

# **Kirkhill District Amenities Association Trustees' Annual Report and Accounts for Year ended 31<sup>st</sup> August 2010**

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 31<sup>st</sup> August 2010.

## **Trustees**

Wilma Williamson  
Kenny MacDonald  
Sandra Hogg  
Lorraine MacLeod  
Mervyn Bowden  
Douglas Courts  
Fiona Stoddart  
Susan Drew  
Gregor MacCormick  
David Knox  
Trevor Jones  
Alasdair Morrison  
Stuart Blackhall  
Jane MacMillan

## **Contact Address**

Lorraine MacLeod, Willowburn, Inchmore, 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 sports facilities which were well used during the year.

The association continues to manage the community facilities in an economically sustainable way. This year showed an overall surplus of £5346 on unrestricted funds.

Income from rentals together with the Highland Council Revenue Grant meet day to day running costs. Fundraising, principally from Gala Week, builds reserves to carry out maintenance and to lay aside funds for capital developments.

## Expenditure

Expenditure was up 16% on last year. Most of this was due to an increase in energy costs which was the highest item of expenditure. Maintenance items included new water heaters and cisterns and repairs due to snow damage partly covered by insurance. Sanding and sealing of the floor cost £1530 and is required every few years depending on wear. The other significant item, wages costs showed no change.

## Energy

Electricity is the major item of expenditure at around 35% of the running costs of the community centre. The KDAA was a member of the Highland Council electricity purchase scheme. The unit costs in this scheme rose significantly in June 2009 and led to a 32% increase in costs in the year to August 2009. This prompted the committee to explore alternatives suppliers. As a voluntary organisation the KDAA was able to join the Scottish Government Procurement Scotland scheme which was identified as the best available rate. The two year rate is 40% less than the previous rate and was applied from 1<sup>st</sup> May 2010. It should lead to greater savings for next year when the rate will apply for the whole year. Energy use was up 5% on the year but this was mostly in December 09 to March 2010 and probably due to the severe cold during this period. We will continue to monitor energy use and look for ways of becoming more energy efficient.

## Rental income

Income from hire of the community centre at £5542 was very similar to the previous year. This year also showed the first rental income from the hire of the MUGA which became operational in June 2010.

## Highland Council Revenue Grant

The association was able to claim a grant of £1000 from the Highland Council towards running costs of the community centre.

## Kirkhill MUGA project

A major project to redevelop the ageing tennis court into a multi use games area (MUGA) was undertaken during the year. Total cost was estimated at around £87,000 and funding secured from the following sources:

• KDAA own funds	£20,000
• SRDP Rural Priorities	£41,500
• Sportscotland	£23,000
• Highland Council Ward Discretionary Fund	£2,000
• Inverness Sports Council	£500
<b>Total</b>	<b>£87,000</b>

Work began in April 2010 using Hunter Construction and the facility was ready for use in June 2010. Payments of £82581 were made during this financial year. A further £1500 for storage shed is still outstanding bringing the total cost to £84000 which is under budget. This was mostly due to the competitive quote we received. We are very grateful to Derek MacLeod of Derek MacLeod Construction Services Ltd for project managing the build at no cost to the association.

We claimed a grant of £2000 from the Highland Council Ward Discretionary Fund in last financial year and grants of £21123 this year from:

Sportscotland	£20623
Inverness Sports Council	£500

A further claim to Sportscotland and claims to Rural Priorities are in progress. Claims to Rural Priorities are on defrayed payments basis so that the accounts show a restricted fund deficit of £61218.12 for the year. Of this £20,000 has been covered by KDAA own funds and remaining funds will be recovered from funders in the next financial year.

A donation of £239.64 from Kirkhill Tennis Club was made towards the project and represents the funds remaining when the club closed in 2010.

### **Gala Week**

The Gala Week is the main fundraising event for the association. It is also a very important social occasion getting the whole community together. A range of different activities are held during the week including a golf competition, bingo, pets parade and quiz night. Many of the clubs and groups that use the hall assist by running events and stalls. Groups are able to take 50% of their takings for their own use but many choose not to. Gala Day is held at the community centre and on the field and combines fundraising stalls and activities with a range of exhibitions, competitions, displays and market stalls. It culminates with a dance in the evening.

This year a sub-committee took over the running of the Gala and recruited an enthusiastic group of volunteers. This resulted in a much enhanced programme during the week and included live music and many new activities on the day. All this activity resulted in many more people taking part and much higher returns from Gala Week. The total profit for Gala Week was £6705 compared to £2280 last year. The association recognises and thanks the Gala sub-committee for their hard work and dedication in pulling off such a successful event.

### **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 will be reviewed annually at the end of the financial year.

#### **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. This has been set at £16,500.

### **Capital Investment reserves**

The trustees, in consultation with the community, have identified a need to refurbish the hall internally to improve the general décor, toilets and kitchen. A smaller meeting space is also desired. Reserves of £35,000 have been allocated towards this and a subgroup will take the project forward and identify further funds if required.

At the end of the financial year funds stand at £14165. This is well below usual levels as funds have been used to cash flow the MUGA project. We believe these outstanding claims will amount to £41218. Once that money has been recovered the reserves will stand at £55383. The reserves policy for the year is based on this sum.

#### **2009-2010 Financial Year – adopted October 2009**

General reserves	£ 3,307
Capital Repairs and maintenance	£15,000
Capital Investment	
MUGA	£20,000
Hall upgrade and extension	£30,000
Total reserves	<b>£68,307</b>

#### **2010/2011 Financial Year – adopted October 2010**

General reserves	£ 3,883
Capital repairs and maintenance	£ 16,500
Capital investment	
- Hall upgrade and extension	£35,000
Total reserves	<b>£55,383</b>

Adopted 25th October 2010

Date of next review October 2011

## **Independent Examiners Report to the Trustees of Kirkhill District Amenities Association**

I report on the financial statements of the charity for the year ended 31<sup>st</sup> August 2010 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 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:

Relevant professional qualification/professional body:

Address:

Date:

**Kirkhill District Amenities Association**  
**Receipts and payments account for the year ended 31 August 2010**

Receipts	2009/10		Total Funds this period	2008/9	Notes
	Restricted	Unrestricted		Total funds last period	
	£	£	£	£	
<b>Rents</b>					
Community Centre rents	0	5541.75	5541.75	5504.00	
Tennis Club rent	0	0	0	50.00	
MUGA rents	0	118.25	118.25	0	
<b>Grants</b>					
Highland Council revenue grant	1000.00	0	1000.00	1000.00	1
MUGA. Funding	21123.00	0	21123.00	2000.00	2
<b>Fundraising</b>					
Craft Fair receipts	0	264.00	264.00	355.00	
Gala receipts	0	11094.75	11094.75	4618.31	
Donations	239.64	174.00	413.64	221.29	3
Bank interest	0	299.15	299.15	1429.16	
Miscellaneous	0	0	0	84.90	
<b>Totals</b>	<b>22362.64</b>	<b>17491.90</b>	<b>39854.54</b>	<b>15262.66</b>	
<b>Payments</b>					
Fundraising expenses:					
Craft fair		5.36	5.36	8.70	
Gala day		4389.85	4389.85	2338.30	
Payments for charitable activities:					
Community centre expenses					
Caretaker's wages		1704.00	1704.00	1704.00	
Cleaning materials		84.65	84.65	5.50	
Electricity	1000.00	1815.79	2815.79	2153.67	4
Maintenance		1073.25	1073.25	604.63	5
Fire protection		122.21	122.21	1597.27	
Centre telephone		35.65	35.65	44.57	
Insurance		644.45	644.45	624.54	
Licences		20.00	20.00	20.00	6
New equipment		93.71	93.71	464.29	
Floor Refurbishment		1529.50	1529.50	0.00	

Membership subscriptions		35.00	35.00	40.00	7
Miscellaneous		5.00	5.00	25.00	
Lighting		0	0	3052.10	
Line Marker		397.98	397.98	0	
MUGA building costs	82580.76	0	82580.76	270.00	8
Governance costs:					
Rents		0	0	30.00	
Administration		96.14	96.14	88.53	
Gift for independent examiner		50.00	50.00	50.00	
AGM Refreshments		43.51	43.51	0.00	
<b>Total</b>	<b>83580.76</b>	<b>12146.05</b>	<b>95726.81</b>	<b>13121.10</b>	
Total Receipts	22362.64	17491.90	39854.54	15262.66	
Total Payments	83580.76	12146.05	95726.81	13121.10	
Surplus/(Deficit)	(61218.12)	5345.85	(55872.27)	2141.56	

**Kirkhill District Amenities Association  
Financial Year ended 31<sup>st</sup> August 2010**

	2009/10		2008/09	
	Restricted	Unrestricted	Total funds this period	Total funds last period
	£	£	£	£
<b>Statement of Balances</b>				
<b>Opening Balance</b>				
Royal Bank of Scotland	1730	18307.34	20037.34	17895.78
RBS Treasury Account		50000.00	50000.00	50000.00
Surplus/(deficit) for year	(61218.12)	5345.85	(55872.27)	2141.56
<b>Total Balance</b>	<b>(59488.12)</b>	<b>73653.19</b>	<b>14165.07</b>	<b>70037.34</b>
<b>Represented by:</b>				
<b>Cash at Bank (closing balance)</b>				
Royal Bank of Scotland	0	14165.07	14165.07	20037.34
RBS Treasury Account	0	0.00	0.00	50000.00
<b>Total Balance</b>	<b>0</b>	<b>14165.07</b>	<b>14165.07</b>	<b>70037.34</b>



### **Other Assets**

Land was purchased to build a community centre and sport field in 1979 at a cost of £2500.

The Community Centre was built in 1987 at a cost of £102,000.

Kirkhill MUGA (multi use games area) was constructed in 2010 at a cost of £82,580.

The association has acquired a range of equipment over a number of years.

### **Liabilities**

The association has the following liabilities:

<b>Details</b>	<b>Fund</b>	<b>Amount due (£)</b>	<b>Last year (£)</b>
		0	0

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

Approved by the trustees and signed on their behalf by:

Kenneth MacDonald  
Chairman

Date

**Kirkhill District Amenities Association**  
**Notes to the Accounts**  
**Year ended 31st August 2010**

	£
1. Highland Council Grant towards running costs of community centre	1000
2. MUGA grant funding	
Sportscotland Council	20623
Inverness Sports Council	<u>500</u>
	21123
3. Donations	
Kirkhill Tennis Club donated it's assets of £239.64 towards the MUGA on dissolution	239.64
Anonymous donations	174.00
4. Electricity costs partly covered by £1000 Highland Council Grant	1000
5. Maintenance included snow repair to gutters, new cisterns and water heaters and general minor repairs	1073.25
6. Licence to hold lotteries and raffles	20
7. Inverness Sports Council	35
8. MUGA	
Hunter Construction build costs	78263.89
Maintenance tractor and equipment	3551.92
Tree felling around site	500.00
Goals	195.06
Deed search	39.95
Project management technical guide	<u>29.94</u>
	<u>£82580.76</u>