THE VILLAGE CAFÉ - CERES COMMUNITY CAFÉ
COMPANY LIMITED BY GUARANTEE COMPANY REGISTERED NUMBÉR:
SCOTTISH CHARITY REGISTERED NUMBÉR:

SC632422 SC049661

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

TUESDAY



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### REFERENCE AND ADMINISTRATION INFORMATION

### DIRECTOR

Sarah Wood Karen Young Isabella Brown Gemma Sanderson

#### **TRUSTEES**

Dr Helen McGregor Gemma Sanderson Isabella Brown Janis Walker Karen Young Nanette Heaney Patricia Galfskiy Sarah Wood

### **COMPANY REGISTERED NUMBER**

SC632422

### **CHARITY REGISTERED NUMBER**

SC049661

### **REGISTERED OFFICE**

38 Main Street Ceres Cupar Fife KY15 5NA

### **BANKERS**

Bank of Scotland PO Box 100 BX2 1LB

### INDEPENDENT EXAMINER

Barry Grant CA
Cunningham Grant
Chartered Accountants
Unit G6
The Granary Business Centre
Cupar
Fife
KY15 5YQ

### TRUSTEE'S REPORT (INCLUDING DIRECTOR'S REPORT) FOR THE YEAR ENDED 30 JUNE 2022

The director presents their report and the financial statements for the period ended 30 June 2022.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The company is constituted as a company limited by guarantee and was incorporated on 4 June 2019. The company was established under a Memorandum of Association, which has established the objectives and powers of the company and is governed by its Articles of Association.

The company is managed by its board of directors, which meets on a regular basis to discuss the day to day running of the company.

#### **OBJECTIVES AND ACTIVITIES**

The objectives of the Village Café are as follows.

- To provide recreational facilities and organise recreational activities available to all
  within the community of Ceres and the surrounding area.
- To improve the quality of life by reducing loneliness and isolation and increasing community cohesion and social inclusion.
- To advance education by delivering activities and training opportunities within the community which are intended to have a positive effect on participants, increasing their skills, confidence and opportunities to obtain qualifications.

The activities of the Village Café are as follows.

- To provide and manage recreational activities, including but not exclusively a community Café and so enhance the quality of life for local residents.
- To engage in consulting with the wider community to ascertain and address identified local aspiration.
- To do all such other things which further the objectives of the company and may be deemed to be charitable.

### ACHIEVEMENTS AND PERFORMANCE

The Village Café in 2021 – 2022 like so many other hospitality establishments have had to build up its customer base after the period of closures in the previous two years. The remaining grants from the Scottish Government were helpful during this period. A number of monthly/weekly meetings have slowly returned to using the Café over the months from August 2021 to June 2022.

The following is now using the Café on a regular basis.

- Local craftspeople and artists are using the Café again to promote and sell their goods and give a percentage of their sales to the Café as a donation.
- The Community council use the Café for their smaller meetings.
- The Beavers / Scouts use the Café for their meetings.
- The local church uses the Café as a meeting place on a regular basis.
- A weekly craft group have started holding their sessions in the Café.
- The Ceres Book Group have indicated that they will return to the Café for their monthly meetings in July 2022.

## TRUSTEE'S REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

#### ACHIEVEMENTS AND PERFORMANCE (Continued)

During 2021 – 2022 the Café purchased a display unit to aid the sale of locally made goods in the Café. This has proved popular and includes articles from Fife Coast and Countryside Trust along with locally raised plants, jams and crafts. It is another example of the Café's desire to be an active partner in the community.

The volunteers, both those who work in the Café and those who bake for the Café, continue to be the most amazing and loyal group of individuals, who through closures and re-opening of the Café have responded to the demands of the Café with commitment and good humour. We remain fortunate in having a number of young people who volunteer in the Café and one of our volunteers, who has been with the Café since it opened, has now left school and is employed as a trainee Nursery Nurse. It was a testimony to her time in the Café that in seeking that post, she requested the Village Café Manager to be one of her referees. She is now a regular user of the Café. The support of the volunteers was a critical component in two special events that the Café hosted in June 2022. The first of those events was four days of Platinum Jubilee Afternoon Teas where 152 teas were served with fresh baking being supplied each day by the bakers. The second event was a cake stall at the Ceres Highland Games which raised just under £1,000 in one day by selling cakes and coffee. The volunteers remain the greatest asset the Café has and their continued support is crucial to the future of the Café.

In November 2021 the Café made a successful bid for funding from the Mental Health and Wellbeing Fund to start up and run a Good Companions Lunch. This aims to gather together those who are on their own or are carers for a lunch and chat and as the lunches evolve, trips and events. The lunches started in May 2022 and have slowly grown in popularity and indeed were featured on STV as an example of how communities were coming together to combat the continuing impact of the pandemic and loneliness.

The partnership with Options in Life continued in 2021 -2022 and continues to be of benefit to both charities. They are an integral part of the life of the Café and remain well supported by the local community.

There has been a change in the staff of the Café. Mrs Isabella Brown stepped down as Manager in August 2021 but remains involved with the Café as a volunteer. The Café has been fortunate to have Mrs Brown has a loyal and committed member of staff of the Café for the three years up to her retiral. Mrs Frances Davie was appointed as Manager of the Café and has proved a hardworking and effective Manager moving up from her previous post as Assistant Manager. A new Assistant Manager Mrs Zoe Nicholson was appointed in late September 2021. Mrs Nicholson was expecting her second child when she was appointed and decided to stop working for the Café shortly before her son was born in April 2022. At the end of April 2022 Ms Kim Mitchell joined the staff group as Assistant Manager and very ably assisted in the two special events.

### TRUSTEE'S REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

#### ACHIEVEMENTS AND PERFORMANCE (Continued)

The Café despite the financial difficulties continued to make small grants to a number of local community groups as follows.

- Craigrothie Hall
- Craigrothie School Parent Group
- Ceres School Parent Group
- The Beavers Ceres
- Memorial Hall Ceres
- Ceres Under Five Group
- Seasons of Ceres

The Steering Group of the Village Café continues to provide superb support to the Café throughout the year and is now focussing on the long term future of the Café as it is likely that the premises the Café is run from will be up for sale in the next twelve months.

#### FINANCIAL REVIEW

The financial performance in 2021 – 2022 remains robust with takings of £ 48,907 for the year and with the addition of the grants from Scottish Government and income from Options in Life has meant that the Café has generated £72,663 in income during the year. The expenditure for 2021 – 2022 was £54,336 resulting in a surplus of £18,327 for the year.

There are two specific items that merit specific comment and they are as follows.

- The level of Scottish Government Grant support during 2021 2022 was £6,950 and the support was very welcome at a time of financial concern around the overall impact of the pandemic.
- The café were aware of the need to try, wherever possible, to set aside some money to contribute to the purchase of the café. The bank balance as at 30th June 2022 was £52,309 an increase of £18,461 from the previous years balance of £33,848 at 30th June 2021

#### **RESERVES POLICY**

The Steering Group of the Café have worked hard to build up cash reserves of £52,309 which is approximately 12 months of running costs for the Café. The reason for keeping such a high level of reserves at the end of June 2022 is to ensure that the Café can make at least a £10,000 contribution towards the purchase price of the Café.

## TRUSTEE'S REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

#### **RISK MANAGEMENT**

The Steering Group of the Village Café regularly review the risks facing such the Café. The risks can be summarised as follows.

- An incident takes place in the Café that threatens the hard won good reputation of the Café.
- The Café fails in its effort to buy the Café building and is forced to close as a consequence.
- The lack of sufficient volunteers thus threatening the ability of the Café to open for its planned days of operation.
- The Café is unable to attract suitably qualified staff to continue to manage the Café.
- The ever growing complexity of food hygiene regulations could overwhelm the Café.
- The support from the community for the café drifts away.

In recognition of these risks mitigation actions have been taken by the Steering Group and are reviewed on a regular basis and are reviewed on a regular basis. The Steering Group meets monthly and considers all the risks in detail and considers if any new risks have emerged. The future year looks even more challenging and the importance of keeping a robust risk schedule and reviewing the risks on a regular basis has never been more important.

## TRUSTEE'S REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- state whether applicable UK Accounting Standards have been followed, 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 charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board on 23/09/2022 and has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Signed on behalf of the board of directors

Sanal Wood

Sarah Wood DIRECTOR

### INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF THE VILLAGE CAFE - CERES COMMUNITY CAFE

I report to the charity trustees on my examination of the accounts of the company for the period ended 30 June 2022 which are set out on pages 8 to 16.

#### RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustees Investment (Scotland) Act 2005 (the '2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ("the 2006 Act").

You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 44(1)(c) of the 2005 Act. In carrying out my examination, I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

#### INDEPENDENT EXAMINER'S STATEMENT

Since the charity is required by law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of ICAS which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- the accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act, section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts regulations; or
- the accounts do not accord with those records or with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; or
- the financial statements do not comply with the accounting requirements of section 396 of the Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles
  of the Statement of Recommended Practice for accounting and reporting by charities applicable
  to charities preparing their accounts in accordance with the Financial Reporting Standard
  applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the

Bury Grant CA
Independent Examiner

**Cunningham Grant Chartered Accountants** 

Unit G6

The Granary Business Centre

Coal Road

Cupar

Fife, KY15 5YQ

23/09/2022

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2022

		Unrestricted Funds 2022	Unrestricted Funds 2021
	<u>Notes</u>	£	£
INCOME FROM:			
Donations	[2]	2,816	1,487
Charitable activities	[3]	69,847	54,622
TOTAL INCOME.		72,663	56,109
EXPENDITURE ON:			
Charitable activities	[4]	54,336	41,884
TOTAL EXPENDITURE		54,336	41,884
NET INCOME FOR THE PERIOD		18,327	14,225
RECONCILIATION OF FUNDS			
TOTAL FUNDS BROUGHT FORWARD		35,480	21,255
TOTAL FUNDS CARRIED FORWARD		53,807	35,480

All incoming resources and resources expended derive from continuing activities.

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages [10] to [16] form part of these financial statements.

### BALANCE SHEET AS AT 30 JUNE 2022

AS AT 30 JUNE 2022	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	[7]	3,868	5,747
CURRENT ASSETS		,	
Stock Debtors Bank and cash	[8]	400 324 55,255	400 - 35,519
		55,979	35,919
CREDITORS - amounts due within one year	[9]	6,040	6,186
NET CURRENT ASSETS		49,939	29,733
TOTAL NET ASSETS		53,807	35,480
FUNDS OF THE CHARITY			
Unrestricted funds	[11]	53,807	35,480

For the period ended 30 June 2022 the charitable company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge the following responsibilities:

- 1 the members have not required the charity to obtain an audit of its financial statements for the year in question under section 476;
- 2 the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board of directors on 23.9. Lozzand signed on its behalf.

Sand Wood

Sarah Wood DIRECTOR

Company Registration No: SC632422

The notes on pages [10] to [16] form part of these financial statements.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

### [1] ACCOUNTING POLICIES

#### **General Information**

The charity is a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is 38 Main Street, Ceres, Cupar, Fife, KY15 5NA.

#### Basis of preparation of accounts and statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102) (effective 1 January 2019)) and the Charities and Trustee Investment (Scotland) Act 2005 and the Charity Accounts (Scotland) Regulations 2006 (as amended).

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The Village Cafe - Ceres Community Cafe meets the definition of a public benefit entity under FRS102.

Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### Going Concern

These accounts are prepared on the going concern basis. The trustee has a reasonable expectation that the charity will continue in operational existence for the foreseeable future, however, the trustees are aware of certain material uncertainties which may cause doubt on the charity's ability to continue as a going concern.

The principal risk facing the charitable company is its ability to generate sufficient income to cover expenditure incurred in fulfilling the objectives of the charitable company. Due to the ongoing worldwide Covid-19 pandemic severe restrictions were placed on all businesses within the UK.

The trustee has reviewed the cash position of the charitable company and at the date of signing the accounts and is satisfied that the charitable company will be able to meet all of its financial commitments as they fall due.

As a consequence the trustee believes that the charitable company is well placed to manage its financial risks and that the charitable company has adequate reserves to continue its operational existence for the foreseeable future. Accordingly, the trustee continues to adopt the going concern basis in preparing the accounts.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

### [1] ACCOUNTING POLICIES (continued)

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes directly attributable to making the asset capable of operating as intended.

Depreciation has been provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over their expected useful lives as follows:

Equipment

20% straight line

#### Stock

Stock is included at the lower of cost or net realisable value.

#### **Taxation**

The company is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

### Income

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from donated goods is measured at the fair value of the goods unless this is
  impractical to measure reliably, in which case the value is derived from the cost to the
  donor or the estimated resale value. Donated facilities and services are recognised in
  the accounts when received if the value can be reliably measured. No amounts are
  included for the contribution of general volunteers.
- income from cafe hire is recognised when receivable. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.
- · Cafe takings are recognised when goods and services are supplied.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

### [1] ACCOUNTING POLICIES (continued)

#### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be full recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking
  activities that further its charitable aims for the benefit of its beneficiaries, including those
  support costs and costs relating to the governance of the charity apportioned to
  charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Debtors receivable and creditors payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the income and expenditure account.

#### **Disclosure Exemptions**

The charity satisfies the criteria of being a qualifying entity as defined in SORP FRS 102 Update Bulletin 1. As such, advantage has been taken of the following disclosure exemptions: No cash flow statement has been presented for the charitable company.

### **Fund Accounting**

Funds held by the company are either:

Unrestricted funds which are available for use at the discretion of the trustee to further any of the charitable company's purposes, or Restricted funds which are subject to restrictions on their use declared by the donor(s) or through the terms of an appeal.

At the year end all funds are unrestricted.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

### [1] ACCOUNTING POLICIES (continued)

Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects both current and future periods.

[2] DONATIONS	Unrestricted Funds 2022 £	Unrestricted Funds 2021
Donations	2,816	1,487
[3] INCOME FROM CHARITABLE ACTIVITIES  Café takings Rent of café Fundraising Grants	48,907 7,326 464 13,150 69,847	24,407 1,880 640 27,695 54,622
Grants received, included above, are as follows:		
Fife Council - Business Support Grant	6,950	21,000
HMRC - Job retention scheme Fife Voluntary Action	6,200	6,695
	13,150	27,695

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

	Unrestricted Funds 2022	Unrestricted Funds 2021
[4] ANALYSIS OF EXPENDITURE	£	£
Café purchases	13,751	3,578
Salaries	23,475	16,930
Pension contributions	46	-
Rent	5,400	4,950
Heat and light	2,586	6,436
Repairs	717	4,133
Insurance	394	392
Water rates **	706	513
Cleaning	799	1,100
Telephone	800	740
Card charges	635	483
Donations	880	250
Payroll processing costs	260	255
Professional fees	540	-
Miscellaneous	748	125
Independent examiners fees	720	120
Depreciation	1,879	1,879
	54,336	41,884

Support costs have not been separately identified as the directors consider there is only one charitable activity. Therefore support costs relate wholly to that activity.

### [5] NET MOVEMENT OF FUNDS IN THE YEAR

This is stated after charging

	Independent examiners fees Depreciation	720 1,879	120 1,879
[6]	STAFF COSTS		
	Wages Social security costs	23,475 -	16,930 -
		23,475	16,930
	The average number of employees during the year was as follows:		
	Café staff	4	3

No employees earned in excess of £60,000 during the period.

The key management personnel of the company was Sarah Wood, director.

No director's remuneration or expenses were paid in the period.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

[7]	TANGIBLE FIXED ASSETS		Equipment £
	Cost		
	As at 30 June 2021		9,391
	Additions		<u> </u>
	As at 30 June 2022		9.391
	<u>Depreciation</u>		
	As at 30 June 2021		3,644
	Charge for year		1,879
	As at 30 June 2022		5,523
	Net book value		
	As at 30 June 2022		3,868
	As at 30 June 2021		5,747
			0004
		2022 £	2021 £
[8]	DEBTORS		
	Other debtors	324	<u>-</u>
		324	-
[9]	CREDITORS		
	Accruals	948	
•	Other creditors	5,092	
		6,040	6,186

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

[10] ANALYSIS OF NET ASSETS			Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
Tangible fixed assets Current assets Current liabilities			3,868 55,979 (6,040)	5,747 35,919 (6,186)
Total			53,807	35,480
[11] MOVEMENT IN FUNDS	As at 30.06.21 £	Incoming resources £	Outgoing resources	As at 30.06.22
Unrestricted funds				
General fund	35,480	72,663	(54,336)	53,807

### [12] RELATED PARTY TRANSACTIONS

Included in other creditors is an interest free loan from the director of £5,092.

### [13] LÉGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee without share capital. Each member of the charity has undertaken to contribute an amount not exceeding £100 towards any deficit arising in the event of the charity being placed in liquidation.

### [14] ULTIMATE CONTROLLING PARTY

The company was under the control of its board of directors for the whole of the financial period.