

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	1	April	2015	To	31	March	2016

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		
2	Claire Mackay	Vice-convener		
3	Kayleigh Mackay	Secretary		
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	Sarah Kerr		Appointed 29/4/15	
13	Laura O'Brien		Appointed 29/4/15	
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

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, Easter fayre and staged performances. The hall is also used weekly for a mother and toddler club. 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 'Messy play' with Ormlie Community Association. 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)

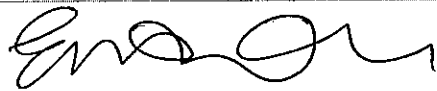

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Other optional information

Declaration

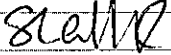
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	EM EMMA MONTPEMERY	IM ISOBEL MACKAY
Position (e.g. Chair)	Chair	Treasurer
Date	5-5-16	5.5.16

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				Period end date			
	Day	Month	Year	to	Day	Month	Year	
	01	April	2015		31	March	2016	
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> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <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> <ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 							
Signed:				Date:	13.5.16			
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	2015		31	3	2016

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	300				300	271
Legacies					-	-
Grants	350	3,000			3,350	7,577
Receipts from fundraising activities	2,965				2,965	6,840
Gross trading receipts					-	-
Income from investments other than land and buildings					-	-
Rents from land & buildings	909				909	544
Gross receipts from other charitable activities					-	-
					-	-
A1 Sub total	4,524	3,000	-	-	7,524	15,232
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	4,524	3,000	-	-	7,524	15,232
A3 Payments						
Expenses for fundraising activities	1,506				1,506	3,866
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	2,364	1,260			3,624	2,676
Grants and donations					-	390
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts	195				195	185
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	4,065	1,260	-	-	5,325	7,117
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	201	475			676	503
Purchase of investments					-	-
A4 Sub total	201	475	-	-	676	503
Total payments	4,266	1,735	-	-	6,001	7,620
Net receipts / (payments)	258	1,265	-	-	1,523	7,612
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	258	1,265	-	-	1,523	7,612

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	11,544	6,500			18,044	10,432
	Surplus / (deficit) shown on receipts and payments account	258	1,265			1,523	7,612
						-	
	Cash and bank balances at end of year	11,802	7,765	-	-	19,567	18,044

(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	Cooker	Unrestricted	-		360
	Chafing Dishes	Unrestricted	-		143
	Dishwasher	Unrestricted	100		
	Safe	Unrestricted	26		
	Vacuum	Unrestricted	75		
	Stainless Steel Flasks	Restricted	40		
	11 Folding Tables	Restricted	435		
			Total	676	-

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
EM <i>Emma Montgomery</i>	Emma Montgomery	5.5.16
IM <i>Isobel Mackay</i>	Isobel Mackay	5.5.16

Section C Notes to the Accounts

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

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	Type of activity or project supported	Individual / institution	Number of grants made	£
C2 Grants	VILLAGE HALL REVENUE GRANT	Highland council	1	350
	SSE RESILIENCE FUND	SSE	1	2,500
	SSE COMMUNITY GRANT	SSE	1	500
			Total	3,350

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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	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)	
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		Number of trustees	£
C4b Trustee expenses - details			

	Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
C5 Transactions with trustees and connected persons				

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	300				300	271
					-	
					-	
					-	
Total	300	-	-	-	300	271

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
HIGHLAND COUNCIL GRANTS	350	-	350	3,187
DOUNREAY COMMUNITY FUND	-	-	-	390
SSE GRANTS	-	3,000	3,000	4,000
			-	-
Total	350	3,000	3,350	7,577

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: B LEITH	132				132	-
INSURANCE	681				681	662
HIGHLAND COUNCIL	20				20	174
PERFORMING RIGHTS SOCIETY	121				121	109
SCOTTISH HYDRO ELECTRIC	520				520	505
PROFESSIONAL FEES:CHUBB	890				890	1,226
ADDISON CONSERVATION: STRUCTURAL INSPECTION		1,260			1,260	
					-	
					-	
Total	2,364	1,260	-	-	3,624	2,676