

Portland Parish Church of Scotland: Troon
Year ended 31 December 2023



Portland Parish Church of Scotland: Troon

Trustees' Report and Accounts

For the Year Ended

31st December 2023

Congregation Reference Number: 100599

Scottish Registered Charity Number: SC003477

Portland Parish Church of Scotland: Troon
Year ended 31 December 2023

Trustees Report

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2023. The financial statements have been prepared in accordance with the General Assembly Regulations for Congregational Finance, the Charities and Trustee Investment (Scotland) Act 2005, 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.

Our principal gatherings for worship take place on Sunday mornings at 10.30 am and Communion Services would normally be held four times a year in the morning.

Our objective to provide a weekly worship service remained firm throughout 2023 and we adapted how we reached our members with both in-person worship services and online services.

Both Portland and Troon Old Parish Churches continued in vacancy during 2023. We had the good fortune to share a locum minister, the Rev G Richmond, serving both Portland and Troon Old Parish Churches from September 2022 and throughout 2023. The Kirk Sessions from Portland and Troon Old Parish Churches decided that the congregations would worship together on a Sunday morning. Worship Services would be held in each sanctuary in turn monthly.

Church life continued. The House Group continued to meet in person. Elders kept in contact with church members using emails and by telephone and a greater use of the website was encouraged to keep everyone informed.

Our objective to provide a weekly worship service has been met and we observed that the weekly services were being watched online by a wider audience than expected and so it could be concluded that we exceeded our objective.

Once again CHAS (Children's Hospices Across Scotland) was our nominated Gift Service Charity. We celebrated twenty years of support to a very worthwhile charity. This service included our nativity and was shared with the congregation of Troon Old Parish Church. The children, as always, stole the show and many thanks are due to all the hard work by parents, elders and our locum minister, to make the nativity possible.

Portland Church continues its participation in the Messy Church initiative which involves many churches of different denominations in Troon.

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2023 marked the twelfth year of Portland's partnership with the rural congregation of CCAP, Limphasa in Northern Malawi. In each of these years we have witnessed a deepening of our relationship with our Christian brethren through worship and in their daily lives which are often faced with very challenging situations and 2023 was no exception.

Portland Parish Church has continued in vacancy since May 2018.

The General Assembly of the Church of Scotland met in May of 2021 and decided that all Presbyteries in the Church of Scotland should produce a Mission Plan, to be approved, at the latest, by 31st December 2022.

After considerable consultation involving all three of the Churches of Scotland in Troon, a union of all three Troon Churches with two Ministry posts allocated was proposed and accepted by Ayr Presbytery.

Ayr Presbytery's Mission Plan stated, after a building review, that the Church of Scotland in Troon can retain two sanctuaries with the sanctuary of Troon Old to close due to extensive fabric deficiencies.

We continue to prepare for a three-church union and the formation of a team ministry to serve the new Troon Church. The three Church of Scotland Kirk Sessions have worked hard to produce a Basis of Union which sets out how the three congregations will unite. A new name was chosen by the congregations for the new united church. It will be called Troon Church of Scotland. The congregations are hopeful that this union will happen in 2024. All three congregations agreed to share a worship service on the second Sunday in the month which has proved to be a success. These services are hosted by each church in turn and give all three congregations the chance to worship together as a single congregation – Troon Church of Scotland.

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Financial Review

The charity's principal source of income is from the offerings and donations of church members. The offerings and donations income for the year, throughout which the congregation was in vacancy, amounted to £82,522 (2022: £87,209) which is a decrease of 8%. Included in this total is tax recovered on Gift Aid donations of £19,881 (2022: £20,190).

Legacy income in the year totalled £125,000, compared to £614 in 2022.

Income from activities for generating funds was £1,963 in 2023 (2022: £1,726). This income came from wedding fees and Sunday Tea and Coffee donations in support of our Malawi Partnership.

The use of the church and halls by outside organisations generated £11,085 (2022: £10,840).

Total receipts amounted to £225,138 (2022: £102,460).

Total payments in the year amounted to £154,258 (2022: £97,179) – an increase of £57,079. A further breakdown of expenditure showing the comparison to last year for each type of cost is detailed in Note 4.

Unrestricted Funds ended the year with net receipts before transfers of £67,768 (2022: £2,442). The Designated fabric fund recorded net expenditure of £21,445 (2022: £3,687) and a transfer of £9,257 has been made from the General Fund to leave a £nil balance on the fund at the year end date. The General Fund balance increased in 2023 to £114,519.

The restricted fund that has been created for specific donations given for the stonework project has an unchanged end of year balance of £1,300, comprising donations of £800 in 2017 and £500 in 2018. The Ross Bequest Fabric Fund to provide for major building repairs and improvements recorded income of £1,837 (2022: £276).

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Risk Management

The Trustees regularly review their risk assessments for fire, health and safety, data protection and food hygiene.

The Safeguarding Panel actively monitors the use of the church premises to ensure the safety of all those working across the congregation's activities and especially those who are vulnerable, and updates the Kirk Session on a regular basis.

With the average age of the congregation on the increase this may present some risk to the level of giving in the future and to the ability of the congregation to recruit volunteers to fill key vacancies. In response, the congregation is following a three-year stewardship programme which focuses in turn on time, talents and money.

Reserves Policy

It is the Trustees' policy to hold unrestricted reserves, including designated funds, amounting to approximately six months' expenditure. At the year end the Church held unrestricted funds of £125,723 (2022: £57,954). This represents in excess of six months' expenditure of the General Fund.

The church also held £96,365 (2022: £90,100) of restricted funds, which have been provided for the purposes specified in Note 2 to the financial statements. With the church building now over 100 years old, the costs of maintaining a building of considerable architectural merit are not insignificant and it should be noted that significant additional funding will undoubtedly be required over the course of this decade for this.

Structure, Governance and Management

The congregation is a registered charity, number SC003477 and is administered in accordance with the terms of the Unitary Constitution **which it adopted at its Stated Annual Meeting on the 26th of March 2017** and is subject to the Acts and Regulations of the General Assembly of the Church of Scotland.

Members of the Kirk Session 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 Kirk Session, which meets at least six times a year, is responsible for the control of the affairs of the Congregation, both spiritual and temporal.

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Locum Minister

Rev Gillean Richmond

Principal Office Bearers:

Interim Moderator:	Mr Bill Duncan
Session Clerk:	Mr John Reid
Church Treasurer:	Mrs Catriona McKellar

Principal Office

2 St. Meddans Street
Troon, Ayrshire, KA10 6JU

Charity No: SC003477

Independent Examiner:

William Vernal BA CA
Milne Craig
Chartered Accountants
Abercorn House
79 Renfrew Road
Paisley
PA3 4DA

Bankers:

Bank of Scotland
8 Templehill
Troon
KA10 6BE

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Reference and Administrative Information

Trustees

Appointed Elders of the Kirk Session:

Boyd, Marion		McDonald, Avril	
Cameron, Sheona		McKellar, Catriona	
Clark, Susan		McKellar, Keith	
Connolly, Gillian		McKellar, Ruaridh	
Davis, Jennifer		McKellar, Seonaid	
Douglas, Elaine		McKelvie, Kenneth	
Downie, Marion		McManus, Ian	
Duncan, Bill		Nairn, Christine	
Fanning, Maureen		Nicoll, Ian	
Grant, Pamela		Nicolson, Susan	
Gray, Julie		Philp, Colin	Resigned 01.06.2023
Hervey, Douglas		Philp, Evelyn	Resigned 30.03.2023
Howden, Dorothy	Resigned 14.09.2023	Potts, Jane	
Johnson, Isobel		Reid, John	
Kennedy, Grace		Short, Barbie	
Kennedy, Robyn		Short, Margaret	
Kerr, David		Smith, Ronnie	
Knox, Brian		Vernon, Jim	
Knox, Linda		Webster, Jacqui	
Lawrie, Jennifer		Weir, Margaret	
Lawson, Jim		Weir, William	
Mackenzie, Anne			

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Trustees' Responsibilities in Relation to the Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and 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 year which show 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 the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the method and principles in the applicable Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 charity and financial information on the congregation'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,

J Reid, Session Clerk
30th March 2024

**Independent Examiner's Report to the Trustees of Portland Parish Church
of Scotland for the year ended 31 December 2023**

I report on the accounts of the charity for the year ended 31 December 2023 which are set out on pages 9 to 13.

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) (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 (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 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 view given by 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 (as amended), and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 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.

William Vernall CA
Milne Craig
Chartered Accountants
Abercorn House
79 Renfrew Road
Paisley
PA3 4DA

Date:

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Receipts and Payments Account for the year ended 31 December 2023

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2023 £	Total 2022 £
Receipts						
Donations	3	82,126	396	-	82,522	87,209
Legacies		125,000	-	-	125,000	614
Activities for Generating Funds		1,963	-	-	1,963	1,726
Other Income		271	-	-	271	824
Bank & Deposit Interest		1,582	1,836	-	3,418	439
Investment Income		-	880	-	880	808
		<u>210,941</u>	<u>3,112</u>	<u>-</u>	<u>214,053</u>	<u>91,620</u>
Rental of premises		<u>11,085</u>	<u>-</u>	<u>-</u>	<u>11,085</u>	<u>10,840</u>
Total receipts		<u>222,026</u>	<u>3,112</u>	<u>-</u>	<u>225,138</u>	<u>102,460</u>
Payments						
Charitable activities	4	152,848	-	-	152,848	95,859
Governance costs		<u>1,410</u>	<u>-</u>	<u>-</u>	<u>1,410</u>	<u>1,320</u>
Total payments		<u>154,258</u>	<u>-</u>	<u>-</u>	<u>154,258</u>	<u>97,179</u>
Excess of receipts over payments/(payments over receipts) for the year before transfers		<u>67,768</u>	<u>3,112</u>	<u>-</u>	<u>70,880</u>	<u>5,281</u>
Transfers		-	-	-	-	-
Excess of receipts over payments/(payments over receipts)		<u>67,768</u>	<u>3,112</u>	<u>-</u>	<u>70,880</u>	<u>5,281</u>

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Statement of Balances as at 31 December 2023

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2023 Total £	2022 Total £
<u>Bank & Deposit Balances</u>					
At 1 January 2023	62,892	45,575	-	108,467	103,186
Movement in year:					
Excess of receipts over payments/(payments over receipts)	67,768	3,112	-	70,880	5,281
Balance at 31 December 2023	130,660	48,687	-	179,347	108,467
<u>Investments held at market value</u> (cost £7,488.36)					
	-	42,740	-	42,740	39,587
<u>Assets</u>					
Tangible fixed assets: Manse Property	-	-	600,000	600,000	600,000
Gift Aid Receivable	60,000	-	-	60,000	66,000
<u>Liabilities</u>					
Other accrued charges	1,470	-	-	1,470	31,000

The Accounts were approved by the Kirk Session on

For and on behalf of the Kirk Session

Mr John Reid
Session Clerk

Mrs Catriona McKellar
Treasurer

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Notes to the accounts

Year ended 31 December 2023

1. Trustee remuneration and related party transactions

During the year reimbursement of travelling expenses incurred by the Minister was £nil. Reimbursement of travelling expenses and telephone expenses for our Locum Minister and Interim Moderator amounted to a total of £455. All of these payments were made at the rates agreed by the General Assembly.

Salary payments to Mr Ruaridh McKellar who is a member of the Kirk Session in respect of his appointment as church officer totalled £11,116 for the year ending 31 December 2023.

During the year no trustees received reimbursement of expenses directly incurred on behalf of the charity.

Other than the foregoing, no trustee or a person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

During the year an estimated total of £19,300 was donated to the congregation by the trustees.

2. Movement in funds

	At 1 Jan 2023 £	Incoming Resources £	Outgoing Resources £	Investment Gains £	Transfers	At 31 Dec 2023 £
<u>Endowment Funds</u>						
Manse Reserve Fund	600,000	-	-	-	-	600,000
	600,000	-	-	-	-	600,000
<u>Restricted Funds</u>						
The Ross Bequest Fabric Fund	9,159	1,837	-	-	-	10,996
Organ Fund	10,941	-	-	-	-	10,941
Peter Livingstone Bequest	27,742	-	-	-	-	27,742
The Stirling Bequest	29,626	747	-	2,677	-	33,050
Sir David Cuthbertson's Bequest	6,754	104	-	373	-	7,231
The Irving Bequest	194	-	-	-	-	194
Benevolent Fund	207	-	-	-	-	207
Baptismal Testament Fund	1,675	29	-	103	-	1,807
Malawi Partnership	2,502	396	-	-	-	2,898
Stoneworks Project	1,300	-	-	-	-	1,300
	90,100	3,112	-	3,153	-	96,365
<u>Unrestricted Funds</u>						
Designated Fabric Fund	12,188	442	21,887	-	9,257	-
Reserve Fund	11,031	173	-	-	-	11,204
General Fund	34,735	221,411	132,371	-	(9,257)	114,519
	57,954	222,026	154,258	-	-	125,722
Total Funds	748,054	225,138	154,258	3,153	-	822,088

Total funds have been calculated on a receipts and payments basis, and so comprise bank and deposit account balances, investments at market value and tangible fixed assets.

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2. Movement in funds (cont'd)

Purpose of Endowment Funds

Manse Reserve Fund: This fund arises from the incorporation of the manse into the balance sheet.

Purposes of Restricted Funds

The Ross Bequest Fabric Fund: This fund was created for major building repairs and improvements.

Organ Fund: This fund was established to provide for the cost of major expenditure for the upkeep of the organ.

Peter Livingstone Bequest: This fund is used to promote musical excellence and support special church projects.

The Stirling Bequest: This fund is used by the Kirk Session to advance the work of the Church.

Sir David Cuthbertson's Bequest: This fund was established specifically to assist with youth work.

The Irving Bequest: This bequest fund was for the general purposes of the congregation.

Benevolent Fund: The benevolent fund is used to provide for necessary benefice.

Baptismal Testament Fund: This fund finances the provision of baptismal testaments to children.

Malawi Partnership: This fund was established for monies received and payments made in relation to the Partnership agreement between Portland Parish Church : Troon and the Limphasa Church in Malawi.

Stoneworks project: This fund was established to finance the building work required to the windows and surrounding external stones.

Purposes of Designated Funds

Reserve Fund: This fund assists in providing finance for the long-term mission of the congregation.

Fabric Fund: The Trustees have set aside funds for ongoing general maintenance of the church, halls and manse.

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2023	Total 2022
	£	£	£	£	£
3. Analysis of Donations					
WFO Scheme (non Gift Aid)	1,405	-	-	1,405	2,160
Gift Aid donations	55,412	-	-	55,412	59,761
Tax recovered on Gift Aid donations	19,881	-	-	19,881	20,190
Ordinary offerings (Open plate)	3,509	-	-	3,509	1,546
Other offerings, donations etc.	1,918	396	-	2,314	3,552
	<u>82,126</u>	<u>396</u>	<u>-</u>	<u>82,522</u>	<u>87,209</u>

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	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2023 £	Total 2022 £
4. Analysis of Payments					
Charitable Activities					
Giving to Grow (formerly Ministries & mission allocation)	85,128	-	-	85,128	69,960
Less: Vacancy allowance	(11,196)	-	-	(11,196)	(11,196)
Net ministries & mission allocation	73,932	-	-	73,932	58,764
Presbytery dues	-	-	-	-	2,066
Pulpit supply and Locum Minister expenditure	18,457	-	-	18,457	1,366
Other salary costs	13,348	-	-	13,348	7,166
Fabric repairs & maintenance	21,887	-	-	21,887	4,353
Council tax, insurance and licences	6,500	-	-	6,500	5,946
Heat & light	7,782	-	-	7,782	8,117
Cleaning supplies	3,529	-	-	3,529	3,354
Organ & piano upkeep	2,081	-	-	2,081	541
Printing & stationery	183	-	-	183	494
Telephone & internet	1,129	-	-	1,129	690
Other expenses	4,020	-	-	4,020	3,001
	<u>152,848</u>	<u>-</u>	<u>-</u>	<u>152,848</u>	<u>95,859</u>
Governance Costs					
Independent examiner's fees	1,410	-	-	1,410	1,320
	<u>154,258</u>	<u>-</u>	<u>-</u>	<u>154,258</u>	<u>97,179</u>

5. Minister's Stipend

All Church of Scotland congregations contribute to the National Stipend Fund which bears the cost 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 fifth and subsequent years) was £37,032.

	Total 2023 £	Total 2022 £
6. Collections for Third Parties		
Tearfund	714	-
St John Scotland	1,000	-
Ayrshire Cancer Support	550	-
Crossreach	-	808
Ukraine appeal	-	319
	<u>2,264</u>	<u>1,127</u>