

**MUIR OF ORD HALL AND FACILITIES COMPANY
FINANCIAL STATEMENTS FOR YEAR ENDED 30 APRIL 2016**

CONTENTS OF THE FINANCIAL STATEMENTS

	Pages
Report of the Trustees	2 – 6
Independent Examiner’s Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 - 12

**MUIR OF ORD HALL AND FACILITIES COMPANY
FINANCIAL STATEMENTS FOR YEAR ENDED 30 APRIL 2016**

**REPORT OF THE TRUSTEES
For the year ended 30 April 2016**

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements for the year ended 30 April 2016.

The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company Number SC397640 (Scotland)

Registered Charity Number SC044689 (Scotland)

Registered office

Muir of Ord Hall, Seaforth Road, Muir of Ord, Ross-shire, IV6 7TA

Trustees

M P Atkinson

R Gosling

T Inglis

Ms F E MacGruer

S M Pennington

J A Taylor

T B H Thom

Resigned 4 February 2016

D F Cameron

E A Galashan

Appointed 4 February 2016

G Tuach

Appointed 3 March 2016

Company Secretary

S M Pennington

Independent Examiner

Daniel Ralph CA, 14 The Square, Grantown on Spey, PH26 3HG

Solicitors

Macleod & Maccallum, 28 Queensgate, Inverness, IV1 1YN

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes and limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity is registered in Scotland and is recognised as a Scottish charity.

Recruitment and Appointment of New Trustees

Trustees are nominated and elected by the membership of the charitable company at an Annual General Meeting or Extraordinary General Meeting. Directors may also be co-opted by other elected members.

Induction and Training of New Trustees

New trustees are provided with the policies and documents of the charity including access to those developed by Office of the Scottish Charities Regulator (OSCR). The charity is also a member of the Development Trusts Association Scotland (DTAS) which provides access to further training and information materials.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational Structure

The Muir of Ord Hall and Facilities Company is governed by a Board of Trustees which has responsibility for all decision making. None of the Trustees have any beneficial interest in the charity.

The Board of Trustees also encourages participation of members of the community through various working groups, each of which consider and advise on various aspects of activity and potential future development. Existing groups of volunteers over the course of 2015/16 considered the day to day management of the village hall and the planning of the development of a new village hub to be based on the Old Tarradale School.

Risk Management

The trustees review the policies and procedures of the charitable company on a regular basis and any identified risks are managed appropriately.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The charitable company has been formed to deliver benefits for the community. This will be achieved by promoting and facilitating the following purposes:

- To manage Muir of Ord village hall and any other facilities for the benefit of the community and the public in general.
- To provide, or assist in providing, recreational facilities, and / or organising recreational activities, which will be available to members of the community and the public at large.
- To advance community development, including urban or rural regeneration within the community.

The Board of Trustees, which was created by the AGM in August 2012, were tasked to establish the company on a sound footing. This involved creating a viable membership. Over 100 members were recruited from within the community; developing required

MUIR OF ORD HALL AND FACILITIES COMPANY FINANCIAL STATEMENTS FOR YEAR ENDED 30 APRIL 2016

policies and procedures; setting up a budget and financial system for the village hall and the company generally; creating a village hall working group to address maintenance and marketing issues; supporting the Old Tarradale School Working Group in its now successful efforts to secure funding for the purchase of the building and the establishment of a community hub in that building; and finally to seek charitable status for the company, which was achieved in February 2014.

Significant Activities

In order to achieve its objectives the charity carries out the following activities:

- The management of Muir of Ord village hall and related facilities;
- Providing or organising recreational facilities or activities;
- Managing construction of the “Muir Hub” on the Old School site; and
- Advancing community development, including urban or rural development within the community.

Volunteers

In addition to the Trustees themselves who are all volunteers, there has been groups of community volunteers who have been working together in planning and overseeing delivery of the Old Tarradale School development throughout the year. In addition there are a number of volunteers who assist with cleaning, maintenance and taking bookings for the village hall.

ACHIEVEMENT AND PERFORMANCE

Charitable Activities

The Muir of Ord Hall and Facilities Company has sought to maintain and improve the quality of the village hall during the year to the benefit of the community.

The work to secure the Old Tarradale School as a community hub has also progressed successfully over the course of the year. The Trustees achieved the charitable company’s primary aim for 2014/15, as set out in our previous annual report, of securing the required funding to secure ownership of the Old Tarradale School and commence development of the community hub within that building. This was achieved with the award of a grant from the Big Lottery Fund of over £1 million and construction work commenced in 2015/16.

The Trustees also worked to deliver essential maintenance of the village hall in the year, in order to seek to develop the hall as a resource fit for purpose for the community groups and events which rely on the hall.

FINANCIAL REVIEW

During the financial year 2015/16 covered by this report, the finances of the Muir of Ord Hall and Facilities Company have been properly managed by the trustees.

The grant from the Big Lottery Fund to assist with the development of the strategic plan for the Old Tarradale School was used as directed and led towards successfully securing a grant

**MUIR OF ORD HALL AND FACILITIES COMPANY
FINANCIAL STATEMENTS FOR YEAR ENDED 30 APRIL 2016**

to support the full development and delivery of the project. Construction work commenced in the year, supported by the initial drawn down of grant reported in 2014/15.

Other funds received in the year were secured from fees paid by users of the charity's facilities.

The operation of the charity's regular activities in 2015/16 resulted in a surplus of income generated over the cost of community development activity in the year of £1,324. The Trustees will continue to review the levels of operation and fees charged to ensure that activities are undertaken on a sustainable basis.

The financial results have also been supported by securing a number of other development grants to support essential maintenance work to the Village Hall and also provide for new investment.

The Trustees will also assess the level of reserves which it is appropriate for the charity to hold once the Old School development is complete and they are in a better position to assess the charity's ongoing funding requirements.

FUTURE DEVELOPMENTS

The Trustees will continue to develop the Old Tarradale School development project to create the Village Hub over the course of the coming year. As of the date of signing these accounts the completion of the Hub is expected before the end of January 2017.

The charitable company has also employed its first staff in the year, with one member of staff focused on the development of the Village Hub and another focused on developing the working arrangements, governance processes and operational arrangements of the charitable company itself. While the post developing the Village Hub is secure through Big Lottery funding for a number of years, the company development post was secured for a further year for 2016/17 through an extended one year grant.

The charitable company will continue to work with the Muir of Ord Community Association to ensure that all the resources and facilities of the community are secured for the benefit of all the people of Muir of Ord.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also the Directors of Muir of Ord Hall and Facilities Company for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice, UKGAAP).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company, and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charity SORP;

**MUIR OF ORD HALL AND FACILITIES COMPANY
FINANCIAL STATEMENTS FOR YEAR ENDED 30 APRIL 2016**

- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 28 January 2016 and signed on its behalf by:



S M Pennington - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MUIR OF
ORD HALL & FACILITIES COMPANY**

I report on the accounts for the year ended 30 April 2016 set out on pages 8 to 12.

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'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 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 the Independent Examiner's Report

My examination was 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 seeking explanations from as 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.

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 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 to comply with Regulation 8 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.

Daniel Ralph, CA
14 The Square, Grantown on Spey, PH26 3HG
28 January 2016

**MUIR OF ORD HALL AND FACILITIES COMPANY
FINANCIAL STATEMENTS FOR YEAR ENDED 30 APRIL 2016**

MUIR OF ORD HALL AND FACILITIES COMPANY

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
For the year ended 30 April 2016**

	Notes	Unrestricted fund £	Restricted Funds £	2016 Total Funds £	2015 Total Funds £
Income from:					
Voluntary Income		6,309	126,226	132,535	61,350
Expenditure on:					
Charitable Activities		4,985	49,545	54,530	51,414
Net income for the year		1,324	76,681	78,005	45,936
Reconciliation of funds					
Total funds brought forward		3,666	86,474	90,140	44,204
Total funds carried forward		4,990	163,155	168,145	90,140

The notes on pages 10 - 12 form part of these financial statements.

**MUIR OF ORD HALL AND FACILITIES COMPANY
FINANCIAL STATEMENTS FOR YEAR ENDED 30 APRIL 2016**

MUIR OF ORD HALL AND FACILITIES COMPANY

**BALANCE SHEET
As at 30 April 2016**

	Notes	Unrestricted fund £	Restricted Funds £	2016 Total Funds £	2015 Total Funds £
FIXED ASSETS					
Assets in course of construction	4	-	124,852	124,852	32,977
CURRENT ASSETS					
Cash at bank and in hand		4,990	39,019	44,009	57,622
CREDITORS					
Amounts falling due within one year	5	-	(716)	(716)	(459)
NET CURRENT ASSETS		<u>4,990</u>	<u>38,303</u>	<u>43,293</u>	<u>57,163</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		4,990	163,155	168,145	90,140
NET ASSETS		<u>4,990</u>	<u>163,155</u>	<u>168,145</u>	<u>90,140</u>
FUNDS	6	<u>4,990</u>	<u>163,155</u>	<u>168,145</u>	<u>90,140</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 April 2016 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- a. Ensuring that the charitable company keeps accounting records that comply with sections 386 and 387 of the Companies Act 2006 and
- b. Preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Charitable Company.

These financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2006).

The financial statements were approved by the Board of Trustees on 28th January 2016 and were signed on its behalf by:

S M Pennington - Trustee



The notes on pages 10 - 12 form part of these financial statements.

Notes to the Financial Statements for the Year Ended 30 April 2016

I. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Non-Current Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Assets in the course of construction - not depreciated

No charge for depreciation has been made in the current year as the professional fees previously incurred and capital expenditure in the current period relating to the Tarradale Old School have not yet been brought into use. Depreciation will be charged once the assets are brought into use, which is estimated to be 21 January 2017.

Taxation

The charity is exempt from corporation tax on its charitable activities. However, in the period prior to becoming a charity, corporation tax was payable on surpluses generated.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when the funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is given in the notes to the financial statements.

2. CHARITABLE ACTIVITIES COSTS

The accounts for the year ended 30 April 2016 do not include any sums payable in corporation tax. No corporation tax liability was assessed as due in respect of activities undertaken in the accounting period.

**MUIR OF ORD HALL AND FACILITIES COMPANY
FINANCIAL STATEMENTS FOR YEAR ENDED 30 APRIL 2016**

The charity has employed staff in the accounting period and the accounts include sums due and paid to HMRC in respect of employment costs.

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 30 April 2016 nor for the year ended 30 April 2015.

Trustees' expenses

There were no Trustees' expenses paid for the year ended 30 April 2016 nor for the year ended 30 April 2015.

4. NON-CURRENT ASSETS

	Assets Under Construction (£)
Additions at cost in year	91,875
Net Book Value At 30 April 2016	124,852
At 30 April 2015	32,977

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 (£)	2015 (£)
Taxation and social security	716	-
Other creditors	-	459
	716	459

6. MOVEMENT IN FUNDS

	At 1/5/15 (£)	Net movement in funds (£)	At 30/4/16 (£)
Unrestricted Funds			
General Fund	3,666	1,324	4,990
Restricted Funds			
Big Lottery Fund – Old Schoolhouse Development Fund and SSE Grants	86,474	76,681	163,155
Total Funds	90,140	78,005	168,145

MUIR OF ORD HALL AND FACILITIES COMPANY
FINANCIAL STATEMENTS FOR YEAR ENDED 30 APRIL 2016

6. Movement in Funds – continued	Incoming resources	Resources expended	Movement in funds
Net movement in funds, included in above are as follows	(£)	(£)	(£)
Unrestricted funds			
General fund	6,309	4,985	1,324
Restricted funds			
Big Lottery Fund – old schoolhouse development	87,739	20,894	66,845
SSE and other specific grants	38,487	28,651	9,836
Total Funds	132,535	54,530	78,005

8. ULTIMATE CONTROLLING PARTY

The Board of Trustees is considered to be the ultimate controlling party.