

The Church of Scotland
New Dunedin Parish Church

SAMPLE STYLE
OF
RECEIPTS AND PAYMENTS ACCOUNTS

Congregation No: xxxxxx

Charity No: SC xxxxxx

Receipts and Payments

N.B. Please read the Guidance Notes

01/08

Reference and Administrative Information

Charity Name: New Dunedin Parish Church

Charity Registration Number: SCxxxxxxx

Congregation Reference No: xxxxxxxx

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

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 xxxxxxxxxxxx 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

An 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

		Unrestricted Funds 20xx £	Restricted Funds 20xx £	Endowment Funds 20xx £	Total 20xx £	Total 20xy £
<u>Receipts</u>	Note					
Donations	3					
Legacies						
Activities for Generating Funds						
Bank & Deposit interest						
Investment income						
		_____	_____	_____	_____	_____
Rental of premises						
Sale of assets						
Sale of investments						
Grants						
Receipts from General Trustees						
Transfer of Union Balance						
Other Receipts	4					
		_____	_____	_____	_____	_____
<u>Total Receipts</u>		=====	=====	=====	=====	=====
<u>Payments</u>	5					
Costs of generating funds						
Charitable activities						
Governance costs						
		_____	_____	_____	_____	_____
<u>Total Payments</u>		=====	=====	=====	=====	=====
Excess of Receipts over Payments for the year before transfers						
Transfers						
		_____	_____	_____	_____	_____
Excess of Receipts over Payments for the year		=====	=====	=====	=====	=====

New Dunedin Parish Church
Statement of Balances
At 31 December 20xx

	Unrestricted	Restricted	Endowment	Total	Total
	Funds	Funds	Funds	20xx	20xy
Note	20xx	20xx	20xx	20xx	20xy
	£	£	£	£	£

Bank & Deposit Balances

Bank & deposit balances
brought forward

Movement in year:

Excess of Receipts over Payments for the year

Bank & deposit balances
carried forward

_____	_____	_____	_____	_____
=====	=====	=====	=====	=====

Investments at market value

(cost £ xxxxx)

=====	=====	=====	=====	=====
-------	-------	-------	-------	-------

Assets

Gift Aid Receivable

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Liabilities

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

Statement of Balances

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 Jan				At 31 Dec
	20xx	Receipts	Payments	Transfers	20xy
	£	£	£	£	£
Unrestricted funds					
Designated Fabric Fund					
Designated Music Fund					
Designated Sunday School Fund					
General Fund	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Restricted funds					
Flower Fund					
New Hall Fund					
Youthworker Fund	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Endowment funds					
The Smith Bequest					
The Jones Legacy	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Total funds	=====	=====	=====	=====	=====

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.

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Total
	20xx	20xx	20xx	20xx	20xy
	£	£	£	£	£

3. Analysis of Donations

WFO Scheme (non Gift Aid)
 Gift Aid Donations
 Tax Recovered on Gift Aid Donations
 Ordinary Offerings (Open Plate)
 Other Offerings, Donations etc

_____	_____	_____	_____	_____
=====	=====	=====	=====	=====

4. Analysis of Other Income

Life and Work Donations
 Utility Refunds/Insurance Claim

_____	_____	_____	_____	_____
=====	=====	=====	=====	=====

5. Analysis of Payments

Costs of generating funds

Investment Managers' fees
 Offering envelopes

_____	_____	_____	_____	_____
=====	=====	=====	=====	=====

Charitable activities

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

_____	_____	_____	_____	_____
=====	=====	=====	=====	=====

Governance costs

Independent examiner's fees

Other payments

Purchase of assets
 Purchase of investments

_____	_____	_____	_____	_____
=====	=====	=====	=====	=====

6. 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

20xx	20xy
£	£

7. 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

	20xx £	20xx £
<u>CAPITAL ACCOUNT</u>		
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. 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.*