

**The Church of Scotland**  
**Edinburgh Greenbank Parish Church of Scotland**

**Year ended 31<sup>st</sup> December 2016**

**ACCRUED (SORP COMPLIANT) ACCOUNTS**

**Congregation No: 010036**

**Scottish Charity No: SC 011325**

# Edinburgh Greenbank Parish Church of Scotland

## Trustees' Annual Report Year ended 31 December 2016

The trustees present their annual report and financial statements for Edinburgh Greenbank Parish Church of Scotland ("Greenbank Church") for the year ended 31 December 2016. The financial statements have been prepared in accordance with the accounting policies set out on pages 16 to 18 of these accounts and comply with the General Assembly Regulations for Congregational Finance, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

### 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 objective of Greenbank Church is to be a community:

- where Christian faith is proclaimed, experienced, understood, lived and acted upon;
- where all people feel they belong (whatever their age, background, experiences, and current belief);
- which provides a focus for the local community;
- which stimulates outward-looking Christian action in the parish, the city and the world.

A number of measures are taken in support of this objective.

Central to the activity at Greenbank Church and in support of this objective is worship and the members believe that the activities which take place during the week are a reflection of the faith expressed during worship. The pattern of worship is:-

- Sunday Service each Sunday at 10.30am;
- Each Sunday from the middle of June to the middle of August a less formal service at 9.30am;
- "First Sunday" Service at 9.30am on the first Sundays of October, November, February, April and May led by the Minister and various groups from the congregation;
- The Sacrament of the Lord's Supper is served on the first Sunday in March, June, September and December with services at 9.00am and 3.00pm in addition to the 10.30am service. All four services are preceded by a Preparatory Service on the previous Friday evening;
- Communion is also celebrated on Easter Sunday and Pentecost at 9.30 am. An informal Communion on the last Sunday of each month has recently been introduced.

Pastoral care in the parish is provided by the Minister, Reverend Alison Swindells supported by the Associate Minister, Reverend Peter Graham and the Youth Minister, Reverend Bill Stone along with elders and District Visitors. The Associate Minister is employed on a part time basis to assist the Minister in her work with all age groups within the Parish. The full time Youth Minister has responsibility to encourage young people within the congregation and beyond to become at home in the church where they can comfortably explore the Christian Faith.

In September 2016 Reverend Alison Swindells announced to the congregation that her husband, Sean, also a minister, had received a calling to be minister of the charge of Fintray, Kinellar and Keithhall in Aberdeenshire and that, in the fullness of time, she would be following. This will mean a vacancy at Greenbank in the foreseeable future.

# Edinburgh Greenbank Parish Church of Scotland

## Trustees' Annual Report Year ended 31 December 2016, Objects and Activities, continued

Our Youth Minister, Bill Stone, had, earlier in the year, intimated his intention to step down from the position. In August we said our farewells to Bill, his wife Hayley and their young family as they returned to America where Bill had been appointed to the First Presbyterian Congregation of New Vernon, New Jersey. Our search for a new Youth Associate was completed with Steven Chaffee starting on 1<sup>st</sup> December 2016.

To secure administrative efficiency Greenbank Church employs an Administrator (part time); for the purpose of security and care for the halls and buildings a Caretaker/ Handyman (part time); for assistance on Sunday and special services a Beadle (part time); Cleaner (part time); and for music and leadership in musical direction an Organist.

Greenbank Church has refreshed the former Sunday School groups now to come under the umbrella of Young Church.

- Pathfinders, formerly known as Spectrum 1 caters for 3-5 year olds; Spectrum 2 and 3 are to be called Explorers for children P1-P7. Spectrum 1(Pathfinders) has a roll of 18 with 7 regular attendees while Spectrum 2 and 3, (Explorers) have a combined roll of 40 but only around 10 regulars.
- Springboard is a Christian Education Group for young people in S1-3 with about 7 regular attendees.
- QII is for young people in S4 and upwards providing faith based discussions, games nights, service opportunities and field trips. QII has approximately 12 members.

In addition Greenbank Pre-school, Nile Grove Playgroup and Toddlers Groups are housed within the Church buildings. Families@4 (Messy Church) continues and provides occasional fun family events centred on a biblical theme and including crafts, games, songs, stories and food for children aged 3 years+.

Greenbank hosts a Summer Holiday Club for Primary School children.

Worship services are held within the Sanctuary with occasional use of the Braid Room and Centenary Hall when appropriate. The Hall accommodation at Greenbank can support a range of both church and community based activities to be housed in support of the objective. The church and community based groups which benefit include The Guild and its Work Party, Midweek Prayer Group, the Church Choir, Country Dance Club, occasional meetings of Women at Greenbank and Blokes at Greenbank, a Friendship Club, Bible Study Group, Reading Group, Neighbourhood Group, Badminton Clubs, Bridge Club, Yoga, Pilates, as well as a full range of the various sections of the Guide and Scout Movements.

In the Church's role as a centre within the community a Neighbourhood Group operates a car scheme for assistance with transport, and there is active involvement through the Help the Homeless Group in Night Shelter, Foodbox and Fresh Start. The Open Door is supported by the church this being a registered day care centre for 44 elderly people, a community centre, a coffee shop and a centre for help and advice. The church has also supplied a Holiday at Home opportunity with a variety of outings.

Elsewhere, Greenbank Church has a long standing special interest in a Children's Home in Tuni, India through Scottish Love in Action (SLA) which stemmed from the activities of the youth group QII and the church continues to support this charity. SLA held a number of fund raising events supported by members of Greenbank including a Book Café and Fireworks night.

The church also supports a One World Stall to promote Fairtrade.

Two special appeals are made each year at Advent and Easter with the Advent appeal being for the work of Christian Aid. In 2016 the Easter Appeal beneficiaries were The Edinburgh Clothing Store and Autism Initiatives at their Hermitage Centre. The funds raised were split on a 50/50 basis.

# Edinburgh Greenbank Parish Church of Scotland

## Trustees' Annual Report Year ended 31 December 2016, Objects and Activities,

Our YACHT appeal continued through 2016, this being an ambitious 5 year fund raising endeavour to raise sufficient funds to support Youth Ministry at Greenbank over the long term future. A number of groups within the Church held fund raising events in support with the main fundraising events this year being a ceilidh and Family Treasure Hunt. A photographic competition to create calendars and the production of a recipe book from old favourites raised further funds.

The Leaflet has been re-branded "Greenbank Connections" in an appealing A5 format. This is produced nine times a year and is delivered by District Visitors to members and in September to the whole Parish. The publication contains a message from the Minister and provides information on services, youth education groups and activities both within the church and the local community. Most months there is also a book review as well as messages from our Mission and Service Committee and coverage of World Mission issues. Donations to the Church from those receiving Greenbank Connections are most welcome. The Communications Committee continue to administer the church web-site [www.greenbankchurch.org](http://www.greenbankchurch.org) and we would encourage the congregation to use it.

Coffee, Crèche, Flower and Welcome Team rotas run behind the scenes but contribute immensely to the smooth running of Greenbank. The Coffee Group passed on donations of money to SLA and Night Shelter.

### Achievements and Performance

Worship has continued to be led by the Reverend Alison Swindells LLB., BD. with assistance from the Youth Minister, the Reverend Bill Stone. The Reverend Peter Graham also provides support to our Minister. Recordings of services are available on CD or by e-mail and on the internet. During 2016 Alison completed her third school of study towards her Doctorate in Ministry

Our Youth Minister assists at Sunday worship and also helps in Pathfinders, Explorers, Springboard and QII. He manages lunch groups at South Morningside and Pentland Primary Schools as well as taking part in the Summer Holiday Club and Messy Church. Development of connection with the Uniformed Organisations is also a priority.

Holy week services were held in conjunction with Morningside Parish Church, at Greenbank.

At commencement of the accounting period there were 729 members on the Church Roll. In the course of the year 20 were "lost" through death, transference or removal from the Roll and with the addition of 5 new members the Roll numbered 714 as at 31 December 2016.

In 2016 Greenbank Kirk Session addressed Data Protection, offering guidance on how sensitive information should be stored.

The Congregation took its first steps to becoming an Eco-Congregation by joining over 50 other Edinburgh Congregations in addressing climate change as well as a move away from fossil fuels and towards renewables. Progress and aims are regularly reported in the Eco Column of Greenbank Connections

Once again the Christmas Eve Family service at 7pm. proved to be most popular and the Watchnight service was also busy. The Christmas Gift service was held on 18th December and the Carol Party event took place that same evening with an encouragingly high number of young families attending. The popular Christmas event for Primary School children was held on 10<sup>th</sup> December. A "Countdown to Christmas" project was run in the form of a reverse Advent Calendar where, inspired by QII, a tin or packet of non-perishable food was donated each day. The regular Carol Singing outing to Greenbank Village also took place.

# Edinburgh Greenbank Parish Church of Scotland

## Trustees' Annual Report Year ended 31 December 2016, Achievements and Performance, continued

Offerings from the Young Church groups went to a number of their elected charities such as Plan International to sponsor a child. They also supported the Church of Scotland Appeal, "A Place at the Table" for Syrian families as well as The Sick Kids Foundation. Springboard held their annual cheese and bread lunch in March raising enough money to fund the construction of a house in the earthquake stricken areas of Nepal.

The Spectrum year ended with a "moving on" service followed by a barbecue and games in the Park at Braidburn.

Greenbank, again, ran a childrens' holiday club in August which attracted about 90 children.

The various sections of the Guide and Scout movements continue to be in great demand with approximately 125 members of the Scouting movement and 135 members of the Girlguiding movement.

Rainbows, the youngest of the girls movements completed lots of activities towards their Roundabout Badges. Brownies had a weekend at Fordell Firs with outdoor activities and completed Designer and Science Investigator Badges as well as learning to play cricket and rugby! The Guides sampled trampolining, sailing, bowling and kayaking as well as celebrating the Queen's 90<sup>th</sup> birthday.

Beavers and Cubs take part in mostly indoor, Hall based activities whilst Scouts and Explorers visited a water park, took a ghost tour, went karting and walked part of the West Highland Way. Scouts camped in the summer on the S.W. coast. The Scouts again delivered Christmas trees dividing their profits with the YACHT appeal whilst their annual Jumble Sale was its usual success.

The Guild, open to men and women, meet on the first and third Tuesdays of the month between October and March and continue to provide interesting meetings and outings for its members including coffee mornings, talks and a fundraising concert to support Christian Aid's programme "Caring for Mother Earth" which supplies solar ovens to flood damaged areas of Bolivia. The Country Dance Club have 32 regular members on Wednesday evenings. The Badminton Clubs continue their weekly meetings. The talents of the Choir continue to be seen as they contribute to Sunday worship; The Midweek Prayer Group meet on Wednesdays with 4 or 5 members; and the Friendship Club have a healthy membership of around 40 meeting on alternate

Wednesdays and including, this year, a trip to The Kelpies. The Neighbourhood Group with 6 regular drivers, deliver invaluable transport service for members who no longer drive and are unable to use public transport. The "Help the Homeless" Group's 16 members continue their equally invaluable work outwith the parish in the provision of "starter packs", food boxes and assistance at the city's Care Shelters with Bethany Trust. They also helped cater at Gorgie Parish Church. The Fresh Start Group continue to collect goods at Greenbank to pass on to people who have been homeless and who are now setting up new homes.

The Monday House Group meets at church, fortnightly. The Work Party meet fortnightly on Thursday afternoons producing knitted items for charity including Bethany, Edinburgh Clothing Store, Children 1<sup>st</sup> and Simpsons Maternity. A group of seven nonagenarians (people in their nineties), all members of the Congregation, held a coffee morning in April.

The Christian Aid organisation was supported by members in their door to door collection in May. They had their Spring Fair and then, a filmnight in October.

Adult education offered Greenbank's second Alpha Course in the form of interactive sessions exploring the Christian Faith.

The Library continues to be located in The Pentland Room with promotional trolley visits to the Main Hall on Sundays whilst the bookstall offers a selection of books on religious topics to purchase four times a year. WAGs (Women at Greenbank) and BAGs (Blokes at Greenbank) continue to hold occasional meetings but depend on leader availability.

# **Edinburgh Greenbank Parish Church of Scotland**

## **Trustees' Annual Report Year ended 31 December 2016, Achievements and Performance, continued**

Greenbank Pre School is operated under the control of the Kirk Session as part of the outreach to the community and provides a high standard of pre-school education. It is housed within the Centenary Halls purpose built nursery accommodation and offers places for up to thirty 3 and 4 year olds each morning, Mondays to Fridays in school term time and the same number each afternoon. The Church also operates a Toddlers Group which, due to demand, meets on Thursday and Friday mornings each week with 20 and 15 mums with children attending respectively.

Nile Grove Playgroup is also accommodated in the church buildings with 24 children attending.

### **Financial Review**

#### **Unrestricted general funds**

The main source of income is donations from members which, together with the reclaimed Gift Aid relating to these donations, amounted to around 70% of income. Pre-school fees amounted to around a further 24% of income.

Income from offerings and associated tax recovered via Gift Aid reduced by almost £13,000 or 4% during 2016 mainly as a result of the level of one off donations received in 2015 as a result of a Stewardship Campaign that was run by the Kirk Session that year. Other income in 2016 was at a level similar to 2015.

Expenditure during 2016 was £37,000 lower than in 2015 mainly as a result of the Youth Minister leaving during the year and a gap before the new Youth Associate started employment. The charge for depreciation was very much less than in 2015, as the fixtures, fittings and equipment were fully written off.

Details of other unrestricted general funds are set out in Note 13 to these accounts.

#### **Unrestricted designated and restricted funds**

Details of unrestricted designated and restricted funds are set out in Note 13 to these accounts.

### **Reserves Policy**

The total net level of reserves held at 31 December 2016 was £1,165,555, of which £825,000 was attributable to the combined value of the Manse and the former Church Officer's residence. Designated funds total £104,562. Restricted funds total £155,358.

It is our policy to hold cash reserves of at least approximately six months expenditure on local costs (ie excluding the Ministries and Mission allocation). The level of reserves held at the year end is substantially more than this.

# **Edinburgh Greenbank Parish Church of Scotland**

## **Trustees' Annual Report Year ended 31 December 2016, Financial Review, continued**

### **Plans for the future**

As part of our participation in Local Church Review we have created an action plan which states:  
“Our future priorities are to have a strong focus on proclamation and growth of the Christian faith, inclusiveness and Christian based action locally and in the wider world.”

We will continue to provide Christian nurture and care to the congregation as well as supporting the wider church and its operation.

Whilst financial restrictions rule out ambitious development projects we will continue to maintain our buildings and care for our staff.

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

#### **Governing Document**

Greenbank Church is administered in accordance with the terms of the 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 minister, who is a member of the Kirk Session, is elected by the congregation and inducted by Presbytery. The Congregational Board is appointed from within the congregation and 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 may seek re-election at the next Stated Annual Meeting.

#### **Organisational Structure**

The Congregational Board is chaired by an elected Preses and meets five times in a year. Certain responsibilities are delegated to the Finance Committee and the Property Committee as appropriate. The Kirk Session met eight times in 2016 being responsible for spiritual affairs within Greenbank Church.

**Risk Management** Trustees have assessed the major risks to which the church is exposed, in particular those related to operations and finance and are satisfied that systems are in place to mitigate exposure to major risks.

In practical terms our lack of reliance on only a few donors, our participation in National Stewardship Campaigns and our reserves all point to management of risk.

Our staff and buildings are also risk managed through our Health and Safety policies.

# Edinburgh Greenbank Parish Church of Scotland

## Trustees' Annual Report Year ended 31 December 2016, Reference and Administrative Information

Charity Name: Edinburgh Greenbank Parish Church of Scotland

Charity Registration Number: SC011325

Congregation Reference No: 010036

Contact Address: Church Office  
Braidburn Terrace  
Edinburgh  
EH10 6ES

### Trustees

#### **Minister**

Reverend Alison Swindells LLB.,BD.

#### **Members of the Kirk Session.**

Allan, David T G,  
Allan, Sheriff J Douglas (until November 2016),  
Allan, Janet L.,  
Armit, Edith M.,  
Barnes, Philip,  
Barnes, Helen,  
Barron, Brian D.,  
Bland, Roger,  
Cadell, Rachel,  
Campbell, Eileen (until September 2016),  
Coghill, M. Louise,  
Davidson, Dr Iain A.,  
Davidson, Moira J.,  
Denison, Dr Richard S.,  
Dunbar, Julia A. K.,  
Dunbar, Richard A.,  
Fergus-Allen, Catherine L.,  
Ferguson, David E.,  
Ferguson, Janet McG.,  
Fergusson, Margot,  
George, John G. (until June 2016),

# Edinburgh Greenbank Parish Church of Scotland

## Trustees' Annual Report

Year ended 31 December 2016,

## Reference and Administrative Information, continued

### Trustees, continued

#### Members of the Kirk Session. Continued

Hardie, Catherine (Lady),  
Hastings, Clifford N.,  
Hastings, Diana K.,  
Hawkings, Elaine,  
Horne, Christopher A.,  
Htet-Khin, Elizabeth A.,  
Htet-Khin, Kenneth,  
Hutchison, Vivien,  
Inch, Susan M.,  
Irvine, Alan R.,  
Jack, David I.,  
Jackson, David A.,  
Jenkinson, Clare,  
Kehoe, Caroline,  
King, Donald M.,  
Kinnear, Anne,  
Macaulay, Hazel M.,  
McCulloch, Rosemary S.,  
Mackay of Drumadoon, Lord,  
McLachlan, Angus D.,  
MacLeod, Donald R.,  
Macniven, Duncan,  
Macniven, Valerie M.,  
McWilliam, Rachel M. D.,  
Maguire, G. Leonard,  
Maguire, Katy D.,  
Mainland, Alasdair (until June 2016),  
Morrison, Roderick I.,  
Morrow, Christina H.,  
Murison, Alison M. L.,  
Murison, John M.,  
Nimmo, Robert,  
Oxbrow, Anne R.,  
Patrick, Kathleen M.,  
Powlett-Brown, Jill,  
Reid, David T.,  
Reid, Malcolm M.,  
Ritchie, Dr Joan M.,

# Edinburgh Greenbank Parish Church of Scotland

## Trustees' Annual Report

Year ended 31 December 2016,

## Reference and Administrative Information, continued

### Trustees, continued

#### Members of the Kirk Session, continued

Ritchie, John D.,  
Ross, Neil J.,  
Rutherford, John F.,  
Sanders, Stuart C.,  
Sommerville, Rona,  
Stevenson, Mairi W.,  
Sweetman, Gillian M.,  
Thom, Ian A. J.,  
Thom, Isobel,  
Thomson, Ian J.,  
Tucker, Charlotte,  
Watters, I. Malcolm,  
Whitehead, Dorothy M.,  
Wilkinson, J. M. Clare,  
Winton, Dr Keith D. R.,  
Young, James D.,  
Young, Robert W. F.

#### Members of the Congregational Board (save those included above)

Colin Archibald,  
Alan Armit,  
Susan Black,  
Ulrike Buchan,  
Ralph Clark,  
John Ferguson,  
Mark Fergusson,  
Fiona Grant (until March 2016),  
Henry Henderson,  
Lyndsay Kennedy,  
Moir Land,  
Anne Mackintosh (until March 2016),  
Elizabeth Mackay,  
Ian McWilliam,  
Donald Milne,  
Alan Ramage,  
Carolyn Reid,  
Kathryn Sangster,  
Liz Shiel,  
Michael Struthers.

# **Edinburgh Greenbank Parish Church of Scotland**

## **Trustees' Annual Report**

**Year ended 31 December 2016,**

**Reference and Administrative Information, continued**

### **Principal Office-bearers**

Minister: Reverend Alison Swindells LLB., BD  
Session Clerk: Valerie Macniven

Preses to the Board: Roderick I. Morrison  
Clerk to the Congregational Board: Alan Ramage

Church Treasurer: John Ritchie

### **Examiner**

Anne Dobson  
Greenbank Accountants  
6c Canaan Lane  
Edinburgh  
EH10 4SY

### **Bankers**

Bank of Scotland  
426 Morningside Road  
Edinburgh  
EH10 5QF

# **Edinburgh Greenbank Parish Church of Scotland**

## **Trustees' Annual Report Year ended 31 December 2016, Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006(as amended) and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Trustees and signed on their behalf,

**Valerie Macniven**  
**Session Clerk**

**Date .....**

# **Edinburgh Greenbank Parish Church of Scotland**

**SC011325**

## **Report of the Independent Examiner**

### **Independent Examiner's Report to the Trustees of Edinburgh Greenbank Parish Church of Scotland**

I report on the accounts of the charity for the year ended 31 December 2016 which are set out on pages 14 to 25.

#### **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) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) 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 (as amended). 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 seeking 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 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations(as amended)

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.

**Anne Dobson, FCA**  
**6c Canaan Lane**  
**Edinburgh**  
**EH10 6SY**

**Date .....**

# Edinburgh Greenbank Parish Church of Scotland

## Statement of Financial Activities

Year ended 31 December 2016

		Unrestricted	Unrestricted			
		General	Designated	Restricted	Total	Total
		Funds	Funds	Funds	2016	2015
		2016	2016	2016	£	£
		£	£	£		
	Note					
<b><u>Income from:</u></b>						
Donations and legacies	1	246,733	-	95,897	342,630	359,038
Charitable activities	2	4,061	-	111,631	115,692	116,967
Other trading activities	3	17,500	-	-	17,500	10,775
Investment income	4	7,789	260	20	8,069	7,255
<b><u>Total Income</u></b>		<u>276,083</u>	<u>260</u>	<u>207,548</u>	<u>483,891</u>	<u>494,035</u>
<b><u>Expenditure on:</u></b>						
Charitable activities	5	252,249	16,186	180,019	448,454	485,521
<b><u>Total Expenditure</u></b>		<u>252,249</u>	<u>16,186</u>	<u>180,019</u>	<u>448,454</u>	<u>485,521</u>
<b>Net income/(expenditure) before gains and losses on investments</b>		23,834	(15,926)	27,529	35,437	8,514
Net gains on investments	9	54	-	1,258	1,312	160
<b>Net income/(expenditure)</b>		<u>23,888</u>	<u>(15,926)</u>	<u>28,787</u>	<u>36,749</u>	<u>8,674</u>
Transfers between funds	13	(23,769)	28,764	(4,995)	-	-
<b>Net movement in funds</b>		<u>119</u>	<u>12,838</u>	<u>23,792</u>	<u>36,749</u>	<u>8,674</u>
<b><u>Reconciliation of funds:</u></b>						
Total funds brought forward		905,516	91,724	131,566	1,128,806	1,120,132
<b><u>Total funds carried forward</u></b>	<b>12</b>	<u>905,635</u>	<u>104,562</u>	<u>155,358</u>	<u>1,165,555</u>	<u>1,128,806</u>

# Edinburgh Greenbank Parish Church of Scotland

## Balance Sheet

At 31 December 2016

		2016		2015	
	<u>Note</u>	£	£	£	£
<b>Fixed Assets</b>					
Tangible Fixed assets	8		825,000		831,786
Investments	9		<u>15,200</u>		<u>13,888</u>
			<u>840,200</u>		<u>845,674</u>
<b>Current Assets</b>					
Debtors	10	13,147		18,798	
Bank and cash		<u>339,960</u>	353,107	<u>289,113</u>	307,911
<b>Creditors</b>					
Falling due within one year	11	<u>(27,752)</u>	(27,752)	<u>(24,779)</u>	(24,779)
<b>Net Current Assets</b>			<u>325,355</u>		<u>283,132</u>
<b>Net Assets</b>			<u>1,165,555</u>		<u>1,128,806</u>
<b>Unrestricted Funds</b>	13				
General funds		905,635		905,516	
Designated funds		<u>104,562</u>	1,010,197	<u>91,724</u>	997,240
<b>Restricted Funds</b>	13	<u>155,358</u>	155,358	<u>131,566</u>	131,566
<b>Total Funds</b>			<u>1,165,555</u>		<u>1,128,806</u>

The accounts were approved by the Kirk Session and Congregational Board on 18 April 2017.

\_\_\_\_\_  
Session Clerk

\_\_\_\_\_  
Treasurer

# **Edinburgh Greenbank Parish Church of Scotland**

## **Accounting Policies**

**Year ended 31 December 2016**

The principal accounting policies, which have been applied consistently in the current and preceding year in dealing with items which are considered material to the accounts, are set out below.

### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities accounts (Scotland) Regulations 2006 (as amended).

The books and records are kept, and the accounts are prepared, in pounds and pence. However, the accounts are presented in pounds only for clarity. This means that at times down and cross adds apparently do not add up but this is only because the numbers are presented in pounds; down and cross adds add up in pounds and pence.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts; The charity constitutes a public benefit as defined by FRS102; The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

# Edinburgh Greenbank Parish Church of Scotland

## Accounting Policies (continued)

Year ended 31 December 2016

### 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.

Transfers between funds are made on the authority of the Congregational Board (General Fund) or at the discretion of leaders of congregational organisations in accordance with each organisation's structure (restricted funds.)

### Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

### Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended on the SOFA. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Charitable expenditure comprises those costs incurred by the charity in delivery of its activities and services.

### Tangible fixed assets

All tangible fixed assets costing in excess of £1,000 having a value to the charity greater than one year, other than those acquired for specific purposes, are capitalised at cost. Depreciation is provided on a straight-line basis to write off the cost or initial value, less residual value, of tangible fixed assets over their estimated useful lives:

Fixtures, fittings and office equipment    5 years

# **Edinburgh Greenbank Parish Church of Scotland**

## **Accounting Policies (continued)**

**Year ended 31 December 2016**

### **Tangible fixed assets (continued)**

#### ***Buildings***

Church and halls - these are not included in the Balance Sheet due to the difficulty of obtaining a valuation on a continuing use basis.

Manse and church officer's residence - these were included in the accounts for the first time in 2007 and were brought in at valuation which was treated as "cost." The Trustees consider that the Buildings assets will, at worst, maintain their present values over time so that their estimated residual values will be no less than current valuations.

#### **Investments**

Fixed asset investments are stated at market value at the balance sheet date. Unrealised gains and losses represent the difference between the market value at the beginning and end of the financial year or, if purchased in the year, the difference between cost and market value at the end of the year. Realised gains and losses represent the difference between the proceeds on disposal and the market value at the start of the year or cost if purchased in the year.

#### **Taxation**

Edinburgh Greenbank Parish Church of Scotland 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.

#### **Leases**

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

# Edinburgh Greenbank Parish Church of Scotland

## Notes forming part of the financial statements

Year ended 31 December 2016

	Unrestricted General 2016 £	Unrestricted Designated 2016 £	Restricted 2016 £	2016 £	2015 £
<b>1 Donations and Legacies</b>					
Offerings	191,307	0	85,253	276,560	288,640
Tax recovered on Gift Aid	55,426	0	10,644	66,070	66,848
Legacies	0	0	0	0	2,000
Contributions from Congregational Organisations	0	0	0	0	1,550
				342,630	
	246,733	0	95,897	0	359,038

Income from Donations and Legacies was £342,630 (2015 £359,038) of which £246,733 was unrestricted (2015 £253,868) and £95,897 was restricted (2015 £105,170).

<b>2 Income from Charitable Activities</b>					
Weddings and Funerals	2,350	0	0	2,350	1,150
Coffee mornings etc	1,711	0	0	1,711	1,707
				111,631	
Pre School Fees	0	0	111,631	1	114,110
				115,692	
	4,061	0	111,631	2	116,967

Income from Charitable Activities was £115,692 (2015 £116,967) of which £4,061 was unrestricted (2015 £2,857) and £111,631 was restricted (2015 £114,110).

<b>3 Income from Other Trading Activities</b>					
Use of Premises	17,500	0	0	17,500	10,775
	17,500	0	0	17,500	10,775

Income from Other Trading Activities was £17,500 (2015 £10,775) all of which was unrestricted (2015 all unrestricted as well).

<b>4 Investment income</b>					
Dividends received	23	0	0	23	536
Deposit interest	564	260	20	844	618
Other investment income	7,202	0	0	7,202	6,101
	7,789	260	20	8,069	7,255

Investment Income was £8,069 (2015 £7,255) of which £8,049 was unrestricted (2015 £6,719) and £20 was restricted (2015 £536).

# Edinburgh Greenbank Parish Church of Scotland

## Notes forming part of the financial statements

Year ended 31 December 2016

	Unrestricted General Funds 2016 £	Unrestricted Designated Funds 2016 £	Restricted Funds 2016 £	Total 2016 £	2015 £
<b>5 Analysis of Expenditure</b>					
<b>Charitable Activities</b>					
Ministries and Mission Allocation	140,461	0	0	140,461	141,747
Presbytery Dues	3,084	0	0	3,084	4,418
Minister's Expenses	2,076	0	0	2,076	2,728
Ministerial Assistance	5,293	0	23,876	29,169	36,449
Other Salary Costs	49,738	0	110,073	159,811	155,369
Fabric Repairs & Maintenance	17,028	9,400	2,755	29,183	34,433
Council Tax	2,129	0	0	2,129	2,640
Other Buildings Costs	20,695	0	0	20,695	18,432
Depreciation	0	6,786	0	6,786	36,768
Church Office Expenses	4,622	0	0	4,622	2,857
Organ & Music	1,495	0	0	1,495	1,512
Independent Examiner's Fee	600	0	420	1,020	1,020
Other expenses	5,028	0	42,895	47,923	47,148
<b>Total</b>	252,249	16,186	180,019	448,454	485,521

Expenditure on Charitable Activities was £448,454 (2015 £485,521) of which £268,435 was unrestricted (2015 £303,399) and £180,019 was restricted (2015 £182,122).

Support costs have not been separately identified as the Trustees consider that there is only one charitable activity. Therefore, support costs relate wholly to that activity and have not been separately identified.

# Edinburgh Greenbank Parish Church of Scotland

## Notes forming part of the financial statements

Year ended 31 December 2016

### 6 Staff costs and numbers

	<b>Church 2016 £</b>	<b>Pre School 2016 £</b>	<b>Church 2015 £</b>	<b>Pre School 2015 £</b>
Salaries and wages	74,859	97,483	80,461	94,809
Social security costs	1,879	7,271	2,616	7,673
Pension costs	2,120	5,318	2,269	3,990
Total	<u>78,858</u>	<u>110,072</u>	<u>85,346</u>	<u>106,472</u>

The average number of employees during the year was as follows:

	<b>2016 Number</b>	<b>2015 Number</b>
Ministerial support	2	2
Administration staff	1	1
Music staff	1	1
Premises maintenance	2	2
Sunday Beadle	1	1
Pre School teacher and assistants	5	5
	<u>12</u>	<u>12</u>

No employee had employee benefits in excess of £60,000 (2015: nil).

Contributions were made to a defined contribution pension scheme for eight (2015 eight) employees.

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 £26,380 and the maximum stipend (in the fifth and subsequent years) was £32,419.

### 7 Trustee Remuneration and Related Party Transactions

During the year a total of £89,914 was donated to the congregation by trustees.

During the year:

1. Rev Alison Swindells, the minister, received reimbursement of expenses incurred totalling £2,076 being travel £1,180, telephone and other £896 (2015 - minister £5,368).

2. Mr Alan Irvine, who is a member of the Kirk Session and a trustee, received £3,962 (2015 - £4,856) for providing his services as organist during the year.

3. Mrs Louise Coghill, a member of the Kirk Session and a trustee also received a fee of £375 (2015 - £450) for acting as temporary organist.

4. During the year, The Key Place (UK) Limited, a company run by Robert Young who is a member of the Kirk Session, a trustee and the former treasurer of the church, was letting agent for the property in Comiston Place, Edinburgh owned and let out by the congregation. The Key Place (UK) Limited received management fees of £1,152 (2015 - £1,416).

# Edinburgh Greenbank Parish Church of Scotland

## Notes forming part of the financial statements

Year ended 31 December 2016

### 8 Tangible Fixed Assets

	<b>Fixtures &amp; Fittings &amp; Equipment</b>	<b>Buildings</b>	<b>Total</b>
	£	£	£
<b>Cost or valuation</b>			
At 1 January 2016	183,839	825,000	1,008,839
At 31 December 2016	<u>183,839</u>	<u>825,000</u>	<u>1,008,839</u>
<b>Accumulated Depreciation</b>			
At 1 January 2016	177,053	0	177,053
Charge for the year	6,786	0	6,786
At 31 December 2016	<u>183,839</u>	<u>0</u>	<u>183,839</u>
<b>Net Book Value</b>			
At 31 December 2016	<u>0</u>	<u>825,000</u>	<u>825,000</u>
At 31 December 2015	<u>6,786</u>	<u>825,000</u>	<u>831,786</u>

In addition to the properties capitalised above, the charity also owns the church building and halls which are not valued as fixed assets due to the impracticality of obtaining a valuation.

All investments are UK investments.

### 9 Investments

	<b>2016</b>	<b>2015</b>
	£	£
Market value at start of year	13,888	13,728
Unrealised gain/(loss) on investments	1,312	160
Market value at end of year	<u>15,200</u>	<u>13,888</u>
Investments at cost	<u>1,830</u>	<u>1,830</u>

The following investments are held:

3,200 Units, Church of Scotland Investors Trust Growth Fund.

All investments are UK investments

### 10 Debtors

	<b>2016</b>	<b>2015</b>
	£	£
Gift Aid Tax Refund Due	13,147	18,798
	<u>13,147</u>	<u>18,798</u>

### 11 Creditors Falling Due Within 1 Year

	<b>2016</b>	<b>2015</b>
	£	£
Creditors and accruals	12,560	24,779
PAYE/NIC	896	0
Special collections	14,296	0
	<u>27,752</u>	<u>24,779</u>

# Edinburgh Greenbank Parish Church of Scotland

## Notes forming part of the financial statements

Year ended 31 December 2016

12 Analysis of Net Assets Among Funds	General £	Designated £	Restricted £	Total £
Fixed Assets	825,000	0	0	825,000
Investments	640	0	14,560	15,200
Current Assets	93,876	104,562	154,669	353,107
Current Liabilities	(13,881)	0	(13,871)	(27,752)
<b>Net assets at 31 Dec 2016</b>	<b>905,635</b>	<b>104,562</b>	<b>155,358</b>	<b>1,165,555</b>

### 13 Movements in Funds

	At 1 January 2016 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 Dec 2016 £
<b>Restricted funds</b>					
Pre-school	29,846	117,978	(118,068)	(7,500)	22,256
Spectrum	11,135	1,722	(2,291)	2,000	12,566
Flower Fund	4,748	928	(1,118)	0	4,558
Work party	1,143	99	(130)	0	1,112
Choir & music	349	0	0	375	724
Guild	864	2,523	(2,162)	(120)	1,105
Banner Group	441	0	0	0	441
Homelessness Group	329	0	(163)	500	666
WAGS	250	0	0	(250)	0
BAGS	442	248	(265)	0	425
World Mission	167	131	0	0	298
QII	80	0	0	0	80
Church Library	58	0	(30)	0	28
Fabric Fund	3,855	506	(2,755)	0	1,606
YACHT	77,546	58,562	(27,170)	0	108,938
Others	313	1,434	(1,192)	0	555
Special Collections	0	24,675	(24,675)	0	0
	<u>131,566</u>	<u>208,806</u>	<u>(180,019)</u>	<u>(4,995)</u>	<u>155,358</u>
<b>Unrestricted Funds</b>					
<b>Designated Funds</b>					
Fabric Fund	26,844	0	(9,400)	28,764	46,208
Provision for depreciation	6,786	0	(6,786)	0	0
Social Committee	85	0	0	0	85
YACHT	58,009	260	0	0	58,269
	<u>91,724</u>	<u>260</u>	<u>(16,186)</u>	<u>28,764</u>	<u>104,562</u>
<b>General Fund</b>					
Legacy fund	11,500	0	0	0	11,500
Flat fund	3,000	0	0	0	3,000
Youth Minster fund	0	0	0	0	0
Reserves	65,000	0	0	0	65,000
Other general	826,016	276,137	(252,249)	(23,769)	826,135
	<u>905,516</u>	<u>276,137</u>	<u>(252,249)</u>	<u>(23,769)</u>	<u>905,635</u>
<b>Total funds</b>	<u>1,128,806</u>	<u>485,203</u>	<u>(448,454)</u>	<u>0</u>	<u>1,165,555</u>

#### Note re gain on revaluation of investments

The following unrealised profits are included in the above figures as incoming resources:

Sunday School, Flower Fund, Guild work party, General Fund, Total £13,370.

# Edinburgh Greenbank Parish Church of Scotland

## Notes forming part of the financial statements

### Year ended 31 December 2016

#### 13 Movements in Funds (continued)

##### Purposes of Restricted Funds and Commentary on Transfers over £5,000

Pre School - daily nursery for children age 3 - 5 with paid staff, council funding and some parental contribution. During the year there was a transfer of £7,500 from the Pre-School Fund to the General Fund for use of premises in lieu of commercial rent. This does not compromise the use of restricted funds for educational purposes.

Guild - to fund the activities of the Guild

Guild work party - funds for group who knit and sew, part of the Guild

Friendship Club - funds of weekly group for elderly people

World Mission - funds to purchase and sell Fair Trade goods to the congregation

Spectrum - funds provided for and raised by the Sunday School

QII - funds provided for and raised by the Youth Group

Women at Greenbank - funds raised by women's group

Flower Fund - This is a fund to provide flowers for display during services of worship

Church library - funds donated to purchase books available to be borrowed by church members

Bookstall - to provide a service to members in the provision of Christian and other books

Youth Outreach - funds donated for use in various youth initiatives

Choir and Music - funds raised to purchase new hymn books and choir music

Homelessness Group - funds raised by group working with homeless charities

Special collections - funds raised by appeal for christian aid and other charities

Banner Group - funds for use of group who make ornamental banners for the church

Blokes at Greenbank - funds raised by men's group

Fabric - funds donated for refurbishment of the Church

YACHT - YACHT stands for Youth at CHURCH Today. These restricted funds are funds raised to assist with the furtherance of ministry to the youth (also see YACHT designated fund)

Others - this includes the following organisations: the Friendship Club (weekly group for elderly people), the Bookstall (provision of a service to members in the provision of Christian and other books) and Youth Outreach (funds donated for use in various youth activities)

##### Purposes of Designated Funds

Fabric Fund - the Trustees have set aside funds for the maintenance of the church property.

Provision for Depreciation - funds set aside to account for depreciation of fixed assets

Social Committee - funds set aside for committee who organise social events

YACHT - YACHT stands for Youth at CHURCH Today. These designated funds are funds set aside to assist with the furtherance of ministry to the youth (also see YACHT restricted fund). The balance on the Youth Minister Fund at the start of the year was transferred to the YACHT designated fund during the year to help fund future YACHT costs.

#### 14 Financial Commitments

At the 31 December 2016 the charity's future minimum operating lease payments are as follows

	2016	2015
	£	£
Within one year	850	526
Between one and five years	850	0

# Edinburgh Greenbank Parish Church of Scotland

## Notes forming part of the financial statements

Year ended 31 December 2016

### 15 Collections for Third Parties

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Christian Aid	21,091	19,673
Edinburgh Clothing Store	1,566	0
Autism Initiatives	1,226	0
SLA	775	804
Nepal Lets Build a House	661	0
Radio Lollipop	0	2,199
John McIntyre Scholarship	0	1,350
Mary's Meals	0	766
Others	200	1,850
	<u>25,519</u>	<u>26,642</u>

In addition to this, cheques payable to Christian Aid from members of the congregation were sent along with the sums collected in the Advent appeals - these amounted to £0 in 2016 (2015 - £500).

The sum of £25,519 was collected, £8,223 was distributed to third parties during the year and £17,296 after the year end.

### 16 Volunteers

In common with all congregations of the Church of Scotland, the congregation benefits from the contribution made by volunteers who give their time and talents willingly for the benefit of the Church. The areas of congregational life which rely on the contribution of volunteers are many and varied and much of the activity would be unable to continue were it not for the commitment shown.