

# Old Edinburgh Club

## Trustees' Report and Accounts for the year ended 30 June 2016

Scottish Charity Number SC006177

### Contact name and address

Rev W Peter Graham, 23/6 East Comiston, Edinburgh EH10 6RZ

### Trustees

The Club is managed by a Council of paid-up members of the Club, consisting of the following office-bearers (the President, Vice President(s), Secretary, Treasurer, Programme Secretary, Membership Secretary, Minutes Secretary, Editor and Publicity Officer) and up to nine Ordinary Members.

The members of Council are the trustees for the purposes of charity law. At the date of approval of this report they were:

President	Mrs Elizabeth Roads LVO
Vice Presidents	<i>Vacant</i>
Secretary & Minutes Secretary	Rev W Peter Graham
Treasurer	Mr Alan McKinney MBE
Programme Secretary	Professor Richard G Rodger
Membership Secretary	Mr Jerry Ozaniec
Editor	Professor Robert J Morris
Publicity Officer	Mrs Pat Jones

Ordinary Council Members      Miss Anne Brockington, Dr Margaret P Collingwood TD,  
Mr James Hamilton, Mr Graham Rule, Dr Allen Simpson,  
Mr John Stenton

The above were all members of Council throughout the period from the start of the year reported on to the date of approval of this report, except for Miss Brockington and Mr Hamilton, who became members of Council on 23 September 2015.

From the date of his election to Council Mr Hamilton served as Assistant Editor.

In the course of the period Mr Rule resigned as Membership Secretary but was co-opted as a Member of Council and continued to be responsible for the Club's website. Mr Ozaniec undertook the duties of Membership Secretary for the remainder of the period.

Dr Lindsay Levy was also a member of Council during that period but ceased to be a member of Council on 23 September 2015.

### Governing document

The Club is a charitable unincorporated association with a constitution that sets out its purposes and administration arrangements. The constitution was last revised in September 2014.

### **Recruitment and appointment of trustees**

The trustees (members of Council) are elected by and from the Club's membership at the Annual General Meeting, but the trustees do also have the power to co-opt additional trustees. The office-bearers are elected annually. The President and Vice President(s) hold office for no more than three years. Ordinary Council Members are elected for three years: normally three of them retire annually by rotation and are not eligible for re-election as Ordinary Council Members for one year.

New trustees have their duties explained to them in full and are given a copy of OSCR's Guidance for Charity Trustees.

### **Charitable purposes**

The purposes of the Club, as set out in its constitution, are the study of all aspects of the history of Edinburgh, and the promotion and encouragement of interest in Edinburgh by means of lectures, visits, publications and appropriate activities for public benefit.

### **Activities and achievements**

In 2015-16 the Council met six times for ongoing and routine business. At each meeting the Council received reports from Committees: Finance, Membership & Governance, Programme, Editorial & Publications, and Publicity & IT, convened by Mr McKinney, Professor Rodger, Professor Morris and Mrs Jones respectively.

The effects of the increase in subscription rates (the first for 15 years) have been carefully monitored. Currently the Club has 226 Individual and 112 Joint members. In 2014-15 the corresponding figures were 233 and 127. The proportion of members with email addresses continues to rise, thereby making communication both easier and cheaper.

Following a review of the Club's archives and their location in 2015, and in accordance with last year's action, the following documents were lodged with Edinburgh Central Library:

- (a) Annual Report for 2014-15
- (b) Lecture programme
- (c) Minutes of Council meetings
- (d) Minute of AGM
- (e) The current volume of the *Book of the Old Edinburgh Club*

During 2015-16 the Club held its usual series of well-attended winter lectures, with the December event again taking the form of a Members' Evening and Social. In May members had the opportunity to tour Lauriston Castle; in June members visited the premises of the Royal Society of Edinburgh; and in July members were guided through St Mary's Cathedral.

Volume 11 of the *Book of the Old Edinburgh Club* was published and distributed in February 2016. Plans are in hand for the publication of volume 12 in 2017. A comprehensive index to past volumes (Old Series volumes 22-35) has been prepared and is being edited for publication. An interim version is available online, along with lists of contents of all volumes in both series.

Council had previously provided financial support for the cataloguing of the City's Dean of Guild papers held in the City Archives and has, in the last year, actively attempted to progress this project.

The Council has agreed to provide financial support for the Edinburgh Southside Graveyard Project to repair and restore gravestones, which has been pioneered by Mr McKinney acting in a personal capacity. The Club has contributed £5,000, and funds amounting to £5,100 have been received (£2,450 from the South Central Neighbourhood Partnership, £2,000 from the Grange Association, £250 from the Sir James Miller Edinburgh Trust and £400 from a private individual). In addition the City of Edinburgh Council has agreed to purchase materials to at least the value of £2,350. The project will now be able to proceed with work in Grange Cemetery and later Newington and Liberton Cemeteries. The interests of the Club will be overseen and controlled by Mr McKinney.

The Club has a Twitter account at @OldEdinClub which currently has over 700 followers. The account tweets details of the Club's meetings and events along with other historical/archaeological news of local interest. To maintain interest, daily postings include wider Scottish historical news and pictures of Edinburgh buildings and street views. It is hoped that this may be a means of recruiting new members to the Club.

The Club also has a presence on Facebook at <https://www.facebook.com/OldEdinburghClub>

The website is regularly updated and details of the lecture programme were circulated to local libraries and through the publicity for Open Doors.

### **Financial review**

The Club received income of £14,200 (2015: £12,565) during the year, and £11,008 (2015: £5,974) was expended. Most of the Club's reserves remained in a higher interest earning account during the year.

### **Reserves**

In the course of the year the Council reviewed its policy on reserves. It was agreed that an appropriate level of reserves would be £15,000 on the grounds that such a reserve would provide the immediate funds to produce and distribute a volume of the *Book of the Old Edinburgh Club*, and the printing of the Index, as well as meeting the immediate costs of running the Club with the subsequent balance covering any unforeseen contingencies.

The Club's unrestricted funds, which are the free reserves, were £31,993 at the year end (2015: £33,606 excluding a liability). The funds are used in the furtherance of the Club's charitable activities, including expenditure relating to the *Book of the Old Edinburgh Club*. With the new Reserves Policy now in place, Council is a position to decide what future activities and projects it can fund.

### **Risk management**

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Club. The trustees have taken out suitable insurance and are satisfied that systems are in place to mitigate exposure to the major risks.

In addition it is recognised that the detailed function of its major office bearers required to be placed on record so that, in the event of some untimely occurrence, it would be possible for others to ensure the continued safe running of the Club.

### **Plans for the future**

The Club will continue its work into the study of the history of Edinburgh and will continue to forge links with local history societies.

### **Acknowledgement**

The trustees express their gratitude to the Lord Provost and Council of the City of Edinburgh, Patrons of the Club, for hosting the Club's Annual General Meeting in the City Chambers.

Approved by the trustees on 6 September 2016 and signed on their behalf

**W Peter Graham**  
Trustee

**Statement of Receipts and Payments**

	Note	2015-16 Unrestricted Funds £	2015-16 Restricted Funds £	2015-16 Total £	2014-15 Total £
<b>Receipts</b>					
Voluntary income	2	7,718	5,100	12,818	11,013
Bank interest		318	-	318	324
Receipts from charitable activities	3	1,049	-	1,049	933
Payments received in error	8	15	-	15	295
<b>Total receipts</b>		<b>9,100</b>	<b>5,100</b>	<b>14,200</b>	<b>12,565</b>
<b>Payments</b>					
Payments for charitable activities	4	5,395	5,000	10,395	5,575
Governance costs					
Independent examination		150	-	150	150
Council meetings		153	-	153	249
Refund of payments received in error	8	310	-	310	-
<b>Total payments</b>		<b>6,008</b>	<b>5,000</b>	<b>11,008</b>	<b>5,974</b>
Net receipts/(payments)		3,092	100	3,192	6,591
Transfers between funds	6	(5,000)	5,000	0	-
Surplus/(deficit) for year		(1,908)	5,100	3,192	6,591

**Statement of Balances**

	Note	2015-16 Unrestricted Funds £	2015-16 Restricted Funds £	2015-16 Total £	2014-15 Total £
<b>Bank and cash balances</b>					
Balance at start of year		33,901	1,000	34,901	28,310
Surplus/(deficit) for year		(1,908)	5,100	3,192	6,591
Balance at end of year	6,7	31,993	6,100	38,093	34,901

	Note	Fund	Cost £	Value 30/06/16 £	Value 30/06/15 £
<b>Fixed assets</b>					
Computer	1	Unrestricted	475	0	118
Projector		Unrestricted	0	0	0
Total			475	0	118

	Note	Fund	Value 30/06/16 £	Value 30/06/15 £
<b>Liability</b>				
Payments received in error to be refunded	8	Unrestricted	-	295

Approved by the trustees on 6 September 2016 and signed on their behalf

**W Peter Graham**  
 Trustee

**Notes to the accounts**

1. **Fixed assets.** The value of the computer has been calculated using annual depreciation on a straight line basis over its expected useful life of 4 years. The projector is valued at zero for accounting purposes because it was donated second hand to the Club and is considered to have no resale value.

2. **Voluntary income.**

	Note	2015-16 Unrestricted Funds £	2015-16 Restricted Funds £	2015-16 Total £	2014-15 Total £
Membership subscriptions		7,713	-	7,713	8,079
Donations: general		5	-	5	545
Donations: Graveyard Project	6	-	400	400	-
Grants: Graveyard Project	6	-	4,700	4,700	-
Tax reclaimed		-	-	-	2,389
<b>Total</b>		<b>7,718</b>	<b>5,100</b>	<b>12,818</b>	<b>11,013</b>
<i>Total 2014-15</i>		<i>11,013</i>	<i>-</i>	<i>11,013</i>	

3. **Receipts from charitable activities.**

		2015-16 Unrestricted Funds £	2015-16 Restricted Funds £	2015-16 Total £	2014-15 Total £
Book of the Old Edinburgh Club:					
sales		384	-	384	718
Winter lecture guests		115	-	115	215
Summer visits		550	-	550	-
<b>Total</b>		<b>1,049</b>	<b>-</b>	<b>1,049</b>	<b>933</b>
<i>Total 2014-15</i>		<i>933</i>	<i>-</i>	<i>933</i>	

**4. Payments for charitable activities.**

	Note	2015-16 Unrestricted Funds £	2015-16 Restricted Funds £	2015-16 Total £	2014-15 Total £
Book of the Old Edinburgh Club:					
Printing		2,966	-	2,966	-
Postage and stationery		416	-	416	230
Winter lectures:					
Hire of hall		892	-	892	917
Speakers		191	-	191	250
Catering		98	-	98	125
Summer visits		313	-	313	172
Dean of Guild Project		-	-	-	3,000
Graveyard Project	6	-	5,000	5,000	-
Gifts		-	-	-	55
Insurance		130	-	130	65
Printing		182	-	182	426
Photocopying, postage and stationery		170	-	170	53
Website and publicity		37	-	37	282
<b>Total</b>		<b>5,395</b>	<b>5,000</b>	<b>10,395</b>	<b>5,575</b>
<i>Total 2014-15</i>		<i>5,575</i>	<i>-</i>	<i>5,575</i>	

5. **Trustees and connected parties.** No trustee and no person connected to a trustee received any remuneration or expenses during the year (2015: the same).

**6. Statement of funds.**

	Balance at start of year	Receipts £	Payments £	Transfers £	Balance at end of year £
<b>Unrestricted funds</b>	<b>33,901</b>	<b>9,100</b>	<b>(6,008)</b>	<b>(5,000)</b>	<b>31,993</b>
<b>Restricted funds</b>					
Index Fund	1,000	-	-	-	1,000
Graveyard Fund	-	5,100	(5,000)	5,000	5,100
<b>Total restricted funds</b>	<b>1,000</b>	<b>5,100</b>	<b>(5,000)</b>	<b>5,000</b>	<b>6,100</b>
<b>Total funds</b>	<b>34,901</b>	<b>14,200</b>	<b>(11,008)</b>	<b>0</b>	<b>38,093</b>

The Index Fund arises from a donation to produce an index for the *Book of the Old Edinburgh Club*.

The Graveyard Fund holds funds that are being administered by the Club and relate to the Edinburgh Southside Graveyard Project to repair and restore gravestones. The receipts comprised grants from Edinburgh South Central Neighbourhood Partnership (£2,450), Grange Association (£2,000) and Sir James Miller Edinburgh Trust (£250), and a donation from a private individual (£400). The transfer of £5,000 from unrestricted funds is the Club's contribution to the project.



City of Edinburgh Council has agreed to contribute at least £2,350, but that contribution will not be administered by the Club as the Council intends to contribute by purchasing materials for the project. The payment of £5,000 was to the project's account with Jewsons from which materials will be purchased.

**7. Analysis of bank and cash balances at end of year.**

	2015-16 Unrestricted Funds £	2015-16 Restricted Funds £	2015-16 Total £	2014-15 Total £
Bank current account	982	5,100	6,082	3,208
Bank savings account	31,011	1,000	32,011	31,693
Cash in hand	-	-	-	-
<b>Total</b>	<b>31,993</b>	<b>6,100</b>	<b>38,093</b>	<b>34,901</b>
<i>Total 2014-15</i>	<i>33,901</i>	<i>1,000</i>	<i>34,901</i>	

**8. Payments received in error.** The Club received a series of payments totalling £310 (£295 in 2014-15 and £15 in 2015-16) as a result of an error by a member's bank. They have been refunded.

## **Independent Examiner's Report to the Trustees of the Old Edinburgh Club**

I report on the accounts of the charity for the year ended 30 June 2016 which are set out on pages 5 to 9.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations). The charity trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under Section 44(1)(c) of the 2005 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 2006 Regulations. 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
  - (a) to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - (b) to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave 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.

Dr Neil K Dickson MICB ACIE  
Full Member of the Association of Charity Independent Examiners  
57 Wallaceneuk, Kelso, Roxburghshire TD5 8BF  
9 September 2016