

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	01	April	2013		31	March	2014

**Reference and administration details**

Charity name  
Other names charity is known by  
Registered charity number  
Charity's principal address

Melvich Village Hall Association
SC029590
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	Emma Montgomery	Convener	Appointed 12.03.14	
2	Claire Mackay	Vice-convener	Appointed 12.03.14	
3	Kayleigh Mackay	Secretary	Appointed 12.03.14	
4	Isobel Mackay	Treasurer		
5	Jane Mackay			
6	Tina Wrighton			
7	Alex Patience			
8	Ann Sutherland			
9	David Sutherland			
10	Helen Mackay			
11	Jo Wyke			
12	Claire Mackay	Convener	Resigned 12.03.14	
13	Jo Wyke	Secretary	Resigned 12.03.14	
14	Jane Mackay	Treasurer joint	Resigned 12.03.14	
15	Helen Mackay	Vice-convener	Resigned 12.03.14	
16				
17				
18				
19				
20				

**Structure and administration details**

Other charity trustees during the period, if any, (for example, those who resigned part way financial period)

	Dates acted if not for whole year
	Resigned 12.03.14

**Constitution, governance and management**

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.

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**

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.

Some of the main activities carried out to these objects

During the year the association has undertaken various fundraising events, roller discos, dances, ceilidhs, and staged performances. The association now has a weekly Zumba class and has added a roller skating club to its events. The hall arts committee organises an annual International Story telling festival.  
Other monies were received from hall rentals and donations.

## APPENDIX 1

### 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 roller skating club. Encouragement has also been given to other clubs to hold events in the village hall. Better promotion of the hall and its 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)	EMMA MONTGOMERY	ISOBEL MACKAY
Position (e.g. Chair)	chair	TREASURER
Date	20-5-14.	20.5.14

# OSCR

Scottish Charity Regulator

## Independent examiner's report on the accounts

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Report to the  
trustees/members of

Charity name

Melvich Village Hall Association

Registered charity  
number  
Accounts of the  
for the period

SC029590

Printed out on pages

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
01	April	2013	to	31	March	2014

6 to 9 (remember to include the page numbers of additional sheets)

Respective  
possibilities 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.

Statement  
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

- 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

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

Signed:



Date:

21.5.14

Name:

Stuart D Walker

Applicant professional  
organisation(s) or body  
(if any):

B ACC, CA

Address:

Reid & Fraser, Chartered Accountants

**Receipts and payments accounts**

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	4	2013		31	3	2014

**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 £
<b>A1 Receipts</b>						
Donations	280				280	961
Legacies					-	-
Grants	1,464				1,464	472
Receipts from fundraising activities	2,446				2,446	4,255
Gross trading receipts					-	-
Income from investments other than land and buildings					-	-
Rents from land & buildings	864				864	253
Gross receipts from other charitable activities	383				383	10
<b>A1 Sub total</b>	<b>5,437</b>				<b>5,437</b>	<b>5,951</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
<b>A2 Sub total</b>						
<b>Total receipts</b>	<b>5,437</b>				<b>5,437</b>	<b>5,951</b>
<b>A3 Payments</b>						
Expenses for fundraising activities	465				465	731
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	2,262				2,262	1,747
Grants and donations					-	-
Governance costs:						
Audit / independent examination	175				175	175
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
<b>A3 Sub total</b>	<b>2,902</b>				<b>2,902</b>	<b>2,653</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	-
Purchase of investments					-	-
<b>A4 Sub total</b>						
<b>Total payments</b>	<b>2,902</b>				<b>2,902</b>	<b>2,653</b>
<b>Net receipts / (payments)</b>	<b>2,535</b>				<b>2,535</b>	<b>3,298</b>
<b>A5 Transfers to / (from) funds</b>						
<b>Surplus / (deficit) for year</b>	<b>2,535</b>				<b>2,535</b>	<b>3,298</b>

**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 £
<b>B1 Cash funds</b>	Cash and bank balances at start of year	7,897				7,897	4,599
	Surplus / (deficit) shown on receipts and payments account	2,535				2,535	3,298
	Cash and bank balances at end of year	10,432				10,432	7,897

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

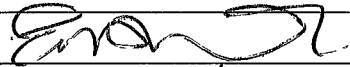

B2 Investments	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
		Total	-	-

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

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
EMMA	X 	EMMA MONTepomery	20.5.14
ISOBEL	X 	ISOBEL MACKAY	20.5.14

**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	664
HIGHLAND COUNCIL ARTS GRANT	Highland council	1	800
<b>Total</b>			<b>1,464</b>

**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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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	280				280	961
					-	
					-	
<b>Total</b>	<b>280</b>				<b>280</b>	<b>961</b>

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
HIGHLAND COUNCIL	1,464		1,464	472
			-	
			-	
<b>Total</b>	<b>1,464</b>		<b>1,464</b>	<b>472</b>

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
DREVER & HEDDLE REPAYMENT OF FUNDS	383				383	
					-	
					-	
					-	
<b>Total</b>	<b>383</b>				<b>383</b>	<b>10</b>

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	44				44	170
INSURANCE	646				646	639
HIGHLAND COUNCIL	40				40	-
PERFORMING RIGHTS SOCIETY	107				107	153
SCOTTISH HYDRO ELECTRIC	420				420	785
PROFESSIONAL FEES: CHUBB	1,005				1,005	-
<b>Total</b>	<b>2,262</b>				<b>2,262</b>	<b>1,747</b>