

**SCOTTISH BORDERS COUNCIL**  
**HAWICK COMMON GOOD FUND SUB-COMMITTEE**

MINUTE of MEETING of the HAWICK COMMON  
GOOD FUND SUB-COMMITTEE held in the  
Lesser Hall, Hawick on 17 June 2014 at 4.00 p.m.

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Present:- Councillors G. Turnbull (Chairman) A. Cranston, W. McAteer, S. Marshall, D. Paterson, R. Smith; Community Councillors Mrs A. Knight (Burnfoot Community Council).

In Attendance:- Senior Financial Analyst (A. Mitchell), Solicitor with Legal Services (R. Kirk) Property Officer (F. Scott), Estates Surveyor (J. Morison), Democratic Services Officer (J. Turnbull).

Members of the Public – 5 in attendance.

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**CHAIRMAN'S REMARKS**

1. The Chairman welcomed Councillor W McAteer to his first meeting of the Hawick Common Good Fund Sub-Committee.

**MINUTE**

2. There had been circulated copies of the Minute of the Meeting held on 20 May 2014.

**DECISION**

**APPROVED the Minute for signature by the Chairman.**

**REQUEST FOR FINANCIAL ASSISTANCE**

3. There had been circulated copies of an application from Vision 2014 for financial assistance of £2,000.00 towards transport costs. A representative from Vision 2014 was at the meeting and asked that the application be withdrawn, as the project had been awarded funding from the Community Grant Scheme.

**DECISION**

**NOTED.**

**LEASE AT VOLUNTEER PARK TO BILL MCLAREN PARK LTD**

4. There had been circulated a report by Service Director Commercial Services seeking to obtain the consent of the Hawick Common Good Sub-Committee to lease an area at the Volunteer Park to Bill McLaren Park Ltd for the development of new tennis courts. The Bill McLaren Foundation through its company, Bill McLaren Park Ltd, had secured sufficient funding to undertake the development of three new tennis courts at the Volunteer Park and Buccleuch Park. Most of the area required was on the Buccleuch Park but about half of a court (336 square metres) was on the Volunteer Park. The Volunteer Park Sports Committee currently leased the Volunteer Park, but they had consented to terminating their lease on the area of 336 square metres. The Estates Surveyor advised that the rental was approximately £50.00 per year. Councillor Smith suggested that both leases should be for a term of 21 years so that they would terminate simultaneously, the Sub-Committee agreed.

**DECISION**

**AGREED**

- (a) To authorise the Service Director Commercial Services to terminate the lease of an area of 336 square metres to the Volunteer Park Sports Committee; and

- (b) To authorise the Service Director Commercial Services to agree a 21 year lease of an area of 336 square metres at a rent of £50 per year to Bill McLaren Park Ltd to undertake its development of new tennis courts at the Volunteer Park. This lease would include any other terms that the Service Director Commercial Services deemed appropriate.

#### **GOLF COURSE TRACK REQUEST FOR ACCESS**

5. The Estates Surveyor, Mr Morison, advised that the owner at Whitlaw Wood House had declined the porosity test as he considered that the repairs to the track should be undertaken by the Common Good Sub-Committee and the Golf Course. Mr Morison, had also received a request from the adjoining house owner requesting permission to have vehicular access over the track belonging to the Common Good, which ran adjacent to the Golf Course and Paterson Gardens. A further report on the proposal would be brought back if Members agreed, in principle, to the request. The Chairman considered that every opportunity had been given to the owner at Whitlaw Wood House to resolve the drainage issues at the track and moved that that no further action be taken; furthermore that the request to allow vehicular access on the track be refused. Councillor Paterson seconded the motion.

#### **DECISION**

##### **AGREED**

- (a) That no further action be taken in respect of the repairs to the track at Whitlaw Wood House; and
- (b) That the request to allow vehicular access on the track be refused.

#### **FUN FAIR – COMPLAINT RE NOISE**

6. The Estates Surveyor, Mr Morison, reported that he had received a complaint from a resident regarding the noise from the Fun Fairs held during Common Ridings and the Reivers' Weekend. The resident was in attendance at the meeting and reported that the music was so loud that her family were unable to hear the TV. There was also a problem with rubbish – glass bottles were often found in the school playground. The resident explained that the problem seemed to be exacerbated with the larger rides, when as well as music, there was often shouting. The rides were dismantled on a Monday night, often until 2am in the morning which was not acceptable. Councillor Marshall stated that the Fun Fair was an integral part of both events but that this was unacceptable. Councillor Smith suggested that there should be a reduction in the number of days for the March event and that the Common Riding Fair should have a reduction in the noise level and closing time. The Estates Surveyor confirmed that he had written to the Showmen's Guild on receipt of the complaint and asked them to observe their lease conditions, he was awaiting their response. Mr Morison clarified that the Fun Fair in March had been over two weekends for the past four years. He had checked the Agreement and reported that Clause 13 stated that noise should be kept to an acceptable level after 9 pm. Mr Morison would report back to the meeting when he had received a response from the Showmen's Guild.

#### **DECISION**

**AGREED to request that the Estates Surveyor contact the Showmen's Guild and the operator of the Reivers Fun Fair regarding the noise levels, rubbish, dismantling of the rides and report back to the Hawick Common Good Sub-Committee with an update.**

#### **WILLIESTRUTHER PROJECT**

7. Mrs Short and Mr Wight were in attendance and asked that the Sub-Committee consider the proposal for a countryside walk around Williestruther Loch. The project was presently being developed and would eventually create a circular ramblers' walk, there would also be hard standing for vehicles, replacement of styles with gates and information boards detailing walks and wildlife. There was also a proposal to move and replace the existing fence. A site meeting had taken place with the Chairman, Councillor Turnbull, Scottish Borders Council officers including the SBC Countryside Ranger. The Estates Surveyor confirmed that he would urgently discuss the repositioning of the fence with the farm tenant; it was noted that the bid had to be submitted by 27 June 2014. Councillor Paterson was concerned that there

might be a problem with rubbish, Mr Wight replied that if there was an issue Hawick Community Council would arrange clearance.

**DECISION**

**AGREED to support the Williestruther Project.**

**PROPERTY UPDATE**

**Hawick Moor**

8. The Property Officer confirmed that he had received settlement from the insurance company in respect of the fire damage to the container.

**Pilmuir Farm**

9. The Property Officer reported that any works to the silage pit would now take place in the Spring 2015. He was awaiting the estimate for replacement of the steel beams and would report back at the next meeting of the Sub-Committee.

**DECISION**

**NOTED.**

**PRIVATE BUSINESS**

**DECISION**

10. **AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 6 of Part I of Schedule 7A of the Act.**

**SUMMARY OF PRIVATE BUSINESS**

**MINUTE**

1. Members approved the private section of the Minute of 20 May 2014.

**Hawick Golf Club**

2. Members considered a report from the Vice Captain of Hawick Golf Club.

*The meeting concluded at 5.15 pm.*

CONFIDENTIAL  
14 JUL 2014  
ADMIN & LEGAL



**HAWICK COMMON GOOD FUND  
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><b>Applicant Details</b> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>Interest Link Roxburgh Katherine Elliot Centre, Howdenbank, Hawick TD9 7JT</p> <p>01450 377600 (Val Reilly, Branch Co-ordinator) 01573 410760 (Andrew Findlay, Project Co-ordinator)</p> <p>valreilly@interestlink.org.uk andrewfindlay@interestlink.org.uk</p>
<p>Address to which payment should be made:</p>	<p>Interest Link Borders, Platform One, Station Road, Duns, Berwickshire TD11 3HS (Parent organisation)</p>
<p><b>Activities</b> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<ul style="list-style-type: none"> <li>• People with learning disabilities have a lifelong condition that affects their development and means they need help to understand information, learn skills and live independently. Cerebral Palsy, Downs Syndrome and autism are common causes.</li> <li>• Most children, young people and adults with learning disabilities are socially isolated but want to find friends, pursue interests, make choices, gain skills and develop independence. Interest Link aims to achieve this through volunteer befriending, and we have been very successful in the 12 years we have been working in Hawick.</li> <li>• We currently have 48 people living in Hawick who use our service, 34 of whom are currently in 1:1 befriending links and/or our 4 befriending groups (3 youth &amp; 1 adult). Each group has around 5 people with learning disabilities and at least as many volunteers of the same age (including recruits from Hawick High School and Borders College).</li> <li>• The 1:1 links and groups meet fortnightly throughout the year and do social &amp; leisure activities and personal development projects.</li> <li>• We have consistently found that befriending improves people's happiness, confidence, self-esteem, life skills and physical wellbeing, and this is clearly shown in the recent Impact Report attached. The report covers all our services throughout the Borders, but the benefits reported by those living in Hawick were even higher (an average of 96% reporting benefits against 86% Borders-wide).</li> <li>• The report also shows that our service provides high quality respite for carers and makes family life more sustainable: many carers of people with learning disabilities have to care well into their old age, and supporting them in this role is vital. Carers value our respite particularly highly because they know their children are with friends and are enjoying themselves. "If we know she's happy, we're happy too" is a common feedback quote.</li> </ul>

	<ul style="list-style-type: none"> <li>• There are wider community benefits too: <ul style="list-style-type: none"> <li>❖ Volunteering greatly increases volunteers' confidence in forming relationships with people with learning disabilities. 27 of our volunteers live in Hawick, and this is a lifeskill that will stay with them for ever.</li> <li>❖ People with learning disabilities are seen doing activities in the community, and this breaks down barriers between them and the general public.</li> </ul> </li> </ul>
<u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:	Up to £2,000, which will be used for the travel and activity costs of befriending groups and 1:1 befriending links for children, young people and adults with learning disabilities who live in Hawick.
When will the donation be required:	By September 2014
If this is a one-off project then please give the following details –  Date (s):  Estimated total cost:  Funds already raised by applicant's own efforts:  Funds raised or expected to be raised from other sources (please state sources):	We provide a continuous service, but we raise our funding on a year-by-year basis. The details below are re service user and volunteer travel and activity costs in Hawick only.  September 2014-August 2015  £8,500: Total activity & travel expenses re 34 service users who live in Hawick and are in befriending links.  RS MacDonald Trust: £3,000 Big Lottery Fund Young Start: £500 Better Breaks Fund: £1,000  Local Fundraising: £1,000 Greggs Foundation: £1,000

<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<ul style="list-style-type: none"> <li>• We receive some core funding (about 10% of the total) from Scottish Borders Council for salaries and office costs. We raise the remainder from trusts, foundations and the Big Lottery Fund, and have fully exhausted all these sources before applying to the Common Good Fund.</li> <li>• We hold the Approved Provider Standard for Befriending Services and Queen's Award for Voluntary Service.</li> <li>• The Roxburgh committee comprises service users, family carers, volunteers and representatives of local service providers. It assists and advises the Branch Co-ordinator, who identifies and registers service users, recruits, trains and supports volunteers and makes &amp; supports the befriending links. The Project Co-ordinator deals with planning and fundraising.</li> <li>• Our services give people with learning disabilities their only chance to be in mainstream youth group or 1:1 relationships with non-disabled peers who can act as role models, broaden their horizons and explore the choices open to them. Our volunteers are often the only people in a service user's life who are there purely by choice and this makes a huge impact on their quality of life and outlook.</li> </ul>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: _____</p> <p>Position Held: Project Co-ordinator</p> <p>Date: 8<sup>th</sup> July 2014</p>	
<p><b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</b></p>	
<p>This completed form, accounts and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005</p>	

\* Insert name of Fund.



**Registered Company number SC297772**  
**Registered Charity number SC030132**

**Report of the Trustees and**  
**Unaudited Financial Statements For The Year Ended 31<sup>st</sup> March 2013**  
**for**

**INTEREST LINK BORDERS**  
**(A charitable company limited by guarantee)**



**INTEREST LINK BORDERS**  
**(A charitable company limited by guarantee)**

**Contents of the Financial Statements**

**for the year ended 31<sup>st</sup> March 2013**

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**INTEREST LINK BORDERS (Registered number: SC297772)**  
(A charitable company limited by guarantee)

**Report of the Trustees  
for the year ended 31<sup>st</sup> March 2013**

The trustees who are also directors of the charity for the purpose of the Companies Act 2006 present their report and the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005 (2<sup>nd</sup> edition – May 2008).

The company does not trade for profit and is prohibited from making distributions to its members.

**Reference and administrative information**

The Trustees who served during the year are as stated below:

		<b>Body represented</b>
Craig Douglas	Convenor	Family carer
Charmian Ledsham	Vice-convenor	Brothers of Charity
Sally Scott Aiton	Treasurer	Volunteer
Lizi Irvine (Berwickshire Branch representative)		Volunteer
Jim McLaren (Central Borders Branch representative)		Volunteer
Kenneth Wood (Appointed 04/03/13)		Volunteer

Donna Allen, Shirley Gray and Julie Seymour were directors during the year until their resignations on 25/10/2012.

All the current directors will retire at the forthcoming Annual General Meeting and, being eligible, are available for re-election.

<b>Secretary</b>	Andrew Findlay
<b>Registered Company Number</b>	SC297772 (Scotland)
<b>Registered Charity Number</b>	SC030132
<b>Registered Office &amp; Business Address</b>	Platform One, Station Road, Duns, Berwickshire, TD11 3HS
<b>Independent Examiner</b>	Lesley Mark FCA DChA, Douglas Home & Co Ltd 47-49 The Square, Kelso, Roxburghshire, TD5 7HW
<b>Bankers</b>	Royal Bank of Scotland, 12 Market Square, Duns TD11 3DA Bank of Scotland, 600 Gorgie Road, Edinburgh EH11 3XP

**Principal activities**

The principal activity of the company during the year under review was to relieve the suffering and distress and promote the welfare of people with learning disabilities by the provision of befriending services.

**INTEREST LINK BORDERS (Registered number: SC297772)**  
(A charitable company limited by guarantee)

**Report of the Trustees  
for the year ended 31<sup>st</sup> March 2013**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

The structure of Interest Link Borders consists of:

(a) the MEMBERS – who have the right to attend the Annual General Meeting (and any Extraordinary General Meeting) and have important powers under the Articles of Association and the Companies Acts; in particular, the members elect people to serve as Trustees and take decisions in relation to changes to the Articles themselves;

(b) the TRUSTEES – who hold regular meetings during the year between Annual General Meetings, and generally control and supervise the activities of Interest Link Borders; in particular, the Trustees are responsible for monitoring the financial position of Interest Link Borders.

The members of Interest Link Borders shall consist of the subscribers to the Memorandum of Association and such other persons as are admitted to membership under articles 3 to 7 of the Articles of Association.

There are four Branch sub-committees (Berwickshire, Buddies Central Borders, Roxburgh, and Tweeddale) which meet bi-monthly and advise and assist the four Branch Co-ordinators.

**Risk Management**

The Trustees have examined the major risks to which the company is exposed, in particular those relating to the operations and finances of the company, and are satisfied that systems are in place to mitigate the company's exposure to the major risks.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

Interest Link Borders aims to improve the quality of life of people with learning disabilities living in the Scottish Borders. It achieves this through a volunteer befriending service that links children (aged 8-16), young people (aged 16-25) and adults with learning disabilities one-to-one and in groups with compatible trained volunteers so they can meet up on a regular basis to do activities of their choice in the community.

The need for our service

- People with learning disabilities have a significant, lifelong condition that starts before adulthood, affects their development and means they need help to understand information, learn skills and cope independently.
- The 2013 Scottish Government Learning Disability Policy, The Keys to Life, highlighted that only a third of people with learning disabilities have at least one close friend. It identified enhanced social networks for people with learning disabilities as a priority and went on to say:  
"It is clear that people with learning disabilities of all ages are keen to build social relationships and networks with their peers in the community. However, the experience is that achieving this is very difficult. It requires specialised services with clear delivery models and specific aims and outcomes. Volunteer befriending is one example of this type of provision the experience of Interest Link Borders will be valuable in clarifying how to achieve this."
- Our service users often have no social contacts outside their family, day centre or school and no experience of forming normal social relationships. However they have the same social and quality of life needs as their non-disabled peers and the same need to pursue their interests, participate in community activities, make choices, gain skills and develop independence. A 1:1 befriender or befriending group can help them achieve this.
- There is also a need for high quality respite, as identified in the Carers Strategy for Scotland. Family carers of people with learning disabilities often have a nearly fulltime caring role which can carry on into their own old age.
- Shared activities and positive contact are essential to reduce the barriers between people with learning disabilities and the rest of society.

Outcomes from our service

- Improvement in the confidence, self-esteem, life skills and wellbeing of children, young people and adults with learning disabilities.
- Carers have more opportunities to enjoy a life outside of their caring role, improving their wellbeing and helping them sustain their role.
- Volunteers become more confident in forming relationships with people with learning disabilities and more aware of the problems they face.

## **INTEREST LINK BORDERS (Registered number: SC297772)**

(A charitable company limited by guarantee)

### **Report of the Trustees for the year ended 31<sup>st</sup> March 2013**

#### History and Management

- Interest Link is the only service of its kind in the Scottish Borders and one of only a few nationally. Our service was established in Berwickshire in 1990 by carers and grew to cover the whole of the Borders in 2002 through 4 branches (Berwickshire, Buddies Central Borders, Roxburgh and Tweeddale).
- A central Board of Directors and Project Co-ordinator handles planning, monitoring and evaluation, fundraising, financial administration, policy and service development.
- This leaves the four branches, each with its own Co-ordinator and Committee, free to concentrate on delivering the service in their local areas: registering service users, liaising with their carers, recruiting, checking, training and supporting volunteers and making and supporting links.
- We hold the Approved Provider Standard for Befriending Services and the Queen's Award for Voluntary Service.

#### **Achievements and performance**

##### Service delivery

- At 31<sup>st</sup> March 2013, the services had 304 registered users. There are around 630 children, young people and adults with learning disabilities who could come within the scope of the service.
- In 2012-13, a total of 254 befriending links operated (152 1:1 links and 102 in befriending groups)
  - ❖ 44 links operated involving children with learning disabilities aged 8-15 (18 1:1 links and 26 in groups)
  - ❖ 67 links ran for young people with learning disabilities aged 16-25 (25 1:1 links and 42 in groups).
  - ❖ 143 adult 1:1 links operated (109 1:1 links and 34 in groups).
  - ❖ Across the service, the numbers involved in befriending groups rose sharply from 77 in 2011-12 to 102. 1:1 links reduced slightly from 155 to 152.

#### **Voluntary help and gifts in kind**

The directors are extremely grateful for the continued support given by unpaid volunteers in the various branches of Interest Link. It is estimated that around 16,029 hours of volunteer time were given. At the UK national average wage of £14.56 per hour, this values volunteer time at around £233,389. This does not include the added value created by the special nature of the befriending relationship.

#### **Plans for future periods**

In 2013-14, no major changes to the size and nature of the service are planned.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The charity recognises the need to have reserves to meet commitments in the event of income sources being lost or its activities terminated.

The charity has a policy of retaining unrestricted reserves that are adequate to:

- Sustain the charity for a period of 3 months if all other funding sources are terminated.
- Pay any costs incurred if the charity were to cease operating.

The charity will take reasonable steps to ensure this level of reserves is achieved and maintained but its ability to do so will inevitably be limited by the sources of unrestricted funding available to it.

General reserves have risen this year to £14,178 (2012 - £8,252) and the charity will continue to try and strengthen this over the coming years.

##### **Financial position**

For the befriending service in 2012-13, Interest Link Borders received total funding of £234,527 (2012 - £277,055) as detailed on Page 11.

In addition general funding of £8,193 (2012 - £3,297) was raised from voluntary donations, local fundraising, sponsorship, bank interest and miscellaneous sources.

The accounts show net outgoing resources for the year, per page 6, of £2,479 (2012 incoming £66,707) which, when added to total funds brought forward at 31<sup>st</sup> March 2012, gives total funds of £117,154 as at 31<sup>st</sup> March 2013, comprising £14,178 on the General Fund and £102,976 on the Restricted Fund, details of which are included at note 12 on page 11 of these accounts.

**INTEREST LINK BORDERS (Registered number: SC297772)**  
(A charitable company limited by guarantee)

**Report of the Trustees  
for the year ended 31<sup>st</sup> March 2013**

**Financial position (continued)**

Funding in excess of £201,000 has been raised for 2013-14 from a wide range of bodies, principally Scottish Borders Council, the Scottish Government's Short Breaks Fund, Big Lottery Fund, Children in Need and a number of charitable Trusts and Foundations including Baily Thomas Charitable Fund Esmee Fairbairn Foundation, Gannochy Trust, Henry Smith Charity, Lloyds TSB Foundation, Paul Hamlyn Foundation and Robertson Trust.

ON BEHALF OF THE BOARD

.....  
Trustee

Date: 3/9/13 .....

**Independent Examiner's Report to the Trustees of  
Interest Link Borders  
(A charitable company limited by guarantee)**

I report on the accounts for the year ended 31st March 2013 set out on pages six to eleven.

**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's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) 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 the independent examiner's report**

My examination was 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 seeking explanations from you as 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 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 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.

Lesley Mark FCA, DChA  
Douglas Home & Co Ltd  
Chartered Accountants  
47-49 The Square  
Kelso  
Roxburghshire  
TD5 7HW

Date: 3 September 2013

**INTEREST LINK BORDERS (Registered number: SC297772)**  
(A charitable company limited by guarantee)

**Statement of Financial Activities incorporating an Income & Expenditure Account**  
**For the year ended 31st March 2013**

	Note	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
<b><u>INCOMING RESOURCES</u></b>					
<b>Voluntary Income</b>					
Grants Received		-	212,531	212,531	221,059
Donations		1,887	-	1,887	673
Activities for generating funds		1,962	-	1,962	1,675
Investment income		508	-	508	15
Miscellaneous		3,836	-	3,836	934
Incoming resources from charitable activities		-	21,996	21,996	55,996
<b>Total Incoming Resources</b>		<b>8,193</b>	<b>234,527</b>	<b>242,720</b>	<b>280,352</b>
<b><u>RESOURCES EXPENDED</u></b>					
Costs of generating funds	2	459	10,610	11,069	9,742
Costs of activities in furtherance of objects	3	1,808	226,398	228,206	197,572
Governance costs	4	-	5,924	5,924	6,331
<b>Total Resources expended</b>		<b>2,267</b>	<b>242,932</b>	<b>245,199</b>	<b>213,637</b>
<b>Net Incoming/(Outgoing) Resources</b>	5	<b>5,926</b>	<b>(8,405)</b>	<b>(2,479)</b>	<b>66,707</b>
<b>Gross transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total funds brought forward</b>		<b>8,252</b>	<b>111,381</b>	<b>119,633</b>	<b>52,926</b>
<b>Total funds carried forward</b>		<b>14,178</b>	<b>102,976</b>	<b>117,154</b>	<b>119,633</b>
<b>Analysis of net assets between funds:</b>					
Fixed Assets	8	6	-	6	7
Bank balances		14,172	111,218	125,390	133,008
Debtors	9	-	-	-	-
Creditors	10	-	(8,242)	(8,242)	(13,382)
<b>Total</b>		<b>14,178</b>	<b>102,976</b>	<b>117,154</b>	<b>119,633</b>

**INTEREST LINK BORDERS (Registered number: SC297772)**

(A charitable company limited by guarantee)

**Balance Sheet as at 31st March 2013**

		<u>2013</u>		<u>2012</u>	
	Note	£	£	£	£
<b>Tangible Fixed Assets</b>	8		6		7
<b>Current Assets</b>					
Bank & Cash		125,390		133,008	
Debtors	9	-		-	
		<u>125,390</u>		<u>133,008</u>	
<b>Creditors: amounts falling due within 1 year</b>	10	<u>8,242</u>		<u>13,382</u>	
<b>Net Current Assets</b>			<u>117,148</u>		<u>119,626</u>
<b>Total Assets less Current Liabilities</b>			<u><u>117,154</u></u>		<u><u>119,633</u></u>
<b>Funds</b>					
Unrestricted Funds	12	14,178		8,252	
Restricted Funds	12	<u>102,976</u>		<u>111,381</u>	
		<u><u>117,154</u></u>		<u><u>119,633</u></u>	

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2013.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 31/9/13 and were signed on their behalf by:

Sally Scott Aiton  
Trustee



**INTEREST LINK BORDERS (Registered number: SC297772)**  
**(A charitable company limited by guarantee)**

**Notes forming part of the financial statements for the year ended 31st March 2013**

**1. Accounting Policies**

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

Incoming resources in the year consist of grants and donations, income from fundraising activities and gross bank interest received. Income is recognised when receivable, which is when the charity becomes entitled to the resource and provided conditions for receipt have been fulfilled. The value of services provided by volunteers has not been included.

**Resources expended**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for the expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the Statement of Financial Activities (SOFA). The company is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable activities expenditure comprises those costs incurred by the company in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the company and include the independent examiner's charges and costs linked to the strategic management of the company.

**Tangible fixed assets and depreciation**

Tangible fixed assets costing more than £500 are capitalised and depreciated on a straight line basis over their estimated useful life of 4 years.

**Fund Accounting**

Details of the nature and purpose of each fund is set out in Note 12, which also details restrictions on each grant within each fund together with any unspent balance carried forward.

**INTEREST LINK BORDERS (Registered number: SC297772)**  
**(A charitable company limited by guarantee)**

Notes forming part of the financial statements for the year ended 31st March 2013 (cont'd)

	Unrestricted Funds	Restricted Funds	2013 Total	2012 Total
	£	£	£	£
<b>2. Costs of generating funds</b>				
Salaries & NIC	-	8,720	8,720	8,084
Accommodation costs	-	276	276	299
General office costs	-	1,327	1,327	855
Staff travel costs	-	287	287	301
Fundraising event costs	459	-	459	203
<b>Total</b>	<u>459</u>	<u>10,610</u>	<u>11,069</u>	<u>9,742</u>
<b>3. Costs of activities in furtherance of objects of the charity</b>				
Salaries & NIC	-	144,146	144,146	134,533
Staff travel	-	8,884	8,884	8,226
Staff training	-	2,164	2,164	612
Volunteer recruitment, advertising & publicity	-	369	369	3,503
Volunteer training	-	1,329	1,329	1,527
Volunteer activity costs	1,098	25,184	26,282	16,352
Volunteer travel expenses	407	22,882	23,289	15,083
Accommodation costs	-	6,658	6,658	5,812
General office costs	302	10,451	10,753	7,568
Producing materials/copying	-	532	532	798
Subscriptions	-	525	525	400
Insurance	-	1,474	1,474	1,399
Payroll administration	-	600	600	912
Evaluation	-	1,200	1,200	-
Loss on disposal of fixed assets	1	-	1	-
Depreciation	-	-	-	847
<b>Total</b>	<u>1,808</u>	<u>226,398</u>	<u>228,206</u>	<u>197,572</u>
<b>4. Governance</b>				
Salaries & NIC	-	1,744	1,744	1,617
Committee Honoraria and Travel & Meeting Expenses	-	1,665	1,641	1,641
Independent examination	-	2,473	2,473	1,991
Grants repaid	-	-	-	1,072
Bank charges	-	42	42	10
<b>Total</b>	<u>-</u>	<u>5,924</u>	<u>5,924</u>	<u>6,331</u>
<b>5. Net incoming/(outgoing) resources for the year</b>			<u>2013</u>	<u>2012</u>
This is stated after charging:			£	£
Depreciation and loss on disposals			<u>1</u>	<u>847</u>
<b>6. Staff numbers &amp; costs</b>			<u>2013</u>	<u>2012</u>
			£	£
Wages & salaries			143,506	137,859
Social security costs			11,104	10,750
<b>Total</b>			<u>154,610</u>	<u>148,609</u>
			<u>2013</u>	<u>2012</u>
The average weekly number of employees, calculated as full time equivalents, during the year was:			<u>6</u>	<u>6</u>

No employee received remuneration of more than £60,000.

**INTEREST LINK BORDERS (Registered number: SC297772)**  
**(A charitable company limited by guarantee)**

**Notes forming part of the financial statements for the year ended 31st March 2013 (cont'd)**

**7. Trustees remuneration and benefits**

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012.

**Trustees' Expenses**

Six Trustees received reimbursement of expenses, for travel and attending meetings of £973 (2012 - five Trustees received £968).

The treasurer also received £500 as an honorarium (2012 £500)

**8. Tangible Fixed Assets**

Computer and office equipment

**Cost**

	£
At 1st April 2012	4,478
Additions	-
Disposals	(513)
At 31st March 2013	3,965

**Depreciation**

At 1st April 2012	4,471
Charged in year	-
Disposals	(512)
At 31st March 2013	3,959

**Net book values**

At 31st March 2013	6
At 31st March 2012	7

**9. Debtors**

	2013 £	2012 £
Grants receivable	-	-
Prepayments	-	-
	-	-

**10. Creditors**

	2013 £	2012 £
Accruals	8,242	13,382

**11. Allocation of costs between heads of charitable expenditure**

These notes deal with costs not allocated entirely to a single head.

**Costs of generating funds**

Costs of generating funds includes 25% of the Project Co-ordinator's and Administrator's salary, office costs, reflecting the time spent by them in fundraising activities during the year.

**Activities in furtherance of Charities objective**

Costs of activities in furtherance of objects of the charity includes all branch and overheads costs includes 70% of the Project Co-ordinator's and Administrator's salary, office and travel costs, reflecting the time spent by them on delivering the service.

**Governance Costs**

Governance costs include 5% of the Project Co-ordinator's and Administrator's salary, reflecting the time spent in management and administration of the organisation.

Notes forming part of the financial statements for the year ended 31st March 2013 (cont'd)

12. Unrestricted funds

The general fund comprises those funds which the trustees are free to use in accordance with the charitable objects of Interest Link Borders.

Restricted funds

Grants are received for specific areas of the Befriending Service which is Interest Link Borders' sole service. It is principally funded by grants from the Big Lottery Fund, Scottish Borders Council and Grant-making Trusts. Each grant, the restrictions on it and any unspent balances carried forward are detailed below:

	Balances as at 1st April 2012 £	Income received £	Expenditure £	Transfers £	Balances as at 31st March 2013 £
<b>RESTRICTED FUNDS</b>					
Bank of Scotland Foundation: Befriending project costs	9,014	-	9,014	-	-
Big Lottery Fund: Befriending project costs	18,678	20,593	39,271	-	-
BVCCF: Staff SVQ Training costs	500	-	500	-	-
Children in Need: Children's Befriending Service	-	23,022	23,022	-	-
Co-operative Membership Community Fund: Adult Service	-	-	-	-	-
Volunteer Costs	53	-	53	-	-
Esmee Fairbairn Foundation: Adult Befriending Service	-	23,969	10,694	-	13,275
Four Acre Trust: Volunteer costs	-	5,000	5,000	-	-
Gannochy Trust: Young People's Befriending Service	5,481	7,500	12,548	-	433
Gunter Charitable Trust: Befriending Service	164	1,000	1,164	-	-
Hugh Fraser Foundation: Adult Befriending Service	3,000	-	3,000	-	-
Lloyds TSB Foundation for Scotland: Befriending Service	-	4,500	4,500	-	-
NHS Borders: Health improvement grants	250	-	250	-	-
Paul Hamlyn Foundation: Young People's Befriending Service	24,843	40,844	41,520	-	24,167
Peebles Common Good Fund: Volunteer costs	1,281	-	1,281	-	-
RS MacDonald Charitable trust: Adult befriending service	-	15,000	11,728	-	3,272
Scottish Borders Council: Grant under Service Agreement for Short Break respite and alternative day service provision	24,902	21,996	13,415	-	33,483
Scottish Borders Council: Grant under Service Agreement for Children's Service	10,222	-	3,063	-	7,159
Short Breaks Fund: Children's Befriending Service	8,905	-	8,905	-	-
Better Breaks Fund: Children's Befriending Service	-	18,438	18,438	-	-
Creative Breaks: Adult Befriending Service	-	13,865	6,526	-	7,339
Bursary	-	1,500	1,500	-	-
The Henry Smith Charity: Adult Befriending Service	-	25,300	14,696	-	10,604
The Robertson Trust: Berwickshire Branch Co-ordinator Costs	3,088	12,000	11,844	-	3,244
The Souter Foundation: Volunteer costs	1,000	-	1,000	-	-
	<b>111,381</b>	<b>234,527</b>	<b>242,932</b>	<b>-</b>	<b>102,976</b>
<b>UNRESTRICTED FUNDS</b>					
General fund	<b>8,252</b>	<b>8,193</b>	<b>2,267</b>	<b>-</b>	<b>14,178</b>
<b>TOTAL FUNDS MOVEMENT FOR YEAR</b>	<b>119,633</b>	<b>242,720</b>	<b>245,199</b>	<b>-</b>	<b>117,154</b>



11 JUN 2014

ADMIN &amp; LEGAL



**HAWICK COMMON GOOD FUND  
APPLICATION FOR FINANCIAL ASSISTANCE**

<u><b>Applicant Details</b></u> Name and Address of Applicant/Organisation:   Telephone No:	Land of Reivers C/O Rosalee, Rosalee Brae, Hawick TD9 7HH
Address to which payment should be made:	
<u><b>Activities</b></u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:	<p>In this extremely important year in Hawick LOR have been working with a large number of members of the local community who have specialised knowledge pertaining to many aspects of the town's history. These topics are far ranging including industry, various sports, culture and medicine to name but a few.</p> <p>The individuals each aim to write about their chosen topic and the aim of Land of Reivers is to publish them all together in a book to mark 2014. Two of our directors Ian Landles and Alan Brydon have been in discussion with the writers for many months and will use their expertise to co-ordinate the final project.</p> <p>It is also our plan to market the book at a price that will make it accessible to as many people as possible and copies will be donated to local library and schools.</p>
<u><b>Assistance Requested</b></u> Please indicate the sum requested and the purpose for which it will be used:	£1500 towards the printing costs of the final publication. (All those involved are giving their time on a voluntary basis)
When will the donation be required:	September 2014
If this is a one-off project then please give the following details –  Date (s):  Estimated total cost:  Funds already raised by applicant's own efforts:  Funds raised or expected	<p>The aim is to have the information collated and ready for printing in September with publication in late November.</p> <p>£3600 for 500 copies</p> <p>Balance of cost has already been raised by the group</p>

to be raised from other sources (please state sources):	
<u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:	Funds in LOR Account will also be needed to stage a new musical written by Alan Brydon and Ian Landles based on the Hornshole story as part of the 2014 commemoration. This will be performed in the Town Hall from 18 to 22 November 2014 and the cast will include many local youngsters.
<u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate  Signed: Catherine Elliott-Walker  Position Held: Secretary  Date: 7 <sup>th</sup> June 2014	
<b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</b>	
This completed form, accounts and any supporting details should be submitted to the Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 825005	

\* Insert name of Fund.

**Land of Reivers**  
**Accounts**  
**Year Ended 31st March 2014**



**Land of Reivers**  
**Income & Expenditure Account**  
**Year Ended 31st March 2014**

	<u>2014</u>		<u>2013</u>	
	£	£	£	£
<b><u>Income</u></b>				
Walkers Route Folder Sales	642		714	
Donation to New Book Costs	<u>300</u>		<u>0</u>	
<b>Total Income for Year</b>		<u>942</u>		<u>714</u>
 <b><u>Expenditure</u></b>				
<b><u>Walkers Route Folder Costs</u></b>				
Printing of Book (less stock)	300		450	
 <b><u>Other Costs</u></b>				
Donations	0		0	
Miscellaneous Costs	<u>0</u>		<u>0</u>	
<b>Total Expenditure for Year</b>		<u>300</u>		<u>450</u>
 <b>SURPLUS FOR YEAR</b>		<u><u>642</u></u>		<u><u>264</u></u>

**Land of Reivers**  
**Balance Sheet**  
**As at 31st March 2013**

	<u>2014</u> £	<u>2013</u> £
<b><u>Current Assets</u></b>		
Stock of Books	1,200	1,500
Bank	<u>8,378</u>	<u>7,436</u>
	<u><u>9,578</u></u>	<u><u>8,936</u></u>
 <b><u>Capital Account</u></b>		
Opening Fund	8,936	8,672
Surplus for Year	<u>642</u>	<u>264</u>
Closing Fund	<u><u>9,578</u></u>	<u><u>8,936</u></u>

I have prepared and audited the foregoing Accounts and Balance Sheet of Land of Reivers for the year ended 31st March 2014 from the records, information and explanations given to me.

Lesley Landles, FCCA  
30th May 2014

NO TRANSACTIONS ON A/C SINCE 25 SEPT 13

LAND OF REVERS

Your Account Statement  
Issue date: 16 October 2013

Your Account  
Sort Code: i  
Account number: i  
Branch: Hawick High St (801622)

1000000000

## TREASURERS ACCOUNT

### Account Activity

Date	Payment type	Details	Paid Out (£)	Paid In (£)	Balance (£)
15 Sept 13	DEP	90000046		200.00	8,377.95
TOTALS		NEW BOOK CONTRIBUTION	0.00	200.00	

BGC - Bank Giro Credit	BP - Bill Payments	CHG - Charge	CHQ - Cheque(s)
COM - Commission	COR - Correction	CPT - Cashpoint	CSH - Cash
CEQ - Cash/Cheque(s)	DD - Direct Debit	DEB - Debit card	DEP - Deposit
DR - Overdrawn Balance	EUR - Euro Cheque	IB - Internet Banking	PAY - Counter withdrawal
PSV - Paysave	SAL - Salary	SCR - Refund Debit	SDC - Collection Credit
SDD - Collection Debit	SDR - Reversal Credit	SO - Standing Order	SUR - Excess Management Reversal

### Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors - including most individuals and small businesses - are covered by the scheme.

In respect of deposits, an eligible depositor is entitled to claim up to £85,000. For joint accounts each account holder is treated as having a claim in respect of their share so, for a joint account held by two eligible depositors, the maximum amount that could be claimed would be £85,000 each (making a total of £170,000). The £85,000 limit relates to the combined amount in all the eligible depositor's accounts with the bank including their share of any joint account, and not to each separate account.

For further information about the scheme (including the amounts covered and eligibility to claim) please ask at your local branch, refer to the FSCS website [www.FSCS.org.uk](http://www.FSCS.org.uk) or call 0207 892 7300 or 0800 678 1100.

Deposits with us are held with Bank of Scotland plc. Accounts with Bank of Scotland plc include accounts with its divisions and trading names: Halifax, Intelligent Finance (IF), Birmingham Midshires (BM Savings), Bank of Scotland, Bank of Scotland Private Banking, Bank of Scotland Germany, Bank of Scotland The Netherlands, Bank of Scotland Treasury, St James's Place Bank and St James's Place Private Bank. Some savings accounts under the AA Savings, Saga and Charities Aid Foundation brand names are also deposits with Bank of Scotland plc. An eligible depositor's £85,000 limit relates to the combined amount in accounts under all of these names.

If you are unsure whether your account is held with Bank of Scotland plc please check your account literature.



• **HAWICK COMMON GOOD FUND**  
**APPLICATION FOR FINANCIAL ASSISTANCE**

<u><b>Applicant Details</b></u> Name and Address of Applicant/Organisation:   Telephone No:  E-mail address:	<b>"Hawick Branch" The Royal British Legion Scotland</b> <b>C/O Mr Brian McLeod Secretary/Treasurer</b>  <b>HAWICK</b> <b>Roxburghshire</b> <b>Scotland</b> <b>TD9 7QD</b> <b>01450 370287</b>
Address to which payment should be made:	X, Roxburghshire, Scotland, TD9 7QD
<u><b>Activities</b></u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:	Beating Retreat with 6 Pipe Bands and Hawick Saxhorn Band also Legion Standards and Association and Youth Standards. Then March Past from Hawick Common Haugh over Albert Bridge over Sandbed and along High Street Saluting the Provost then up O'Connell Street and Halting.  Legion will thank everyone. Then onto the Concert in Hawick Burns Club.
<u><b>Assistance Requested</b></u> Please indicate the sum requested and the purpose for which it will be used:	<b>£1,500 for cost of transport of Bands, event Insurance, Advertising Cost of Hire of Hall for Changing purposes of Bands and Standard Bearers Border Radio and hopefully Border TV</b>
When will the donation be required:	Monday 01 <sup>st</sup> September 2014
If this is a one-off project then please give the following details –  Date (s):  Estimated total cost:  Funds already raised by applicant's own efforts:	This is the only one for 2014. However we hope to organise one for 2018 the end of WW1 and also 2021 Centenary year of the Royal British Legion Scotland and the Legion as a whole.  Saturday 13 <sup>th</sup> September 2014  £4,000  £300

Funds raised or expected to be raised from other sources (please state sources):	<b>Hawick Common Good Fund £1,500</b> <b>SBC Community Grant Scheme £1,500</b> <b>SBC Covenant Grant Scheme £1,500</b> <b>Legion Scotland HQ £700</b> <b>Johnston's Hawick £20</b> <b>Supermarkets Staff and goods in lieu of goods</b>
<u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:	This even is also with the participation of the youth organisations within Hawick and beyond Hawick.
<u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate  Signed: _____  Position Held: <b>Secretary/Treasurer/Ceremonial Drill Instructor &amp; Parade Marshall</b>  Date: <b>30 September 2014</b>	
<b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</b>	
This completed form, accounts and any supporting details should be submitted to the Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005	

\* Insert name of Fund.

Royal British Legion Scotland (Hawick Branch)

SC005111

Year Ended 31st October 2013

Income & Expenditure

	2012	2013
	£	£
<b>INCOME</b>		
Remembrance Coffee Morning	360.80	526.49
Poppy Badges	586.00	1000.00
Capitation Fees & Subs	418.00	460.00
Prepaid Capitation Fees & Subs (2014 & 2015)		20.00
Poppy Appeal	109.44	
RBLs - Capitation Receipts	341.50	344.50
Annual Dinner	472.50	760.00
Annual Dinner Raffle	73.00	160.00
RBLs Conference Expenses	20.00	
Halifax - interest - Bond	72.00	72.39
Donations	24.00	81.50
By from members repayment of RBLs shop		115.20
<b>Total</b>	<b>2,477.24</b>	<b>3,540.08</b>
<b>EXPENDITURE</b>		
Poppy Wreaths	54.00	60.00
Poppy Wreath Badges	24.00	
Poppy Badges	182.00	1000.00
Poppy Scotland	110.00	
Ordinary Membership Cards	20.04	
RBLs Shop - Badges etc	313.42	
RBLs Shop - Capitation Receipts		681.31
RBLs - Branch Certificate		
RBLs - Misc		217.10
Honorarium - B McLeod	150.00	150.00
James Colman - expenses refund	20.00	
Deans & Simpson - stationery	62.30	43.90
Annual Dinner	500.00	940.00
Annual Dinner Toast		216.20
Annual Dinner - refunds		
Donation - Gurkha Welfare Trust		
Donation - Trevelaid		160.00
Donation - Border Area		170.00
90th Anniversary Expenses		
Scott & Paterson Ltd - Stationery	50.00	68.40
	24.00	
Hamish Smith - Engraving		5.00
Brian McLeod - expenses refund		20.00
Scott & Paterson Ltd - Constitution Booklets	23.00	
	<u>1,532.76</u>	<u>3,731.91</u>
<b>Total Resources Expended</b>	<b>Total 1,532.76</b>	<b>3,731.91</b>
<b>Profit/Loss for Year</b>	<b>944.48</b>	<b>-191.83</b>
	£	£
Bank balance A/c 00341589 @ 31 October 2012	2,331.98	2677.98
Cash in hand	<u>346.00</u>	
Balance as at 31st October 2013 (including uncashed chq 010500)	2,677.98	2486.15
Bank Welfare Bond (3 yearly)	3,000.00	
Welfare Account 11541462		3047.00

I have checked the above income and expenditure and can confirm from the books and vouchers supplied to me they are correct to my satisfaction.