

# **Duffus, Spynie and Hopeman Church of Scotland**

**Annual Report &  
Financial Statements  
For the Year ended  
31<sup>st</sup> December 2022**

**Congregation No: 352071**

**Scottish Charity No: SC004853**

## **Trustees' Annual Report Year ended 31<sup>st</sup> December 2022**

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 31<sup>st</sup> December 2022.

### **Reference and Administrative Information**

Charity Name: Duffus, Spynie and Hopeman Parish Church  
Charity Registration Number: SC004853  
Congregation Reference No: 352071  
Contact Address: The Treasurer,  
7, Havers Place,  
Hopeman,  
Moray  
IV30 5SR

### **Trustees**

#### **Kirk Session**

Mr D Adams, Mrs J Bruce, Miss A Buchanan, Mr J Chesney, Mrs M Chesney, Mrs J Craib, Mr B Davidson, Mr W Davidson, Mr R Duncan, Mrs S Duncan, Mrs S Fennings-Mills, Mrs A Gordon, Miss E Ingram, Mrs H Laing, Mr D Mackay, Mrs P Mackay, Mrs M Main, Mr H McPherson, Mr D Munro, Mrs P Omand, Mr M Rowand, Mrs S Rowand, Mrs R Simpson, Mr S Simpson, Mrs C Smith, Mrs E Watson, Mrs K Young.

#### **Congregational Board**

Mrs S Forbes,\* Miss A Gourlay,\* Mrs C Inch, Mrs L McPherson, Mrs M Munro, Mrs L Paiton,  
Mr C Thompson, Mrs E Vernon, Mr M Vernon.

\* = retired, resigned or deceased during year

Minister: Rev. Jenny Adams  
Church Treasurer: Mrs Lesley McPherson  
Session Clerk: Mrs Shona Rowand (until 27 April 2022)  
Clerk to Congregational Board: Mrs Linda Paiton (until 30 August 2022)  
Mrs Sarah Fennings-Mills (from 28 November 2022)

### **Independent Examiner**

Graeme C Archibald FCCA  
Certified Accountant,  
10, Fairway Avenue,  
Elgin IV30 6XF

### **Bankers**

Virgin Money  
151 High Street  
Elgin, IV30 1DS

# **Trustees' Annual Report**

## **Year ended 31<sup>st</sup> December 2022**

### **Structure, Governance and Management**

#### **Governing Document**

The Church is administered in accordance with the terms of the Model Deed of Constitution.

#### **Recruitment and Appointment of Trustees**

Members of the Kirk Session and the Congregational Board 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 Congregational Board comprises of at least 18 elders together with others appointed from within the congregation. Members of the congregation are invited to nominate individuals who are believed to have the skills and commitment to contribute to the management affairs of the Church, to become members of the Board. Board Members are then appointed at the Stated Annual Meeting and serve for a period of three years after which they must seek re-election at the next Stated Annual Meeting.

#### **Organisational Structure**

The Congregational Board is chaired by the minister. Certain responsibilities are delegated to the Finance Committee and the Property Committee as appropriate. The Kirk Session is responsible for spiritual affairs within the church. Due to COVID-19 requiring co-ordinated decisions across these remits, until August 2022 the Congregational Board and Kirk Session met in shared meetings.

#### **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.

The church is the parish church for the communities of Duffus, Spynie and Hopeman. Weekly Sunday morning all-age worship is conducted in the three church buildings on a rota basis. An outdoor all-age Forest Church meets monthly across a few locations. The men's group meet regularly through autumn and winter. The Guild met monthly until April 2022, when it agreed to wind up, with Guild members joining neighbours in Lossiemouth. Joint services are held with Hopeman Baptist church yearly, including community services for Hopeman Gala and Remembrance. The Minister offers chaplaincy in Hopeman Primary School and Lossiemouth High School, facilitating the chaplaincy teams at both schools. Members of the congregation are active in community organisations. Since October 2022, weekly warm gathering spaces have been offered in Spynie Kirk and Hopeman Kirk Hall to support those facing isolation or cost of living concerns.

Since COVID-19 restrictions were introduced in March 2020, weekly reflections have been provided online and the Minister is involved in a team providing reflections via a local telephone line. A quarterly magazine is distributed by email and post to the congregation's members and adherents to maintain connections and offer support.

#### **Achievements and Performance**

The Congregation (a union of three former congregations in 1979) continues to be active in all aspects of church life. Each building serves a different community, one being town orientated, one farming and lastly seafaring. The congregation is an Eco-Congregation, taking action to care for creation.

## **Trustees' Annual Report (cont)**

### **Year ended 31 December 2022**

Members of the congregation continue to support each other and are involved in formal and informal community support. The Minister and Elders continue to offer funerals and pastoral support, in a range of circumstances

#### **Financial Review**

Receipts in 2022 were similar to 2021 after allowing for a legacy received in 2021, with income from offerings similar and Tax recovered on Gift aided donations £1,500 higher.

The use of our premises has generated an extra £1,100 of income in 2022 and returns on bank deposits reflect the higher interest rates now being paid.

Expenditure in 2022 shows a 10% increase in the Ministries and Mission allocation, with other costs all reporting nominal movements compared with last year.

It is the policy of the Trustees to maintain cash reserves of approximately 6 months expenditure and an additional £30,000 in case of unexpected repairs to properties.

#### **Statement of Trustees' Responsibilities**

The members of the Congregational Board 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 Congregational Board 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.

Approved by the Trustees and signed on their behalf,



**Jenny Adams**  
**Minister**  
**(acting Session Clerk)**

**Date 20<sup>th</sup> March 2023**

## **Independent examiner's report on the accounts**

**Report to the Trustees of Duffus, Spynie & Hopeman**

**Registered charity number SC004853**

**On the accounts of the charity for the year ended 31<sup>st</sup> December 2022**

**Set out on pages 5 to 8**

### **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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 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 2006 Regulations. 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 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 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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.



Graeme C Archibald FCCA  
Certified Accountant  
10, Fairway Avenue,  
Elgin IV30 6XF

Date: 20<sup>th</sup> March 2023

**Duffus, Spynie & Hopeman Church of Scotland  
SC004853**

**Statement of Financial Activities  
Year ended 31st December 2022**

	Notes	Unrestricted Funds <u>2022</u>	Restricted Funds <u>2022</u>	Total Funds <u>2022</u>	Total Funds <u>2021</u>
<b>Receipts</b>					
<b>Incoming Resources from Generated Funds</b>					
Voluntary income	1	43,310		43,310	51,311
Activities for generating funds	2	1,630		1,630	539
Income from Investments	3	456		456	80
Incoming Resources from charitable activities	4	6,546		6,546	4,898
Church Guild Income					144
<b>Total Receipts</b>		<b>51,942</b>	<b>-</b>	<b>51,942</b>	<b>56,972</b>
<b>Payments</b>					
Costs of generating funds	5	332		332	311
Charitable activities	6	58,017		58,017	55,936
Church Guild expenditure					
<b>Total Payments</b>		<b>58,349</b>	<b>-</b>	<b>58,349</b>	<b>56,247</b>
<b>Surplus / (Deficit) for Year</b>		<b>(6,407)</b>	<b>0</b>	<b>(6,407)</b>	<b>725</b>
<b>Transfers between funds</b>				<b>0.00</b>	<b>-</b>
<b>Surplus / (Deficit) for Year</b>		<b>(6,407)</b>	<b>0</b>	<b>(6,407)</b>	<b>725</b>
<b>Statement of Balances As at 31st December 2022</b>					
<b>Funds Reconciliation</b>					
Bank deposits at 31 December 2021		100,235	420	100,655	99,930
Surplus / (Deficit) for Year		(6,407)	0	(6,407)	725
<b>Bank deposits at 31 December 2022</b>		<b>93,828</b>	<b>420</b>	<b>94,248</b>	<b>100,655</b>
<b>Bank Balances</b>					
Bank Current Account		93,828	420	94,248	100,655
<b>Other Assets (Unrestricted fund)</b>					
Fixtures & Fittings (estimated value)				4,000	4,000
Gift Aid due to be received				7,000	7,000

These Accounts were approved by the Congregational Board on 20<sup>th</sup> March 2023

For and on behalf of the Congregational Board

Clerk to the Congregational Board  
Congregational Treasurer

## **Accounting Policies**

### **Basis of accounting**

The accounts have been prepared on a Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005, The Charities Accounts (Scotland) Regulations 2006, (as amended) and the Guidance for The Church of Scotland.

### **Funds**

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

### **Receipts**

All donations and gifts are included within receipts under either unrestricted or restricted funds according to the terms under which the donation is made and when the amount is received by the charity. Donations and gifts in kind are brought into the accounts at their market value to the charity when received.

### **Payments**

Expenditure is recognised on a payments basis as and when the liability is paid. Expenditure is normally paid within the month in which it was incurred.

### **Tangible fixed assets**

The charity has the right to occupy and use for its charitable objects certain tangible fixed assets, including the manse at Duffus, Elgin, IV30 5QP, vested in the Church of Scotland General Trustees. No consideration is payable for the use of this asset. Expenditure incurred on the repair and maintenance of these assets is charged as resources expended in the statement of financial activities in the period in which the payment is made.

### **Taxation**

Duffus, Spynie & Hopeman Parish Church is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. The charity is not registered for VAT and resources expended therefore include irrecoverable input VAT.

**Notes forming part of the Financial Statements**  
**For the year ended 31 December 2022**

	Unrestricted Funds <u>2022</u>	Restricted Funds <u>2022</u>	Total Funds <u>2022</u>	Total Funds <u>2021</u>
<b>1. Voluntary Income</b>				
Offerings	35,516		35,516	35,034
Tax recovered on Gift Aided Donations	7,794		7,794	6,277
Legacies	-		0	10,000
	<u>43,310</u>	-	<u>43,310</u>	<u>51,311</u>
<b>2. Activities for Generating Funds</b>				
Regular Fund Raising events	-		0	-
Use of Premises	1,630		1,630	539
Church Organisations	-		0	-
	<u>1,630</u>	-	<u>1,630</u>	<u>539</u>
<b>3. U K Investment Income</b>				
Bank Interest	456		456	80
	<u>456</u>	-	<u>456</u>	<u>80</u>
<b>4. Incoming Resources from Charitable Activities</b>				
Weddings & Funerals	2,815		2,815	1,790
Special Fundraising	1,708		1,708	1,800
Other	2,023		2,023	1,308
	<u>6,546</u>	-	<u>6,546</u>	<u>4,898</u>
<b>5. Fundraising Costs Expended</b>				
Offering envelopes	332		332	311
	<u>332</u>	-	<u>332</u>	<u>311</u>
<b>6. Analysis of Resources Expended</b>				
Ministries and Mission Allocation	32,341		32,341	29,401
Presbytery Dues	686		686	613
	<u>33,027</u>	-	<u>33,027</u>	<u>30,014</u>
Ministry Expenses	1,782		1,782	2,255
Pulpit Supply	-		0	-
Other Salary Costs	2,218		2,218	1,494
Fabric Repairs & Maintenance	5,171		5,171	6,327
Spynie Car park costs	-		0	597
Council Tax	2,527		2,527	2,456
Insurance costs	4,263		4,263	4,161
Energy Costs	5,128		5,128	4,912
Church Office Expenses	826		826	1,052
Other Expenses	3,075		3,075	2,668
	<u>58,017</u>	-	<u>58,017</u>	<u>55,936</u>



**Notes forming part of the Financial Statements (Cont'd)**  
**For the year ended 31 December 2022**

	<u>2022</u>	<u>2021</u>
<b>7. Staff costs &amp; numbers</b>		
Salaries & wages	2,218	1,494
Social Security Costs	-	-
	<u>2,218</u>	<u>1,494</u>

The average number of employees during the year, calculated on the basis of a headcount, was as follows:

	<u>2022</u> Number	<u>2021</u> Number
Music Staff	3	3
	<u>3</u>	<u>3</u>

All Church of Scotland congregations contribute to the National Stipend Fund which bears the costs 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 £28,700 and the maximum stipend (after 5 years) £35,269.

**8. Trustee Remuneration and Related Party Transactions**

During the year 2022 expenses amounting to £1,782 were reimbursed to the minister and council tax costs of £2,527 were paid in respect of our congregational manse.

The Church's insurance policy includes Trustee Indemnity Insurance for all its trustees.

During the year one trustee received £614 in respect of Organists fees.

No other trustees received any reimbursement of expenses or any remuneration.

**9. Independent Examination**

No payment was made in 2022 or 2021 to the Independent Examiner for his examination.