

**The Church of Scotland**  
**New Dunedin Parish Church**

**SAMPLE STYLE**  
**OF**  
**RECEIPTS AND PAYMENTS ACCOUNTS**

**Congregation No: xxxxxx**

**Charity No: SC xxxxxx**

## **Reference and Administrative Information**

Charity Name: New Dunedin Parish Church

Charity Registration Number: SCxxxxxxx

Congregation Reference No: xxxxxxx

Contact Address: The Church Office  
10 High Street  
Edinburgh  
EH1 1AA

*The contact address shown should be the same as that held by OSCR*

### **Trustees**

List all trustees who served at any time during the year up to the date of signing the accounts.

List Kirk Session members separately from Congregational Board members.

Where a Kirk session member is also a Board member then that person need only be listed once.

### **Principal Office-bearers**

Minister:

Session Clerk:

Clerk to the Board:

Church Treasurer:

### **Independent Examiner**

xxxxxxx

(Name and address should be given)

### **Bankers**

Royal Bank of Scotland,  
Princes Street,  
Edinburgh

# **Trustees' Annual Report**

## **Year ended 31 December 20xx**

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

#### **Governing Document**

The Church is administered in accordance with the terms of the Deed of Constitution (or Deed of Constitution (Unitary Form)).

#### **Recruitment and Appointment of Trustees**

Members of the Kirk Session and the Congregational Board 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 minister, who is a member of the Kirk Session, is elected by the congregation and inducted by Presbytery. The Congregational Board is appointed from within the congregation and members of the congregation are invited to nominate individuals who are believed to have the skills and commitment to contribute to the management affairs of the Church, to become members of the Board. Board Members are then appointed at the Stated Annual Meeting and serve for a period of three years after which they must seek re-election at the next Stated Annual Meeting.

#### **Organisational Structure**

*This section should be amended as appropriate.*

The Congregational Board is chaired by the minister and meets eight times in a year. Certain responsibilities are delegated to the Finance Committee and the Property Committee as appropriate. The Kirk Session which meets six times a year is responsible for spiritual affairs within the church.

#### **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.

*Give details of other activities particular to individual congregations e.g. Services of Worship, Youth Activities, Sunday School, Bible Classes, Social Events, Community Activities.*

## **Trustees' Annual Report (cont)**

### **Year ended 31 December 20xx**

#### **Achievements and Performance**

*Again give details relevant to individual congregation. e.g. attendance at events, groups etc. , new activities commenced during year, innovations in worship. These should be non-finance related as this will be covered in next section.*

#### **Financial Review**

*State the principal source of income e.g. weekly offerings, state percentage increase/decrease from previous year, reasons for increase (i.e. more members or more giving by members?), any change in number of Gift Aid donors, members giving by standing order, significant fund raising activities, new restricted funds for particular projects, areas of financial concern.*

#### **Reserves Policy**

*This section should be amended as appropriate*

It is the Trustees' policy to hold reserves of approximately six months expenditure including designated funds. At the year end the Church held unrestricted cash funds of £xx,xxx of which £yyy had been designated for fabric fund and £zzz for the purchase of music. The remaining balance of £aa,aaa represents about nine months expenditure and while this is higher than would normally be expected the Trustees are aware of the need to replace the furnishings in the main hall and may use the additional reserves for this purpose.

The Church also held £bbb of restricted funds which have been provided for the purposes specified in Note 2.

**Trustees' Annual Report (cont)**  
**Year ended 31 December 20xx**

**Statement of Trustees' Responsibilities**

The members of the Kirk Session / Congregational Board must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Church during the financial year. The members of the Kirk Session / Congregational Board are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Church at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Regulations Anent Congregational Finance approved by the General Assembly of the Church of Scotland in 2007. They are also responsible for safeguarding the assets of the Church and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,

**J Smith**

**Session Clerk**

**Date .....**

**New Dunedin Parish Church**  
**SC xxxxxx**

**Independent Examiner's Report to the Trustees of New Dunedin Parish Church**

I report on the accounts of the charity for the year ended xx xxxx 200x which are set out on pages xx to xx.

**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) (d) 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 [other than disclosed below\*]

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 9 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.

Name:

Address:

Date:

\* Please delete the words in brackets if they do not apply. If the words do apply set out those matters which have come to your attention.

**New Dunedin Parish Church**  
**Receipts and Payments Account**  
**Year ended 31 December 20xx**

		<b>Unrestricted Funds 20xx £</b>	<b>Restricted Funds 20xx £</b>	<b>Endowment Funds 20xx £</b>	<b>Total 20xx £</b>	<b>Total 20xy £</b>
<b><u>Receipts</u></b>	<b>Note</b>					
Donations	<b>3</b>					
Legacies						
Activities for Generating Funds						
Bank & Deposit interest						
Investment income						
Rental of premises						
Sale of assets						
Sale of investments						
Grants						
Receipts from General Trustees						
Other Receipts						
<b><u>Total Receipts</u></b>						
<b><u>Payments</u></b>	<b>4</b>					
Costs of generating funds						
Charitable activities						
Governance costs						
<b><u>Total Payments</u></b>						
<b>Excess of Receipts over Payments for the year before transfers</b>						
<b>Transfers</b>						
<b>Excess of Receipts over Payments for the year</b>						

**New Dunedin Parish Church**  
**Statement of Balances**

**At 31 December 20xx**

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 20xx £	Total 20xy £
<b><u>Bank &amp; Deposit Balances</u></b>						
Bank & deposit balances brought forward						
<b>Movement in year:</b>						
Excess of Receipts over Payments for the year						
Bank & deposit balances carried forward		_____	_____	_____	_____	_____
		=====	=====	=====	=====	=====
<b><u>Investments at market value</u></b>						
(cost £ xxxxx)		=====	=====	=====	=====	=====
<b><u>Assets</u></b>						
Gift Aid Receivable		_____	_____	_____	_____	_____
<b><u>Liabilities</u></b>						
Cost of repair not yet billed		_____	_____	_____	_____	_____

The accounts were approved by the Kirk Session and Financial Board on xx/xx/xx.

For and on behalf of the Kirk Session and Financial Board

\_\_\_\_\_ Session Clerk

\_\_\_\_\_ Treasurer



## New Dunedin Parish Church

### Notes to the Accounts

#### 1 Trustee Remuneration and Related Party Transactions

During the year x (number) trustees received reimbursement of expenses incurred totalling £xxx. In addition Mr John Smith who is a member of the Kirk Session received £xxx for providing his services as organist during the year.

or

No trustee received any remuneration or reimbursement of expenses during the year.

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.

#### 2 Movements in Funds

	At 1 January 20xx £	Receipts £	Payments £	Transfers £	At 31 Dec 20xx £
<b>Unrestricted funds</b>					
Designated Fabric Fund					
Designated Music Fund					
Designated Sunday School Fund					
General Fund					
<b>Restricted funds</b>					
Flower Fund					
New Hall Fund					
Youthworker Fund					
<b>Endowment funds</b>					
The Smith Bequest					
The Jones Legacy					
<b>Total funds</b>					

#### Purposes of Designated Funds

Fabric Fund: The Trustees have set aside funds for the maintenance of the Church property

Music Fund: The Trustees have set aside funds for the purchase of music resources for use in worship.

Sunday School Fund: The Trustees have not yet set aside funds for use by the Sunday School.

#### Purposes of Restricted Funds

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

New Hall Fund: This is a fund to assist with the cost of building a new hall adjoining the current building.

Youthworker Fund: This is a fund to be used towards the payment of the youth worker's salary

#### Purposes of Endowment Funds

Income from the Smith Bequest is to be used to provide Sunday school teaching materials.

Income from the Jones Legacy is to be used to provide music resources

A description should be entered for each endowment, restricted or designated fund.

	<b>Unrestricted Funds 20xx £</b>	<b>Restricted Funds 20xx £</b>	<b>Endowment Funds 20xx £</b>	<b>Total 20xx £</b>	<b>Total 20xy £</b>
<b>3. Analysis of Donations</b>					
WFO Scheme (non Gift Aid)					
Gift Aid Donations					
Tax Recovered on Gift Aid Donations					
Ordinary Offerings (Open Plate)					
Other Offerings, Donations etc					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>4 Analysis of Payments</b>					
<b>Costs of generating funds</b>					
Investment Managers' fees					
Offering envelopes					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Charitable activities</b>					
Ministries & Mission allocation					
Presbytery dues					
Voluntary Additional Stipend					
Minister's expenses					
Ministerial Assistance					
Pulpit supply					
Other staffing costs					
Fabric repairs & maintenance					
Council Tax					
Heat and light					
Insurance					
Other building costs					
Church office expenses					
Organ & music					
Printing, stationery and postage					
Other expenses					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Governance costs</b>					
Independent examiner's fees					
<b>Other payments</b>					
Purchase of assets					
Purchase of investments					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**5 Minister's Stipend**

All Church of Scotland congregations contribute to the National Stipend Fund which bears the costs of all ministers' stipends and employer's contributions for national insurance, pension and housing and loan fund. Ministers' 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 was £xx,xxx and the maximum stipend (in the tenth and subsequent years) £yy,yyy.

**20xx**  
**£**

**20xy**  
**£**

**6. Collections for Third Parties**

Scottish Bible Society

Christian Aid

Etc

\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX

### FUNDS HELD ON BEHALF OF THE CONGREGATION BY THE CHURCH OF SCOTLAND GENERAL TRUSTEES

<u>CAPITAL ACCOUNT</u>	20xx £	20xy £
Credit Balances held at 31 December at cost	_____	_____
Market Value of Balances at 31 December	=====	=====
 <u>REVENUE ACCOUNT</u>		
Credit Balance at 31 December	_____	_____
 <u>TEMPORARY ACCOUNT</u>		
Credit Balance at 31 December	=====	=====

#### Notes

- 1. If any of the above lines do not apply to your congregation for both of the years being reported then they can be removed from the note.*
- 2. The note only requires the year end figure for each year to be shown. Detailing the movements is not necessary but can be shown as additional disclosure if considered appropriate.*
- 3. Capital and Revenue accounts are always credit balances but Temporary accounts can be either credit or debit balances. If a debit figure this should not be included as a liability but in most cases will be recouped from property sale proceeds in due course. If this situation applies it may be appropriate to include an explanatory statement as part of the note.*