# The Church of Scotland

# **St Andrews, Hope Park Parish Church**

Accounts

for the

year to 31 December, 2007

**Congregation No: 261576** 

Scottish Charity No: SC 014934



## Trustees' Annual Report Year ended 31 December 2007

The Trustees present the annual report and accounts for Hope Park Parish Church for the year ended 31 December 2007.

## **Reference and Administrative Information**

Charity Name:	St Andrews, Hope Park (Church of Scotland)
Charity Registration Number:	SC014934
Congregation Reference No:	261576
Contact Address:	St Mary's Place St Andrews Fife KY16 9UY

#### Trustees

Jim Alexander, Marianne Baird, Jim Bennett, Heather Bews, Sheila Black, Joy Broom, Bev Brown, Iain Brown, Ena Buttercase, Johan Christie, Robin Clark, Rhona Crabb, Ian Cumming, Mark Dennis, Ian Dochard, Elaine Dowie, Isabel Dowie, David Duncan, Tom Duncan, Lennox Dunley, Margaret Dunley, Flora Falls, Marjory Farmer, Jack Ferguson, Stewart Fleming, J Ewing Forrester, Paul Gibbins, Jean Graham, Muriel Gray, Bill Gray, J Derek Gray, Ronald Hamilton, Pearl Harrison, David Harvey, Susan Hill, Dorothy Howie, John Howie, Tom Hudson, Alison Keracher, Bill Kinnis, Liam Law, Elizabeth Leslie, Katherine Matheson, Dorothy McCabe, Grace Morris, Ken Morris, Kenneth Morrison, Ann Murdoch, David Murdoch, Richard Nye, Lesley Orr, Nigel Orr, Pamela Reith, Patrick Rentoul, Anne Risk, Stan Room, Audrey Salters, Robin Salters, Zandra Scott, Bob Shaw, Brian Shields, Barbara Sibbett, Wilson Sibbett, C Donald Sinclair, Graham Sinclair, Frank Smith, Frank Sproson, Elinor Stanley-White, Joan Stewart, Anne Sutherland, Bill Sutherland, Linda Swankie, Margaret Thomson, Fiona Wells, Alan Wilson, Elaine Wilson.

#### **Principal Office-bearers**

Minister:	Rev. A David K Arnott
Session Clerk:	Ken Morris
Church Treasurer:	Les Wells

#### **Independent Examiner**

A E McCallum, B.L., C.A. Southfield Bleachfield of Blebo Cupar Fife KY15 5TX

#### Bankers

Bank of Scotland 1 Queens Gardens St Andrews Fife KY16 9TD

## Trustees' Annual Report Year ended 31 December 2007

## Structure, Governance and Management

#### **Governing Document**

The Church is administered in accordance with the terms of the Deed of Constitution (Unitary Form).

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

Members of the Kirk Session are the charity trustees. The Kirk Session members are the elders of the church and are chosen from those members of the church who are considered to have the appropriate gifts and skills. The minister, who is a member of the Kirk Session, is elected by the congregation and inducted by Presbytery.

#### **Organisational Structure**

Under the Unitary Constitution, the Kirk Session is responsible for all matters spiritual and temporal within the church. The Kirk Session meets three times per year and at other times as required.

Day to day management is carried out by the office bearers and a Management Team, composed of the Minister, Session Clerk and 10 elected elders, with the Church Treasurer and Fabric Convener in attendance.

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

Services of Worship are held on Sundays at 10.00 am.

Members of the Sunday School and Young Church attend the early part of the services and then depart to follow their own activities. Secondary School age pupils also attend youth activities at other times during the week.

The church hosts a large number of its own organisations which cater for all ages, and also welcomes outside clubs and University Groups.

During 2007, the Management Team continued with the implementation of the plans in the *Hope in the Park* Report of September 2005.

Discussions were held with representatives of Martyrs Church with a view to a union between the two Churches. At present this proposal is unresolved, but it is hoped that a conclusion will be reached in 2008. A Feasibility Study reviewing the church and hall facilities came to the view that improvements required to be made, encompassing remodelling church and hall buildings to better meet the needs of the 21<sup>st</sup> century. The Architects drawings are presently being discussed in the context of an overall development plan for the Church, and fully costed and timetabled plans will be presented to the congregation in 2008.

#### **Achievements and Performance**

During the year under review, Church Groups have organised a bi-weekly café which attracts members, nonmembers and visitors to St Andrews and has become a firmly established part of the church's activities. Other activities have included concerts, golf and putting competitions, a Burns Supper and coffee mornings.

Improvements to the garden area around the church have involved Madras College pupils in stocking and installing flower planters at strategic points.

The linking with the congregation of Strathkinness Parish Church continued and joint activities and events were successfully held.

## Trustees' Annual Report (cont) Year ended 31 December 2007

## **Financial Review**

The church receives its general funding, (including Gift Aid donations), from its members and visitors to our Sunday services through open plate offerings, freewill offering scheme, by standing order and cheque. Offerings for special outside purposes such as natural disasters and famine relief were organised and passed on to the relative receiving organisations.

#### **Results for the Year**

Income from all sources increased by  $\pounds 8,135$  (5.07%). However, overall expenditure increased by  $\pounds 17,579$  (11.64%). Overall membership decreased from 695 at the end of 2006 to 686 at the end of 2007. This decrease would have been more marked had we not welcomed a number of new members towards the end of the year. It would therefore appear that, despite the decrease in numbers, our membership has been more generous in their contributions in 2007.

The number of Gift Aid contributions remains at about the same level as 2006 and below that which we are trying to achieve.

#### **Reserves Policy**

The Trustees' policy does not seek to build up reserves for their own sake, but maintains a practical level of monies in the Fabric Fund, held against the possibility of a major repair being required at short notice to heating boiler, roof, woodwork or other part of the church, manse or hall buildings. The fund of £79,337 is likely to be greatly reduced in 2008 as a contribution towards the outcome of the Feasibility Study referred to earlier in this Report. The congregation maintains a steady flow of income which is deemed sufficient to meet normal expenditure as it arises.

## **Statement of Trustees' Responsibilities**

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;

• state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and

• prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,

#### Ken Morris

#### Session Clerk/Trustee

Date	•	• •	••	•	••	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	••	•		
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## Hope Park Parish Church SC 014934 Independent Examiner's Report to the Trustees of Hope Park Parish Church

I report on the accounts of the charity for the year ended 31 December 2007 which are set out on pages 5 to 15.

#### 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) (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. 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 I noted that the church building is not included as an asset in the accounts on the basis that a realistic and meaningful valuation is not available. No other 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: A E McCallum

Chartered Accountant : Institute of Chartered Accountants of Scotland

Address: Southfield Bleachfield of Blebo Cupar Fife KY15 5TX

Date:

## <u>Statement of Financial</u> <u>Activities</u>

Year ended 31 December 2007	Note	Unrestricted Funds 2007	Restricted Funds 2007	Endowment Funds 2007	Total 2007	Total 2006
<u>Incoming Resources</u> Incoming resources from generated funds						
Voluntary income	1	129,241	-	-	129,241	127,820
Activities for generating funds Investment income	2 3	2,283 5,018	-	565	2,283 5,583	2,059 5,270
Incoming resources from charitable activities	4	31,681	-	-	31,681	25,504
Other incoming resources		-	-	-	-	-
<b>Total Incoming Resources</b>		168,223		565	168,788	160,653
<u>Resources Expended</u> Costs of generating funds	5	554	_	_	554	500
Charitable activities Governance costs		167,753	-	383	168,136	150,611
Total Resources Expended		168,307		383	168,690	151,111
Net incoming/outgoing resources before transfers		(84)	-	182	98	9,542
Transfers between funds		182		(182)		
Net incoming/outgoing resources before other recognised gains and losses		98	-	-	98	9,542
Gain on revaluation of investments		35		223	258	1,255
Net movement in funds		133	-	223	356	10,797
Total funds brought forward		139,841	-	13,325	153,166	142,369
Total funds carried forward		139,974	<u> </u>	13,548	153,522	153,166

## **Balance Sheet**

#### At 31 December 2007

		200	07	200	6
	<u>Note</u>				
Fixed Assets					
Tangible Fixed assets	8	451,791		450,944	
Investments	9	15,498	467,289	15,240	466,184
Current Assets					
Debtors	10	22,860		25,004	
Bank and cash		120,136		119,858	
		142,996		144,862	
Creditors					
Falling due within one year	11	6,763		7,880	
Net Current Assets			136,233		136,982
Net Assets		-	603,522	-	603,166
Unrestricted Funds	13				
General funds		-		-	
Designated funds		139,974		139,841	
Property account		450,000	589,974	450,000	589,841
Restricted Funds	13		-		-
Endowment Funds	13		13,548		13,325
Total Funds		-	603,522	-	603,166

The accounts were approved by the Kirk Session on 25 March 2008. For and on behalf of the Kirk Session.

Ken Morris Bill Sutherland Session Clerk/Trustee

Trustee

## Hope Park Parish Church, St Andrews

#### Accounting Policies

The principal accounting policies, which have been applied consistently in the current and preceding year in dealing with items which are considered material to the accounts, are set out below.

The charity has adopted the requirements of the Statement of Recommended Practice: Accounting and Reporting by Charities (issued February 2005) for the first time. Accordingly, the accounts of the charity, previously prepared on a receipts and payments basis, have been restated.

#### **Basis of preparation**

The accounts have been prepared in accordance with applicable accounting standards and under the historical cost convention, modified to reflect the inclusion of investments at market value, and in accordance with the Charities and Trustee Investment (Scotland) Act 2005, The Charities Accounts (Scotland) Regulations 2006, the Regulations anent Congregational Finance approved by the General Assembly of the Church of Scotland in 2007 and the Statement of Recommended Practice: Accounting and Reporting by Charities (2005).

#### Funds

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

**Restricted Funds** are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity. Hope Park does not have any restricted funds.

**Endowment Funds** are funds which have been given on the condition that the original capital sum is not reduced, but the income therefrom is used for the purpose defined in accordance with the objects of the charity.

**Unrestricted Funds** are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

#### **Incoming resources**

All donations and gifts are included within incoming resources according to the terms under which the donation is made and when the amount can be quantified with reasonable certainty.

#### Church income and expenditure

Income and expenditure is treated on a full accruals basis.

#### **Tangible fixed assets**

The Church and Halls are owned by Hope Park Church and are not included in the Balance as no valuation is available. The Manse is included at its current value and will be revalued on a regular basis. Expenditure incurred on the repair and maintenance of these assets is charged as resources expended in the statement of financial activities in the period in which the liability arises. Normal fabric repairs and maintenance are charged against Resources Expended; extraordinary repairs and improvements are met from the Fabric Fund.

All tangible fixed assets costing in excess of £500 having a value to the charity greater than one year are capitalised. Depreciation is provided, where applicable, on a straight-line basis to write off the cost or initial value, less residual value, of tangible fixed assets over their estimated useful lives:

Buildings	See Note 8
Fixtures, fittings and office equipment	5 years
Computer equipment	3 years

#### Investments

Fixed asset investments are stated at market value at the balance sheet date. Unrealised gains and losses represent the difference between the market value at the beginning and end of the financial year or, if purchased in the year, the difference between cost and market value at the end of the year. Realised gains and losses represent the difference between the proceeds on disposal and the market value at the start of the year or cost if purchased in the year.

#### Taxation

Hope Park Parish Church is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. The charity is not registered for VAT and resources expended therefore include irrecoverable input VAT.

		Unrestricted	Restricted	Endowment		
		Funds	Funds	Funds	Total	
		2007	2007	2007	2007	2006
1	Voluntary income					
	Offerings	101,525	-	-	101,525	99,970
	Tax recovered on Gift Aid	21,752	-	-	21,752	21,990
	Legacies Contributions from	-	-	-	-	1,500
	Congregational Organisations Endowment income	2,362	-	-	2,362	1,778
	Other	726	-	-	726	1,351
	Donations	2,876	-	-	2,876	1,231
		129,241	-	-	129,241	127,820
2	Activities for Generating Funds	1 202			1 292	1 00 4
	Use of Premises	1,382 901	-	-	1,382 901	1,084 975
	Other	901	-	-	901	975
		2,283	-		2,283	2,059
-						
3	Investment income	510			510	275
	Deposit interest	519	-	-	519	375
	Dividends received	3,810	-	565	4,375	4,043
	Bank and other interest	689	-	-	689	852
		5,018	-	565	5,583	5,270
4	Incoming Resources from Charitable Activities					
	T Mobile Mast	8,000	-	-	8,000	8,000
	Coffee mornings etc	2,908	-	-	2,908	2,294
	Concerts, etc	1,493	-	-	1,493	853
	Café income	18,280	-	-	18,280	12,857
	Contribution from the Linked Charge of Strathkinness	1,000	-	-	1,000	1,500
		31,681		-	31,681	25,504

# **Note:** Hope Park has a linked charge with Strathkinness Church and the latter makes a contribution to various costs of Hope Park.

	Unrestricted	Restricted		
	Funds	Funds	Total	
	2007	2007	2007	2006
Analysis of Resources Expended				
Costs of Generating Funds				
Investment Manager's Fees	-	-	-	
Offering Envelopes, etc	554		554	50
	554		554	50
Charitable Activities				
Ministries & Mission Allocation	79,444	-	79,444	81,35
Minister's Expenses	3,659	-	3,659	3,942
Ministerial Assistance	3,014	-	3,014	48
Pulpit Supply	463	-	463	41
Other Salary Costs	21,977	-	21,977	19,95
Fabric Repairs & Maintenance	10,127	-	10,127	7,13
Council Tax	2,618	-	2,618	2,38
Other Buildings Costs	20,202	-	20,202	14,11
Church Office Expenses	7,067	-	7,067	6,94
Organ & Music	549	-	549	64
Sunday School	1,585	-	1,585	50
Donations	6,163	-	6,163	4,57
Food for Café	7,026	-	7,026	4,36
Expenses of Fund Raising Activities	1,366	-	1,366	
Depreciation	602	-	602	23
Other expenses	1,891	-	1,891	3,55
	167,753	-	167,753	150,61
Governance Costs				
Independent Examiner's Fee				
Total	168,307		168,307	151,11

Support costs have not been separately identified as the trustees consider there is only one charitable activity. Therefore support costs relate wholly to that activity and have not been separately identified.

Note: Ministries and Mission – See note 6.

		2007	2006
		£	£
6	Staff costs and numbers Salaries and wages Social security costs	21,977	19,956 -
	Total	21,977	19,956

The average number of employees during the year, calculated on the basis of a head count, was as follows:

	2007	2006
	Number	Number
Ministerial support	1	1
Administration	1	1
Music staff	1	1
Premises maintenance	3	3
Café	1	-
	7	6

#### **Ministries and Mission**

The Minister is not an employee of Hope Park Church and is paid through the National Stipend Fund. All Church of Scotland congregations contribute to this 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  $\pounds 21,466$  and the maximum stipend (in the tenth and subsequent years)  $\pounds 28,500$ .

However, the Minister did receive a Voluntary Additional Payment from Hope Park which is included in the remuneration per note 7.

#### 7 Trustee Remuneration and Related Party Transactions

During the year 2 (two) trustees received remuneration totalling £6,325.

John Howie – Church Organist and Elder	2,340
David Arnott – Minister	<u>3,985</u>
	£6,325

David Arnott also received reimbursement of expenses incurred of £3,659.

No trustee or a person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

#### 8 Tangible Fixed Assets

	Buildings	Fixtures, Fittings and Office Equipment	Computer Equipment	Total
Cost				
At 1 January 2007	450,000	1,180	-	451,180
Additions	-	881	568	1,449
Disposals				-
At 31 December 2007	450,000	2,061	568	452,629
Accumulated Depreciation				
At 1 January 2007	-	236	-	236
Charge for year	-	413	189	602
Eliminated on Disposals				-
At 31 December 2007		649	189	838
Net Book Value				
At 31 December 2007	450,000	1,412	379	451,791
At 31 December 2006	450,000	944		450,944

**Note** (a) Manse – The Manse is currently valued at £450,000 and will continue to be valued on a regular basis.

(b) Church and Halls. These are owned by Hope Park Church and do not appear in the Balance Sheet as a valuation is not available.

#### 9 Investments

	2007	2006
	£	£
Market value at 31 December 2006	15,240	13,985
Unrealised gain on investments	258	1,255
Market value at 31 December 2007	15,498	15,240
Investments at cost	3,601	3,601
Church of Scotland Investments Trust The following investments are held:	15,498	15,240

#### 10 **Debtors/Prepayments**

	2007	2006
	£	£
Gift Aid Tax recovery, including interest supplement	21,533	21,731
Church Offerings	-	1,154
Scottish Gas	-	500
Prepayments	1,327	1,619
	22,860	25,004

#### 11 Creditors

	2007	2006
	£	£
T Mobile Mast Rental received in advance	5,334	5,334
Gas and Electricity	1,346	2,421
Other	83	125
	6,763	7,880

#### Analysis of Net Assets Among Funds 12

	General	Designated	Restricted	Endowment	Total
	£	£	£	£	£
Fixed Assets	-	451,791	-	-	451,791
Investments	-	2,100	-	13,398	15,498
Current Assets	-	142,846	-	150	142,996
Current Liabilities	-	(6,763)	-	-	(6,763)
Net assets at 31 Dec 2007	-	589,974	-	13,548	603,522

#### 13 Movements in Funds

	At 1 January 2007	Incoming Resources	Outgoing Resources	Transfers	At 31 Dec 2007
	£	£	£	£	£
<b>Endowment funds</b>					
Cantley	4,130	245	-	175	4,200
Cochrane	150	7	-	7	150
Ireland	5,906	350	250	-	6,006
Brown	3,139	186	133	-	3,192
	13,325	788	383	182	13,548

#### **Restricted funds**

There are none.

Unrestricted	funds
Chicoulicicu	lanas

Total funds	153,166	169,046	168,690	<u> </u>	153,522
	139,841	168,258	168,307	(182)	139,974
Open Doors	-	1,494	1,300	-	128
Open Doors		1,494	1,366	_	128
Encounter	118	393	485	_	26
Social Club	575	511	382	-	704
Pins and Needles	3,876	104	-	-	3,980
Café	6,916	18,386	19,893	-	5,409
Guild	2,206	3,358	3,117	-	2,447
Development	14,225	10,324	7,436	-	17,113
Students	3,079	121	-	-	3,200
McKenzie	443	17	-	-	460
Grubb	413	820	1,085	(7)	155
Smith	1,514	16	176	-	1,354
Kirk Session	2,433	127	-	-	2,560
Office Equipment	85	1	-	-	86
Reserve (Car)	2,110	25	-	(2,000)	4,135
Reserve	3,814	94	-	2,035	1,873
Fabric	79,966	4,043	4,847	(175)	79,337
Designated Funds:					
General Fund	18,068	128,424	129,520	(35)	17,007

#### **Purposes of Endowment Funds**

Cantley Bequest: Income is to support the Fabric Fund. Mrs J S Cochrane Bequest: Income is to support the Sunday School. Mrs Ireland's Bequest: Income is to support the Minister's Stipend. J K Brown Bequest: Income is to support the Minister's Stipend.

## **Purposes of Restricted Funds**

There are none.

## **Purposes of Designated Funds**

Fabric Fund: This is to be used to meet extraordinary repairs and improvements to church property.

Reserve Fund: This is used to support other funds. It meets any deficit in the Unrestricted Funds or alternatively receives any credit from these Funds.

Reserve Fund (Car): This is used to support the Minister in the purchase of his car.

Office Equipment Fund: This is used to purchase office equipment when required.

Kirk Session Account: This can be used at the discretion of the Trustees.

Mrs Margaret Smith Bequest: This acts as a Flower Fund.

Charles Crubb Bequest: This is used to support the Sunday School.

James McKenzie Memorial Trust: This can be used at the discretion of the Trustees.

Student Services Account: This is used to encourage student participation in the Church.

Development Fund: This was established in 2005, after the installation of a T Mobile mast in the Church Tower. The rent received is £8,000 per annum. It can be used to support new initiatives to re-invigorate the level of the activity of the Church.

The Guild: This holds the funds of the Church Guild.

Roundabout Café: This was an initiative that started in 2005. The café is open from 10.00 am to 4.00 pm on two days of the week. The balance of funds are held in this account.

Pins and Needles: This is a craft group and the balance of its funds are held in this account.

Social Club: This meets once a week for indoor bowls and fellowship and this account holds the balance of its funds.

Encounter Group: This is a social group for women in the congregation that meets monthly that has a small balance of funds.

Open Doors: This is one of the new initiatives started in 2006 whose objective is to make Hope Park a vibrant place. Various social activities are organised and a small balance of funds is held.

14	Collections for Third Parties	2007	2006
		£	£
	Christian Aid	744	1,231
	Scottish Churches Housing Action	65	-
	Vine Trust	799	-
	Leonard Cheshire Homes	1,833	-
	Erskine	1,833	-
	Link Overseas Exchange	1,233	-
	Alzheimer Scotland	-	1,247
	Tabeetha School	-	1,247
	Kingdom 2000		1,246
		6,507	4,971