

Orphir and Stenness Church of Scotland

Year ended 31 December 2017

RECEIPTS AND PAYMENTS ACCOUNTS

Congregation No: 452387

Charity No: SC016221

Receipts and Payments

Reference and Administrative Information

Charity Name: Orphir and Stenness Church of Scotland
Charity Registration Number: SC016221
Congregation Reference No: 452387
Contact Address: Mr Hugh Halcro-Johnston
Orphir House
Orphir, Orkney
KW17 2RD

Trustees

Kirk Session: Rev. Stephen Manners (until 21/06/2017), Rev. June Freeth (from 21/06/2017), Mr Nicol Sclater, Mr Raymond Scollay, Mrs Wilma Brass, Mr Peter Brass, Mr James Clouston, Mrs Carol Mainland, Mr Hugh Halcro-Johnston, Mrs Eleanor McIver, Mr Peter Leith, Mr Alfred Mathers, Mrs Lynne Buchan, Mrs Morag Sinclair.

Board Members: Mrs Jean Craigie, Mrs Elma Sclater, Mrs Liz Slater, Mrs Elizabeth Williams, Mrs Olivia Tait (until 25/06/2017), Dr Alfred Baird (from 25/06/2017), Mrs Linda Johnston, Mrs Vera Fraser, Mrs Josie Spence, Mrs Tracy Anne Linklater, Mr Willie Buchan, Mrs Shona Ferguson.

Principal Office-bearers

Interim Moderators: Rev. Stephen Manners (until 21/06/2017)
Rev. June Freeth (from 21/06/2017)
Session Clerk: Mr Nicol Sclater
Clerk to the Board: Mrs Carol Mainland
Church Treasurer: Mr Hugh Halcro-Johnston

Independent Examiner

Name - Doris Hutchison CA ATT
Address - 3 East Road
Kirkwall
Orkney KW15 1HZ

Bankers

Clydesdale Bank
2 Broad Street
Kirkwall
KW 15 1DH

Trustees' Report

Year ended 31 December 2017

Structure, Governance and Management

Governing Document

The Church was administered in accordance with the terms of the Model Deed of Constitution, but has moved to a Unitary Constitution as from 1st January 2018.

Recruitment and Appointment of Trustees

Through 2017 Orphir and Stenness had a Model constitution. Members of the Kirk Session and Congregational Board were the charity trustees. The Kirk Session members are the elders of the church and are chosen from those members of the church who are considered to have the appropriate gifts and skills. The Interim Moderator, who is a member of the Kirk Session, is appointed by Presbytery during the period of vacancy. The Congregational Board is appointed from within the congregation and members of the congregation are invited to nominate individuals who are believed to have the skills and commitment to contribute to the management of the Church. Members are then appointed at the Stated Annual Meeting and serve for a period of three years after which they must seek re-election at the next Stated Annual Meeting.

Organisational Structure

The Congregational Board met regularly during the year. Certain responsibilities were delegated to the Property Committee as appropriate. The Kirk Session which meets at least four times a year is chaired by the Minister (Interim Moderator) or his appointed Locum and is responsible for spiritual affairs within the church.

Objectives and Activities

The Church of Scotland is Trinitarian in doctrine, Reformed in tradition and Presbyterian in policy. It exists to glorify God and to work for the advancement of Christ's Kingdom throughout the world. As a national Church, it acknowledges a distinctive call and duty to bring the ordinances of religion to the people in every parish of Scotland through a territorial ministry. It co-operates with other Churches in various ecumenical bodies in Scotland and beyond.

Services of Worship take place in the church every Sunday. The Sunday School is run during school terms.

Trustees' Annual Report (cont)

Year ended 31 December 2017

Achievements and Performance

The Parish of Orphir and Stenness shares its minister with the linked parishes of Hoy and Walls and Flotta. Church members have taken part in most services and conduct services on days when the Minister or his Locum are engaged with the other parishes. The members also run services periodically at St. Peter's Home in Stromness.

During the year the church continued to run a weekly coffee morning meeting in the Kirk Hall to raise funds and to provide outreach to all members of the community in Orphir and Stenness. Fairtrade goods and copies of the Orcadian newspaper are on sale and the event is making a significant contribution to church funds. In November there was a collection for Poppy Scotland which raised £39.50 and at Christmas a collection for the Malawi Appeal which raised £370.80. Members of the congregation again organised a Christmas Tree Festival which raised money for church funds and looks like becoming an annual event.

Financial Review

Orphir and Stenness Parish completed the year with a surplus of **£2,675** as compared to the surplus last year of £2,660. Total receipts at **£26,243** compare with the previous year's figure of £30,127. Donations at **£15,751** were down by £3,306 and fundraising activities yielded **£5,025** compared with £5,007 the year before. The year ended with a closing balance of **£37,516**.

Reserves Policy

It is the Trustees' policy to hold reserves of at least six months expenditure including designated funds. At the year end the Church held unrestricted funds of £37,516 which is in line with this policy. The Trustees are aware of a number of property issues still requiring attention and the need to continue with an on-going property maintenance programme, and may use some of the reserves for this purpose. Applications will be made as required to the General Trustees Consolidated Fabric Fund for money held on our behalf.

Restricted Funds

The Church holds no restricted funds.

Endowment Funds

The Church holds no endowment funds.

Trustees' Annual Report (cont)
Year ended 31 December 2017

Statement of Trustees' Responsibilities

The Trustees must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Church during the financial year. The Trustees are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Church at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Regulations Anent Congregational Finance approved by the General Assembly of the Church of Scotland in 2007. They are also responsible for safeguarding the assets of the Church and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,

N Sclater

Session Clerk

Date

Orphir and Stenness Parish Church
SC016221

Independent Examiner's Report to the Trustees of Orphir Parish Church

I report on the accounts of the charity for the year ended 31 December 2017 which are set out on pages 7 to 11.

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 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 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 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 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 9 of the 2006 Accounts Regulations have 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.

DORIS HUTCHISON CA ATT _____

Date _____

3 East Road
Kirkwall
Orkney
KW15 1HZ

Orphir & Stenness Parish Church
Receipts and Payments Account
Year ended 31 December 2017

		Unrestricted	Restricted	Endowment		
		Funds	Funds	Funds	Total	Total
		2017	2017	2017	2017	2016
		£	£	£	£	£
<u>Receipts</u>	Note					
Donations	3	15,751.79	0.00	0.00	15,751.79	19,057.83
Legacies		0.00	0.00	0.00	0.00	0.00
Activities for Generating Funds		5,025.09	0.00	0.00	5,025.09	5,007.15
Bank & Deposit interest		81.21	0.00	0.00	81.21	114.12
Investment income		545.50	0.00	0.00	545.50	585.50
Guild & Tradecraft income		1,464.16	0.00	0.00	1,464.16	1,954.98
		22,867.75	0.00	0.00	22,867.75	26,719.58
Weddings & funerals		630.00	0.00	0.00	630.00	540.00
Glebe income		2,335.75	0.00	0.00	2,335.75	2,776.90
Insurance claim		0.00	0.00	0.00	0.00	0.00
Other receipts		410.30	0.00	0.00	410.30	90.62
<u>Total Receipts</u>		26,243.80	0.00	0.00	26,243.80	30,127.10
<u>Payments</u>	Note					
Costs of generating funds	4	1,903.91	0.00	0.00	1,903.91	1,195.50
Other payments		39.50	0.00	0.00	39.50	90.62
Charitable activities		17,715.40	0.00	0.00	17,715.40	19,849.80
Guild & Tradecraft payments		1,505.91	0.00	0.00	1,505.91	2,423.30
Glebe costs		2,403.59	0.00	0.00	2,403.59	3,907.44
<u>Total Payments</u>		23,568.31	0.00	0.00	23,568.31	27,466.66
Excess of Receipts over Payments for the year before transfers		2,675.49	0.00	0.00	2,675.49	2,660.44
Transfers						
Excess of Receipts over Payments for the year		£2,675.49	£0.00	£0.00	£2,675.49	£2,660.44

Orphir & Stenness Parish Church

Statement of Balances

At 31 December 2017

	Unrestricted	Restricted	Endowment		+
	Funds	Funds	Funds	Total	
	2017	2017	2017	2017	2016
Note	£	£	£	£	£
<u>Bank & Deposit Balances</u>					
Bank & deposit balances brought forward	34840.67	0	0	34840.67	32180.23
<u>Movement in year:</u>					
Excess of Receipts over Payments for the period	2,675.49	0	0	2675.49	2660.44
Bank & deposit balances carried forward	2 <u>37516.16</u>	<u>0.00</u>	<u>0.00</u>	<u>37516.16</u>	<u>34840.67</u>
<u>Investments at market value</u>					
121 Income Fund (1,091 units cost £6,782.78)	<u>13,572.04</u>	<u>0.00</u>	<u>0.00</u>	<u>13,572.04</u>	<u>12,437.40</u>
<u>Assets</u>					
Gift Aid Receivable	<u>7,957.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,957.00</u>	<u>7,094.00</u>
	<u>7,957.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,957.00</u>	<u>7,094.00</u>
<u>Liabilities</u>					
Cost of repairs not yet billed	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

The accounts were approved by the Church Council on 15 January 2018
For and on behalf of the Church Council

Feb 2018

Session Clerk

Treasurer

Orphir & Stenness Parish Church

Statement of Balances as at 31 December 2017

Notes to the Accounts

1. Trustee Remuneration and Related Party Transactions

During the year the Interim Moderator received £103.93 for travelling expenses. No other Trustee received any remuneration during the year and there were no related party transactions.

2. Movements in Funds

	At 31 Dec 2016 £	Receipts £	Payments £	Transfers £	At 31 Dec 2017 £
Unrestricted funds					
Designated Fabric Fund	-13,389.03	0.00	1,433.95	20,000.00	5,177.02
Guild & Tradecraft Account	862.67	1,464.16	1,505.91	0.00	820.92
Glebe Fund	3,153.26	2,335.75	2,403.59	0.00	3,085.42
121 Income Fund	6,782.78	0.00	0.00	0.00	6,782.78
Reserve Fund	14,839.95	81.21	0.00	0.00	14,921.16
General Fund	22,591.04	22,362.68	18,224.86	-20,000.00	6,728.86
	<u>34,840.67</u>	<u>26,243.80</u>	<u>23,568.31</u>	<u>0.00</u>	<u>37,516.16</u>
Restricted funds					
None	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Endowment funds					
None	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total funds	<u>34,840.67</u>	<u>26,243.80</u>	<u>23,568.31</u>	<u>0.00</u>	<u>37,516.16</u>

Purposes of Designated Funds

Fabric Fund: The Trustees have set aside funds for the maintenance of the church property.

Guild Account: This is managed by Orphir and Stenness Church Guild

Glebe Fund: A Fund set up for the maintenance of Glebe land.

Reserve Fund: Funds held by 121 George Street.

Purposes of Restricted Funds

There are no Restricted Funds

Purposes of Endowment Funds

There are no Endowment Funds

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	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Endowment Funds 2017 £	Total 2017 £	Total 2016 £
3. Analysis of Donations					
WFO Scheme (non Gift Aid)	20.00	0.00	0.00	20.00	20.00
Gift Aid Donations	10,741.00	0.00	0.00	10,741.00	11,256.00
Tax Recovered on Gift Aid Donatio	0.00	0.00	0.00	0.00	0.00
Ordinary Offerings (Open Plate)	3,541.95	0.00	0.00	3,541.95	3,567.09
Other Offerings, Donations etc	1,271.19	0.00	0.00	1,271.19	4,042.83
Sunday School	177.65	0.00	0.00	177.65	171.91
	15,751.79	0	0	15,751.79	19,057.83
4. Analysis of Payments					
Costs of generating funds					
Fund Raising Costs	1,903.91	0.00	0.00	1,903.91	1,195.50
	1,903.91	0.00	0.00	1,903.91	1,195.50
Charitable activities					
Ministries & Mission allocation	7,124.00	0.00	0.00	7,124.00	5,272.00
Presbytery dues	726.67	0.00	0.00	726.67	697.50
Voluntary Additional Stipend	0.00	0.00	0.00	0.00	0.00
Minister's expenses	246.43	0.00	0.00	246.43	2,563.99
Pulpit supply	318.55	0.00	0.00	318.55	612.75
Other staffing costs	0.00	0.00	0.00	0.00	0.00
Fabric repairs & maintenance	1,433.95	0.00	0.00	1,433.95	6,390.58
Council Tax & Water Rates	0.00	0.00	0.00	0.00	0.00
Heat and light	1,284.97	0.00	0.00	1,284.97	1,129.38
Insurance	1,434.95	0.00	0.00	1,434.95	1,405.17
Sunday School	81.98	0.00	0.00	81.98	61.49
Church officer	0.00	0.00	0.00	0.00	0.00
Organ & music	3,513.06	0.00	0.00	3,513.06	627.06
Printing, stationery and postage	555.72	0.00	0.00	555.72	459.05
Other expenses	995.12	0.00	0.00	995.12	630.83
	17,715.40	0.00	0.00	17,715.40	19,849.80

5. Minister's Stipend

All Church of Scotland congregations contribute to the National Stipend Fund which bears the costs of all ministers' stipends and employer's contributions for national insurance, pension and housing and loan fund. Ministers' stipends are paid in accordance with the national stipend scale, which is related to years of service.

6. Collections for Third Parties

Poppy Scotland
Malawi appeal

2017	2016
£	£
39.50	90.62
370.80	0.00
<u>410.30</u>	<u>90.62</u>

APPENDIX

FUNDS HELD ON BEHALF OF THE CONGREGATION

BY THE CHURCH OF SCOTLAND GENERAL TRUSTEES

	2017 £	2016 £
<u>CONSOLIDATED FABRIC FUND</u>		
Credit Balances held at 31 December at cost	<u>23,932.78</u>	<u>17,291.79</u>
<u>TEMPORARY FUNDS</u>		
Credit Balance at 31 December	<u>69,359.10</u>	<u>68,992.90</u>

ORPHIR AND STENNESS CHURCH OF SCOTLAND
BUDGET 2018

Income and Expenditure

	Budget 2018 £	Total 2017 £
Receipts		
FWO Scheme (non Gift Aid)	400.00	423.00
Gift Aid Donations	10,000.00	10,741.00
Tax Recovered on Gift Aid Donations	8,000.00	-
Ordinary Offerings (Open Plate)	3,000.00	3,541.95
Sunday School	300.00	177.65
Other Offerings, Donations etc	2,000.00	638.19
Weddings and Funerals	200.00	630.00
Glebe Income	1,200.00	2,335.75
Activities for Generating Funds	3,900.00	5,025.09
Other Receipts	600.00	545.50
	<u>29,600.00</u>	<u>24,058.13</u>
Expenditure		
Fund raising expenses	2,000.00	1,903.91
	<u>2,000.00</u>	<u>1,023.44</u>
Ministries & Mission allocation	7,200.00	7,124.00
Presbytery dues	800.00	726.67
Minister's expenses	5,200.00	246.43
Pulpit supply	200.00	318.55
Sunday School	200.00	81.98
Fabric repairs & maintenance	5,000.00	1,433.95
Heat and light	1,600.00	1,284.97
Insurance	1,500.00	1,434.95
Glebe costs	1,000.00	2,403.59
Manse Costs	200.00	471.67
Organ & music	3,000.00	3,513.06
Printing, stationery and postage	400.00	555.72
Other expenses	300.00	562.95
	<u>26,600.00</u>	<u>20,158.49</u>
Surplus/Defecit (-)	-	2,876.20
Opening Balance	£37,516	
Closing Balance	£38,516	