

COMPANY REGISTRATION NUMBER SC249708

**TARBAT COMMUNITY HALL GROUP
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
31 MAY 2011**

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 2011

CONTENTS	PAGE
Members of the Board and professional advisers	1
Directors' Annual Report	2
Independent examiner's report to the trustees and members	6
Statement of Financial Activities (incorporating the income and expenditure account)	7
Balance sheet	8
Notes to the financial statements	9
The following pages do not form part of the financial statements	
Detailed statement of financial activities	15

**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
Mrs S J Gordon
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 2011

The directors have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 May 2011.

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
Mrs S J Gordon
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 2011

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

Tom Semple - 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

Rhona Mackenzie - Craft Club

Jacqueline Mackay/Rosemary MacNab and the Ladies Club

Taoist Tai Chi

Wellbeing Fitness Class

Art Club

Clare Elliot and her team of volunteers with the help of Tain Runners for the annual 10k Race.

In addition a number of individuals attend monthly meetings, to assist the Directors in the ongoing duties and management of the hall, volunteered for caretaking rota or helped in promoting and running special events we would like to thank John Mackay (our new Treasurer), Steve Carroll, Moira Aitken, Cala Severin, Jenny, Dave Wilson, Alistair and Toby MacLean, Gary Mackay, Richard Sowerby, Billie Wood, George Terry, Cath Urquhart and Lynne Cook for their contribution in this past year.

Special Events

Film Shows such as, Duncan Chisholm and Ivan Drever, A 'Grease' themed Hen party, The Twins (Ashley and David) 18th Birthday Bash, 'Blackheart', Rachel Sermanni, Alistair McCulloch Trio, Fiona Knowles in Women behaving Madly, Blas Festival with Phil and Aly, Anne Patman in Concert (in aid of Tarbat Discovery Centre) Children's Halloween Party, New Year Celebrations including torchlight procession, New Years Day Concert and Wood n' Stone Dance. We also housed the Golf Clubs Burn's Supper and the Gala Committee annual Gala programme, and provided outreach for Tain Health Centre.

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MAY 2011

Equipment and Maintenance

Making and fixing New Pelmet thanks to Steve Carroll
Re fixing new Double Glazed units under warranty
Stonework repair to exterior

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. We do receive an annual hall grant of £1,000 from Highland Council but have not had the impetus of extra grant support for funding of events but have managed to secure a small profit, partly helped by securing cheaper electricity from a scheme run by the Scottish Government's procurement office.

PLANS FOR FUTURE PERIODS

Hall purchase

We continue to seek some definite response from Highland Council on this proposal, especially when we carry 100% of current running costs.

Funding

We strive to maximise the use of our assets, finding ways to secure income streams and find means of better investment of capital perhaps investigate the installation of photovoltaic panels.

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).

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.
-

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

DIRECTORS' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MAY 2011

RESPONSIBILITIES OF THE DIRECTORS *(continued)*

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

CMJ Collard.

MS C COLLARD
Charity Secretary

16/12/11.....

**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 2011

I report on the accounts of the charity for the year ended 31 May 2011 set out on pages 7 to 13.

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

16/12/11

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

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

YEAR ENDED 31 MAY 2011

	Note	Total Funds 2011 £	Total Funds 2010 £
INCOMING RESOURCES			
Incoming resources from generating funds:			
Voluntary income	2	1,000	507
Activities for generating funds	3	13,525	19,518
Investment income	4	8	8
TOTAL INCOMING RESOURCES		<u>14,533</u>	<u>20,033</u>
RESOURCES EXPENDED			
Costs of generating funds:			
Fundraising trading: cost of goods sold and other costs	5	(4,501)	(7,518)
Charitable activities	6/7	(7,383)	(13,691)
Governance costs	8	(1,601)	(1,269)
TOTAL RESOURCES EXPENDED		<u>(13,485)</u>	<u>(22,478)</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR/NET INCOME/(EXPENDITURE) FOR THE YEAR	9	1,048	(2,445)
RECONCILIATION OF FUNDS			
Total funds brought forward		423,895	426,340
TOTAL FUNDS CARRIED FORWARD		<u>424,943</u>	<u>423,895</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 9 to 13 form part of these financial statements.

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MAY 2011

	Note	2011 £	2010 £
FIXED ASSETS			
Tangible assets	12	392,305	395,435
CURRENT ASSETS			
Debtors	13	1,343	3,463
Cash at bank		32,469	26,172
		33,812	29,635
CREDITORS: Amounts falling due within one year	14	(1,174)	(1,176)
NET CURRENT ASSETS		32,638	28,459
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>424,943</u>	<u>423,894</u>
FUNDS			
Restricted income funds	15	—	—
Unrestricted income funds	16	424,943	423,894
TOTAL FUNDS		<u>424,943</u>	<u>423,894</u>

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 16/12/11.... and are signed on their behalf by:



W.K. Aitken
Director & Chairman

Company Registration Number: SC249708

The notes on pages 9 to 13 form part of these financial statements.

TARBAT COMMUNITY HALL GROUP COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MAY 2011

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 2011

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 £	Total Funds 2011 £	Total Funds 2010 £
Grants receivable			
Awards for All Highland Council	—	—	(493)
	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	<u>1,000</u>	<u>1,000</u>	<u>507</u>

3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Fundraising events	5,894	5,894	10,717
Hall Rental	4,443	4,443	5,520
Cafe Rent	3,188	3,188	3,281
	<u>13,525</u>	<u>13,525</u>	<u>19,518</u>

4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Bank interest receivable	<u>8</u>	<u>8</u>	<u>8</u>

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

	Unrestricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Fundraising costs	<u>4,501</u>	<u>4,501</u>	<u>7,518</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MAY 2011

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Awards for All	—	—	3,215
Support costs	7,383	7,383	10,476
	<u>7,383</u>	<u>7,383</u>	<u>13,691</u>

7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Support costs £	Total Funds 2011 £	Total Funds 2010 £
Hall operations	7,383	7,383	10,476
Awards for All	—	—	3,215
	<u>7,383</u>	<u>7,383</u>	<u>13,691</u>

8. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Accountancy fees	1,366	1,366	1,269
Legal & Professional fees	235	235	—
	<u>1,601</u>	<u>1,601</u>	<u>1,269</u>

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

This is stated after charging:

	2011 £	2010 £
Depreciation	<u>3,130</u>	<u>4,280</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.

11. STAFF COSTS AND EMOLUMENTS

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

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MAY 2011

12. TANGIBLE FIXED ASSETS

	Land and buildings £	Other plant & machinery etc. £	Total £
COST			
At 1 June 2010 and 31 May 2011	<u>380,294</u>	<u>21,291</u>	<u>401,585</u>
DEPRECIATION			
At 1 June 2010	–	6,150	6,150
Charge for the year	–	3,130	3,130
At 31 May 2011	<u>–</u>	<u>9,280</u>	<u>9,280</u>
NET BOOK VALUE			
At 31 May 2011	<u>380,294</u>	<u>12,011</u>	<u>392,305</u>
At 31 May 2010	<u>380,294</u>	<u>15,141</u>	<u>395,435</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.

13. DEBTORS

	2011 £	2010 £
Other debtors	–	2,400
Prepayments	<u>1,343</u>	<u>1,063</u>
	<u>1,343</u>	<u>3,463</u>

14. CREDITORS: Amounts falling due within one year

	2011 £	2010 £
Other creditors	<u>1,174</u>	<u>1,176</u>

15. RESTRICTED INCOME FUNDS

Balance at 1 Jun 2010 and at 31 May 2011
£
<u>–</u>
<u>–</u>

There have been no movements on restricted funds during the year ended 31 May 2011.

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MAY 2011

16. UNRESTRICTED INCOME FUNDS

	Balance at 1 Jun 2010 £	Incoming resources £	Outgoing resources £	Balance at 31 May 2011 £
General Funds	<u>423,895</u>	<u>14,533</u>	<u>(13,485)</u>	<u>424,943</u>

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Unrestricted Income Funds	<u>392,305</u>	<u>32,638</u>	<u>424,943</u>
Total Funds	<u>392,305</u>	<u>32,638</u>	<u>424,943</u>

18. COMPANY LIMITED BY GUARANTEE

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

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

MANAGEMENT INFORMATION

YEAR ENDED 31 MAY 2011

**The following pages do not form part of the statutory financial statements
which are the subject of the independent examiner's report on page 6.**