

**The Church of Scotland**  
**TROON OLD PARISH CHURCH**

**Trustees Report and Financial Statements**  
**For the year ended 31<sup>st</sup> December 2011**

**The Stated Annual General Meeting of the Congregation will be held on  
Sunday 25<sup>th</sup> March 2012 at 11:45 in the Church Hall**

**ALL MEMBERS OF THE CONGREGATION ARE ENCOURAGED TO ATTEND**

**Congregational Number 100598**

**Charity Number SC007246**

## Troon Old Parish Church

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The Trustees present the annual report and accounts for the Troon Old Parish Church for the year ended 31<sup>st</sup> December 2011.

### Reference and Administrative Information

Charity Name:	Troon Old Parish Church
Charity Registration Number	SC007246
Congregation Reference Number	100598
Contact Address	The Church Office, Ayr Street, Troon KA10 6EB

### TRUSTEES

The trustees who served at any time during the year and up to the date of signing of the accounts are as follows:

### KIRK SESSION

Revd A H Symington (Minister)

Mr Bill Allan	Mr Andy Fell	Mr Ben Maxwell
Mrs Joy Allan	Miss Aileen Fraser	Mr Alex Miller
Mrs Morar Blair	Mrs Aileen Galloway	Mrs Jean Morman
Mrs Elizabeth Bone	Mrs Moira Gemmell	Mrs Julie Neal
Mr David Bone	Mr Bob Gemmell	Mrs Jean Parker
Mrs Margaret Bonnes	Mr Andy Hamilton	Mr Jack Philip
Mr Tom Bonnes	Mrs Marion Hamilton	Mrs Sandra Pirie
Mrs Mhari Boyd	Revd Sam Harris	Mr David Reid
Mr Bob Brown	Miss Dorothy Hinderwell	Mr Tom Robb
Mrs Eleanor Butchart	Mr Colin Irvine	Mr Harry Russell
Mr Hugh Calderwood	Mr Brian Johnston	Mr Robin Samson
Mr John Caldwell	Mrs Jean Lawson	Mrs Anne Shelley
Mrs Ann Caldwell	Mrs Elizabeth McAughtrie	Mrs Moira Simpson
Dr Martin Cheyne	Mr Billy McCall	Mrs Isobel Smith
Miss Carol Clark	Mr Douglas McCreath	Mr Graham Sweet
Mr David Clark	Mrs Anne McCulloch	Mrs Sheila Sweet
Mr Alec Cowan	Dr Laura MacDonald	Mrs Eileen Symington
Mr Alistair Crabb	Mr Robin McEwan	Mrs Sheila Thomson
Mr Brian Duncan	Mrs Lesley MacInnes	Dr Tommy Whitelaw
Mrs Joan Duncan	Mrs Nan McKinnell	Mr Murray Wilson
Mr Adrian Eddolls	Mr Bill McMichael	
Mr Jim Edgar	Miss Elizabeth Magee	

### PRINCIPAL OFFICE BEARERS

Minister:	Revd A H Symington, M.A., B.D
Session Clerk:	Andrew L Fell
Church Treasurer:	Moira Gemmell

### INDEPENDENT EXAMINER

Mr David Gordon C.A, 30 Fullarton Drive, Troon KA10 6LE

### BANKERS:

Royal Bank of Scotland PLC, Ayr Street, Troon KA10 6EE

### Structure Government and Management - Governing Document:

The Church and Parish Quoad Sacra of Troon Old was administered in accordance with the Deed of Constitution dated 20<sup>th</sup> September, 1933 until 6<sup>th</sup> September, 2010.

As of the 6<sup>th</sup> September, 2010 the Church and Parish Quoad Omnia of Troon Old was administered in accordance with the Deed of Constitution as agreed by the General Assembly of the Church of Scotland. This being a unitary constitution.

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

Members of the Kirk Session are the charity trustees. The Kirk Session members are 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**

The Kirk Session is chaired by the Minister and meets four times in the year. Certain responsibilities were delegated to the Finance committee and the Fabric committee as appropriate. The Kirk Session which meets four times a year is now responsible for spiritual affairs within the church as well as those previously captured by the Congregational board.

### **Objective 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.

Activities include Service of Worship, Youth Fellowship, Sunday School, including Creche and mother & toddler group. Communion services are held three times per year plus two family communions.

### **Achievements and Performance:**

During the year we had 5 new admissions by certificate and none by resolution of the Kirk Session. There were 4 transfers out by certificate of transfer and 30 of our members died in 2011. Our membership at 31<sup>st</sup> December 2011 was 994.

Weddings this year were 16 in total, christenings 11 and funerals 103.

The Sunday Schools, Toddler Group, Creche and Youth Fellowship continue to thrive and meet regularly. The attendance for the senior Sunday school and Youth Fellowship in particular are very healthy and show positive signs for the future.

Many fundraising events were held throughout the year particularly the Saturday Café, car boot sales, Sunday coffee, Burns Supper and St Andrews Ceilidh.

### **Financial Review**

The financial review for the year shows a surplus of £226 from an overall total income (£167,331) which has decreased by 5% (£8162) compared to 2010. This is primarily due to the reduction in gift aid (£5,567) through the percentage recoverable from HMRC and a reduction in unrestricted offerings (£8,620) of 8.2%.

There has been a 10% increase in revenue from hall letting (£1,324) and around 6.75% (£1,005) increase in revenue from charitable activities.

Expenditure shows an increase of around (£5,999) 3.75% on the previous year but includes the cost for roof repairs which a grant was obtained for (approx £9,000). Removing this expenditure and looking at the overall expenditure under item 5 then expenditure was about the same for 2010 even with an increase in staff costs (£1,981) of 9.6% and an

increase of other building cost capturing heating and lighting (£2,021) of 9.5%. The increase in staff costs being accrued due to increased use of premises by Schools Out and reflected in the increased charges for use of church premises to Schools Out.

Overall given the loss of gift aid due to HMRC changes, the drop in voluntary offerings and the increase in expenditure balanced with grants and reduced expenditure in certain areas the accounts show Troon Old not to be in deficit but maintaining its net assets to the value of £87,317 for 2011 compared to £86,905 for 2010.

The general increases for expenditure are in the following areas:

	Total	Total	Diff	Diff
	2011	2010	£	%
Other Salary Costs	22572	20591	1981	8.8%
Fabric Repairs & Maintenance	24150	17305	6845	39.5%
Other Building Costs	23329	21308	2021	8.7%

This is balanced in part by the reductions in the following expenditures:

	Total	Total	Diff	Diff
	2011	2010	£	%
Church Office Expenses	1147	2194	1047	-47.7%
Education	767	1630	863	-52.9%
Other Expenses	6842	8877	2035	-22.9%

The restricted funds at the date of the accounts are as follows:

	Total	Total	Diff	Diff
	2011	2010	£	%
Youth Ministry Fund	7080	7131	51	-0.7%
Fabric Fund	8220	7306	914	12.5%
Graves Fund	2000	2000	0	0.0%

## Reserves Policy

The trustees policy is to work towards a position where the costs of fabric expenditure can be provided for through giving to restricted funds set up for the purpose to relieve the mainstream giving of the need to provide for this item. The Trustees are of the belief that the church does not have a finite life and will go on from generation to generation. Consequently the reserve policy is to create a large reserve from any surplus on General Account or if any windfall receipts are received then these or part of these can be used to augment the last reserve

## 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 these financial statements the trustees are required to:-

- select suitable accounting policies and then apply them consistently
- make judgements 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 Trustees 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

Andrew L Fell  
Session Clerk

2012

## **Independent Examiner's Report to the Trustees of Troon Old Parish Church**

I report on the accounts of the charity for the year ended 31<sup>st</sup> December 2011, which are set out on pages 7 – 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 requirements of Regulation 10(1)(a) to (c) of the Accounts Regulation 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 these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanation 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 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.

Mr David Gordon C.A  
30 Fullarton Drive,  
Troon KA10 6LE

/2012



**TROON OLD PARISH CHURCH**  
Balance Sheet as at 31st December 2011

		Note	<u>2011</u>		<u>2010</u>	
			£	£	£	£
<b>Fixed Assets</b>						
Investments	8			11459		11273
<b>Current Assets</b>						
Debtors and Prepayments	9		11177		11510	
Bank and Cash			67061		66617	
			78238		78127	
<b>Creditors</b>						
Falling due within one year	10		2380		2495	
				75858		75632
<b>Net Assets</b>				87317		86905
Unrestricted Funds	11			66545		67811
Restricted Funds	11			17300		16437
Endowment Funds	11			3472		2657
				87317		86905

The accounts were approved by the Kirk Session on Monday 27<sup>th</sup> February, 2012

For and on behalf of the Kirk Session.

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Andrew L Fell, Session Clerk

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Moira M Gemmell, Treasurer



## **Accounting Principles**

The principle 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).

## **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, and 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.

Endowment funds are funds which have been given on the condition that the original capital sum is not reduced, but the income there from 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 under either unrestricted or restricted funds according to the terms under which the donation is made and when the amount can be quantified with reasonable certainty. Donations and gifts in kind are brought into the accounts at their market value to the charity.

## **Resources Expended**

Expenditure is recognised on an accruals basis as the liability is incurred.

## **Tangible fixed assets**

The charity has the right to occupy and to use for its charitable objects certain tangible fixed assets, including the Church, halls and manse, vested in the Church of Scotland General Trustees. No consideration is payable for the use of these assets. 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.

All tangible fixed assets costing in excess of £2,000 having a value to the charity greater than one year, other than those acquired for specific purposes, are capitalised. Depreciation is provided on a reducing balance basis to write off the cost of the initial value, less residual value, of tangible fixed assets over their estimated useful lives:

Fixed fittings and office equipment – 5 years

Motor vehicles – 4 years

## **Investments**

Fixed assets 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 the 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**

Troon Old 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 resource expended therefore include irrecoverable input VAT.

## Notes forming part of the financial activities for the year ended 31st December 2011

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2011 £	Total 2010 £
<b>1 Voluntary Income</b>					
Offerings	96571	7076	-	103647	115725
Tax recovered on Gift Aid	19304	1903	-	21207	26774
Grant/Legacies	-	9288	-	9288	4212
Endowment Income	12	-	135	147	147
Donations	2167	-	-	2167	-
Other	-	-	-	-	74
	<u>118054</u>	<u>18267</u>	<u>135</u>	<u>136456</u>	<u>146932</u>
<b>2 Activities for generating funds</b>					
Use of Premises	14471	0	0	14471	13147
	<u>14471</u>	<u>0</u>	<u>0</u>	<u>14471</u>	<u>13147</u>
<b>3 Investment income</b>					
Deposit Interest	58	-	-	58	83
Dividends Received	375	-	-	375	375
Bank Interest	43	-	-	43	33
	<u>476</u>	<u>0</u>	<u>0</u>	<u>476</u>	<u>491</u>
<b>4 Incoming Resources from Charitable Activities</b>					
Coffee Mornings	7963	-	-	7963	7536
Weddings	545	-	-	545	1585
Boot Sales	2139	-	-	2139	1580
Line Dancing	-	870	-	870	585
Woman's Guild	-	750	-	750	-
Slimming Club	-	-	-	-	500
Christmas Card Delivery	651	-	-	651	700
Concert & Ceilidh	1255	-	-	1255	-
Other	1755	-	-	1755	2437
	<u>14308</u>	<u>1620</u>	<u>0</u>	<u>15928</u>	<u>14923</u>

## Notes forming part of the financial activities for the year ended 31st December 2011

	Unrestricted Funds £	Restricted Funds £	Total 2011 £	Total 2010 £
<b>5 Analysis of Resources Expended</b>				
<b>Costs of generating funds</b>				
Offering Envelopes	475		475	526
<b>Charitable Activities</b>				
Ministries and Mission Allocation	77571	-	77571	77301
Presbytery Dues	1150	-	1150	1283
	78721	-	78721	78584
Minister's Expenses	6549	-	6549	6811
Pulpit Supply	274	-	274	315
Other Salary Costs	22572	-	22572	20591
Fabric Repairs & Maintenance	5960	18190	24150	17305
Council Tax	2212	-	2212	2837
Other Building Costs	23329	-	23329	21308
Church Office Expenses	1147	-	1147	2194
Education	767	-	767	1630
Organ & Music	67	-	67	179
Other Expenses	6008	834	6842	8877
	147606	19024	166630	160631

The trustees consider there is only one charitable activity and accordingly support costs relate to this and as such do not require to be separately identified.

	2011 £	2010 £
<b>6 Staff Costs &amp; Numbers</b>		
Salaries & Wages	22517	20389
Social Security Costs	55	202
	22572	20591

## Troon Old Parish Church

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

	2011	2010
	Number	Number
Administration	0	0
Music Staff	2	2
Maintenance	4	4
	6	6

All Church of Scotland congregations contribute to the National Stipend Fund which bears the cost of all minister's stipends and employers 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 £23,139 and the maximum stipend (in the tenth and subsequent years) £30,045.

### 7 Trustees Remuneration and Related Party Transactions

Expenses reimbursed to the Minister were as follows

	2011	2010
	£	£
Mileage	5281	5327
Computer / IT	371	685
Telephone	897	799
	6549	6811
 Council Tax re Manse	 2212	 2837

### 8 Investments

Market Value at 31 December 2010

Unrealised gain/(loss) on investments

Market Value at 31 December 2011

Investments at Cost

	11273	10745
	186	528
	11459	11273
	2978	2978

The following investments are held

2270 Units Growth Fund - Church of Scotland Investors Trust

£490 3½% War Stock - Douie Bequest

£350 3½% War Stock - Not specified

£1700 3½% War Stock - Welsh Bequest

£1658 3½% War Stock - McNair Bequest

## Troon Old Parish Church

		2011	2010
9	<b>Debtors</b>	£	£
	Gift Aid Tax refund due	5025	6141
	Hire of Halls	2763	2815
	Other	3389	2554
		<u>11177</u>	<u>11510</u>

10	<b>Creditors</b>		
	Accruals	<u>2380</u>	<u>2495</u>

11 **Analysis of Net Assets among Funds**

	Unrestricted	Restricted	Endowment	Total
	£	£	£	£
Investments	7987	-	3472	11459
Current Assets	60938	17300	-	78238
Current Liabilities	(2380)	-	-	(2380)
Net Assets at 31 December 2011	<u>66545</u>	<u>17300</u>	<u>3472</u>	<u>87317</u>

12 **Movement in Funds**

	At 1 January 2011	Incoming Resources	Outgoing Resources	Transfers & gains(losses) on revaluation	At 31 December 2011
	£	£	£	£	£
<b>Endowment Funds</b>					
Douie Bequest	339	17		87	443
Welsh Bequest	1173	60		300	1533
McNair Bequest	1145	58		293	1496
	<u>2657</u>	<u>135</u>	<u>0</u>	<u>680</u>	<u>3472</u>
<b>Restricted Funds</b>					
Youth Ministry Fund	7131	783	834	-	7080
Fabric Fund	7306	19104	18190		8220
Graves Fund	2000				2000
	<u>16437</u>	<u>19887</u>	<u>19024</u>	<u>-</u>	<u>17300</u>
<b>Unrestricted Fund</b>					
General Fund	<u>67811</u>	<u>147309</u>	<u>148081</u>	<u>(494)</u>	<u>66545</u>
<b>TOTAL FUNDS</b>	<u>86905</u>	<u>167331</u>	<u>167105</u>	<u>186</u>	<u>87317</u>

## Troon Old Parish Church

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### **Purposes of Endowment Funds**

Income from the bequests shown is to be used to provide flowers for display during services of worship.

### **Purposes of Restricted Funds**

**Youth Ministry Fund:** This is a fund to provide primarily for the activities of the Youth Organisations within the church.

**Fabric Fund:** This fund has been set up as a direct appeal to the congregation and is used for major repairs and capital expenditure on the church property.

**Graves Fund:** This fund has been set up to provide maintenance of certain graves in Troon and Crosbie Cemeteries.

### 13 Collections for Third Parties

	2011	2010
	£	£
Scottish Fiddle Orchestra	2448	-
SSAFA	179	242
Scottish Bible Society	186	204
Build Africa	374	252
Jessica	400	-
Traidcraft	239	-
Combat Stress	692	-
Christian Aid	239	-
Haiti Appeal	-	424
Seamens Mission	-	50
Mary's Meals	654	-
Anthony Nolan Fund	389	-
Maybole Church Project	389	-
Garden Leave	389	-
	6578	1172