

**The Church of Scotland**

**Thurso St Peter's & St Andrew's**

**RECEIPTS AND PAYMENTS ACCOUNTS  
For the year ended 31 December 2018**

**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,  
Olig Street,  
Thurso

## **Trustees' Annual Report Year ended 31 December 2018**

### **Structure, Governance and Management**

#### **Governing Document**

The Church is now 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 21<sup>st</sup> 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**

With effect from 21<sup>st</sup> May 2015, 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 Sunday School, Ladies Bible Study, Bible Study/Fellowship Groups, Learning Disabilities Group and midweek Prayer Meeting. The church periodically runs courses for those interested in finding out about the Christian faith (the Alpha and Youth Alpha course).

## **Trustees' Annual Report (cont)**

### **Year ended 31 December 2018**

#### **Achievements and Performance**

Church membership at the end of the year was 115. There are a further 125 adherents. Four baptisms, eight weddings and forty-five funerals were conducted by the Minister during the year.

#### **Financial Review**

The attached financial statement shows an excess of payments over receipts of £10,065 for the year to 31 December 2018, compared with an excess of payments over receipts of £2,669 in previous period 2017. Total receipts for the year amounted to £58,294 (2017 £62,954). The principal recurrent source of income is offerings / donations amounting to £56,340 in the period (2017 £59,051), a decrease of 4.6%.

At year end the gift aid tax recovery claim for 2018 was still in preparation.

Total payments amounted to £68,359 (2017 £65,623), an increase of 4.2%.

#### **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 31<sup>st</sup> December 2018 the Church held unrestricted cash funds of £9,046 and £9,635 of restricted cash funds.

**Trustees' Annual Report (cont)**  
**Year ended 31 December 2018**

**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** ..... 7/4/2019 .....

## **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

Isobel 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 31<sup>ST</sup> December 2018 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.

  
.....  
D Martin

  
.....  
E Martin

Address: Argyll House  
Larel  
Halkirk

Argyll House  
Larel  
Halkirk

Date:  ..... 2019

**Thurso St Peter's and St Andrew's Church**

**Receipts and Payments Account**

**Year ended 31 December 2018**

		<b>Unrestricted Funds 2018 £</b>	<b>Restricted Funds 2018 £</b>	<b>Endowment Funds 2018 £</b>	<b>Total 2018 £</b>	<b>Total 2017 £</b>
<b><u>Receipts</u></b>	<b>Note</b>					
Donations	3	56,340	-	-	56,340	59,051
Legacies		-	-	-	-	-
Activities for Generating Funds		778	-	-	778	801
Bank & Deposit interest		23	-	-	23	6
Investment income		-	-	-	-	-
The Guild		459	-	-	459	96
Sunday Club		210	-	-	210	70
		57,810	-	-	57,810	60,024
Grants			-	-	-	-
Other Receipts		484	-	-	484	2,930
<b><u>Total Receipts</u></b>		58,294	-	-	58,294	62,954
<b><u>Payments</u></b>						
Costs of generating funds		-	-	-	-	-
Charitable activities	4	67,474	-	-	67,474	64,333
Governance costs		-	-	-	-	-
The Guild		705	-	-	705	1,110
Sunday Club		180	-	-	180	180
<b><u>Total Payments</u></b>		68,359	-	-	68,359	65,623
<b>Excess of Receipts over Payments for the year before transfers</b>		(10,065)	-	-	(10,065)	(2,669)
<b>Transfers</b>		-	-	-	-	-
<b>Excess of Receipts over Payments for the year</b>		(10,065)	-	-	(10,065)	(2,669)



**Thurso St Peter's and St Andrew's Church**

**Statement of Balances**

**At 31 December 2018**

	Unrestricted	Restricted	Endowment	Total	Total
	Funds	funds	funds	2018	2017
Note	£	£	£	£	£
<b><u>Bank &amp; Deposit Balances</u></b>					
Bank & deposit balances brought forward	19,111	9,635	-	28,746	31,415
<b>Movement in year:</b>					
Excess of Payments over Receipts for the year	(10,065)	-	-	(10,065)	(2,669)
Bank & deposit balances carried forward	<u>9,046</u>	<u>9,635</u>	<u>-</u>	<u>18,681</u>	<u>28,746</u>
6					
<b><u>Assets</u></b>					
Gift Aid Receivable	-	-	-	-	-
<b><u>Liabilities</u></b>					
	-	-	-	-	-

The accounts were approved by the Kirk Session on *7<sup>th</sup> April* 2019.

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 £1,745.

No remuneration was paid to the trustees.

#### **2 Movements in Funds**

	At 1 January				At 31 Dec
	2018	Receipts	Payments	Transfers	2018
	£	£	£	£	£
<b>Unrestricted funds</b>					
Designated Fabric Fund	1,574	-	-	-	1,574
Designated Guild Fund	246	459	(705)	-	-
Designated Sunday Club Fund	35	210	(180)	-	65
General Fund	<u>17,256</u>	<u>57,625</u>	<u>(67,474)</u>	<u>-</u>	<u>7,407</u>
	<u>19,111</u>	<u>58,294</u>	<u>(68,359)</u>	<u>-</u>	<u>9,046</u>
<b>Restricted funds</b>					
Church Outreach Fund	5,777				5,777
Church Trust Fund	2,639	-	-	-	2,639
Organ Restoration Fund	<u>1,219</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,219</u>
	<u>9,635</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,635</u>
<b>Total funds</b>	<u><b>28,746</b></u>	<u><b>58,294</b></u>	<u><b>(68,359)</b></u>	<u><b>-</b></u>	<u><b>18,681</b></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 supports the Sunday Club to help defray its running costs.

The Guild Fund: The Guild was a self-financing organisation within the Church. Guild activities ceased during the period

#### 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. The Congregation is committed to restoring this fund to its original level (£50,000) in future.

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

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>		
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Total</b>	<b>Total</b>
	<b>2018</b>	<b>2018</b>	<b>2018</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>3. Analysis of Donations</b>					
FWO Scheme (non-Gift Aid)	11,813	-	-	11,813	11,581
Gift Aid Donations	20,428	-	-	20,428	22,461
Tax Recovered	7,650	-	-	7,650	7,938
Ordinary Offerings (Open Plate)	12,946	-	-	12,946	13,464
Other Offerings, Donations etc	3,053	-	-	3,053	2,208
Weddings & Funeral Fees	450	-	-	450	1,399
	<b>56,340</b>	<b>-</b>	<b>-</b>	<b>56,340</b>	<b>59,051</b>

#### 4 Analysis of Payments

##### Costs of generating funds

Offering envelopes	-	-	-	-	-
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##### Charitable activities

Ministries & Mission allocation	35,898	-	-	35,898	31,931
Presbytery dues	1,956	-	-	1,956	1,956
Minister's expenses	4,864	-	-	4,864	4,777
Pulpit supply	502	-	-	502	-
Other staffing costs	2,291	-	-	2,291	3,447
Fabric repairs & maintenance	7,522	-	-	7,522	3,465
Congregational Organisations	709	-	-	709	487
Heat and light	4,503	-	-	4,503	5,434
Water Charges & Insurance	4,561	-	-	4,561	4,613
Manse upkeep and restoration	37	-	-	37	3,215
Council Tax	1,667	-	-	1,667	1,624
Printing, stationery and postage	1,299	-	-	1,299	1,599
Other expenses	1,583	-	-	1,583	1,760
Life & Work (Net)	82	-	-	82	25
	<b>67,474</b>	<b>-</b>	<b>-</b>	<b>67,474</b>	<b>64,333</b>

#### 5 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 2018 the minimum stipend was £27,044 and the maximum stipend (in the fifth and subsequent years of service) £33,234.

## 6. Guild & Sunday School

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

	Guild £	Sunday School £
Receipts	-	283
Payments	297	403

At their annual general meeting, the Guild decided not to continue their activities. The remaining monies in the Guild bank account were forwarded to the Church of Scotland Guild central offices to be allocated to Guild projects.

## 7. Collections for Third Parties

	2018 £	2017 £
Caithness Foodbank	345	-
MacMillan Cancer	-	250
Tearfund	-	250