



## THE DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDING 31 MARCH 2023

The directors of Cove Burgh Hall present their annual report and accounts for the year ending 31 March 2023.

### COMPANY AND CHARITY DETAILS:

Company (and Charity) Name: Cove Burgh Hall

Company Registration Number: SC217153

Charity Registration Number: SC031296

Registered Office Address: Cove Burgh Hall, Shore Road, Cove, Helensburgh, Argyll, G84 0LY

Principal Office and Contact: Ms. Alison Morrison, 12 Hamlet Hill, Cove, Helensburgh, and Argyll, G84 0NB

Cove Burgh Hall was established as a company under a Memorandum of Association to promote the benefit of the Cove and Kilcreggan community by the provision of facilities for recreation or leisure time occupation for use by local organisations or individuals, with the object of improving the conditions of life of such persons.

The members of the company are established under Articles of Association that set out the rights and obligations of such members, how directors are appointed/removed and how such directors are required to manage the company. The company established "Friends" of Cove Burgh Hall as a means of encouraging more active participation in the running of the company. Any person may become a Friend on the payment of a nominal sum, and while a Friend, is deemed to be a member of the company.

Cove Burgh Hall was incorporated as a private company limited by guarantee on 22 March 2001. No share capital is authorised or issued. The original six subscribing members of the company, who were all directors, are limited in the event of a winding up of the company, to their guarantee of £1 each. This guarantee has been paid in full.

Cove Burgh Hall was registered as a charity on 22 March 2001 with the object as set out above in the Memorandum of Association.

### DIRECTORS AND THEIR INTERESTS:

The directors as of 31 March 2023 are Mr G Bell (Chairperson); Ms A Morrison; Mr R Reeve; Ms S Edwards; Mr C Morrison; Ms R Wishart; Mr J Webb; Mr M Cox; Mr P Strachan; Mr G Dixon; and Ms F Holland

No director has received any remuneration for services to the company as a director.

### ACCOUNTING POLICIES:

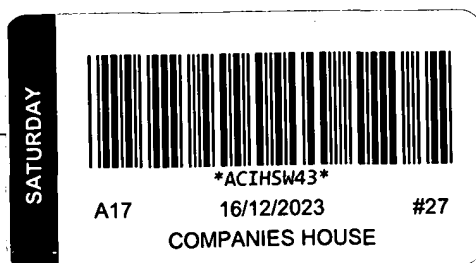
#### Basis of Preparation

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), including the provisions of Section 1A relevant to Small Entities; Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities; the Companies Act 2006; the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The financial statements have been prepared under the historical cost convention

### Going Concern

At the time of approving the financial statements, the directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for at least the next 12 months. Thus, the directors continue to adopt the going concern basis of accounting in preparing the financial statements.





#### Charitable funds

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

Restricted funds are funds which can only be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the relevant restricted fund.

#### Income

All income, including revenue and capital grants receivable, is recognised in the Income and Expenditure account when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

#### Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay, when it is probable that a transfer of economic benefits will arise and when the amount can be measured reliably.

In accordance with the provisions of the Charities Accounts (Scotland) Regulations 2006, a qualified independent examiner has examined the accounts, and that the examiner's report is attached hereto.

#### OBJECTIVES AND ACTIVITIES:

All the activities of the company during the year were in the furtherance of the charitable objectives set out in the Memorandum of Association. In particular, activities centred on operating, maintaining and upgrading the Hall to provide a clean, warm and secure place for the local community to use. To keep the costs of hiring the Hall by the community as low as possible, and so encourage community use, the company sought sources of income, other than hire income, through such activities as fundraising.

Cove Burgh Hall, Shore Road, Cove, G84 0LY

[www.coveburghhall.org.uk](http://www.coveburghhall.org.uk)

Company Limited by Guarantee registered in Scotland: SC217153. Charity registered in Scotland: SC031296



## REVIEW OF THE YEAR TO 31 MARCH 2023

### Income:

Income for the year was £64700. It has been an improving year still feeling some effects of the Covid Pandemic, but our regular user groups getting stronger in the last 2 quarters, the Real Ale Festival, Book Festival all contributed to a more normal year. We have also managed to secure grant funding from Creative Scotland, and National Lottery Awards for All to the sum of £9525. Friends of the Hall have remained strong at £6483 and their support throughout the last couple of year have been greatly appreciated. We are also looking into revenues/costs for the Electric Vehicle Charger unit as we approach the end of the 3 year maintenance period to see how we progress with his facility.

Fundraising is an important source of income and contributes to the company's mission in adding value to the social fabric of the community through provision of high-quality productions in a safe environment. The ongoing fundraising through Live@CBH showed excellent growth this year and recovered strongly in the second half of the year.

The Hall lets with regular user groups and private hire activity has also been improving throughout the year finishing positively at £13602.

### Expenditure:

Expenditure for the year was £51,346. The bulk appears under Fundraising costs for events at £21,407. Maintenance costs £14,508 are higher, but over and above general works this includes the upgrades in the Commissioners Room and Main Entrance decoration and lighting which were subsidized by grant funding. Utilities have increased due too more use of the Hall and increased utility prices. We have secured Water Exemption for the incoming year. We maintain regular monitoring of our general running cost in these volatile times, showing regard for the safety of the building and personnel.

### Balance Sheet:

Net current assets as of 31 March 2023 stood at £65,676. This is represented entirely by the cumulative Profit and Loss Account. We are showing a surplus of £13,227 for the year which demonstrates that, although operating under difficult circumstances, we are managing our financial resources responsibly. The company has no significant debts, and we are sitting in a good position regarding reserves. We are moving forward positively, with confidence in continued growth, stability and maintaining a safe community hub for the future.

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#### LOOKING FORWARD:

As this is my first Chair's Annual Report I must open with a special word of thanks to my predecessor, Alison Morrison. For seven years Alison carried the responsibility of board chair and has steadily strengthened the impact and sustainability of the Hall. As I write this in 2023, with the pandemic finally and officially over, I am reminded how well she steered us through these difficult times, confident in our ability to rebuild our work – and sure enough, we have. With usage back to pre-pandemic levels and a strong financial position Alison's commitment and skill have been amply demonstrated. Thank you, Alison!

With no paid employees the work of the Hall is dependent on volunteers – as is the work of the groups that use the facility on a weekly basis. Our community can only thrive when people help others and the voluntary effort that we see taking place in many shapes and forms is testament to the community spirit in our area. The board who work to keep the hall going are doing their bit to support this community and I want to thank them for their efforts. And they, of course, are supported by the Friends and Gold Friends who faithfully donate annually, not simply to keep the Hall going, but to make their contribution to building our community. It is this support that has enabled us to again 'freeze' prices for community use. It is now a decade since these prices were adjusted but we believe that the Hall should be affordable for all.

I want to assure you that the Board remains firmly committed to improving and developing the work of the Hall – from great pricing, through to a well-maintained facility, a wide range of events and a resource that is available to all. We will work to high standards and look forward to going from strength to strength in the year ahead.

Signed:

Graham Bell: Director, Chair  
On behalf of the Board

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# COVE BURGH HALL

## INCOME/EXPENDITURE ACCOUNT FOR 12 MONTHS ENDING 31 MARCH 2023

		<u>2022/23</u>		<u>2021/22</u>	
INCOME:					
		Unrestricted	Restricted		
		Funds	Funds	Total	
	Hall Lets	13602		13602	10099
	Fundraising Events (Live@CBH)	32921		32921	17106
	Donations	423		423	414
	Friends	6483		6483	6753
	Gift Aid (HMRC)	1245		1245	1024
	EVC	408		408	389
	Grants				8271
	Carried Forward				
	Book Festival	4125		4125	6135
	Awards for all	5400		5400	
	Touring Group				750
	Bank Interest	92		92	43
	TOTAL	64700	0	64700	50984
EXPENDITURE:					
	Maintenance	14508		14508	6727
	Cleaning	4860		4860	2280
	Electricity	1754		1754	1856
	Heating Oil	4838		4838	3386
	Water (Exemption)	0		0	147
	Insurance	1868		1868	1778
	Administration	1882		1882	1179
	Fundraising Events (Live@CBH)	21407		21407	17984
	Broadband & Phone	356		356	102
	Major Projects				
	Major Projects			0	8627
	TOTAL	51473	0	51473	44066
		13227	0		
SURPLUS FOR YEAR:				13227	6918
CUMULATIVE SURPLUS B/F:				52467	45549
Prior year adjustment				-17	
CUMULATIVE SURPLUS C/F:				65676	52467

Graham Bell: Director  
Signed by the chair on behalf of the board:



COVE BURGH HALL

BALANCE SHEET AS AT 31 MARCH 2023

	2022/23	2021/22	
<b>CURRENT ASSETS:</b>			
Trade Debtors	3879	2602	Note 3
Insurance Prepayment	2046	1868	
Chubb Prepayment	0	634	
Cash in hand	180	180	
Cash at bank	60550	49055	
	<u>66655</u>	<u>54339</u>	
Current Liabilities - accruals			Note 4
Trade Creditors			
Accrued Charges	979	1872	
Previous Years Adjustment			
	<u>979</u>	<u>1872</u>	
<b>NET CURRENT ASSETS:</b>	<u>65676</u>	<u>52467</u>	
<b>REPRESENTED BY:</b>			
Profit & Loss Account	<u>65676</u>	<u>52467</u>	

"For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime"

Graham Bell: Director

Signed by the chair on behalf of the board:

# NOTES TO THE ACCOUNTS

			2022/23	2021/22		
Note 1	Fundraising:	Income (Live@CBH)	32921	17106		
		Expenditure	21407	17984		
			<u>11514</u>	<u>-878</u>		
Note 2	Donations:					
		Post office Box	61			
		Individuals	362			
			<u>423</u>			
Note 3	Trade Debtors:					
	Q4 Hire charges		3879			
			<u>3879</u>			
Note 4	Current Liabilities:					
	L Hunter		250			
	C Simpson		82			
	J Bilisland		647			
			<u>979</u>			
Note 5	The buildings are not shown on the accounts as an asset this is due to legacy transfer but are insured for £4 million in terms of rebuilding costs					
Note 6	Summary of Grant assistance:					
			General cultural support	Post Covid Remedial works	Grants Unrestricted	Grants Restricted
Date	Details	Project				
17/8/22	Creative Scotland	B/F	4125		4125	
10/9/22	Lottery Award to All	B/R		5400	5400	
			<u>4125</u>	<u>5400</u>	<u>9525</u>	

**Independent Examiner's Report to the Directors of Cove Burgh Hall, Scottish Charity Number SC031296**

I report on the attached accounts of the charity Cove Burgh Hall, for the year ended 31 March 2023.

**Respective responsibilities of Trustees and Examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) 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 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 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 Independent Examiner's Statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by Cove Burgh Hall and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the 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 the course of 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
- to prepare accounts which accord with the accounting records and 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.



Linda Hunter

Linda Hunter Accounting & Consulting Services

Member of the Chartered Institute of Management Accountants (CIMA) and CIMA Member In Practice

146 Sinclair Street, Helensburgh, G84 9AT  
25<sup>th</sup> May 2023