

APPENDIX 1



Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	1	April	2018		31	March	2019

Office of the Scottish Charity Regulator

Reference and administration details

Charity name Melvich Village Hall Association

Registered charity number SC029590

Charity's principal address
 Ocean View
 135 Portskerra
 Melvich
 By Thurso

Postcode KW14 7YL

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jane Mackay	Convener		
2	David Hodge	Vice Convener		
3	Kayleigh Mackay	Secretary		
4	Isobel Mackay	Treasurer	Resigned 26.10.18	
5	Jane Mackay	Acting Treasurer	Appointed 26.10.18	
6	Laura O'Brien			
7	Veronica Thomson			
8	Alex Patience			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
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Structure, governance and management

Type of governing document	The Melvich Village Hall Association was formed in 1999 and was recognised as a Scottish charity with effect from 8 November 1999 and is administered in accordance with the terms of the constitution.
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Trustee recruitment and appointment	The association is run by a management committee. Appointment is in accordance with the constitution which requires that they are made annually at the Annual General Meeting.
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Objectives and activities

Charitable purposes	The purpose of the charity is to provide or assist in the provision of facilities for recreation and other leisure time occupation in the interests of the social welfare in an effort to improve life of the inhabitants of the district of Bighouse, Melvich, Portskerra, Golval and Kirkton in the parish of Farr.
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Summary of the main activities in relation to these objects	During the year the association has undertaken various fundraising events quizzes, bingos, pop up café, kids dance classes. The hall is also used for a twice weekly mother and toddler group. Other monies were received from hall rentals and donations.
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Achievements and performance

Summary of the main achievements of the charity during the financial period

The committee has spent this year trying to promote more community events to ensure all age groups are included. Encouragement has also been given to other clubs use the facility.

Financial review

Brief statement of the charity's policy on reserves

Aim to keep reserves in order to ensure there are sufficient funds to allow continued day to day running of the hall and plan for a future refurbished hall.

Details of any deficit

Donated facilities and services (if any)

APPENDIX 1

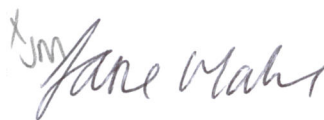
Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s) Jane Mackay

Position (e.g. Chair) Convener

Date 01/11/19

Receipts and payments accounts						
For the period from				to		
	01	April	2018		31	March

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	-				-	190
Legacies	-				-	-
Grants	495				495	1,000
Receipts from fundraising activities	1,194				1,194	2,169
Gross trading receipts	-				-	-
Income from investments other than land and buildings	-				-	-
Rents from land & buildings	855				855	743
Gross receipts from other charitable activities	-				-	-
	-				-	-
A1 Sub total	2,544	-	-	-	2,544	4,102
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-				-	-
Proceeds from sale of investments	-				-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	2,544	-	-	-	2,544	4,102
A3 Payments						
Expenses for fundraising activities	237				237	149
Gross trading payments	-				-	-
Investment management costs	-				-	-
Payments relating directly to charitable activities	3,221				3,221	4,030
Grants and donations	-				-	-
Governance costs:	-				-	-
Audit / independent examination	-				-	-
Preparation of annual accounts	228				228	216
Legal costs	-				-	-
Other	-				-	-
	-				-	-
A3 Sub total	3,686	-	-	-	3,686	4,395
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	330				330	300
Purchase of investments	-				-	-
A4 Sub total	330	-	-	-	330	300
Total payments	4,016	-	-	-	4,016	4,695
Net receipts / (payments)	(1,472)	-	-	-	(1,472)	(593)
A5 Transfers to / (from) funds					-	-
Surplus / (deficit) for year	(1,472)	-	-	-	(1,472)	(593)

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	14,190	1,291			15,481	16,074
	Surplus / (deficit) shown on receipts and payments account	(1,472)	-			(1,472)	(593)
						-	-
						-	-
	Cash and bank balances at end of year (Agree balances with receipts and payments account(s))	12,718	1,291	-	-	14,009	15,481

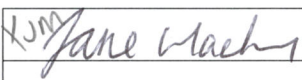
B2 Investments	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
		Total	-	-

B3 Other assets	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
	Melvich Village Hall	Unrestricted	-	30,000	30,000
	Cooker	Unrestricted	360		360
	Chafing Dishes	Unrestricted	143		143
	Dishwasher	Unrestricted	100		100
	Safe	Unrestricted	26		26
	Vacuum	Unrestricted	75		75
	Stainless Steel Flasks	Restricted	40		40
	11 Folding Tables	Restricted	435		435
	Public Address System	Restricted	319		319
	Commercial Candy Floss Maker	Restricted	163		163
	10 Folding Tables	Unrestricted	300		300
	4 Soup kettles	Unrestricted	194		-
	Pavement Sign	Unrestricted	136		-
		Total	2,291	30,000	31,961

B4 Liabilities	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
		Total	-	-

B5 Contingent liabilities	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
		Total	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Jane Mackay - Convener	1.11.13

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

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C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	
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C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

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Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Donations	-				-	190
					-	
					-	
					-	
Total	-	-	-	-	-	190

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Melvich Community Council Grant	495		495	-
Highland Council Grants			-	1,000
			-	
			-	
Total	495	-	495	1,000

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Electrical Condition Report	-				-	84
Insurance	746				746	754
Highland Council - Licence	-				-	177
Performing Rights Society	121				121	118
SSE Scottish Hydro	1,518				1,518	505
Business Stream	-				-	-
Professional Fees: Chubb	525				525	592
Repairs - water heater	185				185	-
Miscellaneous expenses	126				126	-
	-				-	-
Knight & McDonald - Proposed Extension	-				-	1,800
Total	3,221	-	-	-	3,221	4,030

APPENDIX 3



Independent examiner's report on the accounts

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Report to the trustees/members of

Melvich Village Hall Association

Registered charity number

SC029590

On the accounts of the charity for the period

Period start date				Period end date		
Day	Month	Year	to	Day	Month	Year
1	April	2018		31	March	2019

Set out on pages

6 to 9

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) 2005 Act 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 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 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.

Signed:

Date:

5.11.19

Name:

Stuart D Walker

Relevant professional qualification(s) or body (if any):

B Acc, CA

Address:

Reid & Fraser, Chartered Accountants
15 Princes Street
Thurso
KW14 7BQ