

Carlops Parish Church of Scotland

**Trustees Annual Report
Year ended 31 December 2019**

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

Carlops Parish Church
Trustees' Annual Report: year ended 31 December 2019

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 Members of the 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
Livingstone, Miss S
Marshall, Mr G
McElroy, Mrs M H (Treasurer)
McPherson, Rev S (Interim Minister)
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 2019

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

2019 marked the tenth anniversary of the 2008-09 refurbishment, which delivered the church we enjoy today. We celebrated with two special services and a party! Rev Stewart McPherson led one of the services; the second was written and delivered by three young people of Carlops' congregation: Andy and Laura Armstrong, and Julie Gamble. The party was an afternoon reception in the church, at which we welcomed friends from the parish and further afield, to thank them for the contribution that Carlops community made to the refurbishment project.

Early 2019 saw a series of open meetings designed to carry forward the aims of the present interim ministry. People from all three linkage churches participated in focussed discussions to clarify issues and problems, and to propose ways of addressing them. These discussions were followed by three short-term, single topic working groups (communication, mission, worship) which produced more focussed ideas for consideration.

The key outcomes of these activities have been: to improve formal and informal communication and understanding between the three congregations; and to generate an effective healing process by exploring and clarifying the upset caused by our previous minister's departure. More people from Carlops now know more people from St Andrew's and Kirkurd & Newlands; the equivalent applies in the other churches. It is clear, for example from the way the Kirk Sessions and the General Kirk Session have discussed and managed some recent business (see next paragraph), that this greater interpersonal understanding and familiarity will have a lasting beneficial effect. We owe a debt of gratitude to the Rev Stewart McPherson for his caring insightfulness, facilitation skills and energy.

Consideration of the Church of Scotland's *Radical plan* is nearing decision point in presbyteries and congregations throughout Scotland. Carlops and our linkage partners have discussed and are generally content with its proposal that our linkage should continue in existence and be further linked with the parishes of Upper Tweeddale. Informal, amicable and helpful discussions are taking place between representatives of each church in the envisaged larger linkage.

Carlops Church again hosted over 100 events during the year: services, concerts, lunches, meetings, recitals, talks, workshops. These attracted support across the community and raised over £3,000 for various charities, as well as supplementing the Church's own funds.

It is pleasing to record that the increase in attendance at Sunday services noted last year has been maintained. Average Sunday morning attendance is around 32 people; some 33% of these are younger adults and children.

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 2020 was bank interest and investment income, plus a DCMS refund of VAT incurred on essential drainage work.

Income to the General Fund, excluding tax recovered on Gift Aid, maintained the level achieved in 2018. 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 £1,307 for 2019. The Fabric Account shows a deficit of £6,661 for the year due to redecoration of the church, in accordance with our rolling 10 year plan agreed after refurbishment in 2009.

During 2019, £1,000 was transferred from the General Account to the Manse Fund and £5,000 to the Fabric Fund.

Reserves Policy

The Trustees' objective is to maintain reserves sufficient to cover in cash – operating expenses for one year (£30,000), plus investments 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 for contingencies. At 31 December 2019 the church held £21,772 in cash deposits, and investments with a market value of £60,632.

A reserves policy is necessary 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

D Murray Campbell
Session Clerk

16 February 2020

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 2019 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: 5/3/20

Receipts and Payments Account								
Year ended 31 December 2019								
				Gen Acc	Fabric Acc	Manse Acc	Total	Total
				Unrestricted	Designated	Designated	2019	2018
Receipts church								
Open plate cash donations				4,437.27			4,437.27	4,472.59
Gift-aided donations				14,070.78			14,070.78	13,554.09
Gift Aid tax recovered				4,708.38			4,708.38	3,515.34
Other cash donations				2,381.46	300.00		2,681.46	3,293.61
Bank and deposit interest					78.23		78.23	50.27
Investment income					2,034.80		2,034.80	2,034.80
DCMS Scheme					1,396.83		1,396.83	
Miscellaneous							0.00	379.13
Receipts (A)				25,597.89	3,809.86	0.00	29,407.75	27,299.83
Receipts other								
Traidcraft sales income				1,240.85			1,240.85	1,535.60
Funds raised for 3rd parties				3,206.10			3,206.10	1,759.54
Tickets for church lunch				1,000.00			1,000.00	
Patio-garden								9,331.32
Receipts (B)				5,446.95	-	-	5,446.95	12,626.46
TOTAL RECEIPTS (A+B)				31,044.84	3,809.86	-	34,854.70	39,926.29
Payments church								
Payments church activities (C)				23,197.06	10,471.32		33,668.38	24,177.77
Other Payments/Transfers								
Traidcraft cost of stock				1,221.36			1,221.36	1,211.79
Payments to 3rd parties				4,239.64			4,239.64	2,621.50
Invoice for church lunch				1,010.00			1,010.00	
Pto-garden								23,048.45
Refund wrong receipt				70.00			70.00	
Payments other (D)				6,541.00	-	-	6,541.00	26,881.74
TOTAL PAYMENTS (C+D)				29,738.06	10,471.32	-	40,209.38	51,059.51
SURPLUS/(DEFICIT) (A+B)-(C+D)				1,306.78	- 6,661.46	-	- 5,354.68	- 11,133.22

Carlops Parish Church of Scotland

Receipts and Payments Account Year ended 31 December 2019

	Unrestricted Funds 2019	Unrestricted Funds 2018
Bank & Cash Balances		
Opening balances at 1 Jan	27,126.43	38,259.65
Surplus/Deficit in the year	<u>-5,354.68</u>	<u>-11,133.22</u>
Balance at 31 December	<u>21,771.75</u>	<u>27,126.43</u>

Assets

Gift Aid (Jul-Dec 2019)	£2,000
Fairtrade stock value	£239

Liabilities

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

Subscribed specifically:

Mary's Meals	£486.50	
Malawi Midwife Training	£1,055	
McMillan	£263.20	
RNLI	£65.40	
Scottish Charity Air Ambulance	£587.60	
Scottish Autism	£116.40	
Social Bite	£262	
Big Sleep Out	£260	£3,096.10

Donations from miscellaneous accumulated collections

Broomhill Day Centre	£100	
Eco-congregation Scotland	£100	
Malawi Midwife training	£350	
Mary's Meals	£97.50	
Salvation Army (liability from 2018)	£346.04	
Zomba Disaster Fund Malawi	£200	£1,143.54

Total 3rd party payments **£4,239.64**

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

Signed: *Mary McElroy* Date: 16 February 2020

Signed: *D Murray Campbell* Date: 16 February 2020

Carlops Parish Church of Scotland
Notes to the Accounts

1 Trustees Remunerations and Related Party Transactions

Minister's Travel £471; Manse Council Tax and Insurance £1,191.

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

2 Movements in Funds

	At 1 Jan 2019	Incoming Resources	Outgoing Resources	Transfers In(out)	At 31 Dec 2019
Unrestricted Funds					
General Fund	11,300.74	31,044.84	29,738.06	- 6,000.00	6,607.52
Designated Funds					
Fabric Fund	6,309.45	3,809.86	10,471.32	5,000.00	4,647.99
Gen Trusts Dep Fund	9,510.24	-	0.00	-	9,510.24
Manse Fund	6.00			1,000.00	1,006.00
Total Funds	27,126.43	34,854.70	40,209.38	-	21,771.75
					21,771.75

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	2019	2018
		£	
	Charitable activities		
	Ministries & Mission allocation	13,309.00	10,199.00
	Presbytery dues	340.00	330.00
	Local staffing costs		
	Minister's travel expenses	471.23	76.80
	Minister's other expenses	122.35	25.51
	Pulpit supply	171.37	229.36
	Locum costs	0.00	1,908.32
	Building costs		
	Fabric works	934.07	1,286.16
	Electricity	1,853.66	2,292.94
	Insurance	978.28	965.30
	Manse costs		
	Council tax & insurance	1,191.22	364.58
	Share of repairs & maintenance	886.26	1,023.44
	Other local costs		
	Supplies domestic/cleaning	257.76	397.58
	Outreach activities & supplies	1,381.36	1,421.03
	Other expenses	1,419.33	714.75
	(Less £118.83 refund 4Q invoice)	-118.83	
	Total charitable activities	<u>23,197.06</u>	<u>21,234.77</u>
	Other payments		
	3rd Party payments	4,239.64	2,621.50
	Traidcraft purchase supplies	1,221.36	1,211.79
	Payments for patio-garden project	0.00	153.97
	Correct bank anomaly	70.00	
	Transfer to hotel for church lunch	1,010.00	
	Transfer to Manse Acc	1,000.00	
	Transfer to Fabric Fund	5,000.00	
	Total payments	<u>12,541.00</u>	<u>3,987.26</u>
	Governance costs		
	Independent examiner's fee	0.00	0
		35,738.06	25,222.03
	Fabric Account payments		
	Redecorating inside of church as per 10 year rollining plan:		
	Painter - two coats all internal surfaces	8,686.73	
	Electrician - remove ceiling mounted heaters		
	clean and remount suspended	1,784.59	
	Total	<u>10,471.32</u>	

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

4 Analysis of Net Assets between Funds							
				General	Fabric*	Manse	Total
				£	£	£	£
Current & Savings Accounts				6,607.52	14,158.23	1,006.00	21,771.75
Investment (cost) Growth Fund				4,000.30			40,957.20
Investment (cost) Income Fund				13,232.26			15,450.00
Investment (cost) Bequest Fund				2,004.34			4,225.00
Investments (market value at 31 Dec)							60,632.20
<i>Movement in investments during 2019</i>							
There was no movement in investment funds during 2019							

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 £33,899.

