

Scottish Charity Number: SC000706

**Merkinch Community Centre Association
Annual Report and Financial Statements
for the year ended 31 March 2024**



Innes & Partners
Chartered Certified Accountants

Merkinch Community Centre Association

Contents

	Page
Report of the Trustees	1
Report of the Independent Examiner	4
Receipts and Payments Account	5
Statement of Balances	6
Notes to the Financial Statement	7

Merkinch Community Centre Association

Report of the Trustees for the year ended 31 March 2024

The Trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31 March 2024.

Reference and Administrative Information

Trustees:



Registered Office: Coronation Park
Inverness
IV3 8AD

Website: www.merkinchcommunitycentre.co.uk

Charity Number: SC000706

Independent Examiner:



Innes & Partners Limited
9 Ardross Street
Inverness
IV3 5NN

Bankers: Bank of Scotland
2-6 Eastgate
Inverness
IV2 3NA

Solicitors: McLeod & McCallum
28 Queensgate
Inverness
IV1 1YN

Structure Government and Management

Governing Document

The Merkinch Community Centre Association is a Scottish Charitable Incorporated Organisation incorporated on 11 November 2016. The Charity was previously a Charitable Company and became a SCIO in 2016 and is governed by the Trustees.

Trustee Induction and Training

Any new Trustee who is appointed to the Board is given some mentoring through the Chair of the Board, by giving them a tour of the centre, insight into all the user groups activities who use the centre and also how the structure of governance is practised within the day to day running of the centre. The Chair explains the following:

1. The obligations of Trustees
2. The main documents and policies which set out the operational framework for the Merkinch Community Centre Association including a copy of the constitution
3. Resourcing and current financial position as set out in the latest published accounts
4. Future plans and objectives

Merkinch Community Centre Association

Report of the Trustees for the year ended 31 March 2024

Risk Management

Centre policies cover a wide range of operational aspects within the Community Centre and ensure positive working practices. The Highlife Highland Facilities Manager oversees all aspects of Health and Safety within the building.

Organisational Structure

The Merkinch Community Centre Association has a Board of Trustees who are strategically responsible for the overall operation of the charity. They employ sessional staff and freelance workers for various pieces of work.

The Board contracts with a Development Officer and this contract provides three days per week development and management services. There is a Focus Group which meets from time to time, in order to discuss the day-to-day operations of the Centre and provide a forum for debate about any proposed changes to the service.

There are five staff employed by Highlife Highland:

1. *Facilities Manager* who is responsible for Policy and Procedures
2. *Clerical Assistant* who is responsible for general admin duties
3. *Caretaker (full time)* who is responsible for Maintenance and Stewarding tasks
4. *Leisure Assistant (part time)* who is responsible for stewarding functions
5. *The cleaning services* are provided by the Highland Council

Objectives and Activities

The Charity's objects and principal activities are to:

1. Promote the wellbeing and benefit of the residents and inhabitants of the Merkinch area of Inverness.
2. Associate with the Local Authority, local clubs, voluntary organisations, members, residents, and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for the recreation and leisure time occupation with the objects of improving the conditions and quality of life of the said residents and inhabitants.

The main objectives and activities for the year continued to provide a range of learning and leisure opportunities for local people, although the Centre is used by people from all over the city of Inverness and wider environs.

The Merkinch Community Centre Association is watchful of local and national trends within the Community Learning and Leisure field. It takes a keen interest in the successes of other centres and seeks to network with other Community Learning and Leisure Officers.

The Centre Management and staff network with a wide range of agencies across the city, however local demand has the highest priority for provision of services and any local person who suggests a new idea is taken seriously and the ideas would be discussed with the Trustees.

Merkinch Community Centre Association

Report of the Trustees for the year ended 31 March 2024

Achievements and Performance

The past year has been one of building up bookings and delivering events, seeking to secure ongoing bookings for all the rooms. Since covid there has been a distinct change where organisations are now using zoom meetings for their training events and also some customers have found other venues which are more suitable to their needs. There is a distinct trajectory downwards in our bookings and we are constantly seeking to secure new customers.

The Development Officer has been very active in seeking to secure such new lets from other community and sports groups in order to continue the business.

During the year MCC continued to provide services to our community groups as follows:

1. Knitting and crochet groups
2. Various dance groups – Step n Style, Highland, Line Dancing and Swing dance Group
3. Various sports activities – Archery, Tai Chi and Karate
4. Arts Groups – Inverness Art Society, Singing for Pleasure, Falcon Drama and Rainbow Singers
5. Social Groups – Hobbies Group, Lunch Club for elderly and Falcon Baking
6. Support Groups – Clear Cut for alcoholics
7. Christmas Concert and various small scale celebration events throughout the year.

Building Maintenance

During the year, we continued to monitor the interior and exterior aspects of the building and report any issues to Highlife Highland. When there are occasions of heavy rain this frequently causes leaks and damage to internal property. Highland Council are very supportive of our centre to have these repairs done as soon as possible.

Financial Review

A large amount of the Centre's income comes from user groups paying rent for the use of space, admissions to classes and affiliation fees. There is also a considerable amount of fundraising which is secured through various events throughout the year and raffles. Donations are often given by members of the public.

A three year Funding Bid to Impact Funders has provided support for our volunteer project.

The Development Officer does the bookkeeping and sends data to the accountant each month.

It is the Centre Policy to retain at least six months of reserves for operational costs.

Plans for Future Periods

The charity plans to continue the ongoing programme of activities and also consider a future sustainable approach whether through the work of the ongoing charity or through Highlife Highland Management.

Financial Review and Reserves Policy

There was a deficit for the year of £9,556 (2023: deficit £1,117). At the year-end there were total funds of £108,023 (2023: £117,579). It is the Centre Policy to retain at least six months of reserves for operational costs. The trustees believe that they will be able to meet expenses as they arise.

Approved by the trustees on 25 September 2024 and signed on their behalf by:



Trustee

Merkinch Community Centre Association

Report of the Independent Examiner for the year ended 31 March 2024

I report on the accounts of the charity for the year ended 31 March 2024 which are set out on pages 5 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 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 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.



Managing Director

Innes & Partners Limited
Chartered Certified Accountants

9 Ardross Street
Inverness
IV3 5NN

Date: 26 September 2024

Merkinch Community Centre Association

Receipts & Payments Account

Year ended 31 March 2024

	2024			2023		
	General Fund	Retrieved Funds	Total Funds	General Fund	Retrieved Funds	Total Funds
Receipts						
Donations	3,735.00	-	3,735.00	2,966.00	1,884.00	4,850.00
Grants	-	26,800.00	26,800.00	-	8,800.00	8,800.00
Room Hire	36,929.00	-	36,929.00	31,382.00	230.00	31,612.00
Admission	23,361.00	-	23,361.00	21,901.00	-	21,901.00
Coffee Bar	2,984.00	-	2,984.00	2,454.00	-	2,454.00
Equipment Hire	597.00	-	597.00	176.00	-	176.00
Minibus Income	4,814.00	-	4,814.00	7,656.00	-	7,656.00
Hospitality	8,574.00	-	8,574.00	7,817.00	-	7,817.00
Friendship Club Income	1,933.00	-	1,933.00	1,686.00	-	1,686.00
Sundry Income	1,000.00	-	1,000.00	5,400.00	-	5,400.00
Fundraising Income	1,204.00	-	1,204.00	1,852.00	-	1,852.00
Sale of Asset	250.00	-	250.00	50,000.00	-	50,000.00
Total receipts	85,381.00	26,800.00	112,181.00	133,290.00	10,914.00	144,204.00
Payments						
Cost of Generating Funds						
Fundraising costs	1,469.00	-	1,469.00	-	-	-
Charitable Activities						
Bookkeeping and Software	3,096.00	-	3,096.00	3,336.00	-	3,336.00
Activities	9,903.00	-	9,903.00	6,020.00	5,656.00	11,676.00
Steward Recharges	1,309.00	-	1,309.00	-	-	-
Falcon Group	-	-	-	2.00	-	2.00
Hospitality	8,245.00	-	8,245.00	5,012.00	-	5,012.00
Repairs and Cleaning	6,917.00	-	6,917.00	15,339.00	600.00	15,939.00
Equipment	-	-	-	780.00	-	780.00
Insurance	828.00	-	828.00	889.00	-	889.00
Utilities	28,883.00	1,365.00	30,248.00	17,902.00	3,130.00	21,032.00
Minibus Expenses	3,582.00	-	3,582.00	4,877.00	-	4,877.00
Office Expenses	5,086.00	-	5,086.00	13,234.00	620.00	13,854.00
Licences and Permits	-	-	-	-	-	-
Consultancy Services	23,800.00	7,000.00	30,800.00	21,784.00	8,516.00	30,300.00
Charitable Donations	-	-	-	250.00	-	250.00
Sundry Expenses	746.00	1,273.00	2,019.00	1,088.00	966.00	2,054.00
Independent Examination	480.00	-	480.00	330.00	-	330.00
Purchase of Asset	5,574.00	12,181.00	17,755.00	34,990.00	-	34,990.00
Total payments	99,918.00	21,819.00	121,737.00	125,833.00	19,488.00	145,321.00
(Deficit)/Surplus for the year	(14,537.00)	4,981.00	(9,556.00)	7,457.00	(8,574.00)	(1,117.00)
Transfer between funds	5,819.00	(5,819.00)	-	(4.00)	4.00	-
(Deficit)/Surplus after transfers	(8,718.00)	(838.00)	(9,556.00)	7,453.00	(8,570.00)	(1,117.00)
Total funds brought forward restated	116,741.00	838.00	117,579.00	109,288.00	9,408.00	118,696.00
Funds carried forward	108,023.00	-	108,023.00	116,741.00	838.00	117,579.00

Merkinch Community Centre Association

Statement of Balances

As at 31 March 2024

	Notes	2024			2023		
		£	£	£	£	£	£
		Opening balance	Surplus for year	Closing balance	Opening balance	Surplus for year	Closing balance
Bank account balance		117,579	(9,556)	108,023	118,696	(1,117)	117,579
Total cash balances		117,579	(9,556)	108,023	118,696	(1,117)	117,579

Represented by:

Unrestricted funds	3	108,023	116,741
Restricted funds	4	-	838
		108,023	117,579

Statement of assets at 31 March 2024

Motor Vehicles	34,990	34,990
Equipment	113,061	113,061
Property Improvements	215,190	215,190
	363,241	363,241

Statement of debtors at 31 March 2024

Accounts Receivable	8,114	6,862
	8,114	6,862

Statement of creditors at 31 March 2024

Independent Examination	528	480
	528	480

The financial statements on pages 5 to 8 were approved by the Trustees on 25th September 2024 and signed on their behalf by the undersigned:

Trustee

The notes on page 7 to 8 form part of these financial statements.

Merkinch Community Centre Association

Notes to the Financial Statements for the year ended 31 March 2024

1. Accounting Policies

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis of financial statements

The financial statements have been prepared on a receipts and payments basis.

Funds Structure

For the purpose of the Receipts and Payments account as shown on page 5, funds are defined as follows:

- Unrestricted funds comprise grants and other income received for the objects of the charity without further specified purpose and are available as general funds.
- Restricted funds comprise grants and other income received for the objects of the charity as specified by the donor.

2. Related Party Transactions and Trustees' Expenses and Remuneration

The trustees did not receive any remuneration or expenses for their services in the year (2023: £nil), in their capacity as Trustees.

Merkinch Community Centre Association

Notes to the financial statements

Year ended 31 March 2024

3. Unrestricted funds	Balance at 01.04.23 £	Receipts £	Payments £	Transfers £	Balance at 31.03.24 £
General Fund	116,741	85,381	(99,918)	5,819	108,023
Total unrestricted funds	116,741	85,381	(99,918)	5,819	108,023

Explanation of funds

The General Fund represents all income and expenditure relating to the primary focus activities of the charity, other than those for which funding is restricted.

4. Restricted funds	Balance at 01.04.23 £	Receipts £	Payments £	Transfers £	Balance at 31.03.24 £
Common Good	-	12,000	(12,181)	181	-
Impact Funders	218	8,800	(9,018)	-	-
Mental Health and Wellbeing	620	-	(620)	-	-
Equipment Fund	-	6,000	-	(6,000)	-
Total restricted funds	838	26,800	(21,819)	(5,819)	-

Explanation of funds

The Common Good Fund represents funding towards the purchase of new lighting.

The Impact Funders fund represents grants received to support the use of volunteers in the organisation.

The Mental Health and Wellbeing fund represents grants received for delivering services to improve mental health and wellbeing.

The Equipment fund represents a grant received towards the new lighting purchases in the year to 31 March 2023.