



**ST MACHAR'S  
RANFURLY  
CHURCH**

CHURCH OF SCOTLAND BRIDGE OF WEIR

# **TRUSTEE ANNUAL REPORT and ACCOUNTS**

**for Year ended 31<sup>st</sup> December 2019**



*Charity No. SC 003766  
Congregation No. 140742*

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## Trustees Annual Report Year Ending 31<sup>st</sup> December 2019

The trustees present their annual report and financial statements of the charity for the year ended 31<sup>st</sup> December 2019. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the General Assembly

Regulations for Congregational Finance, 2006 (as amended) and 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 published on 16 July 2014.

### Reference and Administrative Information

**Charity Name:** St Machar's Ranfurly Church  
**Charity Registration No:** SC003766  
**Congregation Reference No:** 140742  
**Contact Address:  
(Trustee's Home)** Dennis Taylor  
33 St Andrews Drive  
Bridge of Weir  
PA11 3HT

### Trustees

#### Kirk Session Members (at 31<sup>st</sup> December 2019)

Mrs A P Allen	Mrs M J Bird	Mrs H Bullen	Mr W R Christie
Mrs F Downie	Mr J Downie	Mrs J Durward	Mr I A Hales
Mrs N E M Hancock	Mrs M A Hart	Mr R Hughes	Mrs E S Lyle
Mr P McCulloch	Mr D R Macdonald	Mrs A McKechan	Mrs C McLaughlin
Mr S McLaughlin *	Mr A Marshall *	Rev H Marshall	Mrs M F Mills
Mrs M Reid	Mrs M Richardson	Mr W M Robb	Mr D Taylor
Mrs M Taylor	Mrs A Yeaman	Mr S Yeaman	

\* Inducted November 2019

#### The following member of the Kirk Session retired during the year

Mr R F Aitchison

### Principal Office Bearers

<b>Minister</b>	Rev Hanneke Marshall	
<b>Session Clerk</b>	Dennis Taylor	
<b>Treasurer</b>	Francis Hancock 18 Glendentan Road Bridge of Weir PA11 3HE	
<b>Independent Examiner</b>	Shiona Crosbie FCCA, (Non-Practising member of the Association of Chartered Certified Accountants) 11 Dunvegan Avenue Elderslie PA5 9NT	
<b>Bankers</b>	Clydesdale Bank Plc 1 Causeyside Street Paisley PA1 1UW	Bank of Scotland Plc PO Box 1000 BX2 1LB

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## Structure, Governance and Management

### Governing Document

Since June 2018, the Church has been administered in accordance with the terms of the Church of Scotland Unitary Deed of Constitution. We are organised within this structure into 7 teams working under the Kirk Session, each headed up by a convener: Worship; Mission and Outreach; Pastoral Care and Nurture; Learning; Communication and Administration; Buildings; and Stewardship and Finance.

### Objectives

The Church of Scotland is Trinitarian in doctrine, Reformed in tradition and Presbyterian in polity. It exists to glorify God and to work for the advancement of Christ's Kingdom throughout the world. As a national Church, it acknowledges a distinctive call and duty to bring the ordinances of religion to the people in every parish of Scotland through a territorial ministry. It co-operates with other Churches in various ecumenical bodies in Scotland and beyond.

### Activities & Achievements

The activities and achievements during the year may be summarised as follows.

#### Services of Worship:

Regular Sunday morning worship takes place at 10.30am every Sunday. Attendance tends to range between 50 and 80, with over 100 attending some special services. A rota of Elders and other members of the Congregation assist by doing the scripture readings. As well as providing hymn books and pew Bibles, hymns and scripture readings are projected, and projected visual aids are frequently used for the children's address.

There are three set Communion Services in the year (February, May and October). The Evening Communion Service is alternately shared with Freeland Church. Informal Communion is celebrated on Maundy Thursday and Easter Sunday.

Junior Church has been held during many services this year, though not during school holidays, with the children being in the main worship service until the all-age talk and hymn, and then going out to the hall for their Junior sessions. Junior Church has a small but regular number of children attending. It was decided that we would offer a Junior Church session twice a month, and then have a monthly all-age service too. Prior to each Junior Church session and all-age service an e-mail is sent round to parents to remind them that it is on. This is working quite well and has made the load more manageable for those leaders who are remaining.

A number of special services are held during the year. These services are designed to meet certain needs of both the congregation and the wider community and often involve a slightly different style of service. Examples include a Welcome Back service (after the summer break), Harvest Service, Remembrance Day

(Armistice) service, and a Service of Remembrance (a quiet reflective service at the end of the Church Year to remember loved ones who are no longer with us). Delivery of Christmas Cards identifying the services of all the churches in the village is shared with the other churches.

A new initiative (started in March 2019) has been the Link Seated Services, which are held on the second Friday of each month in the Session Room in order to allow easy wheel chair access. These services are intended to enable those who may struggle to come out on a Sunday morning to maintain a connection to the congregation and experience worship and fellowship with others. A small but regular group has been attending and has found it meaningful. There is scope for advertising this better.

### Organisations and Youth Activities

The Guild continued its active programme of fortnightly meetings and fund raising for a number of causes. During the winter months, the meetings took place during the afternoon rather than the evening. As usual, one of our normal Sunday services – this year in September - was dedicated to the work of the Guild and Guild members have helped to prepare and lead the service.

Two companies of Guides (and Rainbows) meet in the hall on Tuesday and Wednesday evenings, involving nearly 70 girls in total. We share a Boys Brigade company with Freeland, involving a total of around 65 boys across the Anchor Boys, Junior Section and Company Section groups.

School chaplaincy is undertaken in Bridge of Weir Primary School and Gryffe High School. The involvement is shared with the Minister of Freeland Church and with a youth worker whom we jointly fund with a number of local churches in the area through the West Renfrewshire Youth Trust. Members of the congregation are also involved in special initiatives like a reflection room at Easter time and Remembrance (Armistice) Day. The minister and volunteers were involved in Easter, end-of-year and Christmas services. In March, an "Easter Code" programme for P7 pupils, and in December a "Christmas Unwrapped" for P6 pupils were organised by the WRYT youth worker along with the minister, the Freeland minister and several volunteers. This was held in the local primary school for pupils to explore these core Bible stories in greater depth. It was very well received by both pupils and staff.

### Other Activities and Events

In the summer holidays, the previous year's initiative of a weekly Summer Drop-In was continued. This proved very popular, especially with carers with young children, as well as older people looking for some

company and a blether. As a direct result, one family is now regularly worshipping with us.

During the year there was an extensive programme of events and activities – some fellowship, some fund-raising, some community-based, and many bridging more than one of these categories. The monthly lunch, the Terrace, continues to provide an important local service. The Masqueraders (music & drama) group staged a performance in April, providing great entertainment and raising funds for the Glasgow Children's Hospital Charity.

Along with other local churches and regional school worker, the minister and other volunteers delivered a number of events at the local primary school and increased involvement at the local high school.

In partnership with the other churches in the village, our volunteers carried out a door-to-door collection during Christian Aid Week – raising over £5,000 for Christian Aid. As there was no village this year, we were unable to run our Gala Day stall.

As a result of the previous year's Stewardship Campaign, funds were available to complete the upgrade of the hall. This year's Stewardship Campaign focused on "Talents". The Fund-raising committee took this on board and initiated a £2 Challenge which raised

over £1400. A Christmas concert was given by the Salvation Army Clydebank Citadel Band on the 1<sup>st</sup> of December and proceeds were split between the band and the church.

We took part in the Renfrewshire Doors Open Day in September. Members of the congregation regularly bring donations for the Renfrewshire Food Bank and we encourage members to bring food items during our Harvest Service. However, we decided in the autumn to stop collecting at the church as there are now many places where items can be left. In the run up to Christmas we collected gifts for the Salvation Army gift appeal.

A bi-monthly printed newsletter – "The Lych Gate" – is produced. This and our web site provide comprehensive information on our various services, activities and events. The minister also keeps the church's profile on Facebook with the latest information

The minister has continued to write monthly articles for the Gryffe Advertiser, in part to raise the profile of our congregation and the Christian faith in general. A series of seminars called *The God Question* tackling the relation conflicts between religion and science is planned for early in 2020; this will be held in the Bridge Community Centre and open to anyone.

## Financial Review

### Overview

Total expenditure for the year exceeded income by £15,181. However, £18k of expenditure was spent on the hall refurbishment (not including emergent electrical work which was covered by a separate donation), for which funds had been received through the 2018 Stewardship Campaign. So for regular activities, income exceeded expenditure by £2,880.

### General Fund

Income for the General Fund was slightly higher than the previous year, while, expenditure was a little lower, resulting in a surplus of £6,538; at the end of the year, the General Fund contains £39k.

Total unrestricted income of £102,933, was £2,845 (2.8%) higher than the previous year. Total unrestricted expenditure of £96,187 was £7,638 (7.41%) lower than last year, mainly due to the 2018 figure including expenditure of £9k associated with manse sale and purchase.

Unrestricted voluntary income was £3,306 higher than 2018. Following the Stewardship campaign, regular giving increased by around £11k; on the other hand, income from single donations and organisations was £2.5k lower, and no legacies were received this year. There was a small reduction in income from activities, although half of this reduction was due to Life and Work income being moved to a restricted fund. Income from hall fees increased, reflecting the more commercial fees now charged following the refurbishment. Investment income increased, on account of the increase in the number of investments held (see below).

Staffing costs are a little lower (5%) than 2018, mainly due to a small reduction in pulpit supply fees and fewer weddings and funerals requiring an organist.

This year, our support for West Renfrewshire Youth Trust remained at £10,000; we were fortunate to benefit from a contribution from Presbytery of 50% of this amount, received in the form of a £5,000 reduction in our Ministries and Mission Contribution.

Church maintenance costs were a little lower than 2018, reflecting the fact that there were no large items of expenditure this year.

### Other Funds

With no significant maintenance activities this year, there was no expenditure from the **Fabric Fund**. The balance of the **Legacy Fund** was transferred to the Fabric Fund in order to replenish the fund after the expenditure in 2018 associated with the manse sale and purchase.

The **Ramp Repair & Hall Refurb Fund** was set up to receive donations made as part of the 2018 Stewardship campaign. Additional donations of £5,000 were received from members of the congregation during 2019; £4,500 of this was specifically to cover the costs of emergent electrical repair work.

Repairs to the access ramp were completed in 2018. Refurbishment of the hall took place in the first half of the year. On completion, the total cost exceeded monies in this fund by £11, which was covered from the General Fund. The refurbishment has been a success, resulting in a more attractive space, which is appreciated by the current users, and has enabled us to increase the fees charged to commercial users.

Once again, the **Outreach Fund** supported a series of "Summer Drop-In" mornings during the school summer holidays, from which some donations were received. This fund also paid for "advertising" of Christmas services and activities.

The **Kelso Fund** continues to support WRYT and other Junior Church activities. In particular, 50% of our own contribution to WRYT (£5,000) comes from this fund.

The Guild this year had a surplus, after donations totalling £1,500 and expenses, of £240, leaving a total of £454 in the **Guild Fund**.

A **Life & Work Fund** was established this year to hold subscriptions for the magazine from members of the congregation. As usual, these subscriptions are prepaid, so that receipts in this year are for next year's magazines. Payments to the Church of Scotland for the magazines are made from this fund.

### Bank Accounts

The church holds three bank accounts: an ordinary current account and an interest-paying current account with the Clydesdale Bank (CB) and an ordinary current account with Bank of Scotland (BoS).

The main current account is CB account number 90155171. All regular income and payments, with the exception of larger payments such as Ministries and Mission Contributions to the Church of Scotland, and payments to WRYT, are made to and from this account.

The BoS account (number 14772968) is used as a convenient means of depositing income as BoS is the only bank with a branch within the village.

Interest is earned on balances retained in account number 70554224. Therefore, the approach has been to transfer monies to this account where possible in order to maximise interest earned.

### Investment Policy and Performance

The Trustees have maintained a policy of only investing in low risk vehicles, such as Banks and similar institutions, where Financial Services Compensation Scheme (FSCS) protection exists, or in Government Bonds or equivalent. This has meant that investment opportunities with potential higher returns, such as Peer-to-Peer lending or Crowd Funding, have been turned down. In the current financial climate this has resulted in relatively low returns on our investments.

The three Endowment Funds are held in the Church of Scotland Investors' Trust. During the year, £171 of dividend income was received, while at the end of the

year, the value had increased from £4,090 to £4,275, an increase of £185.

Towards the end of 2018, following a review of cash reserves, it was agreed by the Finance Committee that, having completed all transactions associated with the purchase of the new manse and the sale of the old one, and allowing for the cash reserves in the Ramp Repair & Hall Refurb fund, which were to be spent in 2019, funds should be invested in fixed-term deposits to take advantage of interest rates higher than standard bank accounts. It was also noted that the total of funds deposited with the Clydesdale Bank exceeded the £85,000 limit guaranteed by the FSCS. Accordingly, just prior to the end of 2018, £30,000 was placed into a two-year CB fixed-term deposit, with interest of 1.5% per annum; at the start of 2019 a second £30,000 was placed into a one-year fixed-term deposit with the

Charities Aid Foundation with interest of 1.3%. It was resolved at the end of 2019 that on maturity of this deposit, £5,000 plus the interest should be returned to the current account, with £25,000 being reinvested for a further 1-year term.

### Reserves Policy

The Charity Trustees have considered the reserves required and have taken into account their current and future liabilities. It is the Trustees' policy to hold reserves of approximately 3 month's General Account expenditure and approximately 6 months expenditure for other unrestricted funds. With a budget for 2020 of £103.2k general expenditure and £5.3k expenditure from other funds, this corresponds to a reserve requirement of approximately £28.5k. With year-end reserves of £35k, this target has been met.

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## Trustees' Responsibilities in Relation to the Financial Statements

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

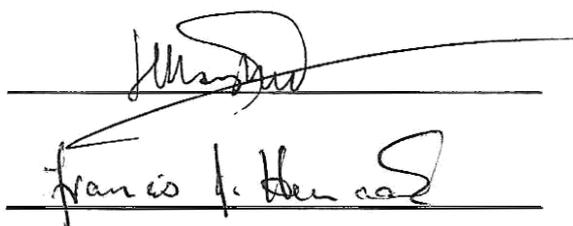
- select suitable accounting policies and then apply them consistently;
- observe the method and principles in the applicable Charities SORP
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going

concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 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.

The Trustees are responsible for the maintenance and integrity of the charity and financial information on the congregation's website.

Approved by the Trustees and signed on their behalf,



The image shows two handwritten signatures in black ink. The first signature is for Hanneke Marshall, and the second is for Francis Hancock. Each signature is written over a horizontal line that serves as a signature line.

*Hanneke Marshall (Minister)*

*Francis Hancock (Treasurer)*

**Dated: 19<sup>th</sup> March 2020**

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## Independent Examiner's Report to the Trustees of St Machar's Ranfurly Church

I report on the accounts of the charity for the year ended 31<sup>st</sup> December 2019 which are set out on pages 7 to the end of the report.

### 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.

The charity 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 Independent Examiner's Statement

My examination is 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 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 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 comply with Regulation 8 of the 2006 Accounts Regulations;

have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

  
\_\_\_\_\_

**Name:**

Shiona Crosbie FCCA,  
Non-Practising member of the Association  
Chartered Certified Accountants

**Address:**

11 Dunvegan Avenue,  
Elderslie  
PA5 9NT

**Date:**

24<sup>th</sup> March 2020  
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## Statement of Financial Activities

	Unrestricted 2019	Restricted 2019	Endowment 2019	Total Funds 2019	Unrestricted 2018	Restricted 2018	Endowment 201	Total Funds 2018
<b>Incoming Resources</b>								
Donations and Legacies	94,471	5,180	—	99,651	91,165	25,168	—	116,333
Charitable Activities	5,600	3,265	—	8,864	6,858	1,902	—	8,760
Other Trading Activities	2,006	—	—	2,006	1,500	—	—	1,500
Investment Income	857	309	—	1,166	566	86	—	652
Other Incoming Resources	—	—	—	—	187,700	—	—	187,700
<b>Total Incoming Resources</b>	<b>102,933</b>	<b>8,754</b>	—	<b>111,687</b>	<b>287,788</b>	<b>27,157</b>	—	<b>314,945</b>
<b>Resources Expended</b>								
Charitable Activities	96,180	30,688	—	126,868	103,825	14,736	—	118,561
<b>Total Resources Expended</b>	<b>96,180</b>	<b>30,688</b>	—	<b>126,868</b>	<b>103,825</b>	<b>14,736</b>	—	<b>118,561</b>
<b>Net Income / (Expenditure)</b>	<b>6,753</b>	<b>(21,934)</b>	—	<b>(15,181)</b>	<b>183,964</b>	<b>12,421</b>	—	<b>196,384</b>
<b>Transfers</b>								
Gross transfers between funds - in	20,169	818	—	20,987	388,356	3,069	—	—
Gross transfers between funds - out	(20,180)	(730)	(78)	(20,987)	(391,425)	—	—	—
<b>Net Income / (Expenditure)</b>	<b>6,742</b>	<b>(21,845)</b>	<b>(78)</b>	<b>(15,181)</b>	<b>180,894</b>	<b>15,490</b>	—	<b>196,384</b>
<b>Other Recognised Gains / Losses</b>								
Gains / losses on investment assets	—	—	185	185	—	—	(164)	(164)
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—	—	—
<b>Net Movement in Funds</b>	<b>6,742</b>	<b>(21,845)</b>	<b>107</b>	<b>(14,996)</b>	<b>180,894</b>	<b>15,490</b>	<b>(164)</b>	<b>196,220</b>
<b>Total Funds Brought Forward</b>	<b>429,196</b>	<b>41,797</b>	<b>4,168</b>	<b>475,161</b>	<b>248,301</b>	<b>26,307</b>	<b>4,332</b>	<b>278,940</b>
<b>Total Funds Carried Forward</b>	<b>435,938</b>	<b>19,952</b>	<b>4,275</b>	<b>460,165</b>	<b>429,196</b>	<b>41,797</b>	<b>4,168</b>	<b>475,161</b>

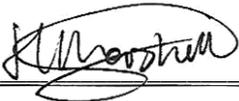
## Balance Sheet

		This Year 2019	Last Year 2018
<b>Fixed assets</b>	<b>(10)</b>		
Tangible assets	(11)	358,520	358,520
Investments	(12)	4,275	4,090
		<b>362,795</b>	<b>362,610</b>
<b>Current assets</b>	<b>(10)</b>		
Debtors	(13)	6,893	5,862
Investments		60,000	30,000
Cash at bank and in hand		35,209	79,523
		<b>102,102</b>	<b>115,386</b>
<b>Creditors</b>	<b>(10)</b>		
Amounts falling due in one year	(14)	4,732	2,835
		<b>4,732</b>	<b>2,835</b>
<b>Net Current Assets</b>		<b>97,370</b>	<b>112,551</b>
<b>Total Net Assets</b>		<b>460,165</b>	<b>475,161</b>
<b>Represented by:</b>	<b>(15)(16)</b>		
<b>Unrestricted</b>			
General fund		39,104	32,577
<b>Designated</b>			
Legacy Fund		—	19,435
Manse Fund		358,520	358,520
Outreach Fund		1,237	1,441
Fabric Fund	(17)	37,077	17,222
<b>Restricted</b>			
Ramp Repair & Hall Refurb Fund	(18)	—	18,061
Wm Kelso Memorial	(19)	19,194	23,410
Guild Fund	(20)	454	213
Life & Work Fund		(8)	—
Flower Fund		312	112
<b>Endowment</b>			
Jane Houston Bequest		2,925	2,799
Joseph A Wylie Bequest		1,038	993
Flower Fund (Endowment)		313	377
<b>Funds of the Church</b>		<b>460,165</b>	<b>475,161</b>

## Statement of Cash Flow

	This Year 2019	Last Year 2018
<b>Net Cash provided by (used in) Operating Activities (21)</b>	<b>(15,480)</b>	<b>14,698</b>
<b>Cash Flows from Investing Activities</b>		
Interest and Dividends	1,166	652
Proceeds from Sale of Fixed Assets	—	337,700
Purchase of Fixed Assets	—	(358,520)
Proceeds from Sale of Investments	—	25,630
Purchase of Investments	(30,000)	(30,000)
<b>Net Cash provided by (used in) Investing Activities</b>	<b>(28,834)</b>	<b>(24,538)</b>
<b>Cash Flows from Financing Activities</b>		
Cash Inflows from New Borrowing	—	357,500
Repayment of Borrowings	—	(357,500)
<b>Net Cash provided by (used in) Financing Activities</b>	<b>—</b>	<b>—</b>
<b>Change in Cash and Cash Equivalents</b>	<b>(44,314)</b>	<b>(9,841)</b>
<b>Cash and Cash Equivalents Brought Forward</b>	<b>79,523</b>	<b>89,364</b>
<b>Cash and Cash Equivalents Carried Forward</b>	<b>35,209</b>	<b>79,523</b>

These accounts were approved by the Trustees on 19<sup>th</sup> March 2020 and signed on their behalf by:-

  
 \_\_\_\_\_ Minister

  
 \_\_\_\_\_ Treasurer

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## Notes forming part of the Financial Statement for Year ended 31<sup>st</sup> December 2019

### 1. Accounting Policies

The principal accounting policies, which have been applied consistently in the current and preceding year in dealing with items which are considered material to the accounts, are set out below.

#### Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities accounts (Scotland) regulations 2006 (as amended).

#### Fund Accounting

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Endowment funds are funds which have been given on the condition that the original capital sum is not reduced, but the income therefrom is used for the purpose defined in accordance with the objects of the charity.

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

#### Incoming Resources

All donations and gifts are included within incoming resources under either unrestricted or restricted funds according to the terms under which the donation is made and when the amount can be quantified with reasonable certainty.

Donations and gifts in kind are brought into the accounts at their market value to the charity. There were no donations of this category in 2019.

#### Resources Expended

Expenditure is recognised on an accruals basis as the liability is incurred.

#### Tangible Fixed Assets

The charity has the right to occupy and use for its charitable objects certain tangible fixed assets, including the Church, halls, vested in the Church of Scotland General Trustees. No consideration is payable for the use of these assets. Expenditure incurred on the repair and maintenance of these assets is charged as resources expended in the statement of financial activities in the period in which the liability arises.

Where applicable, all tangible fixed assets costing in excess of £4,000 having a value to the charity greater than one year, other than those acquired for specific purposes, are capitalised. Depreciation is provided on a straight-line basis to write off the cost or initial value, less residual value, of tangible fixed assets over their estimated useful lives:

- Fixtures, fittings and office equipment 5 years
- Motor vehicles 7 years

The Manse: The Manse is not under the control of or included in the inventory of the Church of Scotland General Trustees; therefore, it is included in these Accounts. The Manse was purchased in 2018 for £357,500; it is not being depreciated because the residual value is estimated to be higher than the original cost (See Note 11).

#### Investments

Fixed asset investments are stated at market value at the balance sheet date. Unrealised gains and losses represent the difference between the market value at the beginning and end of the financial year or, if purchased in the year, the difference between cost and market value at the end of the year. Realised gains and losses represent the difference between the proceeds on disposal and the market value at the start of the year or cost if purchased in the year.

#### Taxation

St Machar's Ranfurly Church is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. The charity is not registered for VAT and resources expended therefore include irrecoverable input VAT.



	Unrestricted			Unrestricted			Total Funds 2018	Total Funds 2018
	General 2019	Designated 2019	Restricted 2019	General 2018	Designated 2018	Restricted 2018		
<b>4. Other Trading Activities</b>								
1150 - Use of Premises	2,006	—	—	1,450	—	—	1,450	1,450
1180 – Sundry Sales	—	—	—	—	50	—	50	50
	<b>2,006</b>	<b>—</b>	<b>—</b>	<b>1,450</b>	<b>50</b>	<b>—</b>	<b>1,500</b>	<b>1,500</b>

<b>5. Investment Income</b>								
1130 - Interest Received & Investment Income	362	379	265	389	—	13	402	402
1140 - Bank and Deposit Interest	76	40	43	63	114	74	250	250
	<b>438</b>	<b>419</b>	<b>309</b>	<b>452</b>	<b>114</b>	<b>86</b>	<b>652</b>	<b>652</b>

<b>6. Other Income</b>								
1191 – Gain on Sale of Fixed Assets	—	—	—	187,700	—	—	187,700	187,700
	<b>—</b>	<b>—</b>	<b>—</b>	<b>187,700</b>	<b>—</b>	<b>—</b>	<b>187,700</b>	<b>187,700</b>

<b>INCOME TOTAL</b>	<b>102,317</b>	<b>617</b>	<b>8,754</b>	<b>282,821</b>	<b>4,967</b>	<b>27,157</b>	<b>314,945</b>	<b>314,945</b>
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	Unrestricted				Unrestricted					
	2019		2019		2018		2018			
	General	Designated	Restricted	Endowment	Total Funds	General	Designated	Restricted	Endowment	Total Funds
<b>7. Expenditure on Charitable Activities</b>										
1201 - Ministries-Mission Allocation	51,639	—	—	—	51,639	50,939	—	—	—	50,939
1209 - Presbytery Dues	1,325	—	—	—	1,325	1,309	—	—	—	1,309
1214 - Ministry Travel expenses (8)	1,331	—	—	—	1,331	1,390	—	—	—	1,390
1215 - Ministers Telephone (8)	610	—	—	—	610	651	—	—	—	651
1216 - Ministers Other Expenses (8)	218	—	—	—	218	174	—	—	—	174
1217 - Pulpit Supply (9)	75	—	—	—	75	225	—	—	—	225
1222 - West Renfrewshire Youth Trust	7,500	—	2,500	—	10,000	5,000	5,000	—	—	10,000
1231 - Fund raising expenses (regular)	168	—	—	—	168	258	—	—	—	258
1234 - Social Event Expenses	149	—	—	—	149	—	—	—	—	—
1240 - Church Officer (8)(9)	3,759	—	—	—	3,759	3,754	—	—	—	3,754
1242 - Organist (9)	4,320	—	—	—	4,320	—	—	—	—	—
1246 - Cleaner (9)	3,264	—	—	—	3,264	3,168	—	—	—	3,168
1247 - Deputies' Fees (9)	—	—	—	—	—	4,880	—	—	—	4,880
1250 - Printing, Stationery	157	—	—	—	157	597	23	48	—	667
1252 - Photocopying	275	—	—	—	275	269	—	—	—	269
1253 - Telephone	1,068	—	—	—	1,068	959	—	—	—	959
1254 - Audio Visual System	746	—	—	—	746	378	—	18	—	396
1260 - Equipment	339	—	1,846	—	2,186	—	—	—	—	—
1261 - Church Newsletter	1,452	—	—	—	1,452	1,126	—	—	—	1,126
1262 - Life and Work Expenses	—	—	683	—	683	628	—	—	—	628
1263 - Computer Expenses	53	—	—	—	53	762	—	—	—	762
1265 - Outreach	—	402	—	—	402	250	339	(250)	—	339
1266 - Worship Expenses	253	—	—	—	253	59	—	—	—	59
1267 - Session Expenses	25	—	—	—	25	—	—	—	—	—
1268 - Junior Church Expenses	105	—	141	—	246	36	—	52	—	88
1279 - Miscellaneous Expenses	32	—	—	—	32	56	—	—	—	56

continued overleaf



## 8. Trustee Remuneration and Related Party Transactions

During the year, 2 Trustees received reimbursement of expenditure incurred on behalf of the church:

- The Church Officer, Mr Stewart Yeaman, is an employee and received **£3609** in Salary less tax of **£721**, plus **£150** in additional payments.
- The Minister, Rev Hanneke Marshall received reimbursement of expenses totalling **£4888**, made up as follows:

Travel expenses	£1307
Telephone expenses	£664
Manse Council Tax	£2699
Other expenses	£218

During the year, Trustee Scott McLaughlin carried out plumbing work related to repair of the floor in the Accessible Toilet, and made repairs to a catering urn. Total payments for these works was £510.

During the year, DJY Joinery, owned by the son of Trustee Mr Stewart Yeaman, carried out repairs to the floor in the Accessible Toilet. The contract was awarded after a competitive tendering process, with a value of £980.

The total amount of donations by Trustees in 2019 was **£26,235**.

## 9. Staff Costs and Numbers

	2019	2018
Salaries and Wages (including contract)	11,418	12,027
Social Security Costs		
<b>Total</b>	<b>11,418</b>	<b>12,027</b>

Pulpit supply fees are included; the 2018 figure includes Deputies' Fees.

The average number of employees during the year, calculated on the basis of a head count, was as follows:

	2019	2018
Church Officer	1	1
Cleaner	1	1
<b>Total</b>	<b>2</b>	<b>2</b>

Note that the church does not employ an organist, but organists are engaged on a weekly basis for a fixed fee. In prior years, these fees were recorded as "Deputies' Fees"; in the current year they have been recorded under "Organist".

No employee had employee benefits in excess of £50,000 (2018 nil).

All Church of Scotland congregations contribute to the National Stipend Fund which bears the cost of all ministers' stipends and employer's contributions for national insurance, pension and housing and loan fund. Minister's stipends are paid in accordance with the national stipend scale which is related to years of service. For the year under review, the minimum stipend is £27,585 and the maximum stipend in 5<sup>th</sup> and subsequent years of service is £33,899.

## 10. Statement of Assets and Liabilities

	Unrestricted				This Year	Last Year
	General	Designated	Restricted	Endowment		
<b>Fixed assets - Tangible assets</b>						
Manse: St Andrews Drive	—	358,520	—	—	358,520	358,520
<b>Total</b>	<b>—</b>	<b>358,520</b>	<b>—</b>	<b>—</b>	<b>358,520</b>	<b>358,520</b>
<b>Fixed assets - Investments</b>						
COSIT IF 1	—	—	—	4,275	4,275	4,090
<b>Total</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>4,275</b>	<b>4,275</b>	<b>4,090</b>
<b>Current assets - Cash at bank and in hand</b>						
Bank Deposit Account ...224	13,456	8,798	957	—	23,212	72,794
Bank Current Account ...171	6,122	1,135	585	—	7,842	3,475
B of S Current Account 968	3,272	—	430	—	3,701	3,005
Petty Cash	—	—	—	—	—	35
Guild Bank	—	—	454	—	454	213
<b>Total</b>	<b>22,850</b>	<b>9,933</b>	<b>2,426</b>	<b>—</b>	<b>35,209</b>	<b>79,523</b>
<b>Current assets - Investments</b>						
CB Term Deposit	11,000	9,000	10,000	—	30,000	30,000
CAF Term Deposit	3,000	19,000	8,000	—	30,000	—
<b>Total</b>	<b>14,000</b>	<b>28,000</b>	<b>18,000</b>	<b>—</b>	<b>60,000</b>	<b>30,000</b>
<b>Current assets - Debtors</b>						
Accounts Receivable	6,261	379	253	—	6,893	5,862
<b>Total</b>	<b>6,261</b>	<b>379</b>	<b>253</b>	<b>—</b>	<b>6,893</b>	<b>5,862</b>
<b>Liabilities - Creditors: Amounts falling due in one year</b>						
Accounts Payable / Prepayments Received	(4,004)	—	(614)	—	(4,618)	(2,835)
<b>Total</b>	<b>(4,004)</b>	<b>—</b>	<b>(614)</b>	<b>—</b>	<b>(4,618)</b>	<b>(2,835)</b>
<b>Liabilities - Agency accounts</b>						
Agency collections (0)	—	—	(115)	—	(115)	—
<b>Total</b>	<b>—</b>	<b>—</b>	<b>(115)</b>	<b>—</b>	<b>(115)</b>	<b>—</b>
<b>Grand Total</b>	<b>39,107</b>	<b>396,832</b>	<b>19,950</b>	<b>4,275</b>	<b>460,165</b>	<b>475,161</b>

## 11. Tangible Fixed Assets

	Car	Buildings	Office Equipment	Total
<b>Cost</b>				
At 1 <sup>st</sup> January 2019	—	358,520	—	358,520
Additions	—	0	—	0
Disposals	—	0	—	0
As at 31 <sup>st</sup> December 2019	—	358,520	—	358,520
<b>Net Book Value</b>				
At 31 <sup>st</sup> December 2018		358,520		358,520
At 31 <sup>st</sup> December 2019		<u>358,520</u>		<u>358,520</u>

## 12. Investments

	2019	2018
Market Value at 31 <sup>st</sup> December (previous year)	4,090	4,254
Unrealised gain (loss) on Investments	185	(164)
Market Value at 31 <sup>st</sup> December (this year)	<u>4,275</u>	<u>4,090</u>
Investment at Cost	<u>4,097</u>	<u>4,097</u>

The following investments are held:  
C of S Investor Trust Income Fund: 342 Units

## 13. Debtors

	2019	2018
Gift Aid Tax Refund due	5,457	5,078
Interest on Term deposits accrued	836	—
Other Income accrued	—	300
Expenditure prepaid	600	484
	<u>6,893</u>	<u>5,862</u>

## 14. Creditors

	2019	2018
Expenditure Accrued	1,695	2,161
Prepaid Income	2,923	674
Post Boxes	115	—
	<u>4,732</u>	<u>2,835</u>

## 15. Fund Movements

	At 1 <sup>st</sup> January 2019	Incoming Resources	Outgoing Resources	Transfers	Gains/ Losses	At 31 <sup>st</sup> December 2019
<b>Endowment Funds</b>						
Jane Houston Bequest	2,799	—	—	—	126	2,925
Joseph A Wylie Bequest	993	—	—	—	45	1,038
Scott Flower Endowment	377	—	—	(78)	14	313
<b>Total Endowment Funds</b>	<b>4,169</b>	<b>—</b>	<b>—</b>	<b>(78)</b>	<b>185</b>	<b>4,275</b>
<b>Restricted Funds</b>						
Wm Kelso Memorial	23,410	271	4,487	—	—	19,194
Guild Fund	213	2,591	2,350	—	—	454
Flower Fund	112	188	65	78	—	312
Life & Work	—	674	683	—	—	(8)
Ramp Repair & Hall Refurb	18,061	5,031	23,103	11	—	—
<b>Total Restricted Funds</b>	<b>41,796</b>	<b>8,755</b>	<b>30,688</b>	<b>89</b>	<b>—</b>	<b>19,952</b>
<b>Unrestricted Funds</b>						
General Fund	32,577	102,317	95,779	(11)	—	39,104
<b>Designated Funds</b>						
Manse	358,520	—	—	—	—	358,520
Fabric	17,222	415	—	19,439	—	37,077
Outreach	1,441	197	402	—	—	1,237
Legacy	19,435	4	—	(19,439)	—	—
<b>Total Designated Funds</b>	<b>396,618</b>	<b>616</b>	<b>402</b>	<b>—</b>	<b>—</b>	<b>396,834</b>
<b>Total Unrestricted Funds</b>	<b>429,195</b>	<b>102,933</b>	<b>96,181</b>	<b>(11)</b>	<b>—</b>	<b>435,938</b>
<b>Total Funds</b>	<b>475,161</b>	<b>111,687</b>	<b>126,868</b>		<b>185</b>	<b>460,165</b>

## 16. Purpose of Funds

### Purpose of Designated Funds

- **Manse Fund.** This fund contains the value of the manse (at the purchase price, including associated legal fees).
- **Fabric Fund:** The Trustees have set aside funds for the maintenance of the church property.
- **Outreach Fund:** This fund has been set up to allow sums to be set aside for use in activities designed to reach out to the wider community.
- **Legacy Fund:** This fund has been set up to hold funds from unrestricted legacies until a decision is made on how the funds should be used.

### Purpose of Restricted Funds

- **Flower Fund:** This fund is to provide flowers for display during services of worship.
- **Guild Fund:** This is to allow the Guild to pursue its own charitable activities throughout the year.
- **Life & Work Fund:** Payments from the congregation for Life & Work magazine are stored in this fund; purchase of the magazines is made from this fund.
- **W. Kelso Memorial Fund:** Mrs. Margarita Kelso bequeathed £39,828.80 to St. Machar's Ranfurly in memory of her husband, the late William Kelso to be used as the Congregational Board shall decide but as far as practicable and so far as the Congregational Board may think fit to be applied in the interests of young people of the Church.
- **Ramp Repair and Hall Refurb Fund:** This fund was set up to collect funds raised by the appeal in the 2018 Stewardship campaign for repair of the access ramp to the church and for refurbishment of the church hall

### Purpose of Endowment Funds

- **Jane Houston Bequest:** Income from this fund is to augment the former Mission and Aid Fund. It is retained in the General Fund from which payments to the Mission and Aid Fund are made through our Annual Allocation.
- **Joseph A Wylie Bequest:** Income from this fund is intended to augment the minister's stipend. It is retained in the General Fund from which payments to the Parish Ministers fund are made through our Annual Allocation.
- **Flower Fund Endowment:** Income from this fund is to provide flowers for the church in memory of Mrs Catherine Scott on her anniversary.

## 17. Income and Expenditure - Fabric Fund (designated)

<b>B/F from 2018</b>		<b>17,222</b>
<b>Income</b>		
Transfer from Legacy Fund	19,439	
Interest	415	
		19,854
<b>Expenditure</b>		
	—	
		—
<b>Balance at end Dec 2019</b>		<b>37,077</b>

**18. Income and Expenditure - Ramp Repair and Hall Refurb Fund (restricted)**

<b>B/F from 2018</b>		<b>18,061</b>
<b>Income</b>		
Donations	5,000	
Interest	31	
Transfer from General Fund	11	
		<u>5,042</u>
<b>Expenditure</b>		
General refurbishment	11,870	
Remedial Electrical Work	4,468	
Lighting	1,583	
Flooring Restoration	3,900	
Furniture	594	
Notice Boards & Blinds	687	
		<u>23,103</u>
<b>Balance at end Dec 2019</b>		<u>—</u>

**19. Income and Expenditure – Wm Kelso Memorial Fund (restricted)**

<b>B/F from 2018</b>		<b>23,410</b>
<b>Income</b>		
Collections	5	
Interest on Term Deposits	253	
Bank Interest	13	
		<u>271</u>
<b>Expenditure</b>		
West Renfrewshire Youth Trust	2,500	
Junior Church Expenses	141	
Hall Tables	1846	
		<u>4,487</u>
<b>Balance at end Dec 2019</b>		<u><u>19,194</u></u>

**20. Income and Expenditure – Guild Fund (restricted)**

<b>B/F from 2018</b>		<b>213</b>
<b>Income</b>		
Collections	361	
Subscriptions	312	
Spring Fayre	712	
Afternoon Tea	606	
Lunch Club	600	
		<u>2,591</u>
<b>Expenditure</b>		
Capitation Fee	312	
Expenses	134	
Secretary's Expenses	50	
Printing	250	
Plants	9	
Presbytery Booklets & Dues	17	
Speakers Expenses	78	
Guild Donations	900	
Lunch Club Donations	600	
		<u>2,350</u>
<b>Balance at end Dec 2019</b>		<u><u>454</u></u>

## 21.Reconciliation of Net Income/(Expenditure) to Net Cash Flow from Operating Activities

	This Year 2019	Last Year 2018
<b>Net Income/(Expenditure) from SOFA</b>	<b>(15,181)</b>	<b>196,384</b>
<b>Adjustments</b>		
(Gain)/Loss on Investments		(187,700)
(Interest and Dividends)	(1,166)	(652)
(Increase)/Decrease in Debtors	(1,031)	6,502
Increase/(Decrease) in Creditors	1,897	163
<b>Net Cash provided by (used in) Operating Activities</b>	<b>(15,480)</b>	<b>14,698</b>

## 22.Donations to Third Parties

	2019	2018
<b>Donations</b>		
Adams House	275	100
Crossreach	300	
CRISIS		200
Dr Graham's Homes	50	50
Feed The Minds		60
Glasgow City Mission		100
1 <sup>st</sup> Bridge of Weir Rainbows		150
Rays of Hope	175	
Scottish Bible Society	100	100
St Vincent's Hospice	100	250
	1,000	1,010
<b>Agency Collections</b>		
Boys' Brigade		173
CHAS (Children's Hospices Across Scotland)		630
Glasgow Children's Hospital Charity	550	
Helping Hand Paisley	100	
Inverclyde Family Contact Centre	370	
Renfrewshire Foodbank	155	—
Scottish Bible Society		148
St Vincent's Hospice		148
Salvation Army	200	
SSAFA	224	
Tearfund – Cyclone Idai Appeal	370	
Teen Challenge / The Haven		—
	<b>1,969</b>	<b>1,098</b>
<b>TOTAL</b>	<b>2,969</b>	<b>2,108</b>

## 23.Volunteers

In common with all congregations of the Church of Scotland the congregation benefits from the contributions made by volunteers who give the time and talents willingly for the benefit of the Church. The areas of congregational life which rely on the contribution of volunteers are many and varied and much of the activity would be unable to continue were it not for the commitment shown.