

- 9 AUG 2013



ADMIN & LEGAL

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	<p>JOHN BUCHAN HERITAGE MUSEUM TRUST</p> <p>At The Chambers Institution High Street Peebles</p> <p>The Trust is a SCIO (incorporated in 2011) SC 042519</p>
<p>Address to which payment should be made:</p>	<p>The Old Manse, Drumelzier, Biggar, ML12 6JD Tel 01899 830319</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>A completely new Exhibition has been set up in Peebles to promote interest in the life and work of John Buchan and his family. The Museum has drawn many of its artefacts from the former Buchan Centre in Broughton.</p> <p>The Museum will encourage tourism to the area and there are plans to develop links with local schools.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>The Museum is staffed entirely by volunteers. With opening hours in Peebles being longer than was the case in Broughton there is a need to have a Museum Coordinator who will supervise training, organise the Volunteer Rota, control banking and assist the Management Committee.</p>
<p>When will the donation be required:</p>	<p>Early 2014 in advance of the 2014 season (Easter to October)</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>NO. The request is for ongoing support on an annual basis.</p> <p>An Appeal for £300,000 was launched in 2011 to provide funds for the cost of the move from Broughton and setting up the new exhibition (approx £90,000 including fees) and to provide an Endowment Fund producing an income to support annual running costs. The appeal has received wide support and to date over £280,000 has been raised.</p>

<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>	<p>John Buchan (1875 – 1940) had many links with Peebles and spoke at events in the Chambers Institution. His brother Walter Buchan was Town Clerk of Peebles for over 30 years. His sister Anna Buchan, who wrote books under the name of O Douglas, lived with her brother Walter in Bank House, High Street, Peebles.</p>
<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: Julian Birchall</p> <p>Position Held: Trustee</p> <p>Date: 8th August 2013</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p>	
<p>This completed form, accounts and any supporting details should be submitted to the Legal and Licensing Services Manager, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825002</p>	

* Insert name of Fund.



The John Buchan Heritage Museum Trust

Scottish Charitable Incorporated Organisation No SC042519

Patron: His Excellency the Right Honourable David Johnston
Governor General of Canada
President: The Lord Tweedsmuir
Chairman: John Scott Moncrieff
Vice Chairman: Kenneth Hillier

Legal and Licensing Services Manager
Scottish Borders Council
Newtown St Boswells, TD6 0SA

30th July 2013

Peebles Common Good Fund

Dear Sir/Madam

I am writing as a trustee of the above charity to seek a contribution from the Peebles Common Good Fund towards the cost of employing a Museum Coordinator.

The new Museum in Peebles, called the John Buchan Story, opened at Easter this year and will be open every weekday 10.00 to 4.30 and Sundays 1.00 to 4.30 until October.

I have not been able to send this application earlier as we have only just received the audited Accounts for our first financial year. This new Trust, incorporated as a SCIO in August 2011, took over the assets of the former Buchan Centre in Broughton which had operated for the previous 30 years as a subunit of the Biggar Museums Trust.

The accounts give a misleading picture as Income for the year includes the proceeds to date of a £300,000 appeal. This was designed to raise £100,000 towards the cost of the move from Broughton and setting up the new exhibition in Peebles, and £200,000 to form an Endowment Fund to provide income to support annual running costs. I therefore also enclose our Budget for the current financial year which is more meaningful than the accounts for last year. You will note that the Museum is self-funding and receives no grants from SBC or elsewhere.

The new trustees felt that the move to Peebles was desirable in order to present the John Buchan Story to a wider public and to access a larger pool of volunteers. They also felt that the new exhibition, on the ground floor of the Chambers Institution in Peebles High Street, would be a significant additional attraction for tourism in Peebles.

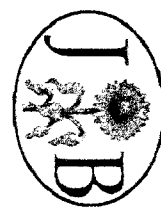
The Museum is staffed entirely by a pool of some 50 volunteers. The Coordinator is currently paid an Honorarium of £500 per year but with the extra workload of longer hours the trustees would like to increase this to £5000. In addition to organising the rota, training volunteers and certain secretarial duties we plan to develop links with local schools and promote special events linked with the Arts Festival and Eastgate. We are therefore seeking help from the Common Good Fund towards this appointment.

Yours sincerely

 Julian Birchall

www.johnbuchanstory.co.uk

please reply to: Julian Birchall, The Old Manse, Drumelzier, Biggar ML12 6JD



Annual Income & Expenditure Budget

John Buchan Heritage Museum Trust

Balanced Budget Year to 31 December, 2013, first full year

Number of weeks open Apr - October 31

Admission £ 2.00

Revenue

Paying visitor numbers annual av. per week

Admission charges

Net income from sale of books, postcards etc

Less: Purchase of new stock

Annual donations from friends of JBHMT & JB Soc

Income from investments (balance)

Expenditure

Cleaning 3 hrs per week
£7.20 per hour
40 weeks per annum

Manager's honorarium

Volunteers' travel expenses 30 miles per day
45 p per mile

Insurance

Rent paid to Chambers Institution

Service charges

Business rates Exempt

Heat & light (to extent not in service charge)

Alarm maintenance

Telephone, broadband, printing, postage & stationery

Other

Required endowment fund yielding 4.75% p.a. [tax free]

	Visitors	Visitors	Visitors
	2000	3000	4000
	65	97	129
	£4,000	£6,000	£8,000
	£1,000	£1,000	£1,000
	-£150	-£150	-£150
	£1,000	£1,000	£1,000
	£9,317	£7,317	£5,317
	<u>£15,167</u>	<u>£15,167</u>	<u>£15,167</u>
	£864	£864	£864
	£500	£500	£500
	£2,093	£2,093	£2,093
	£1,110	£1,110	£1,110
	£4,950	£4,950	£4,950
	£4,500	£4,500	£4,500
	£0	£0	£0
	£0	£0	£0
	£150	£150	£150
	£500	£500	£500
	£500	£500	£500
	<u>£15,167</u>	<u>£15,167</u>	<u>£15,167</u>
	£196,137	£164,032	£111,926

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE PERIOD
16 AUGUST 2011 TO 30 NOVEMBER 2012
FOR
JOHN BUCHAN HERITAGE MUSEUM TRUST**

SCOTTISH CHARITABLE INCORPORATED ORGANISATION

REGISTERED CHARITY NUMBER: SC042519

JOHN BUCHAN HERITAGE MUSEUM TRUST

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

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JOHN BUCHAN HERITAGE MUSEUM TRUST

REPORT OF THE TRUSTEES FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012

REGISTERED CHARITY NUMBER: SC042519

The trustees of the Charity present their report with the financial statements of the charity for the period ended 30 November 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
SC042519

Principal office
Broughton Green
Broughton
Biggar
ML12 6HQ

Trustees

John Scott Moncrieff
Kenneth Hillier
Julian Birchall
Hon. Edward Buchan
Ian Buckingham
Alasdair Hutton
Glennis McClemon
Leslie W Reid
Lady Stewartby
Dr. Peter Worthington

Chairman
Vice Chairman

Subsequent to 30 November 2012, Neil Calvert was appointed as a Trustee on 19 April 2013.

Bankers

Royal Bank of Scotland Plc
Peebles Branch
4 Eastgate
Peebles
EH45 8SL

Independent Examiner

A. Lyall Millar
Member of the Institute of Chartered Accountants of Scotland
Galbraith Pritchards
Chartered Accountants
20 Barns Street
Ayr
South Ayrshire
KA7 1XA

JOHN BUCHAN HERITAGE MUSEUM TRUST

REPORT OF THE TRUSTEES FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012

REGISTERED CHARITY NUMBER: SC042519

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is a Scottish Charitable Incorporated Organisation (SCIO), incorporated on 16 August 2011 and governed by its Constitution of the same date. The SCIO is recognised by the HM Revenue and Customs as a Scottish Charity under number SC042519. In the event of the Trust being wound up any surplus assets must be used for purposes by another body with similar objectives to the Trust.

Recruitment and Appointment of Trustees

The individuals who signed the charity trustee declaration forms, which accompanied the application for incorporation of the organisation, shall be deemed to be the charity's first trustees.

The trustees will initially be appointed for a five year term and at the end of that they may be reappointed for a second five year term. In special circumstances, it may be appropriate for trustees to serve for further terms and this is specifically acknowledged on the Constitution.

The trustees will be appointed with regard to the skills needed to manage an organisation of this nature and will include at least one direct descendent of John Buchan.

The trustees will seek to arrange a rota for retiral in order to ensure continuity in the management of the organisation.

Induction and Training of New Trainees

New trustees undergo an appropriate induction programme to brief them on their obligations under charity law and the financial performance of the company.

Organisational structure

The charity trustees have delegated day to day management of the museum to a management committee, chaired by trustee Ian Buckingham.

Related parties

Details of transactions with related parties are set out in note 15 of the financial statements.

Risk management

The trustees have assessed the major risks to which the charity is exposed in particular those relating to the operations and finances of the company and are satisfied that systems are in place to mitigate our exposure to the major risks.

OBJECTIVES AND ACTIVITIES

Objectives and Activities

- a) To promote as widely as possible interest in the life and work of John Buchan, author, politician, diplomat and statesman and of his family.
- b) To achieve this aim by operating a Museum with displays of objects relating to his life and photographs of his many achievements, and to make available copies of his books both new and second hand.
- c) To maintain an archive of documents relating to John Buchan and to make it available to academic researchers and other interested parties.

The notes form part of these financial statements

JOHN BUCHAN HERITAGE MUSEUM TRUST

REPORT OF THE TRUSTEES FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012

REGISTERED CHARITY NUMBER: SC042519

ACHIEVEMENT AND PERFORMANCE

The Trustees are proud to report that in this period they have found a home for, equipped, fitted out, and opened a new Museum. Of the £300,000 required to establish and equip the Museum and create an endowment to secure its future, around £42,000 remains to be raised at the period end. The Museum was opened in November 2012 by the High Commissioner for Canada, on behalf of our Patron, His Excellency the Right Honourable David Johnston, Governor General of Canada. It was opened for its first full season at Easter 2013.

HON. TREASURER'S REPORT

During the period, since the inception of the Trust to 30 November 2012, donations and gifts totalling £166,616 from various corporate bodies, trusts and individuals have been received together with a further recovery of gift aid tax amounting to £14,586. Since the period end further generous donations have been received and the Trustees are still actively seeking donations to reach the target of £300,000 to fully fund the Museum.

With the Museum now fully in operation, revenue from entrance fees and sale of merchandise are now forming part of the ongoing financing costs of the Museum.

As at 30 November 2012, unrestricted funds amounted to £98,367.

Our aim is to establish sufficient reserves to secure the future of the Museum.

REVIEW AND FUTURE DEVELOPMENT

It is too early to predict accurately the potential shortfall in funding but much effort is being put into marketing and publicity. At a time of economic contraction the trustees feel developing the Museum as a visitor attraction for the town of Peebles can only be of benefit to the town.

The Museum is run by volunteers and much work is being done to make the experience of volunteering a rewarding experience with training, talks and social events. Our first school party had a most enjoyable visit and others are planned from adult groups also. The arrangements for access and inclusivity are proving satisfactory.

For future development we will be extending the scope and interest of our website and social networks, and, when funds permit, developing an Archive Room so that scholars and fans alike can access the huge amount of material available on-line and in hard copy world-wide and have access to all John Buchan's works.

In conclusion, I would like to thank my fellow Trustees for bringing this Herculean task to fruition in the face of considerable obstacles.

ON BEHALF OF THE BOARD OF TRUSTEES:

John Scott Moncrieff - Chairman

20 June 2013

The notes form part of these financial statements

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
JOHN BUCHAN HERITAGE MUSEUM TRUST**

REGISTERED CHARITY NUMBER: SC042519

I report on the accounts for the period 16 August 2011 to 30 November 2012 set out on pages five to eleven.

Respective responsibilities of trustees and examiner

The 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 have not been kept 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 Charities Accounts (Scotland) Regulationshave 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.

A. Lyall Millar
Member of the Institute of Chartered Accountants of Scotland
Galbraith Pritchards
Chartered Accountants
20 Barns Street
Ayr
South Ayrshire
KA7 1XA

26 June 2013

The notes form part of these financial statements

JOHN BUCHAN HERITAGE MUSEUM TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

		30/11/12 Unrestricted Funds £
INCOMING RESOURCES		
Incoming resources from generated funds		
Voluntary income	2	181,202
Activities for generating funds	3	25,038
Investment income	4	<u>12</u>
Total incoming resources		<u>206,252</u>
 RESOURCES EXPENDED		
Charitable expenditure		
Costs of generating funds	5	3,355
Peebles Museum establishment costs	6	78,663
Museum operating costs	7	22,514
Administration costs	8	<u>3,353</u>
Total resources expended		<u>107,885</u>
NET INCOMING RESOURCES		98,367
 RECONCILIATION OF FUNDS		
Total funds brought forward		-
 TOTAL FUNDS CARRIED FORWARD		 <u><u>98,367</u></u>

The notes form part of these financial statements

JOHN BUCHAN HERITAGE MUSEUM TRUST

**BALANCE SHEET
AS AT 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

		30/11/12 Unrestricted Funds £
CURRENT ASSETS	Notes	
Stock	10	30
Debtors	11	1,665
Cash at bank and in hand		<u>103,179</u>
		104,874
 CREDITORS		
Amounts falling due within one year	12	(6,507)
		<u>98,367</u>
 NET CURRENT ASSETS		
		<u>98,367</u>
 TOTAL ASSETS LESS CURRENT LIABILITIES		 98,367
		<u>98,367</u>
 NET ASSETS		
		<u>98,367</u>
 FUNDS	13	
Unrestricted funds		<u>98,367</u>
 TOTAL FUNDS		 <u>98,367</u>

The financial statements were approved by the Board of Trustees on ²⁶20 June 2013 and were signed on its behalf by:

John Scott Moncrieff (Trustee)

Leslie W Reid -Trustee

The notes form part of these financial statements

JOHN BUCHAN HERITAGE MUSEUM TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012

REGISTERED CHARITY NUMBER: SC042519

1. ACCOUNTING POLICIES

Accounting Convention

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities and Trustee Investment (Scotland) Act 2005 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

Income is recognised in the period in which the company is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Both revenue and capital donations are credited to the Revenue Account in the year to which they relate.

Resources expended

Resources expended are accounted for on an accrual basis and are allocated to the particular activity where the cost relates directly to that activity. Certain shared costs are apportioned to activities in furtherance of the objects of the charity.

“Charitable expenditure compares those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. 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 constituted and statutory requirements of the charity and include any accounting fees and costs linked to the strategic management of the charity.

“All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource.

JOHN BUCHAN HERITAGE MUSEUM TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012

REGISTERED CHARITY NUMBER: SC042519

1. ACCOUNTING POLICIES - continued

Taxation

The charity is exempt from income tax on its charitable activities. The company is not registered for Value Added Tax and, accordingly, any such irrecoverable tax is included in the expenditure concerned.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

2. INCOMING RESOURCES

	30/11/12
	£
Donations and gifts	166,616
Gift Aid tax recovery	<u>14,586</u>
	<u>181,202</u>

3. ACTIVITIES FOR GENERATING FUNDS

	30/11/12
	£
39 Steps reception	17,911
London reception	6,780
Entrance monies	166
Sale of merchandise	<u>181</u>
	<u>25,038</u>

4. INVESTMENT INCOME

	30/11/12
	£
Bank interest received	<u>12</u>

5. COST OF GENERATING FUNDS

	30/11/12
	£
39 Steps Reception	<u>3,355</u>

6. PEBBLES MUSEUM ESTABLISHMENT COSTS

	30/11/12
	£
Cost of design and establishing Peebles Museum	<u>78,663</u>

JOHN BUCHAN HERITAGE MUSEUM TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

7. MUSEUM OPERATING COSTS

	30/11/12
	£
Consultancy fees for new museum	8,100
Rent	3,632
Rates and water	3,302
Legal fees	5,737
Insurance	192
Travel expenses	543
Repairs & renewals	389
Sundry expenses	<u>619</u>
	<u><u>22,514</u></u>

8. ADMINISTRATION EXPENSES

	30/11/12
	£
Secretarial expenses	2,912
Printing and stationery	<u>441</u>
	<u><u>3,353</u></u>

9. TRUSTEES' REMUNERATION AND BENEFITS

No remuneration was paid to any trustee during the period to 30 November 2012.

Four trustees received re-imbursment of travel and general expenses in the period totalling £4,353.

JOHN BUCHAN HERITAGE MUSEUM TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

10. STOCK

	30/11/12
	£
Stock for resale	<u>30</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30/11/12
	£
Trade debtors	117
Income tax recovery (gift aid)	585
Prepayments	<u>963</u>
	<u>1,665</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30/11/12
	£
Trade creditors	5,763
Other creditors	<u>744</u>
	<u>6,507</u>

13. MOVEMENT IN FUNDS

	At 16/08/11	Net movement in funds	At 30/11/12
	£	£	£
Unrestricted funds			
General fund	-	98,367	98,367
	<u>-</u>	<u>98,367</u>	<u>98,367</u>
TOTAL FUNDS	<u>-</u>	<u>98,367</u>	<u>98,367</u>

JOHN BUCHAN HERITAGE MUSEUM TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE PERIOD 16 AUGUST 2011 TO 30 NOVEMBER 2012**

REGISTERED CHARITY NUMBER: SC042519

14. OTHER FINANCIAL COMMITMENTS

John Buchan Heritage Museum Trust has a lease on its premises at The Chambers Institution, Peebles for a 10 year period until 5 March 2022 but is entitled to terminate the lease at end of the third, sixth and ninth years, at which rent reviews will take place. The current annual rent is £4,950. In addition to this, an annual service charge of £4,500 is currently paid.

15. RELATED PARTY DISCLOSURES

No trustee or a person related to a trustee had any personal interest in any contract or transaction entered by the trust during the period other than as follows:

John Scott Moncrieff had an interest in the legal work of the Trust through his professional practice Murray Beith Murray. During the period a total expense of £3,790 was incurred.

Leslie W Reid CA, a Trustee and Hon. Treasurer of the John Buchan Heritage Museum Trust is also a partner in the Lanark Office of Galbraith Pritchards Chartered Accountants, the current external independent examiners. The trustees are aware of this relationship professionally and have minuted their agreement to Lyall Millar of the Ayr Office of Galbraith Pritchards performing the task as external independent examiner. No charge is made for this work.

16. ULTIMATE CONTROLLING PARTY

In the opinion of the trustees, there is no ultimate controlling party.