

Charity Number: SC042007
Company number: SC381507

**Elphin, Ledmore & Knockan
Community Association Limited**

Trustees' Report and Financial Statements
Year ended 31 July 2017

Elphin, Ledmore & Knockan Community Association Limited

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Elphin, Ledmore & Knockan Community Association Limited

Report of the Directors for the year ended 31 July 2017

The Directors are pleased to present their report together with the financial statements of the charity for the year ended 31 July 2017.

Legal and Administrative Information

Charity name	Elphin, Ledmore & Knockan Community Association Limited
Charity number	SC042007
Company number	SC381507
Registered Office &	Elphin Community Hall By Lairg Sutherland IV27 4HH
Operational address	Elphin Community Hall (Old Assynt Primary School) Elphin, By Lairg Sutherland IV27 4HH
Directors¹	Dr S Charlton Ms C Dorrian Mr R Pursey Mrs S Ross Mr A Venters (Chair) Mr J Venters (retired 29 October 2016) Mrs W Wright (Treasurer) Mrs S Curley (appointed 29 October 2016) Mrs C Woodsford (appointed 29 October 2016) <i>Co-opted:</i> Mrs S Curley (appointed 18 June 2016, retired 29 October 2016) Mrs C Woodsford (appointed 16 May 2016, retired 29 October 2016)
Secretary	Mr S Jeffreys
Accountants	Andrew S Parker Chartered Accountant 2 Meadow Court Allerton, Bradford, BD15 9JZ
Solicitors	Macleod and MacCallum 28 Queensgate Inverness IV1 1YN
Bankers	Royal Bank of Scotland 11 Argyle Street Ullapool Ross-shire, IV26 2UE

¹ All of the directors served throughout the period, except where noted.

Elphin, Ledmore & Knockan Community Association Limited

Report of the Directors for the year ended 31 July 2017

Structure, governance and management

Governing Document

Elphin, Ledmore & Knockan Community Association Limited is a company limited by guarantee and not having a share capital, governed by its Memorandum and Articles of Association incorporated on 6th July 2010, and is registered as a charity with the Scottish Charity Register. In the event of the company being wound up, members are required to contribute a sum not exceeding £1.00p.

The structure of the company consists of:-

- (a) the MEMBERS - who have the right to attend the annual general meeting (and any extraordinary general meeting) and have important powers under the articles of association and the Act; in particular, the members elect people to serve as directors and take decisions in relation to changes to the articles themselves
- (b) the TRUSTEES (referred to in this report and the financial statements as the DIRECTORS) - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the company; in particular, the directors are responsible for monitoring the financial position of the company.

Membership shall be open to anyone aged 16 or over who is a full or part-time residents of the townships of Elphin, Knockan, Ledmore, Lyne and Benmore and their neighbourhood in the Highland Council area of Scotland ("the community"). Further, the directors may at their sole discretion admit to membership any person aged 16 or over who, while not a full or part-time resident in the community has a strong connection with or interest in the community.

Recruitment and Appointment of the Committee of Directors

The directors of the company are known as the Committee of Directors and under the requirements of the Memorandum and Articles of Association should serve for a period of three years. There must be a minimum of 6 and a maximum of 12 members and with up to nine elected by members. Up to 3 members may be co-opted.

Director Induction and Training

New members are provided with a copy of the Constitution, the Memorandum and Articles of Association, the policy documents and the current business plan for Elphin, Ledmore and Knockan Community Association Limited (ELKCAL) and the role of OSCR. All directors are encouraged to attend appropriate external training to enhance their knowledge of their role and responsibilities.

Risk Management

Board members, staff and volunteers undertake screening by Disclosure Scotland as required and a contingency Fund is maintained.

Elphin, Ledmore & Knockan Community Association Limited

Report of the Directors for the year ended 31 July 2017

Objectives

The company's objects are:

To acquire the old Assynt Primary School building and its associated land in Elphin and to convert and operate it as a community centre for the use of the full and part-time residents of the townships of Elphin, Knockan, Ledmore, Lyne and Benmore and their neighbourhood in the Highland Council area of Scotland without distinction of age, race, or sex, or political, religious or other opinions, including:

- i) use for the social welfare of the local community and meetings, lectures, exhibitions, classes and other forms of recreation and leisure time occupation and arts and literature;
- ii) encourage training and the advancement of education;
- iii) the promotion of agriculture, fishing, industry, tourism and commerce among the local community;
- iv) encourage the study, understanding and exposition of the Assynt region's history, culture, natural history, geology and geography;
- v) use as a polling station;
- vi) any other purposes that may reasonably be regarded as analogous to any of the preceding purposes.

Activities, achievements and performance

Looking back over the year we have had another productive year with several great events.

Christmas dinner, Burns Supper and curry night all proved popular with a full house each time with our guests many of who return and support us on a regular basis and the lovely food organised and cooked by our own team.

We had our usual Auld N'Year ceilidh with the Ann-Marie and friends which was a brilliant night for all that came and gives the chance for the community and members to have a relaxing and enjoyable night with minimal organising.

The Music Night/Festival again was hit by clashes and poor weather resulting in a disappointing turnout. A whole hearted thanks to Davy Cowan and Sam for some great music and Russell for organising a Trad set as support at the eleventh hour. With just having one main band and a support to organise, it still took a considerable amount of time to set up with emails changes etc: a testament to the effort put in by John and Stuart in the past, which we are struggling to match. We ended up not making any income for the hall from the music event this year as shown in the accounts.

Perhaps we need to look at the concept of holding a mid-summer event - given the effort involved, clashes, the turnout over the past few years and the volume of traffic now passing our parking facilities.

Chicken Day, however, outdid our expectations, with a very welcome break in the weather, huge support from the wider community and visitors, and an overwhelming number of entrants - and despite the scornful speculation about animal welfare, doping and unethical sporting practices of underfeeding, overfeeding (Tim), start-line distractions (Susan) etc. But we shall not point fingers! Chicken Day has caught people's attention and is growing in popularity so we might need to structure the day a bit more next year.

Elphin, Ledmore & Knockan Community Association Limited

Report of the Directors for the year ended 31 July 2017

The Market started with a few blank tables, but filled up over the next few weeks - to be a very good season in terms of stalls and people through the door. Clive had to pull out in August and we had Lisa from Dundonnell take a table for the last few weeks while Russell was away. As always the markets bring in welcome funds to the hall coffers.

The craft circle sees a regular attendance each week over the year and is a welcome get-together for people.

There are still several projects that could do with attention - kitchen, heating, car-park spring to mind – maybe 2018...!

On behalf of the board I would like to thank the community and members for their continued support throughout the year to keep the hall going.

Financial review

The results for the year are set out in the attached financial statements. Efforts continue towards the aim of accumulating reserves to cover the running costs of the building, foreseen and unforeseen, and to enable improvements to be carried out over a period of time.

Directors' responsibilities in relation to the financial statements

Company law requires the Directors to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and its surplus or deficit for the financial year. In doing so the directors are required to:

- Select suitable accounting policies and then apply them consistently
- Make sound 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 charity will continue in business

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

This report was approved by the Board and signed on its behalf by

A Venters
Chair of Board of Directors

Date: 17 November 2017

Elphin, Ledmore & Knockan Community Association Limited

Report of the Independent Examiners to the Trustees *for the year ended 31 July 2017*

I report on the accounts of the charity for the period ended 31 July 2017 which are set out on pages 6 to 10.

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 trustees consider that the audit requirement of Regulation 10(1) (a-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 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 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 Examiners' Statement

In the course of 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 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.

Name	Andrew S Parker
Qualification	Chartered Accountant
Address	2 Meadow Court, Allerton, Bradford, BD15 9JZ
Date	17 November 2017

Elphin, Ledmore & Knockan Community Association Limited

Statement of financial activities

Year ended 31 July 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Income and endowments from:					
Donations		295	-	295	1,260
Grants received		1,000	-	1,000	1,000
Fundraising events		4,097	-	4,097	4,494
Hall hire		1,856	-	1,856	1,925
Interest received		2	-	2	5
Other (Insurance claim)		-	-	-	2,603
Total incoming resources	2	7,250	-	7,250	11,287
Resources expended:					
Fundraising event costs		1,663	-	1,663	1,777
Charitable activities		3,850	507	4,357	5,491
Total resources expended	3	5,513	507	6,020	7,268
Net incoming/outgoing resources before transfers		1,737	(507)	1,230	4,019
Transfers		-	-	-	-
Net movement in funds after transfers		1,737	(507)	1,230	4,019
Total funds brought forward	7	10,721	1,230	11,951	7,932
Total funds carried forward	7	12,458	723	13,181	11,951

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes form part of these financial statements.

Elphin, Ledmore & Knockan Community Association Limited

Balance sheet

As at 31 July 2017

	Notes	£	2017 £	2016 £
Fixed Assets				
Tangible assets	5		303	608
Current assets				
Cash at bank and in hand		13,064	11,528	
		<u>13,064</u>	<u>11,528</u>	
Creditors: falling due within one year	6	<u>186</u>	<u>185</u>	
Net Current Assets			12,878	11,343
Total assets less current liabilities			<u>13,181</u>	<u>11,951</u>
Total Net Assets			<u><u>13,181</u></u>	<u><u>11,951</u></u>
Represented by:				
Restricted funds	7		723	1,230
Unrestricted funds	7		12,458	10,721
Total funds			<u><u>13,181</u></u>	<u><u>11,951</u></u>

The directors are satisfied that the company is entitled to exemption under Section 477 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its income and expenditure 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 accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board and signed on its behalf on 17 November 2017

Mrs W Wright
Director

Elphin, Ledmore & Knockan Community Association Limited

Notes to the financial statements

Year ended 31 July 2017

1 Accounting policies

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

Basis of accounting

The financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - Charities SORP (FRS102)', the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

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.

Expenditure

Expenditure is included on the accruals basis and recognised when there is a legal or constructive obligation to pay.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Marquee 5 years straight line

2 Incoming resources	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
<i>Donations and grants received</i>				
Individuals	295	-	295	1,260
Highland Council grant	1,000	-	1,000	1,000
<i>Fundraising</i>				
Burns Night	500	-	500	400
Call Lunch	-	-	-	60
Ceilidh	-	-	-	125
Festival	855	-	855	3,279
Curry night	498	-	498	630
Chicken Day	1,791	-	1,791	-
Christmas Dinner	453	-	453	-
<i>Interest received</i>				
Bank and gift aid	2	-	2	5
<i>Hall hire</i>				
Market fees	1,276	-	1,276	1,305
Geopark	240	-	240	480
General	340	-	340	140
<i>Other</i>				
Insurance claim	-	-	-	2,603
Total income	7,250	-	7,250	11,287

Elphin, Ledmore & Knockan Community Association Limited

Notes to the financial statements

Year ended 31 July 2017

3 Resources expended

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<i>Fundraising costs</i>				
Music festival	1,029	-	1,029	1,630
Burns Night	98	-	98	58
CALL	-	-	-	15
Chicken Day	348	-	348	-
Christmas Dinner	106	-	106	-
Other (licence, market advertising etc)	82	-	82	74
	<u>1,663</u>	<u>-</u>	<u>1,663</u>	<u>1,777</u>
<i>Charitable activities costs</i>				
Rent	1	-	1	1
Insurance	640	-	640	538
Light and heat	862	-	862	671
Water	10	-	10	-
Repairs and maintenance	450	-	450	2,878
Equipment expensed	560	367	927	475
Alarm and fire, PAT testing	640	-	640	350
Website	-	-	-	123
Training	-	140	140	-
Miscellaneous expenses	232	-	232	-
Depreciation	305	-	305	305
Accountancy and examination fees	150	-	150	150
	<u>3,850</u>	<u>507</u>	<u>4,357</u>	<u>5,491</u>
Total costs	<u>5,513</u>	<u>507</u>	<u>6,020</u>	<u>7,268</u>

4 Trustee remuneration and related party transactions

No director received any remuneration during the period. No travel expenses have been reimbursed during the year (2016-nil).

No director or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2016-nil).

Elphin, Ledmore & Knockan Community Association Limited

Notes to the financial statements

Year ended 31 July 2017

5 Tangible fixed assets

	Marquee £	Total £
Cost		
At 1 August 2016	1,523	1,523
At 31 July 2017	1,523	1,523
Depreciation		
At 1 August 2016	915	915
Charge for year	305	305
At 31 July 2017	1,220	1,220
Net Book Value		
At 31 July 2017	303	303

6 Creditors: falling due within one year

	2017 £	2016 £
Accrued expenses	186	185

7 Reserves

	At 01/08/16 £	Income £	Expenditure £	Transfers £	At 31/07/17 £
Unrestricted funds	10,721	7,250	(5,513)	-	12,458
Restricted funds					
Defibrillator fund	675	-	(140)	-	535
Toddler Group fund	555	-	(367)	-	188
	1,230	-	(507)	-	723
Total	11,951	7,250	(6,020)	-	13,181