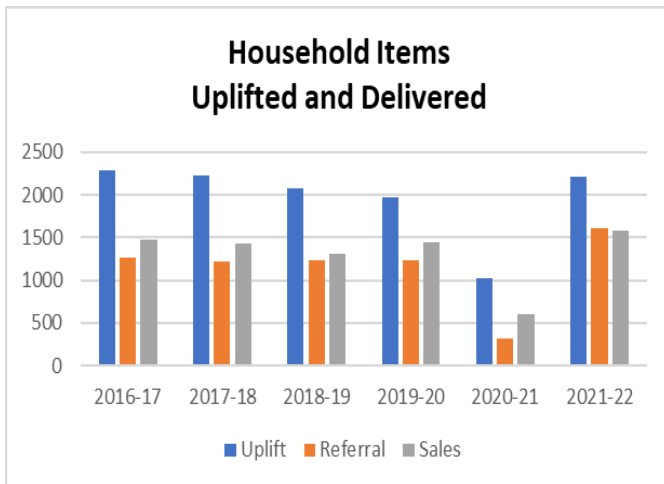
I would also like to add thanks to all those who have continued their support of Recycling First through their donations of furniture and household essentials, to all who have supported the charity with patronage through our retail outlet and all who have simply given us valuable words of encouragement when things were at their bleakest. Thanks.

There continues to be levels of uncertainty and concern but the dedication, determination and energy of both our staff and volunteers gives me assurance that Recycling First will continue to develop and grow enabling it to carry on supporting those in need throughout the community of East Lothian.



Project Manager

## 2021- 2022 Key numbers and activity



We Supported

**379**

households who needed help

**12** Volunteers contributed an estimated

**2,256** hours to support

Recycling First

### Tonnage Donations

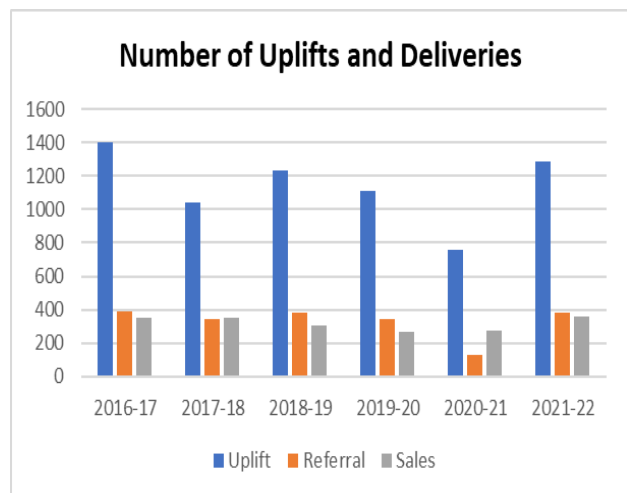
**72 tonnes** of furniture donated. This makes a total of **452 tonnes** donated in the last **6** years

### Tonnage Sales

**36 tonnes** of furniture sold  
Just under **214 tonnes** of furniture sold in the last **6** years.

### Tonnage Referrals

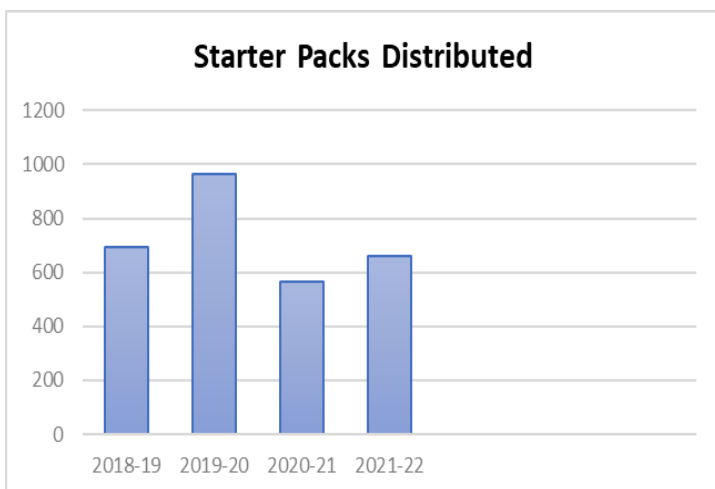
**36 tonnes** of furniture handed out on referrals, making a total of over **191 tonnes** reused over **6** years.



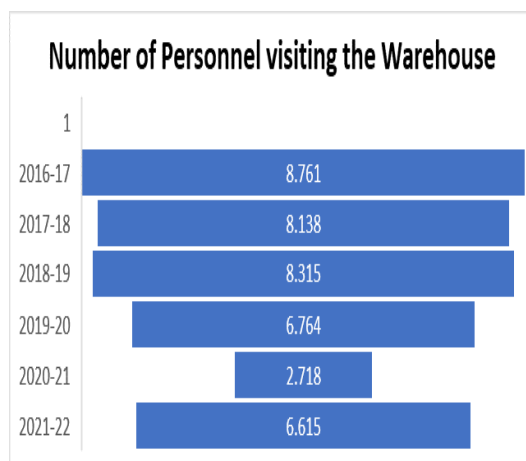
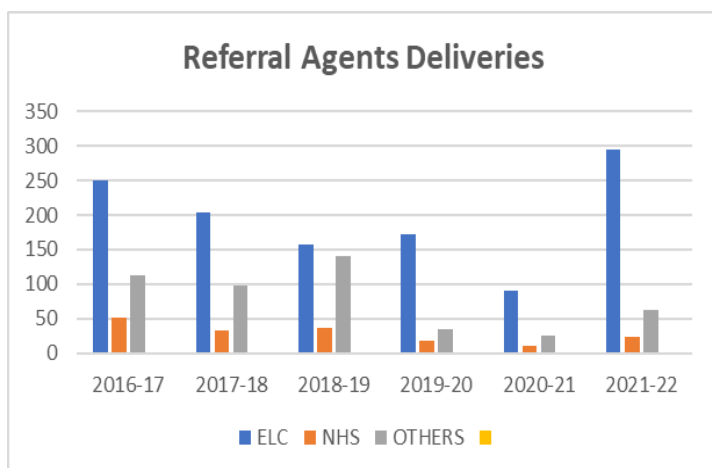
	2020 - 2021	2021 - 2022	%
<b>Households Participated</b>	545 Households participated	1.290 Households participated	<b>136%</b>
<b>Items Donated</b>	1.027 items donated	2.218 items donated	<b>116%</b>
<b>Tonnage Donated</b>	34.37 tons of items donated	72 tons items donated	<b>111%</b>
<b>Household Referred</b>	187 Referrals honoured	379 Referrals honoured	<b>102%</b>
<b>Items Re - Used</b>	1.041 items re-used	1.949 items re-used	<b>87%</b>
<b>Tonnage Re - Used</b>	30.37 tons were re-used	72 tons were re-used	<b>140%</b>

## Starter Packs

Recycling First along with Fresh Start Edinburgh successfully secured another 3 Year funding from East Lothian Council to supply Starter Packs to families who have been referred by our referring agents.



**659** Starter Packs were distributed to **143** families. This makes a total of **2.883** packs supporting **640** families over the last **4** years .



## Our Volunteers

Volunteers at Recycling First come in all shapes and sizes. We had volunteers from the general public, from schools and colleges, some who were homeless and even the odd trustee. We are a very eclectic mix of people and we are keen to support as many volunteers as we can in order to offer opportunities to the community. Volunteers engaged in a wide range of tasks and listed below are areas that we benefited greatly from help:

- ◆ Retail and warehouse support
- ◆ Van operations
- ◆ Office support
- Tidying and cleaning (this one never stops)
- Furniture repair
- PAT Testing

## Providing work placements

As well as its main aim of providing furniture and household goods to low income families in East Lothian. Recycling First also prides itself on delivering work experience to school and volunteer placements to help people develop their skills and meet new people.



## 1. Outlook for 2022/2023

The future is uncertain for many, however Recycling First will continue to grow and adapt to meet demand. This will mean:

- ◆ More furniture collections
- ◆ More furniture to manage
- ◆ More repairs
- ◆ More refurbishment
- ◆ More marketing of our services

These are challenges that we are excited to take on providing we can support more people in need, reduce waste and provide more opportunities for volunteering. If you are interested in volunteering for Recycling First, we'd love to hear from you. Volunteering roles vary from warehouse, customer support, administration, furniture repair and refurbishment to upcycling. For more information and to arrange a meeting, please email us: [recyclingfirstel@gmail.com](mailto:recyclingfirstel@gmail.com) or call 01875 615797 Here's to a busy year ahead



## 2. Volunteers, sources and opportunities

We always want to increase our pool of volunteers and have been revisiting a number of agencies and contacts to help support this. We have also started working with Community Payback, a scheme that helps those that need to carry out community service find places to work. We have been working with several community payback volunteers so far with great success.



## 3. Revolve Recertification

Recycling First is due for recertification in September 2023.

Revolve is a quality standard for second-hand stores in Scotland and is awarded to stores that meet high standards in safety, cleanliness and service, giving shoppers that extra reassurance to shop second-hand.



## 4. Premises

Recycling First will continue to look for larger premises to store furniture within East Lothian.

## 5. Website

Recycling First will be updating its outdated website. ([www.recyclingfirstel.org](http://www.recyclingfirstel.org))

## Our Achievements 2021 - 2022

We collected  
**2.218**  
Items from local residents



Over  
**1.949**  
Items were selected for  
Re - Use

Achieving  
Recertification 20/09/21



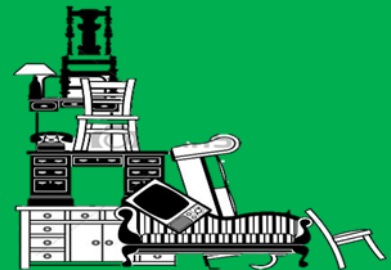
First Choice for Second Hand



Over  
**72**  
Tonnes of electrical &  
Household items Diverted  
from Landfill



**6.615** People used our  
Charity Warehouse to  
access affordable  
Household Items



The Value of  
Furniture provided to  
those Referred to us for  
help was over  
**£47.656**



We received  
**523** requests for help  
Benefitting **379** families

Over  
**1.290** Uplifts were  
carried out.



We supplied over **659**  
Starter Packs  
to **143** families



## RECYCLING FIRST

Recycling First is a Scottish Charitable Incorporated Organisation, Charity number SC 045286

### Register Address:

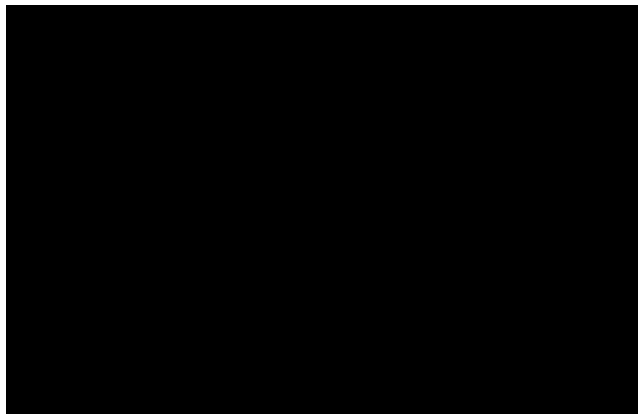
Unit 12a Macmerry Ind Est, Macmerry EH33 1RD

Phone: 01875 615797. Email: recyclingfirstel@gmail.com Website: [www.recyclingfirstel.org](http://www.recyclingfirstel.org)

### Chairman



### Trustees serving in 2021- 22



### Independent Examiner of Accounts:

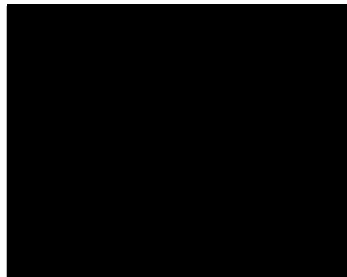


Recycling First gratefully acknowledges the support of:



Charity No    SCO 45286

**RECYCLING FIRST  
ACCOUNTS AND REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**



Recycling First - Charity No. SC0 45286

Statement of Financial Activities for the year ended 31 March 2022

	2022	2021
<b>Receipts</b>		
Grants:		
DWP Kickstart	1,882	-
National Lottery Community Fund		9,375
Zero Waste Scotland		270
Scottish Churches	5,000	7,500
East Lothian Council	<u>43,969</u>	<u>32,741</u>
	50,851	49,885
Sales	52,629	17,711
Bank Interest	5	11
Other Income:		
Delivery charge	2,410	410
Donations	60	
Tonnage Payment FRP	<u>-</u>	
	2,470	410
Total Receipts	<u>105,955</u>	<u>68,018</u>
<b>Payments</b>		
Salaries	33,923	30,955
Volunteer Expenses	-	
Rent & Rates	12,576	12,576
Repairs and Maintenance	-	
Insurance	1,706	1,627
Heating, Lighting and Cleaning	3,379	3,787
Motor and Travel Expenses	12,786	13,197
Printing, Postages and Stationery	-	
Telephone	548	1,104
Subscriptions and Publications	754	786
Professional Fees	-	240
Office Equipment expensed	427	599
Depreciation	-	
Community Jobs Scotland	-	502
Bank charges	48	
Waste disposal	1,218	758
Total Payments	<u>67,364</u>	<u>66,131</u>
<b>Surplus/deficit for year</b>	<u>38,591</u>	<u>1,887</u>
<b>Surplus brought forward</b>	<u>34,427</u>	<u>32,540</u>
<b>Surplus Carried Forward</b>	<u>73,018</u>	<u>34,427</u>

Recycling First - Charity No. SC0 45286

Statement Of Balances as at 31 March 2022

	2022	2021
<b>Fixed Assets</b>	-	-
<b>Current Assets</b>		
Petty Cash	-	-
Bank Accounts	73,018	34,427
	<u>73,018</u>	<u>34,427</u>



1) ACCOUNTING POLICIES

(a) Basis of Preparation of Financial Statements

The Financial Statements are prepared on an Receipts and Payments basis to comply with the Charities Accounts (Scotland) Regulations 2006. In preparing the Financial Statements the Charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in February 2005, and accounting standards applicable to the Companies Act 1985 & 2006.

(b) Incoming Resources

Incoming Resources are included in the Statement of Financial Activities when the Charity becomes entitled to the resources.  
Grants and donations are only included in the Statement of Financial Activities when the Charity has unconditional entitlement to the resources.

(c) Payments

All expenditure is accounted for on a Receipts and Payments basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

(d) Unrestricted Funds

These funds are expendable at the discretion of the Management Committee in furtherance of the Objects of the Charity.

(e) Designated Funds

None of the funds held at the end of the financial period were restricted and are therefore held as unrestricted and may be used at the discretion of the Management Committee in furtherance of the Objectives of the Charity.

2) FIXED ASSETS

Depreciation of Fixed Assets is calculated at a fixed percentage to write off the cost on a reducing balance basis:

Plant & Machinery 25% reducing balance.

Motor Vehicles 25% reducing balance.

	Plant & Machinery	Motor Vehicle	Totals
<b>Costs:</b>			
At 01 April 2021	£ 9,514	£ 8,251	£ 17,765
Additions	£ -	£ -	£ -
Disposals	£ -	£ -	£ -
At 31 March 2022	£ 9,514	£ 8,251	£ 17,765
<b>Depreciation:</b>			
At 01 April 2021	£ 9,514	£ 8,251	£ 17,765
Charge for year	£ -	£ -	£ -
Disposals	£ -	£ -	£ -
At 31 March 2022	£ 9,514	£ 8,251	£ 17,765
<b>Net Book Value:</b>			
At 01 April 2021	£ -	£ -	£ -
At 31 March 2022	£ -	£ -	£ -

Recycling First - Charity No. SC0 45286

Notes to the Accounts for the year ended 31 March 2022

3) RECONCILIATION OF MOVEMENT OF FUNDS

	2022	2021
	£	£
Unrestricted income b/fwd	34,427	32,540
Surplus/(deficit) for the year	38,591	1,887
Unrestricted income funds carried forward	<u>73,018</u>	<u>34,427</u>



**Independent Examiner's Report to the Trustees of Recycling First  
Charity No SC0 45286**

*I report on the accounts of the charity for the year ended 31 March 2022 which are enclosed.*

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of regulation 10(1) (d) of the Accounts Regulations *does not apply*. It is my responsibility to examine the accounts as required under section 44 (1) (c) of the Act and to state whether particular matters have come to my attention.

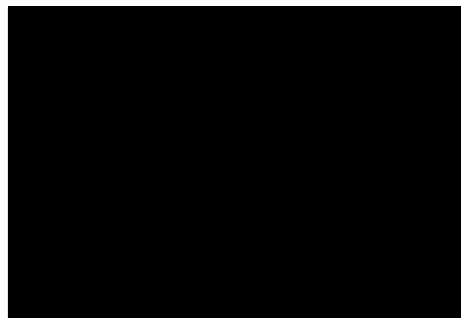
**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity 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 respects the requirements:
  - . to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulation, and
  - . to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations 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



14 September 2022

# Recycling First

## Report of the Management Committee for the year ended 31st March 2022

The Management Committee presents its report along with the Financial Statement of the Charity for the year ended 31st March 2022.

Recycling First is a SCIO and is registered as a Scottish Charitable Incorporated Organisation with OSCR (Charity No: SC045286).

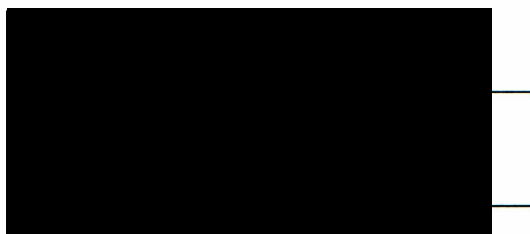
Recycling First is located at Unit 12A, Macmerry Industrial Estate, Macmerry, EH33 1RD. The objects of the organisation, as recorded in the constitution, are to help meet the needs of low income households lacking basic furniture and effects; to satisfy the wishes of people who wish to see their surpluses put to good use; to reduce the volume of domestic waste by recycling usable goods; and to promote the advantages of recycling furniture, furnishings and appliances and to work with and support furniture recycling projects in other areas.

During the year to 31st March 2022, we continued to operate according to our constitution.

The accounts for the year to 31st March 2022 are attached and form part of this report. This report was approved by the Trustees.

Signed on behalf of the Trustees

Signed:

A large black rectangular redaction box covers the signature area. A horizontal line extends from the right side of the box to the right margin.

Name:

Date: 21/9/2022