

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

| | |
|---|--|
| <p>Applicant Details</p> <p>Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> | <p>Hawick Reivers Association</p> |
| <p>Address to which payment should be made:</p> | <p>Mr J Craig -/-</p> |
| <p>Activities</p> <p>Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p> | <p>Hawick Reivers Festival has now become a well-established event in the Hawick Calendar and has grown considerably over the many years since its introduction. It brings visitors to the town from far and wide boosting the local economy and helping to raise Hawick's profile. It is also greatly enjoyed by the people of Hawick and brings together many diverse groups within the community to work to a common purpose. We aim each year to update and bring new elements to add to the existing structure.</p> |
| <p>Assistance Requested</p> <p>Please indicate the sum requested and the purpose for which it will be used:</p> | <p>We are again seeking £2500 towards the overall running costs of the festival. As last year we make no apology for approaching the Common Good Fund yet again as we hope you will appreciate the <i>huge amount of volunteer time and effort that goes in to making the festival happen every year.</i> It has come to be highly valued by the local community and encourages involvement by all ages We always try to maintain the high standard of the festival year on year while maintaining ticket prices and also continuing to provide the majority of the attractions free to the public.</p> <p>As you may be aware we were extremely successful this year in securing external funding (£12000) which has allowed us to revamp <i>the website and our marketing logo etc. and also to purchase a substantial amount of equipment for use over the Reivers weekend for years to come (and ultimately be available for use by other community groups)</i> This equipment would previously have been hired so will create a small saving year on year to our budget. However as you will also be aware it is virtually impossible to extract external funding for running costs and this is why we seek on going help from the Common Good Fund. We are indebted to you for your assistance <i>with this year on year</i></p> |
| <p>When will the donation be required:</p> | <p>For the festival which commences on 24th March 2017</p> |
| <p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> | <p>24th to 26th March 2017</p> |

| | |
|--|---|
| Estimated total cost: | Approx £14000 |
| Funds already raised by applicant's own efforts: | The group holds a surplus as detailed in the accounts |
| Funds raised or expected to be raised from other sources (please state sources): | We are projecting an income of approx £11000 from ticket sales, donations and sponsorship during the festival itself. This is based on our experiences in other years however is often to a degree weather dependent. |

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| <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: | I would be very happy to attend a meeting and speak to our request for on-going funding if you required this. A considerable amount of our outlay (wherever possible) is maintained within the local community or Border community so that any financial assistance from yourselves would also be supporting local businesses and organisations |
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| <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: Chairman Date: 22nd Oct 2016 |
|---|

Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts

This completed form, accounts and any supporting details should be submitted to the relevant area office –

Scottish Borders Council Area Offices, Corporate Resources Department, Newtown Street, Duns TD11 3DT. Telephone 01361 882600. (Duns Fund).

Scottish Borders Council Area Offices, Corporate Resources Department, Albert Place, Galashiels TD1 3DL. Telephone 01896 754751. (Galashiels, Lauder and Selkirk Funds).

Scottish Borders Council Area Offices, Corporate Resources Department, High Street, Hawick TD9 9EF. Telephone 01450 375991. (Hawick, Jedburgh and Kelso Funds).

Scottish Borders Council Area Offices, Corporate Resources Department, Rosetta Road, Peebles EH45 8HG. Telephone 01721 720153. (Peebles Fund).

* Insert name of Fund.

**HAWICK REIVERS ASSOCIATION
REPORT OF THE DIRECTORS AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MAY 2016**

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MAY 2016**

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HAWICK REIVERS ASSOCIATION
COMPANY INFORMATION
FOR THE YEAR ENDED 31ST MAY 2016

DIRECTORS:

Dr C S C Elliott
J R Craig
K Johnson
P J Brough
Mrs M A M McCreadie
K J L Douglas

SECRETARY:

R W A Bannerman

REGISTERED OFFICE:

19 Buccleuch Street
Hawick
Roxburghshire
TD9 0HL

REGISTERED NUMBER:

SC281910 (Scotland)

ACCOUNTANTS:

JRW
Chartered Accountants
19 Buccleuch Street
Hawick
Roxburghshire
TD9 0HL

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MAY 2016**

The directors present their report with the financial statements of the company for the year ended 31st May 2016.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of festival organisers.

DIRECTORS

The directors shown below have held office during the whole of the period from 1st June 2015 to the date of this report.

Dr C S C Elliott
J R Craig
K Johnson

Other changes in directors holding office are as follows:

Mrs E H Sangster - resigned 1st September 2015
G A Sangster - resigned 1st September 2015
P J Brough - appointed 1st September 2015
Mrs M A M McCreadie - appointed 1st September 2015
K J L Douglas - appointed 1st September 2015

At the Annual General Meeting all the directors retire, but being eligible, offer themselves for re-election.

GRANT FUNDING

The directors and the management committee gratefully acknowledge the support of Awards for All in providing funding totalling £8,770 for the purchase of equipment to help make the Hawick Reivers Festival more cost-effective and sustainable. The equipment consists of drapes for use in staging musical and theatrical performances, gazebos, and tables and chairs. We are also grateful for the award of £4,922 under the Scottish Borders Council Community Grants Scheme to improve the marketing of the festival. This money will be spent mainly in financial year 2016-17 and will include the development of a new website. We are also very grateful for the continuing financial support from the Hawick Common Good Fund (£2,500 in 2015-16) towards the running costs of the festival. Without this support it would be very difficult to continue to stage the festival.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

Dr C S C Elliott - Director

27th September 2016

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MAY 2016**

| | Notes | 2016 £ | 2015 £ |
|---|-------|----------------|---------------|
| INCOME | | 11,194 | 14,422 |
| Purchases | | <u>860</u> | <u>1,145</u> |
| GROSS SURPLUS | | 10,334 | 13,277 |
| Administrative expenses | | <u>12,210</u> | <u>12,735</u> |
| OPERATING (DEFICIT)/SURPLUS and (DEFICIT)/SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION | 2 | (1,876) | 542 |
| Tax on (deficit)/surplus on ordinary activities | 3 | <u>-</u> | <u>-</u> |
| (DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR | | <u>(1,876)</u> | <u>542</u> |

The notes form part of these financial statements

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**BALANCE SHEET
31ST MAY 2016**

| | Notes | 2016 | £ | 2015 | £ |
|--|-------|------|---------------|------|--------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 5 | | 7,079 | | - |
| CURRENT ASSETS | | | | | |
| Debtors | 6 | | 212 | | 60 |
| Cash at bank | | | <u>6,204</u> | | <u>4,336</u> |
| | | | 6,416 | | 4,396 |
| CREDITORS | | | | | |
| Amounts falling due within one year | 7 | | <u>84</u> | | <u>615</u> |
| NET CURRENT ASSETS | | | <u>6,332</u> | | <u>3,781</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | 13,411 | | 3,781 |
| ACCRUALS AND DEFERRED INCOME | 8 | | <u>11,506</u> | | <u>-</u> |
| NET ASSETS | | | <u>1,905</u> | | <u>3,781</u> |
| RESERVES | | | | | |
| Income and expenditure account | 9 | | <u>1,905</u> | | <u>3,781</u> |
| | | | <u>1,905</u> | | <u>3,781</u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st May 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st May 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The notes form part of these financial statements

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

BALANCE SHEET - continued
31ST MAY 2016

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Directors on 27th September 2016 and were signed on its behalf by:

Dr C S C Elliott - Director

K Johnson - Director

The notes form part of these financial statements

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MAY 2016**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Grants

Grants receivable in respect of expenditure incurred during the year are included in the income and expenditure account. Grants received in respect of future expenditure are deferred and matched against the expenditure in the year it is incurred. Grants received in respect of capital expenditure are deferred and released to the income and expenditure account over a period that matches the depreciation of the related fixed assets.

Investment Income

Bank interest is accounted for when receivable.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 20% on cost

2. OPERATING (DEFICIT)/SURPLUS

The operating deficit (2015 - operating surplus) is stated after charging:

| | 2016 | 2015 |
|--|--------------|----------|
| | £ | £ |
| Depreciation - owned assets | <u>1,770</u> | <u>-</u> |
| Directors' remuneration and other benefits etc | <u>-</u> | <u>-</u> |

3. TAXATION

Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year ended 31st May 2016 nor for the year ended 31st May 2015.

4. COMPANY STATUS

The company is limited by guarantee and not having a share capital. The members of the company are the trustees. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member.

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MAY 2016**

| | | | |
|----|---|---------------|-------------------------------|
| 5. | TANGIBLE FIXED ASSETS | | |
| | | | Plant and machinery etc |
| | COST | | £ |
| | Additions | | <u>8,849</u> |
| | At 31st May 2016 | | <u>8,849</u> |
| | DEPRECIATION | | |
| | Charge for year | | <u>1,770</u> |
| | At 31st May 2016 | | <u>1,770</u> |
| | NET BOOK VALUE | | |
| | At 31st May 2016 | | <u><u>7,079</u></u> |
| 6. | DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | | |
| | | 2016 | 2015 |
| | Other debtors | £ | £ |
| | | <u>212</u> | <u>60</u> |
| 7. | CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | | |
| | | 2016 | 2015 |
| | Other creditors | £ | £ |
| | | <u>84</u> | <u>615</u> |
| 8. | ACCRUALS AND DEFERRED INCOME | | |
| | | 2016 | 2015 |
| | Deferred government grants | £ | £ |
| | | <u>11,506</u> | <u>-</u> |

Deferred government grants includes £7,016 relating to an Awards for All Grant for the purchase of equipment. The grant of £8,770 is being released to the income and expenditure account over a period of five years to match the depreciation of the equipment. The balance of £4,490 relates to the unexpended part of a grant from the Scottish Borders Council Community Grant Scheme. This grant will be fully expended in 2016-17.

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MAY 2016

9. RESERVES

| | Income and expenditure account £ |
|----------------------|--|
| At 1st June 2015 | 3,781 |
| Deficit for the year | <u>(1,876)</u> |
| At 31st May 2016 | <u>1,905</u> |

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS
ON THE UNAUDITED FINANCIAL STATEMENTS OF
HAWICK REIVERS ASSOCIATION**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Hawick Reivers Association for the year ended 31st May 2016 which comprise the Income and Expenditure Account, the Balance Sheet, and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants of Scotland, we are subject to its ethical and other professional requirements which are detailed at <http://www.icas.org.uk/accountspreparationguidance>.

This report is made solely to the Board of Directors of Hawick Reivers Association, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Hawick Reivers Association and state those matters that we have agreed to state to the Board of Directors of Hawick Reivers Association, as a body, in this report in accordance with the requirements of the Institute of Chartered Accountants of Scotland as detailed at <http://www.icas.org.uk/accountspreparationguidance>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Hawick Reivers Association has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and loss of Hawick Reivers Association. You consider that Hawick Reivers Association is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Hawick Reivers Association. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

JRW
Chartered Accountants
19 Buccleuch Street
Hawick
Roxburghshire
TD9 0HL

27th September 2016

This page does not form part of the statutory financial statements

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MAY 2016

| | 2016 | | 2015 | |
|---------------------------------------|--------------|----------------|-----------|---------------|
| | £ | £ | £ | £ |
| Income | | | | |
| Ticket sales | 2,614 | | 5,143 | |
| Concert bar & raffle | 918 | | 1,782 | |
| Programme adverts | 890 | | 1,260 | |
| Stand fees (stall holders) | 1,015 | | 690 | |
| Torch sales | - | | 948 | |
| Common good fund | 2,500 | | 2,000 | |
| Ale and mulled wine | - | | 162 | |
| Workshop & lecture fees | 32 | | 93 | |
| Street banners | - | | 360 | |
| Fireworks prize draw | 402 | | 758 | |
| Sponsorship & donations | 30 | | 374 | |
| Coffee morning | 329 | | - | |
| SBC community grant | 432 | | - | |
| Bag packing | 150 | | 452 | |
| Fireworks sponsorship | - | | 400 | |
| Film fundraiser | 128 | | - | |
| Awards for all grant | <u>1,754</u> | | <u>-</u> | |
| | | 11,194 | | 14,422 |
| Purchases | | | | |
| Purchases | 748 | | 1,070 | |
| Reivers Ale Purchases | <u>112</u> | | <u>75</u> | |
| | | <u>860</u> | | <u>1,145</u> |
| GROSS SURPLUS | | 10,334 | | 13,277 |
| Expenditure | | | | |
| Entertainers | 3,845 | | 6,548 | |
| Website | 490 | | - | |
| Adminstration | 863 | | 783 | |
| Advertising | 3,685 | | 3,272 | |
| Sites and venues | 1,557 | | 2,132 | |
| Depreciation of tangible fixed assets | <u>1,770</u> | | <u>-</u> | |
| | | <u>12,210</u> | | <u>12,735</u> |
| NET (DEFICIT)/SURPLUS | | <u>(1,876)</u> | | <u>542</u> |

This page does not form part of the statutory financial statements