COMPANY REGISTRATION NUMBER SC131468

MONIACK MHOR LIMITED

COMPANY LIMITED BY GUARANTEE

UNAUDITED FINANCIAL STATEMENTS

31 MARCH 2012

Charity Number SC030292

RITSONS

Chartered Accountants 27 Huntly Street Inverness IV3 5PR



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FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

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MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name

Moniack Mhor Limited

Charity number

SC030292

Company registration number

SC131468

Registered office

Teavarran Kiltarlity Inverness IV4 7HT

Trustees

Ms S Ward
Miss C Gray
Mrs N Guthrie
Mr C J Fraser
Mr A J M Gibbs
Mrs L Mann
Mr P Whitely
Ms L Marney

Secretary

Christopher J Fraser

Independent examiner

Sandra Ross A.C.C.A

Ritsons Chartered Accountants

27 Huntly Street

Inverness IV3 5PR

Bankers

Bank of Scotland

High Street Beauly IV4 7BS

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2012

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2012.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE TRUSTEES

The trustees who served the charity during the period were as follows:

Mrs N Guthrie

Mr C J Fraser

Mr A J M Gibbs

Mrs L Mann

Mr P Whitely

Ms L Marney

Ms S Ward

(Appointed 9 June 2011)

Miss C Gray

(Appointed 31 May 2011)

Mrs M Gray

(Retired 8 June 2011)

Dr T Ransford

(Retired 8 June 2011)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee. The charity's objects are that of the operation of a writers centre. The company, in conjunction with the Arvon Foundation, runs a full programme of seminars and courses for writers. The programmes are assisted with grants from the Creative Scotland, formally the Scotlish Arts Council.

New trustees to the board are elected by way of a general majority vote of the serving trustees.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks

OBJECTIVES AND ACTIVITIES

The primary purpose of Moniack Mhor is to provide excellence in furthering literature and language in Scotland. By providing residential courses at Moniack Mhor new literature is created, the skills of writers are enhanced, schools have the opportunity to develop the creative skills of young people, and writers benefit from space and time to write by taking a retreat at the centre. Moniack Mhor is working to develop its full potential as the literature hub for writers nationally and locally, and to attract international partnerships.

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2012

ACHIEVEMENTS AND PERFORMANCE

In 2011 - 2012 Moniack Mhor maintained high attendance figures for residential courses which included a variety of genres such as starting to write, novel writing, poetry, advanced poetry, writing for young people and crime writing. These were tutored by some of the finest national and international writers including Carol Ann Duffy, Hugo Williams, Choman Hardie, A.L. Kennedy, Alan Bissett, Michel Faber, Romesh Gunesekera, Brian McCabe, Candia McWilliam, Bernard MacLaverty, Margaret Elphinstone, Niall Griffiths, Mairi Hedderwick, Chris Stewart, Kate Clanchy, Patrick Gale, Louise Welsh, Andrew Taylor and Andrew O'Hagan. Outside of these courses, the centre furthered its work with the local literary community through outreach workshops in local schools and at book festivals including the Edinburgh International Book Festival and the Stanza poetry festival. The centre developed partnerships with Scottish Universities and as a result delivered several new retreat weeks. It hosted a full programme of courses for secondary schools from across the United Kingdom. The centres programme of work incorporated the Jessie Kesson Residency, a month long fellowship in which the writer delivers workshops to local primary schools, whilst gaining the opportunity to develop their own work.

The centre partnered with the Highland Council and a local forest community group. The 'Words in the Landscape' project involved the delivery of six creative writing weekends focusing on the natural world and local archaeology and heritage.

In addition to this, Moniack Mhor delivered a literary seminar on behalf of the Highland Culture Strategic Board which brought together literature organisations, readers groups, library services and writers from or living in the Highlands. The event focused upon issues such as public engagement in literature activity and supporting the work of writers from the region.

The staff worked on designs for a new eco-tutorial building which will be constructed in early 2013 within existing grounds. Alongside this, Moniack Mhor launched a new website and began developments on a fundraising strategy to further enhance the service of visiting writers.

FINANCIAL REVIEW

The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements.

During the year the charity made a profit of £17,377 (2011 £26,824 surplus). The amount of unrestricted reserves at 31 March 2012 amounted to £145,926 (2011 £128,549) and restricted reserves amounted to £10,000 (2011 £10,000)

The assets of the charity are held within restricted and unrestricted reserves. The unrestricted fund represents the accumulation of previous operating results. The restricted fund consists of a donation received, used towards the cost of redeveloping the Writers Centre.

The trustees have assessed that these assets are sufficient to meet the charity's ongoing obligations, and in the event of a significant drop in funding, they will be able to continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised.

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2012

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Moniack Mhor Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are 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.

INDEPENDENT EXAMINER

Sandra Ross A.C.C.A. has been re-appointed as independent examiner for the ensuing year.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:

Teavarran

Kiltarlity

Inverness

IV4 7HT

Signed by order of the trustees

CHRISTOPHER J FRASER Charity Secretary

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF MONIACK MHOR LIMITED

YEAR ENDED 31 MARCH 2012

I report on the accounts of the charity for the year ended 31 March 2012 set out on page 6 to 15.

To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, its members as a body and its trustees, for my independent examination work, for this report, or for the opinions I have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees (who are also the directors of Moniack Mhor Limited for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to state, on the basis of my examination as required under section 44(1) (c) of the Act, 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 seeking explanations from you as 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 whether the accounts present a 'true and fair view'.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- (1) 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
 - to prepare accounts which agree with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations: Have 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.

Sandra Ross A.C.C.A.

Ritsons Chartered Accountants Independent examiner 27 Huntly Street Inverness

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IV3 5PR

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STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2012

		Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
	Note	£			£
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	70,000	_	70,000	81,309
Activities for generating funds	3	191,919	_	191,919	151,478
Other incoming resources	4	376		376	4,890
TOTAL INCOMING RESOURCES		262,295	_	262,295	237,677
RESOURCES EXPENDED				\	
Charitable activities	5/6	(241,635)	_	(241,635)	(207,722)
Governance costs	7	(3,283)	-	(3,283)	(3,131)
TOTAL RESOURCES EXPENDED		(244,918)		(244,578)	(210,853)
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR/NET	}				
(EXPENDITURE)/INCOME FOR THE YEAR RECONCILIATION OF FUNDS	8	17,377	_	17,377	26,824
Total funds brought forward		128,549	10,000	138,549	111,725
TOTAL FUNDS CARRIED FORWARD		145,926	10,000	155,926	138,549

BALANCE SHEET

31 MARCH 2012

	2012			2011	
	Note	£	£	£	
FIXED ASSETS	10		163,209	164,955	
Tangible assets	10		103,209	104,933	
CURRENT ASSETS					
Debtors	11	345		947	
Cash at bank and in hand		17,816		15,337	
		18,161		16,284	
CREDITORS: Amounts falling due within one				(40 (00)	
year	12	(25,444)		(42,690)	
NET CURRENT LIABILITIES			(7,283)	(26,406)	
	20		155.036	120.540	
TOTAL ASSETS LESS CURRENT LIABILITIE	ES		155,926	138,549	
NET ASSETS			155,926	138,549	
					
FUNDS					
Restricted income funds	14		10,000	10,000	
Unrestricted income funds	15		145,926	128,549	
TOTAL FUNDS			155,926	138,549	

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The Balance sheet continues on the following page.
The notes on pages 9 to 15 form part of these financial statements.

BALANCE SHEET (continued)

31 MARCH 2012

Michelle Contraction

MR C J FRÀSER

Company Registration Number: SC131468

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Fund accounting

Funds held by the charity are either

Unrestricted general funds
 General funds - General funds are unrestricted funds which are available for use at the discretion of the directors in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds - Designated funds comprise unrestricted funds that have been set aside by the directors for particular purposes.

• Restricted funds - these are funds which can be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants that provide funding of a general nature are recognised where there is an entitlement, certainty of receipt and the amount can be measured with sufficient reliability.
- Investment income is recognised on a receivable basis.
- Income from charitable activities includes income recognised as earned (as the related goods
 or services are provided) under contract or where entitlement to grant funding is subject to
 specific performance conditions. Grant income included in this category provides funding to
 support programme activities and is recognised where there is entitlement, certainty of
 receipt and the amount can be measured with sufficient reliability.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2012

1. ACCOUNTING POLICIES (continued)

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of 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. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those associated with meeting constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of resources. Costs relating to a particular activity are allocated directly, others are apportioned on a appropriate basis e.g. floor areas, per capita or estimated usage as set out in the notes.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures, fittings and equipment - 15% reducing balance
Plant and machinery - 15% Reducing balance
Motor vehicles - 25% Straight line

No depreciation has been provided on Freehold Property as it is the trustees' opinion that any depreciation charge would be immaterial given the expected residual value of the property. This policy is a departure from FRS 15 "Tangible Fixed Assets" and from the general requirements of the Companies Act 2006 for all tangible assets to be depreciated. In the opinion of the directors, no-compliance with the Accounting Standards and Companies Act is necessary for the financial statements to give a true and fair view. The directors have come to their opinion after having carried out an annual impairment review of the property in accordance with the requirements of FRS 11 "Impairment of Tangible Assets".

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2012

1. ACCOUNTING POLICIES (continued)

Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities.

2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011
Donations Donations Grants receivable	~ -	-	67
Creative Scotland (Scottish Arts Council)	70,000	70,000	81,242
	70,000	70,000	81,309

3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted	Total Funds	Total Funds
	Funds	2012	2011
	£	£	£
Course fees	191,919	191,919	151,418
Book shop income			60
	191,919	191,919	151,478

4. OTHER INCOMING RESOURCES

	Unrestricted	Total Funds	Total Funds
	Funds	2012	2011
	£	£	£
Miscellaneous income	376	376	4,890

5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted	Total Funds	Total Funds
	Funds	2012	2011
	£	£	£
Running and maintenance costs	134,345	134,345	113,923
Provision of material and tuition	107,290	107,290	93,799
	241,635	241,635	207,722

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

6.	COSTS OF CHARITABLE ACTIVITIES BY A	CHVILY TYP	L	
		Running and maintenance costs £	Total Funds 2012 £	Total Funds 2011 £
	Running and maintenance costs Provision of material and tuition	134,345 107,290	134,345 107,290	113,923 93,799
		241,635	241,635	207,722
7.	GOVERNANCE COSTS			
		Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
	Accountancy fees Bank charges	2,558 725		2,439 692
	3	3,283	3,283	3,131
8.	NET (OUTGOING)/INCOMING RESOURCES	FOR THE YE.	AR	
	This is stated after charging:			
			2012 £	2011 £
	Staff pension contributions Depreciation		476 2,250	771 2,558
9.	STAFF COSTS AND EMOLUMENTS			
	Total staff costs were as follows:		2012	2011
	Wages and salaries Social security costs		£ 74,198 –	£ 59,808 -
	Other pension costs		476	771
			74,674	60,579
	Particulars of employees: The average number of employees during the equivalents, was as follows:	year, calculate	d on the basi	
	•		2012 No	2011 No
	Number of administrative staff		3	3

No employee received remuneration of more than £60,000 during the year (2011 - Nil).

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

10. TANGIBLE FIXED ASSETS

COST	Freehold property £	Plant & machinery 1	Fixtures, fittings & equipment	Motor Vehicles £	Total £
COST At 1 April 2011 Additions	150,458	4,415	40,315 504	2,392	197,580 504
At 31 March 2012	150,458	4,415	40,819	2,392	198,084
DEPRECIATION At 1 April 2011 Charge for the year	_ 	2,555 279	27,678 1,971	2,392	32,625 2,250
At 31 March 2012	_	2,834	<u>29,649</u>	2,392	34,875
NET BOOK VALUE At 31 March 2012			11,170		163,209 164,955
DEBTORS	130,438	1,600	12,037		107,700
				2012 £	2011 £
Prepayments				345	947
CREDITORS: Amounts fa	alling due	within one yea	r		
Trade creditors PAYE and social security Accruals				2012 £ 4,359 - 21,085 25,444	2011 £ 2,138 1,483 39,069 42,690
	Additions At 31 March 2012 DEPRECIATION At 1 April 2011 Charge for the year At 31 March 2012 NET BOOK VALUE At 31 March 2011 DEBTORS Prepayments CREDITORS: Amounts for the control of the control o	COST At 1 April 2011 Additions At 31 March 2012 DEPRECIATION At 1 April 2011 Charge for the year At 31 March 2012 NET BOOK VALUE At 31 March 2012 At 31 March 2012 DEBTORS Prepayments CREDITORS: Amounts falling due Trade creditors PAYE and social security	property machinery 1 £ COST At 1 April 2011 Additions At 31 March 2012 DEPRECIATION At 1 April 2011 Charge for the year At 31 March 2012 At 31 March 2012 DETERMITY At 31 March 2012 At 31 March 2012 DEBTORS Prepayments CREDITORS: Amounts falling due within one year Trade creditors PAYE and social security	Freehold Plant & fittings & equipment & £ & £ & £ & £ & £ & £ & £ & £ & £ &	Freehold Plant & fittings & Motor

13. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2012 the charity had annual commitments under non-cancellable operating leases as set out below.

Assets other than Land and buildings

	2012 £	2011 £
Operating leases which expire: Within 2 to 5 years	<u>535</u>	535

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2012

14. RESTRICTED INCOME FUNDS

Balance at 1 Apr 2011 and at 31 Mar 2012 £ 10,000

Moniack Trust

There have been no movements on restricted funds during the year ended 31 March 2012.

15. UNRESTRICTED INCOME FUNDS

	Balance at	Incoming	Outgoing	Balance at
	1 Apr 2011	resources	resources	31 Mar 2012
	£	£	£	£
General Funds	128,549	262,754	(245,377)	145,926

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current liabilities £	Total £
Restricted Income Funds:			
Moniack Trust	10,000	_	10,000
Unrestricted Income Funds	153,209	(7,283)	145,926
Total Funds	163,209	(7,283)	155,926

17. RELATED PARTY TRANSACTIONS

The trustees neither received nor waived any emoluments during the year. No trustees were reimbursed for expenses incurred while carrying out their duties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

18. COMPANY LIMITED BY GUARANTEE

Moniack Mhor is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Any surplus remaining upon the widening up or dissolution shall not be paid to or distributedamong the members of the company but shall be donated or transferred to some other institution have similar objectives to that of the company.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

19. GOING CONCERN

The directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future due to secured funding from Creative Scotland for £70,000, an uptake of Arvon courses in excess of 80% and a schools programme of events. This altogether would ensure that Moniack Mhor will operate with an occupancy level of in excess of 80% for the Financial Year 2013. Moniack Mhor is currently negotiating a refreshed contract with Arvon which will take effect in 2013 which will further increase the sustainability of the organisation. The Directors will therefore continue to adopt the going concern basis of accounting in preparing the annual financial statements.