

The Church of Scotland

Presbytery of Edinburgh

Cramond Kirk, Edinburgh (Church of Scotland)

Accrued (SORP Compliant) Accounts

2017

Congregation No: 010028

Scottish Charity No: SC003430

Cramond Kirk, Edinburgh (Church of Scotland)

Trustees Annual Report

Year ended 31 December 2017

The trustees present their annual report and financial statements of Cramond Kirk for the year ended 31 December 2017. The financial statements have been prepared in accordance with the accounting policies set out on pages 9 and 10 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 while the minister leads worship services in local nursing and care homes. 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 and a monthly café for people with a diagnosis of dementia and their carers.. 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, Turi Project and Brain Tumour Action).

Achievements and Performance

With our minister, the Right Reverend Dr Russell Barr, continuing as Moderator of the General Assembly, the year began with the ministry team comprising the Reverend Tom Cuthell as locum and the Reverend Colin Douglas as interim moderator and associate minister.

Dr Barr returned to duties at Cramond Kirk at the beginning of June 2017.

Having served for seven years as associate minister, in September 2017 Colin Douglas told the Kirk Session of his decision to retire as associate minister at the end of December 2017. Although the Kirk Session and congregation was sorry to learn of Colin's decision as he is held in great affection by everyone associated with Cramond Kirk, there was pleasure when Dr Barr announced that Tom Cuthell would be willing to return to Cramond as associate minister from 01 January 2018.

Our Organist and Choirmaster Alistair Hair retired on 15 January 2017 and his successor Simon Bertram started on 16 January 2017. We are conscious of our good fortune in acquiring another highly skilled musician and under Simon's leadership we continue to enjoy wonderful music during morning worship. During the year we created more opportunities for young people to participate in worship with a youth orchestra leading the praise on one Sunday each month and individual youngsters playing at other Sunday services. The congregation is pleased to encourage the youngsters and the small orchestra also performed a medley at the reception to mark Alistair Hair's retirement as Cramond Kirk's organist and choir master.

At one of our main communion services (February 2017) we welcomed some of the older Sunday Club children to attend the service and receive communion.

Each year the Kirk Session holds an annual seminar. This year's seminar was held on 19 March 2017 and was led by the Reverend Scott McKenna (Edinburgh : Mayfield Salisbury). The seminar was entitled 'The most important journey in life is the inner journey: pathways in spirituality' and it proved to be an inspiring and uplifting event.

Elderly care issues and the pastoral challenges these present continue to be a major feature of the congregation's ministry and outreach. In 2017, the Minister and Gena Wylie, one of our elders who chairs Almond Mains, the elderly care lunch club which meets in the Kirk halls, visited Cramond Residence, a large 78 bed nursing home being built on Cramond Road North. Cramond Residence is due to open in the late spring of 2018 and its management team are keen to ensure that their future residents become integrated into the local community including the Kirk.

Lyle Court is home to several members of the congregation and offers a supported living environment for older people. Following discussions with the Residents' Committee, Dr Barr has started to conduct monthly worship services in the main lounge and these have been well supported, especially the Christmas carol service at which he was joined by several members of the Kirk choir.

As well as Almond Mains there is a monthly café held in the Kirk Hall for people who have a diagnosis of dementia and their families. After taking professional advice on making our properties more welcoming for people with dementia and their carers, for the past three years we have been implementing the recommended changes to lighting, signage, colour contrast between walls and floors and accessibility of toilets as part of our ongoing maintenance programme.

During 2017 we have been developing a new communications strategy. The Kirk's website has been enhanced and, with the help of two of the younger members of the congregation, Twitter and Facebook have been introduced to the site. We are also reviewing Grapevine, the congregation's newsletter, which is delivered to every member of the parish with a view to having an improved but smaller colour printed newsletter with more content appearing on-line. Dr Barr's sermons continue to appear on the Kirk website (written and audio) and they attract an international response.

Following Dr Barr's return to duties at Cramond Kirk, classes and discussion groups were held for new communicant members of the congregation. During the course of the latter part of the year 13 people joined by profession of faith including a number of teenagers and young people. What was also significant was the diverse background of the group with the ethnic origins of our new members including South Korea, Sri Lanka and Jamaica as well as Scotland.

Cramond Kirk continues to enjoy a good relationship with its neighbouring congregations. Many members of Cramond Kirk contributed towards the Old Kirk and Muirhouse Christmas Fair in November 2017 while members of their Crafting Group took part in Cramond Kirk's Christmas Fair in December 2017. On Saturday 23 December the three congregations hosted a Christmas Club for primary school children from the three communities with crafts, dance, games, activities and worship celebrating the birth of Jesus. The Christmas Club was led by members of all three congregations and supported by a grant (£250) from the Presbytery of Edinburgh's Mission Committee. The grant helped pay for the mini-bus which provided transport from Muirhouse and Drylaw to Cramond Kirk hall as well as craft materials, juice and snacks for the children.

As reported in the Church of Scotland's annual statistical return there were 16 infant and no adult baptisms, 9 weddings, 1 wedding blessing and 37 funeral services. 13 people were added to the communion roll by profession of faith, 13 by certificate and one person was restored while 26 people were removed from the roll by death, 2 by certificate and 8 by revision giving a total communicant membership of 982.

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 31st December 2017 were £605,762, an increase of £51,330 during the year. The increase was due principally to an increase of £22,407 in the sum drawn down from the funds held by the Church of Scotland General Trustees on behalf of the Kirk following a decision to include heating and lighting costs in the claims. There were also significant increases in income from the use of premises (up £11,070) and in investment income (up £5,592). Income from congregational giving and donations, with related tax recovery, also rose to some extent.

Unrestricted Funds increased by £50,733 to £463,997. The General Fund increased by £36,738 from £189,777 to £226,515 despite total expenditure having risen by £43,138 from £324,547 to £367,685 due in no small measure to an increase of £10,943 in Ministries & Mission contribution but also arising from higher salary and wage costs resulting from the greater use of the Kirk Hall, from higher heat and light costs and increases in other buildings costs as well as inflation-related increases in other expenses.

Unrestricted Designated Funds were £237,482, an increase of £13,995, including increases in the Fabric Fund (up £4,551 including a transfer of £4,000 from the General Fund), the Hall Roof Fund (up £10,000 by way of a transfer of £10,000 from the General Fund) and the Burials Fund (up £6,750 from the sale of spaces at the Memorial stones) but a decrease in the Legacy Fund (down £7,208 to meet choir and music costs).

No expenditure was attributed during the year to the Fabric Fund as all fabric costs were met, by prior agreement with the General Trustees and Edinburgh Presbytery, from funds held by them on behalf of Cramond Kirk resulting from the letting of Cramond House.

The Endowment Fund increased by £514 to £11,619, reflecting the increase in the value of the investment held within that Fund.

Restricted Funds were virtually unchanged at £130,146, increases in the Benevolent Fund and the Gillies Fund by way of increased investment values being offset by expenditure in the Gillies Fund on audio-visual equipment and in the Music Fund on choir and music costs.

The Balance Sheet shows Cash and Bank balances of £110,996 and investments valued at £455,292 at 31 December 2017, a total of £566,288, an increase of £57,567 in the year. Debtors, comprising Gift Aid tax recoveries, General Trustees claims for fabric-related expenditure incurred and Hall rentals due, amounted to £44,907, a decrease on 2016 of £5,996 reflecting a decrease in the General Trustees claims outstanding at 31 December 2017. Creditors, being provisions for certain accruals, at £5,433 were £241 more than in 2016.

Cash and investments held by the Church of Scotland General Trustees, on behalf of Cramond Kirk, at 31 December 2017 were £225,655. This was after rental and interest income and Cramond Kirk fabric, insurance, heat & light and salary costs agreed by the General Trustees as recoverable. Appendix I on page 18 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	3,620
Turi Project	1,020
Brain Tumour Action	2,600

Investment Policy and Performance

The trustees investment policy is aimed at maintaining the value of the investments as a whole in the longer term but with a reasonable level of continuing income and in implementation of that policy 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 in the proportions 45%, 35% and 20% respectively. In the course of 2017 £85,000 became available for investment in Unrestricted Funds. After considering recommendations from the Finance Committee's Investment Group, the trustees invested the funds as per the agreed policy, as to £60,000 in the Church of Scotland Investors Trust Income Fund and £25,000 in the M & G Charifund. The continuing uncertainty regarding world economic prospects make the management of investments difficult but the trustees consider that performance in 2017 has been satisfactory.

Risk Management

While an appeal to the congregation in late 2013 resulted in a significant increase in congregational giving at a time when substantial General Fund deficits were in prospect and so resolved the immediate difficulties, subsequent forecasts indicated some decline in congregational giving but more substantial increases in expenditure, mainly through higher Ministries and Mission contributions. Accordingly, 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 late 2017/early 2018. With the financial outcome for 2017 having been somewhat better than anticipated, the trustees have felt able to postpone the stewardship campaign until autumn 2018 but planning is already under way.

Other risks facing the charity and for which specific safeguards are in place include such areas as Financial Management, Safeguarding, Data Protection and Health and Safety, a new Health and Safety Co-ordinator having been appointed to deal with this last aspect. In light of new legislation coming into effect in 2018 Data Protection procedures are a particular focus. It is possible that Cramond Kirk will be invited by the Church of Scotland to pilot procedures being developed by the Church and Presbytery and the Kirk Session have agreed to participate if so invited.

Reserves Policy

It is the Trustees normal policy to hold a 'base' reserve in Unrestricted funds of between four and six months general operating expenditures and outlays. This year the reserves are relatively high as substantial financial commitments on our buildings are anticipated in future years. 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 96 elders, 48 men and 48 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 Communications 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 19.

Principal Office-bearers

Minister	Very Rev Dr Russell Barr
Interim Moderator	Rev Colin Douglas (until 31.05.17)
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

5.

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 2017

I report on the Accounts of Cramond Kirk for the year ended 31 December 2017 which are set out on pages 7 to 17 .

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 2017

	Note	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Endowment Funds 2017 £	Total 2017 £	Total 2016 £
Income and endowments from						
Donations and legacies	1	231,671	-	-	231,671	376,120
Charitable activities	2	73,233	-	-	73,233	56,847
Investments	3	10,738	4,568	467	15,773	10,181
Other	4	78,280	-	-	78,280	55,873
Total Income		393,922	4,568	467	398,957	499,021
Expenditure on						
Raising funds	5	184	-	-	184	222
Charitable activities	5	357,309	9,725	467	367,501	324,325
Total Expenditure		357,493	9,725	467	367,685	324,547
Net income/(expenditure) before gains and losses on investments		36,429	(5,157)	-	31,272	174,474
Net gains/(losses) on investments		12,557	6,987	514	20,058	7,596
Net income/(expenditure)		48,986	1,830	514	51,330	182,070
Transfers between funds		-	-	-	-	-
Net movement in funds		48,986	1,830	514	51,330	182,070
Total funds brought forward		413,264	130,063	11,105	554,432	372,362
Total funds carried forward		462,250	131,893	11,619	605,762	554,432

CRAMOND KIRK, EDINBURGH (Church of Scotland)
Balance Sheet as at 31 December 2017

	Note	£	2017 £	£	2016 £
Fixed Assets					
Tangible Fixed assets			-		-
Investments	8		455,292		375,235
			455,292		375,235
Current Assets					
Debtors	9	44,907		50,903	
Bank and cash		110,996		133,486	
			155,903		184,389
Creditors					
Falling due within one year	10	5,433		5,192	
			-		-
Net Current Assets			150,470		179,197
Net Assets			605,762		554,432
Unrestricted funds	12				
General funds		226,515		189,777	
Designated funds		237,482		223,487	
			463,997		413,264
Restricted funds	12		130,146		130,063
Endowment funds	12		11,619		11,105
			605,762		554,432

The accounts were approved by the Kirk Session on 1st March 2018

For and on behalf of the Kirk Session:

Session Clerk

Treasurer

CRAMOND KIRK, EDINBURGH (CHURCH OF SCOTLAND)
Year ended 31 December 2017

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 2017

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 2017

1 Donations and Legacies

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Endowment Funds 2017 £	Total 2017 £	Total 2016 £
Offerings	187,689	-	-	187,689	180,434
Tax recoveries on Gift Aid	41,767	-	-	41,767	39,380
Legacies	1,306	-	-	1,306	155,870
Other	909	-	-	909	436
	<u>231,671</u>	<u>-</u>	<u>-</u>	<u>231,671</u>	<u>376,120</u>

Income from donations and legacies was £231,671 all unrestricted (2016 £261,650 unrestricted and £114,470 restricted).

2 Income from charitable activities

Use of premises	60,268	-	-	60,268	49,198
Weddings and funerals	6,215	-	-	6,215	5,020
Other	6,750	-	-	6,750	2,629
	<u>73,233</u>	<u>-</u>	<u>-</u>	<u>73,233</u>	<u>56,847</u>

Income from charitable activities was £73,233 (2016 : £56,847) all unrestricted.

3 Investment income

Bank interest	0	-	-	0	448
Deposit fund interest	322	-	-	322	229
Investment income	<u>10416</u>	<u>4,568</u>	<u>467</u>	<u>15,451</u>	<u>9,504</u>
	<u>10,738</u>	<u>4,568</u>	<u>467</u>	<u>15,773</u>	<u>10,181</u>

Investment income was £15,773 (2016 : £10,181) of which £10,738 (2016 : £8,253) was unrestricted, £4,568 (2016 : £1,461) was restricted and £467 (2016 : £ 467) was endowment.

4. Other income

Receipts from General Trustees	78,280	-	-	78,280	55,873
	<u>78,280</u>	<u>-</u>	<u>-</u>	<u>78,280</u>	<u>55,873</u>

CRAMOND KIRK, EDINBURGH (Church of Scotland)
Notes forming part of the financial statements
For the year ended 31 December 2017

5 Analysis of Expenditure

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Total
	2017	2017	2017	2017	2016
	£	£	£	£	£
Raising Funds					
Offering envelopes	184	-	-	184	222
	<u>184</u>	<u>-</u>	<u>-</u>	<u>184</u>	<u>222</u>
Charitable Activities					
* Ministries & Mission contribution	166,782	-	-	166,782	155,839
Presbytery Dues	3,387	-	-	3,387	3,587
Voluntary Additional Stipend	-	-	-	-	157
Minister's Expenses	4,853	-	-	4,853	3,991
Ministerial Assistance	10,628	-	-	10,628	10,474
Other salary and wage costs	67,140	-	-	67,140	61,663
Fabric Repairs & Maintenance	32,133	-	-	32,133	41,874
Council Tax - Manse	3,687	-	-	3,687	2,865
Other Buildings Costs	31,449	-	-	31,449	17,535
Organ & Music	425	-	-	425	335
Other expenses	36,825	9,725	467	47,017	26,005
	<u>357,309</u>	<u>9,725</u>	<u>467</u>	<u>367,501</u>	<u>324,325</u>
Total	<u><u>357,493</u></u>	<u><u>9,725</u></u>	<u><u>467</u></u>	<u><u>367,685</u></u>	<u><u>324,547</u></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 £367,685 (2016 £324,547) of which £357,493 was unrestricted (2016 £313,502), £9,725 was restricted (2016 £10,578) and £467 was endowment (2016 £467).

* Ministries & Mission Contributions were assessed as follows:-	2017	2016
	£	£
Gross Contribution	172,534	161,501
	<u>172,534</u>	<u>161,501</u>
Less: Endowment income	5,752	5,662
	<u>5,752</u>	<u>5,662</u>
Net Contributions Paid	<u><u>166,782</u></u>	<u><u>155,839</u></u>

CRAMOND KIRK, EDINBURGH (Church of Scotland)
Notes forming part of the financial statements
For the year ended 31 December 2017

6 Staff costs and numbers	2017	2016
	£	£
Salaries and wages	67,140	61,177
Social security costs	--	486
	<hr/>	<hr/>
	<u>67,140</u>	<u>61,663</u>

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

	2017	2016
	Number	Number
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 £26,644 and maximum stipend (in the fifth and subsequent years) £32,743.

7 Trustee Remuneration and Related Party Transactions

During the year the Minister received reimbursement of expenses incurred totalling £4,853. In addition council tax relating to the Manse of £3,687 was paid.

The Interim Moderator/Associate Minister received a salary of £9,000 and reimbursement of expenses incurred totalling £747. In addition employers national insurance of £118 was paid in respect of salary.

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

		£
Mr Andrew Cook	Gardening Services	225

Mrs Louise Madeley, wife of a trustee, is the Church Secretary and received payments totalling £10,684 by way of salary and pension contributions.

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 £51,450 was donated to the congregation by trustees.

8 Investments

	2017 £	2016 £
Market value at 31 December 2016	375,235	207,656
Additions to investments at cost	84,999	159,983
Disposals	(25,000)	(-)
Unrealised gain/(loss) on investments	<u>*20,058</u>	<u>7,596</u>
Market value at 31 December 2017	<u>455,292</u>	<u>375,235</u>
Investments at cost	<u>431,222</u>	<u>371,412</u>

The following investments are held :

Unrestricted Funds

6,620,447 M & G Charifund units
10,766 Church of Scotland Investors Trust Income Fund units
£75,000 Cambridge & Counties 1.50% Fixed Rate Bond

Restricted Funds

13,525 Church of Scotland Investors Trust Growth Fund units
4,579 Church of Scotland Investors Trust Income Fund units

Endowment Funds

934 Church of Scotland Investors Trust Income Fund units

*Unrestricted Funds Gain	£12,557
Endowment Fund Gain	514
Restricted Funds Gain	6,987
	<u>£20,058</u>

CRAMOND KIRK, EDINBURGH (Church of Scotland)
Notes forming part of the financial statements
For the year ended 31 December 2017

9 Debtors	2017	2016
	£	£
Gift Aid Tax Refund Due	6,000	5,000
General Trustees	32,514	41,586
Other	6,393	4,317
	<u>44,907</u>	<u>50,903</u>

10 Creditors	2017	2016
	£	£
Accruals	5,433	5,192
	<u>5,433</u>	<u>5,192</u>

11 Analysis of Net Assets Among Funds	General	Designated	Restricted	Endowment	Total
	£	£	£	£	£
Fixed Assets	-	-	-	-	-
Investments	172,510	175,167	95,996	11,619	455,292
Current Assets	59,438	62,315	34,150	-	155,903
Current Liabilities	(5,433)	-	-	-	(5,433)
	<u>226,515</u>	<u>237,482</u>	<u>130,146</u>	<u>11,619</u>	<u>605,762</u>

CRAMOND KIRK, EDINBURGH (Church of Scotland)
Notes forming part of the financial statements
For the year ended 31 December 2017

12 Movement in Funds	At 31 December 2016 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 December 2017 £
Endowment funds					
Former Cramond Poor Fund	11,105	467	(467)	-	11,105
Gain on Revaluation	-	514	-	-	514
	11,105	981	(467)	-	11,619
Restricted funds					
Gillies Legacy fund	113,161	4,196	(7,424)	-	109,933
Gain on Revaluation	-	6,210	-	-	6,210
	113,161	10,406	(7,424)	-	116,143
Benevolent Fund	13,054	372	(200)	-	13,226
Gain on Revaluation	-	777	-	-	777
	13,054	1,149	(200)	-	14,003
Music Fund	3,848	5,727	(9,575)	-	0
	130,063	17,282	(17,199)	-	130,146
Unrestricted funds					
Designated funds					
Fabric Fund	55,089	551	-	4,000	59,640
Outreach Fund	35,523	-	(100)	-	35,423
Burials Fund	22,011	6,750	(180)	-	28,581
Legacy Fund	83,704	1,305	(8,513)	-	76,496
Kirkyard Gardening Fund	655	-	(318)	500	837
Hall Roof Fund	26,505	-	-	10,000	36,505
Total Designated funds	223,487	8,606	(9,111)	14,500	237,482
General	189,777	408,731	(357,493)	(14,500)	226,515
	413,264	417,337	(366,604)	-	463,997
Total Funds	554,432	435,600	(384,270)	-	605,762

Purposes of Endowment Funds

Income from the Former Cramond Poor Fund is donated to two neighbouring churches in the original parish.

Purposes of Restricted Funds

The Gillies Legacy Fund is for the benefit of elderly parishioners.

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 2017

13 Collections and donations received for Third Parties	2017	2016
	£	£
Christian Aid Week *	9,293	10,593
Christian Aid Disaster Appeals - South Sudan*	664	-
East Africa*	780	-
Myanmar*	<u>1,824</u>	<u>-</u>
Christian Aid	12,561	10,593
Poppy Scotland	577	565
St. Columba's Hospice	-	443
Mary's Meals	343	-
Fresh Start	521	-
Crossreach	835	-
Nepal	-	900
North West Carers	<u>370</u>	<u>-</u>
	<u>15,207</u>	<u>12,501</u>

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

14 Volunteers

In common with all congregations of the Church of Scotland the Cramond congregation benefits from the contributions made by volunteers who give their time and talents willingly for the benefit of the Church. The areas of congregational life which rely on the contributions of volunteers are many and varied but include not only the Kirk Session committees but also the children's Sunday Club and other children's activities, running the annual Christmas Fairs and Jumble Sales, organising the Christian Aid week activities, visiting elderly and housebound members of the congregation, maintaining the Kirkyard, catering for congregational and other functions and providing flowers and other floral decorations for the Kirk especially at Harvest and Advent. Much of the activity would be unable to continue were it not for the commitment shown.

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

REVENUE ACCOUNT

	2017 £	2016 £
Credit Balance at 31 December	<u>225,655*</u>	<u>202,039*</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. £32,514 will be reclaimed from the Revenue Account, comprising building expenses.
2. During 2017 nil was expended on Cramond House.
3. Cash transactions during the year were as follows:

		<u>£</u>
Balance at 31 December 2016		64,486
Less: Costs (part 2016)		41,598
		<hr style="width: 100%;"/>
		22,888
Add: Rental Income	£87,169	
Interest	283	
Dividends	5,028	
	<hr style="width: 100%;"/>	92,480
		<hr style="width: 100%;"/>
		115,368
Less: £		
Fabric Costs (part 2017)	36,682	(36,682)
		<hr style="width: 100%;"/>
Balance at 31 December 2017		<u>78,686</u>

Funds held by the General Trustees – Investments* (valued at 31.12.17)	£ 146,969
Deposit Fund	78,686
	<hr style="width: 100%;"/>
	£ 225,655

- Investments comprise 23,444 Church of Scotland Investors Trust Growth Fund units (value at 31.12.17 £119,564) and 2,203 Church of Scotland Investors Trust Income Fund units (value at 31.12.17 £27,405).

Appendix II

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

Betty ADAM	Sandy ANDERSON	Kenneth ARCHIBALD	Ronald ARMSTRONG <i>(died : 07.02.17)</i>
Judy ARROWSMITH	Eileen BARNWELL	Russell BARR	Mary BEAUMONT
Elaine BEELEY	Neville BELTON	George BEVERIDGE	Andy BEWS
Alexander BISSET	Cameron BLACK	Fiona BLACK	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	Colin DOUGLAS	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 <i>(died : 07.05.17)</i>
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	Stuart RICHARDSON	Oliver RICHES	Jane ROBSON
John RORKE	Suresh SANDERS	William SCHOLES	Deirdre SHISHODIA
Angela SMITH	Iain SMITH	David STEEDMAN	Norman STOCKS
Michael THOMSON	Susie THORNTON	Alan TROTTER	Marjorie VENNELLE
Sandra WATSON	Diane WILLIAMS	Margaret WILLIS	Brenda WILSON
Gena WYLIE	Ian YOUNG		