

CAMBUSBARRON COMMUNITY DEVELOPMENT TRUST

A Scottish Incorporated Charitable Organisation (SCIO)

Annual Report & Financial Statements

For the year ended

31 March 2017



Cambusbarron
COMMUNITY DEVELOPMENT TRUST

OSCR
Scottish Charity Regulator
www.oscr.org.uk

Registered SCIO
SC041449

ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The trustees are pleased to present their report and financial statements together with the independent examiner's report for the year ended 31 March 2017.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	Cambusbarron Community Development Trust
Charity No (SCIO)	SC041449
Principal Address and Registered Office	C/O Richard Norman, 58 Gillies Hill, Cambusbarron, Stirling. FK7 9PQ
Website	www.ccdt.org.uk
Current Trustees	

Arline Brisbane	Resigned 12/10/2016
Ann Finlayson	
Michael Graham	
Marion MacAllister	
Richard W Norman	
Lyndsay Sutton	Resigned 12/10/2016
Robert Trevis Smith	

Treasurer	Richard Norman
Bankers	Coop Bank PO Box 250, Delf House, Skelmersdale. WN8 6WT
Independent Examiner	Steven Cornwallis 67 Bobbin Wynd, Cambusbarron, Stirling, FK7 9LZ

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

Cambusbarron Community Development Trust was a company limited by guarantee which was incorporated on 8th July 2010 and is governed by its Articles of Association. The charity converted to a Scottish Charitable Incorporated Organisation (SCIO) on the 19th May 2017. The company had originally achieved charitable status on 16th July 2010.

Appointment of Trustees

The Board of the charity consists of up to a maximum of twelve Trustees of which four may be co-opted.

Trustees are appointed by election by the membership at the annual general meeting. All of the trustees, must retire (and submit themselves for re-election if they wish) each year.

Organisational Structure

The structure of the association consists of:

- (a) the MEMBERS - who have the right to attend the annual general meeting (and any special general meeting) and have important powers under the constitution; in particular, the members elect people to serve on the Board of Trustees and take decisions in relation to changes to the governing document itself.
- (b) the TRUSTEES - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the association; in particular, the Board of Trustees is responsible for monitoring the financial position of the association.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2017

Risk Assessment

The trustees regularly review the risks to which the Association is exposed. They do not consider that there are any substantial risks beyond the liabilities disclosed in the financial statements. The Association has no employees and no office premises.

OBJECTS & ACTIVITIES

Cambusbarron Community Development Trust has been formed to benefit the community of Cambusbarron by improving:

- The environment including the preservation of buildings or architectural, historical and other importance within the Community;
- To advance the education of the Community about its environment including: culture, heritage and history;
- To provide facilities for the recreation and other leisure time activity;
- To advance community development.

ACHIEVEMENTS & PERFORMANCE

This year again our activities have continued with our focus on progress towards ownership and management of the Gillies Hill. We continue to hold the peppercorn lease of 66Ha of land which forms part of the Gillies Hill woodland from Drygrange Estate Company Ltd. This is a 2-year lease which runs from 28th March 2015 until the 1st April 2017. Unless we re-negotiate the lease, or the owner serves us notice to quit this lease will continue by the principal of tacit re-location. We continue the process of applying for funding and have developed a business plan prior to an application for significant funds towards the purchase of the land. Funding from the Big Lottery Fund and the Scottish Land Fund has enabled us to get an accurate valuation of the land and employ consultants to assist with the preparation of a business plan. We have also obtained funds to help us publicise the work of the trust from Foundation Scotland. With access to funding from the 'Tesco bags of help – Groundwork UK' fund we have developed an area of our leased land as a resource for the school and local community and this is known as the outdoor classroom.

FINANCIAL REVIEW

Overview

The Cambusbarron Community Development Trust continues to operate on the basis of applying for funds from local grant providing bodies and spending this money on local projects. We still have the longer term aim of purchasing the land at Gillies Hill for community use.

Reserves Policy

Reserves at the period end were £49 (2015:£472). The trustees believe that additional funds need to be generated in order to continue meaningful operation. We will however not require to renew our insurance in 2018 as our lease of Gillies Hill will cease. As we have now de-registered as a Company we only require to produce receipts and payments accounts and this reduces the governance costs associated with engaging an accountant for audit. We must however make efforts to carry out activities to raise unrestricted funds for future years.

TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2017

APPROVAL

This report was approved by the trustees on 19 June 2017 and signed on their behalf by:

Richard Norman
Treasurer

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2017

Independent Examiner's Report to the Trustees of Cambusbarron Community Development Trust

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

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 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 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 2006 Regulations. 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 connection with my examination, no matter came 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 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave 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.

Steven Cornwallis

67 Bobbin Wynd

Cambusbarron

Stirling

FK7 9LZ

31 December 2017

STATEMENT OF RECEIPTS & PAYMENTS

FOR THE YEAR ENDED 31 MARCH 2017

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2017	Total 2016
Receipts						
Donations		£ 65.55	£ -		£ 65.55	£ 12,839.30
Legacies		£ -	£ -		£ -	
Grants		£ -	£ 13,132.00		£ 13,132.00	
Income from property		£ -	£ -		£ -	
Fund Raising		£ 55.00	£ -		£ 55.00	
Trading Income		£ -	£ -		£ -	
Investment Income		£ -	£ -		£ -	
Other Charitable Activities		£ -	£ 5.99		£ 5.99	
		£ 120.55	£ 13,137.99	£ -	£ 13,258.54	£ 12,839.30
Sale of Fixed Assets		£ -	£ -		£ -	
Sale of Investments		£ -	£ -		£ -	
		£ 120.55	£ 13,137.99	£ -	£ 13,258.54	£ 12,839.30
Payments						
Fund Raising Costs		£ 40.00	£ 28.85		£ 68.85	
Charitable Activities		£ 279.41	£ 23,033.85		£ 23,313.26	£ 2,035.03
Governance Costs		£ 256.45	£ -		£ 256.45	
Other		£ -	£ -		£ -	
		£ 575.86	£ 23,062.70	£ -	£ 23,638.56	£ 2,035.03
Purchase of Fixed Assets		£ -	£ -		£ -	
Purchase of Investments		£ -	£ -		£ -	
		£ 575.86	£ 23,062.70	£ -	£ 23,638.56	£ 2,035.03
Net movement in funds		-£ 455.31	-£ 9,924.71	£ -	-£ 10,380.02	£ 10,804.27
Transfers between funds		£ 121.63	-£ 121.63	£ -	£ -	£ -
Surplus/(Deficit) for year		-£ 333.68	-£ 10,046.34	£ -	-£ 10,380.02	£ 10,804.27

The Notes on pages 9 to 11 form an integral part of these accounts.

STATEMENT OF BALANCES

AS AT 31 MARCH 2017

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2017	Total 2016
Funds Reconciliation						
Balance as at 01 April 2016		£ 383.13	£ 13,117.75	£ -	£ 13,500.88	£ 2,784.79
Surplus/(Deficit) for year		£ 333.68	£ 10,046.34	£ -	£ 10,380.02	£ 10,716.09
Balance as at 31 March 2017		£ 49.45	£ 3,071.41	£ -	£ 3,120.86	£ 13,500.88
Bank & Cash Balances						
Cash at Bank		£ 49.45	£ 3,071.41	£ -	£ 3,120.86	£ 2,571.00
Cash in Hand		£ -	£ -	£ -	£ -	£ -
		£ 49.45	£ 3,071.41	£ -	£ 3,120.86	£ 2,571.00
Investments						
		£ -	£ -	£ -	£ -	£ -
		£ -	£ -	£ -	£ -	£ -
		£ -	£ -	£ -	£ -	£ -
Other Assets						
		£ -	£ -	£ -	£ -	£ -
		£ -	£ -	£ -	£ -	£ -
		£ -	£ -	£ -	£ -	£ -
Liabilities						
		£ -	£ -	£ -	£ -	£ -
		£ -	£ -	£ -	£ -	£ -
		£ -	£ -	£ -	£ -	£ -
Contingent Liabilities						
		£ -	£ -	£ -	£ -	£ -
		£ -	£ -	£ -	£ -	£ -
		£ -	£ -	£ -	£ -	£ -

The Notes on pages 9 to 11 form an integral part of these accounts.

These accounts were approved by the trustees on 19 June 2017 and signed on their behalf by:

Richard Norman

Treasurer

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

1. Basis of Preparation

These accounts have been prepared on the receipts & payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

There have been no changes to the basis of preparation or to the previous year's accounts.

2. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Designated funds are unrestricted funds that the trustees have set aside for particular purposes. The designation is administrative only and does not restrict the trustees' ability to apply the funds.
- (c) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (d) Endowment funds (permanent) are those where the capital cannot be spent but the income arising from the funds will be either restricted or unrestricted, depending on the terms of the endowment.
- (e) Endowment funds (expendable) are endowment funds where the trustees have the power to convert the capital into income, but are not required to do so.
- (f) The purposes of the funds are shown in Note 9.

3. Taxation

- (a) The charity is not liable to income tax or capital gains tax on its charitable activities.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.

4. Transactions with trustees and related parties

- (a) No remuneration was paid to trustees or any persons connected with them during the year (2016: £Nil).
- (b) No expenses were reimbursed to the trustees during the year (2016: £Nil).
- (c) Travelling expenses totalling £Nil (2016: £Nil) were reimbursed to no trustees (2016: no trustees).
- (d) The charity's insurance policy includes trustee indemnity insurance cover for all of its trustees.

5. Analysis of Receipts

Details	Payee	Fund	Income
PayPal verification	CCDT	CCDT	£ 0.01
Gala raffle fundraising	R Norman	CCDT	£ 30.40
Grant funding	Groundwork UK	TGS01	£ 9,000.00
Donation (Cheque)		CCDT	£ 5.00
Community Pride Fund Grant	Stirling Council	CPF04	£ 1,132.00
Donation (Cheque)		CCDT	£ 25.00
Donation (Cheque)		CCDT	£ 25.00
Fund raising (£20 from Wreaths)	R Norman	CCDT	£ 24.60
Web and email fees (refund)	1&1	FS01	£ 5.99
Groundwork UK final grant installment	Groundwork UK	TGS01	£ 3,000.00
Donation	Teresa Milazzo	CCDT	£ 10.54

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

6. Analysis of Payments

Details	Payee	Fund	Expenditure
TCV membership	TCV	CCDT	£ 38.00
Leaflet printing (Minuteman Press)	AF	FS01	£ 200.00
Room hire 13-4-16 (1984)	CCC	CCDT	£ 24.88
Council lottery licence	Stirling Council	CCDT	£ 40.00
Room hire 8/6/16 (2016)	CCC	CCDT	£ 24.88
Valuation of Gillies Hill land by VOA	Valuation Office Agency	BLF01	£ 1,232.39
Room hire 10&31/8/16 (2054)	CCC	BLF01	£ 50.76
Leaflet printing (Minuteman Press)	Minuteman Press	FS01	£ 200.00
Breakfast for meeting with BLF advisers	MM	BLF01	£ 28.85
Room hire 15/09/16 (2075)	CCC	CCDT	£ 15.23
Room hire (2096)	CCC	CCDT	£ 25.38
Room hire (2096)	CCC	BLF01	£ 40.60
Asset tracking labels	RN (Pat Labels online)	CPF04	£ 27.48
Tools from Screwfix	RN (Screwfix)	CPF04	£ 565.48
CWA membership	CWA	BLF01	£ 30.00
Gardening gloves	RN (B&Q)	CPF04	£ 12.00
Postage on Annual accounts	R Norman	CCDT	£ 6.45
Logo Development cost	The Write People	FS01	£ 384.00
Annual accounts audit (2015-16)	SVE	CCDT	£ 250.00
Signs for Gillies Hill (theSignBuilder)	R Norman	CPF01	£ 246.12
Pruning saw from Wicks	R Norman	CPF04	£ 4.99
Tools for working on hill	R Norman	CPF04	£ 67.73
Web and email fees	1&1	FS01	£ 10.78
Room Hire 5/1/17	CCC	BLF01	£ 40.60
Meta post fixings	R Norman	FS01	£ 12.00
Posts and fence-fix	R Norman	FS01	£ 118.96
Work towards outdoor classroom	Total Landscapes	TGS01	£ 7,896.00
Web and email fees	1&1	FS01	£ 17.98
Work towards outdoor classroom	Total Landscapes	TGS01	£ 1,104.00
Litterpickers	R Norman	CPF04	£ 92.94
Printing	Minuteman Press	FS01	£ 195.00
4 x pop up banners and PVC banner	The Write People	FS01	£ 1,002.00
Gillies Hill business plan	Gordon Gray Stephens	BLF01	£ 2,192.70
Gillies Hill business plan	Community Woodlands Association	BLF01	£ 3,542.95
Work towards outdoor classroom	Total Landscapes	TGS01	£ 3,000.00
Annual insurance	Zurich	CPF04	£ 150.00

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

Annual insurance	Zurich	CCDT	£	151.04
Signs for outdoor classroom	DSigns	FS01	£	590.40
Web and email fees	1&1	FS01	£	5.99

7. Analysis of Assets & Liabilities

Tangible fixed assets are capitalised if they cost more than £1,000 and can be used for more than one year. They are valued at cost or, if gifted, at their value on receipt. The charity does not currently have any capitalised fixed assets.

In 2012, the Trustees entered into a renewable lease in respect of a piece of land known as "the Parkdyke Path" for a period of 25 years on 13th July 2012. The amounts payable (exclusive of VAT) under the agreement are less than £1.

A contract has been entered into for the provision of email and web services. This contract can be cancelled on a single months notice and does not represent an binding liability.

8. Movements in Funds

During the year there was one movement of funds from the CPF01 fund into the general CCDT fund. This took place at the end of the funding period for CPF01 and the residual funds had been accounted for with contributions in kind over the period of the grant.

9. Purpose of Funds

CCDT	This is an unrestricted fund for general expenditure in support of the charities objectives
FS01	A fund provided by a grant from Foundation Scotland to redesign the group's website and logo, purchase marketing materials (banner, flyers and poster), and publish community newsletters.
BLF01	A fund provided by a grant from the Big Lottery fund to enable a valuation and feasibility study for Gillies Hill land purchase.
CPF04	A fund provided by a grant from the Stirling Council Community Pride fund to purchase tools for the use of volunteers on Gillies Hill.
TGS01	A fund provided by a grant from Tesco Green Space in order to develop a portion of the land to enable access by the local community.