

Charity number: SC040314  
Company number: SC346142

*Office copy.*

Transition Town Forres Ltd

Report and Financial Statements  
For the period ended 31 March 2017

**Transition Town Forres Ltd**  
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**Transition Town Forres Ltd**  
**Directors Report for year ended 31 March 2017**

**Directors at 31 March 2017**

Name	Date Appointed	Office Held
Kristy Puplett	22/11/2014	Treasurer
Andrew Drummond	17/01/2017	Director
Holly Hendry	10/01/2017	Director
Karen Higginbottom	26/01/2017	Director
Gelda MacGregor	21/02/2017	Director
Fabio Villani	07/06/2016	Director
Iain Findlay	22/07/2015	Secretary

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  
11 The Promenade  
Bristol  
BS8 3NN

## **Directors Report**

### **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 Performance**

We would like to thank everyone who has been involved with TTF over recent years but 2016 to 2017 involved participation from two Directors who have stepped down...Kristy Puplett and Deborah Hockney. Both the indoor and the outdoor spaces have been well used in ways that have become established in recent years but with a few new additions too. We remain open to new ideas that make best use of the spaces and resources we have. Given the changes that are sweeping through society, not least of them being climate change and resource depletion, we must adapt and seek new opportunities to remain relevant and useful.

Organisations that TTF has engaged with have included Forres DWP, Quarriers Carers, Moray Foodbank, Autistic One-Stop Shop, Essential Skills Adult Literacy Group, Forres Academy, Moray Feelgood Festival, Logie Primary School & Kinloss Primary School for Health Week, Aberlour Youth Group and St Leonards Outreach.

**Transition Town Forres Ltd**  
**Directors Report for year ending 31 March 2017**

**Directors report (cont.)**

The Let's Eat programme led by Rob and Rosie but supported by many cooks and individuals these people are making a real difference to the cooking skills, health and wellbeing of the community. We are also aware of at least 1 person who has secured employment through the skills they learned here. This was particularly well received by the carers themselves. People were also welcomed from low income households who were referred to TTF for help in keeping their food bills under control while also learning new cooking skills. Let's Eat are to be commended for this work which kept the profile of TTF high in Forres but also in the wider area of Moray. They also welcomed Quarriers charity who used the indoor space and the gardens to give a welcome respite to people who are full time carers.

The Wellbeing project has been a great success at bringing new people to the centre. Emma Stewart has done a great job and has been complemented by the Funders on the excellent delivery of the project. The project provides free transport, and the classes are free to ensure that money is not a barrier to people accessing community activities. The funders are also very clear that the project is to focus on social and economic deprivation. Since Autumn 2016, 80 people have attended at least one class, with 56 people committing to classes and meeting regularly. The classes have received very positive feedback: 77% feel more empowered and involved in a community project, 95% have learnt a new skill, 91% have become more active, 97% feel better in general and 100% feel less isolated and more connected to their community. People are starting to socialise together out with classes, stay after classes to have tea/biscuits/get to know each other, share crafting skills, and even have gone on holiday together! It has also been a benefit to Transition Town Forres as it has resulted in many of the projects' participants coming to the centre for the first time. This has resulted in barriers being broken down, and a new engagement with the centre as a community resource to be shared with the people of Forres.

Mention must also be given to the Monday night stalwarts who drum their way through all four seasons. Classes for beginners and more advanced players have been slowly growing in size and a good variety of ages from both men and women have been regular attendees. There have also been dancing classes of various kinds and the message that the TTF centre is an excellent venue has spread beyond its past spheres.

Tattie day was run again although on a smaller scale than previous years. Potatoes were made available to the public and also TTF gardeners at events held at TTF but also at Tesco.

The Big Picnic was organised as part of a national day to encourage social cohesion. The first event was a great success and good weather and local musicians helped the day along. The sharing of food and the opportunity to make new friends was eagerly taken up by old and young alike.

The community garden at TTF is at full membership of 70 people and has become self sustaining over 8 years having been funded initially by the Climate Challenge Fund. The garden has gone through a 4 year organic conversion process. There have been a number of environmental education workshops in pollination and composting skills.

We hosted a "Taking Transition Forward" evening in November 2016 where people interested in the work of the organisation had the opportunity to play their part in shaping its future. The evening resulted in a list of priorities and projects and this business plan focuses on the ones the company has agreed to take forward for the period 2016-2019. The plan also looks at how we aim to go about increasing our own income in ways which are both realistic and achievable.

So, all being said and done TTF is holding its own. However, the reasons behind the Transition movement have not gone away but have in fact intensified. The ground is shifting and members are welcome to step forward with new ideas that can help to secure the future for TTF and the community of Forres and Moray.

**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.

**Transition Town Forres Ltd**  
**Directors Report for year ending 31 March 2017**

**Directors report (cont.)**

**Financial Review**

During the year the charity received funding and donations totalling £53,856. Total resources expended were £53,285, resulting in a net surplus of £571.00. £21,867 of this expenditure was the depreciation charge for the year.

**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 £91,209 of reserves which is primarily made up of assets (property improvements of £122,397 and debtors (prepaid lease) of £9,091. Actual cash held at bank at the year end totalled £43,361.

**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.

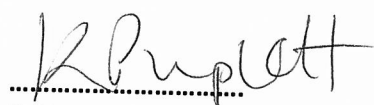
The Board of Directors is also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that they financial statements comply with the Companies Act 1985. The Board of Directors 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.

**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 16/11/17 and signed on its behalf by:

  
.....  
**Kristy Puplett, 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 2017 which is 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 2017

		Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
<b>Incoming Resources</b>	<b>Notes</b>				
<b>Incoming Resources from generated funds:</b>					
<i>Voluntary income:</i>					
Donations and grants		292	-	292	170
<i>Activities for generating funds:</i>					
Investment Income		14	-	14	13
<b>Incoming Resources from charitable activities</b>					
Grants	2	-	50,239	50,239	12,040
Farmers Market		-	-	-	-
Other income		2,370	-	2,370	1,388
Event income		941	-	941	2,212
Crowd funding		-	-	-	-
<b>Total incoming resources</b>		<b>3,617</b>	<b>50,239</b>	<b>53,856</b>	<b>15,823</b>
<b>Resources expended</b>					
<b>Charitable activities</b>	3	4,592	47,649	52,241	46,911
<b>Governance costs</b>	4	-	1,044	1,044	466
<b>Total resources expended</b>		<b>4,592</b>	<b>48,693</b>	<b>53,285</b>	<b>47,377</b>
<b>Net incoming resources</b>		<b>(975)</b>	<b>1,546</b>	<b>571</b>	<b>(31,553)</b>
<b>Total funds brought forward</b>		<b>30,064</b>	<b>60,575</b>	<b>90,638</b>	<b>122,191</b>
<b>Total funds carried forward</b>		<b>29,089</b>	<b>62,121</b>	<b>91,209</b>	<b>90,638</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 2017**

	Notes	2017 £	2016 £
<b>Fixed Assets</b>			
Tangible Assets	6	39,965	61,832
<b>Current Assets</b>			
Stock		300	300
Debtors	7	9,091	12,728
Cash at bank and in hand		43,361	16,660
		<u>52,752</u>	<u>29,688</u>
<b>Creditors: Amounts due within one year</b>	8	<u>1,508</u>	<u>883</u>
<b>Net current assets</b>		51,244	28,806
<b>Net Assets</b>		<u>91,209</u>	<u>90,638</u>
<b>Accumulated funds</b>			
Unrestricted Funds	9	29,088	30,063
Restricted Funds	9	62,121	60,575
		<u>91,209</u>	<u>90,638</u>

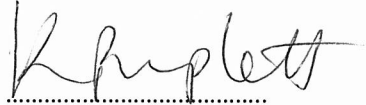
For the period ended 31 March 2016 the company was entitled to exemption under section 477 of the Companies Act 2006 and no notice has been deposited under section 476

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 16/11/17 and signed on its behalf by:



**Kristy Puplett**  
**Treasurer**

**Transition Town Forres Ltd**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2017**

**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 2017**

**2 Incoming Resources from activities to further the charity's objects**

Grants received:

	Unrestricted Funds	Restricted Funds	2017 £	2016 £
NHS	-	16,647	16,647	12,040
Peoples Health Trust - Wellbeing project	-	23,592	23,592	-
Awards for all	-	10,000	10,000	-
Leader Funding	-	-	-	-
Eat Canny Partnership	-	-	-	-
Age Scotland	-	-	-	-
HIE	-	-	-	-

-	50,239	50,239	12,040
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**3 Resources expended**  
**Charitable activities**

	Unrestricted Funds	Restricted Funds	2017 £	2016 £
Consumables	-	-	-	27
Let's Eat Expenses	-	13,157.93	13,157.93	-
Wellbeing project Expenses	-	8,150.69	8,150.69	-
Materials	-	-	-	57
Heat & light	567.00	-	567.00	320
Event expenses	-	836.71	836.71	10,146
Project management	-	-	-	-
Consultation fees	-	-	-	-
Postage & stationery	-	-	-	246
Printing	-	-	-	347
Cleaning	-	-	-	598
Advertising & Marketing	-	-	-	827
Clothing	-	-	-	-
Legal & professional	-	-	-	13
Sundry	22.24	-	22.24	150
Training fees	250.00	-	250.00	-
Repairs & maintenance	2,092.50	-	2,092.50	1,081
Telephone	500.17	-	500.17	490
Insurance costs	994.96	-	994.96	1,024
Books & Subscriptions	131.00	-	131.00	30
Lease of land	-	3,636.36	3,636.36	3,636
Travel expenses	34.00	-	34.00	217
Depreciation	-	21,867.31	21,867.31	27,703
	4,592	47,649	52,241	46,911

**4 Governance Costs**

	Unrestricted Funds	Restricted Funds	2017 £	2016 £
Accountancy costs	-	1,022	1,022	440
Bank charges	-	22	22	26
	-	1,044	1,044	466

**Transition Town Forres Ltd**  
**Notes to the Financial Statements**  
**For the period ended 31 March 2017**

**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>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
Brought forward	122,397	8,052	75,956	206,405
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2016	<u>122,397</u>	<u>8,052</u>	<u>75,956</u>	<u>206,405</u>
<b>Depreciation</b>				
Brought forward	75,086	6,243	63,243	144,572
Charge for year	16,674	1,119	4,074	21,867
Disposals	-	-	-	-
At 31 March 2016	<u>91,760</u>	<u>7,362</u>	<u>67,317</u>	<u>166,440</u>
<b>Net Book Value</b>				
At 31 March 2017	<u>30,636</u>	<u>690</u>	<u>8,639</u>	<u>39,965</u>
At 31 March 2016	<u>47,311</u>	<u>1,809</u>	<u>12,713</u>	<u>61,832</u>
<b>7 Debtors</b>			<b>2017</b>	<b>2016</b>
			<b>£</b>	<b>£</b>
Trade debtors			-	-
Other debtors			9,091	12,728
			<u>9,091</u>	<u>20,949</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>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade creditors	758	3
Other creditors & Accruals	750	880
	<u>1,508</u>	<u>765</u>

**Transition Town Forres Ltd**  
**Notes to the Financial Statements**  
**For the period ended 31 March 2017**

<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>	60,575	50,239	(48,693)	62,121
<b>Unrestricted Funds</b>	30,063	3,617	(4,592)	29,088
<b>Total funds</b>	<u>90,638</u>	<u>53,856</u>	<u>(53,285)</u>	<u>91,209</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 2017**

	<b>2017</b>		<b>2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
Grants received		50,239	12,040
Garden fees and donations		1,750	828
Other donations		292	170
Event income		941	2,212
Training income		-	-
Venue Hire		620	560
Crowd funding		-	-
		<u>53,842</u>	<u>15,810</u>
<b>Expenditure</b>			
Consumables	-		27
Materials	-		57
Let's Eat Expenses	13,158		
Wellbeing project Expenses	8,151		
Heat & Light	567		320
Event expenses	837		10,146
Project management	-		-
Consultancy costs	-		-
Postage & stationery	-		246
Printing	-		-
Printing	-		347
Cleaning	-		598
Advertising & Marketing	-		827
Venue hire	-		-
Training fees	250		-
Repairs & maintenace	2,093		1,081
Protective clothing	-		-
Books & Subscriptions	131		30
Consultation fees	-		-
Telephone costs	500		490
Clothing expenses	-		-
Licenses	-		-
Insurance costs	995		1,024
Legal & professional costs	-		13
Accountancy costs	1,022		440
Bank charges	22		26
Lease payments	3,636		3,636
Sundry expenses	22		150
Travel expenses	34		217
Refreshments	-		-
Entertainment	-		-
Sundry expenses	-		-
Deprecation	<u>21,867</u>		<u>27,703</u>
		53,285	47,377
Interest received		14	13
<b>(Deficit)/ Surplus For year</b>		<u>571</u>	<u>(31,553)</u>