

Scottish Charity: SC042663

Trustees' Annual Report
&
Receipts and Payments Accounts
1 January - 31 December 2015

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1 January 2015- 31 December 2015

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TRUSTEES' ANNUAL REPORT

For the year 1 January - 31 December 2015

The Trustees present their annual report and financial statements for the year ended 31st December 2015 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 Schroeder

Luciano Forno

Nicholas Pilbeam Chairman

Ian Macmaster Vice-chair

Ron McKail Treasurer

William Loudon

Alan Eastall

David Thomson

Nick Pilbeam and Jason Schroeder retired by rotation and were re-elected.

Other trustees were:

Ian MacMaster was co-opted to the board 22 October 2014- elected July 2015 Vice Chairman

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

Jeremy Watt Secretary

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 2015

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 3 years at the end of 2015. We continue to thrive and grow –topping 100 man visits during a single week this year. Through surveys we can demonstrate the benefits of the shed to the mental and physical wellbeing of those attending and to their relations, who also benefit from the happier outlook of their 'shedder'. We continue to acknowledge the health aspects by inviting talks on health related topics at the shed.

We get great support from the community in Westhill and Aberdeenshire Council. We are currently making a surplus. This is due to the hard work of members repairing and making items for sale, the community supporting us by commissioning work, and Aberdeenshire Council supporting us through a low rental for the building.

Our income has achieved a surplus over costs of nearly £3000 in 2015 (just over £5000 in 2014). Our largest single cost is for electricity (heating is via storage heaters) and this cost continues to increase although the usage is the same.

We are pleased that our risk mitigation and safety culture have resulted in no injuries during the 3 years we have been open. The average age of our members meant we consider a defibrillator potentially valuable and we decided to purchase one for the shed and took training in its use.

A few members have moved to other sheds as they open as predicted, while others have chosen to remain at Westhill having made friends here. With other sheds opening in the area we are pleased to be able to get to their launching ceremonies and will be swapping ideas with them in a bigger community.

TRUSTEES' ANNUAL REPORT

For the year from 1 January to 31 December 2015

Financial review

Receipts and payments.

Income of £11706 was raised during the year. The main income streams were:

- £1749 in cash and cheque donations. This consists of donations to the tea and coffee fund and other generous people who put money into the 'red can' and includes a donation of £200 from the Lions which we put towards the purchase of a defibrillator.
- Commissioned Income £7376. The payment for items repaired and made to order makes this category. It is raised using a formula that means the community (primary schools, academies, other charities, and general public) get a much reduced cost compared to commercial rates. Our policy is to make things in the shed (as opposed to in homes and other buildings) to avoid unfair competition with local tradesmen.
- Local fundraising (bag packing, signed football shirt and other treasure hunt games, raffles at social events etc.) raised £1443.
- Grants.
A grant to purchase a steam engine was carried over from 2014 with £382 unspent. The engine is in the process of being stripped down.

Expenditure totalled £8772. Mainly consisting of:

- We spent £277 going to the Scottish parliament to increase levels of knowledge of Men's Sheds and encourage the MSPs to support them in their local communities. We are pleased to see that over 60 sheds are in progress to open in Scotland.
- We added to the Lions grant and funded the balance of the defibrillator, total cost £1146
- Facility costs £4387 (£1915 in previous year). A complete shambles was made by British Gas when they changed us to a 'Smart meter'; the old meter readings recorded were ignored for some fabricated readings, the new meter which starts at 0 units had random units added to it and they did not get readings transmitted to them from the new meter and so estimated very high readings. We refused to pay the bill until we agreed with it and the result was a lower bill in 2014 and these costs transferred to 2015. No apology or financial token was received from British Gas but an excuse letter from their chairman to the regulator said they had a lot of errors and promised to do better in future. Broadband, Shed Insurance (increased because we opened an extra day) and the purchase of a storage container made up the rest.

TRUSTEES' ANNUAL REPORT

For the year from 1 January to 31 December 2015

- £2951 (£2170 in 2014) Tools and equipment, materials (mainly wood and hardware). A linisher was purchased for £642 with the rest of the increase being replacement of tool bits as they are now wearing out after 3 years of use.
- Admin costs £206 (£1176 in 2014 when we printed leaflets). Printing, stationary, stamps.

The surplus was £2933 (£5177 in 2014).

Building fund

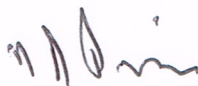
The Shed has not yet had a lease from the council when it comes it is expected to be for a period of 5 years which my mean only 18 months to run. The lack of a lease makes us unsure of the tenure of the building- hence we have a building fund.

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 if unable to get a reduced rent to reflect the social benefits of the shed in total we would need £34,000 in reserve.

A further £6000 has been transferred to a savings account towards this goal making the total savings £12000.

Closing balance in current account was £8062.

Approved by the Trustees on day.....monthyear..... and signed on their behalf by



N. Pilbeam - Chairman

INDEPENDENT EXAMINERS REPORT

For the year from 1 January to 31 December 2015

I report on the accounts of the Westhill & District Men's Shed (SC042663) for the year ended 31 December 2015 which are set out on pages 8-12

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

Signed:

Isobel McClean

Dated:

Day

Month

Year

01/08/16

STATEMENT OF RECEIPTS AND PAYMENTS

For the year from 1 January to 31 December 2015

	Notes	Unrestricted £	Restricted £	Total £	2014 £
Receipts					
Donations	Note2	1,749		1,749	1,538
Commissioned Income	Note3	7,376		7,376	3,865
Local Fundraising	Note4	1,443		1,443	3,112
Grants	Note5	200	-	200	3,500
Bank Interest		4		4	5
Cash Retained		934		934	1,046
Total Receipts		11,706	-	11,706	13,067
Payments					
Personnel		447		447	40
Facility Costs		4,388		4,388	1,915
Equipment and materials	Note6	2,951		2,951	3,788
Commissioned Income Expenses		-		-	-
Admin. Costs	Note7	207		207	1,176
Cash Expenses paid		780		780	970
Total Payments		8,772	-	8,772	7,891
Surplus/(Deficit)		2,933		2,933	5,176

STATEMENT OF BALANCES

For the year from 1 January to 31 December 2015

2015	Notes	Bank		Cash	Total	2014
		Unrestricted £	Restricted £		£	
Bank and Cash						
Opening Balances		10,463	382	130	10,975	11,797
Surplus/(Deficit) for year		2,933		154	3,087	5,176
Transfer to savings account	Note 8	(6,000)			(6,000)	(6,000)
Closing Balances		7,396	382	284	8,062	10,975
Assets						
Major machinery and other items valued over £200- replacement values		11,250				10,600
Liabilities						
None						
Reserve Funds						
Account no 2		12,000				6,000

These accounts were approved by the Trustees on 26 Day 7 Month 2016 Year

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 2015

Note1 Trustee remuneration and expenses

An invoice from the chairman was paid of £45 for providing the website and mailing system representing the cost of providing these. Other than that no remuneration was made to a trustee.

Note2 Donations

Donations are cash, check and direct bank transfer where we have not made an application; if we have they are accounted in Grants. As this cash is received through the year it is paid into the bank when over £100.

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 £
Westhill Lions	200		200

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

A savings account contains funds to cover the transition if the building lease is not renewed.

This account – 'Westhill Men's Shed account 2', stands at £12,000 at the end of 2015.

NOTES TO THE ACCOUNTS

For the year from 1 January to 31 December 2015

Note9 Restricted Funds

Refurbishment of steam engine to working order

Restricted funds for the steam engine carried over from 2014. Other expenses are expected before the project is finished.

Grant	Total	Spent 2014	Opening bal. 2015	Income 2015	Expenditure 2015	Closing Balance
Foundation Scotland	£2000	£1618	£382	£0	£0	£382

NOTES TO THE ACCOUNTS

For the year from 1 January to 31 December 2015

Note10 Cash

Cash is transferred to bank ongoing throughout the year. 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 £3961.98, there was £3028.00 banked. Cash is transferred when it exceeds £100.

Cash Expenses Paid is the amount reimbursed against receipts, this totalled £779.70. Expenses paid in cash are under £20 per item; over this amount expenses are claimed from the Treasurer.

Cat.	Item	Income	Expense
0	Bank		£ -
1	Commis Income	£ 2,449.74	
2	Commis Expenses		£ 33.64
3	Office Expenses		£ 280.92
4	Food		£ 23.04
5	Donations	£ 1,512.24	
6	Tools		£ 195.60
7	Activities		£ -
8	Personnel		£ -
9	Materials		£ 246.50
11	Health & Safety		£ -
100	Local Fundraising to bank		£ 281.00
200	Commis income to bank		£ 1,927.50
300	Donations to bank		£ 819.50

Opening cash	£ 129.64
Closing cash	£ 283.92
Net Cash Box gain/loss	£ 154.28

Cash Total Income	£ 3961.98	
Transferred to bank		£ 3028.00
Cash retained		£ 0
Cash Expenses paid		£ 779.70
Net change in cash		£ 154.28
Totals	£ 3961.98	£ 3961.98