

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	01	2016	To	31	12	2016

Reference and administration details

Charity name
 Other names charity is known by
 Registered charity number
 Charity's principal address

BONAR BRIDGE COMMUNITY HALL
SC000057
Lairg Road
Bonar Bridge
Postcode IV24 3EA

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	LINDA MORRICE	CHAIR		
2	MALCOLM BAXTER	VICE CHAIR		
3	PATRICIA HANNAH	SECRETARY		
4	SALLY THOMSON	TREASURER		
5	GAIL MUNRO			
6	COLIN MORRICE			
7	ALEX THOMSON			
8	YVONNE LOWE			
9	JAN CROSS			
10	DORIS CALDER			
11	EMMA GRANT			
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

Structure, governance and management

Type of governing document The charity is governed by a Constitution which was adopted on 22 January 2008. The charity is unincorporated.

Trustee recruitment and appointment All trustees stand down at the AGM but can be re-elected. The organisations using the hall on a regular basis are invited to nominate a representative to serve as a trustee. New trustees may be appointed during the year by majority vote of existing trustees.

Objectives and activities

Charitable purposes The objects of the charity are to promote the benefit of the inhabitants of Bonar Bridge and its environs, without distinction of sex, sexuality, political, religious or other opinions by associating with the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities or assist in the provision of facilities in the interest of social welfare for recreation & leisure time occupation so their conditions of life may be improved.

Summary of the main activities in relation to these objects The organisation owns the Community Hall building which dates back to 1860 and is responsible for its maintenance and upkeep. The hall is let out to various voluntary groups e.g. bowling, pilates, art, Gaelic playgroup, youth groups, whist, British Legion, History Society, Community Council, OAP Fund (annual Christmas lunch) as well as individuals for birthday parties etc. The let income meets the regular overheads. The organisation holds fund raising events to build up their own funds and applies to grant making bodies for a rolling programme of refurbishment.

APPENDIX 1

Achievements and performance

Summary of the main achievements of the charity during the financial period

Following on from the major refurbishment of the hall in 2012 its use as a venue has grown increasingly popular. On average a total of 30 organisation use the hall for meetings, social events, learning classes etc which last year showed an increase of 1669 patrons to the hall - an increase of approximately 21% from the previous year. With the help of a grant from EON solar panels were fitted to the roof of the building which last year generated an income of £453 to the hall.

Additional income is generated from the rent of the adjoining Hall House. A new heating system and exterior insulation work was carried out on the property and this year following on from the departure of the previous tenants a programme of refurbishment was carried out to the interior of the property prior to our current tenants taking up residency in November 2016.

Hall lets for the current year appear healthy, with bookings already in place for throughout the year. The committee strive to keep the venue an important part of community life.

Financial review

Brief statement of the charity's policy on reserves

The trustees aim to keep a reserve of £3000 which is what they would expect to need to run the hall and honour bookings in the event of funding streams slowing down/stopping – e.g. fall in the number of bookings. The current unrestricted reserves are £28018.

Details of any deficit

There is a deficit of £3098 but the committee are comfortable with this given high reserve. Regular meetings of the committee, ensures funds are discussed and sourced when necessary.

Donated facilities and services (if any)

The committee has donated in excess of 600 hours during the year to the management, maintenance, caretaking, catering & fund raising activities for the hall.

APPENDIX 1

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *Linda Morrice*

Full name(s) *LINDA MORRICE*

Position (e.g. Chair) *CHAIRPERSON*

Date *7/2/17*

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2016		31	12	2016

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	302				302	155
Legacies					-	
Grants	3,000				3,000	1,000
Receipts from fundraising activities	1,525				1,525	1,969
Gross trading receipts	10,463				10,463	9,428
Income from investments other than land and buildings					-	
Rents from land & buildings	2,950				2,950	4,800
Gross receipts from other charitable activities	903				903	451
					-	
A1 Sub total	19,143	-	-	-	19,143	17,803
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	19,143	-	-	-	19,143	17,803
A3 Payments						
Expenses for fundraising activities	505				505	686
Gross trading payments	9,425				9,425	6,619
Investment management costs					-	
Payments relating directly to charitable activities	12,261				12,261	9,615
Grants and donations					-	
Governance costs:						50
Audit / independent examination	50				50	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	22,241	-	-	-	22,241	16,970
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	22,241	-	-	-	22,241	16,970
Net receipts / (payments)	(3,098)	-	-	-	(3,098)	833
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(3,098)	-	-	-	(3,098)	833

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	31,116				31,116	30,283
	Surplus / (deficit) shown on receipts and payments account	(3,098)				(3,098)	833
						-	
	Cash and bank balances at end of year (Agree balances with receipts and payments account(s))	28,018	-	-	-	28,018	31,116

B2 Investments	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
		Total	-	-

B3 Other assets	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
		Total	-	-	-

B4 Liabilities	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
		Total	-	-

B5 Contingent liabilities	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
		Total	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Linda Morrice</i>	LINDA MORRICE	7.2.17

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

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C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
n/a			
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	x
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	x
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C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
n/a			

C6 Other information

n/a

BONAR BRIDGE COMMUNITY HALL

SC000057

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
	302				302	155
					-	
					-	
Total	302	-	-	-	302	155

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Highland Council Revenue Grant	1,000		1,000	1,000
Beinn Tharsuinn Windfarm	2,000		2,000	
			-	
			-	
Total	3,000	-	3,000	1,000

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Income for PV Cells	453				453	451
Water Rate Return	450				450	
					-	
					-	
					-	
					-	
Total	903	-	-	-	903	451

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Hall House Refurbishment	9,306				9,306	7,785
General Improvements	2,955				2,955	
Friday Club					-	1,673
Teen Cookery Club					-	157
					-	
					-	
					-	
					-	
Total	12,261	-	-	-	12,261	9,615

OSCR

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts v2							
Report to the trustees/members of	Charity name BONAR BRIDGE COMMUNITY HALL						
Registered charity number	SC000057						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2016	to	31	12	2016
Set out on pages	4-8					(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act 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.</p>						
Basis of independent examiner's statement	<p>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 accounts.</p>						
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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 <p>have not been met, or</p> <ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed:	<i>Christine Ross</i>			Date:	8 FEBRUARY 2017		
Name:	CHRISTINE ROSS						
Relevant professional qualification(s) or body (if any):	N/A						
Address:	VG-ES, ALBA MAIN STREET GOLSPIE KW10 6TG						

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose