

REDACTED VERSION

**Collessie Victory Hall**

Scottish Charity No: SC047973

**Annual Report and Accounts**

**For the Year Ended**

**31 March 2024**

**Treasurer**

John W Robb

4 The Steadings, Collessie, Fife KY15 7RQ

Tel: 01337 810492

Email: john2robb@gmail.com

**Independent Examiner**

Lee A Hartley (Retired Accountant)

3 The Steadings, Collessie, Fife, KY15 7RQ

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**Trustees' Annual Report**

Year ended 31 March 2024

The charity trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2024.

**Reference and administration details**

The registered name of the charity is Collessie Victory Hall

Scottish Charity Number SC047973

The charity's address is: 4 The Steadings, Collessie, By Cupar, Fife KY15 7RQ

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

Julie Reekie	Chair
John Robb	Treasurer
Clare Lewis-Robertson	Secretary
Kevin Smith	Booking Secretary
Steven Skilbeck	I.T. Website
Joyce Postma	

The AGM was held on 20 May 2023. J. McColl retired as Chairperson, Julie Reekie stepped up from Vice to be Chairperson, Ann Walker retired as Treasurer & John Robb was voted in as Treasurer/Secretary, Kevin Smith and Steven Skilbeck agreed to be re-elected on to the committee. 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 09 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 25 November 1957. The then Trustees reviewed and updated these documents in 2010 and an amended constitution was adopted at the Annual General Meeting on 20 May 2010.

The Hall is run on behalf of the community by a committee whose members are the charity trustees. Committee members are normally elected annually by members of the community who attend the AGM in May. All committee members normally 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 2024

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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. These include village gatherings; coffee mornings; yoga; ceilidh dancing, country dancing and dog training; private functions, public meetings and other social and/or fundraising events. The Hall is used as a polling place for local and national elections. The Hall became registered as a Scottish charity on 05 December 2017.

**Achievements and Performance**

The property has been maintained in good order and safe for public use. This has included servicing of the central heating boiler and fire equipment, along with the five-yearly Electrical Installation Condition Report (July 2022). The Fife Council Public Entertainment Licence was renewed in December.

Despite concerns about rising energy costs, we have worked to increase income through fundraising rather than raising hall rental. Local residents have been remarkably generous with their time and donations.

The Hall has been used for groups and classes as they have gradually returned after the pandemic. We now have weekly yoga, country dancing, ceilidh and dog training classes and a fortnightly coffee morning. Fundraising events have included a Vintage Tea Party 25<sup>th</sup> March; a Quiz Night on 24<sup>th</sup> November and a bring and buy sale & BBQ in the park on 19<sup>th</sup> August; an evening with the Black Cat Jook Band and willow weaving workshop. The year ended with the traditional Christmas Social Gathering in the hall on 14<sup>th</sup> December. Another Quiz Night took place in February and a Vintage Tea Room on 21<sup>st</sup> October.

The Hall committee is still liaising with the organisers of the Heids and Herts Scotland project (Scottish Charitable Incorporated Organisation SC051039), which aims to reduce rural social isolation within local communities.

Following closure of Collessie Church in September 2022, the War Memorial plaque was relocated to the Hall and an Act of Remembrance held on Sunday 13 November 2022. Armistice Day was held at Charlottetown and anticipates that this might be held at Collessie next year.

Ongoing discussions with a commercial energy consultant that obtained an Energy Performance Certificate in November 2022 (F+) as a first step towards reviewing the heating system and decarbonising the Hall. We are currently liaising with a Development Officer at Local Energy Scotland and consulting a building surveyor and contractor with a view to applying for funding under the CARES Let's Do Net Zero Community Buildings Fund. If successful, the grant would cover 80% of the costs of installation. Further fundraising and additional grant applications may be needed to supplement this. These discussions are still continuing, so that we be to be able to upgrade the heating system that would be suitable, efficient and economically for the hall as it stands.



**Trustees' Annual Report**

Year ended 31 March 2024

**Financial review**

With total income of £4693 (2022/23: £10626) and total expenditure of £5768 (2022/23: £4699) the charity recorded a deficit for the year of £(1075) (2022/23: surplus £5926).

The main source of income is from fund raising £1068, hall letting £2190 and occasional lets £192 with donations of £226 and grants of £847 and the sports club £170. In addition, the new owners of the Church asked people wishing to purchase items of church furniture – pews, lamps etc to make donations to Hall funds. This raised £50. Together with donations from car parking and other sources, total income was £4693 (2022/23: £10626).

Expenditure on utilities and cleaning was £1538 and £450 respectively (2022/23: £1278 and £200). The price of heating oil is still a concern (£914 for 1000Ltrs; 2022/23: £398 for 500Ltrs). Electricity costs have risen significantly for the year almost tripling these cost £1140 (2022/23: £365). The three-yearly Fife Council Public Entertainment Licence was renewed in December 2023 and the Music Licence for the coming year was paid in March 2024 totalling £299. Insurance was £805 (2023: £745).

On 31 March 2024 the Hall held a general unrestricted reserve of £21332 (2023: £22407). This reserve is held primarily 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 £226 (2023: £4828). Members of the community donated home baking, garden produce and bric-a-brac for sale in aid of hall funds. Residents also gave their time and effort to control the weeds, plant and maintain tubs in the Hall car park.

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

Signed on behalf of the charity's trustees.

**Signature****Name****Date**

Julie Reekie, Chair

16/12/24

John Robb, Treasurer

15/12/24

**Independent Examiner's Report**Year ended 31 March 2024

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I report on the financial statements of the Collessie Victory Hall for the year ended 31 March 2024 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: \_\_\_\_\_

Date: 15/12/24

Name: Lee A Hartley

Retired Accountant

Address: 3 The Steadings, Collessie, By Cupar, Fife KY15 7RQ

## Statement of Receipts and Payments

Year ended 31 March 2024

	2024 Unrestricted funds	2024 Restricted funds	2024 Total	2023 Unrestricted funds	2023 Restricted funds	2023 Total
	£	£	£	£	£	£
<b>Receipts</b>						
Donations	226	-	226	4828	-	4828
Legacies	-	-	-	-	-	-
Grants	847	-	847	338	-	338
Fundraising	1068	-	1068	3162	-	3162
Hall lets	2552	-	2552	2298	-	2298
PPL Licence Refund	-	-	-	-	-	-
<i>Sub-total</i>	<i>4693</i>	<i>-</i>	<i>4693</i>	<i>10626</i>	<i>-</i>	<i>10626</i>
Proceeds from sales of assets or investments	-	-	-	-	-	-
<b>Total receipts</b>	<b>4693</b>	<b>-</b>	<b>4693</b>	<b>10626</b>	<b>-</b>	<b>10626</b>
<b>Payments</b>						
Fundraising expenses	428	-	428	382	-	382
<i>Payments for charitable activities</i>						
Utilities: Electricity + heating oil	1538	-	1538	1279	-	1279
Water & waste	-	-	-	-	-	-
Insurance	805	-	805	745	-	745
Licences	-	-	-	299	-	299
Cleaning	450	-	450	200	-	200
Repairs & maintenance	1533	-	1533	1061	-	1061
Fire precautions, health & safety	59	-	59	305	-	305
Hall equipment	-	-	-	-	-	-
Sundries	955	-	955	429	-	429
<i>Sub-total</i>	<i>5768</i>	<i>-</i>	<i>5768</i>	<i>4318</i>	<i>-</i>	<i>4318</i>
Purchase of fixed assets or investments	-	-	-	-	-	-
<b>Total payments</b>	<b>5768</b>	<b>-</b>	<b>5768</b>	<b>4700</b>	<b>-</b>	<b>4700</b>
<b>Surplus/(deficit)</b>	<b>(1075)</b>	<b>-</b>	<b>(1075)</b>	<b>5926</b>	<b>-</b>	<b>5926</b>

**Statement of Balances**  
Year ended 31 March 2024

**Cash funds**

	Unrestricted funds	Restricted funds	2024 Total	2023 Total
	£	£	£	£
Cash and bank balance at start of year	22407	255	22662	16736
(Deficit)/ surplus shown on receipts and payments account	(1075)	0	(1075)	5926
<b>Cash at bank and in hand at end of year</b>	<b>21332</b>	<b>255</b>	<b>21587</b>	<b>22662</b>

**Bank & Cash Balances**

	2024 Total	2023 Total
	£	£
Bank current account	21442	22583
Cash in hand	145	79
<b>Total</b>	<b>21587</b>	<b>22662</b>

**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

Julie Reekie, Chair

16/12/24

John Robb, Treasurer

15/12/24



**Notes to the Financial Statements**Year ended 31 March 2024

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**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 (2023: nil).

Expenses totalling £1469 were reimbursed to five trustees (2023: £811). These were £758 on Centenary expenses, £35 on weedkiller for car park, £38 Light bulbs, £79 for BBQ supplies, £31 printer cartridge, £267 for Calendars, £128 Table cloth fabric, Website Domain £14, Ledger Book, £5, Repair material for Hall £31, Materials for Wreath making £64, Centenary Celebrations £759, Key Safe £15.

**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. The battery was replaced in April 2021 at a cost of £88 leaving a balance of £255 in the restricted fund.