

APPENDIX 1



Trustees' Annual Report for the period

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From	1	April	2016	To	31	March	2017

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
	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	Resigned 27/4/16	
3	Kayleigh Mackay	Secretary		
4	Isobel Mackay	Treasurer		
5	Jane Mackay	Vice-Convener	Appointed 27/4/16	
6	Tina Wrighton		Resigned 25/5/16	
7	Alex Patience			
8	Ann Sutherland			
9	David Sutherland			
10	Helen Mackay		Resigned 20/6/16	
11	Jo Wyke			
12	Sara Kerr		Resigned 22/3/17	
13	Laura O'Brien			
14	Selena Chan		Appointed 27/4/16	
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 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 including quizzes, bingos, discos, Easter fayres, Summer fayres, and staged performances. 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

Better promotion of the hall and its facilities has meant that more community events have taken place. The toddler club now runs two sessions per week. Other clubs use the facility for example the local football club has held some events.

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)

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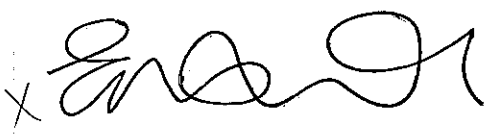
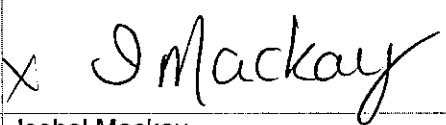
Other optional information

A phased refurbishment is planned for the hall. A feasibility study has been completed ready to move forward. It is hoped that funding can be secured to allow the refurbishment plans go ahead in the next couple of years.

Declaration

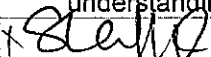
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emma Montgomery	Isobel Mackay
Position (e.g. Chair)	Convener	Treasurer
Date	1/5/17	1/5/17

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	
	1	April	2016		31	March	2017	
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 (as amended). 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 [other than that disclosed on the attached page*]							
	1. 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 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:	8.5.17			
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							

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2016		31	March	2017

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	370				370	300
Legacies					-	-
Grants	709	500			1,209	3,350
Receipts from fundraising activities	3,594				3,594	2,965
Gross trading receipts					-	-
Income from investments other than land and buildings					-	-
Rents from land & buildings	678				678	909
Gross receipts from other charitable activities					-	-
					-	-
A1 Sub total	5,351	500	-	-	5,851	7,524
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	5,351	500	-	-	5,851	7,524
A3 Payments						
Expenses for fundraising activities	815				815	1,506
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	3,151	4,692			7,843	3,624
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts	204				204	195
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	4,170	4,692	-	-	8,862	5,325
A4 Payments relating to asset and investment movements						
Purchases of fixed assets		482			482	676
Purchase of investments					-	-
A4 Sub total	-	482	-	-	482	676
Total payments	4,170	5,174	-	-	9,344	6,001
Net receipts / (payments)	1,181	(4,674)	-	-	(3,493)	1,523
A5 Transfers to / (from) funds						
					-	-
Surplus / (deficit) for year	1,181	(4,674)	-	-	(3,493)	1,523

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	11,802	7,765			19,567	18,044
	Surplus / (deficit) shown on receipts and payments account	1,181	(4,674)			(3,493)	1,523
						-	
	Cash and bank balances at end of year	12,983	3,091	-	-	16,074	19,567

(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		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		-
	Commercial Candy Floss Maker	Restricted	163		-
		Total		1,661	-

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
	Emma Montgomery - Convener	1/5/17
	Isobel Mackay - Treasurer	1/5/17

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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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	370				370	300
					-	
					-	
					-	
Total	370	-	-	-	370	300

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
HIGHLAND COUNCIL GRANTS	709		709	350
SSE GRANTS		500	500	3,000
			-	
			-	
Total	709	500	1,209	3,350

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	90				90	132
INSURANCE	753				753	681
HIGHLAND COUNCIL					-	20
PERFORMING RIGHTS SOCIETY	114				114	121
SCOTTISH HYDRO ELECTRIC	433				433	520
BUSINESS STREAM	316				316	
PROFESSIONAL FEES:CHUBB	1,445				1,445	890
ADDISON CONSERVATION: STRUCTURAL INSPECTION		2,340			-	-
NATAS ASBESTOS: SURVEY		1,152			1,152	1,260
TORRANCE PARTNERSHIP: PROPOSED					-	
REDEVELOPEMENT OF HALL		1,200			1,200	
Total	3,151	4,692	-	-	7,843	3,624