

Trustees Annual Report
for
Hawick Congregational Community Church
for the period
to 31st December 2024

Scottish Charity No: SC004211

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Reference & Administrative Information

Charity Name: Hawick Congregational Community Church

Scottish Charity No: SC004211

The Charities Principal Address: 24 Bourtree Place
HAWICK
Roxburghshire
TD9 9HL

Charities Trustees on date of approval including office held:

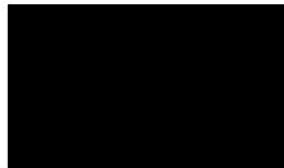
Chairperson
Secretary
Treasurer
Trustee
Trustee
Trustee
Trustee
Trustee



Names of other trustees during the period:

None

Independent Examiner:



Bankers:

The Royal Bank of Scotland
35 Bank Street
Galashiels
TD1 1EP

Structure, Governance & Management

Governing Document:

The Hawick Congregational Community Church is governed by a constitution updated and adopted by AGM on 14 February 2008.

Trustee Recruitment & Appointment:

At each Annual General Meeting the trustees are elected to be a member of the Management Committee, and new trustees are actively encouraged and sought throughout the year.

Objectives & Activities

The Charities Charitable Purpose:

As set out in the 'Constitution' and 'The Charities and Trustee Investments (Scotland) Act 2005' the purpose(s) of Hawick Congregational Community Church are the following: -

- The advancement of religion
- The advancement of citizenship or community development

Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.

Summary of the main activities in relation to these objectives:

The worship, community and social welfare aims of the church have been fulfilled by a team of 3 Supply Pastors, Church Deacons, Community Development Worker, Community Worker/Befriender, 2 Toddler Play Co-ordinators, 1 Pre-Birth Bumps to Babies Co-ordinator, alongside the Trustees and dedicated volunteers.

Sunday worship is provided from a combination of our own Deacons together with pulpit supply from 3 dedicated sources, being retired ministers.

Current pastoral ministry is carried out by Deacons, Community Development Worker, Community Worker/Befriender and some of our Trustees

The social ministry of the church is carried out under the umbrella of the community project of Reaching Out, which welcomes all faiths and none, working to make a positive difference to the lives of those who are vulnerable or disadvantaged.

Our charity provides an important safe, warm and vital base for these folk particularly welcoming those who are suffering long term or lifelong physical and/or mental illness, disability including neurological and neurodevelopmental learning disability, autism, dementia, older age, and related disadvantage including poverty due to low income, dependence upon benefit, and long-term unemployment.

Reaching Out provides community led activities supported by staff, and key volunteers, working alongside the Project Manager/Development Worker, Community Worker/Befriender, and Board of Management.

Community participation at all levels is encouraged and supported.

Achievement & Performance for 2024

Having confirmed at last year's AGM that the church must seek to dispose of its buildings our Deacons/Managers' meetings have been largely preoccupied with this. To the credit of the congregation there has been little obvious down-heartedness, bearing in mind that some members have been attending for nearly 80 years. People have been largely concerned with how we go about disposing of, and what we do with the buildings. Bearing in mind that our constitution makes clear that the buildings, or proceeds thereof, must not issue in material gain for anyone, our independence has possibly enabled us to fight on longer than some churches may have been able to. Attendances have been approximately 15-16, as low as 10, but with 20 at the Carols and Readings before Christmas.

Just as the community service side of the church has given a practical and deep purpose in the last two decades, so too, with the employment of 5 staff, has this complicated the process of winding down. Remarkably, shortly after the decision of the AGM, the local Baptist minister, Martin Smith, asked if he might use our church for special events, as their present property is tight for space. It became clear that just as we were finding it difficult to survive, the Baptists were thriving but constrained. We agreed to put a proposal to both congregations that H.C.C.C. simply offer our premises free of charge. Both sets of Deacons and Congregations were fully behind this proposal. At the time of writing the Baptists have had both heritage consultant and architect to examine our property. Our hope is to make the transfer official during the final week of April, or the first week in May.

Since the AGM of 2023, [REDACTED] our Treasurer has coped valiantly with the complex matters pertaining to employment of 5 staff. Without the services of [REDACTED] as Administrator, and who is not a member, [REDACTED] could not have continued. [REDACTED] has given help and advice unstintingly, and in turn she has had help and advice from [REDACTED] our Independent Examiner. [REDACTED] our Property Convenor has overseen work on the church roof, as well as improving the earth banking at the rear. We are indebted to him.

Without the staunch work of staff members [REDACTED] and volunteers [REDACTED] an [REDACTED] at Souperlunch, this valuable service would have been impossible. It should be noted that over the years many volunteers have given invaluable service some in retirement and others needing to build their confidence through serving.

Without the consistent commitment of current staff [REDACTED] for the weekly events, Souperlunch, Toddlers Together, Bumps to Babies, Knit n' Natter, Hope Club and Blether Club, our community ministry would have been non-existent. And [REDACTED] as manager, who had a hard act in following [REDACTED] is the one who has held everything together. Getting Souperlunch up and running was no mean feat, as was the fraught process of fundraising. [REDACTED] has not only carried out her multiple duties with zest, but also supported Sunday worship on a regular basis.

The work remaining?

- Helping all our people adapt to this form of bereavement.
- Complying with OSCR requirements.
- Providing redundancy payments to staff.
- Ensuring all payments are covered.
- Dispersing possible remaining money to good causes.
- Holding a closing down service as stated above.

Achievement & Performance cont'd

We're required to draw the work of our much-loved church to a close. We intend to complete this as positively as possible, to continue sharing Christ's love in helping the Baptist Church to make best use of the great structural resources which have been created by many hundreds of Christians over the past 127 years.

Without the support of many charitable funders, too many to name here, and without the dedicated hard work of people like [REDACTED], then [REDACTED] and [REDACTED] Reaching Out would not have been possible.

On behalf of the Deacons, Managers and Trustees I should like to thank all who have contributed in any way.

Financial Review

Statement of Reserves Policy:

The Hawick Congregational Community Church sold its Manse a number of years ago; the proceeds were put into designated accounts. The amount now held, £26,000 is to cover the costs of upkeep, general fabric repairs and as a roof repair fund for the Church and its Hall. It is also the wish of the Trustees that a minimum of £24,000, approximately six months running costs of the Church, be held within the designated funds. Therefore, the current Designated Funds (£50,000) are held for such circumstances.

Details of any deficit:

There was a financial deficit this year of £9,887.05 in the General Funds the Trustees are aware of this deficit and have made the decision to seek closure of the Charity within the new financial year.

Details of Donated Facilities & Services:

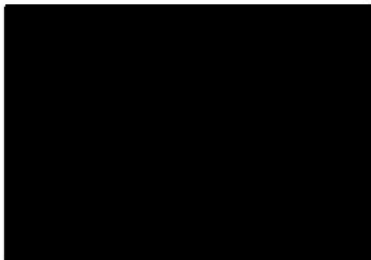
In kind voluntary time this year is in excess of 8,000 hours. This includes Board of Management, volunteers, community participants and additional unpaid hours by staff.

Statement of Trustees Responsibilities

The members of the Charity must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year. The members of the Charity are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Charity 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.

They are also responsible for safeguarding the assets of the Charity 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 by:



Dated: 5th February, 2025

Receipts & Payments Account Year Ended 31st December 2024

Receipts & Payments Account	Notes	Un Restricted	Restricted Funds	Total 2024	Total 2023
Receipts					
Donations	3	710.00	0.00	710.00	1,622.27
Receipts from Fund Raising Activities		0.00	0.00	0.00	0.00
Other Charitable Activities	1	14,996.81	0.00	14,996.81	12,030.40
Grants	2	600.00	32,184.00	32,784.00	32,572.20
Bank Interest		1,152.61	0.00	1,152.61	1,479.88
Gift Aid		0.00	0.00	0.00	1,740.60
Total Receipts		17,459.42	32,184.00	49,643.42	49,445.35
Payments					
Expenses from Fund Raising Activities		0.00	0.00	0.00	0.00
Expenses from Charitable Activities	4	32,153.00	33,614.70	65,767.70	56,655.60
Independent Examination		175.00	0.00	175.00	175.00
Total Payments		32,328.00	33,614.70	65,942.70	56,830.60
Net Receipts/(Payments)		(14,868.58)	(1,430.70)	(16,299.28)	(7,385.25)
Transfer between Funds		4,981.53	(4,981.53)		
Surplus/(Deficit) for Year		(9,887.05)	(6,412.23)	(16,299.28)	(7,385.25)
Statement of Balances As at 31st December 2024					
		Un Restricted	Restricted Funds	Total 2024	Total 2022
Balances at Start of Year		59,739.43	12,099.33	71,838.76	79,224.01
Surplus/(Deficit) for Year		(9,887.05)	(6,412.23)	(16,299.28)	(7,385.25)
Balances at End of Year		49,852.38	5,687.10	55,539.48	74,838.76
Other Assets					
See Note 9	9			10,635	10,635
Liabilities					
No Outstanding Liabilities					

Financial Statements approved by the Charity and signed on its behalf by:



Dated: 5th February 2025

Notes to the Accounts

1 Other Charitable Activities

	2024	2023
Reaching Out		
Hall Lets	0.00	40.00
Main Church Account		
Cash Collections	193.09	407.10
FWO Envelopes	13,060.13	11,543.30
Hall Lets	1,743.59	40.00
	<u>14,996.81</u>	<u>12,030.40</u>

2 Grants

Main Church Account		
Cattanach Trust	0.00	7,000.00
National Lottery Community Fund	13,301.00	14,005.20
R S MacDonald Trust	10,883.00	10,567.00
The Robertson Trust	8,000.00	0.00
Berwickshire Community Action	0.00	500.00
Reaching Out		
Hawick Eventide Homes	600.00	500.00
	<u>32,784.00</u>	<u>32,572.20</u>

3 Donations

Main Church Account

Other Donations	710.00	1,622.27
	<u>710.00</u>	<u>1,622.27</u>

Notes to the Accounts

	2024	2023
4 Expenses from Charitable Activities		
Salaries & Expenses		
Project Manager	13,527.46	13,568.23
Befriender/Community Worker	14,661.87	13,446.46
Bumps Co-ordinator	5,864.77	5,370.04
Playworker	33.50	51.04
Toddler Play Co-ordinators	7,624.02	7,196.60
Administrator	0.00	2,467.31
Travel Costs	1,468.50	755.95
Volunteer Costs	116.09	55.60
Property Costs		
Electricity	3,457.50	2,495.92
Gas	2,727.00	2,349.57
Repairs	9,659.93	1,185.29
Other Costs	371.46	492.76
Church Sundries		
Hygiene Products	28.16	49.95
Pulpit Supplies	0.00	638.80
Other Sundry Costs	117.77	79.26
Administration Costs		
Advertisements & Promotion	0.00	263.47
Insurance	4,498.17	4,014.97
Office & Stationery	25.29	177.70
Computer Costs	26.54	442.23
Subscriptions	935.72	662.10
Printing & Postage	0.00	29.49
Telephone	185.95	135.46
Website	0.00	122.40
Assessments		
Glasgow	120.00	585.00
Nottingham	318.00	0.00
	65,767.70	56,655.60

Notes to the Accounts

7 Trustee Remuneration and Related Party Transactions

None of the Trustees received any remuneration or expenses during the year.

8 Nature & Purpose of Funds

Grant funds are restricted and used for the projects run by the Hawick Congregation Community Church, all other funds are unrestricted and used for the general running of the Church and the hall.

As at the end of the financial year 31st December 2024 the bank balances were as follows:

Royal of Bank of Scotland	
Treasurers Account	26,731.17
Reaching Out Account	2,850.76
60 Day Account	25,957.55
Total Funds	£55,539.48

Breakdown of Funds

Restricted Funds	
Big Lottery	142.04
The Robertson Trust	5,545.06
Un-Restricted Funds	49,852.38
Total Funds	£55,539.48

9 Assets held by the Charity as at 31st December 2024

	2023	Additions	2024
Kitchen Equipment (new Kettle)	4,073	0	4,073
Hall Equipment	5,210	0	5,210
Office Equipment (new Mobile Phone)	1,352	0	1,352
Total	10,635	0	10,635

Independent Examiner's Report on the Accounts

Report to the trustees of Hawick Congregational Community Church
Registered charity number SC004211

On the accounts of the charity for the period to 31st December 2024

Set out on Pages 8 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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. 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. 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 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 Regulation 9 of the 2006 Accounts Regulations

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.

Relevant professional qualification(s) or body:

Dip Business & Finance