

The Church of Scotland

Thurso St Peter's & St Andrew's

**RECEIPTS AND PAYMENTS ACCOUNTS
For the year ended 31 December 2017**

Congregation No: 412285

Charity No: SC 016691

Reference and Administrative Information

Charity Name: Thurso St Peter's and St Andrew's Church of Scotland
Charity Registration Number: SC016691
Congregation Reference No: 412285
Contact Address: Mr A Mackie
28 Ravenshill Road
Thurso
Caithness

Trustees

See attached Schedule

Principal Office-bearers

Minister: Rev David S M Malcolm
Session Clerk: Gordon McLaren
Church Treasurer: Alexander Mackie

Independent Examiner

Mr D Martin Mrs E Martin

Bankers

Royal Bank of Scotland,
Olrig Street,
Thurso

Trustees' Annual Report

Year ended 31 December 2017

Structure, Governance and Management

Governing Document

The Church is administered in accordance with the terms of the Deed of Constitution (Unitary Form). Previously the Church was administered under a traditional Deed of Constitution which required a Kirk Session and a Congregational Board. On 21st May 2015 the new Deed of Constitution (Unitary Form) was signed by the Principal Clerk of the Church of Scotland and on that date the Congregational Board was disbanded.

Recruitment and Appointment of Trustees

The Kirk Session are the charity trustees. Previously members of the Kirk Session and the Congregational Board were the charity trustees. The Kirk Session members are the elders of the church and are chosen from those members of the church who are considered to have the appropriate gifts and skills. The minister, who is a member of the Kirk Session, is elected by the congregation and inducted by Presbytery.

The Kirk Session is responsible for all material as well as spiritual matters working through six teams: Finance, Property, Pastoral, Hospitality, Outreach and Ministry. The members of the teams are drawn from the eldership, former members of the Congregational Board and other members of the congregation with the necessary gifts and skills.

Organisational Structure

The Kirk Session is chaired by the minister and meets four times in a year, with additional meetings as required.

Objectives and Activities

The Church of Scotland is Trinitarian in doctrine, Reformed in tradition and Presbyterian in polity. It exists to glorify God and to work for the advancement of Christ's Kingdom throughout the world. As a national Church, it acknowledges a distinctive call and duty to bring the ordinances of religion to the people in every parish of Scotland through a territorial ministry. It co-operates with other Churches in various ecumenical bodies in Scotland and beyond.

The vision of the congregation of Thurso St Peter's and St Andrew's is to serve God in His church and, through Him, the community. Public worship on Sunday is the key activity of the church, with both morning and evening services being held. Organisations within and affiliated to the congregation include the Guild, Sunday School, Fun-Key Group, Crèche, Bible Study Groups, Prayer Meeting, Choir and Praise Group. The church periodically runs courses for those interested in finding out about the Christian faith (Alpha course) and courses to develop Christian service (Prayer Ministry training).

Trustees' Annual Report (cont)

Year ended 31 December 2017

Achievements and Performance

Church membership at the end of the year was 118. There are a further 121 adherents, of whom an estimated 50-60 adults are involved in the life of the congregation, with a further 22 children and young people aged 17 or under.

Six weddings, sixty seven funerals, five baptisms and two children's blessings were conducted by the Minister during the year.

Financial Review

The attached financial statement shows an excess of payments over receipts of £2,669 for the year to 31 December 2017, compared with an excess of payments over receipts of £2,926 in previous period 2016. Total receipts for the year amounted to £62,954 (2016 £63,758). The principal recurrent source of income is offerings / donations amounting to £59,051 in the period (2016 £59,336).

At year end the gift aid tax recovery claim for 2017 was still in preparation.

Total payments amounted to £65,623 (2016 £66,684).

Reserves Policy

It is the Trustees' policy to rebuild appropriate reserves. This is medium to long term aspiration. The short term objective is to balance total payments with total receipts.

At 31st December 2017 the Church held unrestricted cash funds of £19,111 and £9,635 of restricted cash funds.

Trustees' Annual Report (cont)
Year ended 31 December 2017

Statement of Trustees' Responsibilities

The members of the Kirk Session must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Church during the financial year. The members of the Kirk Session are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Church at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 as amended by as amended by the Charities Accounts (Scotland) Amendment Regulations 2010 and the Regulations Anent Congregational Finance approved by the General Assembly of the Church of Scotland in 2012. They are also responsible for safeguarding the assets of the Church and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,



Gordon McLaren

Session Clerk

Date 19th April 2018

SCHEDULE OF TRUSTEES

1. ELDERS

Robert Allan

Jasmine Reid

Judy Gordon

Michael Gordon

Michael Hammerton

Alexander Mackie

Gordon McLaren

Helen McLaren

Anne Macleod

Christine Murray

Alexander Reid

Charles Rigg

Isabel Ross

**Thurso St Peter's And St Andrew's Church
SC 016691**

Independent Examiner's Report to the Trustees of Thurso St Peter's and St Andrew's Church

We report on the accounts of the charity for the year ended 31ST December 2017 which are 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 trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is our responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our 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 we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

1. which gives us 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 9 of the 2006 Accounts Regulations have not been met, or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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D Martin



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E Martin

Address: Argyll House
Larel
Halkirk

Argyll House
Larel
Halkirk

Date: 22 April..... 2018

Thurso St Peter's and St Andrew's Church

Receipts and Payments Account

Year ended 31 December 2017

		Unrestricted Funds 2017 £	Restricted Funds 2017 £	Endowment Funds 2017 £	Total 2017 £	Total 2016 £
<u>Receipts</u>	Note					
Donations	3	59,051	-	-	59,051	59,336
Legacies		-	-	-	-	-
Activities for Generating Funds		801	-	-	801	489
Bank & Deposit interest		6	-	-	6	66
Investment income	5	-	-	-	-	-
The Guild	5	96	-	-	96	2,282
Sunday Club		70	-	-	70	276
		<u>60,024</u>	<u>-</u>	<u>-</u>	<u>60,024</u>	<u>62,449</u>
Grants		-	-	-	-	-
Other Receipts		2,930	-	-	2,930	1,309
		<u>62,954</u>	<u>-</u>	<u>-</u>	<u>62,954</u>	<u>63,758</u>
<u>Total Receipts</u>		<u>62,954</u>	<u>-</u>	<u>-</u>	<u>62,954</u>	<u>63,758</u>
<u>Payments</u>						
Costs of generating funds		-	-	-	-	-
Charitable activities	4	64,333	-	-	64,333	64,305
Governance costs		0	-	-	0	-
The Guild	5	1,110	-	-	1,110	2,199
Sunday Club	5	180	-	-	180	180
		<u>65,623</u>	<u>-</u>	<u>-</u>	<u>65,623</u>	<u>66,684</u>
<u>Total Payments</u>		<u>65,623</u>	<u>-</u>	<u>-</u>	<u>65,623</u>	<u>66,684</u>
Excess of Receipts over Payments for the year before transfers		(2,669)	-	-	(2,669)	(2,926)
Transfers			-	-	-	-
Excess of Receipts over Payments for the year		<u>(2,669)</u>	<u>-</u>	<u>-</u>	<u>(2,669)</u>	<u>(2,926)</u>

Thurso St Peter's and St Andrew's Church
Statement of Balances

At 31 December 2017

	Unrestricted Funds £	Restricted funds £	Endowment Funds £	Total 2017 £	Total 2016 £
Note					
<u>Bank & Deposit Balances</u>					
Bank & deposit balances brought forward (restated)	21,780	9,635	-	31,415	34,341
Movement in year:					
Excess of Payments over Receipts for the year	(2,669)	-	-	(2,669)	(2,926)
Bank & deposit balances carried forward	<u>19,111</u>	<u>9,635</u>	<u>-</u>	<u>28,746</u>	<u>31,415</u>
<u>Assets</u>					
Gift Aid Receivable (estimated)				5,503	5,910
<u>Liabilities</u>					
	-	-	-	-	-

The accounts were approved by the Kirk Session on *19th April* 2018.

For and on behalf of the Kirk Session

Gordon McLaren

Alexander Mackie

Gordon McLaren Session Clerk

Alexander Mackie Treasurer

Thurso St Peter's and St Andrew's Church

Notes to the Accounts

1 Trustee Remuneration and Related Party Transactions

During the year four (4) trustees received reimbursement of expenditure incurred totalling £2,301.

No remuneration was paid to the trustees.

2 Movements in Funds

	At 1 January				At 31 Dec
	2017	Receipts	Payments	Transfers	2017
	£	£	£	£	£
Unrestricted funds					
Designated Fabric Fund	1,574	-	-	-	1,574
Designated Guild Fund	1,260	96	(1,110)	-	246
Designated Sunday Club Fund	145	70	(180)	-	35
General Fund	18,801	62,788	(64,333)	-	17,256
	<u>21,780</u>	<u>62,954</u>	<u>(65,623)</u>	<u>-</u>	<u>19,111</u>
Restricted funds					
Church Outreach Fund	5,777	-	-	-	5,777
Church Trust Fund	2,639	-	-	-	2,639
Organ Restoration Fund	1,219	-	-	-	1,219
	<u>9,635</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,635</u>
Total funds	<u>31,415</u>	<u>62,954</u>	<u>(65,623)</u>	<u>-</u>	<u>28,746</u>

Purposes of Designated Funds

Fabric Fund: The Congregation's policy for fabric expenditure is that normal repairs and maintenance are met from the General account whilst major fabric work is defrayed from this fund.

Sunday Club Fund: The Congregation makes annual contribution to the Sunday Club to help defray its running costs.

The Guild Fund: The Guild is a self financing organisation within the Church

Purposes of Restricted Funds

Outreach Fund: The fund was created for the purposes of advancing outreach work.

Church Trust Fund: For many years the interest earned from the bank deposit representing this fund was transferred to the Fabric Fund. However, having taken appropriate advice part of this fund was used to finance the renovation and extension at the Manse.

Organ Restoration Fund: The fund was created for the purpose of restoring the Church organ.

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Endowment Funds 2017 £	Total 2017 £	Total 2016 £
3. Analysis of Donations					
FWO Scheme (non Gift Aid)	11,581	-	-	11,581	10,818
Gift Aid Donations	22,461	-	-	22,461	23,712
Tax Recovered	7,938	-	-	7,938	10,175
Ordinary Offerings (Open Plate)	13,464	-	-	13,464	11,855
Other Offerings, Donations etc	2,208	-	-	2,208	1,638
Weddings & Funeral Fees	1,399	-	-	1,399	1,138
	<u>59,051</u>	<u>-</u>	<u>-</u>	<u>59,051</u>	<u>59,336</u>

4 Analysis of Payments

Costs of generating funds

Offering envelopes	-	-	-	-	-
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Charitable activities

Ministries & Mission allocation	31,931	-	-	31,931	28,082
Presbytery dues	1,956	-	-	1,956	1,956
Ministry expenses	4,777	-	-	4,777	6,155
Pulpit supply	-	-	-	-	-
Other staffing costs	3,447	-	-	3,447	4,437
Fabric repairs & maintenance	3,465	-	-	3,465	5,393
Congregational Organisations	487	-	-	487	662
Heat and light	5,434	-	-	5,434	4,463
Water Charges & Insurance	4,613	-	-	4,613	4,787
Manse upkeep and restoration	3,215	-	-	3,215	789
Council Tax	1,624	-	-	1,624	1,586
Printing, stationery and postage	1,599	-	-	1,599	1,489
Other expenses	1,760	-	-	1,760	4,553
Life & Work (Net)	25	-	-	25	(47)
	<u>64,333</u>	<u>-</u>	<u>-</u>	<u>64,333</u>	<u>64,305</u>

5 Guild and Sunday School

In addition to the receipts and payment processed through the designated Guild and Sunday School accounts, the following transactions were administered through the Church General Fund.

	Sunday School £	Guild £
Receipts	246	561
Payments	223	264

6 Minister's Stipend

All Church of Scotland congregations contribute to the National Stipend Fund which bears the costs of all ministers' stipends and employer's contributions for national insurance, pension and housing and loan fund. Ministers' stipends are paid in accordance with the national stipend scale, which is related to years of service. For 2017 the minimum stipend was £26,644 and the maximum stipend (in the fifth and subsequent years of service) £32,743.

7 Collections for Third Parties

	2017	2016
	£	£
MacMillan Cancer	250	-
Tearfund	250	-
Befriending Caithness	-	570