



Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	1	April	2019		31	March	2020

Office of the Scottish Charity Regulator

Reference and administration details

Charity name	Melvich Village Hall Association
Registered charity number	SC029590
Charity's principal address	c/o Mr R Kerr Seaview Melvich Sutherland
	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 David Hodge	Acting Convener	Appointed 18.02.20 (Vice convener to 18.02.20)	
2 Trudy Perry	Acting Secretary	Appointed 11.09.19 (Acting secretary from 18.02.20)	
3 Robert Kerr	Treasurer	Appointed 11.09.19	
4 Alex Patience			
5 Alan Murray		Appointed 11.09.19	
6 Margaret Mackay		Appointed 11.09.19	
7			
8			
9			
10			
11			
12			
13			
14			
15			

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
Jane Mackay	01.04.19 - 17.02.20
Kayleigh Mackay	01.04.19 - 29.02.20
Tina Wrighton	01.04.19 - 29.02.20
Laura O'Brien	01.04.19 - 11.09.19
Helen Mackay	01.04.19 - 21.02.20
Catherine Simpson	01.04.19 - 20.02.20
Abby O'Brien	01.04.19 - 20.02.20
Veronica Thomson	01.04.19 - 11.09.19

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.

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.

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.

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 regular mother and toddler group. Other monies were received from hall rentals and donations.

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 to use the facility. Planning permission was obtained in Summer 2019 for an extension to the hall to upgrade facilities however due to the significant sums of money involved additional community support for the project is required. To ensure that this support for the way forward is available a community consultation open day was held at the end of February 2020. The COVID19 pandemic started to impact the hall's activities at the end of the reporting period – as a result of COVID19 the hall was closed to all events however the hall remained available for community resilience purposes (e.g. food distribution centre for supplies from the Co-op).

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 or replaced hall.

Details of any deficit

Donated facilities and services (if any)

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) David Hodge



ROBERT KERR

Position (e.g. Chair) Acting Convener

TREASURER

Date 12-11-20

12/11/2020.

APPENDIX 3



	Independent examiner's report on the accounts						v2
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		Day	Month	Year
	1	April	2019	to	31	March	2020
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: Stuart D Walker **Date:** 13.11.20

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

Receipts and payments accounts						
For the period from				to		
	01	April	2019		31	March

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	14				14	-
Legacies	-				-	-
Grants	491				491	496
Receipts from fundraising activities	1,107				1,107	1,194
Gross trading receipts	-				-	-
Income from investments other than land and buildings	-				-	-
Rents from land & buildings	565				565	855
Gross receipts from other charitable activities	-				-	-
A1 Sub total	2,177	-	-	-	2,177	2,544
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-				-	-
Proceeds from sale of investments	-				-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	2,177	-	-	-	2,177	2,544
A3 Payments						
Expenses for fundraising activities	70				70	237
Gross trading payments	-				-	-
Investment management costs	-				-	-
Payments relating directly to charitable activities	3,823	1,291			5,114	3,221
Grants and donations	-				-	-
Governance costs:						
Audit / independent examination	-				-	-
Preparation of annual accounts	240				240	228
Legal costs	-				-	-
Other	-				-	-
A3 Sub total	4,133	1,291	-	-	5,424	3,686
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	-				-	330
Purchase of investments	-				-	-
A4 Sub total	-	-	-	-	-	330
Total payments	4,133	1,291	-	-	5,424	4,016
Net receipts / (payments)	(1,956)	(1,291)	-	-	(3,247)	(1,472)
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	(1,956)	(1,291)	-	-	(3,247)	(1,472)

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	12,718	1,291			14,009	15,481
	Surplus / (deficit) shown on receipts and payments account	(1,956)	(1,291)			(3,247)	(1,472)
						-	-
	Cash and bank balances at end of year	10,762	-	-	-	10,762	14,009

(Agree balances with receipts and payments account(s))

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
	David Hodge - Acting Convener	

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
	reference	-	-	-	reference	reference

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Melvich Community Council Grant	291	-	291	495
CAF	200	-	200	-
Total	491	-	491	495

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 £
PAT Testing	84	-	-	-	84	-
Insurance	766	-	-	-	766	746
Highland Council - Licence	-	-	-	-	-	-
Performing Rights Society	250	-	-	-	260	121
SSE Scottish Hydro	1,165	-	-	-	1,165	1,518
Planning permission - proposed extension	457	91	-	-	548	-
Professional Fees: Chubb	756	-	-	-	756	525
Repairs - water heater	-	-	-	-	-	185
Miscellaneous expenses	-	-	-	-	-	126
Redecoration	234	-	-	-	234	-
Solopress - consultation questionnaire leaflets	121	-	-	-	121	-
Knight & McDonald - Proposed Extension	-	1,200	-	-	1,200	-
Total	3,823	1,291	-	-	5,114	3,221