

The Church of Scotland

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

2020

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 2020 were the following members of the Kirk Session i.e. the moderator or interim moderator and the active Elders of the Congregation:-

Rev Dr Jean Kirkwood (appointed as interim moderator July 2019 and discharged November 2020), Rev Zoltan Safrany (moderator from November 2020), Mr Kevin Anderson (from October 2020), Mrs Wendy Anderson (from October 2020), Mr Norman Black (from October 2020), Mrs Ethne Brown, Mr Ian Brown, Mrs Helga Campbell, Mr Ronald Campbell, Miss Elizabeth Cousland, Mrs Violet Fotheringham, Mr William Gardiner (from October 2020), Mrs Joyce Goodall, Mr Roy Graham, 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, and Mrs Lorraine McLean, non-active from November 2017.

Mrs Jean Adams and Mrs June Hutton non-active from August 2020

Mr Jim Carlisle and Mrs Margaret Carlisle non-active from October 2020

Principal Office-bearers

Minister (and Trustee):	Rev. Zoltan Safrany - inducted 12 November 2020
Interim Moderator (and Trustee):	Dr Jean Kirkwood – from July 2019 to November 2020
Deacon	Pamela Scott DCS
Outreach Worker	Aileen Christie
Session Clerk <u>pro tem</u> :	T Ritchie Campbell
Church Treasurer:	Robin Millar

Independent Examiner

Stuart Kerr



Bankers

Bank of Scotland,
349/351 High Street,
Cowdenbeath
Fife
KY4 9QJ

Trustees' Annual Report

Year ended 31 December 2020

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 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, Worship & Children's Ministry, Ways and Means, 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, Messy Church, the Fellowship/Bible Study Group, the Shoe Box Appeal Group, the Welfare 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, the Church Readers Group as well as a Funeral Team. 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 2020

The activities of the Congregation have been restricted and over-shadowed throughout 2020 by the Covid-19 pandemic and the steps taken by national government to control it. As a result Sunday services and other regular activities could not take place in the churches between March and September and again from 26 December onwards. Between 20 September and 25 December Sunday and Christmas services took place subject to national regulations on mask wearing and social distancing. The services on Christmas Day (in Hungarian and English) and 27 December were made available online. The following paragraphs reflect what would be the normal activities of the Congregation in an unaffected year.

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, and Harvest. The Messy Church for young children and their parents/carers which began in 2010 has continued to be a regular feature. The Deacon and Outreach Worker work with the local primary schools to encourage connection between the church and young people.

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, coffee mornings, car boot sales, summer and Christmas fayres. The Congregation through the Ministry team is involved with Benarty and Lochgelly Churches Together (BLCT) which encourages different Christian denominations to work together to organise additional Christian events during the year including a Good Friday service, Easter or Harvest Songs of Praise and Brass Band Carol Service.

The church provides a valued service to the local community. The church halls are used regularly by various community organisations. There are also a number of local groups using the halls to provide, social activities.

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.

Contact with local schools has been successfully expanded by the members of the Ministry Team

The charge remained vacant throughout most of 2020 with a locum, Reverend William McCulloch in post until the end of May 2020. The Congregation are thankful to all those ministers, deacons and readers who provided services and support throughout the long vacancy.

The church has 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.

Trustees' Annual Report (cont)

Year ended 31 December 2020

Financial Review

The principal fund is the General Fund. The main source of income for this remains the traditional Free Will offering (FWO) collected through weekly envelopes. Until this year's lockdown, the other major income contributions were rents for hall lets and regular fundraising events but these dried up throughout 2020. During the year 107 sets of FWO envelopes (down from 119 in 2019) were issued to members but as in previous years not all of these members returned filled envelopes.

69 persons (68 in 2019) made their donations under gift aid declarations. These declarations allow tax already paid on these payments to be recovered by the Church. The Church also benefitted from the Gift Aid Small Donations Scheme reclaiming tax of £3,148 on small donations made at both the Lochgelly and Benarty places of worship. The total tax recovered amounted to £8,654 (slightly down from £8,696 in 2019).

Due to the lockdown some members made standing orders to maintain church income in the absence of attendance at church and by the year end, 25 members (up from 21 in 2019) were making regular payments to the church by way of standing order. Other members continued to fill envelopes or sent cheques to the treasurer. £149 was generated by Easyfundraising, which allows the church to benefit from on-line shopping carried out by supporters.

Reserves Policy

The members of the Kirk Session have reviewed their policy of holding reserves of approximately three months' expenditure including designated funds and had hoped 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. As a result of declining income however and the continued restrictions it may be that existing reserves will be called on to meet the Ministries and Mission requirements of the national church and other running costs.

At the year end the Congregation held unrestricted funds in cash and investments of £78,369 of which £14,354 has been designated as a fabric fund to go towards a number of outstanding property improvement and maintenance projects including toilet upgrading at Lochgelly, manse sustainability and decoration at Benarty. A further £7,711 remains designated for improvements to the IT infrastructure of both church buildings.

Trustees' Annual Report (cont)

Year ended 31 December 2020

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 9 FEBRUARY 2021

"T. Ritchie Campbell" Session Clerk and Trustee

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 2020 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: 23 MARCH 2021

Lochgelly and Benarty: St Serf's
Receipts and Payments Account
Year ended 31 December 2020

		Unrestricted	Restricted	Endowment		
		Funds	Funds	Funds	Total	Total
		2020	2020	2020	2020	2019
<u>Receipts</u>	Note	£	£	£	£	£
Donations	3	41,453	1,555	-	43,008	52,470
Legacies		-	-	-	-	2,000
Grants		225	-	-	225	-
Fundraising activities		1,302	-	-	1,302	8,639
Bank & Deposit interest		84	-	-	84	109
Investment income		2,919	-	83	3,002	3,160
		<u>45,983</u>	<u>1,555</u>	<u>83</u>	<u>47,621</u>	<u>66,378</u>
Rental of premises		2,659	-	-	2,659	9,930
Proceeds from sale of investments		-	-	-	-	-
Receipts from General Trustees		7,185	-	-	7,185	13,797
Other receipts (furlough payments)		1,100	-	-	1,100	-
<u>Total Receipts</u>		<u>56,927</u>	<u>1,555</u>	<u>83</u>	<u>58,565</u>	<u>90,105</u>
<u>Payments</u>	4					
Costs of generating funds		252	-	-	252	252
Charitable activities		63,207	474	83	63,764	87,406
Governance costs		-	-	-	-	100
Other payments		204	-	-	204	492
<u>Total Payments</u>		<u>63,663</u>	<u>474</u>	<u>83</u>	<u>64,220</u>	<u>88,250</u>
Excess of Payments over Receipts for the year before transfers		- 6,736	1,081	-	- 5,655	1,855
Transfers		-	-	-	-	-
Excess of Payments over Receipts for the year		<u>- 6,736</u>	<u>1,081</u>	<u>-</u>	<u>- 5,655</u>	<u>1,855</u>

Lochgelly and Benarty: St Serf's
Statement of Balances
At 31 December 2020

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Endowment Funds 2020 £	Total 2020 £	Total 2019 £
<u>Bank & Deposit Balances</u>						
Bank & deposit balances brought fwd		12,149	10,892	-	23,041	21,186
<u>Movement in year:</u>						
Excess of Payments over Receipts for the year	-	6,736	1,081	-	5,655	1,855
Bank & deposit balances carried fwd	8	5,413	11,973	-	17,386	23,041
<u>Investments</u>						
Church of Scotland Investors Trust Income Fund						
4,568 Units (market value £58,059 at 31/12/20)		52,967	-	2,032	54,999	54,999
1,752 Units (market value £ 22268 at 31/12/20)		19,990	-	-	19,990	19,990
		<u>72,957</u>	<u>-</u>	<u>2,032</u>	<u>74,989</u>	<u>74,989</u>
<u>Total Funds</u>					<u>92,375</u>	<u>98,030</u>

The accounts were approved by the Kirk Session on **9 FEBRUARY 2021**
For and on behalf of the Kirk Session

"T RITCHIE CAMPBELL" **Session Clerk and Trustee**

" R. J. MILLAR" **Treasurer and Trustee**

Lochgelly and Benarty: St Serf's
Year ended 31 December 2020
Notes to the Accounts

1. Trustee Remuneration and Related Party Transactions

During the year the following Trustees and members of the Kirk Session received the sums stated as remuneration for providing services as organists and church officers during the year: (1) K Anderson church officer £1,200; (2) L Pepperday church officer £1,200; (3) S Scott organist £280; and (4) G Seath church officer £1,200. No other expenses were paid to trustees.

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 2020 £	Receipts £	Payments £	Transfers £	At 31 Dec 2020 £
Unrestricted funds					
Designated Fabric Fund	11,355	7,495	4,496	-	14,354
Designated IT Fund (Kerr Bequest)	7,711	-	-	-	7,711
General Fund	66,039	49,432	59,167	-	56,304
	<u>85,105</u>	<u>56,927</u>	<u>63,663</u>	<u>-</u>	<u>78,369</u>
Restricted funds					
Chairs Fund	81	-	-	-	81
Eco Group Fund	86	-	-	-	86
Flower Fund	834	998	474	-	1,358
J Team Fund	501	-	-	-	501
Lochgelly Community Use Improveme	6,580	500	-	-	7,080
Messy Church Fund	182	-	-	-	182
Minister's Robes etc Fund	260	-	-	-	260
Samaritan Fund	1,449	-	-	-	1,449
Sunday Club's Fund	866	57	-	-	923
Benarty Car Park Fund	53	-	-	-	53
	<u>10,892</u>	<u>1,555</u>	<u>474</u>	<u>-</u>	<u>11,973</u>
Endowment funds					
The Williamson Bequest	2,032	83	83	-	2,032
	<u>2,032</u>	<u>83</u>	<u>83</u>	<u>-</u>	<u>2,032</u>
Total funds	<u>98,029</u>	<u>58,565</u>	<u>64,220</u>	<u>-</u>	<u>92,374</u>

Lochgelly and Benarty: St Serf's

Year ended 31 December 2020

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

Benarty Car Park Fund: This is a fund to assist with the provision of a car park adjacent 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 intended to be used to upgrade toilets 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

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 through St Serf's Welfare Group.

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Endowment Funds 2020 £	Total 2020 £	Total 2019 £
3. Analysis of Donations					
WFO Scheme (non Gift Aid)	8,061		-	8,061	11,491
Gift Aid Donations	17,979	375	-	18,354	22,052
Tax Recovered on Gift Aid Donations	8,654	-	-	8,654	8,696
Ordinary Offerings (Open Plate)	3,273	-	-	3,273	4,032
Other Offerings, Donations etc	3,486	1,180	-	4,666	6,199
	<u>41,453</u>	<u>1,555</u>	<u>-</u>	<u>43,008</u>	<u>52,470</u>

Lochgelly and Benarty: St Serf's**Year ended 31 December 2020****Notes to the Accounts (cont)**

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Total
	2020	2020	2020	2020	2019
	£	£	£	£	£
4. Analysis of Payments					
Costs of generating funds					
Offering envelopes	252	-	-	252	252
	<u>252</u>	<u>-</u>	<u>-</u>	<u>252</u>	<u>252</u>
Charitable activities					
Ministries & Mission contribution	31,170	-	-	31,170	29,441
Presbytery dues	1,428	-	-	1,428	1,472
Ministry expenses	7,424	-	-	7,424	14,306
Other staffing costs (inc PAYE)	3,867	-	-	3,867	8,560
Flowers in church	-	474	-	474	1,664
Fabric repairs & maintenance	4,496	-	-	4,496	15,043
Council Tax	0	-	-	0	816
Heat and light	7,746	-	-	7,746	6,596
Insurance	4,593	-	-	4,593	4,556
Telephone, Licences, Website costs	711	-	-	711	1,514
Cleaning materials	224	-	-	224	369
Church and Manse garden costs	808	-	-	808	794
Sunday club expenses	8	-	-	8	465
Printing and Stationery	311	-	-	311	632
Publicity and Advertising	282	-	-	282	543
Bequest income to Welfare Group	-	-	83	83	88
Other expenses inc. outreach	139	-	-	139	547
	<u>63,207</u>	<u>474</u>	<u>83</u>	<u>63,764</u>	<u>87,406</u>
Governance costs					
Independent examiner's fees	0	-	-	-	100
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100</u>
Other payments					
Purchase of new equipment	204	-	-	204	492
	<u>204</u>	<u>-</u>	<u>-</u>	<u>204</u>	<u>492</u>

Lochgelly and Benarty: St Serf's

Year ended 31 December 2020

Notes to the Accounts (cont)

5. Central Funds

The Ministries and Mission Contribution for 2020 was originally £44,077 and was revised to £30,056 to take into account endowment income and a vacancy allowance of £11,196. This was adjusted after the induction of the new minister to £31,580. Presbyter awarded a reduction of £410 in making the final figure for the year £31,170. This final sum has been paid in full.

6. Collections for Third Parties in 2020

	2020	2019
Christian Aid		498
Poppy Scotland (including collection cans in both churches)	286	313
S.A.N.D.S Fife		131
Try Praying	126	91
Journeying Together	50	
	<hr/> 462	<hr/> 1,033

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 £28,137 and the maximum stipend (in the fifth and subsequent years of service) £34,577

8. Cash in Bank and Deposits at 31 December 2020

	2020	2019
Bank of Scotland	£ 8,904	£ 9,643
Investors Trust Deposit Fund	£ 8,482	£ 13,399
	<hr/> £ 17,386	<hr/> £ 23,041

APPENDIX

FUNDS HELD ON BEHALF OF THE CONGREGATION

BY THE CHURCH OF SCOTLAND GENERAL TRUSTEES

	2020 £	2019 £
<u>CONSOLIDATED FABRIC FUND CAPITAL ACCOUNT 552414812</u>		
Credit Balance held at 31 December 2020 at cost	<u>18,320</u>	<u>18,320</u>
Market Value at 31 December 2020	<u>24,765</u>	<u>25,396</u>
<u>CONSOLIDATED FABRIC FUND REVENUE ACCOUNT 502414811</u>		
Credit Balance held at 31 December 2020	<u>14,184</u>	<u>16,658</u>
<u>CAPITAL ACCOUNT 56241812 - invested in Church of Scotland Investors Trust Deposit Fund</u>		
Credit Balance held at 31 December 2020	<u>9,699</u>	<u>9,699</u>