

Charity number: SC040314  
Company number: SC346142

Transition Town Forres Ltd

Report and Financial Statements  
For the period ended 31 March 2015

**Transition Town Forres Ltd**  
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**Transition Town Forres Ltd**  
**Directors Report for year ending 31 March 2015**

**Directors at 31 March 2015**

Name	Date Appointed	Office Held
Donald Rodgie	21/11/2011	Chair
Bisgong Guo	15/11/2010	
Kristy Puplett	22/11/2014	Vice Chair
Deborah Hockey	22/11/2014	
Jenny Smith	22/11/2014	
Chas Rodger	22/11/2104	
Ludwig Appeltans	22/11/2014	
Celia McKenna	22/11/2014	
Yvonne Moore	22/11/2014	

Carin Schwartz      Director, Secretary & Treasurer at 31 March 2015

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  
First Floor, 74 – 76 South Street  
Elgin  
Moray  
IV30 1JG

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

**Transition Town Forres Ltd**  
**Financial Statements for the period ended 31 March 2015**  
**Directors Report (cont.)**

**Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on the 24<sup>th</sup> 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**

Transition Town Forres (TTF) has increased its social enterprise income; its employment of local people; the number of participants attending sessions; the growing of food at the Bogton Rd Centre; and, outreached to many Moray wide organisations.

TTF has successfully run 50 Confidence to Cook (Food School) sessions as a part of the Eat Canny Partnership (NHS Funded); continued with the self-managed allotment scheme; applied for funding for Upskilling courses (they began July 15); and, doubled the hiring out of the Bogton Road Centre.

**Transition Town Forres Ltd**  
**Financial Statements for the period ended 31 March 2015**  
**Directors Report (cont.)**

TTF's Environmental Education and Wellbeing Centre was used as a venue for local individuals, Moray based organisations and local businesses, Findhorn Bay Arts, Highlands and Islands Enterprise just to name a few.

TTF had upwards of 225 participants learning to cook healthy, delicious food; broke even with another Tattie Day in March, supplying seed potatoes to Forres; enjoyed a profit supplying organic compost to many local people in the Forres area. With its new Board of Directors TTF intends to continue working towards meeting its aims and objectives, working with Highlands and Islands Enterprise in creating systems and strategic plans to help create this future in Moray.

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, 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 £36,278. Total resources expended were £54,097, resulting in a net deficit of £17,819. £30,295 of this expenditure was the depreciation charge for the year. Capital expenditure in the year amounted to £4,563 (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 £122,191 of reserves which is primarily made up of assets (property improvements of £120,597 and debtors (prepaid lease) of £16,364. Actual cash held at bank at the year end totalled £14,746.

**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.

**Transition Town Forres Ltd**  
**Directors Report for year ending 31 March 2015**

**Directors report (Cont.)**

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 their 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.

**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 ..... and signed on its behalf by:

.....  
**Kristy Puplett, Vice chair**

## **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 2015 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

First Floor  
74-76 South Street  
Elgin  
IV30 1JG

Transition Town Forres Ltd  
Statement of Financial Activities for the year ended 31 March 2015

		Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £	Total Funds 2014 £
<b>Incoming Resources</b>	<b>Notes</b>				
<b>Incoming Resources from generated funds:</b>					
<i>Voluntary income:</i>					
Donations and grants		129	-	129	772
<i>Activities for generating funds:</i>					
Investment Income		6	-	6	14
<b>Incoming Resources from charitable activities</b>					
Grants	<b>2</b>	-	28,491	28,491	64,535
Farmers Market		-	-	-	-
Other income		4,031	-	4,031	3,462
Event income		3,620	-	3,620	1,204
Crowd funding		-	-	-	826
<b>Total incoming resources</b>		<b>7,787</b>	<b>28,491</b>	<b>36,278</b>	<b>70,814</b>
<b>Resources expended</b>					
<b>Charitable activities</b>	<b>3</b>	717	52,881	53,598	56,886
<b>Governance costs</b>	<b>4</b>	-	499	499	574
<b>Total resources expended</b>		<b>717</b>	<b>53,379</b>	<b>54,097</b>	<b>57,459</b>
<b>Net incoming resources</b>		7,070	- 24,888	17,819	13,354
<b>Total funds brought forward</b>		23,133	116,877	140,010	126,656
<b>Total funds carried forward</b>		<b>30,203</b>	<b>91,989</b>	<b>122,191</b>	<b>140,010</b>

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 2015**

	Notes	2015		2014
		£	£	£
<b>Fixed Assets</b>				
Tangible Assets	6		87,145	112,877
<b>Current Assets</b>				
Stock		115		150
Debtors	7	20,949		20,001
Cash at bank and in hand		14,747		9,601
		<u>35,811</u>		<u>29,752</u>
<b>Creditors: Amounts due within one year</b>				
	8	<u>765</u>		2,619
<b>Net current assets</b>			35,046	27,133
<b>Net Assets</b>			<u>122,191</u>	<u>140,010</u>
<b>Accumulated funds</b>				
Unrestricted Funds	9		30,203	23,133
Restricted Funds	9		91,989	116,877
			<u>122,191</u>	<u>140,010</u>

For the period ended 31 March 2015 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 .....and signed on its behalf  
by:

.....  
**Kristy Puplett**  
**Vice Chair**

**Transition Town Forres Ltd**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2015**

**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 2015**

<b>2 Incoming Resources from activities to further the charity's objects</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2015 £</b>	<b>2014 £</b>
Grants received:				
NHS		12,325	12,325	4,680
Moray Council		1,000	1,000	21,278
Leader Funding		255	255	
Awards for All		-	-	10,000
Voluntary Action Fund		-	-	10,000
Peoples Postcode		-	-	10,000
HIE		14,911	14,911	8,577
			-	
	-	28,491	28,491	64,535

<b>3 Resources expended Charitable activities</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2015 £</b>	<b>2014 £</b>
Consumables	-	860	860	1,232
Materials		1,844	1,844	-
Heat & light	717		717	544
Event expenses	-	7,343	7,343	4,646
Project management		-	-	4,680
Consultation fees		2,568	2,568	8,228
Postage & stationery	-	620	620	692
Advertising & Marketing	-	1,655	1,655	1,107
Clothing		-	-	598
Legal & professional	-	207	207	-
Training fees	-	842	842	-
Repairs & maintenance	-	849	849	280
Telephone		497	497	133
Insurance costs		940	940	1,030
Books & Subscriptions	-	664	664	198
Lease of land	-	3,636	3,636	3,636
Travel expenses	-	60	60	11
Refreshments		-	-	9
Depreciation	-	30,295	30,295	29,862
	717	52,881	53,598	56,886

<b>4 Governance Costs</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2015 £</b>	<b>2014 £</b>
Accountancy costs	-	456	456	440
Bank charges	-	43	43	134
	-	499	499	574

**Transition Town Forres Ltd**  
**Notes to the Financial Statements**  
**For the period ended 31 March 2015**

**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.

<b>6 Tangible Fixed Assets</b>	<b>Property Improvements</b>	<b>Fixtures &amp; Fittings</b>	<b>Plant &amp; Equipment</b>	<b>Total</b>
	£	£	£	£
<b>Cost</b>				
Brought forward	120,597	6,958	71,897	199,452
Additions	-	504	4,059	4,563
Disposals				-
At 31 March 2015	<u>120,597</u>	<u>7,462</u>	<u>75,955</u>	<u>204,015</u>
<b>Depreciation</b>				
Brought forward	38,933	3,969	43,673	86,575
Charge for year	18,089	1,119	11,086	30,295
Disposals				-
At 31 March 2015	<u>57,023</u>	<u>5,088</u>	<u>54,759</u>	<u>116,870</u>
<b>Net Book Value</b>				
At 31 March 2015	<u>63,574</u>	<u>2,374</u>	<u>21,197</u>	<u>87,145</u>
At 31 March 2014	<u>81,664</u>	<u>2,989</u>	<u>28,224</u>	<u>112,877</u>

<b>7 Debtors</b>	<b>2015</b>	<b>2014</b>
	£	£
Trade debtors	4,585	
Other debtors	<u>16,364</u>	<u>20,001</u>
	<u>20,949</u>	<u>20,001</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.

<b>8 Creditors: Due in less than 1 year</b>	<b>2015</b>	<b>2014</b>
	£	£
Trade creditors	325	2,179
Other creditors	<u>440</u>	<u>440</u>
	<u>765</u>	<u>2,619</u>

**Transition Town Forres Ltd**  
**Notes to the Financial Statements**  
**For the period ended 31 March 2015**

<b>9 Movement in Funds</b>	<b>Balance b/f £</b>	<b>Incoming Resources £</b>	<b>Outgoing resources £</b>	<b>Balance c/f £</b>
<b>Restricted Funds</b>	116,877	28,491	(53,379)	91,989
<b>Unrestricted Funds</b>	23,133	7,787	(717)	30,203
<b>Total funds</b>	<u>140,010</u>	<u>36,278</u>	<u>(54,097)</u>	<u>122,191</u>

**Transition Town Forres Ltd**  
**Income and Expenditure Account**  
**For the period ended 31 March 2015**

	<b>2015</b>		<b>2014</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
Grants received		28,491	64,535
Garden fees and donations		1,222	1,107
Other donations		129	772
Event income		3,620	1,204
Training income		287	1,330
Venue Hire		2,522	1,025
Crowd funding		0	826
		<u>36,272</u>	<u>70,799</u>
<b>Expenditure</b>			
Consumables	860		1,232
Materials	1,844		-
Heat & Light	717		544
Event expenses	7,343		4,646
Project management	-		4,680
Consultancy costs	2,568		8,228
Postage & stationery	620		692
Advertising & Marketing	1,655		1,107
Training fees	842		-
Repairs & maintenace	849		280
Books & Subscriptions	664		198
Telephone costs	497		133
Clothing expenses	-		598
Insurance costs	940		1,030
Legal & professional costs	207		-
Accountancy costs	456		440
Bank charges	43		134
Lease payments	3,636		3,636
Travel expenses	60		11
Refreshments	-		9
Deprecation	30,295		29,862
		<u>54,097</u>	<u>57,459</u>
Interest received		6	14
<b>(Deficit)/ Surplus For year</b>		<u>(17,819)</u>	<u>13,354</u>