

The Church of Scotland

**Lochgelly and Benarty St. Serf's
Parish Church of Scotland**

2015

RECEIPTS AND PAYMENTS ACCOUNTS

Congregation No: 281481

Charity No: SC 032353

Reference and Administrative Information

Charity Name: Lochgelly and Benarty St Serf's Parish Church of Scotland

Charity Registration Number: SC 032353

Congregation Reference No: 281481

Contact Address: 50 Raith Drive
Kirkcaldy
Fife
KY2 5NR

Trustees

(The Trustees are the members of the Kirk Session i.e. the Minister and the Elders of the Congregation)

Reverend Hugh Steele appointed as interim moderator January 2014

Mrs Jean Adams

Mr John Blamey

Mrs Ethne Brown

Mr Ian Brown

Mrs Helga Campbell

Mr Ronald Campbell

Mr Jim Carlisle

Mrs Margaret Carlisle

Miss Elizabeth Cousland

Mrs Susan Dawkes

Mrs Violet Fotheringham

Mrs Joyce Goodall

Mr Roy Graham

Mrs June Hutton

Mrs June Kerr

Mrs Anne Lockhart

Mr Peter Lockhart

Mrs Marion Lumsden

Mr James McGaw

Ms Linda McGregor

Mrs Elizabeth Martin

Mrs Margaret Mateos

Mr David Moore

Mrs Agnes Moore

Mrs Lorraine McLean

Mrs Elizabeth McMahan

Ms Lindsay McMillan Not Active

Mrs Alexis Michalski

Mr Brian Michalski

Mr Robin Millar	
Miss Ella Moffat	Not Active
Mrs Margaret Morgan	
Mrs Moira Neilson	
Mrs Nancy Olszok	
Mr Archie Page	Not Active
Mr Ian Patrick	
Mrs Laura Pepperday	
Mrs Anne Scott	
Mrs Sandra Scott	
Mrs Agnes Seath	
Mr George Seath	
Mrs Evelyn Smith	
Mrs Margaret Swan	
Ms Margaret Wilkie	

Principal Office-bearers

Minister:	charge vacant
Interim Moderator (and Trustee)	Reverend Hugh Steele - appointed January 2014
Session Clerk	Ian Brown
Church Treasurer:	Robin Millar

Independent Examiner

Stuart Kerr
5 Greig Place
Lochgelly
KY5 9PD

Bankers

Bank of Scotland,
67 Bank Street,
Lochgelly.
KY5 9QN

Trustees' Annual Report

Year ended 31 December 2014

Structure, Governance and Management

Governing Document

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

Recruitment and Appointment of Trustees

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 minister, who is a member of the Kirk Session, is elected by the congregation and inducted by Presbytery. The Kirk Session ensures that elders who **have elected, not to continue as active elders**, resign and take no part in Kirk Session decisions.

Organisational Structure

The Kirk Session meets four times in a year. Certain responsibilities are delegated as appropriate to Committees (Groups) whose conveners are elders and members of session. The remit of each Group has been agreed by the Kirk Session. The following are the main Groups that have been set up: Finance and Stewardship, Pastoral Care, Property, Mission, Youth & Children's Ministry, Ways and Means, Worship and Education, Admin and Publicity. The Group members are a mixture of elders and church members. The Kirk Session is responsible for further groups in addition to those already mentioned. There are: the Newsletter Production Team, the Newsletter Delivery Team, Website Maintenance, the Children's Ministry Team, Messy Church, the Youth Ministry/'J' Team Group, the Education Group, the Fellowship/Bible Study Group, the Shoe Box Appeal Group, the Flower Group, the Welfare Group, the Healing Ministry Group, the Telephone Contact Team, the Eco Group, the Craft Group, the Tuesday Afternoon Group, the 'Drop In', the Men's Bowling Club, the Women's Bowling Club, the Sunday Teas Group, the Hospitality Team, and the Church Readers Group. The Kirk Session is currently **working towards compliance with the data protection requirements by May 2016**.

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.

The Congregation provides varied services of worship within its two buildings involving Office Bearers and members of the Congregation. These include special all age/ family services such as Palm Sunday, Nativity, Pentecost, Harvest and Advent. A Sunday Club for children is held in both buildings on a Sunday. The elders conduct at least one service every year. The 'J' Team which is for teenagers has not been active during the year due to the vacancy. **The Messy Church for young children and their parents/carers has continued to grow in both Benarty and Lochgelly**. The monthly Healing service has been suspended during the vacancy.

Year ended 31 December 2014

Objectives and Activities (cont)

Social events are organised by the Ways and Means Group throughout the year and take the form of meals, entertainments, Burn's supper and concerts. Members of the Kirk Session are involved with Churches Together which encourages different denominations working together within the local area to organise special events during the year. The church buildings have been made available for Masonic services and activities and this resulted in financial support from the organisation. The Church actively supported the extension of the Dunfermline Foodbank into Benarty. Food donations are accepted every week at both church buildings.

Achievements and Performance

This Congregation provides spiritual growth and service to the parish and local community. There are groups within the Congregation which are responsible for maintaining current achievements and standards and for setting new goals and aspirations. These groups provide the structure by which this Congregation functions and reviews their achievements and future plans at least annually. There is an annual Elders' day arranged to ensure that Elders are equipped to meet the needs of the Congregation. Over the last year the Congregation has supported events which have been held within the church and also in the community such as musical concerts and initiatives organised by Churches Together. The Kirk Session is **continuing to provide active support for the** Street Pastor initiative covering Lochgelly,

The charge remained vacant throughout 2015, with pulpit supply being organised on a weekly basis. For six months in 2015, from May to October, a locum minister was in post. A Nominating Committee has been elected by the members of the Congregation and they are actively involved in seeking out a new Minister.

At the end of 2015 dry rot was discovered in the kitchen and this led to remedial work being carried out, involving a refit of kitchen sink units and new carpeting in the foyer. Grant funding was secured from the Lochgelly Going Forward Project to assist with the cost. This work has improved the facilities available to groups using the church halls for activities. The church halls are used throughout the week supporting local community groups and charities. Fife Society for the Blind, the Lochgelly Womens Creative Arts and Craft Group, Lochgelly and District Amateur Musical Association, Probus Club, slimming and fitness clubs continue to use the halls. The church provides a valued service to the local community. **Due to the retiral of one organist and the long term sickness of another, the church has purchased recorded music to allow Sunday services to proceed with**

Financial Review

The Church's principal source of income is a traditional Free will offering collected through weekly envelopes. In 2014 162 sets of envelopes were issued to members but as in previous years not all of these members returned filled envelopes. At the year end 9 members were making regular payments to the church by way of standing order. The Church is increasingly reliant on substantial fundraising efforts and generating income from letting out the halls.

Year ended 31 December 2014

Reserves Policy

The members of the Kirk Session have reviewed their policy of holding reserves of approximately three months' expenditure including designated funds and have determined to increase reserves to allow for at least six months' expenditure. At the year end the Congregation held unrestricted funds in cash and investments of £84,294 of which £26,334 had been designated for fabric fund. Of this £5,312 was earmarked for meeting the retention due on the Lochgelly modernisation costs.

Statement of Trustees' Responsibilities

The members of the Kirk Session 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 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

Date :

Independent Examiner's Report to the Trustees of Lochgelly and Benarty: St Serf's

I report on the accounts of the charity for the year ended 31 December 2015 which are set out on pages 1 to 13.

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's 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

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: 5 Greig Place
Lochgelly
Fife KY5 9PD

Date:

Lochgelly and Benarty: St Serf's
Receipts and Payments Account
Year ended 31 December 2015

		Unrestricted Funds 2015	Restricted Funds 2015	Endowment Funds 2015	Total 2015	Total 2014
	Note	£	£	£	£	£
<u>Receipts</u>						
Donations	3	51880	3197	-00	55077	58675
Legacies		-00	-00	-00	-00	6853
Grants			1000		1000	500
Fundraising activities		7459	329	-00	7788	7586
Bank & Deposit interest		-00	-00		-00	6
Investment income		2275	-00	84	2359	2284
		<u>61614</u>	<u>4526</u>	<u>84</u>	<u>66224</u>	<u>75904</u>
Rental of premises		9914	-00	-00	9914	9066
Proceeds from sale of investments		-00	-00	-00	-00	-00
Other receipts		-00	-00	-00	-00	17948
		<u>71528</u>	<u>4526</u>	<u>84</u>	<u>76138</u>	<u>102918</u>
<u>Total Receipts</u>						
<u>Payments</u>	4					
Costs of generating funds		299	-00	-00	299	391
Charitable activities		82464	2733	84	85281	75345
Governance costs		100	-00	-00	100	100
Other Payments		-00	65	-00	65	36
		<u>82863</u>	<u>2798</u>	<u>84</u>	<u>85745</u>	<u>75872</u>
<u>Total Payments</u>						
Excess of Receipts over Payments for the year before transfers		(11335)	1,728	0	(9607)	27,046
Transfers		-00		-00	-00	-00
Excess of Receipts over Payments for the year		(11335)	1,728	0	(9607)	27,046

Lochgelly and Benarty: St Serf's
Statement of Balances
At 31 December 2014

	Unrestricted Funds 2015	Restricted Funds 2015	Endowment Funds 2015	Total 2015	Total 2014
Note	£	£	£	£	£
<u>Bank & Deposit Balances</u>					
Bank & deposit balances brought fwd	31,327	5,226	0	36,553	9,507
Movement in year:					
Excess of Receipts over Payments for the year	-11,335	1,728	0	-9,607	27,046
Bank & deposit balances carried fwd	<u>19,992</u>	<u>6,954</u>	<u>0</u>	<u>26,946</u>	<u>36,553</u>
<u>Investments</u>					
Church of Scotland Investors Trust Income Fund 4,568 Units (market value £ 52,075 at 31/12/15)	52,967	0	2,032	54,999	54,999
	<u>52,967</u>	<u>0</u>	<u>2,032</u>	<u>54,999</u>	<u>54,999</u>
Total FUNDS	<u>72,959</u>	<u>6,954</u>	<u>2,032</u>	<u>81,945</u>	<u>91,552</u>

The accounts were approved by the Kirk Session on
For and on behalf of the Kirk Session

2016

Interim Moderator

Treasurer

Lochgelly and Benarty: St Serf's
Statement of Balances
Notes to the Accounts

1. Trustee Remuneration and Related Party Transactions

During the year the former Minister and Trustee, Rev E Stenhouse, received arrears of travelling expenses amounting to £1,473. Rev. Hugh Steele as Interim Moderator and Trustee received travelling expenses of £142. In addition the following members of the Kirk Session received the sums stated for providing services as organists, church officers, security officer or cleaner during the year: (1) J Adams church officer £384; (2) J R Graham organist £770; (3) J McGaw church officer £1,080; (4) L Pepperday church officer £360; (5) J Robertson organist £875; (6) S Scott organist and cleaner £2,590; and (7) G Seath security officer £696.

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 2015 £	Receipts £	Payments £	Transfers £	At 31 Dec 2014 £
Unrestricted funds					
Designated Fabric Fund	26,386	1967	14725	-	13,628
General Fund	57,908	69561	68138	-	59,331
	<u>84,294</u>	<u>71,528</u>	<u>82,863</u>	<u>0</u>	<u>72,959</u>
Restricted funds					
Audio Visual Equipment Fund	314	-	65	-	249
Chairs Fund	81	-	-	-	81
Eco Group Fund	86	-	-	-	86
Flower Fund	454	1908	1538	-	824
J Team Fund	558	-	-	-	558
Lochgelly Kitchen Fund	0	2000	450	-	1,550
Messy Church Fund	435	-	71	-	364
Minister's Robes etc Fund	260	-	-	-	260
Pastoral Group Fund	200	-	-	-	200
Samaritan Fund	1,184	42	40	-	1,186
Sunday Club's Fund	1,397	576	634	-	1,339
Benarty Car Park Fund	53	-	-	-	53
Benarty Special Projects	204	-	-	-	204
	<u>5,226</u>	<u>4526</u>	<u>2798</u>	<u>-</u>	<u>6,954</u>
Endowment funds					
The Williamson Bequest	2,032	84	84	-	2,032
	<u>2,032</u>	<u>84</u>	<u>84</u>	<u>-</u>	<u>2,032</u>
Total funds	<u><u>91,552</u></u>	<u><u>76138</u></u>	<u><u>85745</u></u>	<u><u>-</u></u>	<u><u>81945</u></u>

Lochgelly and Benarty: St Serf's

Statement of Balances

Notes to the Accounts (cont)

Purposes of Designated Funds

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

Purposes of Restricted Funds

Audio Visual Equipment Fund: This is a fund to assist with the cost of producing tapes of church services

Benarty Car Park Fund: This is a fund to assist with the provision of a car park adjacent to the church building in Benarty

Benarty Special Projects: This is a fund to hold monies donated for specific projects relating to the church building in Benarty

Chairs Fund: This is a fund to assist with the cost of furnishings for the churches

Eco Group Fund: This is a fund used to support the work of the church eco group

Flower Fund: This is a fund to provide flowers for use in church activities

J Team Fund: This is a fund used in J Team (Youth Group) activities

Lochgelly Kitchen Fund: This is a fund to assist with repairs to the Lochgelly Church Kitchen

Messy Church Fund: This is a fund created with a grant received to support Messy Church activities and initiatives

Minister's Robes etc Fund: This is a fund to assist with the cost of robes for the Minister and other presentations

Pastoral Group Fund: This is a fund used to support the work of the Pastoral Group

Samaritan Fund: This is a fund used by the Minister for Samaritan purposes

Sunday Club's (formerly School's) Fund: This is a fund used in Sunday Club activities

Purposes of Endowment Funds

Income from the Williamson Bequest is used to provide welfare to elderly members of the congregation.

	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Endowment Funds 2015 £	Total 2015 £	Total 2014 £
3. Analysis of Donations					
WFO Scheme (non Gift Aid)	11371	1657	-00	13027	12660
Gift Aid Donations	22017	1540	-00	23557	23176
Tax Recovered on Gift Aid Donations	8428	-00	-00	8428	8445
Ordinary Offerings (Open Plate)	3168	-00	-00	3168	3335
Other Offerings, Donations etc	6896	-00	-00	6896	11059
	<u>51880</u>	<u>3197</u>	<u>-00</u>	<u>55077</u>	<u>58675</u>

Lochgelly and Benarty: St Serf's

Statement of Balances

Notes to the Accounts (cont)

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Total
4. Analysis of Payments	2015	2015	2015	2015	2014
	£	£	£	£	£
Costs of generating funds					
Offering envelopes	299	-00	-00	299	391
	<u>299</u>	<u>-00</u>	<u>-00</u>	<u>299</u>	<u>391</u>
Charitable activities					
Ministries & Mission contribution	30976	-00	-00	30976	27566
Presbytery dues	1050	-00	-00	1050	1042
Ministry expenses during vacancy	8726	-00	-00	8726	10474
Other staffing costs (inc PAYE)	7867	-00	-00	7867	8315
Cost of Flowers	-00	1538	-00	1538	1871
Fabric repairs & maintenance	14725	450	-00	15175	4156
Benarty improvements (Parking etc.)	-00	-00	-00	-00	6494
Council Tax	814	-00	-00	814	-00
Heat and light	8929	-00	-00	8929	5655
Insurance	4839	-00	-00	4839	4744
Licences	495	-00	-00	495	485
Cleaning (inc materials)	1925	-00	-00	1925	395
Church and Manse garden costs	472	-00		472	170
Sunday school	82	634	-00	716	791
Printing and Stationery	856	-00	-00	856	1442
Publicity and Advertising	663	-00	-00	663	1086
Bequest income to Welfare Group	-00	-00	84	84	84
Other expenses	44	110		155	575
	<u>82464</u>	<u>2733</u>	<u>84</u>	<u>85280</u>	<u>75345</u>
Governance costs					
Independent examiner's fees	100	-00	-00	100	100
	<u>100</u>	<u>-00</u>	<u>-00</u>	<u>100</u>	<u>100</u>
Other payments					
New equipment etc.	-00	65	-00	65	-00
	<u>-00</u>	<u>-00</u>	<u>-00</u>	<u>-00</u>	<u>-00</u>
	<u>-00</u>	<u>65</u>	<u>-00</u>	<u>65</u>	<u>-00</u>

Statement of Balances

Notes to the Accounts (cont)

5. Central Funds

The Ministries and Mission Contribution for 2015 was £41,107 revised to £30,187 to take into account a vacancy allowance due since the charge remains vacant. The reduced figure has been paid in full.

6. Collections for Third Parties in 2015

	2015	2014
Christian Aid	700	871
Church of Scotland HIV Programme	196	
Macmillan Cancer Support	315	403
Poppy Scotland (Retiring Collection)	138	127
Poppy Scotland (Collection Tins)		
Romanian Children	100	
SANDS Fife	145	
Scripture Union Holiday Programme	65	
UNESCO Jars of Change	276	
Victoria Hospice, Kirkcaldy		171
	<hr/>	<hr/>
	1935	1572
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7. Minister's Stipend

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. 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 £26,119 and the maximum stipend (in the fifth and subsequent years of service) £32,098.

Cash in Bank and Deposits at 31 December 2015

Bank of Scotland	13881
Investors Trust Deposit Fund	13060
	<hr/>
	26941
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APPENDIX

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

	2015	2014
	£	£
<u>CONSOLIDATED FABRIC FUND CAPITAL ACCOUNT 552414812</u>		
Credit Balance held at 31 December 2015 at cost	<u>18,320</u>	<u>18,320</u>
Market Value at 31 December 2015	<u>21,295</u>	<u>20,979</u>
 <u>CONSOLIDATED FABRIC FUND REVENUE ACCOUNT 502414811</u>		
Credit Balance held at 31 December 2015	<u>18,238</u>	<u>15,487</u>
 <u>CAPITAL ACCOUNT 56241812 - invested in Church of Scotland Investors Trust Deposit Fund</u>		
Credit Balance held at 31 December 2015	<u>9,699</u>	<u>9,699</u>
	<u> </u>	<u> </u>

St Serf's Church Lochgelly and Benarty: 2016 Proposed Budget

EXPENDITURE	2015 Budget	2015 Actual	2016 Budget
NATIONAL MINISTRY			
Ministries and Mission Allocation	30,976	30,976	32,551
Presbytery Dues	1,050	1,050	1,000
LOCAL STAFFING COSTS			
Ministry Team Travelling Expenses	1,000	728	1,000
Ministry Team Telephone/Stationery	1,000	306	1,000
Pulpit Supply and Locum	10,920	7,692	10,920
Honoraria: Organists	3,800	3,648	3,800
Church Officers	3,600	3,243	3,600
Cleaners	3,000	507	0
PAYE		469	600
BUILDING COSTS			
Heating and Lighting	5,800	8,929	7,500
Insurance	4,790	4,834	5,008
Council Tax	1,000	814	1,000
OTHER LOCAL COSTS			
Printing and Stationery (net)	1,500	1,154	1,300
Publicity and Advertising	750	663	900
Cleaning Contract, materials etc.	450	1,925	2,600
Church and Manse garden expense	450	472	500
Sunday School books and materials	150	90	120
Licences	485	495	560
New Projects	0	0	0
New Equipment	0	0	0
Miscellaneous	200	144	150
TOTAL PAYMENTS	70,921	68,139	74,109
LESS ORDINARY GENERAL INCOME			
Congregational Organisations	4,000	2,941	3,000
Income from use of premises	9,000	9,914	10,000
Income from weddings and funerals	2,500	2,155	2,000
Regular fundraising	7,500	7,459	7,500
Dividends and Interest	2,000	2,200	2,200
	<u>25,000</u>	<u>24,669</u>	<u>24,700</u>
NET EXPENDITURE	45,921	43,470	49,409
OFFERINGS			
WFO Scheme (non Gift Aid)	12,500	11,371	12,500
Gift Aid Donations	23,000	20,836	22,000
Tax recovered on Gift Aid	8,000	8,428	8,000
Ordinary Offerings	3,000	3,168	3,000
Other Offerings, Donations etc.	8,000	1,016	2,000
	<u>54,500</u>	<u>44,819</u>	<u>47,500</u>
SURPLUS/DEFICIT	<u>8,579</u>	<u>1,349</u>	<u>-1,909</u>