

**Charity No. SC008747**

**FINANCIAL STATEMENTS**

**DORNOCH HERITAGE SCIO  
YEAR ENDED 31<sup>ST</sup> MARCH 2018**

APPENDIX 1



Office of the Scottish Charity Regulator

| Trustees' Annual Report for the period |     |       |      |                 |     |       |      |
|--|-----|-------|------|-----------------|-----|-------|------|
| Period start date                      |     |       |      | Period end date |     |       |      |
| From                                   | Day | Month | Year | To              | Day | Month | Year |
|  | 01  | 04    | 2017 |                 | 31  | 03    | 2018 |

**Reference and administration details**

|                                 |   |
|---------------------------------|---|
| Charity name                    | Dornoch Heritage SCIO                                       |
| Other names charity is known by | Historylinks Museum   |
| Registered charity number       | SC008747  |
| Charity's principal address     | Historylinks Museum<br>The Meadows<br>DORNOCH<br>Sutherland |
|                                 | Postcode IV25 3SF   |

Names of the charity trustees on date of approval of Trustees' Annual Report

|    | Trustee name      | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-------------------|-----------------|-----------------------------------|---|
| 1  | Jerry Bishop      | Chair           |                                   |   |
| 2  | Tony Rundle       | Treasurer       |                                   |   |
| 3  | Elizabeth Oakes   |                 |                                   |   |
| 4  | Alison Davies OBE |                 |                                   |   |
| 5  | Brian Munro       |                 | Elected 17/10/17                  | AGM   |
| 6  |                   |                 |                                   |   |
| 7  |                   |                 |                                   |   |
| 8  |                   |                 |                                   |   |
| 9  |                   |                 |                                   |   |
| 10 |                   |                 |                                   |   |
| 11 |                   |                 |                                   |   |
| 12 |                   |                 |                                   |   |
| 13 |                   |                 |                                   |   |
| 14 |                   |                 |                                   |   |
| 15 |                   |                 |                                   |   |
| 16 |                   |                 |                                   |   |
| 17 |                   |                 |                                   |   |
| 18 |                   |                 |                                   |   |
| 19 |                   |                 |                                   |   |
| 20 |                   |                 |                                   |   |

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

| Name            | Dates acted if not for whole year |
|-----------------|-----------------------------------|
| John Barnes OBE | Resigned 17/10/17                 |
|                 |                                   |

## Structure, governance and management

|                                     |   |
|-------------------------------------|---|
| Type of governing document          | Written constitution.   |
| Trustee recruitment and appointment | Trustees are elected (typically from within our local community) at the AGM. Trustees are required to retire on a rotational basis. Trustees may also be co-opted by the Board between AGMs but must then be elected by our members at the following AGM. |

## Objectives and activities

|   |   |
|---|---|
| Charitable purposes   | <p>4.1 The advancement of education</p> <p>4.2 The advancement of heritage and culture</p>  |
| Summary of the main activities in relation to these objects | <p>Our main activity is the operation and maintenance of a fully accredited Museum which is also a VisitScotland 5* Museum attraction.</p> <p>Complementary to the above and in keeping with our vision of 'keeping the Dornoch story alive', the charity also maintains a membership of over 200 people, delivers a programme of regular talks throughout the winter months, is involved in fixed term project work and also does outreach work with our local care homes and schools.</p> |

## APPENDIX 1

### Achievements and performance

#### Summary of the main achievements of the charity during the financial period

- Successful operation and maintenance of our Museum
- Over 6,000 visitors in the year (up 45%)
- Admissions income up over 70% in the year
- Museum opening hours extended to cope with extra demand
- Successful implementation of HMRC Gift Aid scheme
- Recruitment and training of 6 additional volunteers
- World Host organisation status achieved
- TripAdvisor Certificate of Excellence awarded
- Increase in membership to 212 (up 19.7%)
- Successful 6-event winter talk programme
- Successful fund-raising events including a Burns Supper, two coffee mornings and a Christmas film & quiz night.
- 394 new acquisition in our collection
- 338 new images added to our image library
- 118 new comments on the above
- Over £25k investment in transformation project, including:-
  - Replacement of the Dornoch Town Trail panels (with help from the Dornoch Common Good Fund)
  - New outdoor exhibits installed
  - Replacement LED lighting installed throughout museum
  - Upgrade of AV equipment (with help from local Golf group)
  - Upgrade of Museum Collections Software & store room
  - Installation of new computerised Point of Sale system
- Participation in 'Our Collective Future' project with Highland Museums Forum.

### Financial review

#### Brief statement of the charity's policy on reserves

The Trustees have a policy of maintaining reserves of £20,000, representing in excess of 6 months running costs.

Additional reserves are also held (ring-fenced) for project purposes as required.

#### Details of any deficit

An annual deficit of £11,579 was recorded. This was budgeted for and was mostly due to the repayment of a £15,974 grant to Museums Galleries Scotland for Solar Panels installed in June 2013. However, this enabled our reinstatement to the Feed in Tariff scheme, resulting in almost £6k income in the year, with expected future index-linked income of c. £1,500 per annum for a further 15 years.

#### Donated facilities and services (if any)

None

APPENDIX 1

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                       |   |  |
|-----------------------|---|--|
| Signature(s)          |  |  |
| Full name(s)          | <b>Jerry Bishop</b>   | <b>Tony Rundle</b>   |
| Position (e.g. Chair) | <b>Chair</b>  | <b>Treasurer</b>   |
| Date                  | 10 / 5 / 18   | 10 / 5 / 18  |

## Independent Examiner's Report For the Year Ended 31 March 2018

### Independent Examiner's Report to the Trustees of Dornoch Heritage SCIO

I report on the financial statements of the charity for the year ended 31 March 2018, which are set out on pages ~~10 and 11~~  
6 to 12.

#### 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 charity's 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 as required 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 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 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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.

*Christine Ross*

Christine Ross

Date *21 June 2018*

VG-ES  
Alba, Main Street  
Golspie  
KW10 6TG

**DORNOCH HERITAGE SCIO****STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31ST MARCH 2018**

|   | Unrestricted       | Restricted         | 31/03/2018          | 31/03/2017         |
|---|--------------------|--------------------|---------------------|--------------------|
| <b>RECEIPTS</b>   |                    |                    |                     |                    |
| Donations   | £ 3,148.93         |                    | £ 3,148.93          | £ 1,896.63         |
| Grants  | £ 8,840.00         | £ 3,837.40         | £ 12,677.40         | £ 20,720.00        |
| Receipts from fundraising activities                        | £ 1,434.80         | £ -                | £ 1,434.80          | £ 1,034.36         |
| Gross trading receipts                                      | £ 20,109.77        |                    | £ 20,109.77         | £ 11,377.13        |
| Income from investments                                     | £ -                | £ -                | £ -                 | £ 43.53            |
| Gross receipts from other charitable activities             | £ 3,225.87         | £ -                | £ 3,225.87          | £ 2,900.02         |
| HMRC PAYE Refund  | £ -                | £ -                | £ -                 | £ 105.76           |
| F.I.T. Payments   | £ 5,899.82         | £ -                | £ 5,899.82          |                    |
| Gift Aid  | £ 1,095.56         | £ -                | £ 1,095.56          | £ -                |
| <b>TOTAL RECEIPTS</b>                                       | <b>£ 43,754.75</b> | <b>£ 3,837.40</b>  | <b>£ 47,592.15</b>  | <b>£ 38,077.43</b> |
| <b>PAYMENTS</b>   |                    |                    |                     |                    |
| Expenses for fundraising activities                         | £ 1,000.23         | £ -                | £ 1,000.23          | £ 630.50           |
| Gross trading payments                                      | £ 1,833.11         |                    | £ 1,833.11          | £ 1,229.33         |
| Payments relating directly to charitable activities         | £ 29,415.12        | £ 7,669.97         | £ 37,085.09         | £ 25,559.07        |
| Repayment of grant  | £ 15,974.00        | £ -                | £ 15,974.00         | £ -                |
| Governance costs  | £ 75.00            | £ -                | £ 75.00             | £ 50.00            |
| SUB-TOTAL   | £ 48,297.46        | £ 7,669.97         | £ 55,967.43         | £ 27,468.90        |
| <b>PAYMENTS RELATING TO ASSET &amp; INVESTMENT MOVEMENT</b> |                    |                    | £ -                 |                    |
| Purchase of fixed assets                                    | £ 2,603.91         | £ 600.00           | £ 3,203.91          | £ 499.13           |
| Purchase of investments                                     | £ -                | £ -                | £ -                 | £ -                |
| <b>TOTAL PAYMENTS</b>                                       | <b>£ 50,901.37</b> | <b>£ 8,269.97</b>  | <b>£ 59,171.34</b>  | <b>£ 27,968.03</b> |
| <b>NET (- PAYMENTS) RECEIPTS TRANSFERS TO/(FROM) FUNDS</b>  | <b>-£ 7,146.62</b> | <b>-£ 4,432.57</b> | <b>-£ 11,579.19</b> | <b>£ 10,109.40</b> |
| <b>(-DEFICIT) SURPLUS FOR YEAR</b>                          | <b>-£ 7,146.62</b> | <b>-£ 4,432.57</b> | <b>-£ 11,579.19</b> | <b>£ 10,109.40</b> |

**DORNOCH HERITAGE SCIO**

**STATEMENT OF BALANCES AS AT 31ST MARCH 2018**

**CASH FUNDS**

|   | <b>31st March<br/>2018</b> | <b>31st March<br/>2017</b> |
|---|----------------------------|----------------------------|
| Cash and bank balances at start of year | £ 67,403.93                | £ 30,361.77                |
| Balance of closed DHS investment        |                            | £ 26,932.76                |
| Surplus (-Deficit) shown on R&P account | <u>-£ 11,579.19</u>        | <u>£ 10,109.40</u>         |
| Cash and bank balances at end of year   | <u>£ 55,824.74</u>         | <u>£ 67,403.93</u>         |

**INVESTMENTS**

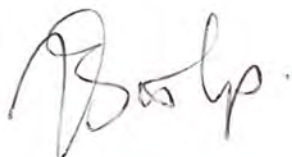
*DHS Deposit a/c closed 7/3/17, and balance transferred to current account.  
The SCIO does not, as at 31/3/18, have any funds invested.*

**OTHER ASSETS**

| Details                     | Fund to which<br>asset belongs | Cost         | Current<br>Value | Last<br>Year |
|-----------------------------|--------------------------------|--------------|------------------|--------------|
| Property                    | Historylinks                   | £ 237,301.00 | £ 237,301.00     | £ 237,301.00 |
| Solar Panels                | Historylinks                   | £ 17,749.00  | £ 17,749.00      | £ 17,749.00  |
| Other furniture & equipment | Historylinks                   | £ 27,708.41  | £ 27,708.41      | £ 24,504.50  |
| Artefacts                   | Historylinks                   | £ 1,345.00   | £ 1,345.00       | £ 1,345.00   |
| Trade stock                 | Historylinks                   | £ 7,893.75   | £ 7,893.75       | £ 7,425.51   |
| Creditors at 31/3/18        | Historylinks                   | £ 163.73     |                  |              |

Approved by the Trustees

J.Bishop  
Chair



Date

10 / 5 / 18



**DORNOCH HERITAGE SCIO**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31<sup>ST</sup> MARCH 2018**

**1. Basis of Accounting**

These accounts have been prepared on the Receipts and Payments basis, in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

**2. Amalgamated Balances of Historylinks Museum and Dornoch Heritage Society.**

The SCIO's amalgamated balances of the Museum and Heritage Society show a disparity with their respective R&P accounts. This sum reflects amounts transferred internally between the Dornoch Heritage Society and Historylinks Museum.

**3. Trustee Remuneration and Expenses**

No trustees received any remuneration, and were only reimbursed for eligible expenses in the year.

**DORNOCH HERITAGE SCIO**

**The following pages do not form part of the statutory accounts**

**DORNOCH HERITAGE SCIO****DORNOCH HERITAGE SOCIETY  
RECEIPTS AND PAYMENTS ACCOUNT****Year ended  
31.3.18****Year ended  
31.3.17****INCOMING RESOURCES**

Donations (includes £740 to be transferred to HL)

£ 1,170.01

£ 745.00

**Receipts from fund-raising activities**

Coffee mornings

£ 1,067.30

£ 858.36

Other fund-raising (Film Night)

£ 367.50

£ 176.00

**Receipts from other charitable activities**

Memberships

£ 1,685.00

£ 1,470.00

Lectures, raffles and Burns Supper

£ 1,540.87

£ 1,389.52

**TOTAL RECEIPTS****£ 5,830.68****£ 4,638.88****OUTGOING RESOURCES****Expenses for fund-raising activities**

Social events

£ 575.00

£ 610.50

Advertising

£ 30.00

£ 20.00

**Payments relating directly to charitable activities**

Administration

£ 32.50

Sundries

£ 191.40

£ 500.00

Room Hire/Agricultural Show

£ 197.00

£ 72.95

**Grants & donations, Museum**

£ 19,240.00

£ 2,887.00

**Governance costs**

Independent examination (pd.to VG-ES)

£ 37.50

£ 25.00

**TOTAL PAYMENTS****£ 20,270.90****£ 4,147.95****DEFICIT (-), SURPLUS FOR YEAR****-£ 14,440.22****£ 490.93**

Cash &amp; Bank Balances at start of year

£ 37,074.36

£ 9,650.67

Transferred from DHS Deposit Account

£ 26,932.76

Plus surplus / **Less deficit (-)****-£ 14,440.22**

£ 490.93

Cash &amp; Bank Balances at end of year

**£ 22,634.14****£ 37,074.36**

**DORNOCH HERITAGE SCIO****HISTORYLINKS MUSEUM  
RECEIPTS AND PAYMENTS ACCOUNT**Year Ended  
31.3.18Year Ended  
31.3.17**INCOMING RESOURCES****Donations**

|   |             |            |
|---|-------------|------------|
| Donations from Dornoch Heritage Society | £ 18,500.00 | £ 2,887.00 |
| Image Library Sponsorship               | £ 150.00    | £ 310.00   |
| Other                                   | £ 2,568.92  | £ 1,341.63 |

**Grants**

|                                  |             |             |
|----------------------------------|-------------|-------------|
| Highland Council                 | £ 11,952.40 | £ 12,001.00 |
| Museums Galleries Scotland       | £ 600.00    | £ 1,919.00  |
| National Heritage Lottery Fund   | £ -         | £ 6,800.00  |
| Edinburgh Sutherland Association | £ 125.00    |             |

**Gross Trading Receipts**

|                        |             |            |
|------------------------|-------------|------------|
| Admissions             | £ -         | £ 7,657.15 |
| Shop                   | £ -         | £ 3,496.78 |
| Museum Counter (cash)  | £ 17,445.96 |            |
| Museum Counter (cards) | £ 2,112.87  |            |
| Booklet Supply         | £ 550.94    | £ 223.20   |
| Gift Aid               | £ 1,095.56  |            |

**Other Charitable Activities**

|                |     |         |
|----------------|-----|---------|
| Staff Services | £ - | £ 40.50 |
|----------------|-----|---------|

**Income from Investments**

|                           |     |         |
|---------------------------|-----|---------|
| Deposit Interest received | £ - | £ 43.53 |
|---------------------------|-----|---------|

|                  |            |          |
|------------------|------------|----------|
| FIT Payments     | £ 5,899.82 |          |
| HMRC PAYE refund | £ -        | £ 105.76 |

**TOTAL RECEIPTS****£ 61,001.47**      **£ 36,825.55****OUTGOING RESOURCES****Gross Trading Payments**

|            |            |            |
|------------|------------|------------|
| Shop stock | £ 1,833.11 | £ 1,209.44 |
| Royalties  | £ -        | £ 19.89    |

**Payments relating directly to charitable activities**

|                                  |             |            |
|----------------------------------|-------------|------------|
| Advertising                      | £ 895.00    | £ 529.20   |
| Computer Software / Maintenance  | £ 1,273.69  | £ 302.39   |
| Credit Card ~ Ann. Fee           | £ 32.00     | £ 32.00    |
| Electricity                      | £ 1,546.02  | £ 1,324.64 |
| Employer's NI                    | £ -         | £ -        |
| Employer's Pension Contributions | £ 78.14     |            |
| Fund-raising Costs               | £ 395.23    |            |
| Gordon Bequest                   | £ 458.26    | £ 480.83   |
| Grant Repayment (MGS)            | £ 15,974.00 |            |
| Grounds                          | £ 218.00    | £ 209.00   |
| Insurance                        | £ 1,993.31  | £ 2,068.70 |
| Internet                         | £ 370.63    | £ 277.19   |
| Leased equipment                 | £ 369.60    | £ 369.60   |
| Museum equipment                 | £ 2,182.09  | £ 186.51   |

|  |                           |                           |
|--|---------------------------|---------------------------|
| Office equipment   | £ 550.74                  | £ -                       |
| Office expenses  | £ 567.63                  | £ 280.85                  |
| Postage  | £ 109.11                  | £ 40.27                   |
| Professional fees  | £ -                       |                           |
| Projects   | £ 3,980.14                | £ -                       |
| Rent   | £ 10.00                   | £ 10.00                   |
| Water Rates  | £ 546.87                  | £ 486.94                  |
| Repairs & Maintenance  | £ 4,733.58                | £ 777.32                  |
| Recruitment  | £ -                       | £ -                       |
| Staff salaries   | £ 15,762.78               | £ 15,433.25               |
| Staff Training   | £ 81.00                   |                           |
| Subscriptions & membership                                     | £ 230.92                  | £ 127.00                  |
| Telephone  | £ 278.18                  | £ 253.97                  |
| Travel   | £ -                       | £ 40.50                   |
| Websites   | £ 429.00                  | £ 2,223.46                |
| <b><u>Governance costs</u></b>                                 |                           |                           |
| Independent examination  | £ 37.50                   | £ 25.00                   |
| <b><u>Purchase of fixed assets</u></b>                         |                           |                           |
| <u>Museum equipment (16/17)</u>                                |                           | 499.13                    |
| <i>Treasure Trove artefacts / Video frame / Display system</i> |                           |                           |
| <u>Museum equipment (17/18)</u>                                | £ 2,023.00                |                           |
| <i>Television/Till system</i>                                  |                           |                           |
| <u>Furniture (17/18)</u>                                       | £ 161.97                  |                           |
| <i>Chairs</i>  |                           |                           |
| <u>Computer Equipment (17/18)</u>                              | £ 1,018.94                |                           |
| <i>New Dell computers/Link station</i>                         | £ -                       | £ -                       |
| <b><u>TOTAL PAYMENTS</u></b>                                   | <b><u>£ 58,140.44</u></b> | <b><u>£ 27,207.08</u></b> |
| <br>   |                           |                           |
| <b>(- DEFICIT) SURPLUS FOR YEAR</b>                            | <b>£ 2,861.03</b>         | <b>£ 9,618.47</b>         |
| <br>   |                           |                           |
| Cash & Bank Balances at start of year                          | £ 30,329.57               | £ 20,711.10               |
| <b>Plus surplus / Less deficit -</b>                           | <b>£ 2,861.03</b>         | <b>£ 9,618.47</b>         |
| <b>Cash &amp; Bank Balances at end of year</b>                 | <b><u>£ 33,190.60</u></b> | <b><u>£ 30,329.57</u></b> |