

**Charity Registration No. SC037983 (Scotland)**

**Company Registration No. SC317093 (Scotland)**

**FRIENDS OF CULZEAN**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 29 FEBRUARY 2020**

# FRIENDS OF CULZEAN

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr K May Mr J D Rattenbury Lord D T Kennedy Mr N Geddes
<b>Secretary</b>	Mr J D Rattenbury
<b>Charity number (Scotland)</b>	SC037983
<b>Company number</b>	SC317093
<b>Registered office</b>	4 Ewenfield Park AYR Ayrshire United Kingdom KA7 2QG
<b>Independent examiner</b>	Andrew Sinclair CA CTA Azets 3 Wellington Square AYR KA7 1EN
<b>Bankers</b>	Royal Bank of Scotland Ayr Chief Office 30 Sandgate Ayr KA7 1BY

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# FRIENDS OF CULZEAN

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# FRIENDS OF CULZEAN

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 29 FEBRUARY 2020

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The trustees present their report and financial statements for the year ended 29 February 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], 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 (FRS 102) (effective 1 January 2019)".

### Objectives and activities

The objectives of the company are as follows :

- (1) The company has been established for charitable objects only.
- (2) The objects for which the company has been established are to support the National Trust for Scotland (Scottish charity Number SC007410) with regard to their property, Culzean Castle and Country Park, by whatever means are suitable within the context of charitable activities including; raising funds, encouraging donations and sponsorship, organising and helping events and business activities
- (3) The activities of the Friends of Culzean must be undertaken with the agreement of the management of Culzean Castle and Country Park.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

We have an enthusiastic and committed team of volunteers operating the Second-hand Bookshop, led by our volunteer shop coordinator. Again, we enjoyed a splendid supper in the autumn for all Culzean volunteers. We also had a special event in the Walled Garden to celebrate our funding the next stage of work there. We will be having another event there next year to celebrate our passing £250,000 of donations to Culzean.

### Achievements and performance

The bookshop continues to show steady sales with regular customer returns. The bookshop is very popular with visitors. Donations of books continue to provide a broad and high-quality stock for the shop. It operated smoothly throughout the year with very few days lost. We were delighted to provide £35,000 to fund exciting developments in the Walled Garden. We have now passed the £250,000 of donations.

### Financial review

In the year, the charity generated net outgoing recourses of £5,875 (2019: incoming £24,842). Donations made by the charity during the year to the National Trust for Scotland amounted to £35,000 (2019: Nil). The bookshop generated a gross income of £34,468 which is up by £2,087 on the previous year's £32,381. At the year end, £64,760 (2019: £70,635) was held in general reserves.

Onset of the Coronavirus pandemic and the associated lockdowns during 2020 have required the bookshop to close for extended periods. The shop has been opening, with full safety procedures in place, whenever possible. Book donations in 2020 have been very generous, probably due to people having the time to clear out their bookshelves. It will be interesting to see what effect the pandemic has had on takings at the end of the current accounting period. With the National Trust for Scotland, like most other organisations, suffering a considerable loss in income, the Friends donations will be especially welcome

Culzean Country Park is continuing its period of re-development, upgrading visitor facilities, improving the infrastructure and improving the interpretation of the social and natural history of the estate. We expect that our funding support will continue to help with these improvements, and open opportunities that might not otherwise exist.

# FRIENDS OF CULZEAN

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 29 FEBRUARY 2020

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### Structure, governance and management

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees look to appoint new trustees who are committed to the aims of the Trust, and ideally have an association with Culzean and its surrounding area. The charity aims to have a good representation of the volunteers and a balance of skills and experience amongst individual trustees.

Friends of Culzean is associated with the following bodies which are connected to or supported by the charity:

-Culzean Castle and Country Park

-National Trust for Scotland

### Risk factors

In common with most charities the charity is facing potential issues in respect of the COVID-19 pandemic. This is an ongoing situation and the charity is adopting a strategy to manage the everchanging situation as effectively as possible.

The Trustees are satisfied that these events do not affect the charities' ability to continue as a going concern and this basis is appropriate for the preparation of the accounts.

The trustees' report was approved by the Board of Trustees.

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Mr J D Rattenbury

Trustee

Dated: 14 Jan 2021

# **FRIENDS OF CULZEAN**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 29 FEBRUARY 2020***

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The trustees, who are also the directors of Friends Of Culzean for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. 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.

# FRIENDS OF CULZEAN

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF CULZEAN

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I report on the financial statements of the charity for the year ended 29 February 2020, which are set out on pages 5 to 11.

### **Respective responsibilities of trustees and examiner**

The charity's trustees, who are also the directors of Friends Of Culzean for the purposes of company law, are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the financial statements.

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

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - (ii) to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

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Andrew Sinclair CA CTA

Azets  
3 Wellington Square  
AYR  
KA7 1EN

Dated: .....

## FRIENDS OF CULZEAN

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 29 FEBRUARY 2020

	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<b>Income from:</b>			
Other trading activities	2	34,408	32,381
<b>Expenditure on:</b>			
Raising funds	3	3,550	3,302
Charitable activities	4	36,733	4,237
<b>Total resources expended</b>		<u>40,283</u>	<u>7,539</u>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(5,875)	24,842
Fund balances at 1 March 2019		70,635	45,793
<b>Fund balances at 29 February 2020</b>		<u><u>64,760</u></u>	<u><u>70,635</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# FRIENDS OF CULZEAN

## BALANCE SHEET

AS AT 29 FEBRUARY 2020

	Notes	2020 £	£	2019 £	£
<b>Current assets</b>					
Cash at bank and in hand		65,460		71,335	
<b>Creditors: amounts falling due within one year</b>					
	9	(700)		(700)	
Net current assets			<u>64,760</u>		<u>70,635</u>
<b>Income funds</b>					
Unrestricted funds			<u>64,760</u>		<u>70,635</u>
			<u>64,760</u>		<u>70,635</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 29 February 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 16.1.21

  
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Lord D T Kennedy  
Trustee

Company Registration No. SC317093

# FRIENDS OF CULZEAN

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 29 FEBRUARY 2020

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### 1 Accounting policies

#### Charity information

Friends Of Culzean is a private company limited by guarantee incorporated in Scotland. The registered office is 4 Ewenfield Park, AYR, Ayrshire, KA7 2QG, United Kingdom.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# FRIENDS OF CULZEAN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 29 FEBRUARY 2020

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 2 Other trading activities

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Shop income	33,004	31,128
Sale of drinks and snacks	1,404	1,253
	<u>          </u>	<u>          </u>
Other trading activities	<u>34,408</u>	<u>32,381</u>

# FRIENDS OF CULZEAN

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 29 FEBRUARY 2020

### 6 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Independent examiners fee	-	720	720	-	700	700
	-	720	720	-	700	700
Analysed between Charitable activities	-	720	720	-	700	700

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year nor for the year ended 28 February 2019.

### 8 Employees

There were no staff costs in the year to 29 February 2020 (2019: £Nil)

### 9 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	700	700

### 10 Related party transactions

The charity operates within premises in the grounds of Culzean Castle and Country Park owned by the National Trust for Scotland. No market value rental is charged by the National Trust, but the charity makes donations towards the maintenance and upkeep of the premises.

### 11 Cash generated from operations

	2020 £	2019 £
(Deficit)/surplus for the year	(5,875)	24,842
Movements in working capital: (Decrease) in creditors	-	(1,411)
<b>Cash (absorbed by)/generated from operations</b>	<b>(5,875)</b>	<b>23,431</b>