

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 28 February 2018
for
Friends Of Culzean**

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Friends Of Culzean

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for the Year Ended 28 February 2018**

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Friends Of Culzean

Report of the Trustees for the Year Ended 28 February 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 28 February 2018. The trustees have adopted the provisions of 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 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

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 with 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.

Volunteers

We have an enthusiastic and committed team of volunteers operating the second-hand bookshop. One of the team has volunteered to coordinate and keep an eye on the day to day activities in the bookshop, including organising meetings and social events, which has been a great benefit. We enjoyed a splendid supper in the autumn for all Culzean volunteers.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The bookshop continues to show strong steady sales with regular customer returns. The bookshop is very popular with visitors and during the winter months, even though sales are much lower, the shop is an important amenity within the park and 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. Our donations are now making a significant contribution to the property and the visitor experience and facilities. We are rapidly approaching the £250,000 of donations and will be hoping to celebrate this achievement in a significant way.

Donations made to the National Trust for Scotland this year were £4,000 for two individual buggies for independent visitor use.

FINANCIAL REVIEW

In the year, the charity generated net incoming resources of £17,129 (2017: outgoing resources of £20,335). Donations made by the charity during the year to the National Trust for Scotland amounted to £4,000 (2017: £39,654). The bookshop generated a net income of £27,520 which is £167 down on the previous year's £27,687. At the year end, £45,793 (2017: £28,664) was held in general reserves.

FUTURE PLANS

Culzean Country Park is continuing its period of re development, upgrading visitor facilities, improving the infrastructure and 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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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.

Recruitment and appointment of new trustees

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.

Related parties

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

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC317093 (Scotland)

Friends Of Culzean

**Report of the Trustees
for the Year Ended 28 February 2018**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

SC037983

Registered office

4 Ewenfield Park
AYR
Ayrshire
KA7 2QG

Trustees

J D Rattenbury

Retired Teacher

N G Geddes

Solicitor

Lord D T Kennedy

Farmer

Company Secretary

J D Rattenbury

Independent examiner

Andrew P Sinclair B.Acc C.A. C.T.A.

Campbell Dallas

Chartered Accountants

3 Wellington Square

Ayr

Ayrshire

KA7 1EN

Bankers

Royal Bank of Scotland

Ayr Chief Office

30 Sandgate

Ayr

KA7 1BY

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 27 November 2018 and signed on its behalf by:



J D Rattenbury - Secretary

Friends Of Culzean

Statement of Trustees Responsibilities for the Year Ended 28 February 2018

The trustees (who are also the directors of Friends Of Culzean for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charity SORP;
- 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner's Report to the Trustees of
Friends Of Culzean**

I report on the accounts for the year ended 28 February 2018 set out on pages five to twelve.

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 Trust Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's 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 the independent examiner's report

My examination was 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 seeking explanations from you as 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 connection with 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 to comply with Regulation 8 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.

Andrew P Sinclair B.Acc C.A. C.T.A.
Campbell Dallas
Chartered Accountants
3 Wellington Square
Ayr
Ayrshire
KA7 1EN

27 November 2018

Friends Of Culzean

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 28 February 2018**

	Notes	2018 Unrestricted fund £	2017 Total funds £
INCOME AND ENDOWMENTS FROM			
Other trading activities	2	<u>27,520</u>	<u>27,687</u>
Total		27,520	27,687
 EXPENDITURE ON			
Raising funds		4,042	7,376
Charitable activities	3		
Charitable activities		4,000	39,654
Other		<u>2,349</u>	<u>992</u>
Total		10,391	48,022
 NET INCOME/(EXPENDITURE)		 17,129	 (20,335)
 RECONCILIATION OF FUNDS			
Total funds brought forward		28,664	48,999
 TOTAL FUNDS CARRIED FORWARD		 <u>45,793</u>	 <u>28,664</u>

The notes form part of these financial statements

Friends Of Culzean

Balance Sheet
At 28 February 2018

	Notes	2018 Unrestricted fund £	20. Total funds £
CURRENT ASSETS			
Cash at bank and in hand		47,904	29,694
CREDITORS			
Amounts falling due within one year	9	(2,111)	(1,030)
NET CURRENT ASSETS		<u>45,793</u>	<u>28,664</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		45,793	28,664
NET ASSETS		<u>45,793</u>	<u>28,664</u>
FUNDS			
Unrestricted funds	10	<u>45,793</u>	<u>28,664</u>
TOTAL FUNDS		<u>45,793</u>	<u>28,664</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 28 February 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 28 February 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 27 November 2018 and were signed on its behalf by:


David Kennedy - Trustee



Friends Of Culzean

**Cash Flow Statement
for the Year Ended 28 February 2018**

		2018	2017
	Notes	£	£
Cash flows from operating activities:			
Cash generated from operations	1	18,210	(20,785)
Net cash provided by (used in) operating activities		18,210	(20,785)
Change in cash and cash equivalents in the reporting period		18,210	(20,785)
Cash and cash equivalents at the beginning of the reporting period		29,694	50,479
Cash and cash equivalents at the end of the reporting period		47,904	29,694

The notes form part of these financial statements

Friends Of Culzean

**Notes to the Cash Flow Statement
for the Year Ended 28 February 2018**

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES	2018	2017
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	17,129	(20,335)
Adjustments for:		
Increase/(decrease) in creditors	<u>1,081</u>	<u>(450)</u>
Net cash provided by (used in) operating activities	<u><u>18,210</u></u>	<u><u>(20,785)</u></u>

Friends Of Culzean

Notes to the Financial Statements for the Year Ended 28 February 2018

ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income is the gross amount derived from the sale of books and refreshments.

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.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Donated goods

The value of donated goods is recognised at fair value. When measuring fair value is impractical, the value of the donated goods are recognised as income when the goods are resold. The proceeds of sale are categorised as 'Income from other trading activities.'

Other non exchange transactions which the charity has benefitted from but has not recognised in the accounts is the contribution of unpaid general volunteers.

Going concern

The financial statements for the year ended 28 February 2017 have been prepared on a going concern basis. In making this going concern assessment, all available information about the foreseeable future (limited to a period of less than one year from the date of approval of these financial statements) has been taken into account.

Legal status

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 (Registered number SC317093 (Scotland)). The charity is a registered charity number SCO37983. The charity is registered with OSCR the Scottish Charity Regulator. The charity's registered office is 4 Ewenfield Park, Ayr, Ayrshire KA7 2QG.

Friends Of Culzean

**Notes to the Financial Statements - continued
for the Year Ended 28 February 2018**

2. OTHER TRADING ACTIVITIES

	2018	2017
	£	£
Sale of new and second hand books	26,689	26,675
Sale of drinks and snacks	831	1,012
	27,520	27,687

3. CHARITABLE ACTIVITIES COSTS

	2018	2017
	£	£
NTS Donation - 2 Mobility Scooters for visitor use	4,000	-
NTS Donation - Castle guides communications system	-	1,512
NTS Donation - Ardlochan lodge fencing	-	8,942
NTS Donation - Food trailer	-	3,200
NTS Donation - Adventure Cove - phase 2	-	26,000
	4,000	39,654

4. SUPPORT COSTS

Other

	2018	2017
	£	£
Governance costs		
Independent examiner fee	692	682
	692	682

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018	2017
	£	£
Hire of plant and machinery	1,234	1,020
	1,234	1,020

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 28 February 2018 nor for the year ended 28 February 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 28 February 2018 nor for the year ended 28 February 2017.

7. STAFF COSTS

There were no staff costs in the year to 28 February 2018 (2017 £Nil).

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Other trading activities	27,687
Total	27,687

Friends Of Culzean

Notes to the Financial Statements - continued
for the Year Ended 28 February 2018

COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £
EXPENDITURE ON	
Raising funds	7,376
Charitable activities	
Charitable activities	39,654
Other	992
Total	<u>48,022</u>
NET INCOME/(EXPENDITURE)	(20,335)
RECONCILIATION OF FUNDS	
Total funds brought forward	48,999
TOTAL FUNDS CARRIED FORWARD	<u><u>28,664</u></u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Accrued expenses	<u>2,111</u>	<u>1,030</u>

10. MOVEMENT IN FUNDS

	At 1/3/17 £	Net movement in funds £	At 28/2/18 £
Unrestricted funds			
General fund	28,664	17,129	45,793
TOTAL FUNDS	<u>28,664</u>	<u>17,129</u>	<u>45,793</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	27,520	(10,391)	17,129
TOTAL FUNDS	<u>27,520</u>	<u>(10,391)</u>	<u>17,129</u>

Friends Of Culzean

Notes to the Financial Statements - continued
for the Year Ended 28 February 2018

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/3/16 £	Net movement in funds £	At 28/2/17 £
Unrestricted Funds			
General fund	48,999	(20,335)	28,664
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	48,999	(20,335)	28,664
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	27,687	(48,022)	(20,335)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	27,687	(48,022)	(20,335)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

11. RELATED PARTY DISCLOSURES

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.

Friends Of Culzean

Detailed Statement of Financial Activities
for the Year Ended 28 February 2018

	2018 £	2017 £
INCOME AND ENDOWMENTS		
Other trading activities		
Sale of new and second hand books	26,689	26,675
Sale of drinks and snacks	831	1,012
	<u>27,520</u>	<u>27,687</u>
Total incoming resources	27,520	27,687
EXPENDITURE		
Other trading activities		
Drinks and snacks supplies	396	875
Rental of coffee machine	1,234	1,020
Heat and light	1,034	3,608
Sundry expenses	1,314	1,809
Ayrshire coastal path books	64	64
	<u>4,042</u>	<u>7,376</u>
Charitable activities		
NTS donations	4,000	39,654
Support costs		
Finance		
Bank charges	257	310
Other		
Repairs and Renewals	1,400	-
Governance costs		
Accountancy and legal fees	692	682
	<u>10,391</u>	<u>48,022</u>
Total resources expended	10,391	48,022
Net income/(expenditure)	<u>17,129</u>	<u>(20,335)</u>

This page does not form part of the statutory financial statements