

**Church of Scotland  
Presbytery of Dundee**

**Report and financial statements for the  
year ended 31 December 2019**

**Charity number: SC003162**

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**Church of Scotland  
Presbytery of Dundee**

**Charity information**

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**Charity name** Church of Scotland - Presbytery of Dundee

**Charity registration number** SC003162

**Principal office** Whitfield Parish Church  
Haddington Crescent  
Dundee  
DD4 0NA

**Office bearers**

	Clerk
	Depute Clerk
	Treasurer
	Moderator to September 2019
	Moderator from September 2019 to June 2020
	Moderator from June 2020

**Independent examiner** [REDACTED] FCCA  
Henderson Loggie LLP  
The Vision Building  
20 Greenmarket  
Dundee  
DD1 4QB

**Bankers** Royal Bank of Scotland  
3 High Street  
Dundee  
DD1 9LY

**Solicitors** The Church of Scotland Law Department  
121 George Street  
Edinburgh  
EH2 4YN

**Trustees' report for the year ended 31 December 2019**

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**Trustees**

The Trustees of the Presbytery comprise of all the Ministers in the Presbytery including retired ministers and an equal number of elders drawn from each congregation in the Presbytery. A full list of Trustees serving between 1 January 2019 and 31 December 2019 is set out at the end of this report.

**Structure, governance and management**

**Governing document**

The Church of Scotland, part of the one Holy, Catholic and Apostolic Church, is the National Church in Scotland, recognised by the State but independent in spiritual matters. In one sense, its constitution cannot be written down in precise terms, as the Church has been built up stage by stage, "upon the foundation of the apostles, Jesus Christ Himself being the chief cornerstone". In another sense, the Church's Constitution may be said to be set out in certain important instruments. These are the "Articles Declaratory of the Constitution of the Church of Scotland in Spiritual Matters" (1921), the "Act Anent Spiritual Independence of the Church" (1960) and the "Act of Union" (1929).

**Appointment of Trustees**

Each congregation in the Presbytery is represented by the Minister and one Elder. Additional Elders are appointed to equalise the number of elders to the number of Non Parochial Ministers. In relation to the Office Bearers, the Moderator, Clerk, Depute Clerk and the Treasurer are appointed by the Presbytery.

**Trustee induction and training**

Trustees and Office Bearers are asked to familiarise themselves with their duties and responsibilities once appointed and to familiarise themselves with Presbytery Standing Orders. They are also provided with the OSCR leaflet "Guidance and Good Practice for Trustees".

**Organisational structure**

The distinctive feature of the Presbyterian system is that the Church's authority, received from the Lord Jesus Christ, is vested in the Church of Courts and not in individuals. It is a conciliar system, in which legislative, judicial and administrative decisions, and supervisory actions are taken corporately.

The supreme court is the General Assembly, which legislates for the whole Church. The next highest court is Presbytery. The Presbytery is responsible for an area made up of a number of parishes, served by congregations.

There are 43 Presbyteries in Scotland, of which the Presbytery of Dundee is one. In addition to these are the Presbyteries of England, Europe and Jerusalem.

Presbytery has overall responsibility for all its affairs. It delegates areas of responsibility to a number of committees.

Presbytery is made up of unpaid volunteers and we pay tribute to the many men and women who devote countless hours to the work of the Presbytery.

**Trustees' report for the year ended 31 December 2019 (continued)**

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**Related parties**

The Church of Scotland, part of the one Holy, Catholic and Apostolic Church, is the National Church, recognised by the State but independent in spiritual matters.

**Risk management**

The Trustees have assessed the major risks to which the Presbytery is exposed, in particular the operations and finances of the Presbytery, and are satisfied that systems are in place to mitigate our exposure to the major risks.

**Objectives and activities**

The Presbytery of Dundee is responsible for the superintendence of the congregations of the Church of Scotland within its boundaries as provided for in the Acts of the General Assembly of the Church of Scotland.

The main objectives for the year were:

- To offer Christian worship, fellowship, instruction, mission and service
- To labour for the advancement of the Kingdom of God throughout the world
- To bring the ordinances of religion to the people in every parish of Dundee through a territorial ministry.

The strategy for achieving these objectives was to maintain congregations in every parish within the Presbytery.

The significant activities undertaken to contribute to achieving these objectives were public worship, education, mission and service to the community and beyond.

**Grant making policy**

Applications are invited from:

- a. Congregations who have particular expenditure on Manses and insufficient funds – to the St James' Arklay Street Fund.
- b. Full time students for the Ministry under supervision of the Presbytery of Dundee – to the Millar Bequest.
- c. The Organ Bursary Scheme pays for the tuition of young people and adults training as Church Organists who have reached a stated standard and have been nominated to receive tuition from the Presbytery's Organ Tutor.

**Financial review**

The charity reported an excess of receipts over payments of £1,239 for the year (2018 - £4,106). The Presbytery has accumulated reserves of £304,065 at 31 December 2019 (2018 - £299,452), of which £254,991 is restricted (2018 - £251,085).

**Principal funding sources**

The principal funding is contributions from congregations within the Presbytery of Dundee. The principal expenditure has been on staff salaries, office costs, property surveys and repairs and renovations.

**Trustees' report for the year ended 31 December 2019 (continued)**

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**Reserves policy**

The General Fund represents the unrestricted funds arising from past operating results. The balance of these funds as at 31 December 2019 of £49,662 approximates to 2 years general expenditure (2018 - £49,501). The Trustees have examined the requirement to maintain free reserves and consider that we require at least one year's operational expenditure in reserve. On that basis our reserves are more than adequate.

**Investment policy**

As the Presbytery is primarily a service agency to its congregations it does not seek to have investment but rather to smooth out the annual vagaries of occasional expenditure ie congregations pay an annual levy and their buildings are surveyed on a 5 year cycle. Funds held by Presbytery are held on secure deposit with NS&I at a level which ensures easy access and best value return. Long term restricted Capital Bequests are invested with the Church of Scotland Investors Trust.

**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 Trustees to prepare financial statements for each financial year which shows a true and fair view of the state of affairs of the charity and the incoming resources and application of resources of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods of principles in the charities SORP;
- make judgments 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; and
- 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) and the regulations approved by the General Assembly of the Church of Scotland.

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.

Approved by the Trustees and signed on their behalf:



Presbytery Clerk  
20 October 2021

## **Report of the independent examiner to the Trustees of the Presbytery of Dundee**

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I report on the financial statements of the charity for the year ended 31 December 2019 which are set out on pages 6 to 11.

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 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 Trustees and examiner**

The charity's Trustees 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 charity Trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 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 statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements.

### **Independent examiner's statement**

In the source 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 financial statements which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave 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.



**FCCA**  
Henderson Loggie LLP  
The Vision Building  
20 Greenmarket  
Dundee  
DD1 4QB

20 October 2021

Receipts and payments account for the year ended 31 December 2019

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
<b>Receipts</b>						
Interest received	228	4,396	4,624	204	4,227	4,431
Moderators visit	-	-	-	-	3,000	3,000
Sundry income	-	-	-	343	-	343
Congregational dues	26,622	-	26,622	24,496	-	24,496
Annual assessments	-	6,000	6,000	-	6,468	6,468
<b>Total receipts</b>	<b>26,850</b>	<b>10,396</b>	<b>37,246</b>	<b>25,043</b>	<b>13,695</b>	<b>38,738</b>
<b>Payments</b>						
Charitable activities (note 3)	25,561	9,318	34,879	25,150	9,482	34,632
Governance costs	1,128	-	1,128	-	-	-
<b>Total payments</b>	<b>26,689</b>	<b>9,318</b>	<b>36,007</b>	<b>25,150</b>	<b>9,482</b>	<b>34,632</b>
<b>Excess of receipts over payments</b>	<b>161</b> =====	<b>1,078</b> =====	<b>1,239</b> =====	<b>(107)</b> =====	<b>4,213</b> =====	<b>4,106</b> =====



Statement of balances at 31 December 2019

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Bank and cash in hand opening balances (note 4)	49,501	161,475	210,976	49,608	157,262	206,870
Movements in year						
Excess of receipts over payments	161	1,078	1,239	(107)	4,213	4,106
Closing balances (note 5)	49,662 =====	162,553 =====	212,215 =====	49,501 =====	161,475 =====	210,976 =====
Investment assets at market value						
7,395 units of Church of Scotland Investors Trust Income Fund (Cost £67,665)	- =====	92,438 =====	92,438 =====	- =====	88,444 =====	88,444 =====
Debtors	- =====	- =====	- =====	- =====	1,166 =====	1,166 =====
Liabilities	588 =====	- =====	588 =====	1,134 =====	- =====	1,134 =====

Approved by the Trustees on 20 October 2021 and signed on their behalf by:



  
Treasurer / Trustee

Notes to the financial statements

**1 Trustee remuneration and related party transactions**

No payments were made to Trustees as Trustees in either of the two years ended 31 December 2019, although the following Trustees were paid for additional professional services:

		<b>2019</b>	2018
		£	£
██████████	Presbytery Clerk	<b>6,061</b>	5,471
██████████	Depute Clerk	-	1,370
██████████	Pastoral Chaplain	<b>750</b>	680
		=====	=====

No Trustees received any expenses in either of the two years ended 31 December 2019.

**2 Movement in funds**

<b>2019</b>	<b>As at 1 January 2019 £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>Transfers £</b>	<b>As at 31 December 2019 £</b>
<b>Restricted funds</b>					
Supplementary Assessments for Property Inspections	19,408	<b>6,000</b>	<b>(5,760)</b>	-	<b>19,648</b>
Contingency Fund	10,256	<b>138</b>	-	-	<b>10,394</b>
Millar Bequest	12,014	<b>152</b>	<b>(800)</b>	-	<b>11,366</b>
Organ Bursaries	1,035	-	-	-	<b>1,035</b>
St Cuthbert's Manse Fund	16,690	<b>250</b>	-	-	<b>16,940</b>
St James' Arklay Street Fund	98,999	<b>3,856</b>	<b>(2,758)</b>	-	<b>100,097</b>
Moderator's Visit	3,073	-	-	-	<b>3,073</b>
	161,475	<b>10,396</b>	<b>(9,318)</b>	-	<b>162,553</b>
<b>Unrestricted funds</b>					
General Fund	49,501	<b>26,850</b>	<b>(26,689)</b>	-	<b>49,662</b>
<b>Total funds</b>	<b>210,976</b>	<b>37,246</b>	<b>(36,007)</b>	-	<b>212,215</b>
	=====	=====	=====	=====	=====

Notes to the financial statements (continued)

**2 Movement in funds (continued)**

2018	As at 1 January 2018 £	Incoming resources £	Outgoing resources £	Transfers £	As at 31 December 2018 £
<b>Restricted funds</b>					
Supplementary Assessments for					
Property Inspections	12,940	6,468	-	-	19,408
Contingency Fund	11,721	123	(1,588)	-	10,256
Millar Bequest	11,879	135	-	-	12,014
Organ Bursaries	1,335	-	(300)	-	1,035
St Cuthbert's Manse Fund	16,485	205	-	-	16,690
St James' Arklay Street Fund	102,829	3,764	(7,594)	-	98,999
Moderator's Visit	-	3,000	-	73	3,073
Health and Healing Committee	73	-	-	(73)	-
	<u>157,262</u>	<u>13,695</u>	<u>(9,482)</u>	<u>-</u>	<u>161,475</u>
<b>Unrestricted funds</b>					
General fund	49,608	25,043	(25,150)	-	49,501
	<u>49,608</u>	<u>25,043</u>	<u>(25,150)</u>	<u>-</u>	<u>49,501</u>
<b>Total funds</b>	<u>206,870</u>	<u>38,738</u>	<u>(34,632)</u>	<u>-</u>	<u>210,976</u>
	=====	=====	=====	=====	=====

**Purposes of Restricted Funds**

**Supplementary Assessments for Property Inspections Fund**

The Supplementary Assessments for Property Inspections are charged to congregations annually on a per capita basis and used to pay for the Quinquennial Professional Inspection of Properties as and when they occur together with other Presbytery directed congregational property inspections for insurance purposes.

**Contingency Fund**

The Contingency Fund is held for future expenditure identified but not yet due. The funds are held for expenses to be incurred for new presbytery offices.

**Millar Bequest Fund**

The Millar Bequest Fund is held under trusteeship of the Clerk and Moderator for the benefit of Students for the Ministry under supervision of the Presbytery of Dundee.

**Organ Bursaries Fund**

The Organ Bursaries Fund is held for the purpose of training Church organists within the Dundee Presbytery.

**St Cuthbert's Manse Fund**

The St Cuthbert's Manse Fund is held for Church purposes in Dundee as the Presbytery considers expedient.

**St James' Arklay Street Fund**

The St James' Arklay Street Fund is held for the upkeep and maintenance of manses within the bounds.

**Moderator's Visit Fund**

The Moderator's Visit Fund was created to provide for the Moderator's visit on a 10 year cycle.

**Health and Healing Committee Fund**

The "Health and Healing Committee Fund" was previously held to promote and/or enable presbytery wide gatherings for conference and healing services. This has now been reallocated to the Moderator's Visit Fund as the balance of funds was no longer required.

Notes to the financial statements (continued)

<b>3 Analysis of payments</b>	<b>2019 £</b>	<b>2018 £</b>
<b>Charitable activities</b>		
<b><i>Unrestricted</i></b>		
Salaries	<b>14,759</b>	12,277
Hall rent paid to Steeple Church	<b>2,050</b>	2,050
Hall rent paid to Whitfield PC	<b>2,500</b>	4,200
Hall rent paid to Coldside Church	<b>140</b>	-
Insurance	<b>239</b>	239
Telephones	<b>1,096</b>	1,372
Postages	<b>6</b>	576
Sundries	<b>35</b>	34
Webhosting	<b>305</b>	-
Printing, duplication and stationery	<b>372</b>	467
Mission and Discipleship	-	250
Ministry	<b>3,339</b>	1,174
Stewardship	-	430
Business	<b>720</b>	624
Church and Society	-	171
Congregational support	-	120
Caliber expenditure	-	1,166
	<b>25,561</b>	25,150
<b>Governance costs</b>		
Independent examination fee	<b>1,128</b>	-
<b><i>Restricted</i></b>		
Telephone system and computer equipment	-	1,588
Property surveys	<b>5,760</b>	-
Organ Bursary	-	300
Property Costs	<b>2,662</b>	7,500
Administration	<b>96</b>	94
Millar bequests	<b>800</b>	-
	<b>9,318</b>	9,482
<b>Total</b>	<b>36,007</b> =====	34,632 =====

Notes to the financial statements (continued)

**4 Bank and cash in hand opening balances**

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Sum held by General Trustees, Edinburgh St Cuthbert's Fund	-	16,690	16,690
Sum held by General Trustees, Edinburgh St James' Fund	-	98,999	98,999
National Savings Bonds	12,667	29,333	42,000
Royal Bank of Scotland plc Treasurer's Account	36,834	16,380	53,214
Sum held by Health and Healing Committee with Royal Bank of Scotland	-	73	73
	<u>49,501</u> =====	<u>161,475</u> =====	<u>210,976</u> =====

**5 Bank and cash in hand closing balances**

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Sum held by General Trustees, Edinburgh St Cuthbert's Fund	-	16,940	16,940
Sum held by General Trustees, Edinburgh St James' Fund	-	100,097	100,097
National Savings Bonds	12,667	29,333	42,000
Royal Bank of Scotland plc Treasurer's Account	36,995	16,110	53,105
Sum held by Health and Healing Committee with Royal Bank of Scotland	-	73	73
	<u>49,662</u> =====	<u>162,553</u> =====	<u>212,215</u> =====

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