

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

**Annual Report &
Financial Statements
For the Year ended
31st December 2023**

Congregation No: 352071

Scottish Charity No: SC004853

Trustees' Annual Report Year ended 31st December 2023

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 31st December 2023.

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 W Davidson, Mr R Duncan, Mrs S Duncan, Mrs S Fennings-Mills, Mrs A Gordon, Miss E Ingram, Mrs H Laing, 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 L Donaldson (appointed 7 May 2023), Mrs C Inch, Mrs L McPherson, Mrs M Munro, Mrs L Paiton, Mr D Parkes (appointed 7 May 2023), Mrs P Sharpe (appointed 7 May 2023), Mr C Thompson, Mrs E Vernon, Mr M Vernon.

Minister: Rev. Jenny Adams

Church Treasurer: Mrs Lesley McPherson

Session Clerk:

Clerk to Congregational Board: Mrs Sarah Fennings-Mills

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 31st December 2023

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 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 responsible for financial and property matters, and 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.

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 different locations. The men's group meet regularly through autumn and winter. 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. Weekly social hubs have been offered in Spynie Kirk and Hopeman Kirk Hall to support those facing isolation or cost of living concerns, and a weekly toddler group meets in school term-time in Spynie Kirk. The congregation is building stronger working relationships with congregations in Lossiemouth, including sharing the ministry of an Assistant Minister and an Ordained Local Minister both serving across the congregations in the Lossiemouth area.

Weekly reflections are provided online. 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 2023

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

Financial Review

Receipts in 2023 were slightly lower than 2022, with income from offerings almost £7,000 lower and Tax recovered on Gift aided donations, which relate mostly to 2022 givings, almost similar.

The use of our premises has generated an extra £2,857 of income in 2023 and returns on bank deposits reflect the higher interest rates now being paid.

Expenditure in 2023 shows a £6,670 decrease in the Giving to Grow 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: 18th March 2024

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 31st December 2023

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.

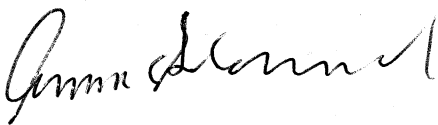
Basis of independent examiner's statement

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: 18th March 2024

Duffus, Spynie & Hopeman Church of Scotland
SC004853

Statement of Financial Activities
Year ended 31st December 2023

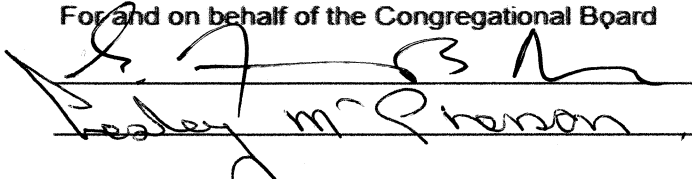
	Notes	Unrestricted Funds <u>2023</u>	Restricted Funds <u>2023</u>	Total Funds <u>2023</u>	Total Funds <u>2022</u>
Receipts					
Incoming Resources from Generated Funds					
Voluntary income	1	36,487	-	36,487	43,310
Activities for generating funds	2	4,561	-	4,561	1,630
Income from Investments	3	2,852	-	2,852	456
Incoming Resources from charitable activities	4	5,404	-	5,404	6,546
Church Guild Income		-	-	-	-
Total Receipts		49,304	-	49,304	51,942
Payments					
Costs of generating funds	5	256	-	256	332
Charitable activities	6	51,920	3,101	55,021	58,017
Church Guild expenditure		-	-	-	-
Total Payments		52,176	3,101	55,277	58,349
Surplus / (Deficit) for Year		(2,872)	(3,101)	(5,973)	(6,407)
Transfers between funds		0	-	0.00	-
Surplus / (Deficit) for Year		(2,872)	(3,101)	(5,973)	(6,407)

Statement of Balances
As at 31st December 2023

	Unrestricted Funds <u>2023</u>	Restricted Funds <u>2023</u>	Total Funds <u>2023</u>	Total Funds <u>2022</u>
	£	£	£	£
Funds Reconciliation				
Bank deposits at 31 December 2022	71,263	22,985	94,248	100,655
Surplus / (Deficit) for Year	(2,872)	(3,101)	(5,973)	(6,407)
Bank deposits at 31 December 2023	68,391	19,884	88,275	94,248
Bank Balances				
Bank Current Account	68,391	19,884	88,275	94,248
Other Assets (Unrestricted fund)				
Fixtures & Fittings (estimated value)			4,000	4,000
Gift Aid due to be received			5,000	7,000

These Accounts were approved by the Trustees and Congregational Board on 18th March 2024

For and on behalf of the Congregational Board


Lesley M. Pherson

Clerk to the Congregational Board
Congregational Treasurer

Duffus, Spynie & Hopeman Church of Scotland
SC004853

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 2023**

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
1. Voluntary Income				
Offerings	29,193		29,193	35,516
Tax recovered on Gift Aided Donations	7,294		7,294	7,794
Legacies	-		0	-
	<u>36,487</u>	-	<u>36,487</u>	<u>43,310</u>
2. Activities for Generating Funds				
Regular Fund Raising events	74		74	-
Use of Church Premises	4,487		4,487	1,630
Church Organisations	-		0	-
	<u>4,561</u>	-	<u>4,561</u>	<u>1,630</u>
3. U K Investment Income				
Bank Interest	2,852		2,852	456
	<u>2,852</u>	-	<u>2,852</u>	<u>456</u>
4. Incoming Resources from Charitable Activities				
Weddings & Funerals	1,780		1,780	2,815
Special Fundraising	2,609		2,609	1,708
Other	1,015		1,015	2,023
	<u>5,404</u>	-	<u>5,404</u>	<u>6,546</u>
5. Fundraising Costs Expended				
Offering envelopes	256		256	332
	<u>256</u>	-	<u>256</u>	<u>332</u>
6. Analysis of Resources Expended				
Giving to Grow Allocation	25,671		25,671	32,341
Presbytery Dues	686		686	686
	<u>26,357</u>	-	<u>26,357</u>	<u>33,027</u>
Ministry Expenses	2,590		2,590	1,782
Pulpit Supply	0		0	-
Other Salary Costs	3,128		3,128	2,218
Fabric Repairs & Maintenance	3,594	740	4,334	5,171
Spynie Car park costs	0		0	-
Council Tax	2,648		2,648	2,527
Insurance costs	4,488		4,488	4,263
Energy Costs	4,445	1,766	6,211	5,128
Church Office Expenses	1,113		1,113	826
Other Expenses	3,557	595	4,152	3,075
	<u>51,920</u>	<u>3,101</u>	<u>55,021</u>	<u>58,017</u>

Notes forming part of the Financial Statements (Cont'd)
For the year ended 31 December 2023

	<u>2023</u>	<u>2022</u>
7. Staff costs & numbers		
Salaries & wages	3,128	2,218
Social Security Costs	-	-
	<u>3,128</u>	<u>2,218</u>

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

	<u>2023</u>	<u>2022</u>
	Number	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 £30,135 and the maximum stipend in the 5th and subsequent years £37,032.

8. Trustee Remuneration and Related Party Transactions

During the year 2023 expenses amounting to £2,590 were reimbursed to the minister and council tax costs of £2,648 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 £818 in respect of Organists fees.

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

9. Independent Examination

No payment was made in 2023 or 2022 to the Independent Examiner for his examination.

10. Restricted Funds

At the meeting of the Congregational Board on 24 April 2023, the Board agreed that there were two legacies of recent years that should have been labelled as restricted funds, based on the wishes attached to them.

The Board agreed that the Duffus bequest funds should be restricted to capital spending on building (including architect's fees), building repairs, equipment, grass cutting and maintenance of grounds, electricity bills and heating oil, all in relation to the Duffus church building.

The Board agreed that the Spynie bequest funds should be restricted to capital spending on building (including architect's fees), building repairs, equipment; all in relation to the Spynie church building.

The opening bank balances have been restated to recognise these decisions.