

**The Church of Scotland**

**Gullane Parish Church**

**CONGREGATIONAL ACCOUNTS**  
**For the year ended 31 December 2019**

**Congregation No: 30205**

**Scottish Charity No: SC 005237**  
**[www.aberlady-gullaneparishchurches.org.uk](http://www.aberlady-gullaneparishchurches.org.uk)**

## **Trustees' Annual Report Year ended 31 December 2019**

The trustees present the annual report and accounts for Gullane Parish Church for the year ended 31 December 2019 which have been prepared in accordance with the relevant financial regulations and accounting practices stated on page 9.

### **Reference and Administrative Information**

Charity Name:	Gullane Parish Church
Charity Registration Number:	SC005237
Congregation Reference No:	30205
Contact Address:	The Manse Hummel Road Gullane

### **Trustees**

Minister:	Reverend Brian C Hilsley
Session Clerk:	T Walker
Church Treasurer:	J McGrane CA

### **Kirk Session Members:**

M Black	J Logan
M W Black	S Munro
I Black	C Murray
A Dobie	G K Sims
D Donaldson	H Smyth
J Donaldson	P Smyth
A Frostwick	T Thomson
F Goodman	E Walker
J Graham-Brown	R Wallace
J Grey	J White
J D Holm	K Wright
C Hudson	C Yarrow
R Hunter	

The following members of Kirk Session stepped down in the last twelve months:  
J Anderson, K Anderson, K Cornwell, S Cornwell, F Gerstenberg, D Laird and J Trainer.

### **Independent Examiner**

R McGregor

### **Bankers**

Bank of Scotland, North Berwick

## **Trustees' Annual Report Year ended 31 December 2019**

### **Objectives and Activities**

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. Services of worship are held every Sunday and there is an active Sunday Club and other provision for youth. Various social and fundraising events are held during the year.

### **Review**

The Kirk Session, comprising all active elders of the congregation, is served by various committees, which meet as required. Our properties are regularly inspected and maintained, with safety and compliance high on the agenda. We have continued to explore possibilities in undertaking a process of renovation and improvement, with a particular focus on our heating system which is old, inadequate and expensive to run.

We work closely with our neighbouring congregation in Aberlady, and this year held a joint Session conference exploring the role of eldership in the church and community and the future of our relationship. Aberlady and Gullane parishes have been twinned for many years and, led by our joint Steering Group, both Kirk Sessions are looking at potential unification to allow greater efficiency and to relieve pressure of administration, particularly on our minister.

As well as our regular Sunday morning worship in Gullane Parish Church, and four Communion Sundays, we held a number of joint services, alternating between the churches in Aberlady and Gullane. A new initiative this year was an ecumenical service at St. Adrians, which was held outside in the late summer. We hope to repeat this next year. Happily, although we are not spared the national trend of falling church membership, numbers attending morning worship have been steady throughout the year. We are lucky to have a minister who delivers such thoughtful and relevant addresses, to children and adults alike.

The numbers of children attending JAM [Jesus and me] Club on Sundays and our periodic Craft Afternoons on Biblical themes have increased, with new families becoming more regularly involved. The small but dedicated and imaginative team of leaders are to be commended for this, as are those church members who provide the weekly creche facility. Gullane Guild offers fun, fellowship and support to both men and women, through regular meetings and social occasions, led by a small but dedicated committee.

We continued to support the work of other charities, Christian and non-religious, which offer support to those in need both at home and abroad. Evidence of the monetary support given through special collections is to be found elsewhere in these accounts. Beyond that, we have continued to provide donations of food and other household goods on a weekly basis to the East Lothian Foodbank at which several members also volunteer, assisting with making up and distributing parcels. In Spring, the Concert for Jess raised significant funds for the Jess Mackie Memorial Fund. Late in the year, toys and games were donated for onward distribution as Christmas gifts. We also continue to recycle many items, including print cartridges and stamps for the benefit of others and the environment.

There can be no doubt of the challenges facing the Church of Scotland in maintaining ministry throughout every parish in Scotland. We are not immune to these challenges and are aware of the need to adapt and change imaginatively and courageously to meet them. However, we recognise that

every challenge also provides opportunity and we look forward to embracing these in the year to come.

### **Financial Review**

The results for 2019 are shown in the Statement of Financial Activities. After a few years of improvement, Donations and Legacies have shown a slight decline. This, together with the increase in our Ministries and Mission Allocation and maintenance expenditure on the manse, resulted in a net deficit of £5,385. However, a strong performance by our investment portfolio (a revaluation of £11,164) resulted in an increase in funds of £5,779. The Balance Sheet remains strong with bank balances of £36,485 and an investment portfolio valued at £85,175.

### **Risk Management**

The principal risk facing the Church in recent years has been a declining membership and a consequent reduction in numbers attending morning worship, which adversely affected income. The appointment of our current minister in 2015 has seen the numbers attending worship and income stabilise. However, the age profile of both the membership and the congregation underline the importance of the focus on stewardship and young families detailed above.

### **Reserves Policy**

At the end of the year the Church had a deficit of £1,878 on its General Fund but held other unrestricted funds of £116,212. These funds will continue to be applied in support of the Church's activities. It is expected that routine expenditure on fabric and maintenance will continue at the current level. Any significant expenditure on the redevelopment of Church buildings referred to above if proceeded with, will require us to raise funds for that specific purpose

### **Trustees' Annual Report**

#### **Year ended 31 December 2019**

#### **Structure, Governance and Management**

The Church is administered in accordance with the terms of the Deed of Constitution dated 25 June 2012 by the Kirk Session.

Members of the Kirk Session are the charity trustees. The Kirk Session members are the elders of the church and are chosen from those members of the church who are considered to have the appropriate gifts and skills.

The Kirk Session which ordinarily meets four times a year is responsible for spiritual & temporal affairs of the church.

## **Year ended 31 December 2019**

### **Statement of Trustees' Responsibilities**

Charity trustees are responsible for preparing a Trustees Annual Report and financial statements in accordance with applicable law and UK accounting standards (UK GAAP)

The law applicable to charities in Scotland requires the charity trustees to prepare accounts for each financial year which show a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable 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 (as amended). 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 parish's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from other jurisdictions.

Approved by the Trustees and signed on their behalf,

**J McGrane CA**  
**Treasurer**  
**27 February 2020**

## **Gullane Parish Church**

### **Independent Examiner's Report to the Trustees of Gullane Parish Church**

I report on the accounts of the Charity for the year ended 31 December 2019 which are set out on pages 7 to 15

#### **Respective responsibilities of trustees and examiner**

The charity 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 trustees consider that the audit requirements of Regulation 10(1)(a) to(c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulation. 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

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 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.

**R McGregor FCIBS**

Sunnyside Cottage

Goose Green Road

Gullane

20 March 2020

**Gullane Parish Church**  
**Statement of Financial Activities**

<b><u>Year ended 31 December 2019</u></b>	<b>Note</b>	<b>Unrestricted Funds 2019 £</b>	<b>Restricted Funds 2019 £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
<b><u>Income from:</u></b>					
Donations & legacies	1	60,031	-	60,031	64,801
Charitable activities	2	5,184	-	5,184	4,991
Investments	3	3,230	243	3,473	3,364
<b><u>Total Income</u></b>		<b><u>68,445</u></b>	<b><u>243</u></b>	<b><u>68,688</u></b>	<b><u>73,156</u></b>
<b>Expenditure on Charitable activities</b>	4	73,396	677	74,073	63,627
<b><u>Total Expenditure</u></b>		<b><u>73,396</u></b>	<b><u>677</u></b>	<b><u>74,073</u></b>	<b><u>63,627</u></b>
<b>Net income/(expenditure) before gain on investments</b>		(4,951)	(434)	(5,385)	9,529
<b>Net gains \ (losses) on investments</b>		10,382	782	11,164	(7,219)
<b>Net income /expenditure</b>		<b><u>5,431</u></b>	<b><u>348</u></b>	<b><u>5,779</u></b>	<b><u>2,310</u></b>
<b>Transfers between funds</b>	11	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>Net movement in funds</b>		5,431	348	5,779	2,310
<b>Total funds brought forward</b>		108,903	8,324	117,227	114,917
<b><u>Total funds carried forward</u></b>	12	<b><u>114,334</u></b>	<b><u>8,672</u></b>	<b><u>123,006</u></b>	<b><u>117,227</u></b>

**Gullane Parish Church**  
**Balance Sheet**  
**At 31 December 2019**

	<u>Note</u>	2019		2018	
		£	£	£	£
<b>Fixed Assets</b>					
Investments	7		<u>85,175</u>		<u>74,011</u>
<b>Current Assets</b>					
Debtors	8	3,693		4,559	
Bank and cash		<u>36,485</u>		<u>41,263</u>	
		40,178		45,822	
<b>Creditors</b>					
Falling due within one year	9	<u>2,347</u>		<u>2,606</u>	
<b>Net Current Assets</b>			37,831		43,216
<b>Net Assets</b>			<u>123,006</u>		<u>117,227</u>
<b>Unrestricted Funds</b>	11				
General fund		(1,878)		(1,501)	
Designated funds		<u>116,212</u>	114,334	<u>110,404</u>	108,903
<b>Restricted Funds</b>	11		8,672		8,324
<b>Total Funds</b>			<u>123,006</u>		<u>117,227</u>

The accounts were approved by the Kirk Session on 27 February 2020 and are signed on its behalf by:

Tom Walker \_\_\_\_\_

Session Clerk

Joe McGrane CA \_\_\_\_\_

Treasurer

**Gullane Parish Church  
Statement of Cash Flows**

**For the year ended 31 December 2019**

	<b>Note</b>	<b>Total Funds 2019 £</b>	<b>Total Funds 2018 £</b>
Net Cash Generated(used) by operating activities	14	(8,251)	4,826
Cash Flow from Investing activities			
Interest & Dividends		<u>3,473</u>	<u>3,364</u>
Net Cash provided (used) by investing activities		(4,778)	8,190
Change in Bank & Cash in the year		<u>(4,778)</u>	<u>8,190</u>
Bank & Cash brought forward		41,263	33,073
Bank & Cash carried forward		36,485	41,263

## **Gullane Parish Church**

### **Accounting Policies**

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

### **Basis of preparation**

The accounts have been prepared in accordance with accounting & reporting by charities: the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK (FRS 102) issued in 2014, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006, as amended.

### **Funds**

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.

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.

### **Resources expended**

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

### **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. Realised gains and losses represent the difference between the proceeds on disposal and the market value at the start of the year.

### **Taxation**

Gullane Parish 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.

### **Fixed assets**

The charity has a right to occupy for no consideration and maintains its Manse, Church and Church Hall which are owned by the Church of Scotland General Trustees. The Investment portfolio constitutes its only fixed asset.

**Notes forming part of the  
financial statements for the year ended  
31 December 2019**

	<b>Unrestricted Funds 2019 £</b>	<b>Restricted Funds 2019 £</b>	<b>Total 2019 £</b>	<b>Unrestricted Funds 2018 £</b>	<b>Restricted Funds 2018 £</b>	<b>Total 2018 £</b>
<b>1. Donations &amp; Legacies</b>						
Offerings	48,944	-	48,944	54,007	-	54,007
Tax Reclaim on Gift Aid	<u>11,087</u>	-	<u>11,087</u>	<u>10,794</u>	-	<u>10,794</u>
	<u>60,031</u>		<u>60,031</u>	<u>64,801</u>		<u>64,801</u>
<b>2. Income from Charitable Activities</b>						
Regular Fundraising Events	1,654	-	1,654	2,701	-	2,701
Use of Premises	960	-	960	1,050	-	1,050
Weddings & Funerals	<u>2,570</u>	-	<u>2,570</u>	<u>1,240</u>	-	<u>1,240</u>
	<u>5,184</u>		<u>5,184</u>	<u>4,991</u>		<u>4,991</u>
<b>3. Investment Income</b>						
Dividends Received	<u>3,230</u>	<u>243</u>	<u>3,473</u>	<u>3,119</u>	<u>245</u>	<u>3,364</u>

**Notes forming part of the  
financial statements for the year ended  
31 December 2019**

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total 2019 £	Total 2018 £
<b>4 Analysis of Expenditure</b>				
<b>Charitable activities</b>				
Ministries and Mission Allocation	40,128	-	40,128	35,729
Presbytery Dues	562	-	562	480
Minister's Expenses	4,523	-	4,523	4,370
Pulpit Supply	267	-	267	263
Other salary costs	1,440	-	1,440	1,319
Fabric Repairs & Maintenance	7,804	-	7,804	4,507
Council Tax	2,350	-	2,350	2,262
Other Buildings Costs	7,612	-	7,612	6,121
Sunday School Expenses	-	554	554	561
Organ & Music	3,865		3,865	3,773
Other expenses	4,845	123	4,968	4,242
	73,396	677	74,073	63,627

	2019 £	2018 £
<b>5 Staff costs and numbers</b>		
Salaries and wages	1,440	1,319
Total	1,319	1,319

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

	Number	Number
Church Beadle	2	1

All Church of Scotland congregations contribute to the National Stipend Fund which bears the cost of all ministers' stipend & employer's contributions for national insurance, pension, housing & loan fund. Ministers stipends are paid in accordance with a national stipend scale which is related to years of service. For the year under review the minimum stipend was £27,585 (2018: £27,044), and the maximum in 5th and subsequent years of service was £33,899 (2018: £33,234).

**Notes forming part of the  
financial statements for the year ended  
31 December 2019**

**6 Trustee Remuneration and Related Party Transactions**

No trustee received any remuneration during the year. A reimbursement of expenses incurred by trustees, on behalf of the charity, during the year totalled £1204 (2018: nil)

No trustee or a person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year (see note 5). During the year the trustees donated £9884 (2018: £14,739) to the charity.

<b>7 Investments</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Market value at 1 January	74,011	81,230
Unrealised gain / (loss) on investments	<u>11,164</u>	<u>(7,219)</u>
Market value at 31 December	<u>85,175</u>	<u>74,011</u>
Investments at cost	<u>47,780</u>	<u>47,780</u>
	£	£

The following investments are held:

Church of Scotland Investors Trust-Growth Fund 7,203 units	40,193	35,439
Charifund 2,709 income units	44,982	38,572

<b>8 Debtors</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Gift aid	2,946	3,566
Other	<u>747</u>	<u>993</u>
	<u>3,693</u>	<u>4,599</u>

<b>9 Creditors</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Sundry Creditors	0	1,822
Accruals	<u>2,347</u>	<u>784</u>
	<u>2,347</u>	<u>2,606</u>

**Notes forming part of the financial statements  
for the year ended 31 December 2019**

**10 Analysis of Net Assets Between Funds**

	General £	Designated £	Restricted £	Total £
Investments	-	79,260	5,915	85,175
Current Assets	(613)	37,959	2,832	40,178
Current Liabilities	(2,347)	-	-	(2,347)
<b>Net assets at 31 December 2018</b>	<u>(2,960)</u>	<u>117,219</u>	<u>8,747</u>	<u>123,006</u>

**11 Movements in Funds**

	At 1 January 2019 £	Incoming Resources £	Outgoing Resources £	Revaluation Gain(loss) & Transfers £	At 31 December 2019 £
<b>Restricted funds</b>					
Flower Fund	770	23	123	72	742
Youth Fund	1,724	50		162	1,936
Darling Fund	937	27		88	1,052
Sunday School Fund	4,893	143	554	460	4,942
	<u>8,324</u>	<u>243</u>	<u>677</u>	<u>782</u>	<u>8,672</u>
<b>Unrestricted funds</b>					
Designated Fabric Fund	1,547	45	7,804	145	(6,067)
Legacy Fund	107,883	3,156		10,145	121,184
Benevolent Fund	974	29		92	1,095
General Fund	(1,501)	65,215	65,592		(1,878)
	<u>108,903</u>	<u>68,445</u>	<u>73,396</u>	<u>10,382</u>	<u>114,334</u>
<b>Total funds</b>	<u>117,227</u>	<u>68,688</u>	<u>74,073</u>	<u>11,164</u>	<u>123,006</u>

## Notes forming part of the financial statements for the year ended 31 December 201

### 12 Purposes of Restricted Funds

Flower Fund: This is a fund to provide flowers for display during services of worship.

Sunday School Fund: This is a fund to assist with the running of the Sunday School.

Darling Fund: This is a fund to be used towards the provision of Sunday School prizes.

Youth Fund: This fund is to support youth programmes in the Church or with outreach to young people in the community

### Purposes of Designated Funds

Fabric Fund: The Trustees have set aside funds for extraordinary repairs and improvements to the church property.

Benevolent Fund: This fund is to provide help, at the discretion of the minister, in cases of pastoral need where material help to an individual is appropriate.

Legacy Fund: This fund is set up to receive one off legacies which support the general work of the Church.

### 13 **Volunteers**

In common with all congregations of the Church of Scotland the congregation benefits from the contributions made by volunteers who give their time & talent for the benefit of the Church in many areas of congregational life which would be unable to continue without the commitment shown by them.

### 14 **Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Net Movement in Funds	5,779	2,310
Deduct Investment Income	(3,473)	(3,364)
(Deduct) Gains/ add losses on Investments	(11,164)	7,219
Add reduction in Debtors/ (deduct) Increase	866	(104)
Add increase in creditors/ deduct reduction	(259)	(1,235)
Net Cash generated (used) by operating activities	(8,251)	4,826