

Charity number: SC040314
Company number: SC346142

Transition Town Forres Ltd

Report and Financial Statements
For the period ended 31 March 2014

Transition Town Forres Ltd
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Transition Town Forres Ltd
Directors Report for year ending 31 March 2014

Directors at 31 March 2014

Name	Date Appointed	Office Held
Carin Schwartz	24/7/2008	Chairperson
Sandra MacLennan	23/11/2009	resigned 19/11/2013
Dr Bisong Guo	15/11/2010	
Kay Fielding	15/11/2010	resigned 22/3/14
Donald Rodgie	21/11/2011	
George Goudsmit	21/11/2011	
Claralynn Nunamaker	25/7/2013	resigned 22/2/14

Secretary at 31 March 2013 Carin Schwartz

Company Number SC346142

Scottish Charity Number SC040314

Registered Office Forres Community Hub
20 Tolbooth Street
Forres
Moray
IV36 1PH

Accountant Faith Simpson
Chartered Certified Accountants
26 Bain Avenue
Elgin
Moray
IV30 6GB

Banker Triodos Bank
Brunel House
11The Promenade
Bristol
BS8 3NN

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on the 24th of July 2008 and recognised as a charity on 27 February 2009. The company was established under a memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Risk Management

Internal control mechanisms are in place, such as the countersigning of cheques and bank transactions. An income and expenditure statement is produced monthly for the directors to be able to supervise the activities of the company.

Organisational structure

Many of the day-to-day activities of TTF are taken forward within specific projects and "operational hubs". Project leaders have responsibility for taking these forward within parameters set by the Board of Directors, to which the project leaders report.

The company is managed on a day to day basis by Project Leaders who report to the Board of Directors (meeting every month). The Board of Directors provide legal, strategic and financial governance. The role of the Board is to conduct the business for the Company in accordance with the statutory responsibilities of Directors as set out under the Companies Acts 1985-1989 and 2006. Its roles and responsibilities are set out in detail in TTF's Memorandum and Articles of Association and include setting the company's policy and strategic direction, and managing and overseeing the projection of its public image.

Objects and activities of the charity

The charitable aims for which TTF Ltd is established are as stated in the company's Memorandum of Association:

- a) the advancement of community development,
- b) the advancement of environmental protection and improvement, including the promotion of sustainable development.
- c) the advancement of education, and the promotion of health

Transition Town Forres has three overall strategic aims, which are:

- 1 To improve the situation and outlook of Forres as climate changes and fossil fuel supplies decline by fostering sustainability and resilience in the local community.
- 2 To foster positive planning to lift Forres out of fossil fuel dependency.
- 3 To encourage and promote health, choice and empowerment for the people of Forres and local community networks, within an ecologically and ethically grounded framework.

Achievements and performances

Since its inception in late 2007, TTF has been highly active in promoting awareness of the Transition Town movement. TTF started to screen films and discuss the relevant literature. During the period from March 2013 to March 2014 TTF successfully converted the main building on the site and in February 2014 TTF launched an Environmental Education and Healthy Living Centre. The Centre contains a multifunctional meeting space of 80m² and a practical demonstration kitchen, which enables a variety of health and food demonstrations as well as workshops to take place. The venue is now in active use and is much appreciated in the local community.

In the recent past TTF actively engaged in a Trans-national program organized by LEADER between Sweden and Moray, including visits both to and from Sweden. TTF has featured in numerous films, articles and books, and is frequently in the local press. The Community Garden is a popular and inspirational site for groups from Scotland, UK and abroad and TTF frequently give tours and lectures to visiting groups.

Transition Town Forres Ltd
Financial Statements for the period ended 31 March 2014
Directors Report (cont.)

TTF works actively with Moray Council, NHS and many partners in the Community Planning Partnership, as well as with numerous local groups within Forres, Moray and further afield. TTF is a member of Development Trust Association Scotland, Moray Social Enterprise Network, NOURISH, Fife Diet, Moray Food Network, FCFCG and SAGS. TTF take a very active part in the Transition UK network.

Investment policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment.

Financial Review

During the year the charity received funding and donations totalling £70,814. Total resources expended were £57,459, resulting in a net surplus of £13,354. Capital expenditure in the year amounted to £42,782 (see note 6 to the financial statements)

Principal Funding Sources

The main source of income for the charity has been grants.

Reserves policy

The board of directors has examined the charity's requirements for reserves in light of the main risks to the organisation. There is currently £140,010 of reserves which is primarily made up of assets (property improvements of £112,877 and debtors (prepaid lease) of £20,001. Actual cash held at bank at the year end totalled £9,601.

Plans for the future

TTF's plans for the future are to increase the use of the Environmental Education and Healthy Living Centre. There are now practical & educational programmes around healthy food. Focus will be placed on how to grow & cook local & seasonal food and to provide information on the impact of food for wellbeing.

Responsibilities of the Board of Directors

Company law requires the Board of Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board of Directors should follow best practice and:

1. Make suitable accounting policies and apply them consistently;
2. Make judgements and estimates that are reasonable and prudent; and
3. Prepare the financial statements on the going concern basis unless it is inappropriate assume that the company will continue on that basis.

The Board of Directors is also responsible for maintaining 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 they financial statements comply with the Companies Act 1985. The Board of Directors is 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.

Transition Town Forres Ltd
Directors Report for year ending 31 March 2014

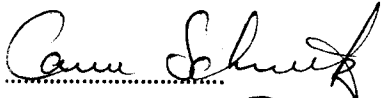
Directors report (Cont.)

Reporting Accountant

Faith Simpson, Chartered Certified Accountant, was appointed as the Reporting Accountant in the current year and has expressed her willingness to be reappointed at the AGM.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005) and in accordance with the special provisions of the Companies Act 2006 relating to companies subject to the small companies regime.

Approved by the Board of Directors on 24 OCT 2014 and signed on its behalf by:


.....
Carin Schwartz, ~~Chair~~ Treasurer

Independent Examiner's Report to the Directors of Transition Town Forres Ltd

I report on the accounts of the charity for the period ended 31 March 2014 which are set out on pages 6 to 11.

Respective responsibilities of directors and examiner

The charity's directors are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity directors 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. 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 directors 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 which gives me reasonable cause to believe that in any material respect the requirements:

To keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
To prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met.



Faith Simpson
Chartered Certified Accountant

26 Bain Avenue
Linkwood
Elgin
IV30 6GB

Transition Town Forres Ltd
Statement of Financial Activities for the year ended 31 March 2014

		Unrestricted Funds 2014 £	Restricted Funds 2014 £	Total Funds 2014 £	Total Funds 2013 £
Incoming Resources	Notes				
Incoming Resources from generated funds:					
<i>Voluntary income:</i>					
Donations and grants		772	-	772	588
<i>Activities for generating funds:</i>					
Investment Income		14	-	14	4
Incoming Resources from charitable activities					
Grants	2	-	64,535	64,535	64,160
Farmers Market		-	-	-	260
Other income		3,462	-	3,462	2,562
Event income		1,204	-	1,204	1,010
Crowd funding		826	-	826	370
Total incoming resources		6,279	64,535	70,814	68,935
Resources expended					
Charitable activities	3	544	56,342	56,886	29,171
Governance costs	4	-	574	574	435
Total resources expended		544	56,915	57,459	296,060
Net incoming resources		5,735	7,619	13,354	39,329
Total funds brought forward		17,398	109,258	126,656	87,327
Total funds carried forward		23,133	116,877	140,010	126,656

The statement of financial activities include all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

Transition Town Forres Ltd
Balance sheet at 31 March 2014

	Notes	2014		2013
		£	£	£
Fixed Assets				
Tangible Assets	6		112,877	99,955
Current Assets				
Stock		150		165
Debtors	7	20,001		23,637
Cash at bank and in hand		<u>9,601</u>		<u>18,702</u>
		29,752		42,504
Creditors: Amounts due within one year				
	8	<u>2,619</u>		15,804
Net current assets			27,133	26,700
Net Assets			<u>140,010</u>	<u>126,656</u>
Accumulated funds				
Unrestricted Funds	9		23,133	17,398
Restricted Funds	9		116,877	109,258
			<u>140,010</u>	<u>126,656</u>

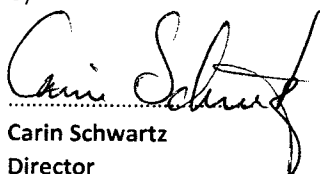
For the period ended 31 March 2014 the company was entitled to exemption under section 477 of the Companies Act 2006 and no notice has been deposited under section 476

The directors acknowledge their responsibilities for:

- i) Ensuring the company keeps accounting records which comply with section 386 of the Act, and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the year end and of its profit or loss for the financial year in accordance with the requirements of sections 393 and 394 and which otherwise comply with the requirements of the Companies Act 2006 so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of the Companies Act 2006 relating to companies subject to the small companies regime.

These accounts were approved by the board on the 24 Oct 2014 and signed on its behalf by:


 Carin Schwartz
 Director

Transition Town Forres Ltd
Notes to the Financial Statements
For the year ended 31 March 2014

1 Accounting Policies

a Accounting convention

The financial statements are prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (April 2008), the Companies Act 2006 And the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

b Fund Accounting

Unrestricted funds are available for use at the discretion of the directors in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

c Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is recorded on a cash received basis.

Investment income is included when receivable.

Incoming resources from charitable activities are accounted for when earned.

d Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure is includes any vat which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Costs of managing and administering the charity represent costs incurred by finance, human resources, accounting, legal and other costs attributable to the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

e Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Plant & Equipment	15% Straight Line
Fixtures & Fittings	15% Straight Line
Fencing	15% Straight Line

Transition Town Forres Ltd
Notes to the Financial Statements
For the period ended 31 March 2014

2 Incoming Resources from activities to further the charity's objects	Unrestricted Funds	Restricted Funds	2014 £	2013 £
Grants received:				
Grigor & Young	-	-	-	750
Garfield Weston			-	5,000
Clydesdale Foundation			-	400
Hugh Fraser Foundation			-	8,000
Robertson Trust			-	10,000
Trusthouse Charity Foundation			-	10,000
Moray Council		21,278	21,278	29,990
Awards for All		10,000	10,000	
Voluntary Action Fund		10,000	10,000	
Peoples Postcode		10,000	10,000	
HIE		8,577	8,577	-
National Health Service		4,680	4,680	-
	-	64,535	64,535	64,140

3 Resources expended Charitable activities	Unrestricted Funds	Restricted Funds	2014 £	2013 £
Consumables	-	1,232	1,232	-
Heat & light	544		544	136
Event expenses	-	4,646	4,646	
Project management		4,680	4,680	-
Consultation fees		8,228	8,228	-
Postage & stationery	-	692	692	-
Advertising & Marketing	-	1,107	1,107	81
Clothing		598	598	-
Venue Hire	-	-	-	80
Training fees	-	-	-	750
Repairs & maintenance	-	280	280	144
Telephone		133	133	-
Insurance costs		1,030	1,030	640
Books & Subscriptions	-	198	198	203
Lease of land	-	3,636	3,636	3,636
Travel expenses	-	11	11	-
Refreshments		9	9	-
Depreciation	-	29,862	29,862	23,501
	544	56,342	56,886	29,171

4 Governance Costs	Unrestricted Funds	Restricted Funds	2014 £	2013 £
Accountancy costs	-	440	440	420
Bank charges	-	134	134	15
	-	574	574	435

Transition Town Forres Ltd
Notes to the Financial Statements
For the period ended 31 March 2014

5 Taxation

As a charity, Transition Town Forres Limited is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

6 Tangible Fixed Assets	Property Improvements	Fixtures & Fittings	Plant & Equipment	Total
	£	£	£	£
Cost				
Brought forward	89,308	6,958	60,404	156,670
Additions	31,289	-	11,493	42,782
Disposals				-
At 31 March 2014	<u>120,597</u>	<u>6,958</u>	<u>71,897</u>	<u>199,452</u>
Depreciation				
Brought forward	20,844	2,925	32,946	56,715
Charge for year	18,089	1,044	10,727	29,860
Disposals				-
At 31 March 2014	<u>38,933</u>	<u>3,969</u>	<u>43,673</u>	<u>86,575</u>
Net Book Value				
At 31 March 2014	<u>81,664</u>	<u>2,989</u>	<u>28,224</u>	<u>112,877</u>
At 31 March 2013	<u>68,464</u>	<u>4,033</u>	<u>27,458</u>	<u>99,955</u>

7 Debtors	2014	2013
	£	£
Other debtors	20,001	23,637
	<u>20,001</u>	<u>23,637</u>

Other debtors is made up of a payment made to the Moray Council in 2009 for £40,000 for the lease on the site for Transition Town Forres. This lease extends to 11 years and is being released to the Profit and loss account over this term.

8 Creditors: Due in less than 1 year	2014	2013
	£	£
Trade creditors	2,179	
Other creditors	440	15,804
	<u>2,619</u>	<u>15,804</u>

Transition Town Forres Ltd
Notes to the Financial Statements
For the period ended 31 March 2014

9 Movement in Funds	Balance b/f £	Incoming Resources £	Outgoing resources £	Balance c/f £
Restricted Funds	109,258	64,535	(56,915)	116,877
Unrestricted Funds	17,398	6,279	(544)	23,133
Total funds	<u>126,656</u>	<u>70,814</u>	<u>(57,459)</u>	<u>140,010</u>

The following pages do not form part of the statutory accounts

Transition Town Forres Ltd
Income and Expenditure Account
For the period ended 31 March 2014

	2014		2013
	£	£	£
Income			
Grants received		64,535	64,140
Garden fees and donations		1,107	2,562
Farmers Market Income		0	260
Other donations		772	588
Event income		1,204	1,010
Training income		1,330	
Venue Hire		1,025	-
Crowd funding		826	370
		<u>70,799</u>	<u>68,930</u>
Expenditure			
Consumables	1,232		-
Heat & Light	544		136
Event expenses	4,646		-
Project management	4,680		-
Consultancy costs	8,228		-
Postage & stationery	692		-
Advertising & Marketing	1,107		81
Venue hire	-		80
Training fees	-		750
Repairs & maintenace	280		144
Books & Subscriptions	198		203
Telephone costs	133		-
Clothing expenses	598		-
Insurance costs	1,030		640
Accountancy costs	440		420
Bank charges	134		15
Lease payments	3,636		3,636
Travel expenses	11		-
Refreshments	9		-
Deprecation	<u>29,862</u>		<u>23,501</u>
		57,459	29,606
Interest received		14	4
Surplus For year		<u>13,354</u>	<u>39,329</u>