

Old Edinburgh Club

Trustees' Report and Accounts for the year ended 30 June 2017

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	Dr Margaret P Collingwood TD
Vice Presidents	<i>Vacant</i>
Secretary & Minutes Secretary	Rev W Peter Graham
Treasurer	Mr James Hamilton
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 Edward Duvall, Mrs Gillian Ferguson,
Mr Graham Rule

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 Dr Duvall and Mrs Ferguson who became members of Council on 28 September 2016.

Mrs Elizabeth Roads LVO, Mr Alan McKinney MBE, Dr Allen Simpson and Mr John Stenton were also members of Council during that period but ceased to be members of Council on 28 September 2016.

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 2016-2017 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 Hamilton, Professor Rodger, Professor Morris and Mrs Jones respectively.

Currently the Club has 206 Individual and 104 Joint memberships (414 members). In 2015-2016 the corresponding figures were 226 and 112 (450 members). The proportion of members with email addresses continues to rise, thereby making communication both easier and cheaper.

In October 2016 the following documents were lodged with Edinburgh Central Library:

- (a) Annual Report for 2014-15
- (b) Annual Report for 2015-16
- (c) Lecture programme for 2015-16
- (d) Minutes of Council meetings from November 2014 to September 2016
- (e) Minute of AGM held on 23 September 2015
- (f) Minute of AGM held on 28 September 2016
- (g) Volume 11 of the *Book of the Old Edinburgh Club*

During 2016-2017 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 the early summer members had the opportunity to be guided around Greyfriars Kirkyard and to visit Morningside's Bible and Plague Lands, led by members of the Club, and to view the renovated St Cecilia's Hall.

Volume 12 of the *Book of the Old Edinburgh Club* was published and distributed in March 2017. Plans are in hand for the publication of volume 13 early in 2018. A comprehensive index to past volumes (Old Series volumes 22-35) has been prepared and continues to be 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, given an additional grant to enable further work to be carried out on this project.

The Council has agreed to provide financial support for the Edinburgh Southside Graveyard Project, which continues to be coordinated by Mr Alan McKinney. As previously reported sufficient funds have been guaranteed to carry out work in Grange Cemetery. It is hoped that further work will be carried out in Liberton Cemetery and that the scheme can be extended to Newington Cemetery. The interests of the Club are overseen and controlled by Mr McKinney.

The Club has a Twitter account at @OldEdinClub which currently has over 800 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 £8,219 during the year, and £8,727 was expended. The corresponding figures for 2016 were £14,200 and £11,808, respectively, which were larger than normal because of income and expenditure relating to the Edinburgh Southside Graveyard Project. At 30 June 2017 Gift Aid tax reclaimable but not yet reclaimed was £2,976. It will be reclaimed during 2017-18. Most of the Club's reserves remained in an interest earning account during the year.

Reserves

The Reserves Policy agreed by Council is 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 £31,485 at the year end (2016: £31,993). 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 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, the Council is aware of the need for the detailed function of its major office bearers to be 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 5 September 2017 and signed on their behalf

W Peter Graham
Trustee

Statement of Receipts and Payments

	Note	2016-17 Unrestricted Funds £	2016-17 Restricted Funds £	2016-17 Total £	2015-16 Total £
Receipts					
Voluntary income	2	7,031	-	7,031	12,818
Bank interest		200	-	200	318
Receipts from charitable activities	3	988	-	988	1,049
Payments received in error		-	-	-	15
Total receipts		8,219	-	8,219	14,200
Payments					
Payments for charitable activities	4	8,577	-	8,577	10,395
Governance costs					
Independent examination		150	-	150	150
Council meetings		-	-	-	153
Refund of payments received in error		-	-	-	310
Total payments		8,727	-	8,727	11,008
Surplus/(deficit) for year		(508)	-	(508)	3,192

Statement of Balances

	Note	2016-17 Unrestricted Funds £	2016-17 Restricted Funds £	2016-17 Total £	2015-16 Total £
Bank and cash balances					
Balance at start of year		31,993	6,100	38,093	34,901
Surplus/(deficit) for year		(508)	-	(508)	3,192
Balance at end of year	6,7	31,485	6,100	37,585	38,093

	Note	Fund	Cost £	Value 30/06/17 £	Value 30/06/16 £
Fixed assets					
	1				
Computer		Unrestricted	475	0	0
Projector		Unrestricted	0	0	0
Total			475	0	0

	Fund	Value 30/06/17 £	Value 30/06/16 £
Other assets			
Gift Aid: tax reclaimable	Unrestricted	2,976	1,928

Approved by the trustees on 5 September 2017 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 of 25% on a straight line basis. 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.**

	2016-17 Unrestricted Funds £	2016-17 Restricted Funds £	2016-17 Total £	2015-16 Total £
Membership subscriptions	6,992	-	6,992	7,713
Donations: general	39	-	39	5
Donations: Graveyard Project	-	-	-	400
Grants: Graveyard Project	-	-	-	4,700
Gift Aid: tax reclaimed	-	-	-	-
Total	7,031	-	7,031	12,818
<i>Total 2015-16</i>	<i>7,718</i>	<i>5,100</i>	<i>12,818</i>	

3. **Receipts from charitable activities.**

	2016-17 Unrestricted Funds £	2016-17 Restricted Funds £	2016-17 Total £	2015-16 Total £
Book of the Old Edinburgh Club: sales	528	-	528	384
Winter lecture guests	85	-	85	115
Summer visits	375	-	375	550
Total	988	-	988	1,049
<i>Total 2015-16</i>	<i>1,049</i>	<i>-</i>	<i>1,049</i>	

4. Payments for charitable activities.

	2016-17 Unrestricted Funds £	2016-17 Restricted Funds £	2016-17 Total £	2015-16 Total £
Book of the Old Edinburgh Club:				
Printing	4,110	-	4,110	2,966
Postage and stationery	399	-	399	416
Winter lectures:				
Hire of hall	945	-	945	892
Speakers	182	-	182	191
Catering	97	-	97	98
Summer visits	303	-	303	313
Dean of Guild Project	2,000	-	2,000	-
Graveyard Project	-	-	-	5,000
Gifts	28	-	28	-
Insurance	-	-	-	130
IT equipment	120	-	120	-
Printing	115	-	115	182
Photocopying, postage and stationery	241	-	241	170
Website and publicity	37	-	37	37
Total	8,577	-	8,577	10,395
<i>Total 2015-16</i>	<i>5,395</i>	<i>5,000</i>	<i>10,395</i>	

5. **Trustees and connected parties.** No trustee and no person connected to a trustee received any remuneration or expenses during the year (2016: the same).

6. Statement of funds.

	Balance at start of year	Receipts £	Payments £	Transfers £	Balance at end of year £
Unrestricted funds	31,993	8,219	(8,727)	-	31,485
Restricted funds					
Index Fund	1,000	-	-	-	1,000
Graveyard Fund	5,100	-	-	-	5,100
Total restricted funds	6,100	-	-	-	6,100
Total funds	38,093	8,219	(8,727)	-	37,585

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 relate to the Edinburgh Southside Graveyard Project to repair and restore gravestones.

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

	2016-17 Unrestricted Funds £	2016-17 Restricted Funds £	2016-17 Total £	2015-16 Total £
Bank current account	274	5,100	5,374	6,082
Bank savings account	31,211	1,000	32,211	32,011
Cash in hand	-	-	-	-
Total	31,485	6,100	37,585	38,093
<i>Total 2015-16</i>	<i>31,993</i>	<i>6,100</i>	<i>38,093</i>	

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 2017 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
7 September 2017