



Scottish Charity: SC042663

Trustees' Annual Report
&
Receipts and Payments Accounts
1 January - 31 December 2019

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TRUSTEES ANNUAL REPORT

The Trustees present their annual report and financial statements for the year ended 31st December 2019 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:

David Thomson	Chairman
Nicholas Pilbeam	Secretary
Ian Macmaster	Vice-chair
Graham Stanley	Treasurer
Marty Kehoe	(Elected at AGM)
Jason Schroder	Retired at AGM

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 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 (16+) 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

We continue to be successful in our primary aim of providing social, recreational and workshop facilities along with an expanding range of equipment for our steadily increasing membership. Weekly attendance during the three days the Shed is open is around 100 members.

2019 was another busy year for both the woodworking and engineering workshops completing a wide variety of projects for local schools, charities and individuals. Many of the woodwork projects require a design element and are getting larger with the occasional request for small production quantities. While this trend acknowledges our current capabilities and the quality of our work it may not be sustainable without new members willing to support the existing team. Sale of power and hand tools donated by the community and reconditioned/refurbished by our members contribute to both our funds and to our policy of repair and re-use.

The Railway Group has been busy on their design and build of a scale model of the prison railway for the Peterhead Prison Museum. Work completed to date looks great and the project will continue to require all their resources with delivery due mid 2020. The 3D printing and electronics groups continue to support the project.

The programme of talks on men's health and items of general interest were suspended due to lack of space in the social area, however, the space problem was about to improve with the delivery of a 100 square metre portable building.

Having decided against a traditional construction build on cost grounds a portable building offered an affordable solution and provided even more space than originally planned.

The ground works was completed by mid year, the cabin installed early August and connected through to the existing building. The new area was designed to accommodate the social area including a kitchen, space for the model group with 3D printing, music group, electronics group, bridge group and administration/computing. We now have the extra space needed for talks and social functions.

The fitting out of the Kabin including electrics, plumbing, communications network, kitchen installation and decorating was undertaken by a group of around twenty five volunteer members

TRUSTEES' ANNUAL REPORT

For the year from 1 January to 31 December 2019

saving the Shed many thousands of pounds. The work was substantially complete by the year end and the completion certificate received in Q1 2020.

Phase 2 of the alterations, again carried out by members, will see the relocation and expansion of the stores, engineering and woodwork workshops and is planned for completion in Q2 2020.

The replacement of the roof on the original building is on hold until sufficient funds including grants are available.

Our She Shed initiative continues to attract new participants. Men Sheds continue to be one of the very few activities that men are willing to come to and get the benefits of social contact, improved purpose in life and family relationships and we don't want to risk that. So we decided to run the She Shed at a separate time to the regular hours. Our first intake was shown how to use hand tools, moving on to power as they became more competent and then to other skills such as hanging shelves, mending dripping taps etc. This has proved to be a great success with the key being that they should enjoy them as well. The ladies do enjoy it and a third intake was started. Some of the group now have the skills to work on their own and Shed projects. The group is well supported by supervisors (men, until women become competent in this role) who are happy to give their time to pass on their skills.

I would like to conclude this report with firstly a HUGE THANK YOU to all the volunteers who willingly put their time and effort into making the Shed tick. However the sustainability of the organization is critically dependent on members - existing and new – being willing to volunteer for important roles in the management and operation of the Shed.

NOTE – in March 2020 the Shed was closed until further notice because of the Corona virus and all members offered contact numbers where they could access practical/emotional support.

Financial Review

Receipts and Payments

Income for 2019 amounts to £62,597 which includes £41,000 restricted grants. This compares to £35,947 for 2018 which included £5,100 of restricted grants. Restricted use grants of £41,000 were received for funding the extension project and for other functional needs of the Shed such as welding equipment and hydraulic lift table. Overall, excluding grants, our income was down by £9,250 for the year and is mostly accounted for by not producing Christmas Reindeer (£6,000) and no bi-annual raffle (£2,000). Apart from grants, receipts from commissioned income and tool sales remain our two major income streams. Income potential was also impacted by the general need to cut back operations during extension building works during 4th quarter.

Expenditure for 2019 totaled £86,344 compared to £16,878 in 2018. Because of the Extension Project's considerable outlay, the year resulted in a deficit of £23,747. Most of the expenditure (£80,100) was for extension installation, shed running costs, operations (rent, insurance, energy, computing, extension project planning) and funding materials for commissioned work.

Reserves Policy

The free reserves of the charity are represented by the balance of £5,283 on the general fund. The trustees' policy has been to maintain reserves at around 2-3 months of normal running costs in order to meet commitments and to cover any unexpected expenditure. Excluding the Extension project, the current balance of £5,283 roughly equates to 4 months running costs. Looking forward, the reserves policy is being reviewed to assure resilience for the longer term in the interests of our increasing membership and current situation.

Building fund

Our building fund stood at £40,000 at the start of the year, had £35,000 transferred into it during the year and closed at £20,578. Most of the £54,422 expenditure was used to fund the extension ground works and building shell.

Approved by the Trustees on 22 June 2020 and signed on their behalf by:

David Thomson

Chairman

INDEPENDENT EXAMINERS REPORT

For the year from 1 January to 31 December 2019

INDEPENDENT EXAMINERS REPORT

I report on the accounts of the Westhill & District Men's Shed (SC042663) for the year ended 31 December 2019 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.

Name: John Paul FCIE

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

Signed:



Dated:

22 June 2020

STATEMENT OF BALANCES

For the year from 1 January to 31 December 2019

STATEMENT OF RECEIPTS AND PAYMENTS

	Notes	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Receipts					
Voluntary receipts					
Grants	Note 4	-	41,000	41,000	5,100
Donations		3,941	-	3,941	3,002
Functions & activities		908	-	908	2,140
Fundraising		304	-	304	3,002
Bank interest and misc		151	-	151	5
Receipts from Charitable activities					
Commissioned income	Note 5	8,295	-	8,295	15,187
Tool sales		7,598	-	7,598	7,380
Model club		400	-	400	131
Total Receipts		21,597	41,000	62,597	35,947
Payments					
Cost of fundraising		757	-	757	1,241
Cost of Charitable activities					
Facility		5,333	-	5,333	5,730
Extension project		26,573	41,824	68,397	1,751
Administrative costs		1,142	-	1,142	1,992
Equipment & materials		3,532	2,000	5,532	3,695
Commissioned items		2,294	-	2,294	511
Model club		491	-	491	276
Food		267	-	267	169
Personnel and Health & Safety		1,787	-	1,787	730
Donation		200	-	200	
Refunds		94	-	94	693
Governance costs					
Independent examination		50	-	50	90
Total Payments		42,520	43,824	86,344	16,878
(Deficit) / Surplus for the Year		(20,923)	(2,824)	(23,747)	19,069

STATEMENT OF BALANCES

For the year from 1 January to 31 December 2019

STATEMENT OF BALANCES**Funds Reconciliation**

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Cash at bank and in hand at 1 Jan2019	46,784	4,882	51,666	32,597
(Deficit) / Surplus for Year	<u>(20,923)</u>	<u>(2,824)</u>	<u>(23,747)</u>	<u>19,069</u>
Cash at bank and in hand at 31 Dec 2019	<u>25,861</u>	<u>2,058</u>	<u>27,919</u>	<u>51,666</u>

Bank & cash balances

	Total 2019 £	Total 2018 £
Bank Account	6,751	11,378
Reserve / No 2 Bank Account	20,578	40,000
Cash	<u>590</u>	<u>288</u>
	<u>27,919</u>	<u>51,666</u>

Other Assets

	£	£
Shed equipment & office equipment (at cost)	<u>20,904</u>	<u>18,046</u>

Liabilities

	£	£
	<u>-</u>	<u>-</u>

These accounts were approved by the Trustees on 22nd June 2020 and are signed on their behalf by:

D. Thomson
Chairman

G. Stanley
Treasurer

NOTES TO THE ACCOUNTS

For the year from 1 January to 31 December 2019

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.

Expenses of £50 were paid to the Secretary for providing website and mailing system (2018 £50).

4 Grants Received	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
Scottish Foundation for purchase of wall saw and direct dust extractor for the extension	-	-	-	£2,000
Scottish Foundation for purchase of welding equipment, Hydraulic lift table, metal cabinet	-	£1,000	£1,000	-
Baxter Foundation <i>for fitting electrics in ext'n</i>	-	-	-	£2,500
Aberdeenshire Developers Obligation Fund	-	£20,000	£20,000	-
Aberdeenshire Health and Shire Fund	-	£20,000	£20,000	-
Westhill & Elrick Community Council <i>for planning application work for extension</i>	-	-	-	£600
Total	-	£41,000	£41,000	£5,100

NOTES TO THE ACCOUNTS

For the year from 1 January to 31 December 2019

5. Commissioned income

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

6 Movement in Funds

		At 1/1/19	Receipts	Payments	Transfers	At 31/12/19
Restricted Funds						
Foundation Scotland	(a)	382	-	-	-	382
Aberdeenshire Developer Obligation Fund	(b)	-	20,000	(20,000)	-	-
Shire and Health Fund	(c)	-	20,000	(20,000)	-	-
Foundation Scotland	(d)	2,000	-	(2,000)	-	-
Baxter Foundation	(e)	2,500	-	(1,824)	-	676
Foundation Scotland	(f)	-	1,000	-	-	1,000
Totals		4,882	41,000	(43,824)	-	2,058
Unrestricted Funds						
Designated reserve fund		40,000	-	(19,422)	-	20,578
General funds		6,784	21,597	(23,098)	-	5,283
Totals		46,784	21,597	(42,520)	-	25,861
Totals		51,666	62,597	(86,344)	-	27,919

Notes

- (a) This is the balance of the grant from Foundation Scotland for the steam engine. Other expenses are expected before the project is finished.
- (b) Aberdeenshire Developer Obligation Fund provided £20,000 to fund extension costs. This was used in full in 2019 to offset the £23,044 charges for groundworks.
- (c) Shire and Health fund provided £20,000 to fund extension costs. This was used in full in 2019 to offset the £26,000 cost of the Portakabins which formed the shell of the extension.
- (d) A grant of £2,000 was received from Scottish Foundation in 2018 for the purchase of a wall saw and direct dust extractor for the extension. This was purchased at a cost of £2,858 in 2019.
- (e) A grant of £2,500 was received from the Baxter Foundation in 2018 for use in fitting the electrics in the extension. £1,824 of this was used in 2019 to fund lighting and some electrical wiring.
- (f) Foundation Scotland provided £1,000 from funds provided by Vatenfall to fund purchased of welding equipment, a hydraulic lift table, and metal storage cabinet. This will be spent in 2020.

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