

**TARBAT COMMUNITY HALL GROUP
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
31 MAY 2010**



Charity Number SC 034864

R W M & K M MACKENZIE & CO

Chartered Accountants
Geanies House
TAIN
Ross-shire
IV20 1TW

**TARBAT COMMUNITY HALL GROUP
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MAY 2010

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**TARBAT COMMUNITY HALL GROUP
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name Tarbat Community Hall Group

Charity number SC 034864

Company registration number SC249708

Principal office Carnegie Hall
Well Street
Portmahomack
Tain
Ross-shire
IV20 1YD

Directors Mr S Mitchell
Mr K Aitken
Mr G Tullis
Mr D Carmichael
Mr G Davis
Mrs C Edwards
Miss SJ Smart
Mr D Urquhart
Ms C Collard
Ms E Kuiff

Secretary Ms C Collard

Independent examiner Peter MacKenzie, CA
Geanies House
Tain
Ross-shire
IV20 1TW

Bankers Lloyds TSB

Solicitors Wilsons
Solicitors & Estate Agents
107 High Street
INVERGORDON
Ross-shire
IV18 0AB

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT

YEAR ENDED 31 MAY 2010

The directors present their report and the unaudited financial statements of the charity for the year ended 31 May 2010.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE DIRECTORS

The directors who served the charity during the period were as follows:

Mr S Mitchell
Mr K Aitken
Mr G Tullis
Mr D Carmichael
Mr G Davis
Mrs C Edwards
Miss SJ Smart
Mr D Urquhart
Ms C Collard
Ms E Kuiff

STRUCTURE, GOVERNANCE AND MANAGEMENT

Tarbat Community Hall Group is a company limited by guarantee and is governed by its Memorandum and Articles of Association.

Responsibility, Management and Leadership

A recurring theme through this report is about commitment and the volunteer. We are lucky to have such a wide basis of support and are grateful to fellow group members for their hard work and commitment.

Some of the areas of management responsibility are as follows;

Caretaking

Each member takes one month duty as caretaker ensuring the cleanliness of the building, access for the customer as required and has responsibility for the safety of all persons using the hall plus making sure the hall is locked and secure after each event

Collectively.

We examine ways of generating income for the Hall, securing the necessary licences such as public entertainment, drinks licence etc. and taking responsibility for Health and Safety, Fire Protection, Child Protection Policy, plus regulating income and expenditure.

When the opportunity arises we make application for grant assistance to help improve the facilities enjoyed by user groups.

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MAY 2010

OBJECTIVES AND ACTIVITIES

The company's objectives are;

- a) to promote the benefit of the inhabitants of Tarbat and its environs without distinction of sex, sexuality, political, religious or other opinions by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities, or assist in the provision of facilities, in the interest of social welfare for recreation and other leisure-time occupation so that their conditions of life may be improved.

And in furtherance thereof but otherwise

- b) to develop, maintain, operate and manage the building known as the Carnegie Hall, Portmahomack for the benefit of all persons resident in or visitors to the area of benefit.

ACHIEVEMENTS AND PERFORMANCE

The Hall makes provision for a variety of groups and organisations on a regular basis and we are lucky to have so many active groups with their helpers and organisers all contributing greatly to the social life of the village. The committee would like to thank

Bobby Barr - Over 60's and carpet Bowls
Irene Macrae & Margaret Sowerby - Baby and Toddlers Group
Stan Mitchell - Table Tennis and Badminton
Charlette Edwards - Tuesday Lunch Club
Heather and Ellie - Ceilidh Dancing
Sheila Sparkes - Yoga
Anna Brady - Craft Club
Jacqueline Mackay and the Ladies Club
Elizabeth Clarkson & Mhairi Webster - Belly Dancing
Richard Sowerby - Film Projection

Other classes enjoyed are;

Taoist Tai Chi
Wellbeing Fitness Class
Art Class

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MAY 2010

In addition a number of individuals attend monthly meetings to assist the Directors in the on-going duties and management of the hall or promoting special events we would like to thank Carol Summers, Steve Carroll, Clare Elliott and Moira Aitken for their contribution in this past year

Awards for All Grant

The success in obtaining a £5,500 grant from Awards for All allowed us to experiment and subsidise four unique performances in the Carnegie Hall the first was a matinee and evening puppet show performance based on Russian folk tales with traditional wooden marionettes, poorly attended in the evening but full attendance in the afternoon with pupils from both Tarbat Old and Fearn Primary Schools.

The second show was a world music event under the title *Voyage de Nuit* with performers from Brazil, Bolivia, France, England and Ireland, very positive and enthusiastic audience reception.

The penultimate show was a one woman comedic drama starring Fiona Knowles in "Fur Coat and Magic Knickers" this almost covered its costs boosting our own funds and was voted a Hit which the audience hoped we would repeat next year.

Having tried to get a family Panto show for the Christmas/New Year we selected an adult comedy night under the Laughter Factory led by Jojo Sutherland, we attracted over a hundred in the audience with many new young faces - a risky performance but enjoyed by the majority.

In addition to paying performers, publicity, accommodation and transport funders enabled us to purchase two items of equipment - extension staging units and a Yamaha Clavinova (electric piano).

An underspend of £493 was refunded to Awards for All and we express our gratitude to them for their support.

Scottish Screen Grant

This grant has allowed us to purchase a 14ft x10ft foldable screen and digital cinema equipment and we have shown 7 films to date with varying success. We had hoped to form a dedicated film group but time was against us but we hope to move this further next year.

Annual 10K Race

This year we held another successful 10k race day with 75 runners for the 10k and 33 in the 5k fun run and we owe Clare Elliott and her band of helpers and, of course, not forgetting the superb tea provided by many of the ladies of Portmahomack a big vote of thanks for this success.

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MAY 2010

Special Events

These included Skalder, winners of the Celtic Connections open stage award, a tribute band The Beatles Beat, Alistair McCulloch, Kids Halloween party, Children 1st charity raffle, Hogmanay Torchlight procession, New Years Day Concert and New Years Dance, Charity Quiz night and not forgetting the "Family Ties" concert as part of the Blas annual programme.

The Golf Club also held their Burns supper and Annual prize giving in the hall and the Gala committee operating many of their events from the Hall.

Port website Portmahomackcommunity.org.uk

To date there have been 36,500 hits since its conception, if anyone wishes to help out please get in touch with the committee.

Laptop and wifi access

We were successful in obtaining a grant in kind allowing us free wifi internet access and a laptop for twelve months through a project sponsored by BT and Toshiba. We have until October 2010 to decide whether we wish this to continue.

Equipment and Maintenance

A new three phase commercial cooker was purchased and the old one sold

The Sound System has now been boxed in, in the corner of the hall to protect equipment and allow for greater ease in setting up.

We have now secured a maintenance contract with Invisible Heat for our ground source heating system

FINANCIAL REVIEW

This has been a successful year for the committee and thanks are due to the members for their hard work and also for the contribution of other volunteers, without which the Hall could not be successfully operated.

PLANS FOR FUTURE PERIODS

Hall purchase

We are currently investigating the feasibility of purchasing the Hall from Highland Council as opposed to the current lease, this will be dependant on any major changes in annual costs and whether the burden would be too great to sustain. It is intended that the local community will be fully consulted when proposals can be formulated.

Funding

We will endeavour to seek further funding to support programme development work for the centre, particularly to encourage further artistic performances and support.

So on behalf of Tarbat Community Hall Management Group, thanks to all those who have led groups in the Hall, all who have participated in our programme, those who have helped financially and those unstinting volunteers who make things happen!

RESPONSIBILITIES OF THE DIRECTORS

The directors are responsible for preparing the Directors' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MAY 2010

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

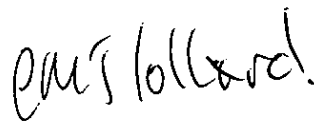
The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
Carnegie Hall
Well Street
Portmahomack
Tain
Ross-shire
IV20 1YD

Signed by order of the directors



MS C COLLARD
Charity Secretary

22.11.2010

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF TARBAT COMMUNITY HALL GROUP

YEAR ENDED 31 MAY 2010

I report on the accounts of the charity for the year ended 31 May 2010 set out on pages 8 to 14.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees (who are also the directors of Tarbat Community Hall Group for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to state, on the basis of my examination as required under section 44(1) (c) of the Act, 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 seeking explanations from you as 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 whether the accounts present a 'true and fair view'.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 386 of the Companies Act 2006); and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter MacKenzie, CA
Independent examiner
Geanies House
Tain
Ross-shire
IV20 1TW

22 November 2010

**TARBAT COMMUNITY HALL GROUP
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MAY 2010

		Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
	Note				
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	1,000	(493)	507	14,286
Activities for generating funds	3	19,518	—	19,518	19,612
Investment income	4	8	—	8	1,779
TOTAL INCOMING RESOURCES		<u>20,526</u>	<u>(493)</u>	<u>20,033</u>	<u>35,677</u>
RESOURCES EXPENDED					
Costs of generating funds:					
Fundraising trading: cost of goods sold and other costs	5	(7,518)	—	(7,518)	(7,708)
Charitable activities	6/7	(10,476)	(3,215)	(13,691)	(7,802)
Governance costs	8	(1,270)	—	(1,270)	(1,221)
TOTAL RESOURCES EXPENDED		<u>(19,264)</u>	<u>(3,215)</u>	<u>(22,479)</u>	<u>(16,731)</u>
NET (OUTGOING)/INCOMING RESOURCES BEFORE TRANSFERS					
	9	1,262	(3,708)	(2,446)	18,946
Transfer between funds	10	484	(484)	—	—
NET (EXPENDITURE)/INCOME FOR THE YEAR		1,746	(4,192)	(2,446)	18,946
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>422,148</u>	<u>4,192</u>	<u>426,340</u>	<u>407,394</u>
TOTAL FUNDS CARRIED FORWARD		<u>423,894</u>	<u>—</u>	<u>423,894</u>	<u>426,340</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 14 form part of these financial statements.

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MAY 2010

	Note	2010 £	2009 £
FIXED ASSETS			
Tangible assets	12	395,435	397,919
CURRENT ASSETS			
Debtors	13	3,463	36
Cash at bank		26,172	29,559
		29,635	29,595
CREDITORS: Amounts falling due within one year	14	(1,176)	(1,174)
NET CURRENT ASSETS		28,459	28,421
TOTAL ASSETS LESS CURRENT LIABILITIES		423,894	426,340
FUNDS			
Restricted income funds	15	—	4,192
Unrestricted income funds	16	423,894	422,148
TOTAL FUNDS		423,894	426,340

The directors are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the members of the committee on the 22.11.2010 and are signed on their behalf by:



W.K. Aitken
Director & Chairman

Company Registration Number: SC249708

The notes on pages 10 to 14 form part of these financial statements.

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MAY 2010

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 and the Companies Act 2006.

Cash flow statement

The directors have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Donations

Donations are recorded as received.

Grants

Grants receivable are recorded when the grant is approved, provided there are no conditions which have not been met.

No grants are paid.

Netting off of income and expenditure

There are instances of netting expenditure against income in fundraising where it has not been practical to have separate records.

Fund accounting

Where the use of funds received are stipulated, such funds are allocated to a Restricted Fund. Expenditure relating thereto is also allocated against this fund.

Fixed assets

All fixed assets are initially recorded at cost.

The Leasehold property represents costs relating to the restoration of the Carnegie Hall, Portmahomack, which is currently leased from the Highland Council.

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MAY 2010

1. ACCOUNTING POLICIES *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Plant & Equipment 20% RB

No depreciation is charged against the building on the basis that the building will be maintained in good order.

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Donations				
Donations	–	–	–	421
Grants receivable				
Awards for All Highland Council	–	(493)	(493)	5,500
RACE	1,000	–	1,000	2,000
Hi-Arts - Regional Screen Scotland	–	–	–	1,226
Subscriptions	–	–	–	4,961
	–	–	–	178
	<u>1,000</u>	<u>(493)</u>	<u>507</u>	<u>14,286</u>

3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Fundraising events	10,717	10,717	9,363
Hall Rental	5,520	5,520	6,982
Cafe Rent	3,281	3,281	3,267
	<u>19,518</u>	<u>19,518</u>	<u>19,612</u>

4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Bank interest receivable	8	8	1,779

**TARBAT COMMUNITY HALL GROUP
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MAY 2010

5. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	Unrestricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£
Fundraising costs	<u>7,518</u>	<u>7,518</u>	<u>7,708</u>

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£	£
Awards for All	—	3,215	3,215	1,308
Support costs	<u>10,476</u>	—	<u>10,476</u>	<u>6,494</u>
	<u>10,476</u>	<u>3,215</u>	<u>13,691</u>	<u>7,802</u>

7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Direct costs	Support costs	Total Funds 2010	Total Funds 2009
	£	£	£	£
Hall operations	—	10,476	10,476	6,494
Awards for All	<u>3,215</u>	—	<u>3,215</u>	<u>1,308</u>
	<u>3,215</u>	<u>10,476</u>	<u>13,691</u>	<u>7,802</u>

8. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£
Accountancy fees	1,270	1,270	1,036
Bank Service Charges, etc.	—	—	185
	<u>1,270</u>	<u>1,270</u>	<u>1,221</u>

9. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2010	2009
	£	£
Depreciation	<u>4,280</u>	<u>3,120</u>

10. FUND TRANSFERS

When a Restricted Fund project is complete, any surplus or deficit is transferred to the Hall Operations unrestricted fund as a contribution to overhead costs.

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MAY 2010

11. STAFF COSTS AND EMOLUMENTS

No salaries or wages have been paid to employees, including the members of the committee, during the year.

12. TANGIBLE FIXED ASSETS

	Land and buildings £	Other plant & machinery etc. £	Total £
COST			
At 1 June 2009	380,294	20,745	401,039
Additions	—	2,046	2,046
Disposals	—	(1,500)	(1,500)
At 31 May 2010	<u>380,294</u>	<u>21,291</u>	<u>401,585</u>
DEPRECIATION			
At 1 June 2009	—	3,120	3,120
Charge for the year	—	3,570	3,570
On disposals	—	(540)	(540)
At 31 May 2010	<u>—</u>	<u>6,150</u>	<u>6,150</u>
NET BOOK VALUE			
At 31 May 2010	<u>380,294</u>	<u>15,141</u>	<u>395,435</u>
At 31 May 2009	<u>380,294</u>	<u>17,625</u>	<u>397,919</u>

There is a Standard Security over the Leasehold property in favour of Big Lottery Fund for the duration of the lease.

The Lease of the Carnegie Hall lasts for 25 years commencing on 21 August 2006.

Equipment additions include £860 being the cost of a piano kindly funded by Awards for All.

13. DEBTORS

	2010 £	2009 £
Income tax recoverable	—	36
Other debtors	2,400	—
Prepayments	1,063	—
	<u>3,463</u>	<u>36</u>

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MAY 2010

14. CREDITORS: Amounts falling due within one year

	2010	2009
	£	£
Other creditors	<u>1,176</u>	<u>1,174</u>

15. RESTRICTED INCOME FUNDS

	Balance at 1 Jun 2009	Outgoing resources	Transfers	Balance at 31 May 2010
	£	£	£	£
Awards for All	<u>4,192</u>	<u>(3,708)</u>	<u>(484)</u>	<u>-</u>

16. UNRESTRICTED INCOME FUNDS

	Balance at 1 Jun 2009	Incoming resources	Outgoing resources	Transfers	Balance at 31 May 2010
	£	£	£	£	£
General Funds	<u>422,148</u>	<u>20,786</u>	<u>(19,524)</u>	<u>484</u>	<u>423,894</u>

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted Income Funds	<u>395,435</u>	<u>28,459</u>	<u>423,894</u>
Total Funds	<u>395,435</u>	<u>28,459</u>	<u>423,894</u>

18. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and has no share capital.