

APPENDIX 1



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2012		31	March	2013

Office of the Scottish Charity Regulator

Reference and administration details

Charity name	Melvich Village Hall Association
Other names charity is known by	
Registered charity number	SC029590
Charity's principal address	Ocean View 135 Portskerra Melvich, By Thurso Caithness
	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	Claire Mackay	Convener	Appointed 23.04.12	
2	Helen Mackay	Vice-convener	Appointed 23.04.12	
3	Jo Wyke	Secretary	Appointed 23.04.12	
4	Isobel Mackay	Treasurer	Appointed 23.04.12	
5	Jane Mackay	Treasurer joint	Appointed 23.04.12	
6	Tina Wrighton			
7	Alex Patience		Appointed 23.04.12	
8	Jackie Dolan		Appointed 23.04.12	
9	Ann Sutherland		Appointed 23.04.12	
10	David Sutherland		Appointed 23.04.12	
11	Vera Mackay	Convener	Resigned 23.04.12	
12	Ian Rankine	Vice-convener	Resigned 23.04.12	
13	Emma Montgomery	Secretary	Resigned 23.04.12	
14	Morag Mackay	Treasurer	Resigned 23.04.12	
15	Kyla Anderson		Resigned 23.04.12	
16	Veronica Thompson		Resigned 23.04.12	
17	Christina Macdonald		Resigned 23.04.12	
18	Ellis Mackay		Resigned 23.04.12	
19	Angus Mackay		Resigned 23.04.12	
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)

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 and removal is in accordance with the Constitution which requires that appointments 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, roller discos, dances, ceilidhs, and staged performances. The association has also introduced zumba to its events. 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 encouraging new activities in the hall like a weekly zumba class. Encouragement has also been given to other clubs to hold events in the village hall. Better promotion of the hall and it's facilities has meant that more community events have taken place.

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 new or 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)	ISOBEL MACKAY	claire Mackay
Position (e.g. Chair)	TREASURER	CONVENER
Date	6 March 2013	3.5.13

OSCR

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts v2						
Report to the trustees/members of	Charity name Melvich Village Hall Association					
Registered charity number	SC029590					
On the accounts of the charity for the period	Period start date		to	Period end date		
	Day	Month	Year	Day	Month	Year
	01	April	2012	31	March	2013
Set out on pages	6 to 9 (remember to include the page numbers of additional sheets)					
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	<p>In the course of my examination, no matter has come to my attention</p> <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> • 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 <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>					
Signed:				Date:	7.5.13	
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	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	4	2012		31	3	2013

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	961				961	-
Legacies					-	-
Grants	472				472	-
Receipts from fundraising activities	4,255				4,255	987
Gross trading receipts					-	-
Income from investments other than land and buildings					-	2
Rents from land & buildings	253				253	32
Gross receipts from other charitable activities	10				10	124
A1 Sub total	5,951	-	-	-	5,951	1,145
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	5,951	-	-	-	5,951	1,145
A3 Payments						
Expenses for fundraising activities	731				731	445
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	1,747				1,747	4,664
Grants and donations					-	30
Governance costs:					-	-
Audit / independent examination	175				175	175
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
A3 Sub total	2,653	-	-	-	2,653	5,314
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
A4 Sub total	-	-	-	-	-	-
Total payments	2,653	-	-	-	2,653	5,314
Net receipts / (payments)	3,298	-	-	-	3,298	(4,170)
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	3,298	-	-	-	3,298	(4,170)

Section B Statement of balances

Categories	Details	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 £
B1 Cash funds	Cash and bank balances at start of year	4,599				4,599	8,769
	Surplus / (deficit) shown on receipts and payments account	3,298				3,298	(4,170)
	Cash and bank balances at end of year	7,897				7,897	4,599

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

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

Categories	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
			Total		

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

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

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

Signature	Print Name	Date of approval
<i>J Mackay</i>	ISOBEL MACKAY	7/5/15

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	£
VILLAGE HALL REVENUE GRANT	Highland Council	1	472
Total			472

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)	x
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Authority under which paid

C3b Trustee remuneration - details

	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	x
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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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Melvich village Hall Association

SC029590

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	961				961	-
Total	961				961	

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Highland council	472		472	-
Total	472		472	

reference

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 £
Toddlers	10				10	124
Total	10				10	124

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 £
REPAIRS	170				170	1,195
INSURANCE	639				639	720
HIGHLAND COUNCIL	-				-	620
PERFORMING RIGHTS SOCIETY	153				153	50
SCOTTISH HYDRO ELECTRIC	785				785	1,665
CHRISTMAS PARTY	-				-	514
Total	1,747				1,747	4,664