

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report to the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	1	April	2017		31	March	2018

Reference and administration details

Charity name	Melvich Village Hall Association
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	Jane Mackay	Convener	Appointed 17/5/17	
2	Jo Wyke	Vice Convener	Appointed 17/5/17 Resigned 22/3/18	
3	Kayleigh Mackay	Secretary		
4	Isobel Mackay	Treasurer		
5	Emma Montgomery			
6	Laura O'Brien			
7	Veronica Thomson			
8	David Sutherland			
9	Ann Sutherland			
10	Alex Patience			
11	Rhys Mackay		Appointed 17/5/17	
12	Selena Chan		Resigned 17/5/17	
13				
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 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 twice weekly mother and toddler group. 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 trying to promote more community events to ensure all age groups are included. Encouragement has also been given to other clubs use the facility.

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)

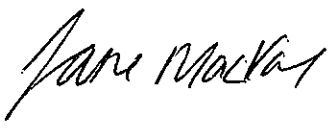
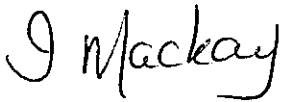
APPENDIX 1

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)	Jane Mackay	Isobel Mackay
Position (e.g. Chair)	Chair	Treasurer
Date	8/5/18	8/5/18

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	2017	to	31	March	2018
Set out on pages	6 to 9						
Respective responsibilities of trustees and examiner	<p>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.</p>						
Basis of independent examiner's statement	<p>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.</p>						
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 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:	14.5.18	
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.

Melvich Village Hall Association

SC029590



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2017		31	March	2018

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	190				190	370
Legacies	-				-	-
Grants	1,000				1,000	1,209
Receipts from fundraising activities	2,169				2,169	3,594
Gross trading receipts	-				-	-
Income from investments other than land and buildings	-				-	-
Rents from land & buildings	743				743	678
Gross receipts from other charitable activities	-				-	-
	-				-	-
A1 Sub total	4,102	-	-	-	4,102	5,851
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-				-	-
Proceeds from sale of investments	-				-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	4,102	-	-	-	4,102	5,851
A3 Payments						
Expenses for fundraising activities	149				149	815
Gross trading payments	-				-	-
Investment management costs	-				-	-
Payments relating directly to charitable activities	2,230	1,800			4,030	7,843
Grants and donations	-				-	-
Governance costs:						
Audit / independent examination	-				-	-
Preparation of annual accounts	216				216	204
Legal costs	-				-	-
Other	-				-	-
	-				-	-
A3 Sub total	2,595	1,800	-	-	4,395	8,862
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	300				300	482
Purchase of investments	-				-	-
A4 Sub total	300	-	-	-	300	482
Total payments	2,895	1,800	-	-	4,695	9,344
Net receipts / (payments)	1,207	(1,800)	-	-	(593)	(3,493)
A5 Transfers to / (from) funds						
					-	-
Surplus / (deficit) for year	1,207	(1,800)	-	-	(593)	(3,493)

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	12,983	3,091			16,074	19,567
	Surplus / (deficit) shown on receipts and payments account	1,207	(1,800)			(593)	(3,493)
						-	-
	Cash and bank balances at end of year	14,190	1,291	-	-	15,481	16,074

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

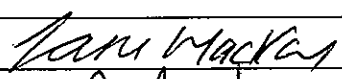
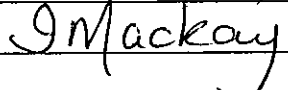
Categories	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

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	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		-
		Total	1,961	30,000	31,661

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
	Jane Mackay - Convener	8/5/18
	Isobel Mackay - Treasurer	8/5/18

Section C Notes to the Accounts

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

--

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)	
--	--

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)	
---	--

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

--

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				190	370
					-	
					-	
Total	190	-	-	-	190	370

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Highland Council Grants	1,000		1,000	709
SSE Grants			-	500
			-	
			-	
Total	1,000	-	1,000	1,209

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	84				84	90
Insurance	754				754	753
Highland Council - Licence	177				177	-
Performing Rights Society	118				118	114
SSE Scottish Hydro	505				505	433
Business Stream	-				-	316
Professional Fees: Chubb	592				592	1,445
Addison Conservation: Structural Inspection	-				-	2,340
NATAS Asbestos Survey	-				-	1,152
Torrance P'ship: Redevelopment of Hall	-				-	1,200
Knight & McDonald - Proposed Extension	-	1,800			1,800	
Total	2,230	1,800	-	-	4,030	7,843