

AUCHTERARDER ADULT EDUCATION ASSOCIATION

**A CHARITY REGISTERED IN SCOTLAND
CHARITY NUMBER SCO20304**

**TRUSTEES ANNUAL REPORT & ACCOUNTS
For the Year Ended 31 July 2018**

REFERENCE and ADMINISTRATIVE INFORMATION

Charity Name: Auchterarder Adult Education Association

Charity Registration No: SCO20304

Contact Address: do 3 Greenhaugh Way
Braco
Dunblane
FK15 9PT

Trustees
Maira Corbyn
Robert Farmer
Lynn M Gourlay
Janet Macdonald — from 23 July 2018
Douglas Matthews
VOrida McIntosh
Janie Mitchell
Ian **Nichols**
Roy L Spiers
Jennifer Wivell

Principal Office-bearers
Chair: Douglas Matthews
Secretary: Lynn M Gourlay
Treasurer: Roy L Spiers

Independent Examiner
Stuart Brannen
12 Commanders Grove
Brava
Dunblane
FK15 9PL

Bankers
Bank of Scotland
Auchterarder (800537) Branch
PO Bak 1000
BX2 1LB

STRUCTURE GOVERNANCE and MANAGEMENT

CONSTITUTION

The charity is an unincorporated association governed by a constitution last amended on the 19 November 2014

APPOINTMENT of TRUSTEES

The members of the Management Committee are the Trustees of the charity.

Membership of the Committee is open to all current members of the Association.

The Committee consists of a minimum of four and a maximum of eighteen members who are elected at the Annual General Meeting of the Association. One third of the Committee shall retire each year by rotation but are eligible for re-election.

The Committee at its first meeting each year elects one of its members as Chairperson who may continue in office for three years or until a successor is elected

The Committee at its first meeting each year elects one member as Secretary and one as Treasurer both of whom may serve for a period of three years after which they will be eligible for re-election.

MANAGEMENT

The trustees are responsible for the strategic direction and governance of the Association whilst day to day running is delegated to an officer, or officers, of the Association as appropriate.

OBJECTIVES and ACTIVITIES

OBJECTS

The objects of the Association are the advancement of education for the benefit of the inhabitants, over 18 years of age, of Auchterarder and district without distinction of sex, political, religious or other opinion.

ACTIVITIES

Our activities are to provide classes in a variety of subject which give opportunities to develop skills and knowledge or to participate in physical activities.

ACHIEVEMENTS and PERFORMANCE

The Trustees met on a regular basis throughout the year to review progress and make the necessary *plans for the year in hand*. They *continued* to adopt the policy that *there needs to be a minimum* number of participants in a class for it to be a success and, in some cases, a maximum number of participants to make full use of the tutor's expertise. The Trustees continued to search for new tutors and new subjects are added to the programme either to replace older subjects or attract additional membership. Additionally, they continued to search for suitable accommodation and new ways to advertise the courses and connect with other organisations in the area to spread the word of our existence. Consideration is being given to the appointment of a publicity specialist

In the autumn term classes were offered in Art subjects, Community Choir, Have Your Say, Fishing and Fly Tying, Floral Decorations, Scottish Country Dancing, Tai Chi, Upcycling & Recycling, Upholstery and Yoga. There was a total of 143 enrolments for the term. A Coffee Morning with subject display stalls was held in September as part of our advertising campaign

In the spring term Have Your Say was taken from the programme. Total enrolments for the term were 115.

In the summer term classes were offered in Scottish Country Dancing and Tai Chi . Total enrolments for the term were 23

FINANCIAL REVIEW

Our main source of income continues to be the membership fees charged to course participants *which at £12,014 was an increase of £486 on the previous year*. The Trustees *are grateful* for the grant provided by Perth & Kinross Council. Overall our nett income was £2,161.

All our funds are unrestricted and held in our bank current account which at the yearend showed a balance of £11,159.

The report was approved by the Trustees on 5 December 2018

Douglas Matthews
Chair

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the charity for the year ended 31 July 2018 which are set out on page 4.

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 Account 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.



Name: Stuart Brannen

Address:

12 Commanders Grove
Braco
Dunblane
FK15 9P1..

Date: 6 December 2018

AUCHTERARDER ADULT EDUCATION ASSOCIATION**STATEMENT of RECEIPTS and PAYMENTS for the YEAR TO 31st JULY 2018**

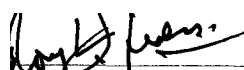
	2098		2017
Receipts			
Course Fees	12,014		11,538
Donations	0		127
Coffee Morning	177		0
Grants	1,400		0
Total Receipts	13,591		11,665
Payments			
Cost of Classes			
Tutors	7,037		7,732
Accommodation	2,700	9,737	3,161
Insurance		374	368
Marketing		208	601
Coffee Morning		19	0
Administration		1,079	620
		11,417	12,482
Governance			
Meeting Accommodation		13	32
Total Payments		11,430	12,514
Surplus (Deficit) for Year		2,161	-849
STATEMENT of BALANCES as at 31 JULY			
Opening Bank Balance		8,998	9,847
Nett Income		2,161	-849
Closing Bank Balance		11,159	8,998

The accounts were approved by the Trustees on 5 December 2018

For and on behalf of the Trustees


Douglas Matthews

Chair


Roy L Spie

Treasurer

Note to the Accounts

Trustee remuneration

Two Trustees who are self employed tutors received total payments of £2,170 authorised by the Secretary and Treasurer.