REGISTRAL

THE ST ANDREWS PRESERVATION TRUST LIMITED

Charity Number: SCO 11782

Report of the Trustees

and Statement of Accounts

as at

31st December 2004

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COMPANIES HOUSE 01/07/05

Minto Finnie Parsons Turnbull

(A Company Limited by Guarantee)

Report of the Trustees and Statement of Accounts

as at

31st December 2004

Honorary President

The Rt. Hon. Lord Mackay of Clashfern. K.T. P.C. F.R.S.E.

Honorary Vice-Presidents

The Rt. Hon. The Earl of Wemyss and March. K.T. LL.D.

Dr. J.M. Frew. M.A. D.Phil. H.F.R.I.A.S.

Mrs E. J. Baxter Miss G.L.C. Falconer

Mr R.S. Murray, M.A., C.A., M.B.C.S.

Chairman of Trustees

: Mrs E. Williams

Vice-Chairmen of Trustees

: Mr I. M. Christie, Mr A.A. Jackson and Miss A.J.M. Morris

Trustees (Elected)

: Mr I.M. Christie, Mr M.F. Cox, Mr M.D. Dennis, Mrs M.S. Dickens, , Mr G.A.A. Gordon, Mr P.A. Hardie, Miss F.M.C. Humphries, Mr A.A. Jackson,

Mr J.W.G. Macgregor M.B.E., Mr C. A. MacLeod, Mrs D.W. Matthews, Mrs M. Matthews, Miss A.J.M. Morris O.B.E., Mrs D.M.M. Morrison

Mr R.R. Steedman O.B.E., Mrs E. Williams

Secretary

: R.H. McFarlane, 67 Crossgate Cupar

KY15 5AS

Stockbrokers

Spiers & Jeffrey Ltd., 36 Renfield Street,

Glasgow.

Independent Examiner

Minto Finnie Parsons Turnbull,

Chartered Accountants, 164 South Street, St. Andrews. KY16 9EG

Registered Number

20194

Charity Registration No

: SCO11782

Registered Office

: 4 Queens Gardens,

St. Andrews,

Fife,

KY16 9TA.

Telephone (01334) 477152

Museum

: 12 North Street, St Andrews

Fife

KY16 9PW

Telephone: (01334) 477629

Report of the Trustees

The Trustees present their Annual Report and financial statements for the year ended 31st December 2004.

Objectives of the Trust:

- a) To preserve for the benefit of the public, the amenities and historic character of the City and Royal Burgh of St Andrews and its neighbourhood.
- b) To acquire, restore or maintain buildings of architectural, historic or artistic interest.
- c) To acquire any land or buildings considered necessary to preserve or enhance views or other amenities of the City, or otherwise to carry out the objects of the Trust, all as detailed in the Memorandum of Association of the Trust.
- d) To advance and promote education by maintaining the St. Andrews Preservation Trust Museum.

Organisational Structure:

The Trust is administered under the supervision of the Trustees, with day to day work carried out by an administrative assistant and a museum curator.

Financial Position and Review of the Year:

In the year to 31st December 2004 there was a surplus of £4,665.

The market value of the investments in 2003 and 2004 is shown in Note 9, but has not been included in the balance sheet for the reasons set out, and in line with past practice.

The Trust continues to receive good support from its members and seeks continually to increase its membership in order to further its work for St. Andrews.

Responsibilities of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus or deficit of the Trust for that period. In preparing those financial statements the Trustees are required to

- 1. Select suitable accounting policies and then apply them consistently,
- 2. Make judgements and estimates that are reasonable and prudent,
- 3. State whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Trustees

Enzabeth Williams

(Signed) Mrs E. Williams

Chairman

Dated: 29 ~ March 2005.

Report of the Independent Examiner to the Members on the Unaudited Financial Statements of The St. Andrews Preservation Trust Limited

We report on the financial statements for the year ended 31st December 2004 set out on Pages 4 to 11.

Respective Responsibilities of Trustees and Independent Examiners

As described on Page 2, the Trustees are responsible for the preparation of the financial statements, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of Opinion

Our work was conducted in accordance with the Charities Accounts (Scotland) Regulations 1992, and so our procedures consisted of comparing the financial statements with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the financial statements are in agreement with the accounting records kept by the company under Section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:

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- (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
- (ii) the company satisfied the conditions for exemption from an audit of the financial statements for the year specified in Section 249A(4) as modified by Section 249A(5) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).

Minto Finnie Parsons Turnbull,

Chartered Accountants,

Independent Examiners

164 South Street,

St Andrews.

Dated: 25 APRIL 2005

Income and Expenditure Account

for the year ended 31st December 2004

	Notes	2004	2003
Turnover	2	£ 16,744	£ 17,070
General Investment Income (including Tax Recovery)		21,912	20,533
Property Rents Received less Expenses	3	6,125	2,225
Members Subscriptions (including Tax Recovery)		5,809	5,238
Donations (including Tax Recovery)		1,330	221
		£ 51,920	£ 45,287
Museum Costs - General	4	22,008	19,654
Cost of Productions and Publications	5	1,213	1,820
Other Operating Expenses	6	3,316	3,284
Support Costs	7	20,718	17,739
**		£ 47,255	£ 42,497
		.	
SURPLUS FOR YEAR		£ 4,665	2,790
STATEMENT OF RETAINED SURPLUS/ (DEFICIT)			
Surplus/Deficit at beginning of year		£ 1,463	£ -1,327
Surplus/Deficit for year		4,665	2,790
		£ 6,128	£ 1,463
STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES			
	Notes		
Surplus for the financial year		£ 4,665	£ 2,790
Gain/Loss on Realisation of Investments	9	-22,475	3,302
		 	
Total Gains and Losses Recognised since last Annual Report		£ -17,810	£ 6,092

CONTINUING OPERATIONS

None of the Trust's activities were acquired or discontinued during the current and previous years.

The Notes to the Financial Statements form part of these Accounts

Statement of Financial Activities for the year ended 31st December 2004

INCOME & EXPENDITURE	Unrestricted Fund: General	Designated Fund: Buchanan	Designated Fund: Investment Reserve	Designated Fund: Museum Purchase	Tot	
	Fund	Award	Fund:	Fund:	2004	2003
Incoming Resources	£	£	£	£	£	£
General Income Investment Income Property Rents Received Ordinary Members'	16,744 21,912 6,125	261			16,744 22,173 6,125	17,070 20,761 2,225
Subscriptions Bequests Received Life Members' Subscriptions Grants & Donations	5,809 13,920 1,050 1,330				5,809 13,920 1,050 1,330	5,238 13,644 350 221
Total Incoming Resources	66,890	261	0	0	67,151	59,509
Charitable Expenditure						
Museum Costs Management and	22,008				22,008	19,654
Administration of the Charity Grants Awarded Purchase of Artefacts	25,247	1,550		0	25,247 1,550 0	22,843 850 57
Total Resources Expended	47,255	1,550	0	0	48,805	43,404
Net Incoming/Outgoing Resources for the Year Other Recognised Gains and Losses	19,635	-1,289		0	18,346	16,105
Gains/Losses on Investments : Realised			-22,475		-22,475	3,302
Net Movement in Funds	19,635	-1,289	-22,475	0	-4,129	19,407
Balances brought forward at 1 January 2004	444,231	9,693	61,409	1,709	517,042	497,635
	463,866	8,404	38,934	1,709	512,913	517,042
Note to Financial Statements		11	10	12		

Balance Sheet as at 31st December 2004

FIXED ASSETS	Notes				2003
Heritable Property	8		£ 112,978	£	110,366
Furniture, Fittings & Equipment	8		6,078	-	6,905
			C 110.056	£	117 271
Investments, at cost	9		£ 119,056 _ 375,101	£	117,271 370,629
TOTAL DIVIDIDA GODING					
TOTAL FIXED ASSETS			£ 494,157	£	487,900
CURRENT ASSETS					
Stock of Publications & Stationery	1		£ 5,112	£	4,753
Debtors and Prepayments			995		6,503
Cash in Bank and on Hand			20,396		21,390
			£ 26,503	£	32,646
CREDITORS - amounts falling due within one year					
Creditors and Accruals			£ 7,464	£	3,206
Payments received on account			283	£.	298
·					
			£	£	3,504
NET CURRENT ASSETS			£ 18,756	£	29,142
TOTAL NET ASSETS			£_512,913	£	517,042
CAPITAL ACCOUNTS			=======================================		
Unrestricted Funds:-					
Income and Expenditure Account		£ 6,128			
General Fund	11	457,738	£ 463,866	£	444,231
Designated Funds:-					
Buchanan Award Fund	11	8,404			
Investment Reserve Account	10	38,934			
Museum Purchase Fund	12	1,709	£ 49,047	£	72,811
			£ 512,913	£	517,042

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31st December 2004. No notice has been deposited under Section 249B(2) of the Companies Act 1985 in relation to its financial statements for the financial year. The Trustees acknowledge their responsibilities

(a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 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 requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

In preparing these financial statements, the Trustees have taken advantage of special provisions applicable to small companies by Part 7 of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities, (effective June 2002). The Trustees have done so on the grounds that, in their opinion, the Trust is entitled to the benefit of those provisions because it meets the qualifying conditions for small companies as stated in Section 246(8) of the Companies Act 1985.

(Signed) Mrs E. Williams (Chairman)

(Signed) P.A. Hardie (Trustee)

Carabeth Williams.

Date: 29th March

The Notes to the Financial Statements form part of these Accounts 9005.

Notes to the Financial Statements for the year ended 31st December 2004

1 ACCOUNTING POLICIES

(A) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (March 2000), the Companies Act 1985 and follow the recommendations in "Accounting and Reporting by Charities: Statement of Recommended Practice" issued in October 2000.

(B) Depreciation has been provided as follows:-

(i) Heritable Property

The Heritable Properties are held for the use of the Trust and are shown at cost. Although Financial Reporting Standard 15 requires that provision be made for depreciation of Fixed Assets having a finite useful life, the Trustees are of the opinion that the properties have an indefinite life and their aggregate value is considerably in excess of cost. Any depreciation charge would therefore be immaterial. The Trust has a policy and practice of regular maintenance and repair such that the heritable properties are kept in a condition to retain their value.

(ii) Alterations at 4 Queens Gardens

The cost of office alterations at 4 Queens Gardens will be written off over seven years by equal annual instalments.

(iii) Office, Museum and Let Property Fittings and Equipment:

Computer Equipment - straight line method at 25%

Fittings and Other Equipment - reducing balance method at 15%

(iv) Museum Fittings - reducing balance method at 5%

(C) Balance Sheet values of Investments and Property

The Trustees have considered the Statement of Recommended Practice - Accounting by Charities, (October 2000), concerning the valuation of Investments and Investment Properties in the Balance Sheet.

The Trustees are of the opinion that its Properties including Feudal Superiorities are held primarily to further the objects of the Trust and not as Investment Properties. The Properties are therefore shown in the accounts at cost.

The Trustees are of the opinion that the inclusion of Investments in the Balance Sheet at Market Value would be misleading as the gain on such revaluation is unrealised and is not available to the Trust for its activities. The investments have therefore been shown in the Balance Sheet at Cost. However the full comparative details of market value in Note 9 provide all the information required by the Statement of Recommended Practice - Accounting by Charities, (October 2000).

(D) Stocks

The stocks have been valued by the Trust at the lower of cost and net realisable value as follows:-

			2004	_	2003
	Publications and Stationery (Office)	£	4,268	£	3,770
	Publications, Postcards etc. (Museum)		766		841
	Souvenirs, etc. (Museum)		78		142
		£	5,112	£	4,753
2	TURNOVER	=			
	Turnover for the year comprises:-				
	Events/Functions (net surplus)	£	5,952	£	4,216
	Donations/Fund Raising		3,169		5,945
	Museum Income - Sales		4,329		4,163
	Office Sales		3,294		2,746
		£	16,744	£	17,070
3	PROPERTY RENTS RECEIVED	<u> </u>		=	
~	Property Rents	£	6,710	£	5,167
	Less: Property Letting Expenses		585	**	2,942
		£	6,125	£ _	2,225
		=		_	

Notes to the Financial Statements

for the year ended 31st December 2004 (cont'd)

4 MUSEUM COSTS		2004		2003
Curatorial Costs (including salary) Cost of Goods for Re-sale Heat & Light Insurance and Rates (including Store at 4 Queens Gardens) Telephone & Stationery Advertising Repairs and Maintenance Miscellaneous Expenses (including Exhibition Costs £904) Subscriptions and Donations Depreciation: Fittings Depreciation: Equipment	£	12,422 1,366 1,136 1,529 1,988 0 1,222 1,632 262 82 369	£	10,242 1,393 1,083 1,612 1,445 578 1,006 1,914 109 86 186
	£	22,008	£	19,654
5 COST OF PUBLICATIONS (OFFICE) (Adjusted for Stock)	£	1,213	£	1,820
6 OTHER OPERATING EXPENSES				
Rates and Insurance Repairs and Maintenance Woodland Maintenance Planning Advisory Fees Depreciation - Furniture, Fittings & Equipment	£	849 152 56 795 1,464 3,316	£	987 217 158 83 1,839 3,284
7 <u>SUPPORT COSTS</u>				
Stationery and Advertising (including printing of Report) Meeting Expenses Secretarial Salary and Fees Accountancy & Legal Fees Office Heat & Light Equipment Maintenance Telephone & Postage Miscellaneous Expenses	£	1,023 767 11,045 1,927 930 382 1,015 3,629	£	990 521 9,853 1,833 511 438 1,422 2,171
	* ==	20,718	£ ==	17,739

Notes to the Financial Statements for the year ended 31st December 2004 (cont'd)

8 HERITABLE PROPERTY

	-	ueens dens	136 Stree	South et		seum/ 12 th Street	Ken Doo	-	Tot	al
COST: As at 01.01.04 Additions/(Disposals)	£	71,368 3,492	£	6,710 0	£	22,119 0	£	13,868 0	£	114,065 3,492
	£	74,860	£ -	6,710	£	22,119	£	13,868	£	117,557
DEPRECIATION:	=	1.00		0.00	_		_	600	_	2 (0)
As at 01.01.04 Charge for year	£	1,767 692	£	269 0	£	983 188	£	680 0	£	3,699 880
	£	2,459	_	269	_	1,171	_	680	£	4,579
NET BOOK VALUES As at 31.12.04	£	72,401	£	6,441	£	20,948	£	13,188	£	112,978
As at 31.12.03	£	69,601	£	6,441	£	21,136	£	13,188	£	110,366
FURNITURE FITTINGS & EQ	-	Property ngs/	Offic		Mus	eu <u>m</u>	Mus	eum		
		ipment	Equi	pment	Equi	pment	Fitti	ngs	Tota	ıl
COST: As at 01.01.04 Additions/(Disposals)	£	1,374 0	Equi £	10,267 119	Equi	5,373 139	<u>Fittin</u>	2,955 0	<u>Tota</u>	19,969
As at 01.01.04		1,374		10,267		5,373		2,955		19,969 258
As at 01.01.04 Additions/(Disposals) DEPRECIATION:	£	1,374	£	10,267 119 10,386	£ -	5,373 139 5,512	£	2,955 0 2,955	£ -	19,969 258 20,227
As at 01.01.04 Additions/(Disposals)	£	1,374	£	10,267 119	£	5,373 139	£	2,955	£	19,969 258 20,227
As at 01.01.04 Additions/(Disposals) DEPRECIATION: As at 01.01.04	£	1,374 0	£	10,267 119 10,386	£ -	5,373 139 5,512	£	2,955 0 2,955	£ -	19,969 258 20,227 13,064 1,085
As at 01.01.04 Additions/(Disposals) DEPRECIATION: As at 01.01.04	£ —	1,374 0 1,374 1,048 49	£	10,267 119 10,386 7,070 584	£	5,373 139 5,512 3,632 370	£	2,955 0 2,955 1,314 82	£ =	19,969 258 20,227 13,064 1,085 14,149

Notes to the Financial Statements for the year ended 31st December 2004 (Cont'd)

9	INVESTMENTS			At Cost			rket '	Value Dec
A (31)	D 1 2004						<u> </u>	
	t <u>December 2004</u> Alliance Trust plc	Ord	c	14.014	c	2004	c	2003
	Associated British Ports Holdings	Ord 25p	£	14,914 14,938	£	12,822 14,963	£	12,535
	Aviva	Ord 25p		15,254		11,304		8,825
	AWG plc	Ord 25p		4,957		13,473		8,807
	AWG plc	New Redeemable		4,237		15,475		207
	BAE Systems	7.79p (net)		12,404		12,525		12,200
	Barclays	Ord		11,892		15,809		13,453
	BOC Group	6.5% Notes 2016		17,332		16,835		16,838
,	British Assets Trust	Ord 25p		0		10,655		25,875
-	Glaxo Smithkline	Ord 25p		10,973		21,385		22,400
,	HSBC Holdings	US\$0.50		15,231		32,963		32,925
	Marks & Spencer plc	Ord 25p		16,068		14,715		12,398
-	Merchants Trust	Ord 25p		21,321		20,081		17,656
•	Prudential Corp	Ord 5p		13,042		18,496		16,529
	Rexam	Conv. Pref. 7.75%		19,892		28,397		27,950
•	Scottish American Inv. Co.	Ord 25p		10,025		10,050		0
	Scottish & Newcastle	Ord 20p		14,653		13,073		11,348
•	Scottish Power	Ord 50p		10,347		8,670		8,003
•	Second Scottish Nat Trust	10p Income Shares		0		0,070		2,950
-	The Shell Transport & Trading Co.	Ord 25p		22,646		25,086		23,476
•	Slough Estates	8.25% Conv. Pref.		0		25,000		25,425
	Slough Estates	7.125% Bonds 2010		19,540		19,841		0
-	Tesco (2003:25,000)	5.125% EMTN 2009		31,580		30,384		24,928
	Treasury Stock	5% 2012		37,752		36,592		36,144
	Weir Group	Ord		19,981		21,380		0
0,050	Well Gloup	Olu .	£	354,742	£	398,844	£	360,872
			~	551,142	~	370,011	~	500,072
Sales in Y	ear			Cost		Proceeds		Gain(Loss)
25,000	British Assets Trust Ord 25p		£	26,012	£	26,111	£	99
	Prudential - Sale of Fraction of Rights			0		1		1
229,600	AWG plc Redeemable Shares, redeemed			132		229		97
15,000	Slough Estates, Cum. Conv. Pref			17,317		24,793		7 ,476
544,480	AWG plc Redeemable Shares, allocated and	redeemed		258		544		286
31,050	Second Scottish National Trust			30,434		0		-30,434
			£	74,153	£	51,678	£	-22,475
Summary	of Investments					2004		2003
						 -		
Investmen	ts per Schedule above				£	354,742	£	357,486
Charities 1	Deposit Accounts					20,359		13,143
					£	375,101	£	370,629
10	INTO THE OTHER DESCRIPTION ASSOCIATION				:	2004	;	2002
10	INVESTMENT RESERVE ACCOUNT					2004		2003
	Balance at 01.01.04				£	61,409	£	58,107
	Net gains/losses on Sale of Investments during	ng year				-22,475		3,302
					£	38,934	£	61,409
							:	

Notes to the Financial Statements for the year ended 31st December 2004 (cont'd)

11	CAPITAL ACCOUNTS UNRESTRICTED FUNDS:- General Fund		2004	_	2003
	Balance as at 01.01.04	£	245,952	£	245,602
	Add: Life Members' Subscriptions for 2004		1,050		350
		£	247,002	£	245,952
	Sundry Bequests			_	
	As at 01.01.04	£	196,816	£	183,172
	Add: Received during year		13,920		13,644
		,	210,736		196,816
		£	457,738	£	442,768
	DESIGNATED FUNDS;-				
	Buchanan Award Fund as at 1st January 2004	£	9,693	£	10,315
	Awards during year		1,289		622
	Balance as at 31st December 2004	£	8,404	£	9,693
12	MUSEUM PURCHASE FUND	:	<u></u>	-	
	Balance as at 1st January 2004	£	1,709	£	1,766
	Purchases during year		0		57
		-	1,709		1,709
		-			

Under the Trust's Memorandum and Articles, and under the Disposal Policy agreed by the Trust as a requirement of the Museum and Galleries Commission's Registration Scheme for Museums, any money received by the Trust from the sale of a museum item will be placed in a Purchase Fund and used only for the acquisition of further items.

13	RECONCILIATION OF MOVEMENTS IN TOTAL FUNDS	_	2004		2003
	Surplus for the year	£	4,665	£	2,790
	Life Members Subscriptions for 2004		1,050		350
	Gain/(Loss) on Sale of Investments during year		-22,475		3,302
	Bequests Received		13,920		13,644
	Buchanan Award Fund Increase/(Decrease)		-1,289		-622
	Museum Purchase Fund Increase/(Decrease)	_		_	<u>-57</u>
	NET ADDITION TO TOTAL FUNDS	£	-4,129	£	19,407
	Opening Funds		517,042		497,635
	CLOSING FUNDS	£	512,913	£	517,042
		=		=	

14 TAXATION

The Trust has Charitable Status under the Taxes Acts and is exempt from tax on income and gains. No provision has therefore been made for taxation payable. Recovery of Income Tax from Investment Income and Gift Aid donations has been provided for.