

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>Email:</p>	<p>Hawick Reivers Association</p>
<p>Address to which payment should be made:</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>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. In 2018 we took as our theme Borders Kith and Kin focusing on the Borders Families and their rich histories. We were very successful at increasing visitor numbers over the weekend and forging links with Border Family Societies far and wide. We have been nominated for a Scottish Thistle Award through Events Scotland (although the outcome of that is not yet known we are honoured to have been nominated)</p>

<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>We are again seeking £3000 towards the overall running costs of the festival. We appreciate that the Common Good Fund has supported us year on year and we hope they will feel able to do so again. This support allows us to maintain the high standard of the Festival , and keep ticket prices low with many events remaining free of charge. The Common Good Funding is also very helpful in assisting us in obtaining additional funding from external sources (we attracted £4950 from Event Scotland Clan Fund in 2018 who will only fund up to 25% of an event cost).</p> <p>We also secured £5000 in 2018 from the Community Grants Scheme which allowed us to purchase additional gazebos to extend the street market (and we hope you will all agree this was a great success) The gazebos have subsequently been loaned out for use to a number of other groups and festivals within the town thereby benefiting the wider community</p> <p>While we stated in our application for 2018 festival that we hoped we might seek funding through the localities fund for 2019 it would appear that we do not really fit within that remit.</p> <p>We have also been advised that we are unable to obtain funding for 2019 from the SBC Events fund as the money has all been allocated.</p>
<p>When will the donation be required:</p>	<p>For the festival which commences on 22nd March 2019</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>Annual event</p> <p>22nd to 24th March 2019</p> <p>Approx £15000</p> <p>The group holds a surplus as detailed in the accounts. This has grown slightly over the last few years but this has been in part due to the good weather we have enjoyed and it is essential we hold this level as a contingency to secure future years</p> <p>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.</p>

Other information

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
We have received regular support from Hawick Common Good Fund now for many years and this funding very much underpins the viability of the festival which is entirely run by volunteers

Equal Opportunities

State how you take account of equal opportunities legislation by including all sections of the community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs).

All our events are open to everyone irrespective of race, gender, age sexual orientation, religious or political beliefs!
Our aim is to run a truly "community event" with something to suit everyone

Declaration

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: 4th September 2018

Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Completed application forms, accounts and any supporting documents are circulated with the agenda and are available on the Council's public website. Following the event/project the evaluation form must be completed and returned.

This completed form, accounts and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556

**HAWICK REIVERS ASSOCIATION
REPORT OF THE DIRECTORS AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MAY 2018**

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

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FOR THE YEAR ENDED 31ST MAY 2018**

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HAWICK REIVERS ASSOCIATION
COMPANY INFORMATION
FOR THE YEAR ENDED 31ST MAY 2018

DIRECTORS:

Dr C S C Elliott
Mrs E H Sangster
J R Craig
K Johnson
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 2018**

The directors present their report with the financial statements of the company for the year ended 31st May 2018.

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 2017 to the date of this report.

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

Other changes in directors holding office are as follows:

Mrs E H Sangster - appointed 29th August 2017

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

GRANT FUNDING

The directors and management committee are grateful for the award of £5,000 under the Scottish Borders Council Community Grants Scheme for gazebos and folding tables to enable us to accommodate more stallholders, thus enhancing the experience of visitors to the festival. We are also very grateful for the continuing financial support from the Hawick Common Good Fund (£3,000 in 2017-18) towards the running costs of the festival. Without this support it would be very difficult to continue to stage the festival.

This year we were also successful in our application for funding from the Scottish Clan Event Fund, administered by Event Scotland. We were awarded £4,950 for the purpose of supporting production and marketing costs associated with delivering our clans (borders families) themed programming for the 2018 festival, which we promoted as Borders Kith and Kin. This enabled us to expand and enhance the programme of events to produce a very successful 2018 Festival.

We would also like to thank all our sponsors and advertisers for their invaluable support.

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

28th August 2018

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**INCOME STATEMENT
FOR THE YEAR ENDED 31ST MAY 2018**

	Notes	2018 £	2017 £
INCOME		20,585	20,418
Purchases		<u>282</u>	<u>305</u>
GROSS SURPLUS		20,303	20,113
Administrative expenses		<u>18,988</u>	<u>17,627</u>
OPERATING SURPLUS and SURPLUS BEFORE TAXATION		1,315	2,486
Tax on surplus		<u>-</u>	<u>-</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>1,315</u>	<u>2,486</u>

The notes form part of these financial statements

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**BALANCE SHEET
31ST MAY 2018**

	Notes	2018 £	£	2017 £	£
FIXED ASSETS					
Tangible assets	5		8,079		5,309
CURRENT ASSETS					
Debtors	6	260			
Cash at bank		<u>5,062</u>		<u>4,344</u>	
		5,322		4,344	
CREDITORS					
Amounts falling due within one year	7	<u>187</u>		-	
NET CURRENT ASSETS			<u>5,135</u>		<u>4,344</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			13,214		9,653
ACCRUALS AND DEFERRED INCOME			<u>7,508</u>		<u>5,262</u>
NET ASSETS			<u>5,706</u>		<u>4,391</u>
RESERVES					
Income and expenditure account	9		<u>5,706</u>		<u>4,391</u>
			<u>5,706</u>		<u>4,391</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st May 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st May 2018 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 2018**

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 28th August 2018 and were signed on its behalf by:

Dr C S C Elliott - Director

K Johnson - Director

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MAY 2018

1. STATUTORY INFORMATION

Hawick Reivers Association is a private company, limited by guarantee, registered in Scotland. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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

Financial assets

Basic financial assets, including trade and other debtors and bank balances, are initially recognised at transaction price.

At the end of each reporting period financial assets measured at cost are assessed for evidence of impairment. Any impairment loss is recognised in the Income Statement.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire or are settled.

Financial liabilities

Basic financial liabilities, including trade and other creditors, are initially recognised at transaction price.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. These are classed as current liabilities as payment is due within one year or less. If not they are presented as non-current liabilities.

Financial liabilities are derecognised when the liability is extinguished, that is when the contractual obligation is discharged, cancelled or expires.

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MAY 2018

3. OPERATING SURPLUS

The operating surplus is stated after charging:

	2018	2017
	£	£
Depreciation - owned assets	<u>2,905</u>	<u>1,770</u>

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.

5. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1st June 2017	8,849
Additions	<u>5,675</u>
At 31st May 2018	<u>14,524</u>
DEPRECIATION	
At 1st June 2017	3,540
Charge for year	<u>2,905</u>
At 31st May 2018	<u>6,445</u>
NET BOOK VALUE	
At 31st May 2018	<u>8,079</u>
At 31st May 2017	<u>5,309</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Other debtors	<u>260</u>	<u>-</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Other creditors	<u>187</u>	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST MAY 2018

8. ACCRUALS AND DEFERRED INCOME

	2018	2017
Deferred government grants	£ <u>7,508</u>	£ <u>5,262</u>

Deferred government grants includes £3,508 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. Also included is £4,000 relating to a Scottish Borders Council Community Grant for the purchase of equipment. The grant of £5,000 is being released to the income and expenditure account over a period of five years to match the depreciation of the equipment.

9. RESERVES

	Income and expenditure account £
At 1st June 2017	
Surplus for the year	4,391
	<u>1,315</u>
At 31st May 2018	<u>5,706</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 2018 which comprise the Income Statement, 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 ICAS, we are subject to its ethical and other professional requirements which are detailed at <http://www.icas.com/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 ICAS as detailed at <http://www.icas.com/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 profit 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

28th August 2018

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MAY 2018

	2018		2017	
	£	£	£	£
Income				
Ticket sales	2,791		2,417	
Concert bar & raffle	572		871	
Programme adverts	1,710		1,210	
Stand fees (stall holders)	1,330		805	
Torch sales	754		651	
Common good fund	3,000		2,500	
Ale and mulled wine	89		-	
Workshop & lecture fees	-		34	
Fireworks prize draw	201		604	
Sponsorship & donations	1,868		2,151	
Coffee morning	366		341	
SBC community grant	1,000		4,430	
Fireworks sponsorship	-		2,400	
Awards for all grant	1,754		1,754	
Costume hire	200		250	
Scottish Clan Event Fund	4,950		-	
		20,585		20,418
Purchases				
Purchases		282		305
GROSS SURPLUS		20,303		20,113
Expenditure				
Entertainers	7,033		5,810	
Website and promotion	432		4,403	
Administration	755		619	
Advertising	5,745		3,426	
Sites and venues	2,118		1,599	
Depreciation of tangible fixed assets	2,905		1,770	
		18,988		17,627
NET SURPLUS		1,315		2,486

This page does not form part of the statutory financial statements

