

**Charity No. SC008747**

**FINANCIAL STATEMENTS**

**DORNOCH HERITAGE SCIO  
YEAR ENDED 31<sup>ST</sup> MARCH 2020**

**APPENDIX 1**



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
		Period start date			Period end date		
	Day	Month	Year		Day	Month	Year
From	01	04	2019	To	31	03	2020

**Reference and administration details**

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

<b>Domoch Heritage SCIO</b>
<b>Historylinks Museum</b>
<b>SC008747</b>
<b>Historylinks Museum</b>
<b>The Meadows</b>
<b>DORNOCH</b>
<b>Sutherland</b> <span style="float: right;"><b>Postcode IV25 3SF</b></span>

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

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	<b>Jerry Bishop</b>	<b>Chair</b>		
2	<b>Tony Rundle</b>	<b>Treasurer</b>		
3	<b>Elizabeth Oakes</b>			
4	<b>Allison Davies OBE</b>			
5	<b>Brian Munro</b>			
6	<b>Andrew Senior</b>			
7				
8				
9				
10				
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13				
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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**

Trustees are elected 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**

- 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 remains the operation and maintenance of Historylinks, a fully accredited Museum which is also a VisitScotland 5\* Museum attraction.

Complementary to the above, and in keeping with our vision of 'Keeping the Dornoch Story Alive', the charity also maintains a membership of over 230 people (of which 80% are resident in the IV25 postal district), delivers a programme of regular talks throughout the winter months, is involved in heritage 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 Historylinks Museum:
  - Museum footfall up 5%
  - Charity membership up 14%
  - Earned income up 2%
  - Retention of VisitScotland 5\* Visitor Attraction status
  - Retention of TripAdvisor Certificate of Excellence
- Recruited and trained two additional archivist volunteers
- Heritage Society held a successful winter talk programme and hosted fund-raising events including a Burns Supper, two coffee mornings and a Christmas film & quiz night.
- Over 70 new acquisitions and over 300 objects added to the Museum catalogue.
- Continued engagement with a worldwide audience through Facebook and our image Library (which contained 13,700 records at year end).
- Successful summer exhibition on Policing in Sutherland
- Completed new outdoor display on 'Domestic Life' over the winter
- Opened the Museum in March 2020 in partnership with the Dornoch Fibre Fest to display the Katherine Gray dress (on loan from Barbara Francis).
- Delivered sixteen free outdoor workshops as part of the Sutherland Longhouse project (part funded by the Heritage Lottery Fund).
- Dornoch Young Curators Club released their first film documentary on the life of Janet Home.

### Financial review

Brief statement of the charity's policy on reserves

The Trustees have a policy of maintaining reserves of around £20,000 - representing more than 6 months running costs.

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

Details of any deficit

A deficit of £20,793 was recorded in the year. This was budgeted for and due entirely to a new fixed-term investment of £20,000 - a further attempt to protect some of our reserves against the effects of inflation.

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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Jerry Bishop	Tony Rundle
<b>Position (e.g. Chair)</b>	Chair	Treasurer
<b>Date</b>	26/7/20	26/7/20

## **Independent Examiner's Report For the Year Ended 31 March 2020**

### **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 2020, which are set out on pages 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** *22-09-2020*

VG-ES  
Alba, Main Street  
Golspie  
KW10 6TG

**DORNOCH HERITAGE SCIO****STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31ST MARCH 2020**

	Unrestricted	Restricted	31/03/2020	31/03/2019
<b>RECEIPTS</b>				
Donations	£ 3,767.18	£ 250.00	£ 4,017.18	£ 3,486.13
Grants	£ 6,273.00	£ 20,530.14	£ 26,803.14	£ 9,494.00
Receipts from fundraising activities	£ 1,042.25	£ -	£ 1,042.25	£ 1,219.69
Gross trading receipts	£ 23,497.17	£ -	£ 23,497.17	£ 23,163.09
Income from investments added to capital	£ -	£ -	£ -	£ -
Gross receipts from other charitable activities	£ 3,798.05	£ -	£ 3,798.05	£ 3,563.15
Nest - pension refund of employer's cont.	£ 37.48	£ -	£ 37.48	£ -
F.I.T. Payments	£ 1,184.92	£ -	£ 1,184.92	£ 1,467.27
Gift Aid	£ 700.20	£ -	£ 700.20	£ 837.69
<b>TOTAL RECEIPTS</b>	<b>£ 40,300.25</b>	<b>£ 20,780.14</b>	<b>£ 61,080.39</b>	<b>£ 43,241.02</b>
<b>PAYMENTS</b>				
Expenses for fundraising activities	£ 727.25	£ -	£ 727.25	£ 20.00
Gross trading payments	£ 3,915.65	£ -	£ 3,915.65	£ 4,383.72
Payments relating directly to charitable activities	£ 40,057.41	£ 16,847.96	£ 56,905.37	£ 37,369.65
Repayment of grant	£ -	£ -	£ -	£ -
Governance costs	£ 75.00	£ -	£ 75.00	£ 75.00
<b>SUB-TOTAL</b>	<b>£ 44,775.31</b>	<b>£ 16,847.96</b>	<b>£ 61,623.27</b>	<b>£ 41,838.37</b>
<b>PAYMENTS RELATING TO ASSET &amp; INVESTMENT MOVEMENT</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
Purchase of fixed assets	£ 250.36	£ -	£ 250.36	£ -
Purchase of investments	£ 20,000.00	£ -	£ 20,000.00	£ 10,000.00
<b>TOTAL PAYMENTS</b>	<b>£ 65,025.67</b>	<b>£ 16,847.96</b>	<b>£ 81,873.63</b>	<b>£ 51,838.37</b>
<b>NET (- PAYMENTS) RECEIPTS</b>	<b>-£ 24,725.42</b>	<b>£ 3,932.18</b>	<b>-£ 20,793.24</b>	<b>-£ 8,597.35</b>
<b>TRANSFERS TO/(FROM) FUNDS</b>				
<b>(-DEFICIT) SURPLUS FOR YEAR</b>	<b>-£ 24,725.42</b>	<b>£ 3,932.18</b>	<b>-£ 20,793.24</b>	<b>-£ 8,597.35</b>

**DORNOCH HERITAGE SCIO**

**STATEMENT OF BALANCES AS AT 31ST MARCH 2020**

**CASH FUNDS**

	<b>31st March 2020</b>	<b>31st March 2019</b>
Cash and bank balances at start of year	£ 47,227.39	£ 55,824.74
Surplus (-Deficit) shown on R&P account	-£ 20,793.24	-£ 8,597.35
Cash and bank balances at end of year	<u>£ 26,434.15</u>	<u>£ 47,227.39</u>

**INVESTMENTS**


Details	Fund to which asset belongs	<b>31.3.2020</b>	<b>31.3.2019</b>
Term Deposit 29.12.2018	Historylinks	£ 10,198.90	£ 10,000.00
24.09.2019	Historylinks	£ 20,000.00	£ -

**OTHER ASSETS**

Details	Fund to which asset belongs	<b>Cost</b>	<b>Current Value</b>	<b>Last Year</b>
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	£ 27,708.41
Artefacts	Historylinks	£ 1,595.36	£ 1,595.36	£ 1,345.00
Trade stock	Historylinks	£ 2,618.00	£ 2,618.00	£ 4,059.00

Approved by the Trustees

Date:

  
20 / 4 / 20

J. Bishop  
Chairman



**DORNOCH HERITAGE SCIO**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31<sup>ST</sup> MARCH 2020**

**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. 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  
31.3.20****Year ended  
31.3.19****INCOMING RESOURCES**

Donations	£ 295.00	£ 315.00
<b><u>Receipts from fund-raising activities</u></b>		
Coffee mornings	£ 862.25	£ 927.69
Other fund-raising (Film Night)	£ 180.00	£ 292.00
<b><u>Receipts from other charitable activities</u></b>		
Memberships	£ 1,745.00	£ 1,725.00
Lectures, raffles and Burns Supper	£ 2,053.05	£ 1,838.15
<b><u>TOTAL RECEIPTS</u></b>	<b>£ 5,135.30</b>	<b>£ 5,097.84</b>

**OUTGOING RESOURCES**

<b><u>Expenses for fund-raising activities</u></b>		
Social events	£ 727.25	£ 672.50
Advertising	£ -	£ 20.00
<b><u>Payments relating directly to charitable activities</u></b>		
Administration	£ -	£ -
Sundries	£ 1.32	£ 25.00
Room Hire/Agricultural Show	£ 231.20	£ 176.40
Restoration of Town Trail signs	£ -	£ 1,050.00
<b><u>Grants &amp; donations. Museum</u></b>	<b>£ 250.00</b>	<b>£ 2,240.00</b>
Transferred to museum 18/19 ~ investment		£ 10,000.00
<b><u>Governance costs</u></b>		
Independent examination (pd.to VG-ES)	£ 37.50	£ 37.50
<b><u>TOTAL PAYMENTS</u></b>	<b>£ 1,247.27</b>	<b>£ 14,221.40</b>

**DEFICIT (-). SURPLUS FOR YEAR**      **£ 3,888.03**      **-£ 9,123.56**

Cash & Bank Balances at start of year	£ 13,510.58	£ 22,634.14
Plus surplus / Less deficit (-)	£ 3,888.03	-£ 9,123.56
Cash & Bank Balances at end of year	<b>£ 17,398.61</b>	<b>£ 13,510.58</b>

## DORNOCH HERITAGE SCIO

### HISTORYLINKS MUSEUM RECEIPTS AND PAYMENTS ACCOUNT

Year Ended  
31.3.20

Year Ended  
31.3.19

#### INCOMING RESOURCES

##### Donations

Donations from Dornoch Heritage Society	£ -	£ 2,000.00
Transferred from DHS for investment	£ -	£ 10,000.00
Image Library Sponsorship	£ 200.00	£ 200.00
Other	£ 3,722.18	£ 2,981.13

##### Grants

Highland Council (Revenue)	£ 6,273.00	£ 6,274.00
Museums Galleries Scotland (McCulloch)	£ 1,079.00	£ -
Family Grants (McCulloch)		£ 240.00
RDGC (YCC)	£ 190.00	£ 240.00
Co-op Community Fund (YCC)	£ 2,895.14	£ -
Maple Trust (YCC)	£ -	£ 500.00
St. Finbarr's (YCC)		£ 480.00
Ward Manager's Discretionary Fund (YCC)	£ -	£ 500.00
Ward Manager's Discretionary Fund (Grey dress display)	£ 500.00	
Hugh Fraser Foundation (YCC)	£ -	£ 1,500.00
Scottish Land Fund (Extension)	£ 8,166.00	
Heritage Lottery Fund (Longhouse)	£ 7,700.00	

##### Gross Trading Receipts

Museum Counter (cash)	£ 16,532.48	£ 17,572.37
Museum Counter (cards)	£ 6,464.69	£ 5,074.22
Booklet Supply	£ 300.00	£ 516.50
Gift Aid	£ 700.20	£ 837.69

Deposit Interest received (to capital ~ see Balances Statement)	£ -	£ -
Nest (Employer's contribution pension refund)	£ 37.48	£ -
FIT Payments	£ 1,184.92	£ 1,467.27

#### TOTAL RECEIPTS

£ 55,945.09      £ 50,383.18

#### OUTGOING RESOURCES

##### Gross Trading Payments

Retail stock	£ 4,166.01	£ 4,383.72
Royalties	£ -	£ -

##### Payments relating directly to charitable activities

Advertising	£ 339.96	£ 1,036.82
Computer Software / Maintenance	£ 484.51	£ 2,117.36
Credit Card ~ Ann. Fee	£ 32.00	£ 32.00
Electricity	£ 1,931.53	£ 1,278.56
Employer's Ni	£ -	£ -
Employer's Pension Contributions	£ 319.00	£ 183.57
Fund-raising Costs	£ -	£ 359.99
Grounds	£ 240.00	£ 120.00

Insurance	£ 2,054.46	£ 2,458.21
Internet	£ -	£ -
Leased equipment	£ 232.20	£ 369.60
Museum equipment	£ 1,425.50	£ 2,215.78
Office equipment	£ 369.93	£ 65.91
Office expenses	£ 957.92	£ 750.09
Postage	£ 150.69	£ 126.62
Professional fees	£ 309.42	£ -
Projects	£ 17,011.16	£ 1,563.86
Rent	£ -	£ 10.00
Water Rates	£ -	£ 92.84
Repairs & Maintenance	£ 1,635.45	£ 4,339.38
Recruitment	£ -	£ -
Staff salaries	£ 27,127.32	£ 16,928.15
Staff Training	£ 255.00	£ -
Subscriptions & membership	£ 102.00	£ 213.00
Telephone (incl. Broadband)	£ 1,051.52	£ 802.01
Travel	£ 129.28	£ -
Websites	£ 264.00	£ 372.00
Investment (Cambridge & Counties Bank)	£ -	£ 10,000.00
Investment (Hampshire Trust Bank)	£ 20,000.00	£ -
<b><u>Governance costs</u></b>		
Independent examination	£ 37.50	£ 37.50
<b><u>Purchase of fixed assets</u></b>		
Plans & sections ~ Dornoch Light Railway	£ 250.36	£ -
<b><u>TOTAL PAYMENTS</u></b>	<b><u>£ 80,626.36</u></b>	<b><u>£ 49,856.97</u></b>
<b>(- DEFICIT) SURPLUS FOR CURRENT YEAR</b>	<b>-£ 24,681.27</b>	<b>£ 526.21</b>
Cash & Bank Balances at start of year	£ 33,716.81	£ 33,190.60
Plus surplus / Less deficit -	-£ 24,681.27	£ 526.21
<b>Cash &amp; Bank Balances at end of year</b>	<b><u>£ 9,035.54</u></b>	<b><u>£ 33,716.81</u></b>