

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2021  
FOR  
HAWICK COMMON RIDING COMMITTEE (SCIO)**

# **HAWICK COMMON RIDING COMMITTEE (SCIO)**

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# **HAWICK COMMON RIDING COMMITTEE (SCIO)**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST AUGUST 2021**

The trustees present their report with the financial statements of the charity for the year ended 31st August 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The principal objects of the Committee shall be to uphold and continue the Heritage, Customs and Traditions of the Common-Riding for the benefit of the people of Hawick and to annually accept responsibility to ensure the proper conduct of the ceremonies.

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

The customs and traditions of our Common Riding were, once again, unfortunately unable to be celebrated fully this year following the outbreak of the global pandemic COVID-19 and government restrictions in place. However, a virtual online Common Riding was held, as well as wreath laying ceremonies and gift presentations taking place. The Official ceremonial duties of the Common Riding were carried out.

### **FINANCIAL REVIEW**

#### **Financial position**

Total Incoming Resources increased during the year by £3,078 from £11,606 to £14,684.

Expenditure increased by £5,637 from £11,304 to £16,941.

Total reserves at 31st August 2021 stood at £211,038.

#### **Risk management and reserves policy**

The Committee aim to hold at least one year's expenditure in the General Fund. At present the funds are well in excess of this amount although several projects to utilise the funds are underway or in planning. The committee are aware that it may not receive the SBC Grant in the future and robust efficiencies must be made to make the Common Riding financially sustainable. The Committee are also aware that Covid-19 restrictions may impact the Common Riding for some time and must look at ways to address the financial implications this will bring.

### **FUTURE PLANS**

The Common Riding Committee has earmarked £125,000 for future projects, however our main project, which was to replace the current Committee Rooms at Hawick Moor, has now been put on hold, due to proposed plans from another organisation. The Committee this year have began a Lockdown Legacy Project archiving this year and last years Virtual Common Ridings as well as archiving other Common Riding memorabilia. This will then be submitted to the Hawick Heritage Hub for future generations to be able to access. While the Committee buildings are still on hold the Committee will continue to focus on other projects in the forthcoming year.

# **HAWICK COMMON RIDING COMMITTEE (SCIO)**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST AUGUST 2021**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

OSCR gave Hawick Common Riding Committee permission to become a Scottish Charitable Incorporated Organisation (SCIO) on 30/09/2019. Hawick Common Riding Committee (SCIO) operates with the same name as the previously unincorporated charity (SC038913) having transferred all of its activities, assets and liabilities from 30/07/2020. The charity is governed by its constitution.

Hawick Common Riding Committee (SC038913) was removed from the Scottish Charities Register 18/08/2020.

# **HAWICK COMMON RIDING COMMITTEE (SCIO)**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST AUGUST 2021**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Committee shall consist of:-

- 2 Members nominated by Hawick's Honorary Provosts Council, who shall be the Honorary Provost, and an elected member of Scottish Borders Council, or their nominated deputies.
- 12 Ward Members (6 representatives from each of the 2 Wards)
- 1 Community Councillors from Burnfoot Council
- 1 Community Councillors from Hawick Council
- 8 Public members.
- 4 Principals
- 1 Member elected from the Drum & Fife Band

All Trustees shall be members of the Ceremonial/General Committee who will be responsible for overall administration and endorsement, or otherwise, of Sub-Committee recommendations and all Ceremonial matters, as appropriate, in association with the Honorary Provost's Council.

The work of the Committee shall also be carried out through the following sub-committees:-

- Race Committee - To deal with all Race matters including Ceremonial races.
- Ticket & Gatemens Committee - All manning of gates. Collection of ticket monies.
- Hut Committee - All matters relating to Ceremonial functions within St. Leonard's Hut.
- Ball Committee - All matters relating to the Common-Riding Dinner and Ball.
- Finance Committee - All financial matters.
- Sponsorship Committee - All matters relating to sponsorship.
- Executive Committee - The office bearers, sub-committee conveners and life members shall address any matters that require immediate attention, where time does not permit the relevant Committee to meet.

The Principals shall be members of the Ceremonial/General and Race Committees only, will not be eligible to hold office but shall have full voting rights.

The Public members shall be persons of proven experience and recognised supporters of the Common-Riding whose names have been put forward and agreed by the committee at the last Ceremonial and General Committee meeting before the A.G.M. The names of those selected will then be submitted to the Honorary Provosts Council for their ratification prior to the A.G.M. Should a vacancy arise appointment of new members will be decided by the full Ceremonial and General Committee and ratified by the Honorary Provosts Council.

Ward representatives must reside in the ward they represent when seeking election and must reside in the ward they represent unless they have moved during the term. Should any ward vacancy not be filled the Committee may, at their discretion, ask a person from any ward to represent the vacant ward for one term. In the case of a vacancy occurring during the term, then to fill such vacancy for the remainder of the term.

Any committee member missing 3 consecutive full meetings shall be asked to stand down.

Honorary Life Members shall be those members of long service to the Committee who, in the opinion of the General Committee and in recognition of their service, shall be invited to become Honorary Life Members. They shall be entitled to attend all meetings where their advice and experience will be invaluable, however, as a condition shall relinquish their former voting rights and shall not be eligible to hold office.

The term of office shall be for three years. Members shall be eligible for re-election. Members joining the Committee during this period will serve for the balance of the three-year term.

# **HAWICK COMMON RIDING COMMITTEE (SCIO)**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST AUGUST 2021**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Meetings are held regularly during the year for both the Committee and Sub-Committees.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Charity number**

SC049647

#### **Principal address**

11 O'Connell Street  
Hawick  
TD9 9HT

#### **Trustees**

Ex Cornet J Hogg (Chairman)

Ex Cornet I. Nichol (Master of Ceremonies)

Cornet C. Brunton

Ex Cornet A. George (Left Hand Man)

J. Batten (Deceased 3rd August 2021)

C. Elliott Walker

B. George

S. Gray

S. Hay

Councillor W. McAteer (Honorary Provost)

D. Oliver

D. Rae

W. Robson

Ex Acting Father S. Sharkey

C. Wilkinson

F. Scott (Vice Chairman)

Ex Cornet I. Whillans (Assistant Master of Ceremonies)

Ex Cornet G. Renwick (Right Hand Man)

Acting Father A. Crawford

A. Brown

W. Fletcher

Ex Cornet R. Gibson

R. Halliday

C. Knox

Ex Cornet R. Nichol

Ex Acting Father G. Paxton

Councillor C. Ramage

I. Scott

W. B. T. Smith

#### **Other Office Bearers:**

Secretary

Treasurer

L. Fraser

L. Smith

#### **Honorary Life Members:**

Ex Acting Father T. Hogg

N. Leadbetter

Ex Cornet W Mactaggart

Ex Cornet A. P. Murray

Ex Cornet J. Hope

G. Linton

S. Marshall

D. Richardson

**HAWICK COMMON RIDING COMMITTEE (SCIO)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST AUGUST 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Alister J Biggar

Chartered Accountant

JRW

Chartered Accountants

19 Buccleuch Street

Hawick

Roxburghshire

TD9 0HL

Approved by order of the board of trustees on 4th November 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'J Hogg', is written over a solid black rectangular redaction box.

J Hogg - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HAWICK COMMON RIDING COMMITTEE (SCIO)**

I report on the accounts for the year ended 31st August 2021 set out on pages seven to sixteen.

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's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention :

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have 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.



Alister J Biggar  
Chartered Accountant  
JRW  
Chartered Accountants  
19 Buccleuch Street  
Hawick  
Roxburghshire  
TD9 0HL

8th November 2021

# HAWICK COMMON RIDING COMMITTEE (SCIO)

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST AUGUST 2021

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	5,450	-	5,450	760
<b>Charitable activities</b>	4				
Ceremonial		4,448	-	4,448	1,104
Grant - Scottish Borders Council		4,650	-	4,650	9,300
Investment income	3	136	-	136	442
<b>Total</b>		14,684	-	14,684	11,606
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	5				
Hawick Moor		200	-	200	102
Ceremonial		7,345	-	7,345	3,586
Civic		150	-	150	394
General		9,246	-	9,246	7,222
<b>Total</b>		16,941	-	16,941	11,304
<b>NET INCOME/(EXPENDITURE)</b>		(2,257)	-	(2,257)	302
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		213,295	-	213,295	212,993
<b>TOTAL FUNDS CARRIED FORWARD</b>		211,038	-	211,038	213,295


The notes form part of these financial statements


# HAWICK COMMON RIDING COMMITTEE (SCIO)

## BALANCE SHEET 31ST AUGUST 2021

	Notes	2021 £	2020 £
<b>CURRENT ASSETS</b>			
Stocks	10	925	446
Debtors	11	10,254	5,020
Cash at bank and in hand		203,207	210,678
		<u>214,386</u>	<u>216,144</u>
<b>CREDITORS</b>			
Amounts falling due within one year	12	(3,348)	(2,849)
		<u>211,038</u>	<u>213,295</u>
<b>NET CURRENT ASSETS</b>			
		<u>211,038</u>	<u>213,295</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>211,038</u>	<u>213,295</u>
<b>NET ASSETS</b>			
		<u>211,038</u>	<u>213,295</u>
<b>FUNDS</b>	14		
Unrestricted funds:			
General fund		95,922	98,179
Projects Fund		115,116	115,116
		<u>211,038</u>	<u>213,295</u>
<b>TOTAL FUNDS</b>		<u>211,038</u>	<u>213,295</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 4th November 2021 and were signed on its behalf by:

 J Hogg - Trustee

 F Scott - Trustee

The notes form part of these financial statements

## **HAWICK COMMON RIDING COMMITTEE (SCIO)**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2021**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities and Trustee Investment (Scotland) Act 2005. The financial statements have been prepared under the historical cost convention.

##### **Going concern**

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for a period of not less than twelve months. The trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Allocation and apportionment of costs**

Support costs are allocated as a percentage across the main charitable activities; 25% Hawick Moor Horse Racing, 25% Town Hall Dinner and Ball, 25% Ceremonial and 25% Civic.

For the current year this allocation was not made since the main Hawick Common Riding events were not held following the restrictions in place due to COVID-19.

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

# HAWICK COMMON RIDING COMMITTEE (SCIO)

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST AUGUST 2021

### 1. ACCOUNTING POLICIES - continued

#### 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 Statement of Financial Activities.

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 if 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.

### 2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	450	760
Legacies	5,000	-
	<u>5,450</u>	<u>760</u>

### 3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>136</u>	<u>442</u>

# HAWICK COMMON RIDING COMMITTEE (SCIO)

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST AUGUST 2021

### 4. INCOME FROM CHARITABLE ACTIVITIES

			2021	2020
	Ceremonial £	Grant - Scottish Borders Council £	Total activities £	Total activities £
Grants	-	4,650	4,650	9,300
Donations & Sponsorship	4,448	-	4,448	-
Cornet's Timetable	-	-	-	1,104
	<u>4,448</u>	<u>4,650</u>	<u>9,098</u>	<u>10,404</u>

Grants received, included in the above, are as follows:

	2021	2020
	£	£
Scottish Borders Council	<u>4,650</u>	<u>9,300</u>

### 5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6) £	Support costs (see note 7) £	Totals £
Hawick Moor	200	-	200
Ceremonial	7,345	-	7,345
Civic	150	-	150
General	1,252	7,994	9,246
	<u>8,947</u>	<u>7,994</u>	<u>16,941</u>

# HAWICK COMMON RIDING COMMITTEE (SCIO)

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST AUGUST 2021

### 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021	2020
	£	£
Printing & Advertising	166	469
Sundries	356	218
Course Preparation	200	-
Virtual event costs	6,162	-
Presentations	513	2,845
Hire of horses	600	-
Other Celebratory Costs	950	550
	<u>8,947</u>	<u>4,082</u>

### 7. SUPPORT COSTS

	Finance	Governance costs	Totals
	£	£	£
General	<u>6,494</u>	<u>1,500</u>	<u>7,994</u>

Support costs, included in the above, are as follows:

	2021	2020
	General	Total activities
	£	£
Rent	-	300
Insurance	239	90
Donations	1,500	-
Telephone and internet	845	750
Printing and advertising	-	60
Sundries	100	958
Secretary's and treasurers honorarium	3,810	3,810
AGM room hire	-	24
Accountancy	1,500	1,230
	<u>7,994</u>	<u>7,222</u>

# HAWICK COMMON RIDING COMMITTEE (SCIO)

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST AUGUST 2021

### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st August 2021 nor for the year ended 31st August 2020.

#### Trustees' expenses

No remuneration is paid to any trustee in connection with their work in serving on the committee.

### 9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	760	-	760
<b>Charitable activities</b>			
Ceremonial	1,104	-	1,104
Grant - Scottish Borders Council	9,300	-	9,300
Investment income	442	-	442
<b>Total</b>	<b>11,606</b>	<b>-</b>	<b>11,606</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Hawick Moor	102	-	102
Ceremonial	3,586	-	3,586
Civic	394	-	394
General	7,222	-	7,222
<b>Total</b>	<b>11,304</b>	<b>-</b>	<b>11,304</b>
<b>NET INCOME</b>	<b>302</b>	<b>-</b>	<b>302</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	212,993	-	212,993
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>213,295</b>	<b>-</b>	<b>213,295</b>

# HAWICK COMMON RIDING COMMITTEE (SCIO)

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST AUGUST 2021

### 10. STOCKS

	2021	2020
	£	£
Stocks	925	446
	<u>          </u>	<u>          </u>

### 11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Prepayments	10,254	5,020
	<u>          </u>	<u>          </u>

### 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Accruals and deferred income	3,348	2,849
	<u>          </u>	<u>          </u>

### 13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted fund	2021 Total funds	2020 Total funds
	£	£	£	£
Current assets	214,386	-	214,386	216,144
Current liabilities	(3,348)	-	(3,348)	(2,849)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	211,038	-	211,038	213,295
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

### 14. MOVEMENT IN FUNDS

	At 1.9.20	Net movement in funds	At
	£	£	31.8.21 £
<b>Unrestricted funds</b>			
General fund	98,179	(2,257)	95,922
Projects Fund	115,116	-	115,116
	<u>          </u>	<u>          </u>	<u>          </u>
	213,295	(2,257)	211,038
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	213,295	(2,257)	211,038
	<u>          </u>	<u>          </u>	<u>          </u>

# HAWICK COMMON RIDING COMMITTEE (SCIO)

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST AUGUST 2021

### 14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	14,684	(16,941)	(2,257)
<b>TOTAL FUNDS</b>	<u>14,684</u>	<u>(16,941)</u>	<u>(2,257)</u>

### Comparatives for movement in funds

	At 1.9.19 £	Net movement in funds £	At 31.8.20 £
<b>Unrestricted funds</b>			
General fund	97,877	302	98,179
Projects Fund	115,116	-	115,116
	<u>212,993</u>	<u>302</u>	<u>213,295</u>
<b>TOTAL FUNDS</b>	<u>212,993</u>	<u>302</u>	<u>213,295</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	11,606	(11,304)	302
<b>TOTAL FUNDS</b>	<u>11,606</u>	<u>(11,304)</u>	<u>302</u>

### Nature & purpose of fund;

**General fund** - Used for the general running of the charity to meet its main objectives.

**Projects fund** - For projects to enhance our ceremonies and benefit other organisations in the community.

**HAWICK COMMON RIDING COMMITTEE (SCIO)**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST AUGUST 2021**

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st August 2021.