



Scottish Charity: SC042663

**Trustees' Annual Report  
&  
Receipts and Payments Accounts  
1 January 2014- 31 December 2014**

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1 January 2014- 31 December 2014

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## TRUSTEES' ANNUAL REPORT

For the year 1 January 2014- 31 December 2014

The Trustees present their annual report and financial statements for the year ended 31<sup>st</sup> December 2014 along with the independent examiner's report.

**Reference and administration details**

**Charity Name:** Westhill & District Men's Shed

**Also known as:** Westhill Men's Shed

**Charity number:** SC042663

**Registered Office and**

**Principle Address:** Westhill Men's Shed, Hays Way, Westhill, AB32 6XZ

**Trustees:**

The following served as charity trustees during the year and up to the date of this report

Alistair Stewart

Jason Schroder

Luciano Forno

Nicholas Pilbeam

Vice Chairman to 22 October 2014, from then Chairman

Ron McKail

Treasurer

Jeremy Watt

Secretary

William Loudon

Alan Eastall

David Thomson

Other trustees were:

Martin Kehoe, Chairman, resigned 22 October 2014

Ian MacMaster was co-opted to the board 22 October 2014 Vice Chairman

David Thomson was co-opted to the board 18 March 2015

**Structure Governance and Management**

The Shed in this report will refer to Westhill & District Men's Shed.

The charity is a voluntary association governed by its constitution which was adopted in August 2011 and registered with the Office of the Scottish Charity Regulator (OSCR) as an SCIO.

The management and administration of the charity is the responsibility of the charity trustees. New trustees are recruited from the membership, proposed by the trustees and appointed by members at an AGM.



## TRUSTEES' ANNUAL REPORT

For the year from 1 January to 31 December 2014

### **Objectives and Activities**

The organisation's purpose is to address the social, health and wellbeing needs of men of all ages and backgrounds living in Westhill and surrounding areas, through the creation, upkeep and development of facilities in which men can meet and jointly or individually undertake creative, physical and recreational activities of their choice.

The main activity of the charity is to provide a building with a workshop area and provision for social interaction. The members undertake projects, meetings and social events in the building.

### **Achievements and performance**

The Shed will have been open for nearly 2 years at the end of 2014. In that time we have exceeded the targets for attendance and membership of the Shed several times over. Towards the end of the year approximately 60 man visits per week were achieved.

The activities, community interaction, events undertaken and sense of friendship and camaraderie in the Shed have been excellent. That we are achieving the goals of reducing social isolation is also surfacing as the shedders become more comfortable with each other and share their stories.

The community is supporting us by commissioning projects, giving tool donations and, with local fundraising, the income has achieved a surplus of nearly £6000 in 2014 which is a position we did not expect to be in. Thanks to all the shedders who put in their time and effort to achieve this.

However this should be put in the context that all Shed members are volunteers and that Aberdeenshire council are supporting us through a low rental for the building and this results in very low costs.

We are currently benefitting from being the first shed open from men who like the concept, camaraderie and facilities, travelling (up to 25 miles) to our Shed. Many are involved in the creation of men sheds in their own community and we can expect to lose these men when theirs are running. This might not be easy for them as they have commented that they are torn; they will be leaving a lot of friends behind.

### **Financial review**

The year started with an opening balance of £11797 and closed with a balance of £11050.

£12,096 was raised during the year. The main income streams were:

## TRUSTEES' ANNUAL REPORT

For the year from 1 January to 31 December 2014

- £1614 in cash and cheque/BACS donations. This consists of donations to the tea and coffee fund as well as donations from the Lions, Round Table, Community Council and individuals.
- Commissioned Income £3865. The payment for items repaired and made to order makes this category. It is raised using a formula that means the community (primary schools, other charities, and general public) get a much reduced cost compared to commercial rates. At the same time we are keen not to take trade from local tradesmen.
- Grants.
  - An unrestricted grant of £1500.
  - A restricted grant to purchase a steam engine of £2000. This is underway and was purchased to form a focus for men wishing to cooperate on a challenging engineering project. The engine is in the process of being stripped down.

Expenditure totalled £6919. Mainly consisting of:

- Training costs £40.
- Facility costs £1915. Utilities (electricity), broadband.
- £2170 Tools and equipment, materials (mainly wood and hardware)
- Admin costs £1176. Printing, stationary, stamps.
- £1618 spent from restricted funds on steam engine.

The surplus was £5177 before transfers.

### Building fund

The Shed's 5 year lease for the building has 3 years to run (from February 2015). We would wish to renew the lease on the same terms but cannot guarantee this will be available.

Should we have to find other premises there is an estimated cost of £10,000 to remove and convert the new premises (the current building cost this amount to convert). We would experience a year's disruption (£6000 to cover) and would want a year's rental in reserve until running again. A commercial rent for the current building is £18,000 p.a. so in total we need £34,000 in reserve.

£6000 has been transferred to a savings account towards this goal. With this transfer the deficit for the year was £823.

Approved by the Trustees on day <sup>28</sup>.....month <sup>6</sup>.....year <sup>2015</sup>..... and signed on their behalf by



N. Pilbeam - Chairman



**INDEPENDENT EXAMINERS REPORT**

For the year from 1 January to 31 December 2014

I report on the accounts of the Westhill & District Men's Shed (SC042663) for the year ended 31 December 2013 which are set out on pages 6— 11

**Respective responsibilities of trustee 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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 as amended in 2010. 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 explanation from the Trustees concerning 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 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.

**I McClean,**

36 Kinmundy Drive, Westhill AB32 6SU

Dated: 29 Day 06 Month 15 Year

I. m<sup>c</sup>Clean

## STATEMENT OF RECEIPTS AND PAYMENTS

For the year from 1 January to 31 December 2014

	Notes	Unrestricted £	Restricted £	Total £	2013 £
<b>Receipts</b>					
Donations	note2	1,538		1,538	3,212
Commissioned Income	note3	3,865		3,865	1,470
Local Fundraising	note4	3,112		3,112	470
Grants	note5	1,500	2,000	3,500	7,946
Bank Interest		5		5	6
Petty Cash Retained	note10	1,046		1,046	
<b>Total Receipts</b>		11,067	2,000	13,067	13,104
<b>Payments</b>					
Personnel	note11	40		40	914
Facility Costs		1,915		1,915	1,313
Equipment and materials	note6	2,170	1,618	3,788	1,954
Commissioned Income Expenses		-		-	490
Admin. Costs	note7	1,176		1,176	1,714
Petty Cash Expenses paid	note10	970		970	
<b>Total Payments</b>		6,272	1,618	7,890	6,385
<b>Surplus/(Deficit) before transfers</b>		4,795	382	5,177	6,719
<b>Transfers</b>	note8	6,000		6,000	-
<b>Surplus/(Deficit) after transfers</b>		(823)			6,719

STATEMENT OF BALANCES

For the year from 1 January to 31 December 2014

	Notes	Unrestricted £	Restricted £	Total £	2013
<b>Bank and Cash in hand</b>					
Opening Balances	Note11	11,797		11,797	23,447
Surplus/(Deficit) for year		(1,205)	382	(823)	(11,703)
Closing Balances		10,592	382	10,974	11,744
<b>Assets</b>					
Major machinery and other items valued over £200- replacement values		10,600			10,600
<b>Liabilities</b>					
None					
<b>Reserve Funds</b>					
Account no 2		6,000			-

These accounts were approved by the Trustees on day.....28..... Month.....6.....year.....15 and signed on behalf of the Westhill and District Men's Shed by:

  
N Pilbeam Chairman

  
Ron McKail Treasurer



## NOTES TO THE ACCOUNTS

For the year from 1 January to 31 December 2014

### **Note1 Trustee remuneration and expenses**

No remuneration was made to a trustee.

No reimbursements of expenses were made to a trustee in the year.

### **Note2 Donations**

Donations are cash and cheque/BACS donations to unrestricted funds. We have not made an application; if we have they are accounted in Grants. These are the amounts paid into the bank, transfers from petty cash to bank and the net increase in petty cash over the year of £75.89.

### **Note3 Commissioned income**

Commissioned income is the proceeds from the sale of items we have made, refurbished or repaired.

### **Note4 Local fundraising**

Fundraising from running local events- bag packing, raffles for example.

### **Note5 Grants**

	Unrestricted	Restricted	Total
	£	£	£
Foundation Scotland		2000	2000
Maple Trust	1500		1500

### **Note6 Equipment and materials**

Replacement of machinery at end of life, wood and hardware for construction or repair of items for sale in the workshop. Model railway equipment.

### **Note7 Admin costs**

The costs of running the organisation – computer expendables, paper, phone and broadband, postage, teas, leaflets and printing.

### **Note8 Transfer of funds**

The £6000 has been transferred to a savings account which is a fund to cover the transition if the building lease is not renewed.

This account – 'Westhill Men's Shed account 2', stands at £6000 at the end of 2014.

## NOTES TO THE ACCOUNTS

For the year from 1 January to 31 December 2014

**Note9 Restricted Funds****Refurbishment of steam engine to working order**

Expenditure is the purchase of the steam engine and railway sleepers to end 2014. Other expenses are expected before the project is finished.

Grant	Opening bal.	Income	Expenditure	Clo. Balance
Foundation Scotland	-	£2000	£1618	£382

**Note10 Petty Cash**

Petty Cash is transferred to bank ongoing throughout the year. Petty Cash Retained is the amount that has not been transferred into the bank (under the categories of Donations, Commissioned Income, Local Fundraising) out of a total of £2281.75, there was £1835.50 banked. Cash is transferred when it exceeds £100.

Petty Cash Expenses Paid is the amount reimbursed against receipts, this totalled £970.36. Expenses paid in cash are under £20. Over this amount expenses are claimed from the Treasurer.

The Petty Cash opened the year with £53.75 and closed with £129.64. Net increase £75.89.

		Petty	Cash
Code		Inc	Out
100	Banked Donations		£ 839.50
200	Banked Commissioned Income		£ 950.00
300	Banked Local fundraising		£ 46.00
1	Commissioned Inc	£ 1,597.00	
2	Commis Exp		£ 271.67
3	Office Expenses		£ 136.83
4	Food		£ 20.75
5	Donations	£ 1,284.75	
6	Tools		£ 331.43
7	Activities		£ 19.96
8	Personel		£ -
9	Materials		£ 168.76
11	Health & Safety		£ 20.96
	Cash box gain/loss		£ 75.89
	<b>Trial balance</b>	<b>£ 2,881.75</b>	<b>£ 2,881.75</b>

NOTES TO THE ACCOUNTS

For the year from 1 January to 31 December 2014

Opening cash	£	53.75
Closing cash	£	129.64
Net Cash Box gain/loss	£	75.89

Petty Cash Total Income	£ 2,881.75	
Transferred to bank		£ 1,835.50
Petty Cash retained		£ 1,046.25
Cash Expenses paid		£ 970.36
Net change in cash		£ 75.89

**Note11 Opening balance**

The opening balance for 2014 is £53 greater than the closing balance for 2013.

This is because the closing petty cash amount of £53 in 2013 was not included in the return but is included in opening and closing balances for 2014.