

**EGILSAY COMMUNITY ASSOCIATION**

Registered Scottish charity SC 043611

# TRUSTEES ANNUAL REPORT

Annual Report & Financial Statements  
For the year ended 31 May 2018



## Trustees' Annual Report

### For the year ended 31 May 2018

The Trustees have pleasure in presenting their report together with financial statements and the independent Examiners' report for the year ended 31 May 2018

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
<b>Charity Name</b> Egilsay Community Association <b>Charity No</b> SC043611 <b>Address</b> Warsett Egilsay Orkney KW17 2QD	<b>AGM 2018 – AGM 2019</b> <b>26<sup>th</sup> September 2018</b> David Basford (Chair) Edwin Dick (Vice-Chair) Debbie Corrigan (Secretary) Christina Cox (Treasurer) Jansen Barrett Trustee Margaret Swindells Trustee
	<b>AGM 2017 – AGM 2018</b>  David Basford (Chair) Gregory Cox (Vice Chair) Debbie Corrigan (Secretary) Christina Cox (Treasurer) Margaret Swindells Trustee Edwin Dick 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 **26 September 2018** 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 Trustees

Gregory Cox has stepped down as Vice Chair – (26 09 18)  
Edwin Dick has been elected as Vice Chair – (26 09 18)

### **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, 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 – the increase has been largely to do with events surrounding MAGNUS 900 with a group of 13 pilgrims on 13<sup>th</sup> July and a group of 70 from the Catholic Diocese of Aberdeen on 29<sup>th</sup> July as well as the overall increase in tourists 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. Work continues at Onziebust and RSPB activity has significantly increased usage of the ferry service.
7. The Orkney Storytelling festival held an event in the community hall on 28<sup>th</sup> October which was well attended by visitors and residents alike
8. UHI Archaeology Dept held a Mapping St Magnus event on 14<sup>th</sup> November and used the community facility for lunch

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 MAGNUS 900 events and the table below summaries the main events that have taken place 01 June 2017 to 31 May 2018

***Significant dates in the Egilsay calendar - 01 June 2017 to 31 May 2018***

02 Jun 17	Evie school children and teachers visited
13 July 17	13 Pilgrims visited St Magnus
28 July 17	RSPB Wild Camping use of facilities
29 July 17	Catholic Diocese of Aberdeen 70 pilgrims
27 Aug 17	Annual St Magnus service for residents of our tree islands
28 Aug 17	RSPB – Bee meeting
21 Oct 17	Egilsay Community Association AGM
28 Oct 17	Orkney Story Telling Festival
03 Nov 17	RSPB – use of facilities
04 Nov 17	Egilsay Community Association Bonfire and Fireworks
14 Nov 17	UHI Archaeology Dept – Mapping St Magnus event
22 Mar 18	RSPB Team meeting
26 Mar 18	RSPB Wader Walk
10 Apr 18	Alistair Carmichael - Surgery

## 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 we are currently waiting for our annual maintenance check (2018) to be scheduled in.

### 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

### Water

We were served with a Boil Notice after water sampling by OIC Environmental services. ECA bought in bottled water for use by anyone using the hall. Discussions with OIC the landlord of the property resulted in further tests and replacement parts and UV filters at their expense. The water is now safe to drink and boil notice removed.

- Repairs** It was agreed that the external step and threshold from the main building to the outside shed should be replaced and the rotten sills replaced on both sheds, the metal railings on the disabled access ramp repainted and the picnic benches sealed with external preservative. It was agreed that the work should be undertaken locally and completed before the summer dance in July. (Materials shown in accounts 01 June 2017 – 31 May 2018) (Labour shown in accounts 01 June 2018 – 31 May 2019)
- Cleaning** It was agreed that due to regular use and increasing numbers of visitors £40 per calendar month of 30 days or less and £50 for calendar months with 31 days should be offered on a self-employed basis to a member of the community (Accounts 01 June 2018 – 31 May 2019) This would ensure regular checks, early reporting of any maintenance, replenishment of stocks and cleaning.
- 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** It has been agreed that the hall floor should be renovated, quotes have been received and a contractor appointed. This is expected to cost in the region of £3000 the work will take place during October 2018 (the hall will remain closed for October) and the invoice will show in the accounts for 01 Jun 2018 to 31 May 2019

## 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 inspection before presenting at the AGM

## EXPENDITURE

### Restricted funds –

The remaining £282 of Your Islands Your choice funding was spent on Magnus 900 promotional material, Logo, rack cards, posters and advertising

All of the funds under this grant have now been spent and the project has ended.

Community Council grant of £300 was awarded for annual community fireworks and £1000 to help with the significant costs associated with Turbine repairs in 2017.

### Unrestricted funds

The committee decided to continue with the issue of books of 50 passenger tickets (at 50% discount) for all permanent residents on Egilsay enabling our community to enjoy recreational and well-being activities not available on Egilsay without incurring the cost of travel. **This totalled £1614.15**

General expenditure in this financial year has been attributed to the running of the facility including telephone and broadband payments £679.64 renewal of TV licence £152.00 public liability £286.02 (end of monthly contract with Highland Council) + £395.01 (annual payment to Zurich) - grass cutting £210 - book keeping, preparation of accounts and Trustees Annual Report £210 - Website and domain £69.14 - McAfee virus protection £90.00 - Haulage £24 - Materials for maintenance and repairs £371.53

Sundry consumable items such as printer ink and paper and bottled water, tea, coffee, milk, biscuits, and providing refreshments for several large groups of visitors made up the remainder of expenditure. £690.38

**Expenditure TOTAL £5091.87**

## INCOME

Revenue from our main source of funding, the community 6kw wind Turbine realised £6658.17 The Community council paid £1000 towards turbine repairs and a further £300 awarded for Bonfire and Fireworks night Other income was made up donations from visitors to the hall of £452.45 for consumables. A credit of £86.40 was made against a refund on an invoice

**Income TOTAL £8497.02**

### The Egilsay Association Community funds at 31 May 2017 2018

Current Account £ 13067.79

Cash in Box £144.36

**TOTAL funds £13212.15**

### 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 is being refurbished during October 2018 and we hope to progress with

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.

**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 will be installed soon. Being included as an integral part of the St Magnus Way on mainland Orkney will increase visitors, encourage walkers who have an interest in St Magnus and provide a legacy for the future.

**Partnership working** - We plan to develop partnership working with Rousay School, RSPB, The Rousa, 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.

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

7<sup>th</sup> July 2018 - Egilsay Summer Dance

26<sup>th</sup> August 2018 - St Magnus Way - Official opening of the Egilsay Leg

1<sup>st</sup> to 30<sup>th</sup> October – School Hall will be closed while the wooden floor is refurbished.

**School and School House**

We await the outcome of negotiations with OIC regarding the Old School and school house. We hope these will result in a series of options that can then be discussed with the community and partnership organisations to develop the best way forward.

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Approved by the Trustees on 26/9/18 and signed on their behalf by

David Basford - Chair



## **Independent Examiners Report**

For the year ending 31 May 2018

### **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 2018 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:

Signature

Date:



# Statements of Receipts and Payments – For the year ended 31 May 2018

RECEIPTS	Note	Unrestricted Funds	Restricted Funds	Totals 2018	Total 2017
YIYC	1	-	-	-	2308
<b>Voluntary Receipts</b>					
Donations	3	-	-	-	120
Legacies		-	-	-	-
Grants		-	1300	1300	-
Fund Raising		-	-	-	-
Investments	2	6658	-	6658	5037
Rent from land buildings		-	-	-	-
Gross trading		-	-	-	-
Bank Interest		-	-	-	-
<b>Receipts from Charitable Activities</b>	3	539	-	539	200
<b>TOTALS</b>		<b>7197</b>	<b>1300</b>	<b>8497</b>	<b>9105</b>
<b>PAYMENTS</b>	Note	Unrestricted Funds	Restricted Funds	Totals 2018	Total 2017
Gross trading payments			-	-	-
Investment management costs	4		-	-	4405
Relating to Charitable activities	5	3792	1300	5091	5462
Grants and Donations Accounts	6	-	-	-	85
<b>TOTALS</b>		<b>3792</b>	<b>1300</b>	<b>5091</b>	<b>3084</b>
<b>PURCHASE OF ASSETS</b>		Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
		-	-	-	285
<b>TOTAL PAYMENTS</b>		<b>3792</b>	<b>1300</b>	<b>5091</b>	<b>3326</b>
<b>Surplus/(Deficit) for the year</b>	Note	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
Transfer between funds		-	-	-	-
<b>Surplus/(deficit) for year</b>		<b>3406</b>		<b>3406</b>	<b>(2390)</b>
<b>Funds reconciliation</b>	Note	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
Cash at Bank and In Hand at 31 May 2017		9807	-		
Surplus/(deficit) for year		3406	-	3406	5779
<b>Cash at Bank &amp; In hand at 31 May 2017</b>		<b>13213</b>		<b>9807</b>	<b>12197</b>

<b>Bank &amp; Cash Balances</b>	<b>Total 2018</b>	<b>Total 2017</b>
Current Account	<b>13068</b>	9519
Cash in hand	<b>145</b>	288
	<b>13213</b>	9807
<b>Other Assets</b>	<b>Totals 2018</b>	<b>Total 2017</b>
<b>DEPRECIATED ITEMS</b>		
Community 6kw Turbine	7864	9830
Community Laptop	144	180
Printer (Mar 16)	-	Dec
Printer	-	Dec
Furniture	463	579
Rugs	188	235
Display materials	265	332
Exercise Equipment	716	896
Blinds	197	247
Kitchen Equipment	133	167
Multi Media Equipment	368	460
Picnic tables and raised beds	466	583
ECA laptop	307	384
Weights and weight bench	81	102
Henry Hoover	89	112
Coffee Urn	132	165
	<b>11413</b>	14272

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 26/6/18 and signed on their behalf by: -

David Basford (Chair)

*D. Basford*

Christina Cox (Treasurer)

*Christina Cox*

## 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 2017 to 31 May 2018**

The following remuneration was paid with authority from the committee

£210 paid to G Cox (Trustee) for grass cutting and strimming at the community Hall

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

	Total 2018	Total 2017
<b>1 Grants</b>		
Your Island Your Choice OIC	-	2308
<b>TOTAL</b>	-	2308

	Total 2018	Total 2017
<b>2 Investments</b>		
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 3 <sup>rd</sup> Quarter	22/09/17	1541
FITs Payment 4 <sup>th</sup> Quarter		3929
FITs Payment 1st Quarter	28/02/18	2653
FITs payment 2nd Quarter	03/05/18	2464
<b>TOTAL</b>	<b>6658</b>	<b>5037</b>

	Total 2018	Total 2017
<b>3 Receipts from charitable activities</b>		
Cash Donations for consumables	539	120
OIC	-	-
Community Council	1300	200
<b>TOTAL</b>	<b>1839</b>	<b>320</b>

<b>4 Investment Management Costs</b>	<b>Total 2018</b>	<b>Total 2017</b>
Turbine maintenance	-	4405
<b>TOTAL</b>	<b>-</b>	<b>4405</b>
<b>5 Relating to charitable activities</b>	<b>Totals 2018</b>	<b>Total 2017</b>
Grass Cutting	210	180
Website	69	45
Public Liability Insurance	681	382
Book keeping and Trustees Annual Report	210	150
Birsay Farmers Membership		
Keys cut		
Consumables and events	690	686
YIYC travel / Promoting Egilsay	-	2026
Fireworks	300	200
Medical equipment	-	130
Haulage	24	24
Repairs Maint. & Dec.	371	-
TV licence	152	151
Passenger ferry tickets	1614	1117
BT / Broadband	680	566
McAfee	90	90
Laptop	-	-
<b>TOTAL</b>	<b>5091</b>	<b>5747</b>
<b>6 Grants &amp; Donations</b>	<b>Total 2018</b>	<b>Total 2017</b>
RNLI	-	150
Rousay School	-	35
	-	-
<b>TOTAL</b>	<b>-</b>	<b>185</b>

#### 7 Transfers between funds

There were no transfers between funds

#### 8 Cash at Bank and in Hand at 31 May 2018

Current Account £13068

Cash Box £145

**TOTAL £ 13213**