

Kirkhill District Amenities Association Trustees' Annual Report and Accounts for Year ended 31st August 2014

Scottish Charity Number SC012797

The management committee have pleasure in presenting their report together with the financial statements and the Independent Examiners report for the year ended 31st August 2014.

Trustees

Wilma Williamson
Kenny MacDonald – resigned 5/4/14
Sandra Hogg
Douglas Courts
David Knox
Alasdair Morrison
Kay Horne
Amanda MacGillivray
Isobel MacLean
Isobel MacLeod
Erik Lundberg – elected 27/1/14

Contact Address

Sandra Hogg, Rhuallan, Drumchardine, Inverness, IV5 7PX.

Recruitment and appointment of Trustees

The Association's trustees are appointed at our annual general meeting which is usually held in November each year. Trustees may be appointed by the committee during the year until the next AGM at which they are eligible for election.

Governing document

The Association is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution

Charitable purposes

Our purposes, as recorded in our constitution, are:

- a) To promote the welfare of the community resident in Kirkhill District, to advance education, to provide a meeting place and facilities for physical and mental training and recreation, and social, moral and intellectual development.
- b) To secure the establishment of an amenities centre and to co-operate with the local statutory authority in the maintenance and management of the centre.
- c) To promote recreation and community spirit.

Activities & Achievements

The KDAA continues to provide a high standard of facilities for the community. It manages and maintains the community centre and associated sports facilities.

Kirkhill Centre Forward

Kirkhill Centre Forward was the project to refurbish and extend the community centre which re-opened in January 2013. All building and snagging works were completed this year enabling the final grant payment of £75,223 from the Highland LEADER programme. The project cost a total of £306,590, spent over the last three financial years.

Equipment to fit out the centre was purchased to the value of £1,057. This completed the spend for the 2013 Awards for All Scotland grant of £8,535.

We continued to meet our commitments to our Climate Challenge Fund grant towards insulation and energy efficiency measures by continued improvements to energy systems, the provision of recycling facilities within the hall, signing up to the Highland Climate Change declaration and promoting a resource and energy efficiency stall at our gala day.

There is a balance of £10,155 outstanding from the Highland Opportunity Community Enterprise Loan fund, repaid at £470 per month at 5% interest.

The total cost of the project was slightly under budget and allowed the committee to attend to a number of items that were omitted from the building works or subsequently found to be necessary. These included the installations of acoustic tiles, PIRs for the outside lighting, the provision of coat hooks and a vent cowl.

Football pitch

It has become clear in recent years that the playing surface of the grass pitch has deteriorated significantly. It is badly drained and floods easily. For that reason it is no longer regularly used for local league football. The committee undertook to make investigations into remedial work which included drainage investigations and soil profiling at a cost of £816. The cost of bringing the pitch up to sportscotland standard is estimated at around £100,000. A sub-committee will be formed to gauge local support and need, consider options and to raise funds if required.

Financial review

Receipts on unrestricted funds were £24,661 (2013: £23,041). The main source of earned income continues to be hire of the community centre and MUGA for the benefit of a range of groups, clubs and individuals in the community. Community centre rental income was well up on last year as the hall came into full operation. Winter evenings are near capacity in the main hall but there is potential for increased use of the smaller Williamson Room.

We were grateful to receive a grant of £1000 towards revenue costs from the Highland Council.

MUGA rental income was very similar to last year with regular users under floodlights during the winter. However, tennis membership was down on the previous year.

We had another extremely successful Gala Week making a profit of £6,695 (2013: £10,311). We'd like to thank the gala sub-committee for their huge amount of hard work to make this a success. The income is very important for the continual improvement of the facilities we offer.

We made a small donation of £200 towards the community senior citizens Christmas party.

Expenditure on running the community centre and associated facilities amounted to £18,793 (2013: £13,634). The increased costs can be attributed to the capital improvements mentioned above plus refurbishment of the stage floor and inside and outside painting.

Legal Structure

At the Association's AGM in 2011 a resolution was passed to change legal form to a Scottish Charitable Incorporated Organisation (SCIO) as a more appropriate legal form that would reduce personal liability for trustees. As the association had finished the refurbishment project and has no outstanding grants it was considered a good time to take this forward. The option of merging the association with Kirkhill and Bunchrew Community Trust SCIO was explored at a joint meeting of the two organisations in April 2013. The consensus of the meeting was not to follow the merger route and the association began to take steps to change legal form. A SCIO constitution was drafted and a change of legal form application to OSCR will be made in October 2014 with transfer of the assets to the SCIO likely to take place in early 2015.

Trustee Remuneration and expenses

The Trustees did not receive any remuneration or expenses during the year.

Reserves Policy

The trustees of Kirkhill District Amenities Association have identified the need for the following reserves designated from unrestricted funds. The policy is reviewed normally annually at the end of the financial year. The reserves policy was updated in December 2013

General reserves

The trustees believe that around six months of annual expenditure, including routine maintenance and replacement of equipment, is an appropriate level of reserves in order to cover timing differences between receipts and payments and to allow for any unexpected items of expenditure or reduction of income.

Capital repairs and maintenance reserve

The trustees recognise the need to hold reserves to cover major capital repairs, replacement and maintenance of the association's buildings and facilities. The committee agreed to set aside £2,500 this year and to build up to reserves of £10,000 by 2016.

Reserves position – updated 11/12/13

General reserves	£8,000
Capital repairs and maintenance	£2,500
Total reserves	£10,500

Approved by the trustees and signed on their behalf by:

Sandra Hogg, Vice-Chair

Signature:

Date:

Independent Examiners Report to the Trustees of Kirkhill District Amenities Association

I report on the financial statements of the charity for the year ended 31st August 2014 which are set out on pages 6 to 9.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with 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) 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 the Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the Group 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. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with the Regulations, and
 - to prepare accounts which accord with the accounting records and comply with the Regulation 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: Lorraine MacLeod

Relevant professional qualification/professional body:

Scottish Law Accountant
SOLAS

Address:

Willowburn
Inchmore
Inverness
IV5 7PX

Signature:

Date:

Kirkhill District Amenities Association
Statement of receipts and payments for the year ended 31 August 2014

Receipts	Note	Unrestricted funds	Restricted funds	Total 2014	Total 2013
Receipts					
Voluntary receipts					
Donations	4	72		72	770
Grants	5		76,223	76,223	160,400
Fund raising	6	11,942		11,942	15,951
FIT payments		987		987	1,180
Loans	7			-	115,400
Bank interest		167		167	474
Receipts from charitable activities					
Community centre rents		10,144		10,144	3,401
MUGA rents		1,199		1,199	1,035
Other		150		150	230
Total receipts		24,661	76,223	100,884	298,841
Payments					
Cost of fund raising	8	4,987		4,987	5,529
Cost of charitable activities	9	18,793	6,640	25,433	13,632
Grants and donations		200		200	-
Governance costs	10	540		540	57
Highland Council Loan repayment			65,400	65,400	50,000
Kirkhill Centre Forward fitting out			1,051	1,051	7,478
Kirkhill Centre Forward design stage				-	432
Kirkhill Centre Forward build stage			37,542	37,542	282,017
Total payments		24,520	110,633	135,153	359,145
Surplus/(deficit) for the year		141	- 34,410	- 34,269	- 60,304

Kirkhill District Amenities Association
Statement of balances – as at 31st August 2014

	Unrestricted funds	Restricted funds	Total 2014	Total 2013
Funds reconciliation				
Cash at bank and in hand			55,603	115,906
Surplus/(Deficit) for year		-	34,269	- 60,303
Cash at bank and in hand	21,334	-	21,334	55,603
Bank and cash balances				
Bank current account			21,334	55,603
Bank deposit account			-	-
Cash in hand			21,334	55,603
Other assets (unrestricted fund)				
Land purchased in 1979 (at cost)			2,500	2,500
Community centre (built 1987, renovated and extended 2012) - Re-instatement value ex Vat, 2013.			917,500	917,500
Multi use games area built 2010 (at cost)			84,060	84,060
			1,004,060	1,004,060
Liabilities				
Highland Opportunity Community Enterprise Loan Fund - £20,000 loan towards Kirkhill Centre Forward repayable at 5% over four years @£470 per month			10,155	13,890
Highland Council Loan repayable on receipt of LEADER grant at 0% interest			-	65,400
Kirkhill Centre Forward Build - build and consultants costs			-	52,389
Kirkhill Centre Forward Design stage - consultants costs			10,155	131,679

The notes on page 8 and 9 form an integral part of these accounts.

Approved by the trustees and signed on their behalf by:

Sandra Hogg
Vice-chair

Date

Notes to the accounts – for the year ended 31st August 2014

1 Basis of accounting

These accounts have been prepared on the receipts and payments basis in accordance with the Charities and Trustees Investment (Scotland) Regulations 2006 (as amended).

2 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 may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

3 Related party transactions

None

4 Donations received

Other donations

Unrestricted funds	Restricted funds	Total 2014	Total 2013
72			770
72		72	770

5 Grants received

Highland Council revenue grant
 Highland LEADER Programme (KFC Build)
 Highland LEADER Programme (KFC Design)
 Awards for All Scotland (KFC)
 Climate Challenge Fund (KFC)

Unrestricted funds	Restricted funds	Total 2014	Total 2013
	1,000	1,000	1,000
	75,223	75,223	89,777
		-	7,612
		-	8,535
		-	53,476
-	76,223	76,223	98,389

6 Fundraising receipts

Gala Week
 Craft Fair

11,668		11,668	15,951
274		274	
11,942		11,942	15,951

7 Loans

Highland Council Loan

		-	115,400
		-	115,400

8 Cost of fundraising	Unrestricted	Restricted	2014	2013
	funds	funds		
Gala week	4,973	-	4,973	5,529
Craft fair	14		14	
	<u>4,987</u>	<u>-</u>	<u>4,987</u>	<u>5,529</u>

9 Cost of charitable activities	Unrestricted	Restricted	Total 2014	Total 2013
	funds	funds		
Administration	23		23	21
Licenses	413		413	20
Memberships	35		35	35
Cleaning services	1,760		1,760	1,853
Electricity (restricted from Highland Council revenue grant)	2,080	1,000	3,080	1,217
Insurance	1,779		1,779	823
Telephone/broadband	447		447	
Fire protection	240		240	
Cleaning materials	304		304	284
Hall maintenance	3,923		3,923	1,723
MUGA maintenance	114		114	83
New equipment	641		641	
Capital improvements	6,243		6,243	
Gas	766		766	1,855
Highland Opportunity Community Enterprise Loan Fund	-	5,640	5,640	5,640
Other	25		25	78
	<u>18,793</u>	<u>6,640</u>	<u>25,433</u>	<u>13,632</u>

10 Governance costs	Total 2014	2013
	Independent examiners fee (accrued accounts required at extra cost due to income level)	540
Meeting and AGM costs	-	7
	<u>540</u>	<u>57</u>