

Charity number: SC012797

Kirkhill & District Amenities Association

Trustees' report and financial statements

for the year ended 31 August 2013

Kirkhill & District Amenities Association

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Kirkhill & District Amenities Association

Legal and administrative information

Charity number	SC012797
Trustees	W Williamson K MacDonald S Hogg D Courts D Knox A Morrison K Horne A McGillivray R Livingston (resigned 15/05/2013) I McLean I McLeod (co-opted 06/06/2013)
Secretary	K MacDonald
Accountants	Frame Kennedy Metropolitan House 31-33 High Street Inverness IV1 1HT

Kirkhill & District Amenities Association

Report of the trustees for the year ended 31 August 2013

The trustees present their report and the financial statements for the year ended 31 August 2013. The trustees who served during the year and up to the date of this report are set out on page 1.

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 co-operate with the local statutory authority in the maintenance and management of the centre.
- (c) To promote recreation and community spirit.

Achievements and performance

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 is the project to refurbish and extend the community centre. The building works were mostly completed this year and centre reopened in January 2013. Some snagging work was still outstanding at the end of the financial year and the final account with the main contractor, R & R Regeneration had not yet been agreed. However, the final project costs will be within the total budget of £334,406.

Kirkhill & District Amenities Association

Report of the trustees for the year ended 31 August 2013

The Climate Challenge Fund grant of £53,476 towards insulation and energy efficiency measures was completed. As part of the funding we have the commitment to carry out energy efficiency awareness raising with the community centre users and a wider community over the next two years. We are including guidance in a user handbook and briefings and we intend to organise an energy saving event in partnership with Kirkhill and Bunchrew Community Trust.

We received the final grant payment from The Highland LEADER Programme of £7,612 towards design work and £89,777 interim payments towards the building work. There are outstanding claims of £75,233 for the building work to be made from the Highland LEADER programme.

Awards for All Scotland granted £8,535 towards equipment to fit out the centre and purchases included chairs, tables and AV equipment. At the end of the financial year there was £1,057 of funds still to spend.

There is a balance of £14,585 outstanding from the Highland Opportunity Community Enterprise Loan fund repaid at £470 per month at 5% interest.

Kirkhill & District Amenities Association

Report of the trustees for the year ended 31 August 2013

Financial review

Receipts on unrestricted funds were £23,041 (2012: 35,258). The main source of earned income continues to be the hire of the community centre and MUGA for the benefit of a range of groups, clubs and individuals in the community. However, due to the closure of the community centre for building works from August 2012 to January 2013 the main hall rents were down 38% on 2012. However, other users are very pleased with the improvements and we are seeing increasing use of the community centre. In January we welcomed the operation of a Post Office outreach service on Tuesday and Friday mornings to the purpose designed in the reception area. This will be a welcome regular addition to income and a good service to the community. MUGA rental income was very similar to last year but considering that the floodlights were out of action from August January this signals potential growth for next year.

We had another extremely successful Gala Week making a profit of £10,311 (2012: £8,629). 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 continued improvement of the facilities we offer.

The PV panels installed last year generated Feed in Tariff (FIT) payments of £1,180 (2012: £2,250). This is less than last year due to panels not generating over the period of the renovation works.

Expenditure on running the community centre and associated facilities amounted to £8,687 (2012: £4,847). The increased costs can be attributed to increased fuel costs and insurance.

Trustee Remuneration and expenses

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

Reserves

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 July 2012 to allow additional funds to be allocated to the Kirkhill Centre Forward project.

General reserves

The trustees believe that around 6 months of the 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.

Kirkhill & District Amenities Association

Report of the trustees for the year ended 31 August 2013

Capital Investment Reserves

The trustees, in consultation with the community, have identified a need to refurbish the hall internally and provide an additional meeting space. The Kirkhill Centre Forward project is taking forward the refurbishment and extension of Kirkhill Community Centre at a cost of £334,406 and reserves have been allocated towards this.

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. As the community centre is being fully refurbished the association believes that these reserves can be set at a lower level than previous years.

Kirkhill & District Amenities Association

Report of the trustees for the year ended 31 August 2013

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

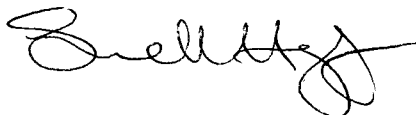
Law applicable to charities in Scotland requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board

**S Hogg
Vice Chair**



29/4/14

Kirkhill & District Amenities Association

Independent examiner's report to the trustees on the unaudited financial statements of Kirkhill & District Amenities Association.

I report on the accounts for the year ended 31 August 2013 set out on pages 8 to 15.

Respective responsibilities of trustees and independent 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 (the Act) and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to state, on the basis of my examination as required under section 44(1) (c) of the Act, whether particular matters have come to my attention.

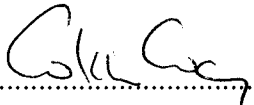
Basis of Independent examiner's statement

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 whether the accounts present a 'true and fair view'.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements:
 - proper accounting records are kept 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 8 of the 2006 Accounts Regulationshave 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.


..... 29/4/14

Colin Gray BCom CA
Chartered Accountant
Independent examiner

Frame Kennedy
Metropolitan House
31-33 High Street
Inverness
IV1 1HT

Kirkhill & District Amenities Association

Statement of financial activities

For the year ended 31 August 2013

	Notes	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Incoming resources					
Incoming resources from generating funds:					
Voluntary income	2	770	-	770	11,641
Activities for generating funds	3	17,131	-	17,131	16,837
Investment income	4	474	-	474	373
Incoming resources from charitable activities	5	4,666	160,400	165,066	34,030
Total incoming resources		<u>23,041</u>	<u>160,400</u>	<u>183,441</u>	<u>62,881</u>
Resources expended					
Costs of generating funds:					
Fundraising trading:					
cost of goods sold and other costs	6	5,529	-	5,529	5,571
Charitable activities	7	7,687	1,000	8,687	4,847
Governance costs	8	457	-	457	85
Total resources expended		<u>13,673</u>	<u>1,000</u>	<u>14,673</u>	<u>10,503</u>
Net incoming resources before other recognised gains and losses		9,368	159,400	168,768	52,378
Other recognised gains and losses					
Gains on revaluations of fixed assets	9	-	482,268	482,268	-
Net movement in funds		9,368	641,668	651,036	52,378
Total funds brought forward		<u>83,088</u>	<u>241,933</u>	<u>325,021</u>	<u>272,643</u>
Total funds carried forward		<u>92,456</u>	<u>883,601</u>	<u>976,057</u>	<u>325,021</u>

The notes on pages 10 to 15 form an integral part of these financial statements.

Kirkhill & District Amenities Association

**Balance sheet
as at 31 August 2013**

	Notes	£	2013 £	£	2012 £
Fixed assets					
Tangible assets	9		1,021,836		228,645
Current assets					
Cash at bank and in hand		55,602		115,906	
		<u>55,602</u>		<u>115,906</u>	
Creditors: amounts falling due within one year	10	(76,435)		(5,640)	
Net current (liabilities)/assets			<u>(20,833)</u>		<u>110,266</u>
Total assets less current liabilities			1,001,003		338,911
Creditors: amounts falling due after more than one year	11		(24,946)		(13,890)
Net assets			<u>976,057</u>		<u>325,021</u>
Funds	12				
Restricted funds			883,601		241,933
Unrestricted funds			<u>92,456</u>		<u>83,088</u>
Total funds			<u>976,057</u>		<u>325,021</u>

The financial statements were approved by the trustees on
by

and signed on its behalf

S Hogg
Vice Chair

 29/4/14

The notes on pages 10 to 15 form an integral part of these financial statements.

Kirkhill & District Amenities Association

Notes to financial statements for the year ended 31 August 2013

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the the Charities and Trustee Investment (Scotland) Act 2005.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

Kirkhill & District Amenities Association

Notes to financial statements for the year ended 31 August 2013

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

2. Voluntary income

	Unrestricted funds £	2013 Total £	2012 Total £
Donations	770	770	11,641
	<u>770</u>	<u>770</u>	<u>11,641</u>

3. Activities for generating funds

	Unrestricted funds £	2013 Total £	2012 Total £
Fundraising events	15,951	15,951	16,837
FIT payments	1,180	1,180	-
	<u>17,131</u>	<u>17,131</u>	<u>16,837</u>

Kirkhill & District Amenities Association

**Notes to financial statements
for the year ended 31 August 2013**

4. Investment income

	Unrestricted funds £	2013 Total £	2012 Total £
Bank interest receivable	474	474	373
	<u>474</u>	<u>474</u>	<u>373</u>

5. Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Grants	-	160,400	160,400	27,523
Other	230	-	230	25
Community centre rents	3,401	-	3,401	5,450
MUGA rents	1,035	-	1,035	1,032
	<u>4,666</u>	<u>160,400</u>	<u>165,066</u>	<u>34,030</u>

6. Fundraising trading

	Unrestricted funds £	2013 Total £	2012 Total £
Gala week	5,529	5,529	5,511
Craft fair	-	-	60
	<u>5,529</u>	<u>5,529</u>	<u>5,571</u>

Kirkhill & District Amenities Association

Notes to financial statements for the year ended 31 August 2013

7. Costs of charitable activities - by fund type

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Cleaning services	1,853	-	1,853	1,846
Light & heat	2,072	1,000	3,072	1,719
Repairs	1,806	-	1,806	697
Insurance	823	-	823	394
Grants and donations	-	-	-	27
Office costs	21	-	21	11
Loan interest	695	-	695	-
General expenses	417	-	417	153
	<u>7,687</u>	<u>1,000</u>	<u>8,687</u>	<u>4,847</u>

8. Governance costs

	Unrestricted funds £	2013 Total £	2012 Total £
Professional - Accountancy fees	450	450	50
Professional - Other	7	7	35
	<u>457</u>	<u>457</u>	<u>85</u>

Kirkhill & District Amenities Association

**Notes to financial statements
for the year ended 31 August 2013**

9. Tangible fixed assets	Land and buildings	Total
	freehold	£
	£	£
Cost or valuation		
At 1 September 2012	228,645	228,645
Additions	310,923	310,923
Revaluation	482,268	482,268
At 31 August 2013	<u>1,021,836</u>	<u>1,021,836</u>
Net book values		
At 31 August 2013	<u>1,021,836</u>	<u>1,021,836</u>
At 31 August 2012	<u>228,645</u>	<u>228,645</u>
10. Creditors: amounts falling due within one year	2013	2012
	£	£
Trade creditors	20,996	-
Loans	55,039	5,640
Accruals and deferred income	400	-
	<u>76,435</u>	<u>5,640</u>
11. Creditors: amounts falling due after more than one year	2013	2012
	£	£
Loans	<u>24,946</u>	<u>13,890</u>

Kirkhill & District Amenities Association

**Notes to financial statements
for the year ended 31 August 2013**

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 August 2013 as represented by:			
Tangible fixed assets	138,235	883,601	1,021,836
Other assets/ liabilities	(45,779)	-	(45,779)
	<u>92,456</u>	<u>883,601</u>	<u>976,057</u>

13. Unrestricted funds

	At 1 September 2012 £	Incoming resources £	Outgoing resources £	At 31 August 2013 £
General Fund	<u>83,088</u>	<u>23,041</u>	<u>(13,673)</u>	<u>92,456</u>

14. Restricted funds

	At 1 September 2012 £	Incoming resources £	Outgoing resources £	Revaluation £	At 31 August 2013 £
Kirkhill Centre Project	83,088	97,389	-	-	180,477
Awards for Scotland	-	8,535	-	-	8,535
Climate Challenge Fund	-	53,476	-	-	53,476
Highland Council	-	1,000	(1,000)	-	-
Property Fund	-	158,845	-	482,268	641,113
	<u>83,088</u>	<u>319,245</u>	<u>(1,000)</u>	<u>482,268</u>	<u>883,601</u>

Kirkhill & District Amenities Association

The following pages do not form part of the statutory accounts.

Kirkhill & District Amenities Association

Detailed statement of financial activities

For the year ended 31 August 2013

	2013		2012	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
Donations		770		11,641
		<u>770</u>		<u>11,641</u>
<i>Activities for generating funds</i>				
Fundraising events		15,951		16,837
FIT payments		1,180		-
		<u>17,131</u>		<u>16,837</u>
<i>Investment income</i>				
Bank interest receivable		474		373
		<u>18,375</u>		<u>28,851</u>
Total incoming resources from generating funds				
Incoming resources from charitable activities				
Grants		160,400		27,523
Other		230		25
Community centre rents		3,401		5,450
MUGA rents		1,035		1,032
		<u>165,066</u>		<u>34,030</u>
		<u>183,441</u>		<u>62,881</u>
Total incoming resources				
Resources expended				
Gala week	5,529		5,511	
Craft fair	-		60	
	<u>5,529</u>		<u>5,571</u>	
Total costs of generating funds		<u>5,529</u>		<u>5,571</u>

Kirkhill & District Amenities Association

Detailed statement of financial activities

For the year ended 31 August 2013

	2013	2012
	£	£
Charitable activities		
<i>Activities undertaken directly</i>		
Cleaning services	1,853	1,846
Light & heat	3,072	1,719
Repairs	1,806	697
Insurance	823	394
Grants and donations	-	27
Office costs	21	11
Loan interest	695	-
General expenses	417	153
Total charitable activity expenditure	<u>8,687</u>	<u>4,847</u>
Governance costs		
<i>Activities undertaken directly</i>		
Professional - Accountancy fees	450	50
Professional - Other	7	35
	<u>457</u>	<u>85</u>
Total governance costs	<u>457</u>	<u>85</u>
Net incoming/(outgoing) resources for the year	<u>168,768</u>	<u>52,378</u>