# The Church of Scotland Strathbrock Parish Church of Scotland, Uphall

## ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2018

Congregation No: 020159

**Scottish Charity No: SC006336** 

## **Reference and Administrative Information**

Strathbrock Parish Church of Scotland, Uphall Charity Name:

Charity Registration Number: SC006336

Congregation Reference No: 020159

Contact Address: Strathbrock Church Hall

58 Thomson Court

Uphall

West Lothian **EH52 6BY** 

#### **Trustees**

Darby, Sandra McEwen, Lynne Southern, Martin McFadyen, Evelyn Edwards, Gillian Stears, Ailsa Frater, Annette McInnes, Anne Stears, Mike Gilchrist, Ian McInnes, John Stewart, Jane B. Gilchrist, Wilma Millar, Marion Stewart, John Graham, Fraser Millar, Robert Watson, Jack Laing, Marion Russell. Jennifer Watson, Mary Macpherson, Harry T. Shaw, Robert Wilson, Susanne Macpherson, Myra E. Smith, Rev. Graham

## **Principal Office-bearers**

Rev. G. Smith Locum Minister:

Interim Moderator: Rev. G. Smith

Session Clerk: Mrs L. McEwen

Church Treasurer: Mrs S. Wilson

#### **Independent Examiner Bankers**

Bank of Scotland R. Alexander C.A The A9 Partnership Ltd The Direct Business Abercorn School PO Box 1000 BX2 1LB Newton

**EH52 6PZ** 

## **Structure, Governance and Management**

#### **Governing Document**

The Church is administered in accordance with the terms of the Unitary Deed of Constitution.

## **Recruitment and Appointment of Trustees**

Members of the Kirk Session are the charity trustees. The Kirk Session consists of the minister, or Interim Moderator, and the elders. The minister is elected by the congregation and inducted by the Presbytery. The elders are chosen from those members of the church who are considered to have the appropriate gifts and skills.

## **Organisational Structure**

The Kirk Session is moderated by the Minister, or Interim Moderator, and is responsible for all affairs within the church.

Certain responsibilities are delegated to the Business Group which is made up of convenors from Stewardship and Finance, Property, Worship, Pastoral Care and Learning and Outreach workgroups.

The Kirk Session meets every two months and the Business Committee meets in the months between.

Strathbrock Parish Church is currently in a vacancy following the demission of the Minister.

Rev Marc Kenton, Minister of Strathbrock, contined to be absent through ill health, and demitted his post in July. Rev Graham Smith continued to serve as Locum Minister and Interim Moderator in the Minister's absence, and subsequently during the vacancy.

## **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.

In its Mission Statement, Strathbrock Parish Church of Scotland commits to 'Spreading the Good News of Jesus Christ in our Parish', i.e. within the village of Uphall and to Ecclesmachan. It provides centres of worship for the community and looks at ways to meet the needs of the community, welcoming all to its buildings and events.

Strathbrock Parish Church continues to develop its mission amongst the community. The church hall is used by organisations such as the Girls and Boys Brigades and also the Brownies. The church shop and events throughout the year provide a focus for the community to be welcomed.

The church hall also provides office space as a permanent base for the Christian youth worker employed by The BUSY Project.

Strathbrock Church works together well with its neighbouring churches, holding joint services at times throughout the year and supporting their activities. Much of this is possible through belonging to the local Council of Churches.

There are also close links with the local schools, both primary and secondary. The primary schools come to St Nicholas church for end of term services and to the church hall for Easter activities. Members of the congregation do chaplaincy work in the primary and secondary schools.

Messy Church is developing well and provides opportunities for families to share activities and to worship together.

Through our church buildings in Ecclesmachan and Uphall we aim to be a Christian witness to those local communities.

Strathbrock Church communicates well with its members and with the wider local community through weekly Intimations sheets, the Strathbrock CHAT newsletter, website and Facebook page.

#### **Achievements and Performance**

## Worship

Worship is held in alternate months in St Machan and St Nicholas churches, with worship services starting at 10.30 am.

Communion is shared on the first Sunday of the month, and Messy Church is held in the church hall each month. A Dedication service was held for the Guild, Boys Brigade and Girls Brigade.

We share worship with other local congregations through the Council of Churches at Christmas and Easter.

We also hold regular services in the local nursing homes, these being led by various members of the congregation.

Remembrance services were held in both churches. A special service to commemorate the centenary of World War 1 was held in St Machan Church and thereafter in the Ecclesmachan village hall.

#### Fellowship and Community

There are several church organisations which provide fellowship and reach out to the community.

The Guild meet twice in the month and provide a wide range of speakers: the group also enjoy fellowship over meals together at times during the year. They support the Guild projects, inviting speakers and donating to each of the causes.

Facegroup meet monthly and again cover a wide range of topics to encourage interest and share fellowship by going bowling on occasion.

Fellowship is shared in church by refreshments after the morning service. Messy Church starts with sharing food together. At the annual elders dinner, we invite in turn, those who have helped in aspects of church life to thank them for their service

House groups, for prayer and study, also provide fellowship together.

Pastoral care is an important part of the life of our congregation including the flower ministry and a team of visitors who do house visits. Cards are sent on anniversaries of bereavement and times of illness.

The flower group provides opportunity for church and non church members to come together and enjoy learning more about flower arranging. The church shop, Craft fairs and Christmas events attract the wider community.

Praise afternoons, held at various times throughout the year again provided opportunity for church members and the wider congregation to come together. The local primary school also participated in the entertainment at these occasions.

Many church members have strong links with the community, being members of the Community Council and Community Centre Management Group.

#### **Schools and Young People**

There are strong links with the local primary and secondary schools. Gospels are given, through the Council of Churches, to pupils transitioning to secondary school. Members of the congregation help out in Homework and Light Clubs in the primary schools and there is also work done in the secondary school especially through the Listening Service.

Pupils and staff from the primary schools came to the Church Hall at Easter to participate in the Easter Code, and they came to church for their end of term services.

Strathbrock participated in the Year of Young People and promoted this through posters and notices throughout the church hall. A joint event for the Year of Young people was held in conjunction with Uphall South church, in Uphall Community Centre. This was a successful evening of activities and games, and was well attended by helpers and by young people.

A successful Holiday Club, Showstoppers, was also held jointly with Uphall South Church. This took place in August and was well attended.

#### Stewardship

Strathbrock Church took steps to encourage the giving of time, talent and money throughout the year, through the work of the Social and Fundraising Group. This group exists to encourage the congregation to participate in a variety of events with emphasis either on social gathering or on fundraising.

Over the course of the year, the Treasurer made a number of appeals to the congregation to consider moving to standing order for their regular offerings. This has resulted in an increase in individuals giving this way from 38 to 50. This has brought benefits in providing a more stable income base, and in reducing the time spent on the weekly free will offering count.

The congregation's stewardship focus this year however, has been on the use of the three church buildings - two listed churches and a large church hall complex, with a view to considering how they contribute to the life of the church. A discussion evening was held to encourage our thinking about the mission and purpose of our congregation and to begin the process of evaluating the usefulness of our properties. The Kirk Session has agreed to take the next step in this, by engaging architects to conduct a Feasibility Study into the potential future uses and/or adaptations of our buildings. It is hoped this will be conducted early in 2019.

#### Thank You

The activity described in this annual report was the result of a great deal of time and effort on the part of those who planned and organised, and its success depended on the willingness of many to support and participate. The church is deeply grateful to all office bearers, members and supporters for their commitment to the continuing work of the local, and wider, church.

## **Financial Review**

Overall, the financial position for Strathbrock Parish Church represented in these accounts, shows a deficit of £17,384 for the year 2018. Of this figure, £15,300 represents the cost of installing a new heating system in the church hall and was a planned use of the congregation's reserve funds.

Alongside this deficit is an increase of £1,349 in the funds held on behalf of Strathbrock Parish Church by the Church of Scotland General Trustees (Consolidated Fabric Fund) and a reduction of £1,291 in the value of the congregation's investments.

#### Income

The church's total income for the year was £101,214, a 5% decrease over the previous year.

The main source of income for Strathbrock Parish Church was regular giving by church members through standing orders, weekly freewill offering envelopes and other voluntary donations. In 2018 this income totalled £79,314, a 9% decrease over the previous year, the difference being somewahat explained by a special appeal to the congregation for upgrading the central heating system included in the 2017 total.

This year's income included £14,992 of tax recovered through Gift Aid, along with £237 of VAT reclaimed through the Listed Places of Worship scheme, relating to maintenance costs in St. Machan Church.

The sum of £5,300 was transferred in from funds held on our behalf by the Church of Scotland General Trustees. This, along with £10,001 from our investments, was used for the installation of the new heating system in the church hall.

Events planned and organised by the Social and Fundraising Group, along with the regular monthly thrift shop, raised a total of £9,025 over the course of the year. This continues to be an essential contribution to the church's income, however the varied events are also focussed very much on bringing people together socially and they provide an outreach to the local community.

The church continues to receive a monthly rent from The BUSY Project for the use of office space. BUSY is a local Christian youth work project, whose work is directly in line with the charitable aims of Strathbrock Parish Church. This contributed £2,160 towards income this year.

## **Expenditure**

The church's total expenditure for the year was £118,598, an increase of 8% over the previous year.

The most significant expenditure incurred over the year was £62,789, representing our contribution to the Church of Scotland Ministries and Mission costs. 86% of this cost went to the Ministries Council and was this church's contribution to the cost of parish ministers and those in other parish posts which are in Presbytery plans. The remaining 14% was used for the work of other councils, committees and departments of the Church of Scotland and gave our congregation a financial stake in all the national and international work of the Church.

A total of £19,572 was spent on the costs of repairs and maintenance of our four church properties - two listed church buildings, the church hall and the manse. This sum includes the previously mentioned installation of the new heating system in the church hall.

The remaining property expenditure was on routine maintenance including roof repairs and gutter cleaning, servicing of central heating and fire alarm systems, and repair and servicing of the lift in the church hall.

The cost of heating and lighting the church buildings came to a total of £5,552, 3% up on the previous year. The new heating system is in the process of 'bedding in' at the church hall and it is hoped will provide a small saving in future over the running costs of the previous system.

A total of £7,872 was paid in respect of staff costs to the church secretary, hall cleaner, beadle and organists. There is currently no cleaner as we move into 2019, due to the previous cleaner retiring.

Printing and photocopying costs came to £1,820 for the year, a reduction of 43% over the previous year. This is the realisation of the first full year's savings from the renegotiated photocopying contract, which was signed late in 2017.

## **Reserves Policy**

It is the Trustees' policy to hold reserves of approximately six months expenditure including designated funds. This would be a figure of £59,000.

At the year end the Church actually held unrestricted funds of £66,000 including investments and funds held by the Church of Scotland General Trustees. Of this sum, £51,500 has been designated for fabric fund and £9,500 for the support of church based youth organisations.

## **Statement of Trustees' Responsibilities**

The members of the Kirk Session must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Church during the financial year.

The members of the Kirk Session are responsible for keeping proper accounting records which must reflect the financial position of the Church at any given time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the current regulations for Congregational Finance as approved by the General Assembly of the Church of Scotland. They are also responsible for safeguarding the assets of the Church and must take reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,
Mrs L McEwen
Session Clerk
Date

## Independent Examiner's Report to the Trustees of Strathbrock Parish Church, Uphall

I report on the accounts of the charity for the year ended 31st December 2018, which are set out on pages 11 to 16.

## 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 and the Charities Accounts (Scotland) Regulations 2006.

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

An 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 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 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 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.

Name Robert Alexander

**Chartered Accountant** 

Address: The A9 Partnership Limited

Abercorn School

Newton Broxburn EH52 6PZ

Signed

Date

## Strathbrock Parish Church of Scotland, Uphall Receipts and Payments Account Year ended 31st December 2018

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Total
		2018	2018	2018	2018	2017
<b>Receipts</b>	Note	£	£	£	£	£
Donations	3	79,314	0	0	79,314	87,054
Legacies		0	0	0	0	0
Activities for Generating Funds		9,025	0	0	9,025	8,820
Bank & Deposit interest		14	0	0	14	55
Investment income		1,219	0	0	1,219	1,201
		89,572	0	0	89,572	97,130
Rental of premises		2,325	0	0	2,325	3,905
Receipts from General Trustees		5,300	0	0	5,300	3,124
Recovery of Pulpit Supply fees		0	0	0	0	294
Other Receipts		2,496	1,521	0	4,017	2,324
Total Receipts		99,693	1,521	0	101,214	106 777
Total Receipts		99,693	1,321		101,214	106,777
<b>Payments</b>	4					
Costs of generating funds		585	0	0	585	659
Charitable activities		116,746	1,117	0	117,863	108,867
Governance costs		150	0	0	150	150
<b>Total Payments</b>		117,481	1,117	0	118,598	109,676
Excess of Receipts over Paymer	ıts					
for the year before transfers		-17,788	404	0	-17,384	-2,899
Transfers		0	0	0	0	0
<b>Excess of Receipts over Paymer</b> for the year	nts	-17,788	404	0	-17,384	-2,899
v					. ,	,

## Strathbrock Parish Church of Scotland, Uphall Statement of Balances At 31st December 2018

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Total
	2018	2018	2018	2018	2017
	£	£	£	£	£
Bank & Deposit Balances					
Bank & deposit balances					
brought forward	31,034	482	0	31,516	34,415
Movement in year:					
Excess of Receipts over Payments for the year	-17,788	404	0	-17,384	-2,899
Bank & deposit balances					
carried forward	13,246	886	0	14,132	31,516
Investments at cost value					
investments at cost value	19,999			19,999	19,999
Note - the market value of the Investments at 31st Dece	ember 2018 was	£35,267 (2017	- £36,557)		
<u>Assets</u>					
Gift Aid Receivable	3,000	0	0	3,000	3,000
Gift Aid Small Donations Receivable	500	0	0	500	500
LPW VAT Reimbursement	225	0	0	225	250
	3,725	0	0	3,725	3,750
<u>Liabilities</u>					
Electricity and gas not yet billed	463	0	0	463	450
Heating installation Church Hall	0	0	0	0	14,000
	463	0	0	463	14,450

The accounts were approved by the Kirk Session on 26th February 2019.

For and on behalf of the Kirk Session

 <b>Session Clerk</b>
Treasurer

## Strathbrock Parish Church of Scotland, Uphall

## Year ended 31st December 2018

## **Notes to the Accounts**

#### 1. Trustee Remuneration and Related Party Transactions

During the year Rev M. Kenton, Minister, incurred the following expenses:

Travel £646
Phone/admin £227
Council Tax £1,475

During the year Rev G. Smith, Interim Moderator, incurred the following expenses:

Travel £891

A further seven trustees received reimbursement of expenses incurred, totalling £2,111.

In addition,

- Mr M. Stears, member of the Kirk Session, received £1,023 for providing his services as Church Officer
- Mr S. Edwards, husband of Mrs G. Edwards, a member of the Kirk Session, received £515 for providing his services as organist
- Mrs R. Smith, wife of Rev. G. Smith, Interim Moderator, received £330 for providing her services as organist.

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. Movements in Funds

	At 1 Jan				At 31 Dec
	2018	Receipts	<b>Payments</b>	Transfers	2018
	£	£	£	£	£
Unrestricted funds					
Designated Reserves Fund	10,001	0	10001	0	0
Designated Youth Award Fund	9,500	0	0	0	9,500
General Fund	11,533	99,693	107,480	0	3,746
	31,034	99,693	117,481	0	13,246
Restricted funds					
Guild	335	551	481	0	405
Uphall South and Strathbrock Church Mission	3	438	248	0	193
Old Peoples' Welfare	37	0	37	0	0
Flower Fund	107	181	0	0	288
Life and Work	0	351	351	0	0
	482	1,521	1,117	0	886
	_				
Total cash funds	31,516	101,214	118,598	0	14,132

## **Notes to the Accounts (cont)**

#### Purposes of Designated Funds

Reserves Fund: The Trustees have set aside funds for the maintenance of the Church property. During 2018 this money was put towards the renewal of the heating system in the Church Hall.

Youth Award Fund: The Trustees have set aside funds to provide awards for the Boys' Brigade and Girls' Brigade.

## Purposes of Restricted Funds

Guild Fund is to cover expenses of speakers and to make donations where relevant. Funds remaining at end of Guild year are donated to Guild projects.

Uphall South and Strathbrock Mission Fund is to provide resources and materials for use in outreach to primary school age children within local parishes.

Old Peoples' Welfare Fund represents a donation from the winding up of Uphall Old People's Welfare Association. The remaining amount of this gift was used during 2018 to support the recorded service ministry whereby recordings of weekly services are supplied to elderly or housebound members of the parish.

## 3. Analysis of Donations

	Unrestricted	Restricted	Endowment		
	2018	2018	2018	2018	2017
	£	£	£	£	£
Gift Aid Donations	45,145	0	0	45,145	52,607
WFO Scheme (non Gift Aid)	10,462	0	0	10,462	6,529
Ordinary Offerings (Open Plate)	3,152	0	0	3,152	2,918
Other Offerings, Donations etc	5,563	0	0	5,563	7,992
Tax Recovered on Gift Aid Donations	14,992	0	0	14,992	17,008
	79,314	0	0	79,314	87,054

## **Notes to the Accounts (cont)**

## 4. Analysis of Payments

	Unrestricted 2018 £	Restricted 2018	Endowment 2018 £	2018 £	2017 £
Costs of generating funds					
Investment Managers' fees	0	0	0	0	0
Offering envelopes	256	0	0	256	232
Other fundraising costs	329	0	0	329	427
	585	0	0	585	659
Charitable activities					
Ministries & Mission allocation	62,789	0	0	62,789	65,034
Presbytery dues	880	0	0	880	765
Minister's expenses	1,830	0	0	1,830	2,192
Locum Costs	4,195	0	0	4,195	0
Pulpit supply	415	0	0	415	275
Other staffing costs	7,872	0	0	7,872	8,807
Fabric repairs & maintenance	3,001	0	0	3,001	10,995
Hall - new heating system	16,571	0	0	16,571	0
Council Tax	1,475	0	0	1,475	2,401
Heat and light	5,552	0	0	5,552	5,381
Insurance	5,040	0	0	5,040	4,998
Other building costs	229	0	0	229	176
Church office expenses	1,291	0	0	1,291	1,002
Printing costs	1,820	0	0	1,820	3,214
Organ & music	612	0	0	612	679
Bank charges	495	0	0	495	0
Other expenses	2,679	1,117	0	3,796	2,948
	116,746	1,117	0	117,863	108,867
Governance costs					
Independent examiner's fees	150	0	0	150	150
<b>Total payments</b>	117,481	1,117	0	118,598	109,676

#### 5. Minister's Stipend

All Church of Scotland congregations contribute to the National Stipend Fund which bears the costs of all ministers' stipends and employer's contributions for national insurance, pension and housing and loan fund. Ministers' stipends are paid in accordance with the national stipend scale, which is related to years of service. For the year under review the minimum stipend was £27,044 and the maximum stipend (in the fifth and subsequent years of service) £33,234.

## **Notes to the Accounts (cont)**

## 6. Connections with Other Charities

During the year, Mr. F. Graham and Mrs. S. Wilson, both members of the Kirk Session, also served as Trustees for The BASICS Trust, registered Scottish charity number SCO26791. The BASICS Trust works in partnership with this and other local Church of Scotland congregations as The BUSY Project, to employ a Christian youth worker in the Broxburn and Uphall area.

The BUSY Project occupies office space within Strathbrock Church hall, for an annual rent of £2,160.

7.	<b>Collections - Third Party Charities</b>	2018		2017
		£		£
	The BUSY Project	212.00	Mulanje Mission Hospital	400.00
	The Leprosy Mission	340.00	TearFund	141.40
	Christian Aid	104.56	Christian Aid	825.55
	Multiple Sclerosis Society	372.61	Leprosy Mission	663.00
	Tearfund	451.65	Nepal Build a House Appeal	266.50
	Poppy Scotland	409.75	Poppy Scotland	241.30
	Busega Scotland	372.61	CrossReach	201.00
	Scottish Association for		Church of Scotland HIV	260.85
	Mental Health	415.12	Team Jak	817.28
	Church Shop Teas -		WaterAid	817.27
	Multiple Sclerosis Society	140.00	Church Shop Teas -	
			National Deaf Children's Society	172.71
			Sightsavers	116.90
		2,818.30	- -	4,923.76
	Guild Donations			
	Let's Stick Together	130.00	Street Pastors	170.00
	Haiti Project	130.00	Caring for Mother Earth	170.00
		260.00	<u>-</u>	340.00

## APPENDIX

## FUNDS HELD ON BEHALF OF THE CONGREGATION BY THE CHURCH OF SCOTLAND GENERAL TRUSTEES

2018 2017 £

**CONSOLIDATED FABRIC FUND - REVENUE ACCOUNT** 

 Credit Balance at 31 December
 16,371
 15,022