



Scottish Charity: SC042663

**Trustees' Annual Report  
&  
Receipts and Payments Accounts  
1 January - 31 December 2022**

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## TRUSTEES ANNUAL REPORT

The Trustees present their annual report and financial statements for the year ended 31<sup>st</sup> December 2022 along with the independent examiner's report.

### Reference and Administration Details

<b>Charity Name:</b>	Westhill & District Men's Shed
<b>Also known as:</b>	Westhill Men's Shed
<b>Charity number:</b>	SC042663
<b>Registered Office and Principal Address:</b>	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:

Marty Kehoe	Chairman Member of the Board (until April 2023)
Bob Paton	Member from January 2022 Chair from April 2023
Nicholas Pilbeam	Secretary
Ian Macmaster	Vice-chair
Graham Stanley	Treasurer
Stuart Ellis	Member of the Board
David Thomson	Member of the Board

### 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 a SCIO. The management and administration of the charity is the responsibility of the charity trustees. New trustees are proposed and seconded by members and appointed by members in a ballot, if necessary, at an AGM.

## Objectives and Activities

The **purpose** of the organization is to address the social, health and wellbeing needs of men of all ages (18+) 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.

## Chairman's Report

I write this report as the new Chairman of Westhill Mens Shed, as of April, 2023 and write with the first Quarter of 2023 now complete.

I would like to thank Marty Kehoe, who has stepped down as Chairman and resigned from the Board. Marty has been an exemplary Chairman for our Shed having done us all proud since its inception; we all wish him well.

The major milestone of this year is that we have now been open for ten years and we had a birthday party to celebrate for which a good attendance was recorded.

The Shed cannot function without steady income from a variety of sources. With respect to tool sales, we had one in March last year and one in June, then the first ever Roup in November. The two tool sales raised in excess of £1,400 each and the Roup another £1,400; all told, in excess of £4,000 for 2022. The trend continues into 2023 with an April tool sale raising in the region of £2,000. This reflects the effort put in by Shed members and the benefit of the Shed's principal purpose to support Men's mental health and promoting a community spirit within. Thanks to Alistair, Kabin Co-Ordinator who works tirelessly raising funds, the last main biennial raffle raised £2,100 in 2022.

Improved environmental measures include installing new LED strip lights which are a lot brighter and use a lot less electricity. Further, in order to better manage scrap metal, a box outside has been set up which now accommodates metal lawn mower bodies and scrap parts, engines, and old garden tools. The contents are periodically sold to a reputable scrap metal merchant for recycling and will bring approximately £1,000 to our Shed over the course of a year.

Garage clearances and donations have been a very good source of income for our Shed. Our engineers, storemen and electricians make good and repair and re-test items so that we can sell on. Our woodworking section provides instruction and makes a vast contribution to our income by working on commissions as well as repairing items for the community.



Regarding the finances, we are in a very strong position at this moment in time thanks to the wide variety of income sources. Early management of our electricity bill secured a favourable rate which has helped considerably during the recent uncertainty. Our other most significant cost, beyond day-to-day material support, is the increasing bill to ensure adequate insurance cover. Graham Stanley does a sterling job on the accountancy and bookkeeping for the Shed.

Westhill Men's Shed goes further for community support and the She Shed which started as a monthly meeting on a Monday evening has now increased to three out of four weeks in the month. This operates in our facility but with the support of the supervisors. The ladies very much appreciate learning new skills and doing their own projects.

With respect to Community service, and in conjunction with other local facilities, our Shed provided a "warm space" from November last year through to end of March 2023. We have managed to keep warm and feed some of the local residents of Westhill. This initiative was welcomed and demonstrated by the consistently good turnout. Our facility is also made available for other community groups on a no charge basis but this is kept under review

Things continue to look good for Westhill Mens Shed.

Bob Paton, Chairman

## Financial Review

### Receipts and Payments

Throughout 2022, the Shed's finances remained in a sound state. The Gift Aid program is working well and the consequent HMRC payments contributed £348 to our income. The raffle (every two years) raised in excess of £2,000 and a clear out auction raised over £1,000

**Income** for 2022 amounted to £46,247 with no restricted or unrestricted grants to take into account. Outstanding restricted funds of £375 were used up in 2022. This compares to £40,934, which included £18,233 restricted grants in 2021. Overall, our income was up by £5,313 for the year. Commissioned work, including repairs and servicing brought in some £19,432, sales to raise funds £15,191, Cook Book sales £150, donations £6,498 (includes ASDA Community fund £300, John Lewis legacy fund (Aberdeen) £500, and an offshore facility £150), much of which is eligible for Gift Aid, and £1,311 from other sources, e.g. interest, HMRC Gift Aid. The usual contributions for services provided (e.g. tool sharpening and tool sales) has ensured the year ended with a healthy bank balance and we express our appreciation and gratitude to those who have generously supported the Shed. The Shed benefits from regular donations from some members which allows us to claim Gift Aid from the Government. VineSpring Church continues to contribute monthly and is a significant boost to our income. Receipts from commissioned projects and sales remain our two major income streams (£34,623 or 75%.)

**Expenditure** for 2022 totaled £23,295 compared to £55,675 in 2021. The big difference is accounted for by the lack of major Shed structural projects where grants were required e.g. roof replacement in 2021 and the Kabin installation prior to that. The majority of the outlay was for the expenses incurred to complete commissioned projects and the actual running of the shed for which insurance, electricity and phone charges form a significant portion of the total.. The costs of running the Shed in 2022 are represented by £10,730 (46%) and is our largest expenditure with electricity £3,335 and insurance and other essential costs running at £3,460; remaining running costs are accounted for as communications, computing, food and refreshments and general maintenance. The year's finances resulted in a surplus of £22,952 for 2022, compared to a deficit of £14,741 for 2021. The surplus meant that the overall funds stood at some £43,938 at year end. With the Warm Place initiative and expected increased use by She Shed and other Community groups we expect increased electric bills especially during cold weather periods.

### **Reserves Policy**

The free reserves of the charity are represented by the balance of £6,276 in the general fund. The Trustees' thinking has been to maintain reserves at around 12 months of normal running costs in order to meet immediate commitments and to cover any unexpected expenditure. The current balance roughly equates to 9 months running costs.

In general, a reserve of 1 year (£9,000) should be maintained in the general fund and this has been depleted during 2022. The major project reserves fund is regularly reviewed to assure resilience for the longer term in the interests of our increasing membership and current situation.

### **Building fund**

Our major project reserves fund stood at £37,662 at the end of 2022.

Approved by the Trustees on **25<sup>th</sup> April, 2023** and signed on their behalf by:

Bob Paton

Chairman





## INDEPENDENT EXAMINERS REPORT

I report on the accounts of the Westhill & District Men's Shed (SC042663) for the year ended 31 December 2022 which are set out on pages 6-9.

### **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**

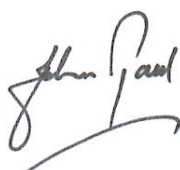
In the course of my examination, no matter has come to my attention:

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.



Date: 27 July 2023

Name: John Paul FCIE

Address: 29 Avon Crescent, Broughty Ferry, Dundee, DD5 3TX

## STATEMENT OF RECEIPTS AND PAYMENTS

	Notes	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
<b>Receipts</b>					
<i>Voluntary receipts</i>					
Grants	Note 4	-	-	-	18,233
Donations		6,499	-	6,499	3,411
Fundraising		2,816	-	2,816	2,898
Bank interest		59	-	59	17
<i>From Charitable Activities</i>					
Commissioned income	Note 5	19,432	-	19,432	8,348
Tool sales		15,191	-	15,191	8,027
Model Club		996	-	996	-
Watch and Clock repair		789	-	789	-
Other		465	-	465	-
<b>Total Receipts</b>		<b>46,247</b>	<b>-</b>	<b>46,247</b>	<b>40,934</b>
<b>Payments</b>					
Cost of Fundraising		883	-	883	884
Cost of Re-roofing Project		-	-	-	36,428
<b>Cost of Charitable Activities</b>					
Facility running costs		4,318	-	4,318	6,205
Extension project		248	-	248	251
Administrative costs		3,460	-	3,460	2,765
Food		1,833	-	1,833	995
Maintenance		1,118	-	1,118	2,099
Commissioned items		9,312	-	9,312	3,391
Equipment & materials		1,341	375	1,716	1,427
Watch and clocks		107	-	107	
Model Club		-	-	-	180
Personnel , Health & Safety		46	-	46	482
Donations and refunds		189	-	189	501
Grant repaid		-	-	-	7
<b>Governance Costs</b>					
Independent examination		65	-	65	60
<b>Total Payments</b>		<b>22,920</b>	<b>375</b>	<b>23,295</b>	<b>55,675</b>
<b>Net Receipts / (Payments)</b>		<b>23,327</b>	<b>(375)</b>	<b>22,952</b>	<b>(14,741)</b>



## STATEMENT OF BALANCES


	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Cash at bank and in hand at 1 Jan	20,611	375	20,986	35,727
Net receipts / (payments) in year	<u>23,327</u>	<u>(375)</u>	<u>22,952</u>	<u>(14,741)</u>
Cash at bank and in hand at 31 Dec	<u>43,938</u>	<u>-</u>	<u>43,938</u>	<u>20,986</u>


<b>Bank &amp; Cash Balances</b>	<b>£</b>	<b>£</b>
Reserve Bank Account	37,662	7,390
No. 2 Bank Account	6,075	13,314
Cash	<u>201</u>	<u>282</u>
Total Bank & cash	<u>43,938</u>	<u>20,986</u>

<b>Other Assets</b>	<b>£</b>	<b>£</b>
Gift Aid	3,163	1,900
Shed equipment & office equipment (at cost)	<u>40,862</u>	<u>39,882</u>
Total	<u>44,025</u>	<u>41,782</u>

<b>Other Liabilities</b>	<b>£</b>	<b>£</b>
Total	<u>-</u>	<u>-</u>

These accounts were approved by the Trustees on 25 April 2023 and are signed on their behalf by:

  
 B Paton  
 Chairman

  
 G Stanley  
 Treasurer

## NOTES TO THE ACCOUNTS

### 1. Basis of accounting

The accounts have been prepared on a receipts and payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### 2. Nature and purpose of funds

*Unrestricted funds* can be used in furtherance of any of the charitable objects at the discretion of the trustees. A single unrestricted fund is maintained for the day-to-day operations of the Charity.

*Restricted funds* can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

### 3. Trustees' remuneration and expenses

No remuneration was paid to trustees during the year and no expenses reimbursed to them except:-  
Expenses of £60 were paid to the Secretary for providing website and mailing system (2021 £60).

4 Grants Received	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Lottery Fund	-	-	-	10,000
Robertson Trust	-	-	-	5,500
Aberdeenshire Council	-	-	-	2,000
Westhill and district Community Council	-	-	-	600
Aberdeenshire Council	-	-	-	133
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,233</b>

### 5. Basis of accounting

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

## 6. Movement in Funds

		At 1/1/22	Receipts	Payments	Transfers	At 31/12/22
<b>Restricted Funds</b>						
Foundation Scotland	(a)	375	-	(375)	-	-
<b>Total Restricted Funds</b>		<b>375</b>	<b>-</b>	<b>(375)</b>	<b>-</b>	<b>-</b>
<b>Unrestricted Funds</b>						
Designated Reserve Fund		7,390	-	-	30,272	37,662
General Fund		13,221	46,247	(22,920)	(30,272)	6,276
<b>Total Unrestricted Funds</b>		<b>20,611</b>	<b>46,247</b>	<b>(22,920)</b>	<b>-</b>	<b>43,938</b>
<b>Totals</b>		<b>20,986</b>	<b>46,247</b>	<b>(23,295)</b>	<b>-</b>	<b>43,938</b>

### Notes

- (a) This is the balance of the grant from Foundation Scotland for the steam engine.



