

**The Church of Scotland**

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

**2017**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**Congregation No: 241481**

**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 during 2017 were the following members of the Kirk Session i.e. the interim moderator and the active Elders of the Congregation:-

Reverend Muriel Willoughby (appointed as interim moderator March 2016), 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 Violet Fotheringham, Mrs Joyce Goodall, Mr Roy Graham, Mrs June Hutton, Mrs June Kerr, Mrs Marion Lumsden, Ms Linda McGregor, Mrs Elizabeth McMahon, Mrs Elizabeth Martin, Mrs Alexis Michalski, Mr Brian Michalski, Mr Robin Millar, Mr David Moore, Mrs Agnes Moore, Mrs Margaret Morgan, Mrs Moira Neilson, Mrs Nancy Olszok, Mr Ian Patrick, Mrs Laura Pepperday, Mrs Anne Scott, Mrs Sandra Scott, Mrs Agnes Seath, Mr George Seath, Mrs Evelyn Smith, Mrs Margaret Swan.

The following elders have retired from activities and no longer attend and take part in decision-making at the Kirk Session. They remain elders but are not trustees:-

Mrs Margaret Mateos non-active from August 2017

Mrs Susan Dawkes, Mr. Peter Lockhart, Mrs Anne Lockhart, Mrs Lorraine McLean,  
non-active from November 2017.

## **Principal Office-bearers**

Minister: charge vacant (Locum in post January to December)

Interim Moderator (and Trustee): Reverend Muriel Willoughby – from March 2016

Parish Assistant Pamela Scott DCS

Session Clerk: Ian Brown  
Depute Session Clerk Betty Martin

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 2017**

### **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 to administer the business of the church. Other meetings are called by the interim moderator when necessary. Certain responsibilities are delegated as appropriate to Committees (Groups) whose conveners are elders or members of the congregation. 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, 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 and Facebook Maintenance, the Children's Ministry Team, Messy Church, the Youth Ministry, the Fellowship/Bible Study Group, the Shoe Box Appeal Group, the Flower Group, the Welfare Group, the Healing Ministry Group, 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 complies with the advice of Dunfermline Presbytery in relation to Data Protection requirements.

#### **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.



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

### **Year ended 31 December 2017**

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 Parish Assistant works with the local primary schools to encourage connection between the church and young people. The monthly Healing service has been suspended during the vacancy.

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 Benarty and Lochgelly Churches Together which encourages different Christian denominations to work together to organise additional Christian events during the year. The church buildings were made available for Masonic services resulting in additional financial support. The congregation actively supported the extension of the Dunfermline Foodbank into Benarty. Food donations are accepted every week at both church buildings.

The church provides a valued service to the local community. The church halls are used regularly by various community organisations including Probus, Fife Young Carers and Lochgelly Amateur Dramatic and Musical Association. There are also a number of local groups using the halls to provide, amongst other activities, Substance abuse support, Highland Dancing, Craft work, and Slimming (both WeightWatchers and Scottish Slimmers hold meetings). NHS Fife also hold COPD sessions on a twice weekly basis.

#### **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 in their reports to the Kirk Session. There is an annual Elders' event arranged to motivate the Elders to help 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 Benarty and Lochgelly Churches Together. The Kirk Session is continuing to provide active support for the Street Pastor initiative covering Lochgelly, Cowdenbeath and Kelty.

The charge remained vacant throughout 2017, with a locum Reverend Geoffrey Probert in post. Rev. Probert's appointment was confirmed until March 2018, by his entering into a contract, with the support and guidance of the HR and legal departments of the Church of Scotland.

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

### **Year ended 31 December 2017**

A Nominating Committee was elected by the members of the Congregation and it is actively involved in seeking out a new Minister.

The church has purchased a Hymnal Plus music system to allow Sunday services to proceed with musical accompaniment to hymn singing. This portable system is also available to groups like Benarty and Lochgelly Churches Together and is used for monthly services in two nearby nursing homes.

A new photocopier and laptop were acquired for the Lochgelly church office using monies from the Kerr Bequest. This has greatly improved administration services and has reduced the expenditure in producing Orders of Service and the twice yearly newsletter.

### **Financial Review**

The Church's principal source of income remains the traditional Free will offering collected through weekly envelopes. In 2017, 133 sets of envelopes were issued to members but as in previous years not all of these members returned filled envelopes. 74 persons made donations under gift aid declarations allowing tax on these payments to be recovered by the Church. The Church also benefitted from the Gift Aid Small Donations Scheme reclaiming tax on small donations made at both the Lochgelly and Benarty places of worship. At the year end, 17 members were making regular payments to the church by way of standing order, an increase from 15 in 2016. The Church however is increasingly reliant on substantial fundraising efforts and generating income from letting out the halls.

### **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 and the maintenance costs associated with four buildings, three of which are listed as of architectural interest. At the year end the Congregation held unrestricted funds in cash and investments of £99,342 of which £18,622 has been designated for fabric fund to go towards a number of outstanding property improvements including toilet upgrading at Lochgelly, manse sustainability and window replacement and decoration at Benarty.

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

**Year ended 31 December 2017**

### **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.

The annual accounts are published on the church website when approved by the Kirk Session and presented to the congregation at the Annual Stated meeting.

Approved by the Trustees and signed on their behalf on 20 February 2018

**"Ian A. Brown"      Session Clerk**



## **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 2017 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            **'Stuart Kerr'**

Address:

Date:            10 March 2018



**Lochgelly and Benarty: St Serf's**  
**Receipts and Payments Account**  
**Year ended 31 December 2017**

		Unrestricted Funds 2017 £	Restricted Funds 2017 £	Endowment Funds 2017 £	Total 2017 £	Total 2016 £
<b><u>Receipts</u></b>	<b>Note</b>					
Donations	3	52,956	2,157	-	55,113	54,134
Legacies		-	-	-	-	44,685
Grants		-	3,500	-	3,500	2,347
Fundraising activities		8,904	235	-	9,139	8,457
Bank & Deposit interest		72	-	-	72	89
Investment income		3,072	-	88	3,160	2,722
		65,004	5,892	88	70,984	112,434
Rental of premises		9,145	-	-	9,145	7,868
Proceeds from sale of investments		-	-	-	-	-
Receipts from General Trustees		-	-	-	-	3,955
Other receipts		-	-	-	-	-
<b><u>Total Receipts</u></b>		<b><u>74,149</u></b>	<b><u>5,892</u></b>	<b><u>88</u></b>	<b><u>80,129</u></b>	<b><u>124,257</u></b>
<b><u>Payments</u></b>	<b>4</b>					
Costs of generating funds		275	-	-	275	268
Charitable activities		85,769	2,563	88	88,420	80,886
Governance costs		100	-	-	100	100
Other Payments		3,495	-	-	3,495	2,771
<b><u>Total Payments</u></b>		<b><u>89,639</u></b>	<b><u>2,563</u></b>	<b><u>88</u></b>	<b><u>92,290</u></b>	<b><u>84,025</u></b>
<b>Excess of Payments over Receipts for the year before transfers</b>		<b>- 15,490</b>	<b>3,329</b>	<b>-</b>	<b>- 12,161</b>	<b>40,232</b>
<b>Transfers to investments</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,990</b>
<b>Excess of Payments over Receipts for the year</b>		<b>- 15,490</b>	<b>3,329</b>	<b>-</b>	<b>- 12,161</b>	<b>20,242</b>

**Lochgelly and Benarty: St Serf's**  
**Statement of Balances**  
**At 31 December 2017**

	Note	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Endowment Funds 2017 £	Total 2017 £	Total 2016 £
<b><u>Bank &amp; Deposit Balances</u></b>						
Bank & deposit balances brought fwd		41,875	5,313	0	47,188	26,946
<b>Movement in year:</b>						
Excess of Payments over Receipts for the year		-15,490	3,329	0	-12,161	20,242
<b>Bank &amp; deposit balances carried fwd</b>	<b>8</b>	<u>26,385</u>	<u>8,642</u>	<u>0</u>	<u>35,027</u>	<u>47,188</u>
<b><u>Investments</u></b>						
Church of Scotland Investors Trust Income Fund						
4,568 Units (market value £ 56,826 at 31/12/17)		52,967	0	2,032	54,999	54,999
1,752 Units (market value £21,795 at 31/12/17)		19,990			19,990	19,990
		<u>72,957</u>	<u>0</u>	<u>2,032</u>	<u>74,989</u>	<u>74,989</u>
<b><u>Total Funds</u></b>					<u>110,016</u>	<u>122,177</u>

The accounts were approved by the Kirk Session on 20 February 2018  
For and on behalf of the Kirk Session

'Ian A Brown'                      Session Clerk  
  
'Robin J Millar'                    Treasurer

**Lochgelly and Benarty: St Serf's**  
**Year ended 31 December 2017**  
**Notes to the Accounts**

**1. Trustee Remuneration and Related Party Transactions**

During the year Rev M Willoughby as Interim Moderator and Trustee received £174 by way of travelling expenses. In addition the following Trustees and members of the Kirk Session received the sums stated for providing services as organists, church officers and security officer during the year: (1) J Adams church officer £128; (2) J R Graham organist £360; (3) J McGaw church officer £960; (4) L Pepperday church officer £1,177; (5) S Scott organist £1,760; and (6) G Seath security officer £858.

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 2017 £	Receipts £	Payments £	Transfers £	At 31 Dec 2017 £
<b>Unrestricted funds</b>					
Designated Fabric Fund	31,464	1,191	13,993	-	18,662
Designated IT Fund (Kerr Bequest)	19,700	-	3,455	-	16,245
General Fund	63,668	72,958	72,191	-	64,435
	<u>114,832</u>	<u>74,149</u>	<u>89,639</u>	<u>-</u>	<u>99,342</u>
<b>Restricted funds</b>					
Audio Visual Equipment Fund	249	-	-	-	249
Chairs Fund	81	-	-	-	81
Eco Group Fund	86	-	-	-	86
Flower Fund	821	1,831	1,651	-	1,001
J Team Fund	558	-	-	-	558
Lochgelly Community Use Improveme	-	3500	-	-	3,500
Messy Church Fund	280	-	-	-	280
Minister's Robes etc Fund	260	-	-	-	260
Pastoral Group Fund	88	-	45	-	43
Samaritan Fund	1,196	61	5	-	1,252
Sunday Club's Fund	1,437	500	862	-	1,075
Benarty Car Park Fund	53	-	-	-	53
Benarty Special Projects	204	-	-	-	204
	<u>5,313</u>	<u>5892</u>	<u>2563</u>	<u>-</u>	<u>8,642</u>
<b>Endowment funds</b>					
The Williamson Bequest	2,032	88	88	-	2,032
	<u>2,032</u>	<u>88</u>	<u>88</u>	<u>-</u>	<u>2,032</u>
<b>Total funds</b>	<u>122,177</u>	<u>80,129</u>	<u>92,290</u>	<u>-</u>	<u>110,016</u>



## Lochgelly and Benarty: St Serf's

Year ended 31 December 2017

### Notes to the Accounts (cont)

#### Purposes of Designated Funds

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

IT Fund: The Trustees have set aside legacy monies to improve the IT infrastructure

#### 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 Community Use Improvements Fund: This is a fund created with a grant from the Four Winds Trust to upgrade the toilet facilities in the Lochgelly church

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 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 2017 £	Restricted Funds 2017 £	Endowment Funds 2017 £	Total 2017 £	Total 2016 £
<b>3. Analysis of Donations</b>					
WFO Scheme (non Gift Aid)	12,515		-	12,515	11,897
Gift Aid Donations	22,798	605	-	23,403	22,591
Tax Recovered on Gift Aid Donations	8,991	-	-	8,991	8,225
Ordinary Offerings (Open Plate)	4,069	-	-	4,069	3,002
Other Offerings, Donations etc	4,583	1,552	-	6,135	8,419
	<u>52,956</u>	<u>2,157</u>	<u>-</u>	<u>55,113</u>	<u>54,134</u>

**Lochgelly and Benarty: St Serf's****Year ended 31 December 2017****Notes to the Accounts (cont)**

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Total
	2017	2017	2017	2017	2016
	£	£	£	£	£
<b>4. Analysis of Payments</b>					
<b>Costs of generating funds</b>					
Offering envelopes	275	-	-	275	268
	<u>275</u>	<u>-</u>	<u>-</u>	<u>275</u>	<u>268</u>
<b>Charitable activities</b>					
Ministries & Mission contribution	32,713	-	-	32,713	30,978
Presbytery dues	976	-	-	976	986
Ministry expenses during vacancy	12,441	-	-	12,441	10,687
Other staffing costs (inc PAYE)	8,855	-	-	8,855	7,409
Flower Fund costs	-	1,651	-	1,651	1,697
Fabric repairs & maintenance	13,993	-	-	13,993	8,738
Council Tax	1,392	-	-	1,392	1,479
Heat and light	7,179	-	-	7,179	6,841
Insurance	4,554	-	-	4,554	4,920
Telephone, Licences, Website etc.	1,317	-	-	1,317	696
Cleaning materials	349	-	-	349	2,339
Church and Manse garden costs	629	-	-	629	639
Sunday club costs	110	862	-	972	668
Printing and Stationery	639	-	-	639	1,586
Publicity and Advertising	563	-	-	563	916
Bequest income to Welfare Group	-	-	88	88	84
Other expenses	59	50	-	109	223
	<u>85,769</u>	<u>2,563</u>	<u>88</u>	<u>88,420</u>	<u>80,886</u>
<b>Governance costs</b>					
Independent examiner's fees	100	-	-	100	100
	<u>100</u>	<u>-</u>	<u>-</u>	<u>100</u>	<u>100</u>
<b>Other payments</b>					
Purchase of new equipment	3,495	-	-	3,495	2,771
	<u>3,495</u>	<u>-</u>	<u>-</u>	<u>3,495</u>	<u>2,771</u>

**Lochgelly and Benarty: St Serf's**  
**Year ended 31 December 2017**  
**Notes to the Accounts (cont)**

**5. Central Funds**

The Ministries and Mission Contribution for 2016 was originally £43,633 and was revised to £32,713 to take into account a vacancy allowance of £10,920. The reduced contribution has been paid in full.

**6. Collections for Third Parties in 2017**

	2017	2016
Build a house in Nepal	0	881
Christian Aid	553	625
Poppy Scotland (including collection cans in both churches)	297	235
Queen Margaret Hospice Ward	0	151
Romanian Children	50	50
CHAS	110	0
	<u>1010</u>	<u>1942</u>

**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 £26,664 and the maximum stipend (in the fifth and subsequent years of service) £32,743

**8. Cash in Bank and Deposits at 31 December 2017**

	2017	2016
Bank of Scotland	21806	34039
Investors Trust Deposit Fund	13221	13149
	<u>35027</u>	<u>47188</u>



## APPENDIX

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

	2017 £	2016 £
<b><u>CONSOLIDATED FABRIC FUND CAPITAL ACCOUNT 552414812</u></b>		
Credit Balance held at 31 December 2017 at cost	<u>18,320</u>	<u>18,320</u>
Market Value at 31 December 2017	<u>24,134</u>	<u>23,346</u>
<b><u>CONSOLIDATED FABRIC FUND REVENUE ACCOUNT 502414811</u></b>		
Credit Balance held at 31 December 2017	<u>21,917</u>	<u>17,329</u>
<b><u>CAPITAL ACCOUNT 56241812 - invested in Church of Scotland Investors Trust Deposit Fund</u></b>		
Credit Balance held at 31 December 2017	<u>9,699</u>	<u>9,699</u>