REGISTERED COMPANY NUMBER: SC394587 (Scotland)
REGISTERED CHARITY NUMBER: SC011149

# REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016 FOR HARRIS MUTUAL IMPROVEMENT ASSOCIATION

CIB Services
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### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 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 of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

### Objectives and aims

The objects of the charity are:-

- to promote the well-being of the community resident in the geographical area of Harris by associating the local authorities, voluntary organisations and residents in a common effort to further health, to advance education, to provide a meeting place and facilities for physical and mental training and recreation and social, moral and intellectual development and to foster a community spirit for the achievement of these and other such objects as may be by law deemed to be charitable.
- to secure the establishment, maintenance and management of a community centre for activities promoted by the Association in furtherance of the above objects or any of them.

### Significant activities

During the period the Association continued to manage, maintain and develop the community centre in Tarbert, Isle of Harris.

#### **Volunteers**

The contribution of volunteers (including directors, members and individuals from the community) has been, and continues to be, of immense benefit to the charity in establishing, maintaining and managing the community centre.

### **ACHIEVEMENT AND PERFORMANCE**

### Charitable activities

During the year, the charity:-

- continued to manage and maintain the community centre including recovering from major tree damage to the roof;
- generated rental income from regular hires of the centre including Craft Markets;
- carried out repairs and improvements to the centre including fitting new storage cupboards;
- invested in a hot water heater and further tables and storage trolley;
- organised and staged several successful community fundraising events including a late Christmas quiz, table top sales and teas at Craft Fairs;
- successfully held a number of private functions and weddings;
- hosted events for the Harris Mountain Festival and Harris Half Marathon.

### **FINANCIAL REVIEW**

### Principal funding sources

The charity is dependent on fundraising events, hall hires and donations to fund its operational costs. Full details of the charity's principal funding sources are included in the notes to the financial statements.

#### **Investment policy and objectives**

The charity's reserves are maintained in bank accounts as the current level of reserves are required to meet the Association's short term operational requirements.

### Reserves policy

The General fund represents the unrestricted funds from past operating results. It also represents the free reserves of the charity. The trustees aim to maintain unrestricted reserves of £2,000 to cover expenses should the community centre have to close. The current level of unrestricted reserves is significantly in excess of this figure. Accordingly the trustees consider that the level of free reserves at 31 March 2016 is sufficient to meet the charity's ongoing operational requirements.

During the year the charity's income exceeded expenditure resulting in net income of £513 for the period (2015 - net income of £2,725). This represents an increase of £2,280 in unrestricted funds and a decrease of £1,767 in restricted funds. Unrestricted reserves has as a result increased to £9,611.

#### **FUTURE PLANS**

The charity's plans for the future focus on the ongoing management, maintenance and development of the community centre.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

### STRUCTURE, GOVERNANCE AND MANAGEMENT Governing document

The Association is a charitable company limited by guarantee, incorporated on 2 March 2011. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding  $\pounds 1$ . Prior to incorporation the charity operated as an unincorporated association and has been registered as a charity since 4 June 1973.

#### Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purpose of charity law.

Under the terms of the Memorandum and Articles of Association the Elected Directors are appointed by the members at the Annual General Meeting. One third of the Elected Directors must retire by rotation at each Annual General Meeting but are eligible for re-election.

The Board may also invite any Nominated Member of the company to nominate representatives to be appointed as Nominated Directors. Nominated Directors do not require to retire by rotation.

### **Organisational structure**

The board consists of voluntary directors who manage the affairs of the charity through regular board meetings. The board members are heavily involved in the day to day operations of the charity. The charity employs a manager who assists in the implementation of decisions from the board.

#### Induction and training of new trustees

The charity undertakes training for trustees to ensure awareness and understanding of:-

- the responsibilities of directors;
- the organisational structure of the charity;
- the financial position of the charity; and
- the future plans and objectives of the charity.

### Wider network

The charity has established links with other organisations and agencies to foster the aims and objectives of the organisation.

### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity, and are satisfied that systems are in place to mitigate their exposure to the major risks.

### REFERENCE AND ADMINISTRATIVE DETAILS Registered Company number

SC394587 (Scotland)

### **Registered Charity number**

SC011149

### **Registered office**

Tarbert Community Centre Pier Road Tarbert Isle of Harris HS3 3DG

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

### REFERENCE AND ADMINISTRATIVE DETAILS

### **Trustees**

T C G Martin

G H Macdonald

F A Morrison

D J Mackay

D Wake

M A Mackay

### **Independent examiner**

Calum Macdonald Chartered Accountant/ICAS CIB Services Chartered Accountants 63 Kenneth Street Stornoway Isle of Lewis Western Isles HS1 2DS

### **Bankers**

Bank of Scotland Tarbert Isle of Harris HS3 3DJ

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 26 September 2016 and signed on its behalf by:

G H Macdonald - Trustee

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HARRIS MUTUAL IMPROVEMENT ASSOCIATION

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages five to thirteen.

### 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 (as amended). 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 independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 I do not express an audit opinion on the view given by the accounts.

#### Independent examiner's 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 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.

Name: Calum Macdonald

Relevant Professional qualification/professional body: Chartered Accountant/ICAS

CIB Services Chartered Accountants 63 Kenneth Street Stornoway Isle of Lewis Western Isles HS1 2DS

Date: 26/10/16

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2016

INCOME AND ENDOWMENTS FROM	<b>U</b> Notes	nrestricted funds £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
Donations and legacies	2	10	-	10	28
Charitable activities Community Centre	3	21,987	-	21,987	30,323
Other income	4	4,495		4,495	
Total		26,492	-	26,492	30,351
EXPENDITURE ON Raising funds Charitable activities Community Centre Total	5	900 23,312 24,212		900 25,079 25,979	5,647 21,979 27,626
			<del></del>		
NET INCOME/(EXPENDITURE)		2,280	(1,767)	513	2,725
RECONCILIATION OF FUNDS					
Total funds brought forward		7,331	6,567	13,898	11,173
			-		
TOTAL FUNDS CARRIED FORWARD		9,611	4,800	14,411	13,898

The notes form part of these financial statements

### BALANCE SHEET AT 31 MARCH 2016

FIXED ASSETS	Notes	31.3.16 £	31.3.15 £
Tangible assets	12	6,091	7,018
CURRENT ASSETS Debtors Cash at bank	13	918 8,481	1,849 _6,642
		9,399	8,491
CREDITORS Amounts falling due within one year  NET CURRENT ASSETS	14	(1,079) ————————————————————————————————————	(1,611) ———————————————————————————————————
TOTAL ASSETS LESS CURRENT LIABIL	ITIES	14,411	13,898
NET ASSETS		<u>14,411</u>	13,898
FUNDS Unrestricted funds Restricted funds	16	9,611 4,800	7,331 6,567
TOTAL FUNDS		14,411	13,898

The notes form part of these financial statements

### BALANCE SHEET - CONTINUED AT 31 MARCH 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 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 January 2015).

The financial statements were approved by the Board of Trustees on 26 September 2016 and were signed on its behalf by:

G H Macdonald - Trustee

D Wake - Trustee

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

#### 1. ACCOUNTING POLICIES

### Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably. Income received in advance is deferred until the criteria for income recognition are met.

Grants generated to support the objects of the charity and without further specified purpose are taken to the Statement of Financial Activities in that period. Grants received which are related to capital expenditure or are for a specified purpose are transferred to Restricted Funds and are utilised to fund the future depreciation of the related capital expenditure or fund the costs relating to the specified purpose.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the 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. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

### **Raising funds**

Raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities, events and non-charitable trading.

### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its objects and activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. The allocation of direct and support costs are analysed in the notes to the financial statements.

### **Governance costs**

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

### Allocation and apportionment of costs

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. estimated usage.

### Tangible fixed assets

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

Buildings

- fully depreciated

Fixtures and fittings

- 20% on cost

Computer equipment

- 25% on cost

Tangible fixed assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below  $\pounds 100$  are not capitalised.

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

### 1. ACCOUNTING POLICIES - continued

### **Fund accounting**

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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 funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### 2. DONATIONS AND LEGACIES

2.	DONATIONS AND LEGACIES	•			
	Donations			31.3.16 £ 	31.3.15 £ 
3.	INCOME FROM CHARITABLE	E ACTIVITIES			
	Hall hires Rental income Fundraising events Grants	Activity Community Centre Community Centre Community Centre Community Centre		31.3.16 £ 15,528 600 4,559 1,300 21,987	31.3.15 £ 12,656 600 13,585 3,482 30,323
	Grants received, included in the  Comhairle nan Eilean Siar  Comhairle nan Eilean Siar - War  The Co-operative Membership Company The North Harris Trust	d Priority Fund		31.3.16 £ 1,300 - -	31.3.15 £ 232 250 2,000 1,000
				<u>1,300</u>	3,482
4.	OTHER INCOME			31.3.16	31.3.15
	Insurance claim			£ <u>4,495</u>	£
5.	CHARITABLE ACTIVITIES CO	OSTS			
			Direct costs (See note 6)	Support costs (See note 7)	Totals £
	Community Centre		<u>23,891</u>	1,188	<u>25,079</u>

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

6.	DIRECT COSTS OF CHARITABLE ACTIVITIES			
	Staff costs Management fees Insurance Light and heat Repairs and maintenance Cleaning Licences Donations Depreciation		31.3.16 £ 1,040 6,380 1,527 3,236 8,267 1,123 87 50 2,181	31.3.15 £ 2,736 6,840 1,378 2,794 4,668 421 137 50 1,682
			23,891	20,706
7.	SUPPORT COSTS			
	Community Centre	Management £ 455	Governance costs £ 733	Totals £ 1,188
	Support costs, included in the above, are as follows:			
	Telephone Postage and stationery Travel expenses Training costs Sundry expenses Accountancy and professional fees		£ 50 107 79 - 219 733	31.3.15  Total activities  £ 30 244 - 130 166 703
			<u>1,188</u>	1,273
8.	NET INCOME/(EXPENDITURE)			
	Net income/(expenditure) is stated after charging/(crediting):			
			31.3.16	31.3.15
	Depreciation - owned assets		£ 2,181	£ 1,682

### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

10.	STAFF COSTS			
			31.3.16	31.3.15
	Wages and salaries		£ 1,040	£ 2,736
	The average monthly number of employees during the year w	vas as follows:		
			31.3.16 1	31.3.15 1
	No employees received emoluments in excess of £60,000.			
11.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL	ACTIVITIES		
		Unrestricted funds £	Restricted funds £	Total funds £
	INCOME AND ENDOWMENTS FROM Donations and legacies	28	-	28
	Charitable activities Community Centre	27,323	3,000	30,323
	Total	27,351	3,000	30,351
		27,331	3,000	50,551
	EXPENDITURE ON			
	Raising funds Charitable activities	5,647	-	5,647
	Community Centre	20,523	1,456	21,979
	Total	26,170	1,456	27,626
	NET INCOME/(EXPENDITURE)	1,181	1,544	2,725
	Transfers between funds	<u>(4,542</u> )	4,542	
	Net movement in funds	(3,361)	6,086	2,725
	RECONCILIATION OF FUNDS			
	Total funds brought forward	10,692	481	11,173
	TOTAL FUNDS CARRIED FORWARD	7,331	6,567	13,898

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

12.	TANGIBLE FIXED ASSETS		Fixtures and	Computer	
			fittings £	equipment £	Totals £
	COST At 1 April 2015		9,513	362	9,875
	Additions		1,254		1,254
	At 31 March 2016		10,767	362	11,129
	DEPRECIATION				
	At 1 April 2015 Charge for year		2,797 2,090	60 91	2,857 2,181
	At 31 March 2016		4,887	151	5,038
	NET BOOK VALUE				
	At 31 March 2016		5,880		6,091
	At 31 March 2015		6,716	302	7,018
	The charity owns and operates the Community valuation is attributed to the Community Centr for insurance purposes.				
13.	DEBTORS: AMOUNTS FALLING DUE WITH	IIN ONE YEAR			
	Trade debtors			31.3.16 £ 918	31.3.15 £ 1,849
	nade desicors				1,015
14.	CREDITORS: AMOUNTS FALLING DUE WI	THIN ONE YEAR	2		
				31.3.16	31.3.15
	Trade creditors Accrued expenses			£ 395 684	£ 357 <u>1,254</u>
				1,079	1,611
15.	ANALYSIS OF NET ASSETS BETWEEN FUN	IDS			
	Fixed assets Current assets Current liabilities	Unrestricted funds £ 1,291 9,399 (1,079)	Restricted funds £ 4,800	31.3.16 Total funds £ 6,091 9,399 (1,079)	31.3.15 Total funds £ 7,018 8,491 (1,611)
		9,611	4,800	14,411	13,898

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

### 16. MOVEMENT IN FUNDS

	Net movement in		
	At 1.4.15 £	funds £	At 31.3.16 £
<b>Unrestricted funds</b> General fund	7,331	2,280	9,611
Restricted funds Restricted fund	6,567	(1,767)	4,800
TOTAL FUNDS	13,898	513	14,411

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	26,492	(24,212)	2,280
Restricted funds Restricted fund	-	(1,767)	(1,767)
TOTAL FUNDS	<u> 26,492</u>	( <u>25,979</u> )	<u>513</u>

### **FUNDS**

### **General fund**

The general fund represents unrestricted funds which the trustees are free to use in accordance with the charitable objects.

### Restricted fund

This represents grants received from public funding agencies and trusts, and funds set aside by the charity, for a specified purpose or in respect of capital expenditure. The funds are utilised to fund the costs relating to the specified purpose or to fund the future depreciation of the capital expenditure.

### 17. RELATED PARTY DISCLOSURES

During the year, the charity purchased no services from trustees (2015 - £40).

### 18. LIMITED BY GUARANTEE

The company is limited by guarantee and has no share capital. The liability of each member in the event of the company being wound up is restricted to £1.

### 19. PERMANENT ENDOWMENTS

The charity does not have any permanent endowments.

### DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2016

	Unrestricted funds £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
INCOME AND ENDOWMENTS				
<b>Donations and legacies</b> Donations	10	-	10	28
Charitable activities Hall hires Rental income Fundraising events Grants	15,528 600 4,559 1,300	:	15,528 600 4,559 1,300	12,656 600 13,585 3,482
	21,987	-	21,987	30,323
Other income Insurance claim	4,495		4,495	
Total incoming resources	26,492	-	26,492	30,351
EXPENDITURE Other trading activities				
Purchases	900	-	900	5,647
Charitable activities Wages Management fees Insurance Light and heat Repairs and maintenance Cleaning Licences Donations Depn of fixtures and fittings Depn of computer equipment	1,040 6,380 1,527 3,236 8,267 1,123 87 50 414	1,676	1,040 6,380 1,527 3,236 8,267 1,123 87 50 2,090 91	2,736 6,840 1,378 2,794 4,668 421 137 50 1,622 60
	22,124	1,767	23,891	20,706
Support costs Management Telephone Postage and stationery Travel expenses Training costs Sundry expenses	50 107 79 - 219	: :	50 107 79 - 219	30 244 - 130 166
Governance costs	455	-	455	570
Accountancy fees	684	-	684	654
Legal and professional fees	49		49	49
	733		733	703
Total resources expended	24,212	1,767	25,979	27,626
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### DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2016

	Unrestricted funds £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
		-	****	-
Net income	2,280	(1,767)	513	2,725

This page does not form part of the statutory financial statements