

**Crichton Collegiate Church Trust**  
(a company limited by guarantee)

**Directors' report and unaudited  
financial statements**

Registered number SC152207

Scottish charity number SC022901

for the year ended 31 October 2023

## Contents

	Page
Company information	1
Directors' report	2
Independent Examiner's Report	4
Statement of financial activities (incorporating the income and expenditure account)	5
Balance sheet	6
Notes to the financial statements	7

## Company information

### Patrons

Captain George Burnet LVO  
Alastair EH Salvesen CBE, CA, MBA

### Directors

George Henry Duncan (Chairman)  
Peter Menzies Smaill  
Andrew Charles Hall Barr (deceased 15 March 2023)  
Richard Callander  
George Kenneth Drummond Corsar  
Harriet Lucy Roden Dalrymple  
Kathryn Yvonne Robertson (Hon Treasurer)  
Reverend Robert Russell Simpson

### Registered office

Crichton Collegiate Church  
Crichton  
Pathhead  
Midlothian  
EH37 5XA

### Company number

SC152207

### Scottish charity number

SC022901

### Independent Examiner

Andrew Niblock  
Henderson Loggie LLP  
11-15 Thistle Street  
Edinburgh  
EH2 1DF

## **Directors' report** *for the year ended 31 October 2023*

The directors (who are also trustees of the charitable company for the purposes of charity law) have pleasure in presenting their report and financial statements for the year ended 31 October 2023. The information set out on page 1 forms part of this report.

### **Structure, governance and management**

#### ***Governing document***

The charitable company is controlled by its Memorandum and Articles of Association and constitutes a company limited by guarantee as defined by the Companies Act 2006.

#### ***Recruitment and appointment of new directors***

The procedures for recruitment and appointment of directors are set out in the Articles of Association. The directors may, at any time, appoint an individual to be a director, either to fill a vacancy or as an additional director. All operational decisions are made by the directors.

The directors in office during the year are set out on page 1.

#### ***Risk management***

The directors are aware of the risks around the running of the charitable company and review these risks, and consider the steps required to mitigate those risks, at their meetings. The directors consider that appropriate controls are in place to provide reasonable protection against fraud and error.

#### ***Relationship with connected parties***

A group of supporters called the Friends of Crichton Church exists to assist the charitable company in fulfilling its purpose. Transactions of this group, who organise some of the fundraising events, are included within these financial statements.

### **Objectives and activities**

The charitable company was established to preserve and promote, for the use of the community and for the benefit of Scotland at large, the "A" listed Fifteenth century building known as Crichton Collegiate Church situated at Crichton, Midlothian. The building is now regularly used for church services, concerts, weddings and memorial services and is open to the general public on Sunday afternoons in the summer.

### **Financial review**

The results for the year are set out in the statement of financial activities. The charitable company has net income of £557 (2022: £6,672) during the year.

### **Reserves policy**

The reserves of the charitable company comprise the unrestricted funds, which are available to use in furtherance of achieving the charitable company's objectives and restricted funds, which may be applied only as directed by the funder.

In the year ended 31 October 2023, the charitable company had total funds of £65,964 (2022: £65,407) made up of unrestricted funds of £49,063 (2022: £47,786) and restricted funds of £16,901 (2022: £17,621).

The policy of the directors is to aim to maintain a free reserve, to be used in the furtherance of the charitable company's objectives, as well as be available to meet future needs, opportunities, contingencies and risks.

**Directors' report** *(continued)*  
**for the year ended 31 October 2023**

**Plans for the future**

The Directors intend to continue the maintenance and phased restoration of the building so that it will continue to benefit the local community and beyond with church services, concerts, weddings and funeral services and other events. It will also be open to the general public on Sunday afternoons during the summer.

**Approval of the report**

The report was prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies. The financial statements were approved and authorised for issue by the directors and signed on their behalf by:

  
Kathryn Robertson - 2024-03-28, 10:02:02 UTC

**Kathryn Yvonne Robertson**  
*Hon Treasurer*

18 March 2024

# Independent Examiner's Report to the Directors of Crichton Collegiate Church Trust

I report on the financial statements of the charitable company for the year ended 31 October 2023 which are set out on pages 5 to 12.

This report is made to the trustees, as a body, in accordance with the terms of my engagement. My work has been undertaken to enable me to report my opinion as set out below and for no other purpose. To the fullest extent permitted by law I do not accept or assume responsibility to anyone other than the trustees, as a body, for my work or for this report.

## Respective responsibilities of the directors and examiner

The directors (who are also the trustees of the charitable company for the purposes of charity law) are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The directors 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 financial statements as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

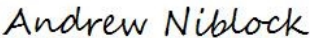
## Basis of independent examiner's report

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charitable company and a comparison of the financial statements with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the directors 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 financial statements.

## 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 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 financial statements to be reached.

  
Andrew Niblock - 2024-03-28, 09:44:12 UTC

**Andrew Niblock**  
Independent Examiner  
Henderson Loggie LLP  
11-15 Thistle Street  
Edinburgh  
EH2 1DF

18 March 2024

## Statement of financial activities (incorporating the income and expenditure account)

for the year ended 31 October 2023

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Total £	Unrestricted Funds £	Restricted Funds £	2022 Total £
<b>Income and endowments</b>							
Donations and fundraising	3	4,993	-	4,993	13,348	-	13,348
Other trading income	4	5,514	-	5,514	5,295	-	5,295
Income from investments	5	783	-	783	60	-	60
<b>Total income and endowments</b>		<b>11,290</b>	<b>-</b>	<b>11,290</b>	<b>18,703</b>	<b>-</b>	<b>18,703</b>
<b>Expenditure</b>							
Expenditure on raising funds	6	(1,267)	-	(1,267)	(401)	-	(401)
Expenditure on charitable activities	7	(8,746)	(720)	(9,466)	(10,770)	(860)	(11,630)
<b>Total expenditure</b>		<b>(10,013)</b>	<b>(720)</b>	<b>(10,733)</b>	<b>(11,171)</b>	<b>(860)</b>	<b>(12,031)</b>
<b>Net income/(expenditure)</b>	2	<b>1,277</b>	<b>(720)</b>	<b>557</b>	<b>7,532</b>	<b>(860)</b>	<b>6,672</b>
Transfers between funds		-	-	-	-	-	-
Total funds brought forward		47,786	17,621	65,407	40,254	18,481	58,735
<b>Total funds carried forward</b>		<b>49,063</b>	<b>16,901</b>	<b>65,964</b>	<b>47,786</b>	<b>17,621</b>	<b>65,407</b>

**Balance sheet**  
as at 31 October 2023

	Notes	2023 £	2023 £	2022 £	2022 £
<b>Current assets</b>					
Cash at bank		66,846		66,247	
		<u>66,846</u>		<u>66,247</u>	
<b>Current liabilities</b>					
Creditors – amounts due within one year	9	(882)		(840)	
		<u>(882)</u>		<u>(840)</u>	
<b>Net current assets</b>			<b>65,964</b>		65,407
			<u>65,964</u>		<u>65,407</u>
<b>Net assets</b>					
			<b>65,964</b>		65,407
			<u>65,964</u>		<u>65,407</u>
<b>Reserves</b>					
Unrestricted funds	10,11		49,063		47,786
Restricted funds – restoration fund	10,11		16,901		17,621
			<u>65,964</u>		<u>65,407</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2023.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 October 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its net income or expenditure for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. The financial statements were approved and authorised for issue by the directors on 18 March 2024 and were signed of their behalf by:

  
Kathryn Robertson – 2024-03-28, 10:02:02 UTC

**Kathryn Yvonne Robertson**  
Director

**Registered company number: SC152207**



## Notes to the financial statements

### 1 Accounting policies

A summary of the principal accounting policies, all of which have been applied consistently throughout the year is set out below.

#### **Basis of accounting**

The financial statements have been prepared on a going concern basis in accordance with applicable accounting standards and under the historical cost convention. The charity is a Public Benefit Entity and a company limited by guarantee, incorporated in Scotland with the registered office as noted on page 1. The financial statements are compliant with the charity's constitution, the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Statement of Recommended Practice (SORP) FRS 102 "Accounting and Reporting by Charities", and in accordance with Financial Reporting Standard 102 (FRS 102).

#### **Going concern**

These financial statements have been prepared on the going concern basis which assumes that the charitable company will continue its operations. The Board consider it is appropriate to draw up the financial statements on a going concern basis as sufficient funding has been secured to cover operational costs for the 12 months from the date of the financial statements.

#### **Income**

Income is recognised when the charitable company has entitlement to the funds, when it is probable that the income will be received and the amount can be measured reliably. Donations and legacies and bank interest are included in the year in which they are receivable, which is when the charitable company becomes entitled to the resource. Other trading income includes fundraising events, which are recognised when the event has taken place and the charitable company is therefore entitled to the income.

#### **Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. The charitable company is not registered for VAT and accordingly costs are shown gross of irrecoverable VAT. Where directly attributable, expenditure is allocated to the relevant functional category.

Expenditure on raising funds includes costs associated with generating income for the charitable company through fundraising activities or events. Expenditure on charitable activities includes costs incurred in supporting the charity and its objectives as set out in the directors' report.

Support costs are allocated between governance costs and other support costs. Governance costs comprise those costs involving the public accountability of the charity and its compliance with regulations and good practice. They therefore include the costs of independent examination. Other support costs relate to the administrative costs of running the charity and are allocated to charitable activities accordingly.

#### **Cash and cash equivalents**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

## Notes to the financial statements *(continued)*

### 1 Accounting policies *(continued)*

#### **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### **Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### **Funds**

Unrestricted funds comprise donations and other incoming resources received or generated for charitable purposes. They are available for use at the discretion of the trustees in furtherance of the charity's general charitable objectives. Restricted funds comprise donations for which the purpose and use of those funds has been specified by the donor, and which can only be applied for those specified purposes.

### 2 Net income/(expenditure)

Net income/(expenditure) is stated after charging:	<b>2023</b>	2022
	<b>£</b>	£
Independent examiner's fee	<b>882</b>	840
	<u>          </u>	<u>          </u>

### 3 Donations and fundraising

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Subscriptions	470	-	470	1,885	-	1,885
Donations	1,512	-	1,512	7,181	-	7,181
Services	1,176	-	1,176	1,068	-	1,068
Friends of Crichton Church / Out of hours	1,245	-	1,245	2,238	-	2,238
Gift Aid	590	-	590	-	-	-
Other income	-	-	-	976	-	976
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<b>4,993</b>	-	<b>4,993</b>	13,348	-	13,348
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

## Notes to the financial statements *(continued)*

### 4 Other trading income

	<b>Unrestricted 2023 £</b>	Unrestricted 2022 £
Concerts	<b>534</b>	1,540
Church hire	<b>4,980</b>	3,755
	<hr/> <b>5,514</b> <hr/>	<hr/> 5,295 <hr/>

### 5 Income from investments

	<b>Unrestricted 2023 £</b>	Unrestricted 2022 £
Interest on gift aid donations	<b>98</b>	-
Bank interest	<b>685</b>	60
	<hr/> <b>783</b> <hr/>	<hr/> 60 <hr/>

### 6 Expenditure on raising funds

	<b>Unrestricted 2023 £</b>	Unrestricted 2022 £
Printing and postage	<b>946</b>	401
Website costs	<b>321</b>	-
	<hr/> <b>1,267</b> <hr/>	<hr/> 401 <hr/>

## Notes to the financial statements *(continued)*

### 7 Expenditure on charitable activities

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £
<b>Direct costs</b>						
Upkeep of building and equipment	871	720	1,591	403	860	1,263
Insurance	2,706	-	2,706	2,531	-	2,531
Heat and light	2,953	-	2,953	2,748	-	2,748
Clergy expenses	75	-	75	445	-	445
Organist services	315	-	315	485	-	485
Donations to other charities	672	-	672	447	-	447
Miscellaneous	264	-	264	128	-	128
PayPal fees	8	-	8	51	-	51
Concert expenditure	-	-	-	2,676	-	2,676
	<u>7,864</u>	<u>720</u>	<u>8,584</u>	<u>9,914</u>	<u>860</u>	<u>10,774</u>
<b>Support costs</b>						
Independent examiner's fee	882	-	882	856	-	856
	<u>882</u>	<u>-</u>	<u>882</u>	<u>856</u>	<u>-</u>	<u>856</u>
	<u><u>8,746</u></u>	<u><u>720</u></u>	<u><u>9,466</u></u>	<u><u>10,770</u></u>	<u><u>860</u></u>	<u><u>11,630</u></u>

### 8 Staff costs and remuneration

The charitable company has no employees and no director received remuneration or reimbursement of expenditure other than that permitted under clause 4 of the Memorandum of Association. During the year 1 (2022: 1) director was paid a total of £75 (2022: £60) for their services provided to the charity.

## Notes to the financial statements *(continued)*

### 9 Creditors: amounts falling due within one year

	<b>Unrestricted 2023 £</b>	Unrestricted 2022 £
Accruals	<b>882</b>	840
	<u>          </u>	<u>          </u>

### 10 Movement in funds

	At 1 Nov 2022 £	Income £	Expenditure £	Transfers £	At 31 Oct 2023 £
<b>Unrestricted funds</b>					
General fund	40,374	<b>11,290</b>	<b>(10,013)</b>	<b>(720)</b>	<b>40,931</b>
<i>Designated funds</i>					
Property fund	7,412	-	-	<b>720</b>	<b>8,132</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	47,786	<b>11,290</b>	<b>(10,013)</b>	-	<b>49,063</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Restricted funds</b>					
- Restoration	17,456	-	<b>(720)</b>	-	<b>16,736</b>
- Cushions	165	-	-	-	<b>165</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	17,621	-	-	-	<b>16,901</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	65,407	<b>11,290</b>	<b>(10,733)</b>	-	<b>65,964</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

The designated property fund has been set up to provide for major repairs work which may be needed.

The restoration fund is made up of grants and donations given specifically for restoration work on the Church Building.

	At 1 Nov 2021 £	Income £	Expenditure £	Transfers £	At 31 Oct 2022 £
Unrestricted funds	33,702	18,653	(11,121)	(860)	40,374
Designated funds – property	6,552	-	-	860	7,412
Restricted funds – restoration	18,316	-	(860)	-	17,456
Restricted funds – Cushions	165	-	-	-	165
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	58,735	18,653	(11,981)	-	65,407
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

## Notes to the financial statements *(continued)*

### 11 Analysis of net assets between funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2023 £</b>	Total 2022 £
Net current assets	<b>49,063</b>	<b>16,901</b>	<b>65,964</b>	65,407
	=====	=====	=====	=====
	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Net current assets	47,786	17,621	65,407	58,735
	=====	=====	=====	=====

### 12 Ultimate controlling party

The charitable company is constituted by its Memorandum and Articles of Association and is controlled by its appointed directors.



## Certificate Summary

ENVELOPE SUBJECT: Crichton 2023 Final accounts for signing  
DOCUMENT: Crichton Collegiate Church 2023 Final Accounts.pdf  
DOCUMENT ORIGINATOR: Natalie Elphinstone (natalie.elphinstone@hlca.co.uk)

CERTIFICATE STATUS: **Completed**  
DELIVERED: **Mar 26, 2024 4:02 PM UTC**  
DOCUMENT PAGES: **14** CERTIFICATE PAGES: **1** TOTAL ENVELOPE PAGES: **15**

ENVELOPE ID: **f674944b-3f55-4f77-84e0-3c7f467db759**  
DOCUMENT ID: **6965e129-56a4-4682-ae6e-946e51de83cc**  
ORIGINATOR IP ADDRESS: **87.246.91.14**

COMPLETED SIGNATORIES: **2 / 2**  
COMPLETED IN PLACE SIGNATURES: **3 / 3**  
COMPLETED IN PLACE INITIALS: **0 / 0**  
CARBON COPY RECIPIENTS: **0**

## Signatures

## Timeline

E-SIGNED BY: **Kathryn Robertson (kathrynyvonnerobertson@outlook.com)**  
SECURITY LEVEL: **Secure Email (Authenticated)**  
E-SIGNATURE ID: **1c14265a-3983-469b-8fd5-af32665292e8**

SENT: **Mar 26, 2024 4:02 PM UTC**  
VIEWED: **Mar 28, 2024 10:00 AM UTC**  
SIGNED: **Mar 28, 2024 10:02 AM UTC**  
USING IP ADDRESS: **90.210.79.177**

*Kathryn Robertson*

I AGREE TO THE CONTENTS OF ALL PAGES ABOVE WITH AN ELECTRONIC SIGNATURE

PRINT NAME: **Kathryn Robertson** EMAIL: **kathrynyvonnerobertson@outlook.com**

E-SIGNED BY: **Andrew Niblock (andy.niblock@hlca.co.uk)**  
SECURITY LEVEL: **Secure Email (Authenticated)**  
E-SIGNATURE ID: **5c0957c7-4063-44aa-8d92-6ae6d57d06e5**

SENT: **Mar 26, 2024 4:02 PM UTC**  
VIEWED: **Mar 28, 2024 9:44 AM UTC**  
SIGNED: **Mar 28, 2024 9:44 AM UTC**  
USING IP ADDRESS: **5.181.59.51**

*Andrew Niblock*

I AGREE TO THE CONTENTS OF ALL PAGES ABOVE WITH AN ELECTRONIC SIGNATURE

PRINT NAME: **Andrew Niblock** EMAIL: **andy.niblock@hlca.co.uk**