

Tullynessle & Forbes Community Association & Hall Treasurers

Report April 2020

Introduction

Tullynessle & Forbes Hall's Financial Year runs from 6th April to 5th April.

The Association is a registered charity and therefore is regulated by OSCR, the Office of the Scottish Charity Regulator, the independent regulator & registrar for Scottish charities. The accounts are normally overseen by Penny Fuller, Bookkeeper, from Muir of Fowlis, who took on the role at the beginning of the 2017 financial year. However, this year they will be overviewed by Gordon Gunn of Bridgeton Bookkeeping, who is taking over the role from the 6th of April 2020.

The Association's Annual Return to OSCR for the Financial Year to 5th April 2020 has not yet been submitted as we require signed Annual Accounts, Chairpersons/Trustees Report, and Treasurers Report. These documents will not be available until after this AGM. OSCR Returns can now be done online, therefore this year's return will be done once all documentation is to hand. The Annual Accounts are available for the AGM, as they will have already been inspected by Gordon by that time.

Bank Accounts

The Hall holds the following sums on account as at 5/4/20:

Clydesdale Contingency/Depreciation Account – £9017.94

Clydesdale Operating Account – £555.44

Clydesdale Surplus/Fundraising Account - £11280.62

United Bank Investment Accounts – £22916.71

Total Monies held on account at 05/04/19 - £43770.71

Cashbook

	Income	Expenditure
2019-2020	£ 24022.87	£ 25010.66
2018-2019	£ 23802.82	£ 24088.91
2017-2018	£ 28388.90	£ 23305.76
2016-2017	£ 31665.25	£ 26408.19
2015-2016	£ 22130.67	£ 17923.70
2014-2015	£ 22338.06	£ 23702.11
2013-2014	£ 16988.16	£ 18906.03

The small increase in income was mainly due us receiving 2 grants to help with the purchase of the new sound system, for a total of £1500. We also received just over £300 from the new 'Ragbag' initiative, but the effect of both of these were negated slightly with a drop in theatre tickets sales (£500 less than the previous year) and hall hire fees generating £900 less income, mainly due to the impact of the Coronavirus. Income from fundraising remained much the same, we held two Producers Markets, a Hogmanay Ceilidh and produced the hall calendar.

The increase in expenditure in 2019/20 is largely due £4500 being spent on upgrading our sound system, £600 to adjust the cage doors in the storeroom and £625 on repairs to the heating system, which were actually carried out before the end of the last financial year. Total cost £5723. In comparison last year we spent £4800 on our big expenditure items, those being £3800 on the heating system (in addition to the £625 mentioned above) £400 to upgrade the disabled toilets and £600 to replace damaged curtain rails. There was also a decrease in the theatre cost expenses this year of £640 (which reflected in the income) but this decrease was absorbed by increases in smaller items, such as staff costs, professional fees and equipment purchased, for such as a projector screen for the small meeting room, microphones and door mats for the main entrance.

Capital Expenditure/Major Repairs.

In the financial year 2019-2020, capital expenditure purchases have been kept to a minimum. There were the remaining costs of upgrading the heating system and adjustments made to the storage cages doors, as previously mentioned. We had the cost of the new sound system, but the majority of that was met by fundraising specifically for that purpose, securing three grants and receiving a donation from the film club. We agreed to invest in a slightly better system and the cost of this was met by other fundraising done with no specific purpose in mind. For the financial year 2020-2021, there is expected expenditure of a replacement urn for the kitchen (£600) and repair work to the floor in the main hall. There is a provision for these two items in the depreciation account. There may also be expenditure in relation to resurfacing the car park, but this is yet to be agreed, especially now, due to the impact of the Coronavirus Pandemic on the hall hire income. Work on the entrance to the car park had started, but this work will have minimum cost, as most of it is being done by committee members, as is most of the maintenance work in and around the hall.

Running Costs

The Committee in the past have been interested in making sure that our day to day income is not exceeded by our day to day expenditure i.e. that we are covering our running costs adequately. This section deals with our income vs expenditure for this financial year only. The following presents income vs expenditure for the current year:

Receipts

Hire of Hall	13954.7
Donations	5
Grants	322.00
Theatre Sales	1500.00
Fundraising activities	1238.00
Film Club	5490.45
Equipment Sold	839.60
Bank Interest	25.00
Ragbag	338.67
	314.40
Total receipts	24022.8
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Payments:

Fundraising Exps	1608.76
Entertainment Licence	456.60
Theatre costs	1185.20
Property costs	9543.07
Capital Items	5097.60
Professional fees	269.12
Postage and stationery	228.30
Gift	15.00
Staff Costs	4673.95
Film Club	346.54
Insurances	1041.57
Equipment purchased	544.95
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Total Payments	25010.6
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Overall the Annual Accounts shows a deficit of £987.79. This compares to previous years as follows:

2019-2020	£ 987.79 (deficit)
2018-2019	£ 286.09 (deficit)
2017-2018	£5083.14
2016-2017	£5257.06
2015-2016	£4206.97
2014-2015	- £1382.05 (deficit)
2013-2014	- £1917.87 (deficit)

For information, our combined Property and Repairs & Maintenance Costs totalled £9543.07 summarised as follows:

Waste Disposal Charges	£ 517.32
Sanitary Disposal Charges	£ 412.83
Pellets	£2924.85
Heating & Boiler Repairs	£ 866.40
Electricity Charges	£1799.87
Emergency Light Repairs	£1024.84
Fire Alarm Charges	£ 520.00
Burglar Alarm Charges	£ 245.77
Internet	£ 338.40
Misc	£ 892.79

Cash Book

Number of Cash Book Entries:

- 2020 - 454
- 2019 - 426
- 2018 - 437
- 2017 - 506

- 2016 – 325
- 2015 – 304
- 2014– 245

Conclusion

Financially, up to March 2020, it appeared that the Hall was in a reasonably secure position. There were investments made, there is a contingency account and our operating account was healthy. Our annual income normally covers our annual expenditure and although we have had a drop of income this year coupled with increased capital expenditure, there was a provision there to cover for that expenditure. Plans had also been made to promote the hall to increase income. We continued to implement our new depreciation policy to make these provisions for expenditure in the future. We had also supported local community initiatives to the value of £669 last year and £292 this year. Full details of the support given are on a separate summary, again provided by Maureen.

However, that was all pre the Coronavirus pandemic. The hall had close as a direct effect of the restrictions put in place with an immediate impact on our income. We lost £638 in the period from 23rd March to the year end alone, and will continue to lose money until it is safe to open the hall again and welcome back both existing and new hall hirers. Running costs still need to be met and we will have to use the reserves mentioned above to meet those costs. Grant funding may be required, if available, to help with the running costs of the hall and we have set up a sub-committee to address this.

There are also several large maintenance jobs that require consideration – car park tarmac, floor maintenance - we need to consider how we might fund such pieces of work given certain of them could be considered ongoing maintenance. We currently set aside provision for depreciation but this would not cover large maintenance jobs such as car park tarmac. Those jobs will need to be put on hold until we know what the long term future holds and how quickly we can recover from the effects of the Coronavirus implications.

We are fortunate to have a very good committee. All contribute in many ways to various parts of the roles and responsibilities required to keeping the hall running. Some are stronger with fund raising events, whilst others quietly beaver away in the background with less visible tasks, for example, general maintenance of the hall and boiler cleaning duties. We made a conscious decision not to replace the previous caretaker when he left. This doesn't seem to have been detrimental to the maintenance of the hall, with all the smaller jobs being attended to by committee members and at the same, has saved us money. Edith, our cleaner and Maureen, our administrator, do an excellent job.

Our hall is normally very busy, which brings its own constraints. There is heavy wear and tear, and things are costly to repair or replace. We have set up the depreciation account for that reason. The heating system had required attention, as it had been problematic but hopefully that has now been fully addressed. However, we still require continuous, carefully monitoring and management of our monies, to ensure we have a secure future.

According to our Strategic Plan we are a social facilitation committee as defined below:

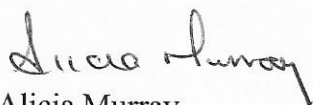
- There is an emerging role for hall committees in which they maintain and run the premises but also adopt a proactive role of “social facilitation” in helping stimulate the use of the premises and, in particular, the creation of user groups that meet the needs of identified disadvantaged groups and people.

To meet this strategic direction, we have run hall events both regular and one off such as a Family Hogmanay Ceilidh, Musical Events, and First Aid Courses and Producers' Markets to name a few that contribute to our community's integration.

Going forward, we should to continue to

- monitor our income vs expenditure.
- endeavour to seek out grant funding where possible.
- plan carefully for the cost of major maintenance work to ensure we have the monies available whether that be from grant funding, operating surpluses, or reserves.
- stimulate the use of the hall in areas identified in our Objectives and Strategic Plan.
- take on board the views and wishes of our community as submitted in our various Feedback initiatives.

Finally, on a personal note, I would like to thank Maureen Glennie for her support during the year. Maureen took over the role of administrator in August 2019 and has settled in well, quickly picked up the ropes and has a real understanding of what the job entails. She uses her initiative, which is a great help to all. I must also thank Penny Fuller for her accounting responsibilities over the last few years. Penny has given up that role now and I wish her well in her new ventures. I look forward to working with Gordon Gunn, from Bridgeton Bookkeeping in the new financial year.



Alicia Murray

17/05/20



Chairperson