

**Dundee: St Stephens & West Parish Church of Scotland
Broughty Ferry**

**Trustees' Report and accounts for the year ended
31st December 2024**

Scottish Charity registration number: SC003714

Church of Scotland congregational registration number: 291717

Dundee: St Stephens & West Parish Church of Scotland
Year ended 31st December 2024

Trustees' Annual Report

The trustees present the annual report and accounts for St Stephens & West Parish Church for the year ended 31st December 2024.

Reference and Administrative Information

Charity Name:	St Stephens & West Parish Church
Charity Registration Number:	SC003714
Congregation Reference Number:	291717
Contact Address:	[REDACTED]

Trustees:
Members of Kirk Session and Congregational Board:

[REDACTED]	[REDACTED]
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Members of Congregational Board only:

[REDACTED]	[REDACTED]
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Principal Office-Bearers:

Minister:	[REDACTED]
Session Clerk:	[REDACTED]
Clerk to the Board and Treasurer:	[REDACTED]

Dundee: St Stephens & West Parish Church of Scotland
Year ended 31st December 2024

Trustees' Annual Report (continued)

Independent Examiner:



James Hair & Co
59 Bonnygate
Cupar
KY15 4BY

Bankers:

Royal Bank of Scotland
3 High Street, Dundee, DD1 1SX

Structure, Governance and Management

Governing Document

The Church is administered in accordance with the terms of a Model 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, responsible for spiritual affairs and are chosen from those members of the church who are considered to have the appropriate gifts and skills. In addition, the minister, is a member of the Kirk Session. 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 must seek re-election at the Annual Stated Meeting.

Organisational Structure

The Kirk Session and Congregational Board are both chaired by the Minister and usually meet about four times a year. Certain responsibilities are delegated to various committees as appropriate: Finance, Property and Hall, Social & Fund-raising and Garden.

Dundee: St Stephens & West Parish Church of Scotland
Year ended 31st December 2024

Trustees' Annual Report (continued)

Structure, Governance and Management (continued)

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 in Scotland through a territorial ministry. It co-operates with other Churches in various ecumenical bodies in Scotland and beyond.

St Stephens & West Parish Church is linked with St Mary's Parish Church in Dundee under the ministry of [REDACTED] [REDACTED] although each continues to operate under their existing constitutions. [REDACTED] provided services in both churches, 10am in St Stephens and West and 11.15am in St Mary's. We are grateful for the generous assistance of retired ministers who provided Sunday worship when our Minister was in St Mary's or otherwise unavailable.

Once the St Stephens and West pulpit is vacant, this congregation will become part of the Broughty Ferry Parish Church.

We are most grateful to our Session Clerk, [REDACTED] for his work in running the Church and the Hall.

Achievements and Performance

We are striving to maintain and increase our membership, which efforts have been bolstered by [REDACTED] Numbers attending Sunday Services have remained steady compared to previous years.

We are determined to continue God's work in and outside the church and encourage as many people as possible to make use of our beautiful sanctuary and so ensure its future for years to come.

Dundee: St Stephens & West Parish Church of Scotland
Year ended 31st December 2024

Trustees’ Annual Report (continued)

Financial Review

There is no significant change in the number of Gift Aid donors and over 30 members make their donations by standing order. There was a surplus of receipts over payments for the year of £34,573 (2023 - £68,769 deficit).

Reserves policy

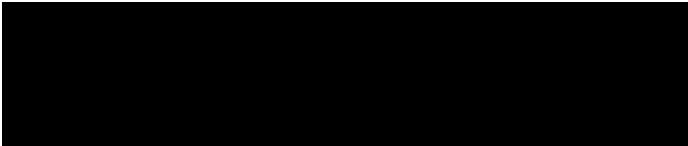
At the end of the year the Church had total funds of £71,073 (2023 - £36,500) which is net of General funds of £65,327 (2023 - £29,188), restricted funds of £449 (2023 - £1,879), endowment funds of £5,000 (2023 - £5,000) and designated funds of £297 (2023 - £433).

Despite world events causing significant fluctuations in our investment portfolio, these cash reserves are considered to be adequate to allow the Church to operate for at least the next five years.

Statement of Trustees’ Responsibilities

The members of the Kirk Session / Congregational Board must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Church during the financial year. The members of the Kirk Session / Congregational Board are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Church at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Regulations Anent Congregational Finance approved by the General Assembly of the Church of Scotland in 2007. They are also responsible for safeguarding the assets of the Church and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,



28 July 2025 | 7:40 PM BST
Date: _____

Dundee: St Stephens & West Parish Church of Scotland
Year ended 31st December 2024

Report of the Independent Examiner

I report on the accounts of the charity for the year ended 31 December 2024 which are set out on pages 7 to 11.

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 under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

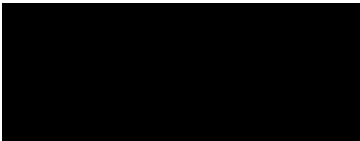
Basis of independent examiner’s statement

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, and
 - * to prepare accounts which accord with the accounting records and comply with the requirements of Regulation 9 of the 2006 Accounts Regulations 2006have 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.



Date: 18 August 2025 | 2:36 AM PDT

James Hair & Co
59 Bonnygate
Cupar
KY15 4BY

Dundee: St Stephens & West Parish Church of Scotland
Receipts and payments account for the year ended 31 December 2024

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Endowment Funds 2024 £	Total 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Endowment Funds 2023 £	Total 2023 £
<u>Receipts</u>									
Donations	3	32,463	-	-	32,463	30,643	-	-	30,643
Legacies	3	25,000	-	-	25,000	-	-	-	-
Activities for generating funds	3	15,042	-	-	15,042	15,997	-	-	15,997
Investment Income	3	11,288	-	-	11,288	11,029	-	-	11,029
Sale of investments		135,847	-	-	135,847	80,916	-	-	80,916
<u>Total receipts</u>		219,641	-	-	219,641	138,585	-	-	138,585
<u>Payments</u>									
Cost of generating funds	4	4,991	-	-	4,991	5,061	-	-	5,061
Charitable activities	4	76,574	1,430	-	78,004	63,785	1,248	-	65,033
Governance costs	4	792	-	-	792	792	-	-	792
Purchase of investments		101,280	-	-	101,280	136,468	-	-	136,468
<u>Total payments</u>		183,638	1,430	-	185,068	206,106	1,248	-	207,354
Excess of payments over receipts for the year		36,003	(1,430)	-	34,573	(67,521)	(1,248)	-	(68,769)
Total funds brought forward		29,621	1,879	5,000	36,500	97,142	3,127	5,000	105,269
<u>Total funds carried forward</u>		65,624	449	5,000	71,073	29,621	1,879	5,000	36,500

Dundee: St Stephens & West Parish Church of Scotland
Statement of balances
at 31 December 2024

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Endowment Funds 2024 £	Total 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Endowment Funds 2023 £	Total 2023 £
Bank & deposit balances									
Balances at 31 December brought forward		29,621	1,879	5,000	36,500	97,142	3,127	5,000	105,269
Excess of receipts over payments for the year		36,003	(1,430)	-	34,573	(67,521)	(1,248)	-	(68,769)
Balances at 31 December carried forward	2	65,624	449	5,000	71,073	29,621	1,879	5,000	36,500
Investments at Market Value (cost £373,196)		432,283	-	-	432,283	447,364	-	-	447,364
Assets									
Gift aid recoverable		2,960	-	-	2,960	6,043	-	-	6,043
		2,960	-	-	2,960	6,043	-	-	6,043
Liabilities		3,297	-	-	3,297	2,261	-	-	2,261

The accounts were approved by the Kirk Session and Congregational Board on March 2025.

For and on behalf of the Kirk Session and Congregational Board

Session Clerk

Treasurer

Dundee: St Stephens & West Parish Church of Scotland**Year ended 31st December 2024****Notes to the accounts (continued)****1 Trustee remuneration and related party transactions**

During the year 6 (2023 -4) Trustees were reimbursed for expenditure paid on behalf of the charity of £1,205 (2023 - £1,474).

No trustee received any remuneration during the year. 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.

2 Movements in funds

	At 01/01/2024 £	Receipts £	Payments £	Transfers £	At 31/12/2024 £
Endowment funds					
Memorial Fund	5,000	-	-	-	5,000
Restricted funds					
Fund	1,879	-	(1,430)	-	449
Unrestricted funds					
General Fund	29,188	219,637	(183,497)	-	65,327
Designated funds					
Social Group	279	4	(140)	-	143
Friendship Circle	154	-	-	-	154
	433	4	(140)	-	297
Total unrestricted and designated funds	29,621	219,641	(183,638)	-	65,624
Total funds	36,500	219,641	(185,068)	-	71,073

Purpose of Endowment Fund

The Fund of £5,000, while protected, allows the income to be used for general purposes of the church.

Purposes of Restricted Funds

The Fund was primarily for fund raising publicity but has been widened to include all publicity, including the cost of the church magazine.

Purposes of Designated Funds (within Unrestricted Category)

All funds are currently in use by the described activity.

Dundee: St Stephens & West Parish Church of Scotland
Year ended 31st December 2024
Notes to the accounts (continued)

3 Analysis of receipts

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2024 £	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2023 £
Donations								
Offerings	23,511	-	-	23,511	24,275	-	-	24,275
Tax recovered on gift aid	8,953	-	-	8,953	6,368	-	-	6,368
Legacies	25,000	-	-	25,000	-	-	-	-
	57,463	-	-	57,463	30,643	-	-	30,643
Activities for generating funds								
Use of premises (Church Hall)	14,330	-	-	14,330	14,353	-	-	14,353
Organisations	4	-	-	4	82	-	-	82
Fund raising	708	-	-	708	1,562	-	-	1,562
	15,042	-	-	15,042	15,997	-	-	15,997
Investment income								
Dividends and interest received	11,288	-	-	11,288	11,029	-	-	11,029
	11,288	-	-	11,288	11,029	-	-	11,029
Other payments								
Proceeds of sale of investments	135,847	-	-	135,847	80,916	-	-	80,916
	219,641	-	-	219,641	138,585	-	-	138,585

Dundee: St Stephens & West Parish Church of Scotland**Year ended 31st December 2024****Notes to the accounts (continued)****4 Analysis of payments**

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2023 £
Cost of generating funds								
Investment managers fees	4,909	-	-	4,909	4,985	-	-	4,985
Offering envelopes	82	-	-	82	76	-	-	76
	4,991	-	-	4,991	5,061	-	-	5,061
Charitable activities								
Ministries and mission allocation	27,685	-	-	27,685	23,729	-	-	23,729
Presbytery dues	902	-	-	902	658	-	-	658
	28,587	-	-	28,587	24,387	-	-	24,387
Pulpit supply	200	-	-	200	900	-	-	900
Other salary costs	7,549	-	-	7,549	6,965	-	-	6,965
Fabric repairs and maintenance	17,876	-	-	17,876	13,884	-	-	13,884
Other building costs	20,105	-	-	20,105	14,948	-	-	14,948
Organ and music	-	-	-	-	426	-	-	426
Organisations	140	-	-	140	-	-	-	-
Other expenses	2,117	1,430	-	3,547	2,275	1,248	-	3,523
	76,574	1,430	-	78,004	63,785	1,248	-	65,033
Governance costs								
Independent examiner's fees	792	-	-	792	792	-	-	792
Other payments								
Purchase of investments	101,280	-	-	101,280	136,468	-	-	136,468
	183,638	1,430	-	185,068	206,106	1,248	-	207,354

Expenses relative to the Manse are paid equally by St Stephens and West Church and St Mary's Parish Church, Dundee. The expenses are included in the analysis above under the appropriate headings.

5 Minister's stipend

All Church of Scotland congregations contribute to the National Stipend Fund which bears the cost of all ministers' stipends and employers' contribution for National Insurance, pensions and housing and loan fund. Minister's stipends are paid in accordance with the national stipend scale. For the year under review the minimum stipend was £31,642 and the maximum (in the fifth and subsequent years) £38,884.

6 Collections for Third Parties

A collection for Christian Aid - £461.50 was made during the year (2023 - £290). In addition it was decided that the proceeds of the May coffee morning (£626) would be donated equally between the Samaritans and Parkinsons UK and the proceeds of the November coffee morning (£707.60) would be donated equally between Dundee Bairns and Dementia Scotland.