

# **The Church of Scotland**

Presbytery of Edinburgh

**Cramond Kirk, Edinburgh (Church of Scotland)**

**Accrued (SORP Compliant) Accounts**

**2015**

**Congregation No: 010028**

**Scottish Charity No: SC003430**

**Cramond Kirk, Edinburgh (Church of Scotland)**  
**Trustees Annual Report**  
**Year ended 31 December 2015**

The trustees present their annual report and financial statements of Cramond Kirk for the year ended 31 December 2015. The financial statements have been prepared in accordance with the accounting policies set out on pages 10 and 11 of the accounts and comply with the General Assembly Regulations for Congregational Finance, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities : Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

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

Cramond Kirk has two morning services of worship each Sunday (8.45am and 10.00am) and three evening services per year (Christmas Eve, Good Friday, Christian Aid Songs of Praise.) A church choir leads the praise at the 10.00am morning service while the Sunday Club provides Christian education for children and young people. A Saturday morning breakfast club meets during the winter months and provides an opportunity for Christian education for the members of the congregation and community. On three occasions during the year, Easter, Harvest and Christmas, housebound and frail elderly members of the congregation are invited to the Kirk Hall for a service and afternoon tea. A team of volunteer drivers brings people to and from the hall and the service and tea are held in conjunction with Almond Mains. Bible study and discussion groups are held on an occasional basis to encourage members of the congregation to explore issues of Christian faith. The congregation also supports uniformed organisations for the children and young people of the community (Scouts and Guides) and a twice weekly lunch and activity club (Almond Mains Initiative) for older people. The Kirk Halls are also extensively used by community groups and organisations. The congregation is active in supporting the work of Christian Aid and two fund raising events are held each year (Jumble Sale and Christmas Fair) with the proceeds given to support other charitable bodies (e.g. Fresh Start, Chest Heart & Stroke Scotland).

## **Achievements and Performance**

The appointment of the organist and the seating arrangements for the choir has been a significant feature of Cramond Kirk's life during the year. Arrangements had been made for Les Shankland to succeed Alistair Hair as the Kirk's organist and choirmaster in Autumn 2015. However, earlier in the year Les announced that he had accepted an alternative and less demanding appointment as organist at a small Scottish Episcopal congregation in Comely Bank, Edinburgh. In the circumstances, Alistair expressed his willingness to continue as organist and choirmaster until autumn 2017 and this met with the Kirk Session, congregation and choir's approval. Under Alistair's leadership the choir has grown in numbers with an average of 36 singers each Sunday and over 40 on special occasions like the Christmas service of Lessons and Carols. With the choir having moved from the Barnton Gallery which had been their traditional position for many years to the area in front of the pulpit so that they could be much closer to Alistair, it was evident that the seating arrangements were inadequate. The decision was taken to remove several rows of pews from in front of the present organ, to renovate the floor, install rostra and create a much more appropriate seating area. The work was carried out in good time for the choir's new season which began in October 2015 and has already proven to be very successful. The choir is supplemented by four paid singers (2 basses, 1 tenor and 1 soprano) and one of the pleasing features is that a number of teenagers are expressing an interest in joining the choir with two youngsters having already done so. Alistair continues to encourage other youngsters to play instruments and a small youth orchestra contributes to the music and helps lead the praise during a number of morning services and also at the annual Youth Service and Christmas nativity service.

Over many years Cramond Kirk has provided an excellent training ground for student ministers and in August 2015 we were pleased to welcome Louise Mackay as our assistant minister. Louise was born and brought up in Selkirk and with her father being a church organist she has had a life-long connection with the church. Having embarked on a management career with the supermarket store Morrisons, Louise felt called to the ministry and was accepted by the Church of Scotland as a candidate for the full time ministry of Word and Sacrament. Having completed her academic training in May 2015, she began her 15 month probationary period at Cramond Kirk on 1 August 2015. Louise has adapted well to the challenges of full time ministry and is making a very positive contribution to the life and worship of the congregation. As well as leading Sunday worship in the Kirk, she has preached on a number of occasions at the neighbouring congregation of the Old Kirk and Muirhouse and has conducted afternoon services at Tor Nursing Home. Louise has also been fully engaged in the pastoral life of the congregation, visiting people in hospital and in nursing homes, conducting funeral services and taking assemblies and services at Cargilfield School and Cramond Primary.

Although Cramond Kirk continues to be well attended, the Kirk Session has been mindful of the continuing drop in the Kirk's total membership. In order to increase the active membership of the congregation, the Kirk Session's Strategy Group proposed a season of *Back to Church* invitations to coincide with Harvest, Remembrance, Christmas and Mothering Sunday services. Invitation cards were issued to members of the congregation and many took the opportunity to give them to family, friends, neighbours and colleagues. Although there has been a good response to this initiative and it is being continued for a further year, it has been disappointing to note that the increased activity has not yet resulted in increased numbers of people choosing to join the church and no-one attended the most recent set of membership classes. This is a matter that the Kirk Session will continue to review during the coming year.

With the opening of an assisted living complex within the parish, Lyle Court, on the site of the former Barnton Hotel, and work underway to build a nursing home on Cramond Road North on the site of the former RAF houses, the Kirk Session has been considering questions of pastoral care of the elderly. A seminar on the subject of communication with people suffering from dementia was led by Pamela McKay who works for the Church of Scotland social care arm, Crossreach. The annual Kirk Session seminar was addressed by Dr Robert Cafferkey, a consultant psychiatrist at the Royal Edinburgh hospital, and also Teresa Straczynski who runs a monthly dementia café in the Kirk Halls and Rebecca Kennedy who leads Almond Mains. The buildings including the sanctuary were inspected by Professor Mary Marshall (University of Stirling) who advised on physical changes needed to make the premises more 'dementia friendly'. As well as increasing our knowledge, a number of practical matters have been implemented including improved signage, better lighting and large print service sheets on yellow as opposed to white paper.

With a number of its older members deciding it was time to retire from active duty, the Kirk Session approached 12 members of the congregation with a view to accepting a call to the eldership. After attending several training classes run by the Moderator and Session Clerk, 8 people accepted the invitation and they were ordained on January 31, 2016.

The congregation continues to enjoy an active partnership with several of its neighbouring congregations. Andrew Mather serves as the Safeguarding Officer at the Old Kirk and Muirhouse and Michael Ramsay has been offering fabric advice while Michael Thomson continues to serve as treasurer at Drylaw Parish Church. Once again the toys received during the Christmas gift service were gifted to the congregation at the Old Kirk and Muirhouse to distribute to families in their parish community. Members of the Old Kirk and Muirhouse Kirk Session attended the annual Cramond Kirk Session seminar and members of both congregations supported their respective Jumble Sales and Christmas Fairs.

Perhaps the final point to note is that in October 2015 Cramond Kirk's minister, the Rev Dr Russell Barr, was nominated as Moderator-Designate of the General Assembly of the Church of Scotland 2016. Dr Barr is the first Cramond minister to be nominated to the role since 1768. Following his nomination the associate minister, the Rev Colin Douglas was appointed as interim moderator and the Rev Tom Cuthell, formerly Edinburgh : St Cuthbert's Parish Church was appointed as locum during Dr Barr's period of absence from March 2016 to May 2017.

As reported in the Church of Scotland's annual statistical return there were 17 infant and 1 adult baptisms, 1 service of blessing, 10 wedding and 54 funeral services. 26 people were added to the congregational roll either by profession of faith (12), certificate (10) and special resolution of the Kirk Session (4) while 40 people were removed by from the roll by death (24), certificate (7) and other (9) leaving a total communicant roll of 1025.

## Financial Review

In compliance with the Charities Accounts (Scotland) Regulations 2006 (as amended), the accounts are prepared on a fully accrued basis.

Total funds at 31<sup>st</sup> December 2015 were £372,362, an increase of £72,218 during the year.

Unrestricted Funds increased by £58,441 to £336,119. The General Fund increased by £43,657 from £127,098 to £170,755 mainly as a result of the increased contributions resulting from the appeal to the congregation at the end of 2013 having been maintained in 2015; hall letting income increasing significantly and expenditure having been reduced, principally by way of an one-off reduction of £8,113 in Ministries & Mission contribution. The trustees recognise that the increase in General Fund income in 2014 will impact on the Ministries & Mission contribution for 2016 with an increase of some £13,000 to be met.

Unrestricted Designated Funds were £165,364, an increase of £14,784, notably from the Legacy Capital Fund (up £5,543), the Fabric Fund (up £7,564) and the Hall Roof Fund (up £10,949 including a transfer of £10,000 from the General Fund). Conversely, the Outreach Fund decreased by £6,293 through donations to other charities including Water of Leith Credit Union (£3,500), Malawi Floods (£1,500) and Turi Children's Project, Kenya (£1,500).

No expenditure was attributed during the year to the Fabric Fund as all fabric costs were met, by prior agreement with the General Trustees, from funds held by them on behalf of Cramond Kirk resulting from the letting of Cramond House. The increase in the Fabric Fund balance arose from income from the Jumble Sale, Christmas Fair and donations.

The Endowment Fund decreased by £232 to £10,648, reflecting the decrease in the value of the investments held within that Fund. Restricted Funds increased by £14,009 as a result of the establishment of a Music Fund from donations and a specific legacy.

Total Income from all funds was £373,563 while Total Expenditure amounted to £299,446. The overall increase in net funds was £72,218, leaving total funds of £372,362 at the year end.

The Balance Sheet shows Cash and Bank balances of £124,372 and investments valued at £207,656 at 31 December 2015, a total of £332,028, an increase of £57,591 in the year. Debtors, comprising Gift Aid tax recoveries, General Trustee claims and Hall rentals due, amounted to £45,080, an increase on 2014 of £2,706. Creditors at £4,746 were £11,921 less than in 2014 as a consequence of funds held for Old Kirk & Muirhouse Church and the Forget-me-Not Project having paid over to those bodies during the year.

Cash and investments held by the Church of Scotland General Trustees, on behalf of Cramond Kirk, at 31 December 2015 were £166,198. This was after rental and interest income, Cramond House expenses and Cramond Kirk fabric and salary costs agreed by the General Trustees as recoverable. Appendix I provides further details.

Funds raised at the Spring Jumble Sale and the Christmas Fair were distributed for the benefit of the undernoted charities:

	£
Fresh Start	3,800
Four Square	1,300
Chest Heart & Stroke Scotland	2,500

## **Investment Policy and Performance**

Consequent on the successful response from the congregation to the appeal in late 2013 for increased giving, the charity's reserves had increased by the end of 2014 to the extent that the trustees felt it appropriate to establish an Investment Group within the Finance Committee to consider investment strategy. Based on recommendations from that Group aimed at maintaining the value of the investments as a whole in the longer term but with a reasonable level of continuing income, the trustees determined in June 2015 to allocate the investments, including those held by the General Trustees on behalf of the charity, among three classes of investment – Growth, Income and Fixed Interest/Cash. Transactions were carried through in June/July 2015 to give effect to this decision. Although Markets generally have been difficult, the trustees consider that the performance in the short period to end-December 2015 has been satisfactory.

## **Risk Management**

As a consequence of decreasing congregational giving, the trustees were faced in the latter part of 2013 with the prospect of significant deficits in the General Fund in that and the following year. The appeal to the congregation in late 2013 resolved the immediate difficulty but the trustees determined that a strategy should be implemented to manage this risk for the future and a Strategy Group was established within the Finance Committee with this specific remit. Having reviewed the position in detail on the basis of 5-years forecasts which indicated some decline in congregational giving but more substantial increases in expenditure, mainly through higher Ministries and Mission contributions, the trustees agreed in November 2015 that some form of stewardship-related activity should be considered in autumn 2017 with a view to implementation in 2018.

Other risks facing the charity include in relation to such areas as Safeguarding, Data Protection and Health and Safety. The trustees have in place throughout the charity's operations procedures and systems of checks and balances to manage these specific and other risks.

## **Reserves Policy**

It is the Trustees policy to hold a 'base' reserve in Unrestricted funds of between four and six months general operating expenditures and outlays. In addition, due to the fact that our buildings are extremely old and major unexpected maintenance work could be expensive, it is considered necessary to have further funds available to meet such costs. Also, additional funds are periodically designated by the Trustees specifically for Christian application in 'Outreach' opportunities to assist charitable bodies outwith the operating base of the Kirk.

## **Structure, Governance and Management**

The congregation is a registered charity, number SC003430, is administered in accordance with the terms of the Deed of Constitution (Quoad Omnia) and is subject to the Acts and Regulations of the General Assembly of the Church of Scotland.

Members of the Kirk Session are the charity trustees. The Kirk Session members are the elders of the church and are chosen from those members of the church who are considered to have the appropriate skills and gifts. The minister, who is a member of the Kirk Session, is called by the congregation and inducted by Presbytery. The Kirk Session numbers 101 elders, 56 men and 45 women.

The Kirk Session is chaired by the minister and meets six times a year for ordinary business. An annual Kirk Session seminar is also held in March to discuss strategic matters or to learn about the work of the wider Church of Scotland. Certain responsibilities are delegated to the Finance Committee, Buildings Committee, Parish Committee, Special Services Committee, Social/Music Committee, Youth Committee and Technology Committee. Other ad hoc committees are created to attend to specific projects approved by the Kirk Session or other work that does not fall into the remit of one of the standing committees.

## Reference and Administrative Information

### Trustees

The trustees are members of the Kirk Session during the year and up to the date of the signing of the accounts, as per Appendix II page 20.

### Principal Office-bearers

Minister	Rev Dr Russell Barr
Session Clerk	Sandra Watson
Treasurer	Neil MacLeod

### Principal Office

The Kirk Office  
16 Cramond Glebe Road  
Edinburgh  
EH4 6NS

### Independent Examiner

Robert Fraser CA  
33 Cramond Road North  
Edinburgh  
EH4 6LY

### Bankers

Bank of Scotland  
564 Queensferry Road  
Edinburgh  
EH4 6AT

### Trustees' Responsibilities in Relation to the Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of 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 and principles in the applicable 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). 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information on the congregation's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Trustees and signed on their behalf,

**Sandra Watson**  
Session Clerk

**Date .....**

**Cramond Kirk, Edinburgh (Church of Scotland)**  
**SC003430**

**Independent Examiner's Report to the Trustees of Cramond Kirk, Edinburgh (Church of Scotland)**  
**Year ended 31 December 2015**

I report on the Accounts of Cramond Kirk for the year ended 31 December 2015 which are set out on pages 7 to 18 .

**Respective responsibilities of trustees and examiner**

The charity trustees are responsible for the preparation of the report and 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) (a) to (c) 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 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 (as amended), and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 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.

Name: Robert Fraser CA

Professional Qualification/Professional Body: Member of the Institute of Chartered Accountants of Scotland

Address: 33 Cramond Road North  
Edinburgh  
EH4 6LY

Signature :

Date :

**CRAMOND KIRK, EDINBURGH (Church of Scotland)**  
**Statement of Financial Activities**  
**For the year ended 31 December 2015**

	Note	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Endowment Funds 2015 £	Total 2015 £	Total 2014 £
<b>Income and endowments from</b>						
Donations and legacies	1	258,962	-	-	258,962	260,128
Charitable activities	2	59,151	5,885	-	65,036	54,679
Investments	3	8,820	221	455	9,496	6,717
<b>Other</b>	4	40,069	-	-	40,069	58,279
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Income</b>		367,002	6,106	455	373,563	379,803
<b>Expenditure on</b>						
Raising funds	5	222	-	-	222	225
Charitable activities	5	294,472	4,297	455	299,224	314,078
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenditure</b>		294,694	4,297	455	299,446	314,303
<b>Net income/(expenditure) before gains and losses on investments</b>		72,308	1,809	-	74,117	65,500
<b>Net gains/(losses) on investments</b>		(1,667)	-	(232)	(1,899)	6,775
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure)</b>		70,641	1,809	(232)	72,218	72,275
<b>Transfers between funds</b>		(12,200)	12,200	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>		58,441	14,009	(232)	72,218	72,275
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds brought forward</b>		277,678	11,586	10,880	300,144	227,869
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		<b>336,119</b>	<b>25,595</b>	<b>10,648</b>	<b>372,362</b>	<b>300,144</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>



**CRAMOND KIRK, EDINBURGH (Church of Scotland)**  
**Balance Sheet as at 31 December 2015**

	Note	£	2015 £	£	2014 £
<b>Fixed Assets</b>					
Tangible Fixed assets			-		-
Investments	8		207,656		157,239
			<hr/>		<hr/>
			207,656		157,239
<b>Current Assets</b>					
Debtors	9	45,080		42,374	
Bank and cash			124,372		117,198
			<hr/>		<hr/>
			169,452		159,572
<b>Creditors</b>					
Falling due within one year	10	4,746		16,667	
			<hr/>		<hr/>
<b>Net Current Assets</b>			164,706		142,095
			<hr/>		<hr/>
<b>Net Assets</b>			<u>372,362</u>		<u>300,144</u>
<b>Unrestricted funds</b>					
General funds	11		170,755		127,098
Designated funds			165,364		150,580
			<hr/>		<hr/>
			336,119		277,678
<b>Restricted funds</b>	11		25,595		11,586
<b>Endowment funds</b>	11		10,648		10,880
			<hr/>		<hr/>
			<u>372,362</u>		<u>300,144</u>

The accounts were approved by the Kirk Session on

For and on behalf of the Kirk Session:

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Session Clerk

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Treasurer

**CRAMOND KIRK, EDINBURGH (CHURCH OF SCOTLAND)**  
**Year ended 31 December 2015**

**Statement of Cash Flows**

	Note	Total Funds 2015 £	Total Funds 2014 £
<b>Net cash used in operating activities</b>	14	49,994	69,651
<b>Cash flows from investing activities :</b>			
Interest and dividends		9,496	6,717
Purchase of fixed assets		-	-
Proceeds from sale of investments		(52,316)	(139,990)
<b>Net cash provided by investing activities</b>		(42,820)	(133,273)
<b>Cash flows from financing activities</b>		-	-
<b>Net cash provided by financing activities</b>		-	-
<b>Change in cash and cash equivalents in the year</b>		7,174	(63,622)
<b>Cash and cash equivalents brought forward</b>		117,198	180,820
<b>Cash and cash equivalents carried forward</b>		124,372	117,198

**CRAMOND KIRK,EDINBURGH (CHURCH OF SCOTLAND)**  
**Year ended 31 December 2015**

## **ACCOUNTING POLICIES**

The principal accounting policies, which have been applied consistently in the current and preceding year in dealing with items which are considered material to the accounts, are set out below.

### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities:Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Standards applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102),the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### **Funds**

Funds are classified as, either, restricted funds, endowment funds or unrestricted funds, defined as follows. Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity. Endowment funds are funds which have been given on the condition that the original capital sum is not reduced, but the income there from is used for the purpose defined in accordance with the objects of the charity. Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

### **Incoming resources**

Income is recognised when the charity has entitlement to the funds,any performance conditions attached to the item(s) of income have been met,it is probable that the income will be received and the amount can be measured reliably.

### **Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item,any conditions associated with the donated item have been met,the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102) the general volunteer time of congregation members is not recognised.

On receipt,donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised as expenditure in the period of receipt.

### **Fixed assets**

Cramond Kirk has the right to occupy and use for its charitable objects certain tangible fixed assets, including the Church, halls and manse, vested in the Church of Scotland General Trustees. No consideration is payable for the use of these assets. Expenditure incurred on the repair and maintenance of these assets is charged as resources expended in the Statement of Financial Activities in the period in which the liability arises.

All tangible fixed assets costing in excess of £1,000 having a value to the charity greater than one year, other than those acquired for specific purposes, are capitalised. Depreciation is provided on a straight-line basis to write off the cost or initial value, less residual value, of tangible fixed assets over their estimated useful lives:  
Fixtures, fittings, office and other equipment - 5 years

**Cramond Kirk, Edinburgh (Church of Scotland)**  
**Year ended 31 December 2015**

**Accounting Policies (continued)**

**Investments**

Fixed asset investments are stated at market value at the balance sheet date. Unrealised gains and losses represent the difference between the market value at the beginning and end of the financial year or, if purchased in the year, the difference between cost and market value at the end of the year. Realised gains and losses represent the difference between the proceeds on disposal and the market value at the start of the year or cost if purchased in the year.

**Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

**Taxation**

Cramond Kirk is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. The charity is not registered for VAT and resources expended therefore include irrecoverable input VAT.

**CRAMOND KIRK, EDINBURGH (Church of Scotland)**  
**Notes forming part of the financial statements**  
**For the year ended 31 December 2015**

<b>1 Donations and Legacies</b>	<b>Unrestricted Funds 2015 £</b>	<b>Restricted Funds 2015 £</b>	<b>Endowment Funds 2015 £</b>	<b>Total 2015 £</b>	<b>Total 2014 £</b>
Offerings	202,376	-	-	202,376	207,145
Tax recoveries on Gift Aid	37,249	-	-	37,249	37,104
Legacies	18,551	-	-	18,551	12,000
Other	786	-	-	786	3,454
	<u>258,962</u>	<u>-</u>	<u>-</u>	<u>258,962</u>	<u>260,128</u>

Income from donations and legacies was £258,962 (2014 : £260,128), all unrestricted (2014 : £259,703 unrestricted; £425 endowment)

**2 Income from charitable activities**

Use of premises	47,652	-	-	47,652	40,749
Weddings and funerals	5,850	-	-	5,850	7,090
Other	5,649	5,885	-	11,534	6,840
	<u>59,151</u>	<u>5,885</u>	<u>-</u>	<u>65,036</u>	<u>54,679</u>

Income from charitable activities was £65,036 (2014 : £54,679) of which £59,151 (2014 : £54,679) was unrestricted and £5,885 (2014 : £ nil) was restricted.

**3 Investment income**

Bank interest	205	-	-	205	619
Deposit fund interest	-	-	-	-	54
Investment income	8,615	221	455	9,291	6,044
	<u>8,820</u>	<u>221</u>	<u>455</u>	<u>9,496</u>	<u>6,717</u>

Investment income was £9,496 (2014 : £6,717) of which £8,820 (2014 : £6,663) was unrestricted, £231 (2014 : £54) was restricted and £455 (2014 : £ nil) was endowment.

**4. Other income**

Receipts from General Trustees	40,069	-	-	40,069	58,279
	<u>40,069</u>	<u>-</u>	<u>-</u>	<u>40,069</u>	<u>58,279</u>

**CRAMOND KIRK, EDINBURGH (Church of Scotland)**

**Notes forming part of the financial statements**

**For the year ended 31 December 2015**

**5 Analysis of Expenditure**

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Total
	2015	2015	2015	2015	2014
	£	£	£	£	£
<b>Raising Funds</b>					
Offering envelopes	222	-	-	222	225
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	222	-	-	222	225
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Charitable Activities</b>					
* Ministries & Mission contribution	142,076	-	-	142,076	150,189
Presbytery Dues	4,895	-	-	4,895	5,068
Voluntary Additional Stipend	523	-	-	523	1,238
Minister's Expenses	5,577	-	-	5,577	5,436
Ministerial Assistance	7,683	-	-	7,683	7,053
Other salary and wage costs	57,920	-	-	57,920	59,720
Fabric Repairs & Maintenance	22,392	-	-	22,392	32,815
Council Tax - Manse	3,172	-	-	3,172	3,159
Other Buildings Costs	19,958	-	-	19,958	24,688
Organ & Music	294	-	-	294	1,138
Other expenses	29,982	4,297	455	34,734	23,594
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	294,472	4,297	455	299,224	314,078
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total</b>	<u>294,694</u>	<u>4,297</u>	<u>455</u>	<u>299,446</u>	<u>314,303</u>

Support costs have not been separately identified as the trustees consider there is only one charitable activity. Therefore support costs relate wholly to that activity and have not been separately identified.

Expenditure on charitable activities was £299,224 (2014 £314,078) of which £294,472 was unrestricted (2014 £313,403), £4,297 was restricted (2014 £250) and £455 was endowments (2014 £425).

\* Ministries & Mission Contributions were assessed as follows:-

	<b>2015</b>	<b>2014</b>
	£	£
Gross Contribution	147,873	155,821
	<hr/>	<hr/>
Less: Endowment income	5,797	5,632
	<hr/>	<hr/>
Net Contributions Paid	<u>142,076</u>	<u>150,189</u>

**CRAMOND KIRK, EDINBURGH (Church of Scotland)**  
**Notes forming part of the financial statements**  
**For the year ended 31 December 2015**

<b>6 Staff costs and numbers</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Salaries and wages	57,079	58,872
Social security costs	841	848
	<hr/>	<hr/>
	<u>57,920</u>	<u>59,720</u>

The average number of employees during the year, calculated on the basis of a head count, was as follows:

	<b>2015</b>	<b>2014</b>
	<b>Number</b>	<b>Number</b>
Ministerial support	1	1
Administration	1	1
Music staff	1	1
Premises maintenance	4	4
	<hr/>	<hr/>
	<u>7</u>	<u>7</u>

All Church of Scotland congregations contribute to the National Stipend Fund which bears the costs of all ministers' stipends and employer's contributions for national insurance, pension and housing and loan fund. Ministers' stipends are paid in accordance with the national stipend scale, which is related to years of service. For the year under review the minimum stipend was £26,119 and maximum stipend (in the tenth and subsequent years) £32,098.

**7 Trustee Remuneration and Related Party Transactions**

During the year the Minister received reimbursement of expenses incurred totalling £5,577 and a voluntary additional stipend of £523. In addition council tax relating to the Manse of £3,172 was paid.

Mr Anthony Vennelle, husband of a trustee, was Properties Manager and Beadle from 01.01.15 to 31.05.15 and for the period his salary and other related payments totalled £12,137

The following member of Session was paid, in total, the undernoted sum for the provision of services as stated.

	<b>£</b>
Mr Andrew Cook                      Gardening Services	2,640

Mrs Louise Madeley, wife of a trustee, is the Church Secretary and was paid a salary of £10,016. Mr Peter Malone, son of a trustee, was paid £1,270 for carpentry services.

No other trustee or person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

During the year a total of £53,394 was donated to the congregation by trustees.

## 8 Investments

	2015 £	2014 £
Market value at 31 December 2014	157,239	10,474
Additions to investments at cost	273,175	139,990
Disposals	(220,859)	-
Unrealised gain/(loss) on investments	<u>(1,899)</u>	<u>6,775</u>
Market value at 31 December 2015	<u>207,656</u>	<u>157,239</u>
Investments at cost	<u>211,429</u>	<u>142,298</u>

The following investments are held :

5,023,645 M & G Charifund units  
4,473 Church of Scotland Investors Trust Income Fund units  
2,219 Church of Scotland Investors Trust Growth Fund units  
£75,000 Cambridge & Counties 1.75% Fixed Rate Bond



CRAMOND KIRK, EDINBURGH (Church of Scotland)

Notes forming part of the financial statements

For the year ended 31 December 2015

<b>9 Debtors</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Gift Aid Tax Refund Due	6,000	6,000
General Trustees	36,456	33,582
Other	2,624	2,792
	<u>45,080</u>	<u>42,374</u>

<b>10 Creditors</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Accruals	4,746	4,884
Funds held for Old Kirk and Muirhouse Parish church	-	5,763
Funds held for Forget-me-Not Garden Project	-	6,020
	<u>4,746</u>	<u>16,667</u>

**11 Analysis of Net Assets Among Funds**

	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed Assets	-	-	-	-	-
Investments	95,192	92,186	9,630	10,648	207,656
Current Assets	80,309	73,178	15,965	-	169,452
Current Liabilities	(4,746)	-	-	-	(4,746)
	<u>170,755</u>	<u>165,364</u>	<u>25,595</u>	<u>10,648</u>	<u>372,362</u>

**CRAMOND KIRK, EDINBURGH (Church of Scotland)**  
**Notes forming part of the financial statements**  
**For the year ended 31 December 2015**

12 Movement in Funds	At 31 December 2014 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 December 2015 £
<b>Endowment funds</b>					
Former Cramond Poor Fund and Barbara Butler Mackenzie Bequest	10,880	455	(455)	-	10,880
Loss on Revaluation	-		(232)	-	(232)
	<u>10,880</u>	<u>455</u>	<u>(687)</u>	<u>-</u>	<u>10,648</u>
<b>Restricted funds</b>					
Benevolent fund	11,586	221	(25)	-	11,782
Music fund	-	5,885	(4,272)	12,200	13,813
	<u>11,586</u>	<u>6,106</u>	<u>(4,297)</u>	<u>12,200</u>	<u>25,595</u>
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Fabric Fund	42,925	7,564	( - )	-	50,489
Outreach Fund	42,023	811	(7,104)	-	35,730
Burials Fund	22,991	5,250	(8,060)	-	20,181
Legacy Fund	36,761	18,551	(808)	(12,200)	42,304
Kirkyard Gardening Fund	324	20	(189)	-	155
Hall Roof Fund	5,556	949	-	10,000	16,505
<hr/>					
Total Designated funds	150,580	33,145	(16,161)	(2,200)	165,364
General	127,098	332,190	(278,533)	(10,000)	170,755
	<u>277,678</u>	<u>365,335</u>	<u>(294,694)</u>	<u>(12,200)</u>	<u>336,119</u>
Total Funds	<u><u>300,144</u></u>	<u><u>371,896</u></u>	<u><u>(299,678)</u></u>	<u><u>-</u></u>	<u><u>372,362</u></u>

Purposes of Endowment Funds

Income from the Former Cramond Poor Fund is donated to two neighbouring churches in the original parish.  
Income from the Barbara Butler McKenzie Bequest is to be used for a Sunday School Christmas party.

Purposes of Restricted Funds

The Benevolent Fund and any earnings thereon, is for distribution to needy families in the Parish of Cramond.

The Music Fund is used for the Kirk's musical activities.

Purposes of Designated Funds

Fabric Fund: The Trustees have set aside funds for the maintenance of the church property.

Outreach Fund: The Trustees have set aside funds to assist charitable bodies outwith Cramond Kirk.

Burials Fund: Funds set aside for maintenance of the graveyard memorials.

Legacy Fund: Funds received in legacies for application by the Trustees as directed or considered appropriate.

Kirkyard Gardening Fund: Established to meet costs incurred in the maintenance of the kirkyard.

Hall Roof Fund: Established in anticipation of the cost of repairing or replacing the hall roof.

**CRAMOND KIRK, EDINBURGH (Church of Scotland)**  
**Notes forming part of the financial statements**  
**For the year ended 31 December 2015**

<b>13 Collections and donations received for Third Parties</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Christian Aid Week *	12,571	12,600
Christian Aid Disaster Appeals		1,498
- Syria *		
- West Africa*	-	1,249
	<hr/>	<hr/>
Christian Aid	12,571	15,347
Poppy Scotland	745	627
St. Columba's Hospice	359	959
Lifeline	242	-
Fresh Start	900	-
Cardiomyopathy UK	900	-
	<hr/>	<hr/>
	<u>15,717</u>	<u>16,933</u>

\* Christian Aid will claim directly tax recoveries on gift aid contributions.

**14 Reconciliation of net movement in funds to net cash flow from operating activities**

	2015	2014
	£	£
Net movement in funds	72,218	72,275
Deduct interest income	( 9,496)	( 6,717)
Deduct gains/add back losses on investments	1,899	( 6,775)
Decrease (Increase) in debtors	(2,706)	7,846
Increase (Decrease) in creditors	(11,921)	3,022
	<hr/>	<hr/>
Net cash used in operating activities	<u>49,994</u>	<u>69,651</u>

**CRAMOND KIRK, EDINBURGH (Church of Scotland)  
FUNDS HELD ON BEHALF OF THE CONGREGATION  
BY THE CHURCH OF SCOTLAND GENERAL TRUSTEES**

**REVENUE ACCOUNT**

	2015 £	2014 £
Credit Balance at 31 December	<u>166,198*</u>	<u>137,096*</u>

These funds represent the cumulative net revenues arising from the commercial leasing and occupation of Cramond House and are held by the Church of Scotland General Trustees on behalf of Cramond Kirk.

Access to these funds is determined by Trust Deed, which allows for reimbursement of expenses directly related to the operation and maintenance of Cramond House and within predetermined parameters, for other property costs of Cramond Kirk. For other purposes and for major outlays generally, funds may only be accessed with the approval of the General Trustees and support of Edinburgh Presbytery.

**Notes**

1.	£36,456 will be reclaimed from the Revenue Account, comprising:	£	
	Cramond House heat and light	801	
	Other Buildings expenses	35,655	
		<u>36,456</u>	
2.	During 2015 a total of £281 was expended on works relating to the fabric of Cramond House.		
3.	Cash transactions during the year were as follows:		
		<u>£</u>	
	Balance at 31 December 2014	60,189	
	Less: Cramond House & other costs re 2014	33,629	
		<u>26,650</u>	
	Add: Rental Income	65,450	
	Interest	311	
	Dividends	3,065	
		<u>95,386</u>	
	Less: Fabric Costs (part 2015)	(6,440)	
		<u>88,946</u>	
	Balance at 31 December 2015	<u>88,946</u>	
	Funds held by the General Trustees – Investments* (valued at 31.12.15) £	77,252	
	Deposit Fund	88,946	
		<u>£166,198</u>	

\* On 12.09.14, £75,004 was invested in the purchase of 6,562 Church of Scotland Investors Trust Income Fund units. Holding sold 12.07.15 and proceeds (£76,185) invested in purchase of 17,800 Growth Fund units @£4.28-value 31.12.15 £77,252-£4.34 per unit.

## Appendix II

**CRAMOND KIRK, EDINBURGH (Church of Scotland)**  
**List of Trustees**

Betty ADAM	Sandy ANDERSON	David ARCHIBALD	Kenneth ARCHIBALD
Ronald ARMSTRONG	Judy ARROWSMITH	Eileen BARNWELL	Russell BARR
Mary BEAUMONT	Elaine BEELEY	Neville BELTON	James BERTRAM <i>(died : 26.04.15)</i>
George BEVERIDGE	Andy BEWS	Alexander BISSET	Cameron BLACK
Fiona BLACK	Tom BORTHWICK	Alistair BOWEN	Anne BOYNE
Richard BRIGHT	Clair BUNCH	Edith BUTLER	Helen CALDWELL
Alistair CAMERON	Deirdre CARR	Claire CHAPMAN	Andrew COOK
Rob COWIE	Jessie CRAIG	Alasdair CRAIK	Lucille CRUICKSHANK
Adam CUMMING	Lesley CUMMING	William DEAS	Michael DICK
Kathleen DODS	Doris DUNCANSON	Irene DUNN	David FAIRWEATHER
L J FORREST	David FOTHERINGHAM	Alistair GIBB	Archie GILCHRIST
Tom GRAY	Elizabeth HALL	Gillian HEWITT	Alan HORNE
Susan HOW	Lesley HOYLE	Ian HUGGAN	Min HUNTER
John JOHNSTON	June KEMP	Robert KERNOHAN	George LAUDER
Diane McCUTCHEON	Kay MacFARLANE	Jack McKELLAR	Alex MacKENZIE
Gayle MacKENZIE	James MacLACHLAN	Graeme MacLEOD	Neil MacLEOD
Graham MADELEY	Brian MALONE	Andrew MATHER	Hurley MENDELSSOHN
Ruth MINNICAN	Jean MORLEY	Crichton MOUAT	Jean MURRAY
John NAYLOR	Dorothy NEWLANDS	Nan PARKER	Lesley PEARSON
Leslie PENDREIGH	Willie PREST	Michael RAMSAY	George REID
Stuart RICHARDSON	Oliver RICHES	Jane ROBSON	John RORKE
Suresh SANDERS	William SCHOLES	Deirdre SHISHODIA	Angela SMITH
Iain SMITH	David STEEDMAN	Norman STOCKS	Michael THOMSON
Morris THOMSON	Susie THORNTON	Alan TROTTER	Marjorie VENNELLE
Sandra WATSON	Diane WILLIAMS	Margaret WILLIS	Brenda WILSON
Gena WYLIE	Ian YOUNG		