CRIEFF COMMUNITY TRUST

(a company limited by guarantee)

DIRECTORS' AND TRUSTEES' ANNUAL REPORT,

AND

FINANCIAL STATEMENTS

For the year ended 31 March 2018

Charity number SC044348

Company registration number SC445952

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity and Company Name:	Crieff Community Trust
Scottish Charity number:	SC044348
Company registration number:	SC445952
Registered Office and Principal Address:	Findal 21 Strathearn Terrace Crieff PH7 3AQ

Current Directors and Trustees (and date of appointment for those appointed after 1 April 2017)

Ailsa Campbell (Chair)	
Ann Ross	
Mirela MacInnes (Treasurer)	
James Anderson	
Charles Crookshank	
Ian Christie	
Gilbert Martin	
Peter Littwin	
Elizabeth Ann Bell (Secretary)	(appointed 20 July 2017)
Rona McCarra	(appointed 17 August 2017)
Claire Sanville	(appointed 17 August 2017)

Independent Examiner	Noel Paterson FCCA
Bankers	Clydesdale Bank High Street Crieff

DIRECTORS' ANNUAL REPORT FOR THE PERIOD ENDED 31ST MARCH 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Directors present their report and financial statements for the year ended 31 March 2018. The Directors, who are also Trustees for the purpose of charity law, are set out on page 2.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 25 March 2013 and registered as a charity on 23 October 2013.

The company was established under a Memorandum of Association, and is governed under its Articles of Association. As a company limited by guarantee, Crieff Community Trust does not issue shares. Members are required to contribute an amount not exceeding £1 in the event of the company being dissolved while they are members or within 1 year of their membership ceasing.

Recruitment and appointment of Directors and Trustees

Member Directors may be elected by Members at the Annual General Meeting. The Board may appoint additional Member Directors at any time, up to a maximum of 12 Member Directors. The Board may also appoint up to 3 Co-opted Directors, who need not be Company Members.

Organisational Structure

The company is controlled by the Board of Directors. The Board normally meets monthly, with a quorum of 5 Directors required for business decisions. The activities of the company are carried out through Action Groups consisting of volunteer members. The Board is accountable for ensuring that these activities are well managed and are consistent with the company's objects.

OBJECTIVES AND ACTIVITIES

The objects of Crieff Community Trust are:

(a) To advance citizenship and / or community development, including regeneration within Crieff and the promotion of volunteering

(b) To advance the arts, heritage and culture for the benefit of the community

(c) To advance public participation in sport, for example through the provision of improved facilities available to the community

(d) To provide, or assist in providing, recreational facilities, and/or organising recreational activities, which will be available to members of the Community and public at large with the object of improving the conditions of life of the Community

Main Activities and Achievements

The main activities of the Trust are derived from the Crieff Community Action Plan 2013 – 2018 and other significant pieces of community consultation such as the *Feasibility Study into the Future Use and Development of a Community Owned Building* in Crieff delivered in the Spring 2017.

The main activities carried out in the past year by Crieff Community Trust are:

CCT consulted with the local community to establish whether there was a demand for a co-working space in Crieff which would allow persons working from home to gain from the synergy of working in such a space. CCT investigated other established enterprises and formed a volunteer Co-working Steering Group. The Trust investigated various potential sites for the co-working space, engaged architects to identify costs that would be involved in modifying two alternative sites. CCT applied for and was successfully granted £80,450 part funding for capital and revenue from Big Lottery for the setting up, staffing and running of the CANDOCRIEFF co-working space.

The Trust recruited a Community Development Officer [CDO] who will be based in the space. One half of the CDO's role is to help CCT establish and run the co-working space. Plans for the space are well underway and CCT aims to have it up and running this summer. The other half of the CDO's activities will be helping to build community cohesion and collaboration and increase volunteer capacity through refreshing the Crieff Community Action Plan. The Trust is working with Scottish Community Development Centre in an effort to link the Crieff Community Action Plan with other groups, organisations and other plans in place that affect Crieff to create a really useful and effective Crieff CAP 2019 – 2024.

Crieff Community Trust was also successful in receiving Strengthening Communities funding from the Scottish Government Regeneration Division. This money will fund a Project Development Officer [PDO] whose remit is to build the Trust's resilience and help deliver other projects identified through community consultation. The PDO will support CCT aims and activities in many ways including CCT's endeavours to: develop a social enterprise bunkhouse facility for Crieff on the site of a derelict building; increase the opportunity for affordable housing in a derelict building in the town centre; support the redevelopment of the derelict community hall and public greenspace. The PDO will also work with the CDO and CCT trustees in refreshing the Crieff Community Action Plan.

Guided by the Empty Buildings Study 2017 and funded by the Community Learning Exchange, members of CCT visited Creetown Initiative's Barrholm Accommodation, a community run accommodation enterprise, to see what value a similar project could bring to Crieff, as Creetown had identified a similar need for affordable tourist accommodation.

In addition during the year the Trust has continued to develop and maintain the path network. CCT is working with the Community Greenspace Team at Perth and Kinross Council to develop the designated core path between Trowan and Comrie which will form part of the 3 Saints Way and Pilgrim's Way linking St Andrews with Iona. The Trust is also investigating the best way to link the recently refurbished path in Turretbank Wood with the rest of Crieff's iconic Lady Mary's Walk to make it an all-abilities off road path from Turretbank Road.

The Trust was also deemed the best recipient of £6,607 from 3 private trusts set up for the improvement of Crieff's green spaces. CCT has ring-fenced the money for suitable projects.

In conjunction with the successful funding applications and grant applications made, CCT updated and formalised several critical policies for standard practice and its ongoing activities. These policies took into account specific advice received from OSCR to registered charities dealing with 'Vulnerable Persons' and a code of practice for dealing with 'Notifiable Events.' These policies have been drafted and will be formally accepted at the AGM and published on CCT's website. The Board may amend these policies in the future and any updates will be formalised annually at the AGM but may, on occasion become practise prior to formal adoption. At present, the policies include the following: Working with Vulnerable Persons, Reporting Notifiable Events, Equal Opportunity Employment, Working with Politicians and Political Parties, Privacy Policy and Risk Assessments for the various activities CCT currently undertakes. This list is by no means exhaustive and will be expanded as required during the next year.

FINANCIAL REVIEW

Summary

In its fifth year of operation, the Trust has covered its operating costs and maintained its unrestricted reserves, by running three successful fundraising events. First year revenue funding from the Big Lottery Medium Grants for Community-led Activity and Perth and Kinross Council grants are referred to above and detailed in Note 3. Unrestricted reserves at the end of the financial year are £3,536.

Trustee Remuneration and expenses

No trustees received any remuneration.

Policy on reserves

We aim to maintain reserves equivalent to 1 year's unrestricted expenditure. This policy will be reviewed annually, and revised if our circumstances and assessment of financial risk change significantly.

Statement of Directors' Responsibilities

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the directors should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statement on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities and Trustees Investment (Scotland) Act 2005. The Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Directors and Trustees and signed on their behalf:

Ailsa Campbell, Director Date 25/05/18

Independent Examiner's Report to the Trustees of Crieff Community Trust

I report on the accounts of the charity for the year ended 31 March 2018 which are set out on pages 7 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) 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) to (c) of the 2006 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 2006 Accounts Regulations. 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
    - 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.

Noel D Paterson

Date: 26/05/18

Noel Paterson FCCA

61 Burrell Street
Crieff PH7 4DG

CRIEFF COMMUNITY TRUST

Statement of financial activities
Including Income and Expenditure Account

Period: 1 April 2017 to 31 March 2018

	Note	2018 Unrestricted funds £	2018 Restricted income funds £	2018 Total this year £	2017 Total last year £
Income and Endowments from:	3				
Donations and Legacies			44,978	44,978	19,158
Other trading activities		2,060	-	2,060	2,176
Total		2,060	44,978	47,038	21,334
Expenditure on:	4				
Raising funds		408	-	408	539
Charitable activities		2,599	24,222	26,822	18,348
Other		122	-	122	136
Total		3,130	24,222	27,353	19,023
Net income/(expenditure)		(1,071)	20,756	19,685	2,311
Transfers between funds					
Net movement in funds		(1,071)	20,756	19,685	2,311
Total funds brought forward		4,607	1,143	5,750	3,439
Total funds carried forward		3,536	21,899	25,435	5,750

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

CRIEFF COMMUNITY TRUST

Company No: SC445952

Balance Sheet as at 31 March 2018

	Note	Unrestricted funds	Restricted income funds	Total this year	Total last year
Fixed assets					
Tangible assets	8	1,103	-	1,103	1,225
Total fixed assets		1,103	-	1,103	1,225
Current assets					
Cash at bank and in hand		2,579	21,899	24,478	4,538
Total current assets		2,579	21,899	24,478	4,538
Curent liabilities					
Creditors: amounts falling due within one year	5	146	-	146	13
Net assets		3,536	21,899	25,435	5,750
Funds of the Charity					
Unrestricted funds		3,536	-	3,536	4,607
Restricted income funds	6	-	21,899	21,899	1,143
Total charity funds		3,536	21,899	25,435	5,750

The Directors confirm that:

- For the year ended 31 March 2018, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance where applicable with the Financial Reporting Standard for Smaller Entities (effective 2015).

Approved by the Directors and Trustees, and signed on their behalf:

Ailsa Campbell ..... Ailsa Campbell, Director Date 25/05/18

Mirela MacInnes ..... Mirela MacInnes, Director Date 25/05/2018

Notes to the Accounts

1. Basis of preparation

These accounts have been prepared on the basis of historic cost, in accordance with 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 Charities Accounts (Scotland) Amendment Regulations 2014.

2. Accounting policies

Incoming resources

Incoming resources are included in the Statement of Financial Activities when the Trust becomes entitled to the resources and the amount can be quantified with reasonable accuracy.

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation requiring the Trust to pay out resources.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions by the donor on their expenditure.

3. Analysis of Income and Endowments

		2018			2017
		Unrestricted funds £	Restricted funds £	Total £	£
Donations and Legacies	Donations	-	6,878	6,878	658
	Grants:				
	Paths for All				1,500
	Scottish Land Fund Stage 1				7,000
	PKC VPFF		10,000	10,000	5,000
	PKC CEDF		10,000	10,000	5,000
	Big Lottery Medium Grant		18,100	18,100	
	Total	-	44,978	44,978	19,158
Income from Other Trading Activities	Fundraising Bag Pack	849		849	693
	Crieff Market Bake Sale	89		89	177
	Quiz Night	1,121		1,121	1,306
	Total	2,060		2,060	2,176
	TOTAL	2,060	44,978	47,038	21,334

4. Analysis of Expenditure

		2018			2017
		Unrestricted funds £	Restricted funds £	Total £	£
Expenditure on Raising Funds					
	Co-working space posters				168
	Quiz night posters	15	-	15	31
	Hire of Strathearn Artspace	78	-	78	50
	Quiz night catering	183	-	183	160
	Quiz prizes	133	-	133	131
	Total	408	-	408	539
Expenditure on Charitable Activities					
	Room hire	118	-	118	79
	Legal fees	943	19,672	20,615	396
	Postage	-	-	-	46
	Training & conferences	172	-	172	70
	Public liability Insurance	417	-	417	388
	Professional fees	-	3,383	3,383	15,200
	Valuation	-	-	-	1,800
	Installation of bollard and sign	-	1,143	1,143	65
	Turretbank Wood improvement	461	-	461	292
	DO Job Advertisement	250	-	250	-
	Travel Expenses	134	-	134	-
	DTAS membership	75	-	75	-
	Companies House fee	13	-	13	13
	Depreciation	122	-	122	-
	Other	16	25	41	136
	Total	2,722	24,222	26,944	18,348
TOTAL		3,130	24,222	27,353	19,023

5. Creditors – amounts falling due within 1 year

	2018 £	2017 £
Accruals	146	13

6. Restricted income funds

The Big Lottery Grant was only partially used; the remainder of £14,717 is designated for revenue costs, such as the CDO salary and rent.

7. Movement of Funds

Restricted Funds	At 1 April 2017	Incoming resources	Outgoing resources	Transfers between funds	At 31 March 2018
SSE Wayleave	-	271	-		271
Perth and Kinross Small Trusts	-	6,607	-		6,607
Paths for All	1,143	-	1,143		-
Big Lottery Medium Grant	-	18,100	3,383	-	14,717
PKC VPFF	-	10,000	10,000	-	-
PKC CEDF		10,000	9,697	-	303
Unrestricted Funds	4,607	2,060	3,130	-	3,536
Total funds	5,750	47,038	27,353	-	25,435

8. Tangible Fixed Assets

		Fixtures, fittings and equipment
Tangible assets	**Cost or valuation**	
	At beginning of the year	1,225
	Additions	-
	Disposals	-
	Revaluations	-
	Transfers	-
	At end of the year	1,225
	Depreciation and impairments	
	At beginning of the year	-
	Disposals	-
	Depreciation	122
	Impairment	-
	Transfers	-
	At the end of the year	122
	Net book value at beginning of the year	1,225
	Net book value at end of the year	1,103