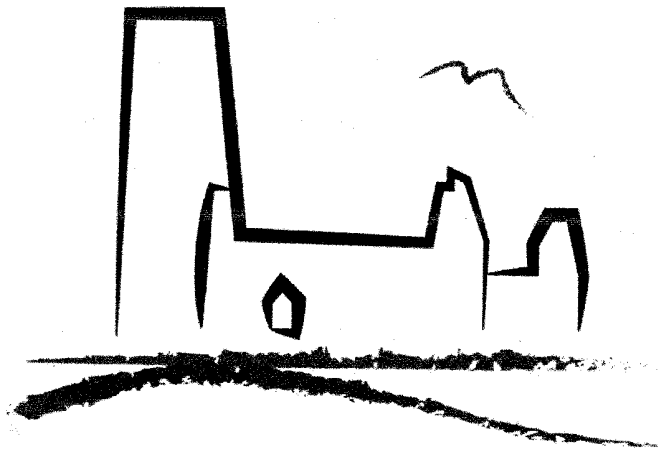


EGILSAY COMMUNITY ASSOCIATION

Registered Scottish charity SC 043611

TRUSTEES ANNUAL REPORT

Annual Report & Financial Statements
For the year ended 31 May 2019



Trustees' Annual Report

For the year ended 31 May 2019

The Trustees have pleasure in presenting their report together with financial statements and the independent Examiners' report for the year ended 31 May 2019

Along with all other communications this document will be uploaded to the Egilsay Community Association website which is the primary method used to update and inform the community

Reference and Administrative Information

Charity Details	Trustees / committee
Charity Name Egilsay Community Association Charity No SC043611 Address Warsett Egilsay Orkney KW17 2QD	2019 AGM – 04 December 2019 David Basford (Chair) Edwin Dick (Vice-Chair) Debbie Corrigan (Secretary) Christina Cox (Treasurer) Jansen Barrett Trustee Flora Lamont Trustee Margaret Swindells Trustee
	AGM 2018 - 26th September 2018 David Basford (Chair) Edwin Dick (Vice-Chair) Debbie Corrigan (Secretary) Christina Cox (Treasurer) Jansen Barrett Trustee Flora Lamont Trustee Margaret Swindells Trustee

Structure Governance & Management

Constitution

The charity is an unincorporated association. It is governed by its constitution which was adopted on 06 March 2012. The association was granted charitable status by OSCR on 29 November 2012

Appointment of Trustees

In accordance with the constitution the management committee is made up of trustees and there must be a minimum of 4 elected trustees to take up the roles of Chair, Vice-Chair, Secretary and Treasurer. The committee may co-opt further trustees if they consider it to be in the interest of the association. The management committee were elected at the AGM held on **04 12 2019** at the Community Hall.

A communication is sent to all residents approx. three weeks before the AGM to ask if any residents would like to become Trustees and / or be considered for election for one of the committee roles.

Changes to Trustee

There were no changes to the Trustees – all stood down and were re-elected

Management

The trustees are responsible for the running of the association and managing the community facility. The day to day running of the association is carried out on a voluntary basis by the committee.

Objectives and Activities

Charitable Purposes

The provision of recreational facilities, or the organisation of recreational facilities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended

Activities

Our activities are primarily based around retaining a community facility for the benefit of all residents and visitors to Egilsay. This includes

- Repairs, cleaning, maintenance and decoration of the community building
- Liaising with Orkney Islands Council for repairs to the fabric of the building and the main utilities which remain the responsibility of Orkney Islands Council
- Taking responsibility for the community turbine its maintenance and repair and managing the revenue created through the FITs payment scheme
- Provision of equipment for the purpose of leisure and recreational activities
- Holding community social events
- Assisting residents to access health, education and recreational activities on our neighbouring islands and on Orkney mainland e.g. provision of ferry tickets for sports / theatre/pantomime / well-being courses/Seasonal events/music/training courses that cannot be provided on the island.
- Partnership working with other organisations to arrange events and enhance facilities on Egilsay
- Ensuring appropriate insurance and licences are in place.
- Holding committee meetings as appropriate and the AGM

Achievements and Performance

1. Travel assistance for permanent residents – helping with ferry/bus/taxi fares to attend facilities outwith Egilsay.
2. Each household with permanent residents were allocated £200 to assist with cost of travel.
3. Egilsay Community produced leaflets that advertise the community facility to locals and visitors alike these are placed on the boat the Tingwall waiting room, Travel Centre Kirkwall and various outlets on Rousay.
4. We have seen a significant increase in tourists this year and there are many positive and appreciative comments entered into our visitors book – this is due to the launch of the Egilsay leg of the St Magnus Way, continued events arranged by RSPB and a general increase in the number of visitors to Orkney
5. We continue to work in partnership with the RSPB who continue to maintain a significant presence on the island and have had several organised groups visit this year who have been welcomed to our community facility.
6. Egilsay Summer Dance – where residents and visitors from Rousay and Wyre our neighbouring islands were able to attend plus visitors from mainland Orkney. A late charter boat was arranged get them home. A welcome social event that was enjoyed by all.

7. Egilsay were successful in securing funding of **£5563** from the second round of Your Islands Your Choice (YIYC2) and there were three main projects

Promoting Egilsay – New promotional materials, rack cards posters etc and to hold and an Archaeology day working with UHI Archaeology Institute in Orkney
 Egilsay Recreation travel and welfare fund – to assist with travel for health services, recreation and amenities and essential supplies
 Looking after our facility - to help with payment of keeping our community facility clean, tidy and stocks replenished

The community facility is used for events and functions, committee meetings and the AGM as well as hires to RSPB and other visiting groups. We have welcomed numerous independent walkers and several repeat visitors. We have facilitated several St Magnus Way events and the table below summaries the main events that have taken place 01 June 2018 to 31 May 2019

Significant dates in the Egilsay calendar - 01 June 2018 to 31 May 2019

21 Jun 18	RSPB meeting
29 Jun 18	Rousay School Fund Raising event
07 Jul 18	Egilsay Summer Dance
30 Jul 18	RSPB bioblitz
26 Aug 18	Official launch of the Egilsay leg of the St Magnus Way
26 Sep 18	Egilsay Community Association AGM
10 Nov 18	Egilsay Bonfire and Fireworks Night
11 Nov 19	Egilsay Remembers – members of the community joined together on remembrance day
14 Jan 19	Hall closed for maintenance – refurb of hall floor
16 Jan 19	YIYC2 First meeting inviting applications for projects
09 Feb 19	YIYC2 Project presentation and community voting
26 Feb 19	ECA met with representatives of the North Isles Landscape Partnership (NILPS)
30 Mar – 7 Apr19	Egilsay Residents took part in Bag the Bruck an Orkneywide initiative to clear rubbish from beaches and ditches after winter storms – 20 bags collected.
20 Apr 19	£5563 YIYC2 awarded
29 Apr 19	ECA Committee meeting

Community Facilities

Community Turbine

Since the major repairs that were completed in May 2017 the turbine has been up and running with no identifiable issues. The turbine undergoes annual maintenance checks from Pure Energy Centre – Shetland

Hire Rates for the Hall

The Main Hall (groups up to approx. 40 people) £25 per hour
 The Classroom (groups up to approx 12 people) £15 per hour
 The Main Hall and Classroom together £30 per hour

- Repairs** General maintenance and grass cutting have been carried out throughout the year
- Cleaning** The hall is checked and cleaned regularly and stocks of consumables and cleaning materials are purchased as required
- Toilet Facilities**
The number of large groups experienced over the last couple of years highlighted the need for the old school toilets at the back of the building to be refurbished. They are functional with a cold water supply but the sanitary ware needs replacing and the outbuildings need to be made weathertight and re-decorated.
- Hall Floor**
The main hall floor was renovated at a cost of £3071.40 and is much improved
- Outside Tap**
It was agreed that a bin storage area and an outside tap should be installed at the Egilsay Pier waiting room. This would be beneficial for washing salt of cars and washing out the large commercial waste bins. ECA to approach their Community Council to see if financial assistance is available.

Financial Review

Payments to individuals (including charity trustees and connected persons)

As part of our application to become a charity we informed OSCR that ECA intended to pay nominal amounts to inhabitants of Egilsay for work undertaken at the community facility on the Associations behalf. A population of 20, living on a very small remote island, by definition everyone is connected.

It was agreed at the AGM 17 July 2012 that to complement the voluntary work already undertaken nominal payments for small jobs was acceptable on the following grounds. Work is undertaken on behalf of the community and for which the association is responsible. E.g. grass cutting, Decorating and maintenance, cleaning, book-keeping/accounts and ad-hoc requirements decided by the committee.

It was agreed that it was important to get work done by the community for the community avoiding the high costs of importing labour from mainland Orkney

All monies paid will be invoiced and recorded in the Egilsay Community Association accounts. Paid work will be minuted and a summary presented at each AGM

All jobs are considered to be of equal importance and a standard rate of £10 an hour applies

Book keeping

This is carried out by the treasurer and submitted to the approved accountant Davie Campbell for The Independent Examiners Report after accounts are approved at the AGM

EXPENDITURE

Restricted funds –

Ferry tickets for residents £927

Fireworks £300

Unrestricted funds

General expenditure in this financial year has been attributed to the running of the facility including telephone and broadband payments £707 renewal of TV licence £155 Insurance including public liability £407 - grass cutting £ 150 book keeping, preparation of accounts and Trustees Annual Report £150 Accountant £70 - Website and domain £70 - McAfee virus protection £90 - Haulage £12 - General maintenance and repairs £390. Looking after our facility, cleaning of hall and classroom making sure all consumables are replenished and faults reported £510

Refurbishment of the hall floor £3071

£877 was also spent in issuing Ferry Tickets to residents from ECA funds

Egilsay held a summer dance this year the cost of this including food and drink, band boat fees, late boat, raffle prizes, advertising and sundry items came to £1939.

Materials for repairs £65

Floor polish £176

Sundry items such as printer ink and paper, small items of kitchen equipment. Loo rolls, kitchen roll, cleaning supplies. Bottled water, tea, coffee, milk, biscuits, and providing refreshments for groups of visitors made up the remainder of expenditure. £371

Donations were made to RNLI £200

Rousay School £100

Expenditure TOTAL £10737

INCOME

Restricted funds

OIC Fireworks £300

OIC Bag the Bruck £200

YIYC2 £5563

Unrestricted funds

Revenue from our main source of funding, the community 6kw wind Turbine realised £7069

Summer Dance takings at the door, bar, raffle and after sales came to £1735

Hall Hires £445

Donations £446

Income TOTAL £15758

The Egilsay Association Community funds at 31 May 2019

Current Account £ 18199

Cash in Box £35

TOTAL funds £18234

Reserves

The trustees policy is to retain sufficient funds to cover its leasehold responsibilities to Orkney Islands Council such as ad hoc maintenance, internal repairs and decoration and on going liabilities such as turbine maintenance, insurance, licences, telephone and broadband and the annual fee for the Orkney Communities website and independent examination of accounts. The trustees also wish to retain sufficient funds to repair or replace equipment owned by the association. Around £5000 held as a reserve is thought to be a realistic amount to cover this.

Plans for future periods

The trustees plan to maintain and develop the facility for the benefit of the community and will actively seek suggestions for the next stage in revitalising and rejuvenating our community facility. The wooden floor in the hall was refurbished during January 2019 and we hope to progress with upgrading the old school toilets at the back of the main building. The main emphasis will be to continue discussion and negotiation with OIC over the future of the school before the current lease expires in 2021.

Egilsay School House – Following an announcement earlier this year – OIC have informed ECA that they are in a position to sell/lease the Egilsay School House to Egilsay Community Association. More recently the council have expressed an interest in selling the School/community hall building with the school house. Communications and negotiations are underway with OIC and we are waiting for a formal proposal of options from Orkney Islands Council. We will continue to consult with OIC, VAO and other parties to develop this project through the coming year.

St Magnus Way – Rousay, Egilsay & Wyre Development Trust (REWDT) have funded Way markers, stone sculpture and information boards. The way markers have been installed and the information boards and stone sculptures were installed this summer ready for the official opening of the Egilsay leg of The St Magnus Way will increase visitors, encourage walkers who have an interest in St Magnus and provide a legacy for the future. <https://www.stmagnusway.com/>

RSPB – The RSPB continue to support Egilsay by inviting visiting groups for walks and talks on their managed farm Onziebust and nature reserve <https://www.rspb.org.uk/reserves-and-events/reserves-a-z/onziebust/>

Partnership working - We plan to develop partnership working with Rousay School, RSPB , The Rousay, Egilsay & Wyre Heritage Trust, REWDT, St Magnus Way, OIC and other interested parties with a view to promoting Egilsay as a place to visit and facilitating various events for visiting groups.

Approved by the Trustees at the Egilsay Community Association AGM on 04/12/2019 and signed on their behalf by



David Basford - Chair

Independent Examiners Report

For the year ending 31 May 2019

Independent Examiners report to the Trustees of Egilsay Community Association

I report on the financial statements of the charity for the year ended 31 May 2019 which are set out on the following pages 8 – 12 inclusive.

Respective responsibilities of Trustees and Examiner

The Charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005. ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 regulations"). The charity's trustees consider that the audit requirement of Regulation 10 (1) (d) of the 2006 regulations does not apply. It is my responsibility to examine the accounts as required under section (44)(1) (c) of the 2005 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 2006 Regulations. 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 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 the view given by the accounts.

Independent Examiner's Statement


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

1. That gives me reasonable cause to believe that, in any material respect, the requirements:
 - a. To keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - b. To prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of accounts to be reached

Independent examiner name and address date and signature

Davie Campbell

Address: 20 Ronaldsvoe
Kirkwall, Orkney, KW15 1XE

Signature	
Date:	9 th December 2019

Statements of Receipts and Payments – For the year ended 31 May 2019

RECEIPTS	Note	Unrestricted Funds	Restricted Funds	Totals 2019	Total 2018
YIYC	1		5563	5563	
Voluntary Receipts					
Donations	3		-		
Legacies		-	-		
OIC Grants		-	500	500	1300
Fund Raising		-	-		
Investments	2	7069	-	7069	6658
Rent from land buildings		-	-		
Gross trading		-	-		
Bank Interest		-	-		
Receipts from Charitable Activities	3	2626	-	2626	539
TOTALS		9695	6063	15758	8497
PAYMENTS	Note	Unrestricted Funds	Restricted Funds	Totals 2019	Total 2018
Gross trading payments			-		
Investment management costs	4	-	-		
Relating to Charitable activities	5	9509		9509	5091
Grants and Donations Accounts	6	-	1227	1227	
TOTALS		9509	1227	10736	5091
PURCHASE OF ASSETS		Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
		-	-		
TOTAL PAYMENTS				10736	5091
Surplus/(Deficit) for the year	Note	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Transfer between funds		-	-		
Surplus/(deficit) for year		186	4836	5022	3406
Funds reconciliation	Note	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Cash at Bank and In Hand at 31 May 2018		13213	-		
Surplus/(deficit) for year		186	4836	5022	3406
Cash at Bank & In hand at 31 May 2019				18235	13213

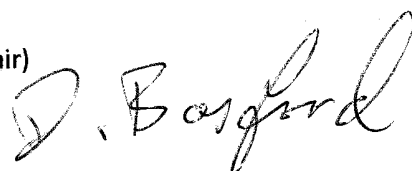
Bank & Cash Balances	Total 2019	Total 2018
Current Account	18199	13068
Cash in hand	36	145
	18235	13213
<hr/>		
Other Assets	Totals 2019	Total 2018
DEPRECIATED ITEMS		
Community 6kw Turbine	6291	7864
Community Laptop	115	144
Printer (Mar 16)	0	0
Printer	0	0
Furniture	370	463
Rugs	150	188
Display materials	212	265
Exercise Equipment	572	716
Blinds	157	197
Kitchen Equipment	106	133
Multi Media Equipment	294	368
Picnic tables and raised beds	372	466
ECA laptop	245	307
Weights and weight bench	65	81
Henry Hoover	71	89
Coffee Urn	105	132
	9125	11413

For simplicity assets are depreciated by 20% per year. It is recognised that not all items will depreciate at the same rate or have the same lifespan but that this is simply a sensible way to try and ascertain the value of assets within the Community Associations zone of responsibility and to give some indication of when the items may need replacing.

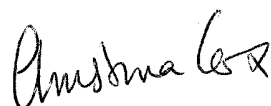
The notes on pages 11 & 12 form an integral part of these accounts

Approved by the Trustees on 04/12/2019 and signed on their behalf by: -

David Basford (Chair)



Christina Cox (Treasurer)



General Notes

Basis of Accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 as amended

Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day to day running of the Association

Restricted funds

usually given as a grant and can only be used for the purposes for which it was given

Related Party Transactions 01 June 2018 to 31 May 2019

The following remuneration was paid with authority from the committee

£150 paid to G Cox (Trustee) for grass cutting and strimming at the community Hall

£390 Paid to G Cox for maintenance including outside benches, railings, fabricating an outside step and shed repairs

£510 paid to D Corrigan for caretaking and cleaning duties at the hall

£150 paid to C Cox (Trustee) for book-keeping, preparation of accounts and Trustees Report

1 Grants		Total 2019	Total 2018
Your Island Your Choice	OIC	5563	-
OIC/Community council		500	
TOTAL		6063	-
2 Investments		Total 2019	Total 2018
Community turbine gifted to the Association by REWDT and accepted at ECA AGM 9th November 2011 to provide a modest sustainable income to invest in community objectives and activities			
	FITs Payment	1263	1541
	FITs Payment	1115	2653
	FITs payment	4691	2464
TOTAL		7069	6658
3 Receipts from charitable activities		Total 2019	Total 2018
	Cash Donations hall hires, summer dance	2626	539
TOTAL		2626	1839
4 Investment Management Costs		Total 2019	Total 2018
	Turbine maintenance	0	0

TOTAL	0	
5 Relating to charitable activities	Totals 2019	Total 2018
Grass Cutting	150	210
Website	70	69
Public Liability Insurance	407	681
Book keeping and Trustees Annual Report Accountant	150	210
Consumables and events	70	
Donation to Rousay School	1939	690
Donation to RNLI	100	0
Haulage	200	
Caretaking / cleaning	12	24
Hall Floor	510	
Repairs Maint. & Dec.	3071	
Floor polish hall floor	390	371
Ad hoc Materials	175	
TV licence	65	
Passenger ferry tickets	155	152
BT / Broadband	877	1614
McAfee	707	680
Sundry items and consumables	90	90
TOTAL	9509	5091
6 Grants & Donations	Total 2019	Total 2018
Fireworks	300	300
YIYC funding	927	0
TOTAL	1227	0

7 Transfers between funds

There were no transfers between funds

8 Cash at Bank and in Hand at 31 May 2019

Current Account £18199

Cash Box £35

TOTAL £ 18234