

**The Church of Scotland**  
**North Knapdale Parish Church**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**Congregation No: 191257**

**Charity No: SC 001002**

**1 January 16 – 31 December 16**



## Reference and Administrative Information

Charity Name: North Knapdale Parish Church of Scotland  
Charity Registration Number: SC001002  
Congregation Reference No: 191257  
Contact Address: 3 Braeface  
Tayvallich  
Lochgilphead  
PA31 8PN

**Trustees: Elders:** Alan Cameron  
Val Cameron  
Norna Kelly  
David Logue  
Louise Logue  
Elizabeth MacDonald  
Ealasaid Mackay  
Catherine Paterson

**Trustees: Congregational Board Members:** Russell Anderson up to 17<sup>th</sup> August 2016  
Eileen Black up to 17<sup>th</sup> August 2016  
Marjorie Drysdale up to 17<sup>th</sup> August 2016  
Chrystine Livingstone up to 17<sup>th</sup> August 2016  
John MacDonald up to 17<sup>th</sup> August 2016  
Heather Anderson up to 17<sup>th</sup> August 2016

### Principal Office-bearers

Minister: Rev. Cliff Acklam  
Session Clerk: Alan Cameron

Chairman of the Board: Rev. Cliff Acklam up to 17<sup>th</sup> August 2016

Clerk to the Board: Heather Anderson up to 17<sup>th</sup> August 2016  
Church Treasurer: Louise Logue

### Independent Examiner

Morag Rea  
Tallentire  
Tayvallich  
Lochgilphead  
PA31 8PN

### Bankers

Clydesdale Bank  
Poltalloch Street  
Lochgilphead  
PA31 8LL

# **Trustees' Annual Report**

## **Year ended 31 December 2016**

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

#### **Governing Document**

The Church is administered in accordance with the terms of the Deed of Constitution. The Deed of Constitution was of the Quoad Sacra form until 17<sup>th</sup> August 2016. From 17<sup>th</sup> August 2016, by Delegation of the General Assembly, the Deed of Constitution (Unitary Form) applies.

#### **Recruitment and Appointment of Trustees**

Until 17<sup>th</sup> August 2016, members of the Kirk Session and the Congregational Board were charity trustees. From 17<sup>th</sup> August 2016, members of the Kirk Session are the charity trustees. Membership of Kirk Session is constituted of the elders and minister.

Elders can be appointed in three ways. These are

- 1) nomination and direct election by members of the congregation;
- 2) a system of signed lists, in which members of the congregation submit a signed list of names. The names having the greatest number of votes are elected;
- 3) nomination and appointment by the Kirk Session

#### **Organisational Structure**

The Kirk Session has oversight of the whole life and service of the Church within its Parish; responsibility for the spiritual and temporal oversight of the Congregation's affairs. The Kirk Session also delegates certain areas of its work to committees and may also appoint members and non members of the congregation to serve on such committees. Committees operate within the remit granted to them by Kirk Session.

#### **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 in Scotland through a territorial ministry. It co-operates with other Churches in various ecumenical bodies in Scotland and beyond.

#### **Achievements and Performance**

**Sunday worship** – In our parish of North Knapdale we rotate our Sunday worship between the churches within the three communities which serve the wider area of North Knapdale; Tayvallich, Inverlussa and Bellanoch.

Being aware of the changing pattern of worship, we are forging strong links with the community through our Cafe Connect initiative; meeting every Saturday in Achnamara Village Hall. We also run Messy Church in this Parish and in association with our linked parish. Messy church continues to be popular and well supported. Both of these activities are excellent forms of outreach to the wider community.

**Christmas Cards.** We organise a Christmas card design competition in partnership with the Primary School in our parish. The best design is printed and then delivered to every home in the parish. The cards contain details of all our Advent and Christmas events. The outreach helps to maintain a vital link with many in our community who are not church members, but appreciate a caring message from the church and the opportunity for worship at this special time of year.

**Members of our congregation** are actively involved in a wide variety of community groups and societies.

## **Financial Review**

The principal source of income is weekly offerings (86%). The annual income has decreased by 14% over last year, 3% as a result of deferring the small gift aid claim. Expenditure has increased by 8% this year. This does not include maintenance costs which were funded from the consolidated fabric funds.

## **Reserves Policy**

It is the Trustees' policy to hold reserves of approximately nine months expenditure including designated funds. At the year end the Church held unrestricted cash funds of £38431. This represents approximately nine months' expenditure.

## **Statement of Trustees' Responsibilities**

The members of the Kirk Session / Congregational Board 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 / Congregational Board 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. 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,

**Alan Cameron**  
**Session Clerk**

Signature .....

Date    **22 February 2017**

# **Independent Examiner's Report to the Trustees of North Knapdale Parish Church of Scotland**

I report on the accounts of the charity for the year ended 31 December 2016 which are set out on pages 5 to 9.

## **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 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**

An 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 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 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.

Name            Morag Rea            Signature

Address:        Tallentire            Date  
                  Tavyallich  
                  Lochgilphead  
                  PA31 8PR

**North Knapdale Parish Church  
Receipts and Payments Account  
Year ended 31 December 2016**

		Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total 2016 £	Total 2015 £
<b>Receipts</b>	<b>Note</b>				
Donations	<b>3</b>	22107	1252	23359	27282
Activities for Generating Funds		2085		2085	2277
Bank & Deposit interest		312		312	198
Investment income					
		<u>24504</u>	<u>1252</u>	<u>25756</u>	<u>29757</u>
Receipts from General Trustees		13248		13248	0
Other Receipts		196		196	645
		<u>37948</u>	<u>1252</u>	<u>39200</u>	<u>30402</u>
<b>Payments</b>	<b>4</b>				
Costs of generating funds		40		40	30
Charitable activities		41498	723	42221	24823
Messy Church					992
Other Payments		192		192	187
		<u>41730</u>	<u>723</u>	<u>42453</u>	<u>26032</u>
<b>Excess of Receipts over Payments for the year before transfers</b>		<u>-3782</u>	<u>528</u>	<u>-3253</u>	<u>4370</u>
Transfers					
<b>Excess of Receipts over Payments for the year</b>		<u>-3782</u>	<u>528</u>	<u>-3253</u>	<u>4370</u>

**North Knapdale Parish Church  
Statement of Balances  
At 31 December 2016**

	Unrestricted Funds 2016 Note      £	Restricted Funds 2016 £	Total 2016 £	Total 2015 £
<b>Bank &amp; Deposit Balances</b>				
Bank & Deposit Balances brought forward	42172.20	4705	46877	42507
<b>Movement in year:</b>				
Excess of Receipts over Payments for the year	-3781.55	528	-3253	4370
Bank & Deposit Balances carried forward	<u>38390.65</u>	<u>5233</u>	<u>43624</u>	<u>46877</u>

The accounts were approved by the Kirk Session on 22 February 2017

For and on behalf of the Kirk Session and Financial Board

\_\_\_\_\_ **Session Clerk**

\_\_\_\_\_ **Treasurer**

**North Knapdale Parish Church**  
**Notes to the Accounts**  
**At 31 December 2016**

**1. Trustee Remuneration and Related Party Transactions**

During the year 3 (three) trustees received reimbursement of expenses incurred totalling £1,064.48. In addition David Logue, member of the Kirk Session received £70 for pulpit supply and Catherine Paterson member of the Kirk Session received £225 as supply organist.

**2. Movements in Funds**

	At 1 Jan 2016 £	Receipts £	Payments £	At 31 Dec 2016 £
<b>Unrestricted funds</b>				
General Fund	42172	37948	41730	38391
	<u>42172</u>	<u>37948</u>	<u>41730</u>	<u>38391</u>
<b>Restricted funds</b>				
Messy Church	0	752	723	28
Inverlussa Church	2424	500	0	2924
Ladies Work Party	2281	0	0	2281
	<u>4705</u>	<u>1252</u>	<u>723</u>	<u>5233</u>
<b>Total funds</b>	<u>46877</u>	<u>39200</u>	<u>42453</u>	<u>43624</u>

**Purposes of Restricted Funds**

Messy Church – this is money given for the Messy Church outreach.

Inverlussa Church is donations towards maintenance.

Ladies Work Party was given by the ladies of the church to be used at their discretion.

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total 2016 £	Total 2015 £
Gift Aid Donations	12893	860	13753	16933
Tax Recovered on Gift Aid Donations	3688		3688	4396
Ordinary Offerings (Open Plate)	4331		4331	3939
Other Offerings, Donations etc	1195	392	1587	2013
	<u>22107</u>	<u>1252</u>	<u>23359</u>	<u>27282</u>

**3. Analysis of Donations**

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total 2016 £	Total 2015 £
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#### 4. Analysis of Payments

##### Charitable activities

Ministries & Mission allocation	14990		14990	14748
Presbytery dues	844		844	572
Minister's expenses	712		712	1368
Pulpit supply	381		381	414
Other staffing costs	317		317	16
Fabric repairs & maintenance	16961		16961	2584
Shared manse costs	1153		1153	1062
Heat and light	2063		2063	1669
Insurance	2421		2421	1015
Printing, stationery and postage	276		276	241
Advertising	581		581	407
Messy Church	0	723	723	992
Other expenses	799		799	728
	<u>41498</u>	<u>723</u>	<u>42221</u>	<u>36378</u>

##### Other payments

Cost of generating funds	40		40	30
Life and Work	192		192	187
	<u>232</u>		<u>232</u>	<u>217</u>

#### 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 the year under review the minimum stipend was £26,380 and the maximum stipend (in the fifth and subsequent years) £32,419.

	2016 £	2015 £
<b>6. Collections for Third Parties</b>		
CHAS	145.70	160.00
Mary's Meals		93.40
Achnamara Hall	267.08	238.00
Poppy Scotland	100.86	128.20
Christian Aid	1440.00	310.00
EMRACE the Middle East	405.00	
Mid Argyll churches Malawi Twinning Group	400.00	135.00
	<u>2758.64</u>	<u>1064.6</u>

Christian Aid and MACMTG collections were deposited directly into their bank accounts

**North Knapdale Parish Church  
At 31 December 2016**

**APPENDIX**

**FUNDS HELD ON BEHALF OF THE CONGREGATION  
BY THE CHURCH OF SCOTLAND GENERAL TRUSTEES**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b><u>CAPITAL ACCOUNT</u></b>		
Credit Balances held at 31 December at cost	<u>33077</u>	<u>33077</u>
Market Value of Balances at 31 December	<u>44720</u>	<u>40792</u>
<b><u>REVENUE ACCOUNT</u></b>		
Credit Balance at 31 December	<u>2990</u>	<u>3615</u>
<b><u>TEMPORARY ACCOUNT</u></b>		
Credit Balance at 31 December	<u>0</u>	<u>241562</u>
<b><u>DEPOSIT ACCOUNT</u></b>		
Credit Balance at 31 December	<u>232474</u>	<u>0</u>

## Budget 2017

	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	<b>2017</b>	<b>2016</b>	<b>2016</b>
<b>Income</b>			
Standing orders	8160	8420	8000
Envelopes	5000	5333	8000
Tax Recovered on Gift Aid Donations	3290	3688	4500
Ordinary Offerings (Open Plate)	4000	4331	4000
Tax Recovered on Open Plate (SGDS)	1800	0	900
Other Offerings, Donations etc	500	1587	500
From Edinburgh	14500	13248	2500
Income from Life and Work	224	196	176
Sales	60	178	200
Interest	0	76	0
Fundraising events	2000	1898	3000
	<u>39534</u>	<u>38955</u>	<u>31776</u>
<b>Expenses</b>			
Ministries & Mission allocation	15015	14990	14990
Presbytery dues	850	844	572
Minister's expenses	1500	712	1400
Pulpit supply	400	381	500
Other staffing costs	50	317	40
Fabric repairs & maintenance	5500	16961	2500
Shared manse costs	1100	1153	2000
Church Electricity	2000	2063	2800
Insurance	2400	2421	2500
Life and Work Costs	218	192	171
Sundries	800	839	600
Advertising & printing etc	900	857	1150
Outreach	1500	723	1000
Training	2000	0	0
	<u>34233</u>	<u>42453</u>	<u>30223</u>
Surplus	<u>5301</u>	<u>-3498</u>	<u>1553</u>

