

Charity number: SC040314  
Company number: SC346142

Transition Town Forres Ltd

Report and Financial Statements  
For the year ended 31 March 2018

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**Transition Town Forres Ltd**  
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**Transition Town Forres Ltd**  
**Directors Report for year ended 31 March 2018**

**Directors at 31 March 2018**

Name	Date Appointed	Office Held	Resigned
Kristy Puplett	22/11/2014	Treasurer	27/6/2017
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



**Transition Town Forres Ltd**  
**Directors Report for year ended 31 March 2018**

**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**

During the year ending March 31 2018, Transition Town Forres entered a new and very dynamic phase of growth and development. This was in large measure due to the enthusiastic input of a new generation of directors, the contribution of the wider membership through development sessions on Taking Transition Forward, and the appointment of a number of freelance contractors to take forward a range of projects.

The very talented combination of Helen Moore and Rosie Balyuzi, appointed to manage the Centre bookings, enabled a consistent and very professional operational presence in the TTF Centre building, which in turn led to a dramatic increase in Centre bookings both for weekly workshops and different weekend courses.

Their friendly and welcoming approach has also led to an increase in loans of TTF equipment assets, such as the tables and gazebos, which in turn has led to an increase in donations.





**Transition Town Forres Ltd**  
**Directors Report for year ending 31 March 2018**

**Directors report (cont.)**

4. Weekly classes and one off events                      Self-funded

As always we are grateful to the ongoing weekly drumming class run by Carol Scorer.

New classes offered included Howling Wolves, a women's singing group. Special events included a storytelling festival, featuring Alastair Taylor, and a Hogmanay party with alternative music. There have been many other occasional room hires as the TTF Centre becomes better known and offered competitive rates for a well-heated practice room with our environmentally friendly biomass boiler.

5. Repair Café

A very popular new initiative started this spring, when Andy Drummond organised and advertised a Saturday monthly "Repair cafe" with paying lunches provided by the Let's Eat team and others, where volunteers offered to repair and recycle various household gadgets on site. These were very popular, new to Forres and went viral online!

6. Liaison with other charities: Moray Carshare

Gelda Macgregor led a new initiative to offer accommodation to a sister charity, Moray Carshare, to carry out small bodywork repairs to their car fleet and encourage increased use of our existing electric car charging facility (crowdfunded in 2013 but still under utilised). This initiative prompted a clear out of rubbish and stored goods from the black shed, a space shared by the gardeners for wheelbarrows and other equipment.

**Board Directors**

Thanks go to all the volunteer Board Directors, especially to Holly Hendry, a great secretary, and Karen Higginbottom, who, throughout the winter months, was a very dynamic Chair. She introduced a lot of fun and tight organisation to our monthly Board meetings.

We organised a much needed November office clear out, three strategic development meetings, and two marketing and communications discussions.

We welcomed Andrew Drummond, who has been tremendously helpful in carrying out an asset register of TTF electric goods, and working for many hours to recreate and upgrade the existing TTF website, which had become out of date over the previous 2 years.

Thanks go to Fabio Villani for providing an ongoing link with TTF's early days, as one of the founding directors in 2009, and to support for new directors from tsiMORAY. This included a course on Financial Management facilitated by tsiMORAY's Edward Fittell.

Gelda MacGregor's contribution has already been noted above, and thanks must also go to Iain Findlay; his knowledge of the circular economy has informed the Board's decisions, while his practical skills have helped their implementation.

Last but not least, we owe a huge debt to Kristy Puplett, who retired from the Board after many years' service, both as a Director and as a volunteer; thank you Kristy!

**Transition Town Forres Ltd**  
**Directors Report for year ending 31 March 2018**

**Directors report (cont.)**

**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 £27,868. Total resources expended were £53,060, resulting in a net deficit of £25,192. £13,181 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 £66,017 of reserves which is primarily made up of assets (£26,784) and debtors (prepaid lease) of £5,880. Actual cash held at bank at the year end totalled £36,961.

**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.

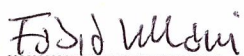
The Board of Directors is also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that they financial statements comply with the Companies Act 1985. The Board of Directors 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 22 November 2018 and signed on its behalf by:



**Fabio Villani, Director**



## **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 2018 which is set out on pages 7 to 12.

### **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 BA FCCA  
Chartered Certified Accountant

Huntly Business Centre  
83 Gordon St, Huntly  
AB54 8FG



Transition Town Forres Ltd

Statement of Financial Activities for the year ended 31 March 2018

		Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
<b>Incoming Resources</b>	<b>Notes</b>				
<b>Incoming Resources from generated funds:</b>					
<i>Voluntary income:</i>					
Donations and grants			-	-	292
<i>Activities for generating funds:</i>					
Investment Income		19	-	19	14
<b>Incoming Resources from charitable activities</b>					
Grants	2	-	22,062	22,062	50,239
Farmers Market		-	-	-	-
Other income		5,788	-	5,788	2,370
Event income		-	-	-	941
		-	-	-	-
<b>Total incoming resources</b>		<b>5,806</b>	<b>22,062</b>	<b>27,868</b>	<b>53,856</b>
<b>Resources expended</b>					
<b>Charitable activities</b>	<b>3</b>	<b>8,766</b>	<b>43,146</b>	<b>51,913</b>	<b>52,241</b>
<b>Governance costs</b>	<b>4</b>	<b>-</b>	<b>1,147</b>	<b>1,147</b>	<b>1,044</b>
<b>Total resources expended</b>		<b>8,766</b>	<b>44,294</b>	<b>53,060</b>	<b>53,285</b>
<b>Net incoming resources</b>		<b>(2,960)</b>	<b>(22,232)</b>	<b>(25,192)</b>	<b>571</b>
<b>Total funds brought forward</b>		<b>29,089</b>	<b>62,121</b>	<b>91,209</b>	<b>90,638</b>
<b>Transfer between funds</b>		<b>11,770</b>	<b>- 11,770</b>	<b>-</b>	
<b>Total funds carried forward</b>		<b>37,899</b>	<b>28,119</b>	<b>66,017</b>	<b>91,209</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 2018**

	Notes	2018		2017
		£	£	£
<b>Fixed Assets</b>				
Tangible Assets	6		26,784	39,965
<b>Current Assets</b>				
Stock		300		300
Debtors	7	5,880		9,091
Cash at bank and in hand		36,961		43,361
		<u>43,141</u>		<u>52,752</u>
<b>Creditors: Amounts due within one year</b>	8	<u>3,907</u>		<u>1,508</u>
<b>Net current assets</b>			39,234	51,244
<b>Net Assets</b>			<u>66,017</u>	<u>91,209</u>
<b>Accumulated funds</b>				
Unrestricted Funds	9		37,898	29,088
Restricted Funds	9		28,119	62,121
			<u>66,017</u>	<u>91,209</u>

For the year ended 31 March 2018 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 22 Nov 2018 and signed on its behalf by:

Fabio Villani

**Fabio Villani**  
**Director**

**Transition Town Forres Ltd**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2018**

**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 year ended 31 March 2018**

2 Incoming Resources from activities to further the charity's objects	Unrestricted Funds	Restricted Funds	2018 £	2017 £
Grants received:				
NHS		5,850	5,850	16,647
Peoples Health Trust - Wellbeing project		16,212	16,212	23,592
Awards for all	-			10,000
Leader Funding	-	-	-	-
Eat Canny Partnership	-	-	-	-
Age Scotland	-	-	-	-
HIE	-	-	-	-
	-	22,062	22,062	50,239

3 Resources expended	Unrestricted	Restricted	2018	2017
Charitable activities	Funds	Funds	£	£
Consumables	-	-	-	-
Let's Eat Expenses		10,200	10,200	13,158
Wellbeing project Expenses		16,129	16,129	8,151
Heat & light	1,047	0	1,047	567
Event expenses	-	0	0	837
Seed costs	290	-	290	-
Administration costs	3,214	-	3,214	-
Garden maintenance	129	0	129	
Printing	-	0	0	
Cleaning	0	-	0	-
Refreshments	407		407	-
Clothing	-	-	0	-
Legal & professional	0	-	0	-
Sundry	371	-	371	22
Training fees		-	0	250
Repairs & maintenance	1,938	-	1,938	2,093
Telephone	496	-	496	500
Insurance costs	766	-	766	995
Books & Subscriptions	108	-	108	131
Lease of land	-	3,636	3,636	3,636
Travel expenses	0	-	0	34
Depreciation		13,181	13,181	21,867
	8,766	43,146	51,913	52,241

4 Governance Costs	Unrestricted Funds	Restricted Funds	2018 £	2017 £
Accountancy costs	-	1,115	1,115	1,022
Bank charges	-	33	33	22
	-	1,147	1,147	1,044

**Transition Town Forres Ltd**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2018**

**5 Taxation**

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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**

	<b>Property Improvements</b>	<b>Fixtures &amp; Fittings</b>	<b>Plant &amp; Equipment</b>	<b>Total</b>
	£	£	£	£
<b>Cost</b>				
Brought forward	122,397	8,052	75,956	206,405
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2018	<u>122,397</u>	<u>8,052</u>	<u>75,956</u>	<u>206,405</u>
<b>Depreciation</b>				
Brought forward	91,760	7,362	67,317	166,440
Charge for year	11,708	164	1,310	13,181
Disposals	-	-	-	-
At 31 March 2018	<u>103,468</u>	<u>7,526</u>	<u>68,627</u>	<u>179,621</u>
<b>Net Book Value</b>				
At 31 March 2018	<u>18,929</u>	<u>526</u>	<u>7,329</u>	<u>26,784</u>
At 31 March 2017	<u>30,636</u>	<u>690</u>	<u>8,639</u>	<u>39,965</u>

**7 Debtors**

	<b>2018</b>	<b>2017</b>
	£	£
Trade debtors	425	-
Other debtors	<u>5,455</u>	<u>9,091</u>
	<u>5,880</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.

**8 Creditors: Due in less than 1 year**

	<b>2018</b>	<b>2017</b>
	£	£
Trade creditors	3,157	758
Other creditors & Accruals	<u>750</u>	<u>750</u>
	<u>3,907</u>	<u>1,508</u>

Transition Town Forres Ltd  
Notes to the Financial Statements  
For the year ended 31 March 2018

9 Movement in Funds	Balance b/f £	Incoming Resources £	Outgoing resources £	Transfer between funds £	Balance c/f £
Restricted Funds	62,121	22,062	(44,294)	(11,770)	28,119
Unrestricted Funds	29,088	5,806	(8,766)	11,770	37,898
<b>Total funds</b>	<b>91,209</b>	<b>27,868</b>	<b>(53,060)</b>	<b>0</b>	<b>66,017</b>



**The following pages do not form part of the statutory accounts**

**Transition Town Forres Ltd**  
**Income and Expenditure Account**  
**For the year ended 31 March 2018**

	<b>2018</b>		<b>2017</b>
	£	£	£
<b>Income</b>			
Grants received		22,062	50,239
Garden fees and donations		761	1,750
Other donations		1,142	292
Event income		0	941
Venue Hire		3,885	620
		-	-
		<u>27,850</u>	<u>53,842</u>
<b>Expenditure</b>			
Let's Eat Expenses	10,200		13,158
Wellbeing project Expenses	16,129		8,151
Heat & Light	1,047		567
Event expenses	-		837
Seed costs	290		
Administration & office costs	3,214		
Garden maintenance	129		
Training fees			250
Repairs & maintenace	1,938		2,093
Protective clothing	-		
Books & Subscriptions	108		131
Refreshments	407		
Telephone costs	496		500
Insurance costs	766		995
Accountancy costs	1,115		1,022
Bank charges	33		22
Lease payments	3,636		3,636
Sundry expenses	371		22
Travel expenses	-		34
Deprecation	<u>13,181</u>		<u>21,867</u>
		53,060	53,285
Interest received		19	13
<b>(Deficit)/ Surplus For year</b>		<u>(25,192)</u>	<u>570</u>