

**Auld Kirk Charitable Trust**  
**(A company limited by guarantee)**

**Accounts**  
**for the year to 31 December 2013**

**Registered number SC305621**

TUESDAY



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19/08/2014

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**Auld Kirk Charitable Trust**  
**(A company limited by guarantee)**

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**Auld Kirk Charitable Trust**  
(A company limited by guarantee)

**Company information**

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**Directors** Dr C.R. Barker (Chairperson)  
Mr J.R. Kinnear (Treasurer)  
Mr J. Pate

**Company Secretary** Mrs E. Henderson

**Accountants** Henderson Loggie  
Chartered Accountants  
Royal Exchange  
Panmure Street  
Dundee  
DD1 1DZ

**Bankers** Clydesdale Bank PLC  
40 High Street  
Newport-on-Tay  
Fife  
DD6 8AD

**Registered office** Auld Kirk  
Whitenhill  
Tayport  
Fife  
DD6 9BX

**Company Reg. No.** SC 305621

**Scottish Charity Number** SC 034963

## **Auld Kirk Charitable Trust** (A company limited by guarantee)

### **Directors' report**

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The Directors of the Auld Kirk Charitable Trust present their report with the accounts of the company for the year ended 31 December 2013.

### **Principal activities**

The principal activities of the company in the year under review were the preservation and maintenance of the former Erskine Ferryport-on-Craig Church (known locally as "the Auld Kirk") as a building of historic and architectural interest, and the promotion of its use as an educational and social facility, focusing primarily on arts and heritage, for the benefit of the inhabitants of Tayport and the surrounding area.

### **Structure, governance and management**

#### **Constitution**

The Auld Kirk Charitable Trust is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. (Company number SC 305621, Scottish Charity Number SC 034963.)

#### **Organisation**

The Trust is governed by its Directors and operates on a day-to-day basis via a management committee, which holds monthly meetings. The management committee consists of all the Directors, the Company Secretary, and other appointed members of the Auld Kirk Charitable Trust. Membership of the Auld Kirk Charitable Trust is open to all members of the public, regardless of nationality, politics, sex, religion and race, and is currently free of charge. The membership form requires applicants to agree to attend at least three meetings during the Trust's financial year (1 January – 31 December). Membership gives voting rights at the AGM. Those who wish to join the management committee are invited to do so. The management committee during the year under review consisted of nine people, including the local council representative.

#### **Recruitment of directors**

Under the terms of the Trust's constitution the maximum number of Directors is eleven and the minimum number is three. Any member wishing to be considered for appointment as a Director at an AGM must lodge written notice with the Trust prior to the meeting. The Directors may at any time appoint any member to be a Director either to fill a vacancy or as additional Director. All Directors retire from office at the first AGM. At each subsequent AGM any Directors appointed since the AGM retire from office and of the remaining Directors, one third (those who have been longest in office) retire from office, the question of who is to retire between those appointed on the same date is determined by lot. The Trust may at any AGM re-appoint any Director who retires from office at the meeting.

**Auld Kirk Charitable Trust**  
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**Directors' report (continued)**

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**Decision-making process**

Decisions about the day-to-day running of the Trust are taken at monthly management committee meetings except for matters which concern only the Directors, in which case they are made at specially convened Directors' meetings. Decisions are made by majority vote. If there were an equal split the chair would have the casting vote. Minutes of meetings are taken and circulated by the Company Secretary.

**Objects and activities**

The charitable objects of the Auld Kirk Charitable Trust as set out in its constitution are:

- “(a) to promote the benefit of the inhabitants of Tayport 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;
- (b) to promote for the public benefit the preservation (whether wholly or in part) and maintenance of the former Erskine Ferryport-on-Craig Church known locally as ‘the Auld Kirk’ as a building of historic and/or architectural interest; and
- (c) to advance the education of the public in the arts and the heritage and culture of the area and thereby improve the community spirit.”

**Activities, achievements and future plans**

The main focus of this year's activities was the completion of the renovation of the Auld Kirk tower and spire, made possible by grants from Awards for All (part of the Big Lottery Fund) and LEADER in Fife. This work also enabled the much-missed weather vane to be replaced, with the assistance from funding from Fife Environmental Trust. The renovation work inevitably restricted the use of the building for fundraising and other events, and our annual Christmas Concert was again held in Tayport Parish Church. St Margaret's Episcopal Church kindly gave us the use of its church and hall for meetings and other events.

In 2013 we agreed plans for replacement heating and lighting installations. Funding was obtained for a partial installation which will proceed in 2014. Further grant applications are under consideration which we hope will enable the total work to be completed in 2014, so that the building can once again be utilised throughout the year.

**Auld Kirk Charitable Trust**  
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**Directors' report (continued)**

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**Financial Review**

Major items of expenditure were insurance of the building and essential repairs.

**Risk management**

Professional advice has been sought on potential risks to the building and measures put in place to counter these. In order to minimise any financial risk the Trust is proceeding incrementally with the development of the building. Advice on the best way forward is sought on an on-going basis from Fife Council, an appropriately qualified architect, a quantity surveyor, and other professionals. Visits have been made to similar projects in order to learn from their experiences.

By order of the Board of Directors,

*Christine R. Barker*

**CR Barker**  
Chairperson,

*5th August* 2014

*James R Kinnear*

**JR Kinnear**  
Treasurer,

*5th August* 2014

**Auld Kirk Charitable Trust**  
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**Statement of financial activities incorporating income and expenditure account for the year to 31 December 2013**

|                                                       | Note | 2013<br>£           | 2012<br>£           |
|-------------------------------------------------------|------|---------------------|---------------------|
| <b>Incoming resources</b>                             |      |                     |                     |
| <b>Voluntary income:</b>                              |      |                     |                     |
| Donations                                             |      | 3,750               | 980                 |
| <b>Activities from generating funds:</b>              |      |                     |                     |
| Fundraising                                           |      | 262                 | 1,666               |
| <b>Incoming resources from charitable activities:</b> |      |                     |                     |
| Grants                                                |      | 17,811              | 26,131              |
| <b>Total incoming resources</b>                       |      | <u>21,823</u>       | <u>28,777</u>       |
| <b>Resources expended</b>                             |      |                     |                     |
| <b>Cost of generating funds:</b>                      |      |                     |                     |
| Fundraising                                           |      | 50                  | 1,307               |
| <b>Costs of charitable activity:</b>                  |      |                     |                     |
| Maintenance of Auld Kirk                              | 2    | 24,873              | 27,510              |
| Governance costs                                      |      | 80                  | 295                 |
| <b>Total resources expended</b>                       |      | <u>25,003</u>       | <u>29,112</u>       |
| <b>Net income for the year</b>                        | 3    | (3,180)             | (335)               |
| Total funds brought forward                           |      | 7,827               | 8,162               |
| <b>Total funds carried forward</b>                    |      | <u><u>4,647</u></u> | <u><u>7,827</u></u> |

There were no recognised gains or losses other than those included in the statement of financial activities incorporating income and expenditure account.

**Auld Kirk Charitable Trust**  
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**Balance sheet at 31 December 2013**

|                             | Note | 2013<br>£    | 2012<br>£    |
|-----------------------------|------|--------------|--------------|
| <b>Fixed assets</b>         |      |              |              |
| Tangible assets             | 4    | 591          | 861          |
| <b>Current assets</b>       |      |              |              |
| Cash at bank and on hand    |      | 4,056        | 6,966        |
| <b>Total assets</b>         |      | <u>4,647</u> | <u>7,827</u> |
| <b>Capital and reserves</b> |      |              |              |
| Unrestricted funds          | 5    | <u>4,647</u> | <u>7,827</u> |

For the year ending 31 December 2013 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies. No member of the company has deposited a notice, pursuant to Section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the board on *5th August* 2014 and signed on its behalf by:

*Christine R. Barker*

**CR Barker**  
Chairperson

*James R. Kinnear*

**JR Kinnear**  
Treasurer

The notes on pages 7 to 10 form part of these accounts

**Auld Kirk Charitable Trust**  
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**Notes to the accounts**

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**1 Accounting policies**

**Status of the company and liability of members**

The Auld Kirk Charitable Trust is a company limited by guarantee of its members and does not have a share capital. Each member has undertaken to contribute an amount not exceeding one pound towards any deficit arising in the event of the company being wound up.

**Basis of accounting**

The accounts are prepared under the historical cost convention and include the results of the company's operations as indicated in the report of the trustees. The accounts incorporate the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005 and the Companies Act 2006.

**Cash flow statement**

The company has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement, on the grounds that it is a small company.

**Funds**

*Unrestricted funds* are expendable at the discretion of the board in furtherance of the objects of The Auld Kirk Charitable Trust.

*Designated funds* comprise unrestricted funds that have been set aside by the board for particular purposes.

*Restricted funds* are funds subject to specific trusts, which may be declared by the donor or with their authority (e.g. by the restrictive wording of an appeal).

A transfer is made from unrestricted funds to restricted funds to compensate fully all restricted funds which would otherwise be in deficit at the accounting date.

**Auld Kirk Charitable Trust**  
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**Notes to the accounts (continued)**

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**1 Accounting policies (continued)**

**Incoming resources**

**Grants**

Grants towards revenue expenditure are credited to revenue in the year to which they relate.

All other income has been recognised on the basis of entitlement, certainty and measurement.

Fundraising income is included when received.

**Interest receivable**

Interest is included when receivable.

**Resources expended and irrecoverable VAT**

Resources expended are included in the accounts on an accruals basis. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

- Costs of generating funds are those incurred in attracting voluntary income, and those incurred in activities that raise funds.
- Charitable activities include expenditure associated with the charitable objects of the company and include both the direct costs and support costs relating to these activities.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories.

**Taxation**

The company has been accepted by HM Revenue & Customs as a charity and therefore no taxation charge has been applied.

**Tangible fixed assets and depreciation**

Individual items costing £200 or more are capitalised at cost.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset over its expected useful life as follows:

|                     |   |                         |
|---------------------|---|-------------------------|
| Heritable property  | - | Nil                     |
| Plant and equipment | - | 20% straight line basis |

**Auld Kirk Charitable Trust**  
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Notes to the accounts (continued)

|          |                                                           |                           |                  |
|----------|-----------------------------------------------------------|---------------------------|------------------|
| <b>2</b> | <b>Maintenance of Auld Kirk</b>                           | <b>2013</b>               | <b>2012</b>      |
|          |                                                           | <b>£</b>                  | <b>£</b>         |
|          | Subscriptions                                             | 15                        | 64               |
|          | Heat and light                                            | 265                       | 237              |
|          | Repairs and maintenance                                   | 22,465                    | 25,099           |
|          | Depreciation                                              | 270                       | 270              |
|          | Insurance                                                 | 1,858                     | 1,840            |
|          |                                                           | <u>24,873</u>             | <u>27,510</u>    |
| <b>3</b> | <b>Operating (deficit)/surplus</b>                        | <b>£</b>                  | <b>£</b>         |
|          | The operating (deficit)/surplus is stated after charging: |                           |                  |
|          | Depreciation                                              | <u>270</u>                | <u>270</u>       |
| <b>4</b> | <b>Fixed assets</b>                                       | <b>Heritable property</b> | <b>Equipment</b> |
|          |                                                           | <b>£</b>                  | <b>£</b>         |
|          | <b>Cost</b>                                               |                           |                  |
|          | As at 1 January 2013                                      | 5                         | 7,661            |
|          | Additions                                                 | -                         | -                |
|          | <b>As at 31 December 2013</b>                             | <u>5</u>                  | <u>7,661</u>     |
|          | <b>Depreciation</b>                                       |                           |                  |
|          | As at 1 January 2013                                      | -                         | 6,805            |
|          | Charge for year                                           | -                         | 270              |
|          | <b>As at 31 December 2013</b>                             | <u>-</u>                  | <u>7,075</u>     |
|          | <b>Net book value</b>                                     |                           |                  |
|          | As at 31 December 2013                                    | <u>5</u>                  | <u>586</u>       |
|          | As at 31 December 2012                                    | <u>5</u>                  | <u>856</u>       |

**Auld Kirk Charitable Trust**  
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**Notes to the accounts (continued)**

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|          |                                |                     |
|----------|--------------------------------|---------------------|
| <b>5</b> | <b>Funds</b>                   | <b>£</b>            |
|          | At 1 January 2013              | 7,827               |
|          | Surplus/(deficit) for the year | (3,180)             |
|          |                                | <hr/>               |
|          | <b>At 31 December 2013</b>     | <b><u>4,647</u></b> |

**6**      **Control**

The Trust is controlled by its directors.

**Auld Kirk Charitable Trust**  
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**Report of the Independent Examiner to the Directors and Members of  
Auld Kirk Charitable Trust**

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I report on the accounts of the charity for the year ended 31 December 2013 which are set out on pages 5 to 10.

**Respective responsibilities of the directors and Examiner**

The charity's directors 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 directors consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 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.

**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 seeks explanations from the directors 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 view given by the accounts.

**Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention:

- 1 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 8 of the 2006 Accounts Regulationshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Robert Steel CA**

Henderson Loggie  
Chartered Accountants  
Royal Exchange  
Dundee  
DD1 1DZ

5 August 2014