



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

<u>Applicant Details</u> Name and Address of Applicant/Organisation:	David Nelson (Fundraising Co-ordinator) Scottish Chamber Orchestra 4 Royal Terrace Edinburgh EH7 5AB
Telephone No:	0131 478 8369
E-mail address:	david.nelson@sco.org.uk
Address to which payment should be made:	'Scottish Chamber Orchestra Limited' 4 Royal Terrace, Edinburgh, EH7 5AB
<u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:	The SCO is due to perform at the Victoria Hall, Selkirk, on Sunday 15 September 2013 as part of 'Summer Nights', its summer tours of Scotland, which bring world-class live classical music performances to the people of Scotland across the length and breadth of the country.  The performance will also enhance the cultural activities available to the local community of Selkirk and give the people an unforgettable experience hearing one of the world's finest chamber orchestras.
<u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:	£1,500
When will the donation be required:	At any time.
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:	Sunday 15 September 2013  £14,200 (£16,000 expenditure minus £1,800 estimated income)  £0.00 (any shortfall will be met from our core budget, which impacts on our other activities)

Funds raised or expected to be raised from other sources (please state sources):	£0.00
<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:	
<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: Fundraising Co-ordinator  Date: 23/04/2013	
<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.



# 'Summer Nights' 2013

Bringing live classical music to up to 5,000 people  
across the length and breadth of Scotland

## The Project

'Summer Nights' gives the SCO the perfect opportunity to fulfil its founding ambition: formed in 1974 with a commitment to serve the Scottish community. It was in 1979 when the Orchestra first started rural touring Scotland and it has been bringing world-class live performances to venues across the length and breadth of the country since then.

This year the Orchestra will begin its tour in the South of Scotland at the end of May, travel throughout the Highlands and Islands in June, July and August, and round off the summer at the end of August in the Central Belt with a World Premiere of a new SCO commission written by popular British composer and former SCO Composer-in-Residence, Sally Beamish. The full orchestra will perform at the Victoria Hall as part of the project.

Saturday 14 September 2013  
SELKIRK Victoria Hall

BEETHOVEN Overture, *Coriolan*  
KODALY Summer Evening  
BEAMISH Flodden (New Work)  
BEETHOVEN Symphony No 4

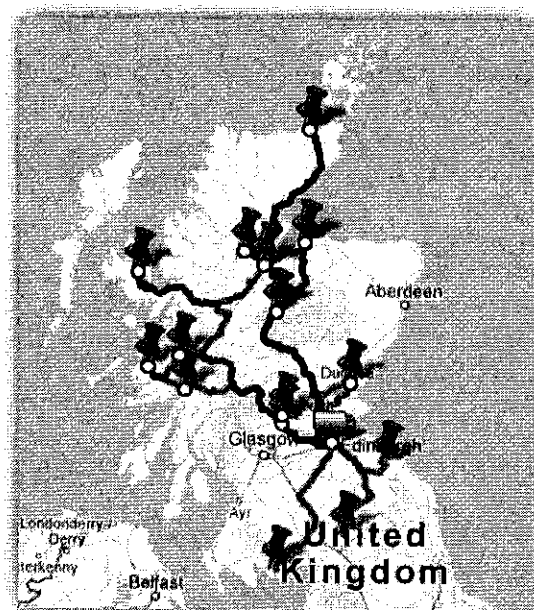
Joseph Swensen  
CONDUCTOR  
Shuna Scott Sendall  
SOPRANO

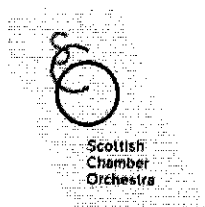
## The Benefits

Playing as a full orchestra as well as in various smaller ensembles, the Orchestra is able to adapt itself to any venue, regardless of size. For this reason, 'Summer Nights' sees the SCO touring both as a full orchestra, and as wind & brass and string ensembles. These ensembles travel to the more remote areas of Scotland, ensuring that as many communities as possible are able to experience live music performed by world-class musicians.

'Summer Nights' additionally provides the SCO with the opportunity to not only have emerging artists and conductors working with the Orchestra, but also to showcase the outstanding talents of its own players.

In the words of SCO Chief Executive, Roy McEwan, "taking world-class music-making to communities all over Scotland is fundamental to the philosophy of the SCO and has been an annual part of our work for decades. Being a National Performing Arts Company means engaging with people of all ages in their own communities, not expecting them to travel to the major centres."





# 'Summer Nights' 2013

Bringing live classical music to up to 5,000 people  
across the length and breadth of Scotland

## Scottish Chamber Orchestra

### Historic Background

- Formed in 1974 with a commitment to serve the Scottish community
- PATRON – HRH The Prince Charles, Duke of Rothesay
- One of Scotland's five National Performing Arts Companies
- One of Scotland's foremost cultural ambassadors
- One of the world's finest chamber orchestras
- Internationally recognised for our innovative approach to music-making and programme planning

### Inspiring Artists

- PRINCIPAL CONDUCTOR – Robin Ticciati
- CONDUCTOR EMERITUS – Joseph Swensen
- COMPOSER LAUREATE – Sir Peter Maxwell Davies
- ASSOCIATE ARTIST – Richard Egarr
- ASSOCIATE ARTIST – Alexander Janiczek

### New Audiences

- The SCO Season includes regular performances in Edinburgh, Glasgow, Aberdeen and St Andrews
- The SCO Summer Tours include separate tours to Central and South of Scotland and the Highlands
- The SCO regularly tours internationally, throughout Europe, the Far East and the USA
- The SCO regularly appears at the Edinburgh International Festival, Aldeburgh Festival and the Proms

### New Music

- The SCO regularly commissions new works from British and international composers, including:
  - Sir Peter Maxwell Davies
  - Sally Beamish
  - Mark-Anthony Turnage
  - Hafliði Halgrímsson
  - Karin Rehnqvist
  - Erkki-Sven Tüür
  - Judith Weir
  - Lyell Cresswell
  - Martin Suckling

### New Recordings

- Grammy Award-nominated set of Brahms' symphonies with the late Sir Charles Mackerras
- Two multi award-winning discs of Mozart Symphonies with the late Sir Charles Mackerras
- Unanimous critical acclaim of Robin Ticciati's first SCO recording of Berlioz's *Symphonie Fantastique*
- SCO recording with Nicola Benedetti on the album *Italia* which won her a Classic Brit Award

### Education and Outreach

- SCO Connect, founded in the 1980s, is the SCO's highly successful education and outreach department
- Pioneering and maintaining a reputation for integrity and artistic innovation
- Flagship education programmes bring high quality musical programming to primary and secondary schools
- Adult education programmes ensure the SCO brings about *Lifelong Learning* in today's society

Item No 6(a) 11

**SCOTTISH CHAMBER ORCHESTRA LIMITED**  
*Company Number SC075079*

**Directors' Report and  
Consolidated Financial Statements**

**For the year ended 31 March 2012**

**SCOTTISH CHAMBER ORCHESTRA LIMITED**  
**Directors' Report and Consolidated Financial Statements**  
**For the year ended 31 March 2012**

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**Secretary**

Graham Reid FCCA

**Auditors**

Scott-Moncrieff  
Exchange Place 3  
Edinburgh  
EH3 8BL

**Bankers**

The Royal Bank of Scotland plc  
36 St Andrew Square  
Edinburgh  
EH2 2YB

**Solicitors**

Turcan Connell  
Princes Exchange  
1 Earl Grey Street  
Edinburgh  
EH3 9EE

**Registered office**

4 Royal Terrace  
Edinburgh  
EH7 5AB

**Investment advisers**

Adam & Company  
22 Charlotte Square  
Edinburgh  
EH2 4DF

**Charity number:** SC 015039

## SCOTTISH CHAMBER ORCHESTRA LIMITED

### Directors' Report

For the year ended 31 March 2012

The directors have pleasure in presenting their report and audited consolidated financial statements for the year ended 31 March 2012.

#### Directors

**Ex Officio** Donald MacDonald, CBE CA (Chairman)

**Lay** Sir Andrew Cubie CBE  
Dr Christopher Masters CBE  
Anne Richards  
Jo Elliot (Appointed 26/01/2012)  
Colin Buchan (Appointed 26/01/2012)

**Local Authority** Cllr Conor Snowden (Edinburgh) (Resigned 23/04/2012)  
Cllr David Meikle (Glasgow) (Resigned 23/04/2012)  
Cllr Alfred Patey (Fife) (Resigned 23/04/2012)

**Local Authority** Cllr Richard Lewis (Edinburgh) (Appointed 18/07/2012)  
Cllr Frank Docherty (Glasgow) (Appointed 18/07/2012)  
Cllr William Campbell (Fife) (Appointed 18/07/2012)

#### Company Secretary

Les McConachie (Resigned 01/08/2012)  
Graham Reid (Appointed 01/08/2012)

#### Orchestral Advisers

Eric De Wit  
Rosenna East  
Alison Green  
Aisling O'Dea  
Rosie Staniforth

#### Related party transactions

No director received any remuneration or expenses as a result of his office as a director.

City of Edinburgh Council, Glasgow City Council and Fife Council have nominated representatives who were appointed directors of the company. City of Edinburgh Council and Glasgow City Council award an annual core grant to the company.

#### Directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

## SCOTTISH CHAMBER ORCHESTRA LIMITED

### Directors' Report

For the year ended 31 March 2012

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence to take reasonable steps for the prevention and detection of fraud and other irregularities.

#### ***Constitution and objectives***

The Scottish Chamber Orchestra ("SCO") was established in 1974 and was incorporated as a company, limited by guarantee, on 4 June 1981.

The SCO is dedicated to the performance, creation and appreciation of music throughout Scotland, United Kingdom and internationally.

Our aim is to consolidate the SCO as one of the finest chamber orchestras in the world combining concert giving, education work, award winning recordings, and reaffirming our position as a major contributor to Scotland's international profile as one of the country's foremost cultural ambassadors, and one of Scotland's most internationally respected arts organisations.

This is achieved through a commitment to an extensive repertoire including the commissioning and performance of new music by Scottish and non-Scottish composers. It is also committed to a programme of educational, community and outreach activities undertaken throughout Scotland.

#### ***Structure, governance and management***

The company's Memorandum and Articles of Association govern the activities of the company.

From 30 March 2011, the number of directors was as follows:

Ex Officio	Chairman
Lay	Maximum of six
Local Authority	Maximum of three

The full board of the company – which deals with strategic issues – meets four to five times per year.

Directors do not now retire by rotation, but take office for up to two three-year terms. In exceptional circumstances, Directors may be invited to take office for up to a further and final three years.

Day-to-day management of the company is delegated by the board to the Chief Executive, who is supported by a management team.

#### ***Review of activities and future plans***

Within Scotland, the orchestra performed 110 concerts, spread across the Winter Season at the principal venues - Edinburgh, Glasgow, Aberdeen, Dumfries and St Andrews and the traditional Perth Series with RSNO and BBC SSO ; Scottish touring to the Highlands, South of Scotland, Autumn Classics across Central Scotland, cl@six, a series of short early evening concerts in Edinburgh and Chamber concerts in the Queen's Hall . A number of engagements were also fulfilled in Ayr, East Neuk, St Magnus, and Inverness. There were also concerts at the Edinburgh International Festival including the Virgin Money Fireworks concert.

In March 2012, the orchestra undertook a tour of Germany and also played a date in Spain.



## SCOTTISH CHAMBER ORCHESTRA LIMITED

### Directors' Report - continued

For the year ended 31 March 2012

During the year, the orchestra premiered four new scores. A new work by Martin Suckling (storm, rose, tiger); Gordon Kerry's Flute Concerto (written for the SCO's principal flute, Alison Mitchell); Hafidi Hallgrímsson's Violin Concerto and the Percussion Concerto by Sally Beamish, written for Colin Curry.

During the year, the orchestra made two recordings with Linn Records. Weber Wind Concertos featuring principal players from the SCO which was directed by Alexander Janiczek; The Berlioz Symphonie Fantastique and Beatrice and Benedict Overture conducted by Robin Ticciati.

The coming year will see the Orchestra continue with its main season concert programme and summer touring to the South of Scotland and the Highlands. There will also be a European tour in November 2012.

The orchestra continued to develop its role as Orchestra-in-Residence at St Andrews University, through participation with the St. Andrews and Fife Community Orchestra, masterclasses for students and early evening chamber concerts.

SCO Connect's education, outreach and community activities were spread across the country from the North to the South of Scotland:

Full concert performances of *Big Ears*, *Little Ears* were given in Stirling, Edinburgh and Glasgow; *Scrapers & Tooters* was performed in Edinburgh and the Borders and *Wind Farm*, a strand of *Scrapers and Tooters* was performed in Aberdeen; *Pre-Concert Talks*, *Study Days*, *Comparing Notes* and *Exploring Music* delivered insights into SCO repertoire; SCO began its first Primary School Residency in Preston Street Primary School, Edinburgh; *Supersonic* [comprising *Bear Hunt* and *Giants' Chaos*] was performed in South Ayrshire and South Lanarkshire; SCO's partnership with the National Galleries of Scotland developed with *Musical Mondays* schools workshops and *Can a painting make a sound?* Family workshops at the National Gallery of Scotland; SCO Connect's national composition competition *iCompose* run in partnership with the National Galleries of Scotland, Drake Music Scotland and Roland and Linn Records entered its third year of the competition; SCO Connect worked in partnership with the National Trust of Scotland and Borders Council on the St. Abbs music project that culminated in the new commission 'Border Lines' by composer Howard Moody inspired by and celebrating the National Trust of Scotland's Nature Reserve at St. Abbs Head and its local communities.

#### **Reserves Policy**

The Board has identified a minimum reserve requirement equivalent to three months' costs, which will enable the company to meet commitments as they fall due. At 31 March 2012, general reserves stood at £157,502.

#### **Investment Policy**

The Board has set an investment policy for its endowment fund of balanced growth with medium risk. The day to day investment management has been delegated to a firm of investment managers. The main Investment objective is to protect the capital of the SCO in real terms.

#### **Risk Management**

The Board has assessed the major risks to which the charity is exposed, in particular those related to the operations and financing of the company, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Financial results**

The results for the year are as detailed in the Consolidated Statement of Financial Activities on page 7. Changes to fixed assets are detailed in note 7 to the Financial Statements. A small operating surplus was achieved during the financial year and the Balance Sheet remains strong.

**SCOTTISH CHAMBER ORCHESTRA LIMITED**

**Directors' Report - continued**

**For the year ended 31 March 2012**

**Disclosure of information to auditors**

To the knowledge and belief of each of the persons who are directors at the time the report is approved:

- So far as the director is aware, there is no relevant information of which the company's auditor is unaware, and
- He/she has taken all the steps that he/she ought to have taken as a director in order to make himself/herself aware of any relevant audit information, and to establish that the company's auditor is aware of the information

**Auditors**

A resolution to re-appoint Scott-Moncrieff, Chartered Accountants, as auditors will be put to the members at the annual general meeting.

**Approved by the Board of Directors on 28 September 2012**

**And signed on its behalf by**

**Secretary**  
*Graham Reid*

**SCOTTISH CHAMBER ORCHESTRA LIMITED**  
**(a company limited by guarantee)**

**Independent Auditors' Report to the Members**  
**For the year ended 31 March 2012**

We have audited the financial statements of Scottish Chamber Orchestra Limited for the year ended 31 March 2012 which comprise the Consolidated Statement of Financial Activities, Consolidated and parent company Balance Sheets and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made exclusively to the members, as a body, in accordance with Sections 495 and 496 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the members and the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of directors' responsibilities set out on page 3, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (United Kingdom and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors, including "APB Ethical Standard – Provisions Available for Smaller Entities (revised)", in the circumstances set out in note 19 to the financial statements.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's and the parent charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2012 and of the group's and the parent charitable company's incoming resources and application of resources, including the group's and the parent income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**SCOTTISH CHAMBER ORCHESTRA LIMITED**  
*(a company limited by guarantee)*

**Independent Auditors' Report to the Members - continued**  
**For the year ended 31 March 2012**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the parent charitable company has not kept proper and adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Donald Forsyth, Senior Statutory Auditor**  
**For and on behalf of Scott-Moncrieff, Statutory Auditor**  
**Chartered Accountants**  
**Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006**  
**Exchange Place 3**  
**Seiple Street**  
**Edinburgh**  
**EH3 8BL**

28 September 2012

**SCOTTISH CHAMBER ORCHESTRA LIMITED**

**Consolidated Statement of Financial Activities  
(incorporating the Consolidated Revenue Account)  
For the year ended 31 March 2012**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Fund £	2012 Total £	2011 Total £
<b>Incoming resources</b>							
Incoming resources from generated funds							
Voluntary income :							
Grants received		2,133,025	-	122,709	-	2,255,734	2,524,020
Sponsorship, donations, commissions and legacies		568,769	73,086	-	-	641,855	779,298
Investment income		27,110	-	-	-	27,110	15,275
Incoming resources from charitable activities		1,135,040	-	-	-	1,135,040	1,019,950
<b>Total incoming resources</b>	2	<b>3,863,944</b>	<b>73,086</b>	<b>122,709</b>	<b>-</b>	<b>4,059,739</b>	<b>4,338,543</b>
<b>Resources expended</b>							
Costs of generating voluntary income		177,267	-	-	-	177,267	212,492
Charitable activities		3,612,739	94,047	105,256	-	3,812,042	4,003,977
Governance costs		22,025	-	-	-	22,025	8,611
<b>Total resources expended</b>	4	<b>3,812,031</b>	<b>94,047</b>	<b>105,256</b>	<b>-</b>	<b>4,011,334</b>	<b>4,225,080</b>
Net incoming/(outgoing) resources before revaluations and investment asset disposals	5	51,913	(20,961)	17,453	-	48,405	113,463
Gains on revaluations and disposals of investment assets		-	-	-	21,677	21,677	13,512
<b>Net movement in funds</b>		<b>51,913</b>	<b>(20,961)</b>	<b>17,453</b>	<b>21,677</b>	<b>70,082</b>	<b>126,975</b>
Total funds brought forward	14	121,994	149,427	93,542	231,784	596,747	469,772
<b>Total funds carried forward</b>	14	<b>173,907</b>	<b>128,466</b>	<b>110,995</b>	<b>253,461</b>	<b>666,829</b>	<b>596,747</b>

All the results for the year are derived from continuing operations.

The notes on pages 10 to 18 form part of these financial statements

**SCOTTISH CHAMBER ORCHESTRA LIMITED**

**Consolidated Balance Sheet**

**As at 31 March 2012**

	Notes	2012	2011
		£	£
<b>Fixed assets</b>			
Tangible assets	7	113,859	131,267
Investments	9	253,461	244,597
		<hr/> 367,320	<hr/> 375,864
<b>Current assets</b>			
Stocks	10	22,500	12,500
Debtors	11	399,019	257,290
Cash in hand and at bank		383,031	552,642
		<hr/> 804,550	<hr/> 822,432
<b>Current liabilities</b>			
Creditors : Amounts falling due within one year	12	(505,041)	(601,549)
<b>Net current assets</b>		<hr/> 299,509	<hr/> 220,883
<b>Net assets</b>		<hr/> 666,829	<hr/> 596,747
<b>Reserves</b>	14		
General Reserve		157,502	120,778
Revenue Reserve		16,405	1,216
Designated Reserve		128,466	149,427
Restricted Funds		110,995	93,542
Endowment Fund		253,461	231,784
		<hr/> 666,829	<hr/> 596,747

The financial statements were authorised for issue by the Board of Directors on 28 September 2012 and are signed on its behalf by:

*A D M MacDonald CBE CA*

Company Number      SC 075079

The notes on pages 10 to 18 form part of these financial statements

**SCOTTISH CHAMBER ORCHESTRA LIMITED**

**Balance Sheet**

**As at 31 March 2012**

	Notes	2012	2011
		£	£
<b>Fixed assets</b>			
Tangible assets	7	113,859	131,267
Investments	8, 9	253,561	244,697
		<hr/>	<hr/>
		367,420	375,964
<b>Current assets</b>			
Debtors	11	418,314	282,893
Cash in hand and at bank		378,328	537,278
		<hr/>	<hr/>
		796,642	820,171
<b>Current liabilities</b>			
Creditors: Amounts falling due within one year	12	(502,709)	(600,352)
		<hr/>	<hr/>
<b>Net current assets</b>		293,933	219,819
<b>Net assets</b>		<hr/>	<hr/>
		661,353	595,783
		<hr/>	<hr/>
<b>Reserves</b>	14		
General reserve		157,502	120,778
Revenue reserve		10,929	252
Designated reserve		128,466	149,427
Restricted funds		110,995	93,542
Endowment fund		253,461	231,784
		<hr/>	<hr/>
		661,353	595,783
		<hr/>	<hr/>

The financial statements were authorised for issue by the Board of Directors on 28 September 2012 and are signed on its behalf by :

*A D M MacDonald CBE CA*

Company Number      SC 075079

The notes on pages 10 to 18 form part of these financial statements

## SCOTTISH CHAMBER ORCHESTRA LIMITED

### Notes to the Consolidated Financial Statements

For the year ended 31 March 2012

#### 1. Accounting policies

##### *Basis of accounting*

The financial statements have been prepared in accordance with applicable UK accounting standards, Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) and the Companies Act 2006.

The directors are of the opinion that the Group can continue to meet its obligations as they fall due for the foreseeable future. As a consequence the directors have prepared the financial statements on a going concern basis.

##### *Basis of Consolidation*

The consolidated SOFA and balance sheet include the financial statements of the company and its subsidiary, SCO Trading Limited up to 31 March 2012. No profit and loss account has been prepared for the company as provided by Section 408 of the Companies Act 2006.

The financial statements of the SCO Trust Limited, a company limited by guarantee, have not been consolidated as it has been dormant since incorporation.

##### *Funds*

Unrestricted funds are income sources which are receivable for the objects of the charity without further specified purposes and are available as general funds.

Designated funds are unrestricted income sources which have been earmarked for a specific future purpose.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Transfers from unrestricted funds are made to meet any shortfalls in restricted projects.

##### *Depreciation*

Fixed Assets are stated at cost. Depreciation is provided on all fixed assets at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life as follows:

Furniture and fittings	10% – 25% straight line
Computer systems	25% straight line
Musical instruments	10% straight line
Music	10% straight line
Motor vehicles	2 - 5 years

##### *Investments*

Investments are shown at market value at the balance sheet date. Realised gains and losses are recognised in the statement of financial activities in the year in which they arise.

##### *Stocks*

Stocks are valued at the lower of cost and net realisable value in the ordinary course of business.

##### *Scottish Government and Local Authority Grants*

Grants credited to the revenue account in the year for which they are awarded.

Performance income and sponsorship income are credited to the revenue account on a receivable basis.



# SCOTTISH CHAMBER ORCHESTRA LIMITED

## Notes to the Consolidated Financial Statements - continued

For the year ended 31 March 2012

### 1. Accounting policies - continued

#### *Leases and hire purchase contracts*

Where assets are financed by leasing agreements that give rights approximating to ownership ("finance leases"), the assets are treated as if they have been purchased outright. The corresponding leasing commitments are shown as amounts payable to the lessor.

Lease payments are split between capital and interest using the actuarial method. The interest element is charged to the revenue account while the capital portion reduces the amounts payable to the lessor.

All other leases are treated as "operating leases". Their annual rentals are charged to the revenue account on a straight line basis over the lease term.

#### *Resources expended*

Expenditure is recognised when the company has entered into a legal or constructive obligation.

Expenditure has been charged wherever possible directly to cost of generating funds, charitable expenditure, governance costs or other resources expended. When this has not been possible, an estimate had been made of the proportion charged to each activity.

Cost of generating funds comprises the costs associated with attracting sponsorship and other private donation income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the statutory requirements of the charity and costs linked to the strategic management of the charity.

#### *Foreign currency translation*

Assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction.

#### *Pension commitments*

The group operates a group personal pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund.

#### *Cash flow statement*

The group is exempt from the production of a cash flow statement under the provisions of Financial Reporting Standard No1.

### 2. Incoming resources

	Note	2012 £	2011 £
Performance income	3	1,135,040	1,019,950
Sponsorship income		668,965	794,573
Funding from public bodies	17	2,255,734	2,524,020
Total incoming resources from the operating activities of the charity in furtherance of the objectives		<u>4,059,739</u>	<u>4,338,543</u>

**SCOTTISH CHAMBER ORCHESTRA LIMITED**

**Notes to the Consolidated Financial Statements - continued**

**For the year ended 31 March 2012**

**3. Performance income**

Performance income is earned entirely from the group's principal activity of concert promotion.

The analysis of performance income by geographical area is as follows:-

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
United Kingdom	1,040,563	917,215
European Community	94,477	36,871
United States	-	65,864
	<u>1,135,040</u>	<u>1,019,950</u>

**4. Resources expended**

	<b>Cost of generating funds</b>	<b>Charitable activities</b>	<b>Governance Costs</b>	<b>Total 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Promotions	-	2,381,553	-	2,381,553
SCO Connect	-	285,165	-	285,165
Engagements	-	971,417	-	971,417
Fundraising	177,267	-	-	177,267
Administration	-	173,907	22,025	195,932
	<u>177,267</u>	<u>3,812,042</u>	<u>22,025</u>	<u>4,011,334</u>
Totals for 2011	<u>212,492</u>	<u>4,003,977</u>	<u>8,611</u>	<u>4,225,080</u>

**5. Net incoming/(outgoing) resources for the year**

This is stated after charging/(crediting):

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Hire of plant and machinery	6,801	6,146
Rent	73,335	68,352
Directors' remuneration	-	71,430
Auditors' remuneration	6,000	5,750
Depreciation	38,258	42,823
Gain on disposal of fixed assets	(1,203)	(4,050)
	<u>122,991</u>	<u>198,451</u>

The Unrestricted Funds (deficit) / surplus for the year arose as follows:

Scottish Chamber Orchestra Limited	47,401	24,451
SCO Trading Limited	4,512	(191)
	<u>51,913</u>	<u>24,260</u>

**SCOTTISH CHAMBER ORCHESTRA LIMITED**

**Notes to the Consolidated Financial Statements – continued**

**For the year ended 31 March 2012**

**6. Staff numbers and costs**

The average monthly number of employees of the group during the year was as follows:-

	<b>2012 Number</b>	<b>2011 Number</b>
Office and management	20	20

The aggregate remuneration and associated costs of the group's employees were:-

	<b>2012 £</b>	<b>2011 £</b>
Wages and salaries	497,533	492,586
Directors' fees and expenses ( <i>see also note 18</i> )	-	176,059
Social security costs	48,660	49,016
Pension costs	53,622	58,746
	<b>599,815</b>	<b>776,407</b>

One employee received remuneration in excess of £60,000 during the year. (2011 : One)

<b>7. Tangible assets</b>	<b>Furniture &amp; Fittings £</b>	<b>Computer Systems £</b>	<b>Musical Instruments £</b>	<b>Music £</b>	<b>Motor Vehicles £</b>	<b>Total £</b>
<b>Cost or revaluation</b>						
At 1 April 2011	31,682	131,730	113,744	83,747	99,737	460,640
Additions	6,102	1,929	1,260	-	15,700	24,991
Disposals	-	-	(1,827)	-	(13,083)	(14,910)
At 31 March 2012	<b>37,784</b>	<b>133,659</b>	<b>113,177</b>	<b>83,747</b>	<b>102,354</b>	<b>470,721</b>
<b>Depreciation</b>						
At 1 April 2011	21,756	92,018	79,882	74,777	60,940	329,373
Provided for year	2,283	15,509	5,405	1,464	13,597	38,258
Disposals	-	-	(183)	-	(10,586)	(10,768)
At 31 March 2012	<b>24,039</b>	<b>107,527</b>	<b>85,104</b>	<b>76,241</b>	<b>63,951</b>	<b>356,862</b>
<b>Net book value</b>						
At 31 March 2012	<b>13,745</b>	<b>26,132</b>	<b>28,073</b>	<b>7,506</b>	<b>38,403</b>	<b>113,859</b>
At 31 March 2011	9,926	39,712	33,862	8,970	38,797	131,267

**SCOTTISH CHAMBER ORCHESTRA LIMITED**

**Notes to the Consolidated Financial Statements - continued**

**For the year ended 31 March 2012**

**8. Investments**

	<b>Company</b>	
	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Investment in subsidiary company	100	100

The investment in the subsidiary represents 100% of the issued share capital of SCO Trading Limited. The company is a trading company registered in Scotland.

**9. Fixed asset investments**

	<b>Group and Company</b>	
	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Market value at 1 April 2011	238,282	220,381
Less: disposals at opening book value (proceeds £9,946, loss £1,021)	(10,967)	(2,498)
Add: acquisitions at cost	770	6,791
Net movements on revaluation at 31 March 2012	12,071	13,608

Portfolio cash	240,156	238,282
	13,305	6,315

<b>Market value at 31 March 2012</b>	<b>253,461</b>	<b>244,597</b>
--------------------------------------	----------------	----------------

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Historical cost at 31 March 2012	191,592	201,790
Portfolio cash	13,305	6,315
	<b>204,897</b>	<b>208,105</b>

The portfolio is analysed as follows:

	<b>UK</b>	<b>Non-UK</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Investments listed on a recognised stock exchange	184,020	56,136	240,156
Cash	13,305	-	13,305
	<b>197,325</b>	<b>56,136</b>	<b>253,461</b>

Investments comprising in excess of 5% of the market value of the investments at 31 March 2012 were:

Herald Investment Trust plc	5.35%
UK Treasury Stock -2020	5.10%

The market value of the investments at 31 August 2012 was £255,284

**SCOTTISH CHAMBER ORCHESTRA LIMITED**

**Notes to the Consolidated Financial Statements - continued**

**For the year ended 31 March 2012**

**10. Stocks**

	<b>Group</b>	
	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
CD Inventory	22,500	12,500

**11. Debtors**

	<b>Group</b>		<b>Company</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade debtors	163,451	85,999	162,491	84,705
Other debtors	235,568	171,291	234,712	171,291
Amounts due from subsidiary company	-	-	21,111	26,897
	<u>399,019</u>	<u>257,290</u>	<u>418,314</u>	<u>282,893</u>

**12. Creditors : Amounts falling due within one year**

	<b>Group</b>		<b>Company</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade creditors	78,116	105,733	75,784	104,536
Social security costs and other taxes	16,465	20,482	16,465	20,482
Other creditors	108,819	104,835	108,819	104,835
Accruals and deferred income	301,641	370,499	301,641	370,499
	<u>505,041</u>	<u>601,549</u>	<u>502,709</u>	<u>600,352</u>

**13. Taxation**

There is no liability for tax as the holding company is accepted for charitable status in Scotland by HM Revenue & Customs. The subsidiary, SCO Trading Limited donates all profit to the holding company by gift aid and therefore has no liability to tax.

**SCOTTISH CHAMBER ORCHESTRA LIMITED**

**Notes to the Consolidated Financial Statements - continued**

**For the year ended 31 March 2012**

**14. Reserves**

*Share capital*

The company is limited by guarantee and has no share capital. Each member of the company has undertaken to contribute an amount not exceeding £1 towards the deficit arising in the event of the SCO being placed in liquidation. As at the date of the last annual general meeting, there were 56 members (33 performing and 23 lay).

*Reconciliation of movements in funds*

<b>Group</b>	<b>General Reserve</b>	<b>Revenue Reserve</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Endowment Fund</b>	<b>Total 2012</b>	<b>Total 2011</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2011	120,778	1,216	149,427	93,542	231,784	596,747	469,772
Surplus/(deficit) for the year	36,724	15,189	(20,961)	17,453	21,677	70,082	126,975
<b>At 31 March 2012</b>	<b>157,502</b>	<b>16,405</b>	<b>128,466</b>	<b>110,995</b>	<b>253,461</b>	<b>666,829</b>	<b>596,747</b>
<b>Company</b>							
At 1 April 2011	120,778	252	149,427	93,542	231,784	595,783	468,617
Surplus/(deficit) for the year	36,724	10,677	(20,961)	17,453	21,677	65,570	127,166
<b>At 31 March 2012</b>	<b>157,502</b>	<b>10,929</b>	<b>128,466</b>	<b>110,995</b>	<b>253,461</b>	<b>661,353</b>	<b>595,783</b>

The movement on specific restricted and designated funds during the year was as follows:

	<b>At 1 April 2011</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>At 31 March 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>RESTRICTED</b>				
SCO Education	5,000	-	(5,000)	-
SCO Administration	2,214	15,000	(17,214)	-
SCO Fixed Assets	86,328	52,709	(28,042)	110,995
SCO Productions	-	55,000	(55,000)	-
	<b>93,542</b>	<b>122,709</b>	<b>(105,256)</b>	<b>110,995</b>
<b>DESIGNATED</b>				
SCO Productions	149,427	73,086	(94,047)	128,466

**Unrestricted Funds** are funds that are available for the Company to use toward any purpose, usually going towards activities and operating expenses.

**Designated Funds** are Unrestricted Funds where the use to which the income can be put is at the discretion of the Company.

**Restricted Funds** are reserves where the use to which the income can be put is specified by the grantor or donor.

In all cases, the uses to which the income can be put must be within the Objects of the Company.

**SCOTTISH CHAMBER ORCHESTRA LIMITED**

**Notes to the Consolidated Financial Statements - continued**

**For the year ended 31 March 2012**

**15. Commitments and contingent liabilities**

***Capital commitments***

At 31 March 2012, capital expenditure to the value of £53,435 was committed, but not provided for in the financial statements (2011 - £25,679).

***Pension commitments***

The pension charge represents contributions payable by the group to the fund and amounts to £53,622 (2011 - £58,746).

***Commitments under operating leases***

As at 31 March 2012, the group had annual commitments under operating leases as set out below:-

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Operating leases which expire:</b>		
<b>Lease of Premises</b>		
Within one year	-	-
Within two to five years	73,334	73,334
The lease has been extended to February 2016		
<b>Office Equipment</b>		
Within one year	-	-
In two to five years	4,924	4,924
	<hr/>	<hr/>

The subsidiary company does not have any operating leases.

**16. Analysis of Net Assets between funds**

	<b>Fixed Assets</b>	<b>Other Net Assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted Funds	56,299	117,608	173,907
Restricted Funds	57,560	53,435	110,995
Designated Funds		128,466	128,466
Endowment Funds	253,461	-	253,461
	<hr/>	<hr/>	<hr/>
	367,320	299,509	666,829
	<hr/>	<hr/>	<hr/>

## SCOTTISH CHAMBER ORCHESTRA LIMITED

### Notes to the Consolidated Financial Statements - continued

For the year ended 31 March 2012

#### 17. Funding from public bodies

The Scottish Chamber Orchestra receives financial support from the Scottish Government and Local Authorities throughout Scotland through revenue funding. The principal grants received during the year were as follows:-

	2012 £	2011 £
Scottish Government	2,188,709	2,439,970
City of Edinburgh Council	46,320	48,250
Glasgow City Council	17,692	19,000
Aberdeen City Council	-	1,800
Aberdeen City Council – project	2,000	1,500
East Ayrshire – project	-	3,000
Fife – project	-	3,000
Highland Council	-	3,000
South Ayrshire – project	-	3,000
Schools [various] – project	1,013	1,500
	<hr/>	<hr/>
	67,025	84,050
	<hr/>	<hr/>
Total	2,255,734	2,524,020
	<hr/>	<hr/>

#### 18. Related Party Transactions

No director receives any remuneration or expenses as a result of their office as a director.

In the prior year performing directors received fees as players for concert and other performances in accordance with agreed fees set annually amounting to £176,059. During this financial year, there were no performing directors.

City of Edinburgh Council, Glasgow City Council and Fife Council have nominated representatives who were appointed directors of the company. City of Edinburgh Council and Glasgow City Council award an annual core grant to the company.

During the year a number of directors donated monies to the Scottish Chamber Orchestra.

Exemption has been taken under FRS 8: 'Related Party Disclosures' from disclosing group related transactions as the entire share capital and voting rights of all subsidiaries are held within the group.

#### 19. Non-Audit Services

In common with many other businesses of its size and nature, the company uses its auditors to prepare and submit returns to the tax authorities.





ADMIN &amp; LEGAL

10 JUN 2013

CORPORATE RESOURCES

\*  
COMMON GOOD FUND  
APPLICATION FOR FINANCIAL ASSISTANCE

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>YES (Yarrow Etrick &amp; Selkirk) Arts Festival c/o Project Manager Susan Garnsworthy Windyhill Forest of Ae Dumfries DG1 1RL 01387 860610 or 07919 366657</p> <p><a href="mailto:Susan.garnsworthy@gmail.com">Susan.garnsworthy@gmail.com</a> or <a href="mailto:info@yesartsfestival.co.uk">info@yesartsfestival.co.uk</a></p>
<p>Address to which payment should be made:</p>	<p>Lawrence Robertson, Treasurer, Eastlea, Midlem, Selkirk TD 7 4 QB</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>The YES Festival (Yarrow Etrick and Selkirk) will promote Selkirk and the Valleys as a focus for the arts and creativity. It will showcase the work of many professional artists who live and work in the area and for whom Selkirk is their local town, together with artists whose work is inspired by this area. It will provide structured opportunities for local, especially younger, people to take part, learn by working with professionals, to see, hear, and work with eminent people, be inspired, and benefit in many ways. The festival will focus on live performance including a high profile dance commission, performance and residency in Selkirk, traditional and contemporary music, visual art, and words – poetry and plays. It will commission new work in each artform. The festival will support several events and exhibitions principally in the town. YES festival steering group consists of professionals experienced in managing projects in the arts and related areas and with extensive local knowledge and contacts. The steering group secured funding from Awards for All to support a part-time project officer who has worked hard with us to programme development, fundraising and marketing. We have achieved much in a short time. Benefits include attracting visitors to Selkirk and the area with consequent economic benefit for Selkirk, raising Selkirk's profile, creating more opportunities for people growing up and living in the town, and a sense of pride. This first festival will establish a foundation upon which we intend to continuously build. The Festival office will be located in the County Hotel to bring participants and visitors into the heart of the town.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£2,120 as a contribution to event management and marketing of the festival. This sum comprises funding for an event manager (10 days @ £120 per day). This is critical to ensure that the various strands are coordinated and that the festival is well run, well perceived, and achieves maximum benefit for the town and area. The sum also includes £1,000 contribution towards the budget of £6,500 for professionally produced signage, banners and posters and development of a web site.</p>
<p>When will the donation be required:</p>	<p>End July 2013</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>The YES Festival steering group intend the 2013 Festival to be the first in an annual series of festivals in Selkirk and area.</p> <p>12 – 15<sup>th</sup> September 2013 – some exhibitions may start at beginning of the festival week on 9<sup>th</sup> September</p> <p>£68,860</p> <p>Confirmed grants £57,215 from Creative Scotland, SBC festivals &amp; Events scheme, Arts &amp; Business, Sponsorship, Donation, Support from Live Literature Scotland, Event Scotland Games for Scotland partnership with SBC Arts Development</p> <p>Anticipated earned income from tickets £3,500 Possible grant from SBC Community grant scheme £3,000 Fund raising events and sponsorships may realise up to £3,000. Total £9,500.</p>
<p><u>Other information</u></p> <p>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>Initiated by Selkirk Regeneration Company the YES Festival is already an independent organisation, inspired and run by the community and an important part of a range of initiatives by the community and Scottish Borders Council to promote, develop and support Selkirk. These include CARS, the Community Action Plan, the Pop up Shops initiative, work by the Chamber of Trade, the development of the Haining, new play facilities, and others.</p> <p>The YES festival is committed to collaborative working between local businesses, organisations and initiatives to increase and enhance community pride, business, opportunities for residents, and to attract visitors to Selkirk and the valleys.</p>
<p><u>Declaration</u></p> <p>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: 1 reasu</p> <p>Date: 7 June 2013</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 the Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005</p>	

\* Insert name of Fund.

YES summary budget 130601-2.xls

<b>INCOME</b>		
confirmed	Creative Scotland	29,900
	Games 2014	10,000
	Awards for All	9,985
	Scottish Borders Council	4,100
	Arts & Business	2,000
	sponsorship & donations	1,230
estimated	earned income	3,500
in process	SBC community grant	3,000
	in kind contributions	3,000
	<b>all income</b>	<b>66,715</b>
<b>EXPENDITURE</b>		
	dance commission, performances, workshops	25,500
	art exhibitions	3,100
	music composition, performances, workshops	7,100
	words performances, competitions, anthology	3,880
	technical costs	2,750
	marketing, press, publicity	8,130
	event management	11,500
	administration costs	3,900
	overall contingency	3,000
	<b>all expenditure</b>	<b>68,860</b>
	<b>funding gap</b>	<b>-2,145</b>



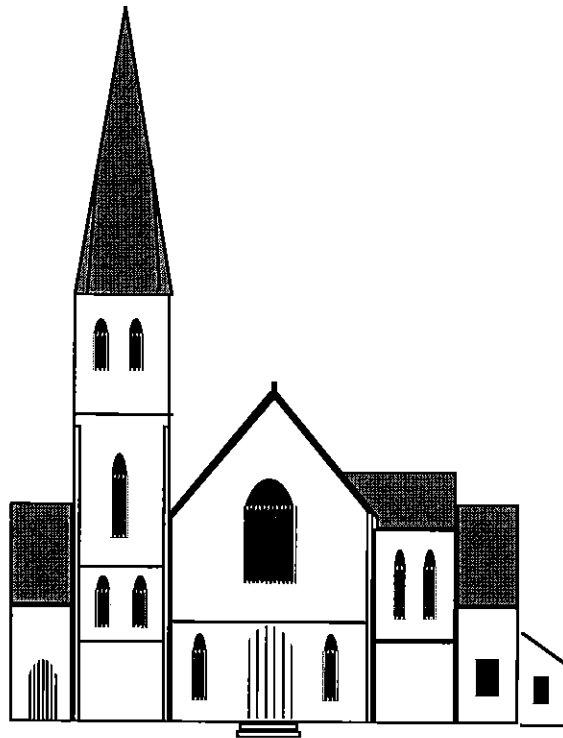
**SELKIRK COMMON GOOD FUND  
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No: E-mail address:</p>	<p>Selkirk Parish Church High Street Selkirk TD7 4JX 01750 20078 (Wed-Fri, 10am-12noon) office@selkirkparishchurch.org</p>
<p>Address to which payment should be made:</p>	<p>Selkirk Parish Church, c/o Mrs Lynda McCraw, 9 The Glebe, Selkirk, TD7 5AB</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>As a Parish Church, in addition to services of worship, we provide social and pastoral care to the whole community and have links to many community organisations.</p> <p>Due to the central location, our church hall is seen as a popular community resource and it is available for community use at a very reasonable cost. The hall currently has inadequate toilets with no disabled access or baby-changing facilities. The hall itself is difficult to heat and storage of tables and chairs is problematic.</p> <p>Church or community groups often use the hall 7 days a week. The regular users include 2 weekly groups attracting babies and toddlers and their carers, a monthly group providing social contact for the elderly, a mid-week service of worship and a small group of men meeting 3 times a week for dominoes. Selkirk Antiquarian Society meets regularly in the hall and it is also used as a polling station, as required. Hall bookings during 2012 included 22 sessions of 2 different Community Choirs. Apart from the mid-week service led by our minister, all groups are volunteer-led and all are open to anyone in the community. Most Saturday mornings, the hall is used by one of a wide variety of community groups for fund-raising events. In 2012, 20 different church groups and 29 different community groups used the hall.</p> <p>After refurbishment, the hall will be able to be used for a greater variety of activities, will have facilities accessible to all, a lower carbon footprint and will be economically more sustainable.</p> <p>We are keen to be part of the regeneration of Selkirk Town Centre and the low carbon future that Scottish Borders Council is working towards.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We are seeking a donation of <b>£5,000</b> to help complete our funding and allow us to begin the renovation project.</p> <ul style="list-style-type: none"> <li>• build out into 2 existing outdoor stores in order to create new toilet suite to include disabled toilet and baby changing facilities</li> <li>• creation of private meeting room and dedicated storage space</li> <li>• energy efficient refurbishment of hall to include replacing windows, heating and lighting systems, installing insulation and refurbishing flooring</li> <li>• access ramp at external door</li> </ul>
<p>When will the donation be required:</p>	<p>Immediately – building work can begin as soon as all our funding is secured. Planning permission is in place and a local contractor has already been selected from a number of tenders.</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>As soon as all our funding is secured.</p> <p><b>Total Cost</b> <b>£132,000</b></p> <p>Fundraising £28,000          Congregational Reserve Fund £15,000  <b>Total</b> <b>£43,000</b></p> <p><b>Grants confirmed</b></p> <p>Ferguson Bequest Fund £4,000          General Trustees of the Church of Scotland £5,000  <b>Total</b> <b>£9,000</b></p> <p><b>Grants applied for and awaiting responses</b></p> <p>Climate Challenge Fund (panel meets 19/6) £28,000          Baird Trust £5,000          Garfield Weston Foundation £12,000          ALLCHURCHES Trust £5,000          Robertson Trust £10,000  <b>Total</b> <b>£60,000</b>  <b>Current Funding Shortfall</b> <b>£20,000</b></p> <p><b>Application in process:</b> Landfill Community Fund  <b>NB:</b> remaining congregational reserves are needed to maintain other properties.</p>
<p><u>Other information</u></p> <p>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>We have recently successfully faced the major expenditure of Dry Rot repairs in the church and completed Phase 1 of the renovation project by creating a new toilet with disabled access to serve the church sanctuary. These have been funded entirely from our own resources.</p> <p><b>Recent successful grant applications</b></p> <p>Low Carbon Building Fund: for photo-voltaic panels installed in 2011          CARES: for Energy Report, which has informed the carbon reduction element in the plans for the current project          Landfill Community Fund: for preliminary Professionals' Fees</p>
<p><u>Declaration</u></p> <p>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: Trustee of Selkirk Parish Church</p> <p>Date: 11/6/13</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 the Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005</p>	

The Church of Scotland

# Selkirk Parish Church

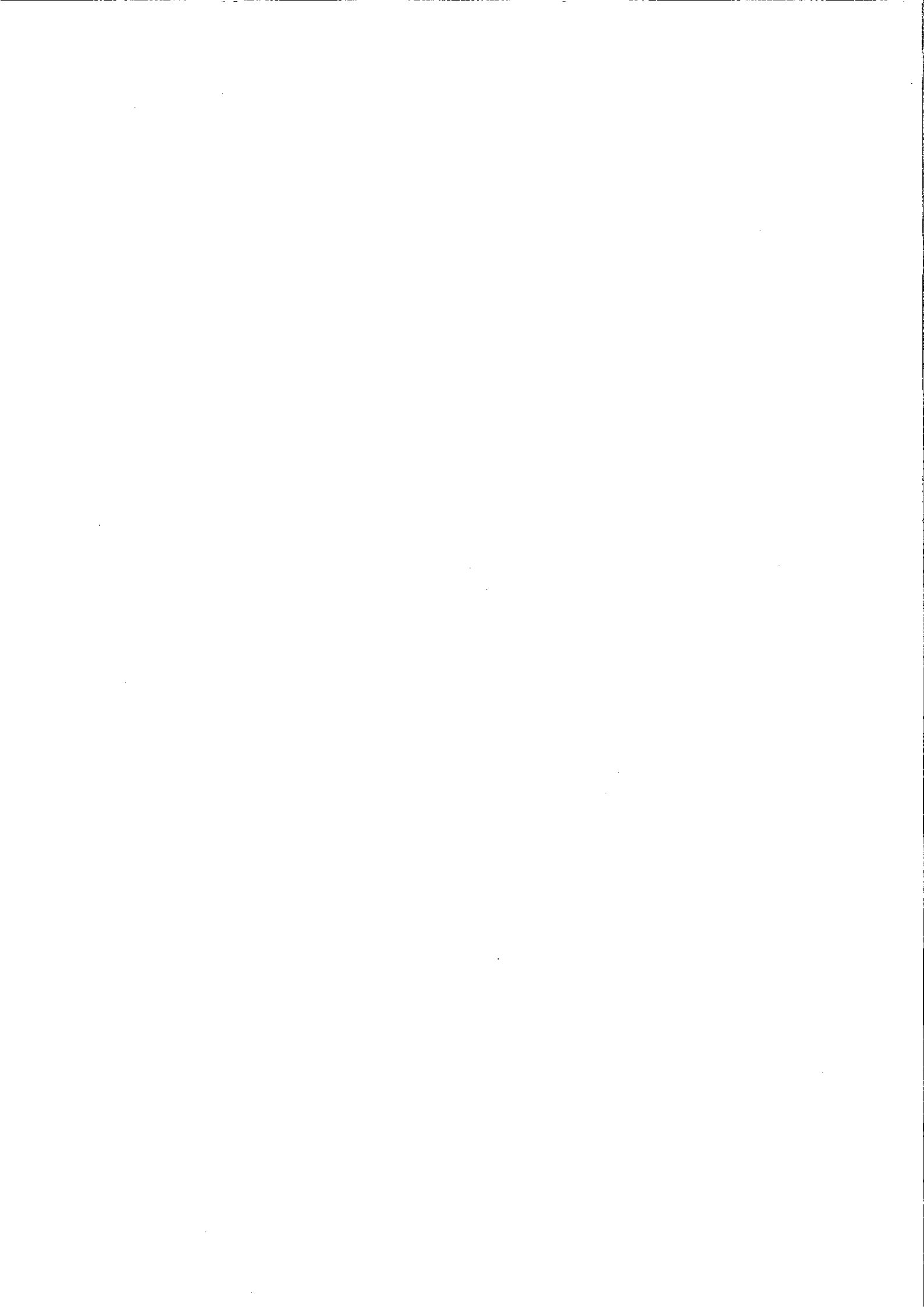


## Annual Report and Receipts & Payments Accounts

2012

Congregation No: 040295

Charity No: SC 014883



## **Reference and Administrative Information**

Charity Name: Selkirk Parish Church

Charity Registration Number: SC014883

Congregation Reference No: 040295

Contact Address: 2 Shawpark Crescent  
Selkirk  
TD7 4EX

### **Trustees**

#### **Kirk Session:**

E.Bell, A. Bethune, D. Bethune, P. Davidson, E. Hendrie, F. Holmes, G. Junor, J. Lawton, L. McCraw, M. Mallin, M. Milne, D. Mitchell (resigned September 2012), J. Smith, K. Smith, M Steele, D. Taylor, E. Thompson, L. White, G. Wilkie.

From August 2012: F. Corbett, J.Lee, C. MacIntosh, R. Owen, L. Raffier, M. Ward.

#### **Congregational Board:**

S. Combe, H. Donald, E. Dunipace, G. Grant, S Pearson, D. Taylor, M. Ward, P. Warren, E. Williams, J. Williams. Clerk: A. Craig

#### **Principal Office-bearers**

**Minister:** The Reverend Margaret Steele

**Session Clerk:** E Hendrie

**Clerk to the Board:** A. Craig

**Church Treasurer:** L. McCraw

**Gift Aid Convenor:** G. Grant

#### **Independent Examiner**

Vivien Ross

Accountant

15 High Street,

Selkirk

TD7 4BZ

#### **Bankers**

Royal Bank of Scotland,

12 High Street

Selkirk

TD7 4DF

Bank of Scotland

6 Market Place

Selkirk

TD7 4BX



## **Trustees' Annual Report Year ended 31 December 2012**

### **Structure, Governance and Management**

#### **Governing Document**

The Church is administered in accordance with the terms of the Deed of Constitution (Model).

#### **Recruitment and Appointment of Trustees**

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

The Congregational Board is appointed from within the congregation and members of the congregation are invited to nominate individuals who are believed to have the skills and commitment to contribute to the management affairs of the Church, to become members of the Board. Board Members are then appointed at the Stated Annual Meeting and serve for a period of three years after which they must seek re-election at the next Stated Annual Meeting.

#### **Organisational Structure**

The Congregational Board, chaired by the minister, has met 6 times this year. Certain responsibilities are delegated to the Finance Committee and the Property Committee as appropriate. The Kirk Session has met 9 times in 2012, and is responsible for spiritual affairs within the church. Joint meetings of the Kirk Session and the Congregational Board have taken place 3 times in 2012.

#### **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.

**Selkirk Parish Church** holds regular services of worship each Sunday and Wednesday mornings, and a monthly Worship for All service during term time. Other activities include 2 Prayer Groups, Choir, Sunday School, Ladies Fellowship, and Bible Study Groups for special events e.g. Lent.

Ecumenical activities include an annual United Service, Coffee Plus (for anyone but with an emphasis on toddlers and their carers), CAMEO (for the over 50s), Reach-Out (women's meeting), and an annual summer Holiday Club (for ages 5-12).

The Church, along with other congregations in the Presbytery, is continuing to develop a partnership with congregations in the Zomba Presbytery of Malawi.

The hall is well used by the community for various events e.g. coffee mornings, Pilates classes, Antiquarian Society meetings, mother and toddler groups etc..

### **Achievements and Performance**

The following are average attendance numbers: Sunday congregation 80, Wednesday 35, Worship for All 25, Prayer Groups 6, Choir 11, Sunday School 3, Lent Study Group 22, Advent Study Group 6 Ladies Fellowship 25.

### **Financial Review**

The principal source of income is regular offerings, (both WFO and Bankers Orders), 64% of the total coming from Gift Aided offerings. There have been some changes amongst our Gift Aid donors, but the number remains steady. This year we have slightly increased our level of giving to our unrestricted funds.

### **Reserves Policy**

Our Reserve Fund holds £12,061, all other Reserves being investments held for us by the Church of Scotland Trustees. At the year end the Church held unrestricted cash funds of £29,528, of which £12,061 has been designated for the Reserve Fund, £4,345 for the Fabric fund, £108 for the Ladies Fellowship fund, and £245 for the Sunday School fund. This leaves a balance of £12,769 in the General fund. The Church also held £24,004 of restricted funds which have been provided for the purposes specified on page 7.

### **Statement of Trustees' Responsibilities**

The members of the Kirk Session / Congregational Board 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 / Congregational Board are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Church at that 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 Regulations Anent Congregational Finance approved by the General Assembly of the Church of Scotland in 2007. They are also responsible for safeguarding the assets of the Church and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,

Session Clerk .....*Elizabeth Hendrie*.....

Date ....*25th February 2013*.....

**Selkirk Parish Church**  
**SC 014883**

**Independent Examiner's Report to the Trustees of Selkirk Parish Church**

I report on the accounts of Selkirk Parish Church for the year ended 31 December 2008 which are set out on pages 1 to 9.

**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**

My 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 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.

Vivien Ross  
Accountant  
15 High Street, Selkirk, TD7 4BZ

Date: 26th February 2013

**Selkirk Parish Church**  
**Income & Expenditure Account**  
**Year ended 31st December 2012**

	<b>Unrestricted</b>	<b>Restricted</b>		
	<b>Funds</b>	<b>Funds</b>	<b>Total</b>	<b>Total</b>
	<b>2012</b>	<b>2012</b>	<b>2012</b>	<b>2011</b>
<b>Incoming Funds</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Incoming Resources from Generated Funds</b>				
Voluntary Income (Offerings/Donations)	69180	10236	79416	72157
Investment Income	459	2	461	468
Charitable Activities	3810	23080	26890	22906
Funds released from General Trustees	0	0	0	10000
Legacy	0	10000	10000	0
<b>Total Incoming Resources</b>	<b>73449</b>	<b>43318</b>	<b>116767</b>	<b>105531</b>
<b>Resources Expended</b>				
Costs of Generating Funds	206	0	206	206
Charitable Activities	69735	9895	79630	114324
Governance Costs	120	0	120	80
<b>Total Resources Expended</b>	<b>70061</b>	<b>9895</b>	<b>79956</b>	<b>114610</b>
Net Income (Outgoing) Resources	3388	33423	36811	(9079)
<b>Fund Balances 1st January 2012</b>	<b>26140</b>	<b>(9419)</b>	<b>16721</b>	<b>25800</b>
<b>Fund Balances 31st December 2012</b>	<b>29528</b>	<b>24004</b>	<b>53532</b>	<b>16721</b>

**Balance Sheet**  
**At 31st December 2012**

	Unrestricted funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£
<b>Current Assets</b>				
Bank	26490	34357	60847	26919
Gift Aid recoverable	3203	372	3575	2354
Sundry debtors & prepayments	527	75	602	0
	<b>30220</b>	<b>34,804</b>	<b>65024</b>	<b>29273</b>
<b>Current Liabilities</b>				
Accruals	692	0	692	552
Loan	0	2400	2400	1200
	<b>692</b>	<b>2400</b>	<b>3092</b>	<b>1752</b>
<b>Net Assets/Liabilities</b>	<b>29528</b>	<b>32404</b>	<b>61932</b>	<b>27521</b>
Long term loan	0	8400	8400	10800
<b>Total assets less liabilities</b>	<b>29528</b>	<b>24004</b>	<b>53532</b>	<b>16721</b>
<b>Funds</b>				
<u>Opening Funds</u>	26140	(9419)	16721	25800
Movement in year	3388	33423	36811	(9079)
Closing funds	<b>29528</b>	<b>24004</b>	<b>53532</b>	<b>16721</b>

**Analysis of Net Assets by Fund**

Current Assets	30220	34804	65024	29273
Current Liabilities	(692)	(2400)	(3092)	(1752)
Longterm Liabilities	0	(8400)	(8400)	(10800)
	<b>29528</b>	<b>24004</b>	<b>53532</b>	<b>16721</b>

The accounts were approved by the Kirk Session and Financial Board on 25/02/13.

For and on behalf of the Kirk Session and Financial Board

...*Elizabeth Hendrie*..... Session Clerk

.....*Lynda R. McCraw*.....Treasurer

## Selkirk Parish Church

### Notes to the Accounts

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

During the year 8 trustees received reimbursement of salary/expenses incurred totalling £4429. No other remuneration to trustees was given.

#### **2 Movements in Funds**

	At 1 Jan 2012 £	Income £	Expenses £	Transfers £	At 31 Dec 2012 £
<b>Unrestricted funds</b>					
Designated Fabric Fund	6417	0	2072	0	4345
Designated Ladies Fellowship	42	84	18	0	108
Designated Sunday School Fund	245	0	0	0	245
Reserve Fund	5061	0	0	7000	12061
General Fund	<u>14375</u>	<u>73365</u>	<u>67971</u>	<u>(7000)</u>	<u>12769</u>
	<b><u>26140</u></b>	<b><u>73449</u></b>	<b><u>70061</u></b>	<b><u>0</u></b>	<b><u>29528</u></b>
<b>Restricted funds</b>					
Organ/Music Fund	2120	2	0	0	2122
Roof Fund	(12000)	1723	523	0	(10800)
Facilities Upgrade Fund	162	41543	9341	0	32364
Social Relief Fund	<u>299</u>	<u>50</u>	<u>31</u>	<u>0</u>	<u>318</u>
	<b><u>(9419)</u></b>	<b><u>43318</u></b>	<b><u>9895</u></b>	<b><u>0</u></b>	<b><u>24004</u></b>
<b>Total funds</b>	<b><u>16721</u></b>	<b><u>116767</u></b>	<b><u>79956</u></b>	<b><u>0</u></b>	<b><u>53532</u></b>

#### Purposes of Designated Funds

Fabric Fund: The Trustees have set aside funds for the maintenance of the Church property

Ladies Fellowship: The Trustees have set aside funds for the work of the Ladies Fellowship.

Sunday School Fund: The Trustees have set aside funds for use by the Sunday School.

Reserve Fund: The Trustees have set aside funds as a reserve.

#### Purposes of Restricted Funds

Organ/music Fund: This is a fund to assist with the cost of major organ repairs, and purchase of music resources for use in worship.

Facilities Upgrade Fund: This is a fund to be used to upgrade toilet facilities and hall.

Social Relief Fund: This is a fund to be used for those in need.

Roof Fund: This is a fund to assist with the cost of major roof and internal repairs to church buildings, including dry rot, and PVC installation.

	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total 2012 £	Total 2011 £
<b>3. Analysis of Income</b>				
WFO Scheme (non Gift Aid)	12028		12028	11842
Gift Aid Donations	37849	6761	44610	39536
Tax Recovered on Gift Aid Donations	9662	1687	11349	10672
Ordinary Offerings (Open Plate)	7331		7331	8066
Other Offerings, Donations etc	2310	1788	4098	2404
Rental of Premises	2604		2604	3345
Weddings, Funerals	670		670	630
Bank & Investment Interest	459	2	461	468
Contributions-Congreg. Organisations	0		0	100
Fund-raising	0	7281	7281	10681
Other Income/Legacy	536	18203	18739	1403
Grants		7596	7596	6384
Funds released from General Trustees	0	0	0	10000
	<u>73449</u>	<u>43318</u>	<u>116767</u>	<u>105531</u>

#### 4 Analysis of Payments

##### Costs of generating funds

Offering envelopes	206		206	206
	<u>206</u>	<u>0</u>	<u>206</u>	<u>206</u>

##### Charitable activities

Ministries & Mission allocation	40763		40763	30736
Presbytery dues	686		686	673
Minister's expenses	1923		1923	1885
Pulpit supply	416		416	340
Other staffing costs	7075		7075	6873
Fabric repairs & maintenance	4197	9153	13350	52835
Council Tax	1089		1089	693
Heat and light	3374		3374	2002
Insurance	4389		4389	4296
Postage & phone	743		743	423
Ladies Fellowship Project & Donations	18		18	115
Printing, stationery and adverts	2654		2654	3399
Organ & pianos	1234		1234	1441
Other expenses	1174	742	1916	8613
	<u>69735</u>	<u>9895</u>	<u>79630</u>	<u>114324</u>

##### Governance costs

Independent examiner's fees	120	0	120	80
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## 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 £24,427 and the maximum stipend (in the ninth and subsequent years) £31,035.

	2012	2011
<b>6 Collections for Third Parties</b>	<b>£</b>	<b>£</b>
Malawi	720	0
Tearfund	84	205
Shelter	233	149
CTSV Holiday Club	75	89
Leprosy Mission	25	17
Cord (Toilet Twinning)	120	0
	<u>1257</u>	<u>460</u>
<b>7. Capital Expenditure Project</b>		
<b>Longterm Liabilities</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Loan repayable after 2 years	<b>8400</b>	<b>10800</b>

Installation of Photovoltaic cells in 2011, funded mostly by a Government grant of £17,796 and a Church of Scotland loan of £17,000. A balance of £12,000 was outstanding, repayable over 5 years. Repayments will be met from income generated by the cells, any shortfall being balanced by the General Fund.

## APPENDIX

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

	2012	2011
<b><u>CAPITAL ACCOUNT</u></b>	<b>£</b>	<b>£</b>
Credit Balances held at 31-12-12 at cost (Fabric)	<b>14797</b>	<b>13918</b>
Market Value of Shares at 31-12-12 (11988 @ £1.15) (Fabric)	<b>13786</b>	<b>13067</b>
Growth Fund at 31-12-12 (2750 units @ £3.53)	<b>9707</b>	<b>9295</b>
Deposit Fund – Organ	<b>100</b>	<b>100</b>