
SCOTTISH CRANNOG CENTRE LIMITED

DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 OCTOBER 2002



SCOTTISH CRANNOG CENTRE LIMITED

COMPANY INFORMATION

DIRECTORS	B.L. Andrian T.N. Dixon
SECRETARY	I.M.C. Meiklejohn
COMPANY NUMBER	168613
REGISTERED OFFICE	Saltire Court 20 Castle Terrace Edinburgh EH1 2ET
ACCOUNTANTS	Stephen M. Gray Chartered Accountant The Old Manse Old Crieff Road Aberfeldy Perthshire PH15 2DH
BANKERS	Bank of Scotland The Square Aberfeldy Perthshire PH15 2DD
SOLICITORS	Shepherd & Wedderburn WS Saltire Court 20 Castle Terrace Edinburgh EH1 2ET

SCOTTISH CRANNOG CENTRE LIMITED

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SCOTTISH CRANNOG CENTRE LIMITED

DIRECTORS' REPORT For the year ended 31 October 2002

The directors present their report and the financial statements for the year ended 31 October 2002.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PRINCIPAL ACTIVITIES AND BUSINESS REVIEW

The company's principal activities are to promote, organise and co-ordinate the exploration, study and research into sites of archaeological and scientific interest and to operate and manage the Crannog and Crannog Visitor Centre at Kenmore, Loch Tay. New work at the Centre focused on expanding its special events programme to enhance visitors' experience of life in the Iron Age. Routine maintenance of the Crannog reconstruction was set back by damages to the structure caused by neighbouring boats breaking free of their moorings. Maintenance therefore continues to be a difficult issue and to place additional demands on resources. The Centre also continues the practice of offering work placements to University students pursuing Archaeology degrees.

DIRECTORS

The directors who served during the year and their beneficial interests in the company's issued share capital were:

	Ordinary shares of £1 each	
	<u>31/10/02</u>	<u>1/11/01</u>
B.L. Andrian	-	-
T.N. Dixon	-	-

CHARITABLE CONTRIBUTIONS

During the year the company made donations to Scottish Trust For Underwater Archaeology by way of Gift Aid amounting to £9,393 (2001 - £7,890).

The report of the directors has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the board on 22 August 2003 and signed on its behalf.

X *B. L. Andrian*

B.L. Andrian
Director

SCOTTISH CRANNOG CENTRE LIMITED

**ACCOUNTANT'S REPORT TO THE DIRECTORS ON THE
UNAUDITED FINANCIAL STATEMENTS OF SCOTTISH CRANNOG CENTRE LIMITED**

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 October 2002 set out on pages 3 to 7 and you consider that the company is exempt from an audit under section 249A(1) of the Companies Act 1985.

In accordance with your instructions, I have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records of the company and from information and explanations supplied to me.



Stephen M. Gray

Chartered Accountant

The Old Manse
Old Crieff Road
Aberfeldy
Perthshire
PH15 2DH

22 August 2003

SCOTTISH CRANNOG CENTRE LIMITED

PROFIT AND LOSS ACCOUNT
For the year ended 31 October 2002

	Note	2002 £	2001 £
TURNOVER	1	117,043	117,231
Cost of sales		<u>(17,194)</u>	<u>(15,257)</u>
GROSS PROFIT		99,849	101,974
Selling and distribution costs		<u>(4,642)</u>	<u>(5,364)</u>
Administrative expenses		<u>(95,835)</u>	<u>(85,895)</u>
OPERATING (LOSS)/PROFIT	2	(628)	10,715
Other income		3,871	4,339
Interest receivable		190	149
Interest payable		<u>(476)</u>	<u>(238)</u>
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		2,957	14,965
TAX ON PROFIT ON ORDINARY ACTIVITIES	4	<u>295</u>	<u>(747)</u>
RETAINED PROFIT FOR THE FINANCIAL YEAR	10	<u>£ 3,252</u>	<u>£ 14,218</u>

The notes on pages 5 to 7 form part of these financial statements.

SCOTTISH CRANNOG CENTRE LIMITED

BALANCE SHEET
As at 31 October 2002

	Note	£	2002 £	£	2001 £
FIXED ASSETS					
Tangible fixed assets	5		104,300		110,310
CURRENT ASSETS					
Stocks		17,934		8,377	
Debtors	6	1,889		1,284	
Cash at bank and in hand		16,932		34,412	
		<u>36,755</u>		<u>44,073</u>	
CREDITORS: amounts falling due within one year	7	(24,284)		(36,598)	
NET CURRENT ASSETS			<u>12,471</u>		<u>7,475</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>116,771</u>		<u>117,785</u>
DEFERRED INCOME ACCOUNT	8		(104,498)		(108,764)
NET ASSETS			<u>£ 12,273</u>		<u>£ 9,021</u>
CAPITAL AND RESERVES					
Called up share capital	9		2		2
Profit and loss account	10		12,271		9,019
SHAREHOLDERS' FUNDS			<u>£ 12,273</u>		<u>£ 9,021</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2) of the Act. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985, and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 October 2002 and of its profit for the year then ended in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

The financial statements were approved by the board on 22 August 2003 and signed on its behalf.

B. L. Andrian

B.L. Andrian
Director

The notes on pages 5 to 7 form part of these financial statements.

SCOTTISH CRANNOG CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 October 2002

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

1.2 Cash flow

The financial statements do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective March 2000).

1.3 Turnover

Turnover comprises amounts received from visitors to the Crannog and from the sale of goods at the Crannog during the period, exclusive of Value Added Tax and trade discounts.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Crannog Visitors Centre	-	4% straight line
Motor vehicles	-	20% straight line
Office equipment	-	25% straight line

2. OPERATING (LOSS)/PROFIT

The operating (loss)/profit is stated after charging:

	2002 £	2001 £
Depreciation of tangible fixed assets:		
- owned by the company	5,861	5,232
- held under finance leases	2,983	2,919
	<u> </u>	<u> </u>

3. DIRECTORS' REMUNERATION

	2002 £	2001 £
Aggregate emoluments	£ 15,772	£ 15,849
	<u> </u>	<u> </u>

4. TAXATION

	2002 £	2001 £
UK Corporation tax	£ (295)	£ 747
	<u> </u>	<u> </u>

SCOTTISH CRANNOG CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 October 2002

5. TANGIBLE FIXED ASSETS

	Land and buildings	Motor vehicles	Furniture, fittings and equipment	Total
	£	£	£	£
Cost				
At 1 November 2001	106,666	14,597	5,349	126,612
Additions	-	320	2,514	2,834
At 31 October 2002	<u>106,666</u>	<u>14,917</u>	<u>7,863</u>	<u>129,446</u>
Depreciation				
At 1 November 2001	9,772	2,919	3,611	16,302
Charge for the year	4,266	2,983	1,595	8,844
At 31 October 2002	<u>14,038</u>	<u>5,902</u>	<u>5,206</u>	<u>25,146</u>
Net book value				
At 31 October 2002	<u>£ 92,628</u>	<u>£ 9,015</u>	<u>£ 2,657</u>	<u>£ 104,300</u>
At 31 October 2001	<u>£ 96,894</u>	<u>£ 11,678</u>	<u>£ 1,738</u>	<u>£ 110,310</u>

The net book value of assets held under finance leases or hire purchase contracts, included above, are as follows:

	2002 £	2001 £
Motor vehicles	<u>£ 9,015</u>	<u>£ 11,678</u>

6. DEBTORS

	2002 £	2001 £
Due within one year		
Trade debtors	162	216
Other debtors	1,727	1,068
	<u>£ 1,889</u>	<u>£ 1,284</u>

SCOTTISH CRANNOG CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 October 2002

7. CREDITORS: Amounts falling due within one year

	2002	2001
	£	£
Net obligations under finance leases	8,333	16,836
Trade creditors	2,983	8,934
Corporation tax	16	747
Social security and other taxes	8,827	4,314
Other creditors	4,125	5,767
	<u>£ 24,284</u>	<u>£ 36,598</u>

8. DEFERRED INCOME ACCOUNT:

	2002	2001
	£	£
Grants received not yet released to Profit and Loss Account	<u>£ 104,498</u>	<u>£ 108,764</u>

9. SHARE CAPITAL

	2002	2001
	£	£
Authorised		
100 Ordinary shares of £1 each	<u>£ 100</u>	<u>£ 100</u>
Allotted, called up and fully paid		
2 Ordinary shares of £1 each	<u>£ 2</u>	<u>£ 2</u>

10. RESERVES

Profit and loss account	£
At 1 November 2001	9,019
Profit retained for the year	3,252
	<u>£ 12,271</u>
At 31 October 2002	

11. RELATED PARTY TRANSACTIONS

Scottish Trust For Underwater Archaeology, a registered charity, is controlled by the same parties that control Scottish Crannog Centre Limited. During the year donations amounting to £9,393 (2001 - £7,890) were made to Scottish Trust For Underwater Archaeology by way of Gift Aid.

SCOTTISH CRANNOG CENTRE LIMITED

DETAILED TRADING AND PROFIT AND LOSS ACCOUNT
For the year ended 31 October 2002

	Page	2002 £	2001 £
TURNOVER	9	117,043	117,231
Cost of sales	9	(17,194)	(15,257)
GROSS PROFIT		<u>99,849</u>	<u>101,974</u>
Gross profit %		85.3 %	87.0 %
Less: OVERHEADS			
Selling and distribution expenses	9	(4,642)	(5,364)
Administrative expenses	9	(95,835)	(85,895)
OPERATING (LOSS)/PROFIT		<u>(628)</u>	<u>10,715</u>
Interest receivable	10	190	149
Interest payable	10	(476)	(238)
Other income	10	3,871	4,339
PROFIT FOR THE YEAR		<u><u>£ 2,957</u></u>	<u><u>£ 14,965</u></u>

SCOTTISH CRANNOG CENTRE LIMITED

SCHEDULE TO THE DETAILED ACCOUNTS
For the year ended 31 October 2002

	2002 £	2001 £
TURNOVER		
Admission receipts	71,434	77,425
Sales income	45,609	39,806
	<u>£ 117,043</u>	<u>£ 117,231</u>
	2002 £	2001 £
COST OF SALES		
Purchases - goods for resale	26,650	21,027
Opening stocks	8,377	2,607
Closing stocks	(17,833)	(8,377)
	<u>£ 17,194</u>	<u>£ 15,257</u>
	2002 £	2001 £
SELLING AND DISTRIBUTION EXPENSES		
Advertising	4,497	5,364
Bad debts	145	-
	<u>£ 4,642</u>	<u>£ 5,364</u>
	2002 £	2001 £
ADMINISTRATIVE EXPENSES		
Directors salaries	15,772	15,849
Staff salaries	50,115	43,288
Staff National Insurance	2,337	2,314
Sub-contractors	602	-
Staff training	451	462
Heat and light	(2,065)	1,667
Repairs and maintenance	2,255	1,128
Waste disposal	979	-
Printing and stationery	813	876
Postage	696	612
Telephone and fax	754	725
Computer costs	350	-
Equipment hire	370	140
Insurances	3,109	2,174
Trade subscriptions	431	352
General office expenses	1,153	911
Motor running costs	681	916
Hotels, travel and subsistence	30	-
Staff entertainment	171	140
	<u>79,004</u>	<u>71,554</u>
Sub-total carried forward	79,004	71,554

SCOTTISH CRANNOG CENTRE LIMITED

SCHEDULE TO THE DETAILED ACCOUNTS
For the year ended 31 October 2002

	31 October 2002 £	31 October 2001 £
ADMINISTRATION EXPENSES (Contd)		
Sub-total brought forward	79,004	71,554
Accountancy fees	1,515	1,835
Bank charges	601	113
Sundry expenses	744	618
Depreciation - office equipment	1,595	966
Depreciation - motor vehicles	2,983	2,919
Depreciation - freehold property	4,266	4,266
Less released from deferred income account	(4,266)	(4,266)
Charity donations	9,393	7,890
	<u>£ 95,835</u>	<u>£ 85,895</u>
	2002 £	2001 £
INTEREST RECEIVABLE		
Bank interest receivable	<u>£ 190</u>	<u>£ 149</u>
	2002 £	2001 £
INTEREST PAYABLE		
Bank overdraft interest payable	7	238
Hire purchase interest payable	469	-
	<u>£ 476</u>	<u>£ 238</u>
	2002 £	2001 £
OTHER INCOME		
Grants received for revenue expenditure	800	900
Donations received from visitors	2,665	2,278
Sundry income	406	1,161
	<u>£ 3,871</u>	<u>£ 4,339</u>