

**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>Catherine Elliott Hawick Reivers Association</p>
<p>Address to which payment should be made:</p>	<p>Mr J Craig Hawick Reivers Association,</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 Association will hold the 18th Hawick Reivers Festival in 2020. Over the last few years the festival has gained substantial momentum and grown in popularity and stature gaining recognition and support from Events Scotland in 2018 and 2019. We have attached the outcome report we submitted to Event Scotland showing visitor numbers and average stay etc. From our Irish guests alone (one of our targeted markets) we have estimated an income to the local economy of in excess of £16000 and this reflects only a small section of our visitor numbers. In addition more than £5000 is spent within the Hawick economy and about £2000+ in the wider Scottish Borders economy on the preparation and delivery of the Festival. The festival is one of the earliest events in the Border Tourism Calendar and we can confidently say it is bringing visitors from far and wide into the town. With the proposed flood prevention work in 2020 impacting on the layout and positioning of the Festival events we are aware that additional costs may be incurred to achieve and publicise these changes, however the committee is fully committed to delivering as memorable an event as the the town has enjoyed in recent years</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£3000 towards the overall running costs of the festival including insurance, marketing, venues etc. . This will allow us to continue to provide many of the events free of charge to the local population and visitors alike.</p>
<p>When will the donation be required:</p>	<p>January 2020</p>
<p>If this is a one-off project then please give the following details –</p>	<p>Annual event</p>

Date (s):	27th to 29th March 2020
Estimated total cost:	£17700
Funds already raised by applicant's own efforts:	£0
Funds raised or expected to be raised from other sources (please state sources):	£1350 - Fundraising events and donations £ 2100 - Sponsorship and advertising £ 3500 - Ticket sales £3150 - Torch sales, stall fees, bar sales etc £4370 - Scottish Clans & Historical Figures Event Fund

<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>We are very aware that we have received regular support from the Hawick Common Good Fund. (Which totals £15500 over the last 10 Festivals. - ie approximately £1 per head of population over 10years)</p> <p>While we are very grateful for this support we feel that the Festival generates substantially more than this each year to the local economy and we hope that this further request for 2020 will be viewed favourably.</p>
<p><u>Equal Opportunities</u> 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).</p>	<p>All of our events are open to all members of the community and visitors in accordance with the Equalities Act 2010</p> <p>We hold our events in disabled friendly premises with suitable access.</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: Catherine S.C. Elliott</p> <p>Position Held: Chairman</p> <p>Date: 10th November 2019</p>	
<p>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.</p>	
<p>This completed form, accounts and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556</p>	

HAWICK REIVERS ASSOCIATION
REPORT OF THE DIRECTORS AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MAY 2019

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FOR THE YEAR ENDED 31ST MAY 2019**

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HAWICK REIVERS ASSOCIATION
COMPANY INFORMATION
FOR THE YEAR ENDED 31ST MAY 2019

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 2019**

The directors present their report with the financial statements of the company for the year ended 31st May 2019.

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 2018 to the date of this report.

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

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 very grateful for the continuing financial support from the Hawick Common Good Fund (£3,000 in 2018-19) 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 successful for a second year in our application for funding from the Scottish Clan Event Fund, administered by Event Scotland. We were awarded £4,740 for the purpose of supporting production and marketing costs associated with delivering our expanded clans (borders families) themed programming for the 2019 festival, which we promoted as Borders Kith and Kin. This enabled us to expand and enhance the programme of events, in particular the very successful schools heraldry project,, to produce a memorable 2019 Festival.

We were also successful in obtaining an award of £500 from the Langhope Rig Community Fund to assist with the costs associated with the schools heraldry project.

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

AIMS

The objects of the Company are:

- i) provide a community education project concentrating on Hawick's history, heritage and culture;
- ii) promote economic growth by increasing visitor numbers in Hawick, by encouraging people to stay longer and spend money in the town;
- iii) encourage social cohesion by bringing together the local community to work on the project, increasing capacity and confidence in the community;
- iv) heighten people's awareness of the Reivers in art, performance and spectacle and bring some aspects of the 16th Century to life.

The following section illustrates how we achieved these aims.

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MAY 2019**

THE 2019 FESTIVAL

Achievements

We aim to continually develop and improve our festival. The grant funding that we received allowed us to build on the success of our Kith and Kin theme adopted in 2018. We marketed our event more extensively - particularly with regards to forming links with the large number of Reiver Family descendents in Northern Ireland (this was achieved very successfully).

In addition it allowed us to deliver up a very successful Heraldry project involving 170 primary school children within the town and we have 6 banners to be used in future years.

We were able to market the event in Northumberland and Cumbria and begin the process of forming stronger links with these "Reiving Areas".

We were able to stage again our clan talks and on this occasion broadcast these via facebook and thus reach a much wider audience.

We were able to expand our Clan village and attract 2 new clans to attend.

We have always enjoyed a large level of support from our local community and schools and this was very much the case again in 2019. Ten clubs and societies in the town help with the staffing and delivery of the many events on a voluntary basis.

The Reivers Festival Committee have received very many positive comments following the 2019 event. Local people feel it is growing year on year and is "very good for the town" attracting many visitors. We have already received additional offers of help for 2020 and a number of suggestions on how we could vary the programme for next year.

Economic Benefits

One of the stated aims of our event is to attract visitors to Hawick for the economic benefit of the town. In 2019 our survey of visitors to our free events showed 24.6% of visitors to be from out with the Scottish Borders (59% from out with Hawick) If however we also include those attending our ticketed events the percentage of attendees from outwith Scottish Borders rises to 40%.

We were very pleased to confirm that by targeting the Northern Ireland market we know that the following groups attended (Total : 66):

Ulster Scots Association : 14 representatives

Kilkeel Reivers Festival : 5 representatives

Newtownbutler Primary School Fermanagh : 14 pupils and 6 adults

Living History Ireland re-enactment group: 27 members

In addition we confirmed visitors from Germany, Ethiopia and USA.

Of those surveyed, 43% were Day visitors, 13% stayed 1 night, 16% stayed 2 nights, 24% stayed 3 or more nights.

We know that the Living History Ireland visitors spent an average of £253 per person in Hawick during their visit which indicates that the visitors from Northern Ireland alone spent approximately £16,000 in the town over the weekend. With many other visitors from outwith the town the total economic benefit will far exceed that figure. In addition Hawick Reivers Association spent more than £5,000 directly on goods and services provided by Hawick businesses and an additional £4,000 in the wider Scottish Borders. This demonstrates the positive economic impact that the festival has for Hawick.

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MAY 2019**

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 August 2019

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**INCOME STATEMENT
FOR THE YEAR ENDED 31ST MAY 2019**

	Notes	2019 £	2018 £
INCOME		19,681	20,585
Purchases		2,042	282
GROSS SURPLUS		17,639	20,303
Administrative expenses		17,141	18,988
OPERATING SURPLUS and SURPLUS BEFORE TAXATION		498	1,315
Tax on surplus		-	-
SURPLUS FOR THE FINANCIAL YEAR		498	1,315

The notes form part of these financial statements

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**BALANCE SHEET
31ST MAY 2019**

	Notes	2019 £	2018 £
FIXED ASSETS			
Tangible assets	5	5,174	8,079
CURRENT ASSETS			
Debtors	6	130	260
Cash at bank		5,845	5,062
		<u>5,975</u>	<u>5,322</u>
CREDITORS			
Amounts falling due within one year	7	191	187
NET CURRENT ASSETS		<u>5,784</u>	<u>5,135</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		10,958	13,214
ACCRUALS AND DEFERRED INCOME		<u>4,754</u>	<u>7,508</u>
NET ASSETS		<u>6,204</u>	<u>5,706</u>
RESERVES			
Income and expenditure account	9	6,204	5,706
		<u>6,204</u>	<u>5,706</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st May 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st May 2019 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 2019**

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 27th August 2019 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 2019**

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 Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" 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 2019**

8. ACCRUALS AND DEFERRED INCOME

	2019	2018
	£	£
Deferred government grants	<u>4,754</u>	<u>7,508</u>

Deferred government grants includes £1,754 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 £3,000 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 2018	5,706
Surplus for the year	<u>498</u>
At 31st May 2019	<u>6,204</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 2019 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

27th August 2019

HAWICK REIVERS ASSOCIATION (REGISTERED NUMBER: SC281910)

**DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MAY 2019**

	2019		2018
	£	£	£
Income			
Ticket sales	3,015		2,791
Concert bar & raffle	798		572
Programme adverts	1,430		1,710
Stand fees (stall holders)	1,400		1,330
Torch sales	552		754
Common good fund	3,000		3,000
Ale and mulled wine	189		89
Fireworks prize draw	150		201
Sponsorship & donations	776		1,868
Coffee morning	377		366
SBC community grant	1,000		1,000
Awards for all grant	1,754		1,754
Costume hire	-		200
Scottish Clan Event Fund	4,740		4,950
Langhope Rig Community Fund	500		-
	<hr/>	19,681	<hr/>
			20,585
Purchases			
Purchases		2,042	282
		<hr/>	<hr/>
GROSS SURPLUS		17,639	20,303
Expenditure			
Entertainers	6,471		7,033
Website and promotion	244		432
Administration	708		755
Advertising	4,439		5,745
Sites and venues	2,374		2,118
Depreciation of tangible fixed assets	2,905		2,905
	<hr/>	17,141	<hr/>
			18,988
NET SURPLUS		498	1,315
		<hr/>	<hr/>

This page does not form part of the statutory financial statements

