REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2018 FOR THE BUCCLEUCH CENTRE

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SCT 21/08/2019 #301
COMPANIES HOUSE

JRW
Chartered Accountants
19 Buccleuch Street
Hawick
Roxburghshire
TD9 0HL

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2018. 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 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objectives of the company are:

- To develop the Buccleuch Centre as a multi-purpose civic amenity which provides high quality facilities for artistic, social, community and educational purposes;
- To improve the quality of life in Langholm through attending or participating in arts events;
- To organise an all-year-round programme of performances, events, workshops, films, talks, seminars, etc. by local and national companies;
- To encourage the youth of the Langholm area to make use of the facilities, organise and take part in classes and workshops and attend events targeted at them as an audience.

Volunteers

Whilst the Centre operates with 5 part-time members of staff and a pool of bar staff who work as required the vast majority of activities are supported or undertaken by volunteers. The total number of volunteers is 63 who are all active on a regular basis. Activities undertaken by volunteers includes duty management, manning the ticket office, performing front of house duties at shows, table setting in restaurant and assisting in the coffee shop as well as being actively involved in the maintenance and enhancement of both the interior and exterior of the centre. Without these volunteers the centre would be unable to operate at the level that it currently does.

Trustees

The board of Trustees is comprised of a mixture of individuals who have been involved in the operation of the centre for many years, retired professionals who have an active involvement in the day-to-day operations of the centre and other working professionals who bring strong experience in areas such as Corporate Governance and Health & Safety. As a result of this mix of skills and experience we have a broad and strong board of Trustees.

The trustees meet twice a year as a combined group but meet more frequently either as members of the Management Committee which is responsible for the day-to-day operations of the Centre or of the Finance Committee which is responsible for the financial oversight of the Centre's operations. The centre management teams are in attendance at all meetings and some Trustees sit on both Committees to ensure strong links between the 2 Committees.

The 2 Committees have devolved responsibilities and formally report into the combined Trustees group at the 6 monthly meetings.

ACHIEVEMENT AND PERFORMANCE

The charity was formally set up in 2005 and brought together individuals and groups with an interest in the well being of the Langholm community. Together they raised over £1,500,000 to create the Buccleuch Centre as a multi-purpose civic amenity.

The Centre opened in February 2007 and has held live music and arts events on a regular basis since then. The Centre has also been used for weddings, dinners, dances, cinema screenings, elections, meetings, training seminars and other events which are at the heart of community life in Langholm.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2018

ACHIEVEMENT AND PERFORMANCE

An all year round programme of arts events has been put in place and is delivered by the Programme management team. Events are promoted by way of brochures as well as advertisement of planned events on the charity's website, via social media and through regular email communications to our user database.

The Centre's facilities and activities continue to impress our visitors and far exceed the expectations of this type of facility in a community the size of Langholm.

FINANCIAL REVIEW

Financial position

During the year, income of £200,194 was received. Expenditure totalled £264,976, which includes a depreciation charge of £76,224. Total reserves at 31st December 2018 stood at £883,300.

Reserves policy

The net current assets held within the unrestricted fund at 31st December 2018 amounted to £67,355. The Trustees feel that this is sufficient to cover day to day operations of the charity for the next 12 months.

FUTURE PLANS

Ongoing and future plans to sustain and expand the centre's operations include:

- -Increasing customer numbers by a target percentage each year.
- -Increased use of the North foyer for smaller events
- -Increasing audience numbers for live screening events and matinée events
- -Improve the use of the Centre by young people and children
- -Online booking system to go live in 2019
- -Continue to improve footfall and income from café
- -Identifying best usage of social media to promote all aspects of the Centre's activities

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC281827 (Scotland)

Registered Charity number

SC036484

Registered office

Ashley Bank House Langholm Dumfriesshire DG13 0AN

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

G J Graham

- Mrs A Bannatyne

Dr M D Tinker

- resigned 16.4.19

Ms B I Morrison

W S Young

Ms J Carruthers

R H McLure

G G N Cavers

Company Secretary

R N Gass

Independent examiner

JRW

Chartered Accountants

19 Buccleuch Street

Hawick

Roxburghshire

TD9 0HL

Solicitors

Turcan Connell

Princes Exchange

1 Earl Grey Street

Edinburgh

EH3 9EE

Bankers

Royal Bank of Scotland

High Street

Langholm

DG13 0JH

Approved by order of the board of trustees on 30th July 2019 and signed on its behalf by:

R N Gass - Secretary

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BUCCLEUCH CENTRE

I report on the accounts for the year ended 31st December 2018 set out on pages five to seventeen.

Respective responsibilities of trustees and examiner

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 (as amended). 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 (as amended). 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 the course of my examination, no matter has come to my attention:

Mile Bysai

- (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 Biggar
Chartered Accountant

JRW

Chartered Accountants
19 Buccleuch Street

Hawick

Roxburghshire

TD9 0HL

30th July 2019

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2018

				2018	2017
		Unrestricted	Restricted	Total	Total
		fund	funds	funds	funds
	Note	s £	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	36,641	-	36,641	53,481
Charitable activities	5	•		,	,
Operation of theatre and venue		100,302	-	100,302	98,267
Other trading activities	3	63,201	_	63,201	75,879
Investment income	4	50	-	50	18
Total		200,194		200,194	227,645
EXPENDITURE ON					
Raising funds					
Raising donations and legacies	6	2,125	-	2,125	4,715
Other trading activities	7	46,153		46,153	52,203
		48,278	-	48,278	56,918
Charitable activities	8				
Operation of theatre and venue	O	147,217	69,481	216,698	241,702
Total		195,495	69,481	264,976	298,620
NET INCOME/(EXPENDITURE)		4,699	(69,481)	(64,782)	(70,975)
RECONCILIATION OF FUNDS					
Total funds brought forward		224,267	723,815	948,082	1,019,057
TOTAL FUNDS CARRIED FORWARD		228,966	654,334	883,300	948,082

THE BUCCLEUCH CENTRE (REGISTERED NUMBER: SC281827)

BALANCE SHEET AT 31ST DECEMBER 2018

	Notes	. 2018	2017
FIXED ASSETS	Notes	£	£
Tangible assets	14	805,445	873,823
CURRENT ASSETS		•	
Stocks	15	3,161	3,953
Debtors	16	3,749	5,046
Cash at bank and in hand		96,231	100,606
		103,141	109,605
CREDITORS			
Amounts falling due within one year	17	(25,286)	(35,346)
NET CURRENT ASSETS		77,855	74,259
TOTAL ASSETS LESS CURRENT LIABILITIES		883,300	948,082
NET ASSETS		883,300	948,082
FUNDS	19		
Unrestricted funds		228,966	224,267
Restricted funds		654,334	723,815
TOTAL FUNDS		883,300	948,082
		 .	

THE BUCCLEUCH CENTRE (REGISTERED NUMBER: SC281827)

BALANCE SHEET - CONTINUED AT 31ST DECEMBER 2018

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that 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 charitable 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 charitable company.

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

The financial statements were approved by the Board of Trustees on 30th July 2019 and were signed on its behalf by:

R H McLure -Trustee

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Mc B I Morrison Trustee

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, 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 2015)', 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.

Going concern assessment

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

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.

Income from government and other grants, whether 'capital' or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a theatrical performance or provision of other specified service is deferred until the criteria for income recognition are met.

Interest receivable on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

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.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

Allocation and apportionment of costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. The charity identify the costs which relate to its support functions and then identify those which relate to the governance function. Having identified its governance costs, the remaining support costs together with governance are apportioned to the key charitable activities undertaken in the year.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2018

1. ACCOUNTING POLICIES - continued

Depreciation

Depreciation is calculated so as to write off the cost of the fixed assets less estimated residual value over their estimated useful life, commencing when the asset is brought into use.

Tenants Improvements - Equipment, etc. -

over period of lease 20% straight line

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 corporation 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.

Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over them, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised. More information on volunteers contribution to the charity is detailed in the Report of the Trustees.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain the services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

2. DONATIONS AND LEGACIES

	2018	2017
	£	£
Gifts	-	25,900
Donations	32,427	25,812
Gift aid	4,214	1,769
		
	36,641	53,481
		

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2018

3. OTHER TRADING ACTIVITIES

			2018	2017
			£	£
	Bar takings Cafe takings		28,408 25,112	36,689 22,835
	Cinema takings		8,013	10,098
	Other income		1,668	6,257
				
			63,201	75,879 ———
4.	INVESTMENT INCOME			
			2018	2017
	Investment income		£ 50	£ 18
	mvestment income		====	
5.	INCOME FROM CHARI	TABLE ACTIVITIES		
			2018	2017
		Activity	£	£
	Ticket sales	Operation of theatre and venue	72,593	68,796
	Room hire	Operation of theatre and venue	27,709	29,471
			100 202	09 267
			100,302	98,267
6.	RAISING DONATIONS A	AND LEGACIES		
			2018	2017
			£	£
	Staff costs		2,125	4,715
_	OWNED TO A DAME A CONT	T TOTAL		
7.	OTHER TRADING ACTI	VITIES		
			2018	2017
			£	£
	Purchases		17,934	20,100
	Staff costs		25,973	29,856
	Bar & cafe expenses Recruitment/training		1,772 474	1,958 289
	Keerunmenviraining		4/4	
			46,153	52,203
			·	

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2018

8. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 9)	Totals
	£	£	£
Operation of theatre and venue	189,968	26,730	216,698

9. SUPPORT COSTS

	Governance		
	Management	costs	Totals
	£	£	£
Operation of theatre and venue	23,145	3,585	26,730

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018	2017
	£	£
Auditors' remuneration	3,585	2,800
Depreciation - owned assets	76,224	74,960

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2018 nor for the year ended 31st December 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2018 nor for the year ended 31st December 2017.

12. STAFF COSTS

The average monthly number of employees during the year was as follows:

2018	2017
14	17

No employees received emoluments in excess of £60,000.

The key management personnel of the charitable company comprise the trustees, the general manager and the programming manager. None of the trustees were remunerated for their duties as trustees during the year. The total employee benefits of the key management personnel of the charitable company during the year were £21,382 (2017, £46,717).

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2018

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

1	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	52,981	500	53,481
Charitable activities			
Operation of theatre and venue	98,267	-	98,267
Other trading activities	75,879	-	75,879
Investment income	18	-	18
Total	227,145	500	227,645
EXPENDITURE ON			
Raising funds	56,918	-	56,918
Charitable activities			
Operation of theatre and venue	171,929	69,773	<u>241,702</u>
Total	228,847	69,773	298,620
NET INCOME/(EXPENDITURE)	(1,702)	(69,273)	(70,975)
RECONCILIATION OF FUNDS			
Total funds brought forward	225,969	793,088	1,019,057
TOTAL FUNDS CARRIED FORWARD	224,267	723,815	948,082

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2018

14. TANGIBLE FIXED ASSETS Tenants Equipment, Totals improvements etc. £ £ £ **COST** At 1st January 2018 1,525,254 1,847,433 322,179 Additions 7,846 7,846 At 31st December 2018 1,525,254 330,025 1,855,279 **DEPRECIATION** At 1st January 2018 664,216 309,394 973,610 Charge for year 66,007 10,217 76,224 At 31st December 2018 730,223 319,611 1,049,834 **NET BOOK VALUE** At 31st December 2018 795,031 10,414 805,445 At 31st December 2017 861,038 12,785 873,823 15. **STOCKS** 2018 2017 £ £ Stocks 3,953 3,161 16. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR** 2017 2018 £ £ Trade debtors 1,104 2,401 Other debtors 2,645 2,645 3,749 5,046 17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR 2018 2017 £ £ Trade creditors 1,057 2,428

3,005

11,552

9,672

25,286

2,931

12,823

17,164

35,346

VAT

Other creditors

Ticket sales received in advance

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2018

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed assets Current assets Current liabilities	Unrestricted fund £ 161,611 92,641 (25,286) 228,966	Restricted funds £ 643,834 10,500	2018 Total funds £ 805,445 103,141 (25,286) 883,300	2017 Total funds £ 873,823 109,605 (35,346) 948,082
19.	MOVEMENT IN FUNDS				
	Unrestricted funds		At 1.1.18	Net movement in funds	At 31.12.18
	General fund		224,267	4,699	228,966
	Restricted funds Buccleuch Centre Improvements The Studio Theatre Lighting Project		558,491 164,824 500	(58,557) (10,924)	•
			723,815	(69,481)	654,334
	TOTAL FUNDS Net movement in funds, included in the	above are as follow	948,082 ————————————————————————————————————	(64,782)	883,300 ———
			Incoming resources £	Resources expended £	Movement in funds £
	Unrestricted funds General fund		200,194	(195,495)	4,699
	Restricted funds Buccleuch Centre Improvements The Studio		-	(58,557) (10,924)	(58,557) (10,924)
			-	(69,481)	(69,481)
	TOTAL FUNDS		200,194	(264,976)	(64,782)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2018

19. MOVEMENT IN FUNDS - continued

Comparatives	for	movement	in	funds
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Comparatives for movement in funds			
		Net	
	movement in		
	At 1.1.17	funds	At 31.12.17
	£	£	£
Unrestricted Funds			
General fund	225,969	(1,702)	224,267
	220,505	(1,702)	22 1,207
Restricted Funds			
Buccleuch Centre Improvements	617,048	(58,557)	558,491
The Studio	176,040	(11,216)	164,824
Theatre Lighting Project	, <u>-</u>	500	500
	793,088	(69,273)	723,815
·	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(0),270)	, 25,015
TOTAL FUNDS	1,019,057	(70,975)	948,082
Comparative net movement in funds, included in the above	ve are as follows	====== ::	
	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
Unrestricted funds			-
General fund	227,145	(228,847)	(1,702)
Restricted funds			
Theatre Lighting Project	500	_	500
Buccleuch Centre Improvements	-	(58,557)	(58,557)
The Studio	-	(11,216)	(11,216)
	500	(69,773)	(69,273)
TOTAL FUNDS	227,645	(298,620)	(70,975)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2018

19. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

		Net		
	r	movement in		
	At 1.1.17	funds	At 31.12.18	
	£	£	£	
Unrestricted funds				
General fund	225,969	2,997	228,966	
Restricted funds				
Buccleuch Centre Improvements	617,048	(117,114)	499,934	
The Studio	176,040	(22,140)	153,900	
Theatre Lighting Project		500	500	
	793,088	(138,754)	654,334	
TOTAL FUNDS	1,019,057	(135,757)	883,300	

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	~	~	~
General fund	427,339	(424,342)	2,997
Restricted funds			
Theatre Lighting Project	500	-	500
Buccleuch Centre Improvements	-	(117,114)	(117,114)
The Studio	-	(22,140)	(22,140)
	500	(139,254)	(138,754)
TOTAL FUNDS	427,839	(563,596)	(135,757)

The restricted funds detailed above relate to grants received in respect of capital projects.

20. OTHER FINANCIAL COMMITMENTS

The company entered into a 25 year lease for The Buccleuch Centre at Buccleuch Place, Langholm with Dumfries & Galloway Council which commenced March 2005.

The company entered into a 25 year lease for the Studio at Maxwell Place, Langholm with Eskvale Properties Limited which commenced March 2013.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2018

21. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2018.