

Collessie Victory Hall

Scottish Charity No: SC047973

Annual Report and Accounts

For the Year Ended

31 March 2020

Treasurer

Anne Walker
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Independent Examiner

Iain R. Dryburgh CA
Parknowe, Collessie, Fife KY15 7RQ

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Trustees' Annual ReportYear ended 31 March 2020

The charity trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2020.

Reference and administration details

The registered name of the charity is Collessie Victory Hall

Scottish Charity Number SC047973

The charity's address is: Willow Tree Cottage, Collessie Brae, Collessie, By Cupar, Fife KY15 7RQ

The charity trustees are (or were during the period of this report):

John McColl	Chair
Anne Walker	Treasurer
Victor Leitch	Secretary
Ann Leitch	
Linda McColl	

Five people were elected to the committee at the AGM on 30th May 2019. All of these are listed as charity trustees.

Structure, governance and management

Collessie Victory Hall is a trust and unincorporated association governed by its Trust Deed and Constitution. It was opened in 1924 and handed over to the residents of Collessie by the Earl of Leven and Melville in a Disposition of 1933. The original constitution was adopted by the trustees at a General Meeting held on 9th March 1933. In November 1957 the Hall Trustees, inhabitants of the Parish of Collessie resolved to consolidate all the rules for the management of the Hall and the regulation of their business. This is the Deed of Trust made on 25th November 1957. The then Trustees reviewed and updated these documents in 2010 and an amended constitution was adopted at the Annual General Meeting on 20th May 2010.

The Hall is run on behalf of the community by a committee whose members are the charity trustees. Committee members are elected annually by members of the community who attend the AGM in May. All committee members retire annually at the AGM but are eligible for re-election. Vacancies may be filled by co-option if necessary.

Objectives and activities

Section 2 ("Objects") of the Constitution of Collessie Victory Hall states:

"The objects of the Hall trustees shall be to promote the benefit of the inhabitants of Collessie and its environs (...) to advance education and to provide facilities, or assist in the provision of facilities, in the interests of social welfare for recreation and other leisure-time occupation so that the conditions of their lives may be improved. This shall all be done in accordance with Equal Opportunities legislation. The Hall must be devoted to charitable purpose, which shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005."

Trustees' Annual Report

Year ended 31 March 2020

The committee fulfils the purposes of the Constitution by:

1. Providing and maintaining a resource for the community, to be used at will.
2. Organising events which are socially integrative and conducive to the welfare of the community.
3. Being a focal point for village residents to meet and socialise on a regular basis.

The Hall is available for booking every day of the week and is used for a variety of purposes. Our current regular activities are the bi-weekly Collessie Hub coffee mornings, weekly yoga, ceilidh dancing and dog training classes, and soft furnishing courses in Autumn and Spring. We normally hold a village gathering in the week before Christmas, and a children's Halloween Party together with other occasional social and/or fundraising events. The Hall is also used as a polling place for local and national elections. The Hall became registered as a Scottish charity on 5th December 2017.

Achievements and Performance

The property has been maintained in good order and safe for public use. This included replacing the dripping tap in the wheelchair accessible toilet, servicing and restarting the central heating boiler and servicing the fire safety equipment. The triennial Fife Council Public Entertainment Licence was renewed in January 2020. This followed successful inspections by Fife Council Building Standards and Environmental Health Officers.

We have continued to offer a programme of educational and recreational activities for residents of the local area. These included:

- an evening with the Black Cat Jook Band on 17th May 2019
- the Halloween children's Party on 26th October 2019
- a Christmas Gathering on 19th December 2019
- a fortnightly coffee morning ("The Hub"), from September to March.

We have encouraged the use of the Hall by other organisations of benefit to the community. It is used for weekly yoga, ceilidh dancing and dog training classes. Soft furnishing classes were held weekly from April-June, September-December and January-March. Weekly karate classes were held from April-December, but this group has now outgrown the space available and moved elsewhere. A new group started using the Hall for monthly 'Movement Medicine' dance classes in May 2019. Cemex Ltd used the hall for an exhibition regarding a planning application for Collessie Quarry on 29th May 2019. The Hall was also used as a Polling Station for the European Elections on 23rd May 2019 and the UK General Election on 12th December 2019.

The Hall has a range of sports equipment for table tennis, pool, badminton and soft tennis, which is used on an ad hoc basis by residents of the village.

Trustees' Annual Report

Year ended 31 March 2019

Financial review

With total income of £4309 (2019: £13641) and total expenditure of £4321 (2019: £5503) the charity recorded a deficit for the year of £12 (2019: a surplus of £8138 – see notes on page 9). The deficit is largely due to the loss of rental income from FacePlant Foods and the karate class, both of which moved to larger premises during 2019. Although fundraising income and donations increased, it was not enough to fill the gap. Unusual expenditure included the replacement of a faulty thermostatic mixing valve tap (£333) and the Public Entertainment Licence (£160). These were offset by receiving exemption from water charges under the Scottish Government Exemption Scheme.

The main sources of income were Hall rentals, fundraising activities and donations. At the 31 March 2020 the Hall held a general unrestricted reserve of £7783 (2019: £7795). This reserve is held to cover running costs in the event of unforeseen loss of income or major repairs.



Donated facilities and services

The charity received financial donations of £115 from village residents at the Christmas Gathering; £25 from The Friends of Collessie Church (Scottish Charity No. SC036504); £100 from the organiser of The Hub coffee morning, and £42.50 from the Quiz Night. We also received a donation of £20 from Greyhound Rescue Fife (Scottish Charity No. SC044047) who borrowed our chairs for their annual dog show on 2nd June 2019, and £10 from a village resident who borrowed tables at Christmas.

Members of the community donated their time and effort to remove overgrown ivy from the Hall car park and to dismantle and dispose of the defunct Hall piano.

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

Signed on behalf of the charity's trustees

Signature	Name	Date
	John McColl Chair	27/5/20
	Anne Walker Treasurer	26/05/20

Independent Examiner's Report

Year ended 31 March 2020

I report on the financial statements of the Collessie Victory Hall for the year ended 31 March 2020 which are set out on pages 7 to 8.

Responsibilities and basis of report

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.

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:

CA

Date: 25th May 2020

Name: Iain R. Dryburgh

Professional qualifications: Chartered Accountant

Address: Parknowe, Collessie, By Cupar, Fife KY15 7RQ

Statement of Receipts and Payments

Year ended 31 March 2020

	2020 Unrestricted funds	2020 Restricted funds	2020 Total	2019 Unrestricted funds	2019 Restricted funds	2019 Total
	£	£	£	£	£	£
Receipts						
Donations	314	-	314	8485	-	8485
Legacies	0	-	0	-	-	-
Grants (Fife Council)	188	-	188	188	-	188
Fundraising	730	-	730	593	-	593
Hall lets	3077	-	3077	4375	-	4375
<i>Sub-total</i>	<i>4309</i>	<i>-</i>	<i>4309</i>	<i>13641</i>		<i>13641</i>
Proceeds from sales of assets or investments	-	-	-	-	-	-
Total receipts	4309		4309	13641	-	13641
Payments						
Fundraising expenses	289	-	289	119		119
<i>Payments for charitable activities</i>						
Utilities: Electricity + heating oil	1549	-	1549	1740	-	1740
Water & waste	-	-	-	460	-	460
Insurance	675	-	675	689	-	689
Licences	406	-	406	108	-	108
Cleaning	597	-	597	630	-	630
Repairs & maintenance	557	-	557	746	135	881
Fire precautions, health & safety	118	-	118	-	-	-
Hall equipment	35	-	35	-	-	-
Sundries	95	-	95	76	-	76
<i>Sub-total</i>	<i>4032</i>	<i>-</i>	<i>4032</i>	<i>4449</i>	<i>135</i>	<i>4584</i>
Purchase of fixed assets or investments	-	-	-	-	800	800
Total payments	4321	-	4321	4568	935	5503
Surplus/ (deficit)	(12)	-	(12)	9073	(935)	8138

Statement of Balances

Year ended 31 March 2020

Cash funds

	Unrestricted funds	Restricted funds	2020 Total	2019 Total
	£	£	£	£
Cash and bank balance at start of year	7795	343	8138	0
Surplus/ (deficit) shown on receipts and payments account	(12)	0	(12)	8138
Cash at bank and in hand at end of year	7783	343	8126	8138

Bank & Cash Balances

	2020 Total	2019 Total
	£	£
Bank current account	7911	8005
Cash in hand	215	133
Total	8126	8138

Investments or other assets

Second-hand Heartsine 500P Defibrillator and External Heated/ Alarmed Cabinet purchase price £800 on 03 April 2018, for public use.

Liabilities and contingent liabilities

None

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

Signature	Name	Date
_____	John McColl Chair	27/5/20
_____	Anne Walker Treasurer	26/05/20

Notes to the Financial StatementsYear ended 31 March 2020

1. Basis of Preparation

These accounts have been prepared on a Receipts and Payments basis in accordance with the:

- The Charities & Trustee Investment Act (Scotland) 2005, and
- Charities Accounts (Scotland) regulations 2006 as amended in 2010.

2. Trustee Remuneration and Expenses

No trustees or connected persons received any remuneration during the year (2019: nil).

Expenses totalling £901 were reimbursed to four trustees. These were £493 for heating oil, £160 for the Public Entertainment Licence, £89 for fundraising expenses, £95 for sundries, £35 for a replacement vacuum cleaner and £29 for cleaning materials. Sundries were refreshments for the Christmas Gathering (which is not a fund-raiser).

3. Restricted Funds

The residents of the village decided to raise funds for a defibrillator following a public meeting in February 2016. The Hall committee agreed that the defibrillator could be located at the hall and that the hall bank account could be used as a repository for the funds raised. All monies donated towards the defibrillator fund are restricted for the purpose of purchase, installation and maintenance of the defibrillator.

Fundraising was completed in 2017-18 and funds were used to purchase and install a second-hand defibrillator in 2018. This left a balance of £343 in the defibrillator fund which will be used to pay for future maintenance costs (e.g., servicing and replacement of the battery) . Once these funds are exhausted this function will revert to the hall unrestricted funds. There were no receipts or payments to the restricted fund in the 2019-20 financial year.

4. Adjustments to 2018-19 Accounts published by OSCR

The report submitted in 2019 did not indicate that the first accounting period for the charity (rather than the Victory Hall Committee) began when it was first registered on 5th December 2017. At this point the cash and bank balance should have been shown as zero, with any cash received from the former body included as income, a donation. Based on the above, the gross income for 2018-19 was adjusted to £13, 641 (£5,321 plus £8,320) in the published accounts, and the balance for the year adjusted to a surplus of £8138.