

Carlops Parish Church of Scotland

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

**Congregation number: 040255
Charity number: SC 004340**

Carlops Parish Church
Trustees' Annual Report: year ended 31 December 2018

Reference and Administrative Information

Charity Name: Carlops Parish Church of Scotland
Charity Registration Number: SC 004340
Congregation Reference Number: 040255

Contact Address: Mrs Mary McElroy
Marfield View
Kitleyknowe, Carlops
Penicuik
EH26 9NJ

Trustees

The Trustees are the Members of Kirk Session. There is no Congregational Board.

Anderson, Mrs A
Buchan, Mrs A
Burke, Mrs J
Campbell, Prof D M (Session Clerk)
Campbell, Dr J P
Gold, Mrs G
Hunter, Mrs J
Jack, Mr Gary (Until February 2018)
Livingstone, Miss S
Marshall, Mr G
McElroy, Mrs M H (Treasurer)
McPherson, Rev S (Interim Minister from 1 July)
Woolverton, Mrs A
Young, Mr G

Independent Examiner

Macnab, Mrs J S, LLB, CA, CTA

Bankers

Bank of Scotland, 163a John Street, Penicuik EH26 8AT

Carlops Parish Church
Trustees' Annual Report: year ended 31 December 2018

Structure, Governance and Management

Governing Document

The Church operates under the terms of the Unitary Constitution of the Church of Scotland.

Recruitment and Appointment of Trustees

The trustees are the members of the Kirk Session, who are the elders of the church, chosen from those members of the church considered to have gifts and skills appropriate to the calling.

Organisational Structure

Carlops Parish Church is linked with Kirkurd and Newlands Church, and St Andrew's Church West Linton. The Kirk Session meets four times a year, is normally chaired by the Minister, and is responsible for the spiritual well-being of the Church and its members, pastoral policy and activity, financial management, and the care of heritable property. In addition, a General Kirk Session, consisting of the members of the Kirk Sessions of the three linked congregations, meets twice yearly to discuss matters of common concern.

Objectives and Activities

The Church of Scotland is Trinitarian in doctrine, Reformed in tradition and Presbyterian in polity. As a national church, it acknowledges a duty to bring the ordinances of religion to people in every parish of Scotland and to serve all members of each community, not merely those formally registered as members. It co-operates with other churches in various ecumenical bodies in Scotland and beyond.

Our over-arching objectives, expressed in our Development Plan 2016 (updated 2018), are ...

- to attract people into the life of the church, to services and other activities which benefit individuals and the community
- to serve the community and demonstrate that the church is an active, caring organisation which offers a warm welcome, practical, intellectual and spiritual support and a variety of activities in which all may participate

A service is held in Carlops Church every Sunday morning and afterwards, the congregation meets informally for coffee and conversation. Communion is celebrated on the first Sunday of each month, alternating between a morning and an evening service. On several occasions throughout the year, additional services are organised jointly with our partner churches in the linkage. Children of all ages are welcome to all services and events in Carlops Church.

Music features prominently in worship and in the social aspects of church life. The church building is used frequently by local music and other groups for rehearsal and performances.

Carlops is an Eco-Congregation, promoting practical action on environmental issues and organising activities which support our open door and outreach policies. A Fairtrade stall is provided one weekend per month.

Achievements and Performance

Carlops Church came through a potentially difficult 2018 in excellent heart and records several achievements with satisfaction and some pride. The key reasons for success are the Church's friendly, inclusive spirit and social cohesiveness, its focus on the responsibility of a parish church to provide pragmatic support to the whole community, and sound leadership.

Attendance at Sunday services increased, and the average age of the regular congregation fell, both by significant amounts. Approximate average attendance rose from 25 to 32; some 33% of these are younger adults and children.

The Church hosted over 110 events during 2018: services, concerts, meetings, recitals, talks, workshops. These attracted support across the community. In addition to those who attend services, Carlops Church has some eighty Monday to Saturday supporters, who choose not to attend services but play an essential role in the Church's other activities and projects.

Carlops congregation warmly embraced the proposal that the linkage enter interim ministry and was pleased to welcome Rev Stewart McPherson as interim minister in July 2018. Carlops applauds and is grateful for his service to church and community.

Five members of Carlops' congregation delivered services regularly, at Carlops Church and throughout the linkage. Their contribution is critical to securing regular worship and their ability to express core Christian values through their different backgrounds and experience is appreciated and welcomed by all. Three of these people supported our Presbytery's fledgling service delivery course by their attendance. The content and presentation of the course bode well to make a valuable contribution to worship development; some significant problems of course management became evident and are receiving attention.

Carlops Church gained a gold award from Eco-congregation Scotland in January 2018, the first church in Scotland to receive this highest level of award. The Church's Eco Group is congratulated on this achievement and on the environmental leadership it provides to the community.

Carlops patio-garden, a joint project with the adjacent Carlops Village Centre to re-landscape the ground between their buildings, was completed on budget on Good Friday 2018. As planned and expected, it offers a fine location for a range of church, community and family events, and is a striking improvement to Carlops' visual amenity. Carlops Church is grateful to those who led the project and to all in the community who helped fund it.

Financial Review

Principal sources of unrestricted income are: weekly offerings; monthly direct debits; tax recovered on Gift Aid, including GASDS; interest and dividends on investments; and cultural, social and fund-raising activities. Income to the Fabric Fund during 2018 was bank interest and investment income, plus the balance of funds raised for the Patio-Garden Project.

Income to the General Fund, excluding tax recovered on Gift Aid, maintained the level achieved in 2017. The distribution between open plate and standing order has shifted as new members all currently donate in the Open Plate.

The General Account shows a surplus £3,740 for 2018. A modest expenditure on fabric was for essential work only, while we plan to undertake internal redecoration of the church during 2019. The partnership community project for which the church acted as banker was completed in March 2018 on budget.

During 2018, £1,000 was transferred from the General Account to the Manse Fund.

Reserves Policy

The Trustees' objective is to maintain reserves of at least £30,000, designated for long-term care and maintenance of the fabric of our church building, our one-third share of expenses for upkeep of the linkage manse, and contingencies. At 31 December 2018, the Church held £27,126 in cash deposits, and investments with a market value of £54,938.

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. They 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 and the Regulations Anent Congregational Finance approved by the General Assembly of the Church of Scotland in 2007. The members of the Kirk Session 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:

D Murray Campbell
Session Clerk

6 February 2019

Independent Examiner's Report to the Trustees of Carlops Parish Church

I report on the accounts of the charity for the year ended 31 December 2017 which are set out on pages 7-11.

Respective responsibilities of trustees and examiner

The charity 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 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. 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 of the evidence that would be required in an audit and consequently I do not express an audit opinion on 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 9 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.

Signed: Jean Macnab

J S Macnab, LLB, CA, CTA

Address: 1 Medwyn Drive, West Linton, EH46 7HW

Date: 20 March 2019

Carlops Parish Church of Scotland

Receipts and Payments Account						
Year ended 31 December 2018						
		Gen Acc	Fabric Acc	Manse Acc	Total	Total
		Unrestricted	Designated	Designated	2018	2017
Receipts church						
	Open plate cash donations	4,472.59			4,472.59	3,772.97
	Gift-aided donations	13,554.09			13,554.09	13,846.60
	Gift Aid tax recovered	3,515.34			3,515.34	5,758.31
	Other cash donations	3,293.61			3,293.61	3,203.80
	Bank and deposit interest		50.27		50.27	90.23
	Investment income		2,034.80		2,034.80	1,523.45
	Locum allowance		379.13		379.13	
	Receipts (A)	24,835.63	2,464.20	0.00	27,299.83	28,195.36
Receipts other						
	Traidcraft sales income	1,535.60			1,535.60	1,430.05
	Funds raised for 3rd parties	1,759.54			1,759.54	2,425.25
	Patio-garden project funds	831.32	8,500.00		9,331.32	17,441.00
	Refunded payments					1,563.62
	Receipts (B)	4,126.46	8,500.00	-	12,626.46	22,859.92
	TOTAL RECEIPTS (A+B)	28,962.09	10,964.20	-	39,926.29	51,055.28
Payments church						
	Payments church activities (C)	21,234.77		2,943.00	24,177.77	31,967.60
Payments other						
	Traidcraft cost of stock	1,211.79			1,211.79	1,367.38
	Payments to 3rd parties	2,621.50			2,621.50	2,727.08
	Patio-garden Project	153.97	22,894.48		23,048.45	6,668.64
	Refundable payments					1,563.62
	Payments other (D)	3,987.26	22,894.48	-	26,881.74	12,326.72
	TOTAL PAYMENTS (C+D)	25,222.03	22,894.48	2,943.00	51,059.51	44,294.32
	SURPLUS/(DEFICIT) (A+B)-(C+D)	3,740.06	- 11,930.28	- 2,943.00	- 11,133.22	51,055.28

Receipts and Payments Account Year ended 31 December 2018

	Unrestricted Funds 2018	Unrestricted Funds 2017
Bank & Cash Balances		
Opening balances at 1 Jan	38,259.65	31,498.69
Surplus/Deficit in the year	<u>-11,133.22</u>	<u>6,760.96</u>
Balance at 31 December	<u>27,126.43</u>	<u>38,259.65</u>

Assets

Salvation Army	£346
Fairtrade stock value	£239
3rd party collections	£412

Liabilities

Electricity Nov/Dec	£500
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During the year the following sums were paid to third parties:

Eco-congregation Scotland	£100
Broomhill Day Centre	£100
DEC Indonesia	£100
Inspire Life	£117
Mary's Meals	£450
Matiti School Malawi	£583
McMillan	£287.50
Motor Neurone Disease	£148
Myeloma UK	£160
Red Cross Yemen	£152
Richmond's Hope	£150
Rock Field maintenance	£100
Shelter	£174
	£2,621.50

The accounts were approved by the Kirk Session on
For and on behalf of the Kirk Session

Signed: **D Murray Campbell** Date: **6 February 2019**
Session Clerk

Signed: **Mary McElroy** Date: **6 February 2019**
Treasurer

Carlops Parish Church of Scotland
Notes to the Accounts

1 Trustees Remunerations and Related Party Transactions

Minister’s Travel £76.80; Manse Council Tax and Insurance £364.38. Our linkage was served by a locum Minister January – June during which time the Manse was not occupied. An Interim Minister was appointed in July.

No other Trustee received any form of remuneration or payment for expenses.

2 Movements in Funds

	At 1 Jan 2018	Incoming Resources	Outgoing Resources	Transfers In(out)	At 31 Dec 2018
Unrestricted Funds					
General Fund	8,561.00	28,961.77	25,222.03	- 1,000.00	11,300.74
Designated Funds					
Fabric Fund*	6,125.55	2,464.20	0.00	- 2,280.30	6,309.45
Gen Trusts Dep Fund	9,510.24	-	0.00	-	9,510.24
Manse Fund	1,949.00		2,943.00	1,000.00	6.00
Patio-garden Project*	12,114.18	8,500.00	22,894.48	2,280.30	0.00
Total Funds	38,259.97	39,925.97	51,059.51	-	27,126.43

* Grants and funds raised in the community for this specific project to be completed during 2018.

Purpose of Unrestricted Funds

General Fund

To meet day to day expenses of Carlops Church and congregation

Purpose of Designated Funds

Fabric Fund

Money set aside for repair and maintenance of the fabric of the church.

Manse Fund

This is a fund held by St Andrew’s Church into which all three linkage churches contribute equally for upgrading the fabric of the Manse. It has no direct income but is funded by transfer from other Funds as required by the Kirk Session.

Carlops Parish Church of Scotland

Notes to the Accounts cont.

3	Analysis of payments	2018	2017
		£	£
	Charitable activities		
	Ministries & Mission allocation	10,199.00	10,200.00
	Presbytery dues	330.00	310.00
	Local staffing costs		
	Minister's travel expenses	76.80	172.80
	Minister's other expenses	25.51	169.62
	Pulpit supply	229.36	571.69
	Locum costs	1,908.32	853.97
	Building costs		
	Fabric works	1,286.16	1,555.75
	Electricity	2,292.94	1,833.99
	Insurance	965.30	960.70
	Manse costs		
	Council tax & insurance	364.58	808.83
	Share of repairs & maintenance	1,023.44	541.72
	Other local costs		
	Supplies domestic/cleaning	397.58	267.67
	Outreach activities & supplies	1,421.03	904.12
	Other expenses	714.75	792.01
	Total charitable activities	<u>21,234.77</u>	<u>19,942.87</u>
	Other payments		
	3rd Party payments	2,621.50	2,727.08
	Traidcraft purchase supplies	1,211.79	1,367.38
	Payments for patio-garden project	153.97	787.82
	Overpayments refundable		1,563.62
	Total payments	<u>25,222.03</u>	<u>26,388.77</u>
	Governance costs		
	Independent examiner's fee	0	0

Carlops Parish Church of Scotland
Notes to the Accounts (cont)

4 Analysis of Net Assets between Funds							
				General	Fabric*	Manse	Total
				£	£	£	£
Current & Savings Accounts				11,300.74	15,819.69	6.00	27,126.43
Investment (cost) Growth Fund				4,000.30			36,112.80
Investment (cost) Income Fund				13,232.26			14,782.56
Investment (cost) Bequest Fund				2,004.34			4,042.48
Investments (market value at 31 Dec)							54,937.84
<i>Movement in investments during 2018</i>							
There was no movement in investment funds during 2018							

All Church of Scotland congregations contribute to the National Stipend Fund which bears the costs of all minister' 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 the year under review the stipend for a minister with five years' service or more was £33,234.

Carlops Parish Church					
Appendices to the Accounts 2018					
General Account			Fabric		
Balance 1 Jan 18	8,561		General Trustees Deposit Account		
Receipts	28,962				
Payments	25,222		Balance at 1 Jan	9,510	
Transfers	1,000		Transfer in	-	
Balance 31 Dec 18	11,301		Transfer out	-	
			Balance at 31 Dec	9,510	
Fabric					
HBOS Account			Reserves	Cash	Investments
			At 31 Dec 2016	25,000	41,856
Balance 1 Jan 18	6,126		At 31 Dec 2017	20,000	57,014
Receipts	2,464		At 31 Dec 2018	27,126	54,938
Payments	-				
Transfer out	2,280				
Balance 31 Dec 17	6,310				
Patio-Garden Project			Manse Account		
Balance at 1 Jan 18	12,114		Balance 1 Jan 18	1,949	
Receipts grants	8,500		Transfer in	1,000	
Payments	22,894		Payments	2,943	
Transfer from Gen Acc	2,280		Balance 31 Dec 18	6	
Balance 31 Dec 17	-				
Traidcraft					
Balance 1 Jan 18	416				
Receipts	1,536				
Payments	1,212				
Balance 31 Dec 18	740				
Stock value at 31 Dec 18	239				