

**The Church of Scotland**

**Perth Riverside Church of Scotland**

**Congregation No. 281702**

**Charity No. SC 011113**

**Annual Report & Accounts for 2017**

## Reference and Administrative Information

Charity Name: Perth Riverside Church of Scotland

Charity Registration Number: SC 011113

Contact Address: 2 Dryburgh Crescent, Perth, PH1 1SF

## Trustees

### *For the whole of 2017 and to date of signing*

Rev David Rankin

Martine Clyne

Keith Fleming

Steven Mackay

Helene McDonald

Rev Iain McFadzean

Keith Wellstood

## Principal Office Bearers

Minister: Rev David Rankin

Community worker: Keith Wellstood

Session Clerk: Steven Mackay

Church Treasurer: James Christie

Property Convenor: Steven Mackay

## Independent Examiner

Steven Goodacre

16 Woollcombe Square

Scone

Perth

PH2 6PN

## Bankers

Bank of Scotland

10-16 King Edward Street

Perth

PH1 5UT

# Trustees' Annual Report - year ended 31 December 2017

## Structure, Governance and management

The Church is administered in accordance with the terms of the Deed of Constitution (Unitary Form). Recruitment and Appointment of Trustees

Members of the Kirk Session are the charity trustees. The Kirk Session members are Elders of the Church and are chosen from those members of the Church who are considered to have the appropriate gifts and skills. The Minister, who is a member of the Kirk Session, is elected by the Congregation and inducted by Presbytery.

## Objectives and Activities

The Church of Scotland is Trinitarian in doctrine, reformed in tradition and Presbyterian in polity. It exists to glorify God and to work for the advancement of Christ's Kingdom throughout the world. As a national church, it acknowledges a distinctive call and duty to bring the ordinances of religion to the people in every parish of Scotland through a territorial ministry. It co-operates with other Churches in various ecumenical bodies in Scotland and beyond.

Perth Riverside Church of Scotland is a Christian community based in north Perth.

As a church we seek to fulfil our mission, aims and values through regular Christians worship, community activities and service to our parish.

## *Our Mission Statement*

Our Mission Statement

Pray serve grow.

Our Aims

- Grow as a community of Jesus' disciples.
- Serve each other, our neighbours, our parish, our city and beyond using our abilities and our building.
- Pray as a way of life.

## **Our Values**

Faith, nurture and generosity.

## **Achievements and Performance**

### **Attendance**

The Perth Presbytery Statistical Return for 2017 records our Roll as 64 adults with an additional 50 children attending. We also have 12 adherents recorded while various other people regularly attend our services. During the week we also interact with many more people through our community work.

### **Overview of 2017 at Riverside**

#### **Services**

We maintain weekly worship on a Sunday at 10:30am, during which provision is made for all ages through our children's programme. We have a monthly service on the last Thursday and a monthly evening service on the last Sunday. We continue to develop Funday School, a contemporary and lively children's ministry on the last Sunday of the month.

#### **Community Work**

Our community activities include a weekly parent and toddler group, run by volunteers from the congregation; community cafés held on Tuesday and Saturday mornings; VIM, a group for mothers of children who have not yet started school;

There are good links between the church and North Muirton and Balhousie Primary Schools and Perth Grammar School. We have maintain our project with Perth Grammar School to provide work experience, mentoring and support to some local pupils and are presently considering how this might be developed further.

The minister also conducts a number of parish funerals every year and provides pastoral care to non-members as well as to members of the church. We also run a fortnightly service in the New Rannoch Day Centre.

#### **Church Life**

There is a range of activities for people who want to explore and express faith including our weekly faith and friendship group, prayer meetings and small groups which meet in people's homes.

We hold community cafe events for local families to coincide with Christian festivals such as Christmas and Easter. In December 2017 supported by a grant from PKC Creative Communities fund we produced a nativity play in the streets of the Parish. This included an original script and a professional cast and producer.

We have continued to work on the vision produced last year and plan to develop a clearer organisational strategy in 2018.

This year we held again held an affordable Christmas fayre.

## **Financial Review**

We recorded a surplus of £4,630 in 2017, following a surplus of £6,806 in 2016. After a significant increase in hall rental income in 2016 it was pleasing to see this income increase again by 22%, despite the church having to wind business down for a spell because of key staff being unavailable. Giving increased by 10%. The lower increase in plate giving of 5% was attributable to people switching to Gift Aid donations.

It is worth noting that the surplus would have been significantly lower if the Church of Scotland had not reduced reduced our Ministries and Mission Allocation payment retrospectively by £3,000 during the year. This reduction has to go towards local mission work, for which a new designated fund has been created.

It is as well that our we achieved a significant increase in income because our expenditure increased by 19% from 2016. The biggest increase was in manse expenditure, which rose from £530 to £9,105. This increase reflected the need to catch up on a backlog of work on the manse. This is an old and expensive building, but above all it is the Rankins' home and we have a duty to keep it in an acceptable state.

Expenditure on the church fabric and manse is unlikely to reduce much in 2018. We have had an easy few years with the church building, and that will not last for long. NB the surplus of £3,648 in Fabric expenses in 2016 was due to receipt of payment for an insurance claim relating to the manse fire in 2013.

### **Reserves Policy**

The reserves figure is a notional item that does not appear in the accounts. It reflects the amount of money we believe we should hold in the bank as a precaution. Our policy is to hold reserves of £18,000, which currently

represents approximately four months expenditure. We believe that our small size, and reliance on relatively few members require us to have such a prudent level of reserves.

## Statement of Trustees' Responsibilities

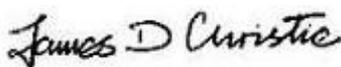
Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that financial period. In preparing those financial statements, the trustees are required to:

- ◇ Select suitable accounting policies and then apply them consistently;
- ◇ Make judgements and estimates which are reasonable and prudent;
- ◇ State whether applicable 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 charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Approved by the Trustees and signed on their behalf

James Christie, Treasurer



Date

13/02/2018

# Perth Riverside Church of Scotland

SC 011113

## Independent Examiner's Report to the Trustees of Perth Riverside Church of Scotland

I report on the accounts of the charity for the year ended 31st December 2015 which are set out on pages 6-11.

### ***Respective responsibilities of trustees and examiner***

The Charity Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustees 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) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts 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 (as amended). 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 the course of 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 Accounts Regulation, and
  - ◇ to prepare accounts which accord with the accounting records and comply with regulations 9 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 accounts to be reached.

S Goodacre

Date 09/03/2018

Steven Goodacre  
16 Woollcombe Square  
Scone  
Perth  
PH2 6PN

## Perth Riverside Church Receipts & Payments Account, year to 31<sup>st</sup> December 2017

		Unrestricted Funds 2017 £	Restricted Funds 2017 £	Endowment Funds 2017 £	Total 2017 £	Total 2016 £
<b>Receipts</b>	<b>Note</b>					
Donations	3	£49,407.13	£1,500.00	£0.00	£50,907.13	£46,158
Activities for Generating Funds						
Rental of premises	£14,000.25					
Other activities for gen funds	£0.00					
Café	£1,987.65					
		£15,987.90			£15,987.90	£13,182
Legacies		£0.00	£0.00		£0.00	£0
Bank & Deposit interest		£0.00		£0.00	£0.00	£0
		<u>£65,395.03</u>	<u>£1,500.00</u>	<u>£0.00</u>	<u>£66,895.03</u>	<u>£59,339</u>
Sale of assets		£0.00			£0.00	£0
Sale of investments		£0.00			£0.00	£0
Grants		£0.00			£0.00	£0
Receipts from General Trustees		£0.00			£0.00	£0
Other Receipts		£0.00			£0.00	£0
<b>Total Receipts</b>		<u>£65,395.03</u>	<u>£1,500.00</u>	<u>£0.00</u>	<u>£66,895.03</u>	<u>£59,339</u>
<b>Payments</b>	<b>4</b>					
Costs of generating funds		£552.54			£552.54	£1,077
Charitable activities		£60,212.37	£1,500.00		£61,712.37	£51,456
Governance costs		£0.00			£0.00	£0
<b>Total Payments</b>		<u>£60,764.91</u>	<u>£1,500.00</u>	<u>£0.00</u>	<u>£62,264.91</u>	<u>£52,533</u>
<b>for the year before transfers</b>		£4,630.12	£0.00	£0.00	£4,630.12	£6,806
Transfers		£0.00	£0.00	£0.00	£0.00	£0.00
<b>Excess of Receipts over Payments for the year</b>		<u>£4,630.12</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£4,630.12</u>	<u>£6,806</u>

## Perth Riverside Church Statement of Balances at 31<sup>st</sup> December 2017

	Bank Balances 2017	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Endowment Funds 2017 £	Total 2017 £	Total 2016 £
<b>Bank &amp; Deposit Balances</b>						
Bank & deposit balances b/f	£50,732.15	£51,738.11	£11,132.55	£0.00	£62,870.66	£56,064.37
+/- net expenses/income not cleared b/f	£12,138.51					
<b>Movement in year:</b>						
Excess of Receipts over Payments for the year	£4,630.12	£4,630.12	£0.00	£0.00	£4,630.12	£6,806.29
+/- net expenses/income not cleared c/f	<u>-£5,783.79</u>					
Bank & deposit balances c/f	<u>£61,716.99</u>	<u>£56,368.23</u>	<u>£11,132.55</u>	<u>£0.00</u>	<u>£67,500.78</u>	<u>£62,870.66</u>
Discrepancy	£0.00				£0.00	£0
<b>Investments at market value</b>						
(cost £ xxxxx)	£0.00	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0</u>
<b>Assets</b>						
Gift Aid Receivable		£247.25	£0.00	£0.00	£247.25	£12,144.94
Income invoiced but not received/cleared		<u>£2,836.99</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£2,836.99</u>	<u>£1,851.80</u>
		£3,084.24	£0.00	£0.00	£3,084.24	£13,996.74
<b>Liabilities</b>						
Expenses incurred but not paid/cleared		£2,699.55	£0.00	£0.00	£2,699.55	-£1,858.23
Cost of repair not yet billed		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
		<u>£5,783.79</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£5,783.79</u>	<u>£12,138.51</u>

NB in the above statement the "Bank Balances" figures are taken from bank statements. The funds figures and the total for the year are the balances in our accounts. The two sets of figures are reconciled by the net expenses/income that was not cleared at the start and end of the year. If the reconciliations match then the discrepancy figure is zero.

In preparing these financial statements:

- the Trustees are of the opinion that the charity is entitled to the exemption from audit conferred by Regulation 10(1)(d) of the Charities Accounts (Scotland) Regulations 2006.
- the Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records and prepares financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The accounts were approved by the Kirk Session on 21/03/2018 .

For and on behalf of the Kirk Session.

Keith Wellstood  
Elder

Helene McDonald  
Elder

# Perth Riverside Church

## Notes to the Accounts

### 1 Trustee Remuneration and Related Party Transactions

No trustee or person related to a trustee received any remuneration in the period from 1st January 2017 to 31st December 2017. The Community Worker, Keith Wellstood, is both a trustee and an employee of the Church of Scotland. However, his salary comes from central funds, rather than from Riverside.

David Rankin, our minister and therefore a trustee, was reimbursed for various authorised expenditure on behalf of the church totalling £202. However, he reimbursed the church for £360 to cover optional work on the manse that the Rankins chose to have done on top of the agreed bathroom refurbishment. The church also paid £240 to the Church of Scotland to cover expenses incurred by Rev Rankin. Further, the church paid Council Tax of £2,991 for the manse.

The church reimbursed Keith Wellstood with £1,325 in authorised expenditure, and £127 in expenses incurred in his role as the Community Worker.

Steven Mackay was reimbursed £152 and Keith Fleming £500 for authorised expenditure.

The church does not operate an imprest system (petty cash) for expenses. Two signatories are required for issuing a cheque. When dealing with small expenses, or with tradesmen, it is therefore often simpler for people to pay and then reclaim the money from the church on production of an invoice.

No trustee or a person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

### 2 Movement in Funds

	Fund balances b/f	Income	Expenses	Transfers for period	Fund balances c/f
<b>Unrestricted Funds</b>					
General Fund	£40,171.18	£65,395.03	-£55,965.35	-£8,190.00	£41,410.86
Fabric Fund	£6,660.94	£0.00	-£2,504.47	£3,000.00	£7,156.47
Youth Work Fund	£2,359.12	£0.00	-£56.37	£0.00	£2,302.75
Mission Fund	£2,330.87	£0.00	-£2,048.72	£2,000.00	£2,282.15
Children's outings	£216.00	£0.00	£0.00	£0.00	£216.00
Designated Donations	£0.00	£0.00	-£190.00	£190.00	£0.00
Designated Mission Work (MMA reduction)	£0.00	£0.00	£0.00	£3,000.00	£3,000.00
<b>Total Unrestricted Funds</b>	<b>£51,738.11</b>	<b>£65,395.03</b>	<b>-£60,764.91</b>	<b>£0.00</b>	<b>£53,368.23</b>
<b>Restricted Funds</b>					
Restricted Fund #1 (youth work)	£11,132.55	£0.00	£0.00	£0.00	£11,132.55
Restricted Fund #2 (P&KC Creative Community)	£0.00	£1,500.00	-£1,500.00	£0.00	£0.00
<b>Total Restricted Funds</b>	<b>£11,132.55</b>	<b>£1,500.00</b>	<b>-£1,500.00</b>	<b>£0.00</b>	<b>£11,132.55</b>
<b>Total</b>	<b>£62,870.66</b>	<b>£66,895.03</b>	<b>-£62,264.91</b>	<b>£0.00</b>	<b>£64,500.78</b>

NB: there are no endowment funds.

#### Purposes of Designated Funds

The Fabric Fund was established for the maintenance of the church building. It was set up in 2011. Expenditure categorised as "Fabric repairs and maintenance" comes out of this fund. It does not cover the manse.

The Youth Work Fund was established to provide support for Riverside's mission work with local youth.

The Mission Fund exists to ensure that we have money set aside for our core purpose of sharing the good news of God's love. It was set up in 2011. Expenditure categorised as "Mission" or "Outreach" comes out of this fund.

The children's outings fund was set up in 2015 following a gift from the family of Matt McKean, a member who died in 2010. Matt's family wanted the money to be used for some form of children's outing. The trustees have full discretion over how this money will be used.

The Designated Donations fund was created to hold money that has been raised with the express intention of donating it to an external charity. The exact destination is at the discretion of the Kirk Session, so it cannot be a Restricted Fund.

The new fund, "Designated Mission Work (MMA reduction)" had been set up because the reduction in our MMA payments is conditional on the money being used for approved mission work. We have therefore decided to keep this money separate from the main Mission Fund, which covers the day to day work of the church.

### Purposes of Restricted Funds

Restricted Fund #1 (youth work) holds the remainder of the money that was raised between 2004 and 2006 to pay the salary of a youth worker. She resigned before the end of her contract and a replacement was not appointed. The youth worker post was managed by Perth Riverside Church and Perth YMCA as a joint project, committed to Christian youth work in Riverside's parish. This money is assigned to a restricted fund because it can be spent only on projects that are approved by both Riverside and Perth YMCA. That is why it is held in a separate fund from the general Youth Work Fund, which can be spent at the discretion of the trustees.

Restricted Fund #2 (P&KC Creative Community) holds money that was granted by Perth & Kinross Council for the Muirton Community Nativity. The money that was not spent will be returned, and so a balancing expense item was inserted into the accounts to reflect the money we will either be handing back or which will be used to settle any outstanding bills.

### 3 Analysis of Donations & Other Income

	<b>Unrestricted funds 2017</b>	<b>Restricted funds 2017</b>	<b>Total 2017</b>	<b>2016</b>
Gift Aid donations	£32,354		£32,354	£29,394
Tax recovered on Gift Aid donations	£8,089		£8,089	£7,349
Tax recovered through GASDS	£1,124		£1,124	£1,223
Ordinary offerings (open plate)	£5,271		£5,271	£5,033
Other offerings, donations, etc.	£2,570	£1,500	£4,070	£3,159
	<u>£49,407</u>	<u>£1,500</u>	<u>£50,907</u>	<u>£46,158</u>
	<b>Unrestricted funds 2017</b>	<b>Restricted funds 2017</b>	<b>Total 2017</b>	
Café income (gross)	£1,988		£1,988	£1,487
Hall rental	£14,000		£14,000	£11,430
Other activities for generating funds	£0		£0	£265
	<u>£15,988</u>	<u>£0</u>	<u>£15,988</u>	<u>£13,182</u>
Total income in this analysis			£66,895	£59,339
Total income in income sheet			£66,895	£59,339

#### 4 Analysis of Payments

	Unrestricted funds 2017	Restricted funds 2017	Total 2017	2016
event catering & expenses	£7		£7	£910
café expenses	£545		£545	£167
costs (misc) of gen funds	£0		£0	£0
<b>Costs of generating funds</b>	<b>£553</b>	<b>£0</b>	<b>£553</b>	<b>£1,077</b>
<b>Charitable activities</b>				
alarms & security	£0		£0	£0
assets & equipment	£1,176		£1,176	£2,487
broadband (BT)	£206		£206	£275
CCLI licence	£470		£470	£468
children's outings	£0		£0	£289
cleaning materials	£591		£591	£465
donations & gifts	£803		£803	£1,798
donations (designated for 3rd parties)	£190		£190	£0
electric	£3,702		£3,702	£4,515
gardening	£420		£420	£792
gas	£4,622		£4,622	£5,058
insurance	£2,465		£2,465	£2,503
manse expenses (ex CT/ins)	£9,105		£9,105	£530
mission & outreach	£2,049		£2,049	£2,370
MMA	£15,269		£15,269	£15,980
P&KC (manse)	£2,991		£2,991	£2,635
phone	£471		£471	£980
Presbytery Assessment	£412		£412	£441
printing, stationery, postage, photocopy	£432		£432	£438
pulpit duties	£143		£143	£0
repairs (Fabric Fund)	£2,504		£2,504	-£3,648
restricted fund #1 youth work		£0	£0	£0
restricted fund #2 P&KC Creative Communities		£1,500	£1,500	£0
staff expenses	£1,113		£1,113	£2,072
staff wages	£9,868		£9,868	£9,438
toilets servicing	£838		£838	£808
training	£0		£0	£0
MMA reduction fund (mission)	£0		£0	£0
water	£0		£0	£190
window cleaning	£315		£315	£495
youth work (designated fund)	£56		£56	£76
	<u>£60,765</u>	<u>£1,500</u>	<u>£62,265</u>	<u>£52,533</u>
<b>Governance costs</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Other payments</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

## **5 *Minister's Stipend***

All Church of Scotland congregations contribute towards the National Stipend Fund, which bears the costs of all ministers' stipends and employer's contributions for National Insurance, pensions and the Housing and Loan Fund. Ministers' stipends are paid in accordance with the National Stipend Scale, which is related to the years of service. For 2016 the minimum stipend was £26,380 and the maximum stipend (in the 5<sup>th</sup> and subsequent years) £32,419. However, the Church of Scotland does not communicate changes to these figures to church treasurers for the annual reports, so they have not been updated.

## **6 *Collections for Third Parties***

None.