

Charity No. SC008747

FINANCIAL STATEMENTS

**DORNOCH HERITAGE SCIO
YEAR ENDED 31ST MARCH 2017**

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	2016		31	03	2017

Reference and administration details

Charity name
Other names charity is known by
Registered charity number
Charity's principal address

Dornoch Heritage SCIO
Historylinks Museum
SC008747
Historylinks Museum
The Meadows
DORNOCH
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	20/02/17	
2	Tony Rundle	Treasurer		
3	John Barnes OBE			
4	Elizabeth Oakes			
5	Alison Davies OBE		20/02/17	
6				
7				
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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

Structure, governance and management

Type of governing document

Written constitution.

Trustee recruitment and appointment

As per our constitution, Trustees are elected (typically from within our local community) at the AGM in September. 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

4.1 The advancement of education
4.2 The advancement of heritage and culture

Summary of the main activities in relation to these objects

Our main activity is the operation and maintenance of a fully accredited Museum which is also a VisitScotland 5* Museum.

Complementary to the above and in keeping with our vision of 'keeping the Dornoch story alive', the charity also maintains a membership of over 170 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.

APPENDIX 1

Achievements and performance

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

- Successful operation and maintenance of our Museum
- 3,500 visitors in the year
- Retention of full accreditation from Museums & Galleries Scotland
- Retention of VisitScotland 5* Museum grading
- Recruitment of new Curator
- Recruitment and training of additional volunteers
- Increase in membership from 165 to 177
- Completion of website overhaul for mobile compliance
- On-line shop established for sale of our own publications
- 12,020 website visitors with over 130,000 page impressions
- Successful winter talk program comprising 6 events
- Successful fund raising events including a Burns Supper, two coffee mornings and a Christmas film & quiz night.
- Surplus in financial year
- 432 new acquisition in our collection
- 787 new images added to our image library
- 134 comments on above providing catalogue additions
- 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 adequate reserves, currently comprising £11,000 which represents 6 months average running costs.

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

Details of any deficit

None

Donated facilities and services (if any)

None

APPENDIX 1

Other optional information

- Business planning sessions involving all committee members undertaken in March 2017 in conjunction with HiSEZ via the Scottish Government Just Enterprise scheme.
- Long term plans being developed by Trustees to deliver financial sustainability by means of increased income generation.
- Protracted discussions with Ofgem / SSE regarding qualification for Feed in Tariff payments for Solar Photovoltaic panels installed on 2013 (unresolved at year end).

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)	Jerry Bishop	Tony Rundle
Position (e.g. Chair)	Chair	Treasurer
Date	2/6/2017	2/6/2017

Independent Examiner's Report

For the Year Ended 31 March 2017

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 2017, which are set out on pages 7 and 8.

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

23 June 2017

VG-ES
Alba, Main Street
Golspie
KW10 6TG

DORNOCH HERITAGE SCIO**STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST MARCH 2017**

	Unrestricted	Restricted	31/03/2017	31/03/2016
RECEIPTS				
Donations	£ 1,896.63		£ 1,896.63	£ 955.01
Grants	£ 11,406.00	£ 9,314.00	£ 20,720.00	£ 15,579.72
Receipts from fundraising activities	£ 1,034.36	£ -	£ 1,034.36	£ 498.63
Gross trading receipts	£ 11,377.13		£ 11,377.13	£ 12,905.42
Income from investments	£ 43.53	£ -	£ 43.53	£ 45.84
Gross receipts from other charitable activities	£ 2,900.02	£ -	£ 2,900.02	£ 2,832.00
HMRC PAYE Refund	£ 105.76	£ -	£ 105.76	£ -
TOTAL RECEIPTS	£ 28,763.43	£ 9,314.00	£ 38,077.43	£ 32,816.62
PAYMENTS				
Expenses for fundraising activities	£ 630.50	£ -	£ 630.50	£ 663.07
Gross trading payments	£ 1,229.33		£ 1,229.33	£ 1,993.96
Payments relating directly to charitable activities	£ 24,839.07	£ 720.00	£ 25,559.07	£ 23,912.96
Grants and donations	£ -	£ -	£ -	£ -
Governance costs	£ 50.00	£ -	£ 50.00	£ 75.00
SUB-TOTAL	£ 26,748.90	£ 720.00	£ 27,468.90	£ 26,644.99
PAYMENTS RELATING TO ASSET & INVESTMENT MOVEMENT			£ -	
Purchase of fixed assets	£ 200.00	£ 299.13	£ 499.13	£ 4,119.60
Purchase of investments	£ -	£ -	£ -	£ -
TOTAL PAYMENTS	£ 26,948.90	£ 1,019.13	£ 27,968.03	£ 30,764.59
NET (- PAYMENTS) RECEIPTS TRANSFERS TO/(FROM) FUNDS	£ 1,814.53	£ 8,294.87	£ 10,109.40	£ 2,052.03
(-DEFICIT) SURPLUS FOR YEAR	£ 1,814.53	£ 8,294.87	£ 10,109.40	£ 2,052.03

DORNOCH HERITAGE SCIO

STATEMENT OF BALANCES AS AT 31ST MARCH 2017

CASH FUNDS

	31st March 2017	31st March 2016
Cash and bank balances at start of year	£ 30,361.77	£ 28,309.74
Surplus (-Deficit) shown on R&P account	<u>£ 10,109.40</u>	<u>£ 2,052.03</u>
Cash and bank balances at end of year	<u>£ 40,471.17</u>	<u>£ 30,361.77</u>

INVESTMENTS

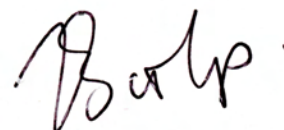
Details	Fund to which asset belongs	Market Valuation at 7.3.17	Last Year
Term Deposit	Heritage	£ 26,932.76	£ 26,666.10
<i>Account closed 7.3.17 & balance transferred to DHS current a/c</i>			

OTHER ASSETS

Details	Fund to which asset belongs	Cost	Current Value	Last 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	£ 24,504.50	£ 24,504.50	£ 20,384.90
Artefacts	Historylinks	£ 1,345.00	£ 1,345.00	£ 1,145.00
Trade stock	Historylinks	£ 7,425.51	£ 7,425.51	£ 16,772.46

Approved by the Trustees

Date: 2/6/2017



J. Bishop
Chairman

DORNOCH HERITAGE SCIO

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2017

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 amalgamated balances of the Museum and Heritage Society show a disparity of £3,387 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
31.3.17****Year ended
31.3.16****INCOMING RESOURCES**

Donations (includes £500 to be transferred to HL)	£ 745.00	£ 230.00
<u>Receipts from fund-raising activities</u>		
Coffee mornings	£ 858.36	£ 363.18
Other fund-raising (Film Night)	£ 176.00	£ 135.45
<u>Receipts from other charitable activities</u>		
Memberships	£ 1,470.00	£ 1,455.00
Lectures, raffles and Burns Supper	£ <u>1,389.52</u>	£ <u>1,377.00</u>
<u>TOTAL RECEIPTS</u>	£ <u>4,638.88</u>	£ <u>3,560.63</u>

The Society's Deposit Account was closed during the FY, and the balance transferred to its Current Account (£26,932.76)

OUTGOING RESOURCES

<u>Expenses for fund-raising activities</u>		
Social events	£ 610.50	£ 584.99
Advertising	£ 20.00	£ 78.08
<u>Payments relating directly to charitable activities</u>		
Administration	£ 32.50	£ 69.35
Sundries (transfer of 2016/17 donation)	£ 500.00	£ 500.00
Room Hire/Agricultural Show	£ 72.95	£ 141.93
<u>Grants & donations, Museum</u>	£ 2,887.00	£ 2,457.08
<u>Governance costs</u>		
Independent examination (pd.to VG-ES)	£ <u>25.00</u>	£ <u>37.50</u>
<u>TOTAL PAYMENTS</u>	£ <u>4,147.95</u>	£ <u>3,868.93</u>

<u>DEFICIT (-), SURPLUS FOR YEAR</u>	£ 490.93	-£ 308.30
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Cash & Bank Balances at start of year	£ 36,583.43	£ 9,958.97
Plus surplus / Less deficit	£ <u>490.93</u>	-£ <u>308.30</u>
Cash & Bank Balances at end of year	£ <u>37,074.36</u>	£ <u>9,650.67</u>

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

Donations from Dornoch Heritage Society	£ 2,887.00	£ 2,457.08
Image Library Sponsorship	£ 310.00	£ 120.00
Other	£ 1,341.63	£ 605.01

Grants

Highland Council	£ 12,001.00	£ 12,006.00
Museums Galleries Scotland	£ 1,919.00	
National Heritage Lottery Fund	£ 6,800.00	
Association of Independent Museums		£ 3,573.72

Gross Trading Receipts

Admissions	£ 7,657.15	£ 7,890.00
Booklet Supply	£ 223.20	£ 619.58
Shop	£ 3,496.78	£ 4,395.84

Other Charitable Activities

Staff Services	£ 40.50	£ -
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Income from Investments

Deposit Interest received	£ 43.53	£ 45.84
HMRC PAYE refund	£ 105.76	

TOTAL RECEIPTS**£ 36,825.55****£ 31,713.07****OUTGOING RESOURCES****Gross Trading Payments**

Shop stock	£ 1,209.44	£ 1,993.96
Royalties	£ 19.89	

Payments relating directly to charitable activities

Advertising	£ 529.20	£ 1,127.18
Computer Software / Maintenance	£ 302.39	£ 35.00
Credit Card ~ Ann. Fee	£ 32.00	£ 32.00
Electricity	£ 1,324.64	£ 1,147.92
Employers NI	£ -	£ -
Gordon Bequest	£ 480.83	£ 951.60
Grounds	£ 209.00	£ 238.00
Insurance	£ 2,068.70	£ 2,067.83
Internet	£ 277.19	£ 260.04
Leased equipment	£ 369.60	£ 369.60
Museum equipment	£ 186.51	£ 367.18
Office equipment		£ 23.06
Office expenses	£ 280.85	£ 277.98
Postage	£ 40.27	£ 12.56
Professional fees	£ -	
Projects		£ 9.00
Rent	£ 10.00	£ 10.00
Water Rates	£ 486.94	£ 108.18
Repairs & Maintenance	£ 777.32	£ 875.97
Recruitment	£ -	£ -
Staff salaries	£ 15,433.25	£ 14,706.50

Subscriptions & membership	£ 127.00	£ 102.50
Telephone	£ 253.97	£ 227.74
Travel	£ 40.50	£ -
Websites	£ 2,223.46	£ 251.84
<u>Governance costs</u>		
Independent examination	£ 25.00	£ 37.50
<u>Purchase of fixed assets</u>		
Museum equipment (15/16) ~ <i>2 X specialist display cabinets @ £2059.80</i>	£ -	£ 4,119.60
Museum equipment (16/17) <i>Treasure Trove artefacts / Video frame / Display system</i>	£ 499.13	£ -
	£ -	
<u>TOTAL PAYMENTS</u>	<u>£ 27,207.08</u>	<u>£ 29,352.74</u>
(- DEFICIT) SURPLUS FOR YEAR	£ 9,618.47	£ 2,360.33
Cash & Bank Balances at start of year	£ 20,711.10	£ 18,350.77
Plus surplus / Less deficit -	£ 9,618.47	£ 2,360.33
Cash & Bank Balances at end of year	£ 30,329.57	£ 20,711.10