

**Company registration number SC234796
Scottish Charity number SC033326**

**Dunlop & District Community Company
(Company limited by guarantee)**

**Trustees' report and financial statements
for the year ended 31 July 2018**

Dunlop & District Community Company
(Company limited by guarantee)
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for the year ended 31 July 2018**

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Dunlop & District Community Company

(Company limited by guarantee)

Members of the Board and Professional Advisers as at 31 July 2018

Reference and administrative information

Trustees

The trustees, who are directors of the company under company law and who held office at the date of this report, are as listed.

Andrew Pinkerton (Convener)
Douglas Bell
David Kerr
Susan Scott

Company number

SC234796

Scottish charity number

SC033326

Registered office

48 Main Street
Dunlop
Kilmarnock
East Ayrshire
KA3 4AG

Independent examiner

Alistair Brown
Chartered Accountant
1 Dam Park
Dunlop
Ayrshire
KA3 4BZ

Bankers

Bank of Scotland
600 Gorgie Road
Edinburgh
EH11 3XP

Solicitors

Campbell Riddell Breeze Paterson
229 Fenwick Road
Giffnock
Glasgow
G46 6JQ

Dunlop & District Community Company

(Company limited by guarantee)

Trustees' Report

for the year ended 31 July 2018

The trustees present their annual report and financial statements for the year ended 31 July 2018.

Objects of the company and principal activities

The objects of the company, which are set out in the Memorandum and Articles of Association dated 19 July 2002 (and amended by Special Resolution at the Annual General Meeting on 11 December 2004), are "To promote the benefit of the inhabitants of Dunlop and District by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide (or assist in the provision of) facilities in the interests of social welfare and recreation and other leisure-time occupation so that their condition of life may be improved and to promote, protect, conserve and enhance the environment of Dunlop and District for the benefit of the inhabitants thereof." In pursuit of the above objects, the company retains leasehold possession of Dunlop Village Hall and has entered into a Lease and Management Agreement with East Ayrshire Council in respect of Dunlop Playing Field and Pavilion.

Organisation of our work, development, activities and achievements

This review looks at what the company achieved and the outcomes of its work in the previous 12 months.

The main objective for the year continues to be the management, operation and maintenance of Dunlop Village Hall as an asset for the benefit of the local community. In addition to ensuring that the building is available for a broad range of users, the company is also responsible for running the weekly community cafe, the regular community cinema, and the programme of art exhibitions in the conservatory.

Throughout the year, Dunlop Village Hall caters for a variety of activities that cover all ages and interests of the local population and the following is a brief resume to highlight the diversity of use.

The significant users of the facilities continue to be PEACE childcare, who provide before and after school care during term times, and Dunlop Players, the successful local amateur dramatic association. The Players use the main hall and stage frequently for rehearsals and also for costume and set preparation leading up to their annual pantomime and short play performances.

Organisations such as the Women's Institute, the Masons and the Community Council use the rooms for regular monthly meetings, and throughout most weeks and at varying times of the day, an array of classes and groups are happening in different parts of the building. These encompass various forms of art (3 separate classes), knitting, sewing, dancing, tae kwon-do, Pilates, yoga, mini tennis and personal fitness training.

As well as regular users, Dunlop Village Hall is utilised by many local groups and individuals for one-off events with over 30 different bookings having been made during the past year. These have included concerts, shows, charity fund-raising events, lunches for Senior citizens and the Alzheimer's Support group, the Lugton Burns Supper and Barn Birdies Dinner, SWI Whist drive, Ayrshire Hospice Craft Fair and Christian Aid Coffee morning, a specialist handicraft class, various parties and other social events. The flexibility of the Dunlop Village Hall was ably demonstrated in July 2018 when it hosted three weddings on consecutive weekends, all of which adopted quite different approaches in terms of decoration, table layouts, catering, bar and music. The company also benefits from the use of the hall by Dunlop Primary School, with the cinema equipment being recognised as a useful resource to them for both educational activities and social events. The diversity of these events and activities ensures that the Hall continues to be at the heart of community life and a focal point catering for all interests and ages. Maintaining the success and achieving future development depends, however, on volunteers being available to act as trustees, to provide administration support, work in the cafe, help run the Cinema, open and close the building for the various user groups, or contribute to the work of the various committees. Without them, Dunlop Village Hall could not function, and the trustees would again like to put on record their appreciation of the work done by the many people who give their time and expertise freely in support of the company.

In addition to managing Dunlop Village Hall, the trustees have responsibility for the playing field and associated pavilion in the centre of the village. The objective is to maintain these assets as useful outdoor recreation facilities and improve them as appropriate to meet the community's needs.

Dunlop & District Community Company

(Company limited by guarantee)

Trustees' Report

for the year ended 31 July 2018

Financial Review

The company's balance sheet on page 7 shows a satisfactory position with unrestricted funds amounting to £82,179 (2017 £73,071) held for the purpose of meeting the day-to-day running expenses of Dunlop Village Hall. The net income for the year arising from the company's charitable activities amounted to £9,108 which compares favourably with that for 2017 of £9,411.

The restricted funds represent the company's investment to date in fixed assets and the movement during the year of £27,806 is wholly in respect of depreciation, which is being charged so as to write off the cost of the total expenditure incurred to date over the course of the lease of the Dunlop Village Hall until its expiry in 2031.

Principal Funding Sources

The principal funding source for the company is the revenue generated from the hire of accommodation within Dunlop Village Hall. Funding is also generated by way of surpluses from the operation of the community cafe, the running of the community cinema and the provision of bar services for events. Fund raising events and donations provide additional income.

Reserves policy

The present reserves policy is to maintain sufficient unrestricted funds to meet the maintenance and running costs of the Hall for at least one year. These annual fixed costs are unlikely to exceed £25,000 and are well covered by the existing unrestricted funds which now stand at £82,179.

Structure, Governance and Management

Governing Document

The company is limited by guarantee, has no share capital and has charitable status. In the event of liquidation, the liability of each member is limited to £1. The company is governed by its Memorandum and Articles of Association.

Recruitment and Appointment of Trustees

The charity's trustees, who are also the directors of the company for the purposes of company law. All trustees give their time voluntarily and received no benefits from the company.

The maximum number of trustees at any one time is 9, of whom no more than 3 may be Group Nominees. At each annual general meeting all trustees who have been appointed by the trustees since the last annual general meeting are required to retire from office, but are then eligible for re-election. Out of the remaining trustee, one-third are required to retire from office, of which retiring trustees one-third shall be trustees who were appointed from Group Nominees.

Risk Management

The trustees have a duty to identify and review the risks to which the company is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. They have reviewed systems and identified steps to mitigate those risks. The major risks identified were the future levels of income, and unforeseen changes in the level of support for its activities. These risks are diminished by active management review.

Organisational Structure

The trustees are responsible for the strategic direction and policy of the company. They act as a management board and take collective responsibility for all legal and financial matters; co-ordination of Health and Safety requirements; the development of the facilities; and the day to day operation of the Hall as a community facility, including diary management, booking arrangements, security, heating and cleaning etc.

The Cafe Committee is responsible for operating the Conservatory Cafe on Thursdays and Fridays and on the first Saturday of each month and the Cinema Committee is responsible for managing a programme of film events from September to March. Each of these committees is chaired by a trustee who reports to monthly meetings.

Dunlop & District Community Company
(Company limited by guarantee)
Trustees' Report
for the year ended 31 July 2018

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 company 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;
- * Observe the methods and principles in the Charities SORP;
- * Make judgements and estimates that are reasonable and prudent;
- * State whether applicable UK 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 charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts 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 company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The trustees who served during the year are as stated below:

Peter Inglis	(appointed 16 May 2012 and retired on 17 January 2018)
Douglas Bell	(co-opted 28 January 2015 and re-elected 20 January 2016)
David Kerr	(co-opted 13 January 2013 and re-elected 16 January 2013)
Andrew Pinkerton	(co-opted 19 August 2015 and re-elected 20 January 2016)
Susan Scott	(co-opted 29 October 2014 and re-elected 14 January 2015)

Small company provisions

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board on 9 February 2019 and was signed on its behalf by

Andrew Pinkerton
Convener
Trustee
9 February 2019

Dunlop & District Community Company
(Company limited by guarantee)
Independent Examiner's Report
for the year ended 31 July 2018

Independent Examiner's Report to the Trustees of Dunlop & District Community Company

I report on the financial statements of the charitable company for the year ended 31 July 2018 which are set out on pages 6 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements.

Independent examiner's statement

In the course of my examination of the financial statements for the year ended 31 July 2017 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 financial statements 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 financial statements to be reached.

Alistair Brown
Chartered Accountant
Moncrieff House
10 Moncrieff Street
Paisley
PA3 2BE

9 February 2019

Dunlop & District Community Company
(Company limited by guarantee)
Statement of Financial Activities
for the year ended 31 July 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 Total £	2017 Total £
Income and endowments from:					
Donations and legacies					
Public sector organisations				-	-
Private sector trusts and companies				-	-
Individuals		380	-	380	979
		<u>380</u>	<u>-</u>	<u>380</u>	<u>979</u>
Charitable activities					
Hall rental income		17,646	-	17,646	19,874
Other trading activities					
Income from fundraising activities	2	31,994	-	31,994	23,131
Investments					
Bank interest received		36	-	36	30
		<u>36</u>	<u>-</u>	<u>36</u>	<u>30</u>
Total income		<u>50,056</u>	<u>-</u>	<u>50,056</u>	<u>44,014</u>
Expenditure on:					
Charitable activities					
Heat , light and power		12,879	-	12,879	9,210
Insurance		2,863	-	2,863	1,254
Cleaning		3,041	-	3,041	3,848
Repairs and upkeep		3,027	-	3,027	4,234
Telephone		580	-	580	418
Donations made		100	-	100	100
Depreciation			27,806	27,806	27,806
Support costs		1,225	-	1,225	1,221
		<u>23,715</u>	<u>27,806</u>	<u>51,521</u>	<u>48,091</u>
Fund raising activities	2	<u>17,233</u>	<u>-</u>	<u>17,233</u>	<u>14,318</u>
Total expenditure		<u>40,948</u>	<u>27,806</u>	<u>68,754</u>	<u>62,409</u>
Net income/(expenditure)		<u>9,108</u>	<u>(27,806)</u>	<u>(18,698)</u>	<u>(18,395)</u>
Reconciliation of funds					
Total funds at beginning of the year		<u>73,071</u>	<u>286,652</u>	<u>359,723</u>	<u>378,118</u>
Total funds at end of the year		<u>82,179</u>	<u>258,846</u>	<u>341,025</u>	<u>359,723</u>

All income and expenditure is derived from continuing activities.

The notes on pages 8 to 12 form part of these financial statements

Balance Sheet
as at 31 July 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 Total £	2017 Total £
Fixed assets					
Tangible assets	3	-	258,846	258,846	286,652
Current assets					
Debtors	4	3,598	-	3,598	1,237
Cash in bank and on hand		79,716	-	79,716	73,290
		<u>83,314</u>	<u>-</u>	<u>83,314</u>	<u>74,527</u>
Creditors: amounts falling due within one year					
Accounts payable		(1,135)	-	(1,135)	(1,456)
Accruals and deferred income				-	-
		<u>(1,135)</u>	<u>-</u>	<u>(1,135)</u>	<u>(1,456)</u>
Net current assets		<u>82,179</u>	<u>-</u>	<u>82,179</u>	<u>73,071</u>
Net assets		<u>82,179</u>	<u>258,846</u>	<u>341,025</u>	<u>359,723</u>
Funds of the charity					
Unrestricted funds		82,179		82,179	73,071
Restricted funds			258,846	258,846	286,652
Total funds of the charity		<u>82,179</u>	<u>258,846</u>	<u>341,025</u>	<u>359,723</u>

For the financial year ended 31 July 2018 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006; and no notice has been deposited under section 476 requesting an audit.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the charitable company keeps accounting records that comply with the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its net income or expenditure for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements are prepared in accordance with the special provisions of Part 15 the Companies Act 2006 relating to small charitable companies.

The financial statements were approved and authorised for issue on 9 February 2019 and are signed by:

Andrew Pinkerton
Trustee

Douglas Bell
Trustee

Dunlop & District Community Company
(Company limited by guarantee)
Notes to the financial statements
for the year ended 31 July 2018

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their financial statements in accordance with Financial Reporting Standard 102 (effective 1 January 2015), the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

1.3 Income

Donations and legacies are recognised where there is entitlement, where receipt is probable and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the donation must only be used in future accounting periods, or when the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from government and other grants, whether capital or revenue in nature, are recognised when the charity has unconditional entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably. Unconditional entitlement will be achieved once any performance or other conditions attached to the grants have been met, or fulfilment of those conditions is wholly within the control of the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity.

Income from charitable activities includes income earned both from the supply of goods or services under contractual arrangements and from performance-related grants which have conditions that specify the provision of particular goods or services to be provided by the charity. Income from charitable activities is recognised as earned (i.e. as the related goods or services are provided).

1.4 Expenditure

Expenditure is recognised on an accruals basis when a liability or constructive obligation is incurred, inclusive of value added tax which cannot be recovered. Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that furthers its charitable aims for the benefit of its beneficiaries.

Support costs

Support costs are incurred supporting the charity's activities and include expenditure associated with administrative and finance functions, business support, human resources, IT and governance. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include those related to constitutional and statutory requirements, external scrutiny, strategic management, and other legal and professional fees.

Dunlop & District Community Company
(Company limited by guarantee)
Notes to the financial statements
for the year ended 31 July 2018

1 Accounting policies (continued)

1.5 Tangible fixed assets and depreciation

All fixed assets are recorded at cost and are treated as having been met from restricted funds.. The cost of minor additions are not capitalised but are simply charged as expenditure against unrestricted funds. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over its anticipated useful life as follows:.

Leasehold property	over the term of the 25 year lease
Fittings and equipment	over 5 years

1.6 Taxation

The company is a registered Scottish Charity and is exempt from UK corporation tax on its charitable activities or chargeable gains. The company is not required to register for value added tax. Consequently it is therefore not able to recover any value added tax incurred on its expenditure and therefore resources expended include this irrecoverable value added tax.

1.7 Fund accounting

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

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity.

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. The restricted funds represent the charity's investment in fixed assets and any movements during the year are wholly in respect of additions, disposals and depreciation. These funds will continue to be depleted over the course of the lease of the Dunlop Village Hall until it's expiry in 2031.

1.8 Transfers between funds

Transfers are made from unrestricted funds to restricted funds where the restricted funds available are insufficient to meet capital or other expenditure incurred during each year where further funding is not available to meet the shortfall..

2 Income and expenditure on fund raising activities

2018	Income	Expense	Net
Café	17,704	9,854	7,850
Bar	3,486	1,643	1,843
Cinema	5,804	3,103	2,701
Local fundraising events			
Art exhibitions	2,848	1,707	1,141
Gala	1,825	926	899
Other	327	-	327
	<u>31,994</u>	<u>17,233</u>	<u>14,761</u>
2017	Income	Expense	Net
Café	13,215	8,223	4,992
Bar	3,436	2,130	1,306
Cinema	4,062	2,778	1,284
Local fundraising events			
Art exhibitions	1,719	1,187	532
Gala	-	-	-
Other	699	-	699
	<u>23,131</u>	<u>14,318</u>	<u>8,813</u>

Dunlop & District Community Company
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Notes to the financial statements
for the year ended 31 July 2018

3 Fixed assets	Leasehold property	Fittings and equipment	Total
	£	£	£
Cost			
At beginning of the year	494,671	63,425	558,096
Expenditure during the year	-	-	-
At end of the year	<u>494,671</u>	<u>63,425</u>	<u>558,096</u>
Depreciation			
At beginning of the year	217,400	54,044	271,444
Written off during the year	21,407	6,399	27,806
At end of the year	<u>238,807</u>	<u>60,443</u>	<u>299,250</u>
Net book value			
At end of the year	<u>255,864</u>	<u>2,982</u>	<u>258,846</u>
At beginning of the year	<u>277,271</u>	<u>9,381</u>	<u>286,652</u>

On 28 April 2006, the company took possession of Dunlop Village Hall under the terms of a lease for 25 years.

4 Debtors: Amounts falling due within one year	2018	2017
	£	£
Rents receivable	3,598	1,237
Grants receivable	-	-
	<u>3,598</u>	<u>1,237</u>

5 Trustees' remuneration, other benefits and expenses

No trustee nor any persons connected to them received any remuneration, payments for services or any expenses during the year or the previous year.

6 Grant from The National Lottery Charities Fund

The company was awarded a grant of £151,500 from the Big Lottery Fund on 26 October 2005 to provide funding for the extension and refurbishment of the Village Hall over the next 2 years. The offer was subject to the condition that the company would meet certain monitoring and reporting requirements regarding the outcomes, targets and milestones for the project.

As part of its commitment the company granted a standard security over its lease of the Village Hall, Dunlop.

7 Company limited by guarantee

The company is limited by guarantee, has no share capital and has charitable status. In the event of liquidation, the liability of each member is limited to £1. The company is governed by its Memorandum and Articles of Association.

8 Capital commitments	2018	2017
	£	£

Details of capital commitments are as follows:

Authorised future expenditure	-	-
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9 Restatement of Income and expenditure on fund raising activities

The accounts have been restated to correct the disclosure in the SOFA of the income from fundraising events shown under the heading of income from trading activities, which had previously been reported after deduction of fundraising costs.

The previously undisclosed fundraising costs are now shown as such in the SOFA as expenditure.

The effect of this change is clearly illustrated in note 2.

Dunlop & District Community Company
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Notes to the financial statements
for the year ended 31 July 2018

10 Grants received to date towards the funding for the extension and refurbishment of the Village Hall

The trustees are pleased to acknowledge the assistance given by the following:

Public Sector organisations:

	£
The National Lottery - Big Lottery Fund	151,500
Scottish Rural Partnership Ltd - Local Capital Grants Scheme	100,000
Community Environmental Renewal Scheme (CERS)	60,000
EAC TRE5 Residential Developer Contribution	40,000
EAC Matched Funding	32,000
EB Scotland Ltd - Landfill Tax Credit Scheme	20,000
The National Lottery - Awards for All	10,000
EAC Developers Contribution Fund	12,000
EAC Leader Grant	19,989
EAC Leader Grant and Awards for All for cinema	<u>17,199</u>
	462,688
Private sector trusts, companies and individuals	69,900
Total grants received to date	<u><u>532,588</u></u>

All of the above grants were classified as restricted funds.

Dunlop & District Community Company
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Notes to the financial statements
for the year ended 31 July 2018

11 Prior year analysis of income and expenditure

In accordance with the Charities Statement of Recommended Practice, comparatives for each class of funds are required for each line on the Statement of Financial Activities (SOFA). The note below illustrates the SOFA for the year ended 31 July 2017.

Statement of Financial Activities for the year ended 31 July 2017	Unrestricted funds £	Restricted funds £	Total £
Income and endowments from:			
Donations and legacies			
Public sector organisations	-	-	-
Private sector trusts and companies	-	-	-
Individuals	979	-	979
	<u>979</u>	<u>-</u>	<u>979</u>
Charitable activities			
Hall rental income	19,874	-	19,874
Other trading activities			
Income from fundraising activities	23,131	-	23,131
Investments			
Bank interest received	30	-	30
Total income	<u>44,014</u>	<u>-</u>	<u>44,014</u>
Expenditure on:			
Charitable activities			
Heat , light and power	9,210	-	9,210
Insurance	1,254	-	1,254
Cleaning	3,848	-	3,848
Repairs and upkeep	4,234	-	4,234
Telephone	418	-	418
Donations made	100	-	100
Depreciation	-	27,806	27,806
Support costs	1,221	-	1,221
	<u>20,285</u>	<u>27,806</u>	<u>48,091</u>
Fund raising activities	<u>14,318</u>	<u>-</u>	<u>14,318</u>
Total expenditure	<u>34,603</u>	<u>27,806</u>	<u>62,409</u>
Net income/(expenditure)	<u>9,411</u>	<u>(27,806)</u>	<u>(18,395)</u>
Reconciliation of funds			
Total funds at beginning of the year	63,660	314,458	378,118
Total funds at end of the year	<u>73,071</u>	<u>286,652</u>	<u>359,723</u>