

Kirkhill District Amenities Association and Kirkhill Community Centre, SCIO Trustees' Annual Report and Accounts for Year 31 August 2014 to 31 August 2015

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 from 1 September 2014 to 31 August 2015.

In the course of the year Kirkhill District Amenities Association (KDAA), a charitable voluntary association, changed legal form to Kirkhill Community Centre (KCC) a Scottish Incorporated Charitable Association (SCIO). These accounts represent the merged accounts of the KDAA and Kirkhill Community Centre as per the OSCR Changing Legal Form to SCIO: Accounts Guide of December 2015.

KDAA Trustees

Wilma Williamson
Sandra Hogg
David Knox
Alasdair Morrison
Isobel MacLeod (resigned 3 August 2015)
Erik Lundberg
Kerry Ross (resigned 4 April 2015)

KCC Trustees

Wilma Williamson
Sandra Hogg
David Knox
Alasdair Morrison
Isobel MacLeod (resigned 3 August 2015)
Erik Lundberg
Alistair Norrie (appointed 14 April 2015)
Kenneth MacDonald (appointed 27 April 2015)

Contact Address

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

Recruitment and appointment of Trustees

Trustees are elected at an annual general meeting which is usually held between November and January 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 KDAA is a charitable unincorporated association and the purposes and administration arrangements are set out in its constitution. As part of the change of legal form process the association will wind up. All assets and liabilities and management and control of the charity

are transferred from the association to Kirkhill Community Centre, SCIO, and the purposes and administration arrangements are set out in its constitution.

Charitable purposes

Our purposes, as recorded in the Kirkhill Community Centre, SCIO, constitution, are:

1. To improve the conditions of life of the residents of Kirkhill and Bunchrew Community Council area and including Cabrich and Clunes by providing and maintaining facilities, services and activities for recreation and to advance:
2. Community spirit, citizenship and community development
3. Health
4. Education
5. Arts, heritage and culture
6. Public participation in sport
7. Environmental protection and improvement

Activities & Achievements

Change of legal form to Kirkhill Community Centre, SCIO

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. A SCIO constitution was drafted and a change of legal form application to the Office of the Scottish Charitable Regulator (OSCR) was made in October 2014. Approval in principal was given by OSCR in December 2014 which included a change of name to Kirkhill Community Centre. In March 2015 the stage 2 application to OSCR to change legal form to a SCIO was approved and the process of transferring the assets and liabilities to the SCIO began.

A new bank account for Kirkhill Community Centre SCIO was opened with the Royal Bank of Scotland in June 2015.

John MacLeod of Innes and Mackay Solicitors was engaged to undertake the conveyancing of the heritable property to Kirkhill Community Centre SCIO. We are very grateful to him for undertaking this work on an outlay only basis. The property was disposed from Kirkhill District Amenities Association to Kirkhill Community Centre on 9 August 2015.

By minuted agreement the KDAA trustees also transferred the contents of the Community Centre and associated facilities to Kirkhill Community Centre on 2 September 2015 at a value of £10,659.

Kirkhill Community Centre

The charity provides a high standard of facilities for the community. It manages and maintains the community centre building and associated sports facilities including a multi games sports area (MUGA) and grass pitch. The community centre is extremely well used by a range of organisations including Kirkhill Scout Group, Kirkhill SWRI, Kirkhill Bowling Club. Activities range from sports such as archery to crafts and dance. It is also an important venue for local democracy and community engagement hosting the polling station and consultation events. Social activities continue to be popular with regular parties and a growing number of weddings.

Kirkhill Centre Forward

All remaining commitments to the Kirkhill Centre Forward project to refurbish and extend the community centre were completed this year. This included submission of the final report to the Climate Challenge Fund and full repayment of the outstanding loan of £10,155 from the Highland Opportunity Community Enterprise Loan fund.

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. The sports pitch sub-committee continued to investigate technical solutions and grant funding available. It is likely that significant fundraising from within the community will be required to secure grant funding.

Financial review

Total receipts for the year were £25,746 (2014: £100,844). The reduction is due to grant receipts of £76,233 in 2014. Unrestricted funds show a clearer picture and show income of £24,746 and expenditure of £18,748 giving a surplus of £5,998 for the year on the running of the community centre. This meets the trustees' objectives of running a financially sustainable social enterprise with potential for employing an administrator if required in the future.

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 increased by 18% on last year mainly due to an increase in charges that the trustees agreed in 2014. It was agreed to keep charges the same for the year 2015/16. 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 less than last year due mostly to falling tennis use.

We had another extremely successful Gala Week making a profit of £6,082 (2014: £6,695). 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 maintenance and improvement of the facilities we offer.

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

The costs of our charitable activities were similar to last year at £26,701 (2014: £25,433). Costs included the full repayment of the Highland Opportunity Loan (£10,155). Capital improvements at a cost of £7,380 included changes to light switching in the main hall, timers for water heating and paving and landscaping round the hall.

Trustee Remuneration and expenses

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

Reserves Policy

The trustees of Kirkhill Community Centre 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 September 2015.

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 trustees agreed to set aside a further £2,500 this year and to build up to reserves of £10,000 by 2016.

Reserves position – updated 29/9/15

General reserves	£6,000
Capital repairs and maintenance	£5,000
Total reserves	£11,000

Approved by the trustees and signed on their behalf by:

Sandra Hogg, Treasurer

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 2015 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:

Mayfield
Holm Farm
Lentran
Inverness
IV3 8RN

Signature:

Date:

Kirkhill Community Centre
Statement of receipts and payments for the year ended 31 August 2015

Receipts	Note	Unrestricted funds	Restricted funds	Total 2015	Total 2014
Voluntary receipts					
Donations	4	218		218	72
Grants	5		1,000	1,000	76,223
Fund raising	6	9,314		9,314	11,942
FIT payments		2,139		2,139	987
Bank interest		69		69	167
Receipts from charitable activities					
Community centre rents		12,027		12,027	10,144
MUGA rents		979		979	1,199
Other				-	150
Total receipts		24,746	1,000	25,746	100,884
Payments					
Cost of fund raising	7	2,942		2,942	4,987
Cost of charitable activities	8	15,546	11,155	26,701	25,433
Grants and donations		200		200	200
Governance costs	9	60		60	540
Highland Council Loan repayment				-	65,400
Kirkhill Centre Forward fitting out				-	1,051
Kirkhill Centre Forward build stage				-	37,542
Total payments		18,748	11,155	29,903	135,153
Surplus/(deficit) for the year		5,998	- 10,155	4,157	- 34,269

Kirkhill Community Centre
Statement of balances – as at 31st August 2015

	Unrestricted funds	Restricted funds	Total 2015	Total 2014
Funds reconciliation				
Cash at bank and in hand	20,344	1,000	21,334	55,603
Surplus/(Deficit) for year	- 20,344	- 1,000	4,157	34,269
Cash at bank and in hand			17,177	21,334
Bank and cash balances				
Bank current account			17,177	31,477
Bank deposit account			-	-
Cash in hand			17,177	31,477
Other assets (unrestricted fund)				
Land purchased in 1979 (at cost). Asset disposed to Kirkhill Community Centre SCIO on 9/8/15			2,500	2,500
Community centre (built 1987, renovated and extended 2012) - Re-instatement value ex Vat, 2013. Asset disposed to Kirkhill Community Centre SCIO on 9/8/15			917,500	917,500
Multi use games area built 2010 (at cost). Asset disposed to Kirkhill Community Centre SCIO on 9/8/15			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
			-	10,155

The notes on page 9 and 10 form an integral part of these accounts.

Approved by the trustees and signed on their behalf by:

Sandra Hogg
Treasurer

Date

Notes to the accounts – for the year ended 31st August 2015

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

	Unrestricted funds	Restricted funds	Total 2015	Total 2014
4 Donations received				
Other donations				72
			0	72
5 Grants received				
Highland Council revenue grant		1,000		1,000
Highland LEADER Programme (KFC Build)			-	75,223
	-	1,000	1,000	76,223
6 Fundraising receipts				
Gala Week	9,024		9,024	11,668
Craft Fair	290		290	274
	9,314		9,314	11,942

7 Cost of fundraising	Unrestricted	Restricted	2015	2014
	funds	funds		
Gala week	2,942	-	2,942	4,973
Craft fair			-	14
	2,942	-	2,942	4,987

8 Cost of charitable activities	Unrestricted	Restricted	Total 2015	Total 2014
	funds	funds		
Administration	6		6	23
Licenses	20		20	413
Memberships	35		35	35
Cleaning services	2,010		2,010	1,760
Electricity (restricted from Highland Council revenue grant)	1,596	1,000	2,596	3,080
Insurance	1,252		1,252	1,779
Telephone/broadband	383		383	447
Fire protection	207		207	240
Cleaning materials	400		400	304
Hall maintenance	2,139		2,139	3,923
MUGA maintenance	15		15	114
New equipment			-	641
Capital improvements	7,380		7,380	6,243
Gas	67		67	766
Highland Opportunity Community Enterprise				
Loan Fund		10,155	10,155	5,640
Other	36		36	25
	15,546	11,155	26,701	25,433

9 Governance costs	Total 2014		2014
Independent examiners fee		60	540
Meeting and AGM costs		-	-
		60	540