

Church of Scotland  
**Presbytery of Inverness**

Trustees' Report and Financial Statements  
*For the Year Ended 31 December 2022*

# Presbytery of Inverness

## Contents of the Financial Statements

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For the year ended 31 December 2022

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# Presbytery of Inverness

## Administrative Information

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**Charity name:** Presbytery of Inverness

**Charity number:** SCO11357

**Trustees**

The Trustees of the Presbytery are listed in the Handbook 2022 – 23 and on the separate sheet, attached.

**Contact address**



**Bankers**

Royal Bank of Scotland  
29 Harbour Road  
Inverness  
IV1 1NU

**Independent Examiner**



# Presbytery of Inverness

## Report of the Trustees

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For the year ended 31 December 2022

The Trustees are pleased to present their report together with the financial statements for the year ended 31 December 2022.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The Presbytery is a charitable unincorporated association. The purposes and administration are set out in the Standing Orders. These are detailed on pages 36 to 41 of the 2022 -23 Presbytery Handbook. There are 3 levels of courts: the Kirk Session (at congregational level); the Presbytery (at local area level); and the General Assembly (the Church's highest court). It is the Presbyteries which have oversight of parishes and pastoral responsibility for parish ministers. Kirk Sessions are subordinate to the Presbytery.

### Recruitment and Appointment of Trustees

The Presbytery shall consist of all eligible Ministers, Elders and Deacons. Each Kirk session shall commission annually, one of its number as a representative to the Presbytery. The Presbytery shall elect annually by free vote a sufficient number of Additional Elders to ensure that there are as many Elders as Ministers. The number of Additional Elders shall never exceed the number of Ministers by more than 15%. Elders' commissions run from July 1 to June 30.

### Organisational Structure

**Moderator.** Presbytery is led by the Moderator who shall be appointed for a period of one year, but may be re-appointed. The Moderator shall preside over all meetings of Presbytery: if absent, the immediate past Moderator (or a former Moderator) shall preside.

**Clerk.** The Presbytery shall appoint a Clerk who shall hold office during the pleasure of the Presbytery; the office of Clerk shall be reviewed from time to time.

**Treasurer.** The Presbytery shall appoint a Treasurer who shall take office during the pleasure of the Presbytery.

### Objectives and Activities

Presbytery was pleased to welcome [REDACTED] as moderator for the 22/23 session taking over from [REDACTED] to whom Presbytery are indebted for the work she undertook during her time in office.

The main aims of the Presbytery are

- **To proclaim the Gospel** of Jesus Christ: through worship, witness, nurture, and service.
- **To encourage:** by strengthening and supporting the people of God.
- **To supervise** the work of the Church within its bounds including appropriate oversight of congregations and ministries.

### Achievements and Performance

The Presbytery has continued to support the congregations within its bounds, using money allocated from ministries and mission funds, the large portion of which supports the post of Mission Development worker.

The congregational accounts were reviewed by the Presbytery's Congregational Accounts Examination committee and found to be in order.

The Property committee continues to monitor congregational property maintenance and advise congregations on issues of maintenance, repair and refurbishment. The 10-year professional Property Inspections for all congregational properties in the Presbytery is now complete with the properties transferring from Moray Presbytery being surveyed in the year,

### Achievements and Performance (continued)



Congregations were pleased to return to meeting in person. Some found the ability to meet through a digital means useful and continue to use that for some of the business meetings.

Presbytery too was pleased to return to meeting in person and have also found that the ability to meet digitally a useful tool, especially for committee meetings between Presbytery meetings.

### **Financial Review**

The accounts show a deficit of £21,540. However, this is not as alarming as it might first seem. There was already £9,175 in hand to cover the cost of property inspections which were more expensive at £15,300 than had been expected. There was a review of the Presbytery Clerk's salary, and it was found that the amount being paid was well below the national rate for this position. The salary was increased, and arrears paid. The balance of the deficit was met from Presbytery reserves.

The Trustees have calculated Presbytery dues for 2022 on a proportionate basis, in accordance with each congregation's share of income.

The expected large increase in ministry and mission dues didn't materialize because of transitional funding relief. However the schedule did show that increases in future years can be expected.

### **Reserves Policy**

It is the Trustees' policy to hold a minimum level of reserves in order to cover the Clerk's remuneration, and budgeted expenditure.

### **Trustees Responsibilities**

Under legislation relating to charities in Scotland, the Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and of its incoming resources and application of resources, including its surplus and deficit for that year, and which have been properly prepared from and are in agreement with the accounting records of the charity and comply with relevant disclosure requirements.

In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the charity's financial position and enable the Trustees to ensure that the financial statements comply with the requirements of Section 44 to 48 of The Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 flowing therefrom. The Trustees also have general responsibility for taking such steps as are reasonably open to them to safeguard the charity's assets and to prevent and detect fraud and other irregularities.

**On behalf of the Trustees**

[Redacted Signature]

Moderator

Dated: *29 August* 2023

# Presbytery of Inverness

## Report of the Independent Examiner to the Trustees

For the year ended 31 December 2022

I report on the accounts of the charity for the year ended 31 December 2022 which are set out on pages 5 to 9.

### 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. 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, 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.



Chartered Accountant

Date: 6 May 2023



# Presbytery of Inverness

## Receipts and Payments Account for the year ended 31st December 2022

	note	General Fund 2022 £	Designated Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total 2021 £
<b>Receipts</b>						
M & M allowance		-	-	76,000	76,000	35,341
Presbytery dues		9,637	-	-	9,637	7,424
Property inspection dues		-	-	-	-	3,621
Bank interest received		124	-	3	127	27
Investment income		52	-	-	52	49
Other income		280	-	-	280	-
		10,093	-	76,003	86,096	46,462
<b>Receipts from asset &amp; investment sales</b>						
Sale of assets		-	-	-	-	-
<b>Total receipts</b>		10,093	-	76,003	86,096	46,462
<b>Payments</b>						
Costs of generating funds		-	-	-	-	-
Charitable activities	3	22,008	9,125	33,719	64,852	53,890
Governance costs	4	500	-	-	500	-
<b>Total payments</b>		22,508	9,125	33,719	65,352	53,890
<b>Excess of receipts over Payments for the year before Transfers</b>						
		- 12,415	- 9,125	42,284	20,744	- 7,428
<b>Transfers between funds</b>						
				-	-	-
<b>Excess of receipts over payments for the year</b>						
		- 12,415	- 9,125	42,284	20,744	- 7,428

# Presbytery of Inverness

## Statement of Balances as at 31st December 2022

	General Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
	2022				2021
	£	£	£	£	£
<b>Bank &amp; deposit balances</b>					
Brought forward	26,607	9,125	37,786	73,518	80,946
<b>Movement in the year:</b>					
Surplus/(deficit) for the year	- 12,415	- 9,125	42,284	20,744	- 7,428
Bank deposits & balances					
Carried forward	14,192	-	80,070	94,262	73,518
<b>Made up thus:</b>					
Royal Bank of Scotland	6,300	-	80,070	86,370	49,284
Church of Scotland Deposit Funds	7,892	-	-	7,892	24,134
Cash	-	-	-	-	100
	14,192	-	80,070	94,262	73,518
<b>Investments at market value</b>					
Church of Scotland Income Funds (123 units, cost £902)	-	-	-	1,341	1,535
<b>Assets</b>					
Office equipment at valuation	-	-	-	-	-
<b>Liabilities</b>					
Independent Examination	-	-	-	-	250
	-	-	-	-	250
<b>Net assets</b>	14,192	-	80,070	95,603	74,803

The Accounts were approved by the Trustees on

For on behalf of the Trustees

Moderator

Treasurer



# Presbytery of Inverness

## Notes to the Financial Statements

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For the year ended 31 December 2022

### 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.

#### *Basis of financial statements*

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

#### **Investments**

Investments are held as bank balances or income units held with the Church of Scotland.

Bank balances and the market value of other investments are shown in the financial statements as at the year end date.

#### **Receipts and Payments Account**

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 income which has been received for the objects of the charity and specified for a restricted purpose within these objects by the donor.

# Presbytery of Inverness

## Notes to the Accounts for the year to 31st December 2022

### 1 Trustees remuneration and Related Party transactions:

#### Salary & pension costs

Presbytery Clerk	17,203
Mission development worker	25,673

### 2 Movement in funds- Bank balances

	At 1 Jan 2021 £	Receipts £	Payments £	Transfers £	At 31 Dec 2021 £
<b>Unrestricted funds</b>					
<b>Designated funds:</b>					
Property inspection fund	9,125	-	9,125	-	-
General fund	26,607	10,093	22,508	-	14,192
	35,732	10,093	31,633	-	14,192
<b>Restricted fund</b>					
Temperance fund	1,898	3	-	-	1,901
Ministries & Mission fund	35,888	76,000	33,719	-	78,169
	37,786	76,003	33,719	-	80,070
<b>Endowment funds</b>					
None	-	-	-	-	-
<b>Total funds</b>	<b>73,518</b>	<b>86,096</b>	<b>65,352</b>	<b>-</b>	<b>94,262</b>

#### Purpose of Designated Funds

The Property Inspection Fund was set up in order to meet building inspection costs.  
The General Fund represents funds available for general purposes.

#### Purpose of Restricted Funds

Temperance Fund: the Trustees have set aside these funds specifically to give help towards local problems of social deprivation, drink, drug abuse, physical and mental health problems. These funds cannot be used for other purposes.

The balance of the ministries & mission fund has been allocated to pay for the costs of a mission development worker. These particular funds are restricted for mission purposes only,

# Presbytery of Inverness

## Notes to the accounts( continued)

### 3 Analysis of payments

	General Fund	Designated Funds	Restricted Funds	Total Funds	Total
	2022				2021
	£	£	£	£	£
Property inspections	6,175	9,125	-	15,300	-
Conferences	-	-	-	-	-
Grants	-	-	-	-	15,000
Moderator & Clerk's reception	-	-	-	-	-
Mission planning costs	-	-	301	301	-
Office equipment, printing & stationery	148	-	115	263	553
Website	-	-	-	-	-
Data protection	35	-	-	35	35
Communication	-	-	468	468	459
Clerk's salary	13,414	-	3,788	17,203	7,225
Mission development work emoluments	-	-	25,673	25,673	29,974
Travel costs	285	-	987	1,272	23
Hospitality	830	-	86	916	-
Contribution for use of halls/rent	600	-	301	901	300
Public/employer's liability insurance	321	-	-	321	321
Training	200	-	2,000	2,200	-
	22,008	9,125	33,719	64,852	53,890

### 4 Governance costs

Independent examination	500	-	-	500	-
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# Presbytery of Inverness

Charity number SCO11357

Abstract of accounts

Year ended 31 December 2022

	2022	2021
Receipts	£	£
Presbytery dues	9,637	7,424
M & M allowance	76,000	35,341
Property inspection dues	-	3,621
Investment income	52	49
Bank interest	127	27
C of S Deposit Fund	-	-
Other income	280	-
Other donations	-	-
Sale of assets	-	-
	<u>86,096</u>	<u>46,462</u>
<b>Payments</b>		
Property inspections	15,300	-
Training	2,200	-
Mission planning costs	301	-
Grants	-	15,000
Moderator's and Clerk's reception	-	-
Website	-	-
Data protection	35	35
Telephone	468	459
Clerk's salary	17,203	7,225
Mission development workers emoluments	25,673	29,974
Travel Costs	1,272	23
Office equipment, printing & stationery	263	553
Hospitality	916	-
Contribution for use of halls/rent	901	300
Professional fees	500	-
Sundry costs	-	-
Public/employer's liability insurance	321	321
	<u>65,352</u>	<u>53,890</u>
<b>Surplus/(deficit) for the year</b>	<u>20,744</u>	<u>- 7,428</u>

## Presbytery of Inverness

### General fund: Budget for 2023

	2022 Budget	2022 Actual	Variance +/-	2023 Budget
Conferences	500	-	- 500	500
Property surveys	-	6,175	6,175	-
Outreach costs	-	-	-	240
Office equipment, stationery & printing	380	148	- 232	380
Communication	-	-	-	317
Clerk's salary	7,405	13,414	6,009	16,224
Convenors' /Clerk's expenses	215	285	70	300
Training	-	200	200	-
Hospitality	1,500	830	- 670	2,000
Use of Halls	600	600	-	600
Insurance	327	321	- 6	353
Moderator's social	500	-	- 500	250
Website	54	-	- 54	54
Data protection	35	35	-	35
Contingencies	-	-	-	200
Independent Examination	275	500	225	275
	<b>11,791</b>	<b>22,508</b>	<b>10,717</b>	<b>21,728</b>
Other income				
Less other income	- 71	- 76	- 5	- 298
	<b>11,720</b>	<b>22,432</b>	<b>- 10,712</b>	<b>21,430</b>

### Mission Development Worker Post: Budget for year to 30.09.22

	30.09.22 Budget	30.09.22 Actual	Variance +/-	30.09.23 Budget
Salary	30,104	29,290	- 814	-
Pension	684	684	-	-
Office costs	245	418	173	-
Communication	421	459	38	-
Travel	689	23	- 666	-
Rent or equivalent	318	300	- 18	-
To be met from the discretionary budget	<b>32,461</b>	<b>31,174</b>	<b>- 1,287</b>	<b>-</b>

*Note this budget for the contract year to 30th September*

## Presbytery of Inverness

The Trustees who served during the year were as follows

