## **COMPANY REGISTRATION NUMBER SC131468**

## MONIACK MHOR LIMITED

# COMPANY LIMITED BY GUARANTEE

# UNAUDITED FINANCIAL STATEMENTS

31 MARCH 2014

**Charity Number SC030292** 

TUESDAY



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**RITSONS** 

Chartered Accountants 27 Huntly Street Inverness IV3 5PR

## **FINANCIAL STATEMENTS**

## YEAR ENDED 31 MARCH 2014

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## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name

Moniack Mhor Limited

**Charity number** 

SC030292

Company registration number

SC131468

Teavarran Kiltarlity Inverness IV4 7HT

**Trustees** 

Ms S Ward
Mrs N Guthrie
MrJ Glenday
Mr S Lackie
Mrs C Deacon
Mr C J Fraser
Mr A J M Gibbs
Mrs L Mann
Ms J Adams
Ms L Marney
Mrs Macleod

**Secretary** 

John Glenday

Independent examiner

Sandra Ross A.C.C.A.

27 Huntly Street

Inverness IV3 5PR

**Bankers** 

Royal Bank of Scotland

High Street Beauly IV4 7BT

### TRUSTEES ANNUAL REPORT

#### YEAR ENDED 31 MARCH 2014

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 2014.

#### 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:

Ms S Ward Mrs N Guthrie MrJ Glenday Mr C J Fraser Mr A J M Gibbs Mrs L Mann Ms J Adams Ms L Marney

Mr S Lackie (Appointed 8 July 2013) Mrs C Deacon (Appointed 8 July 2013)

Mrs Macleod (Appointed 11 September 2013)

Ms J Holmes (Retired 2 August 2013)

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee. The charity's objects are that of the operation of a creative writing 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 Creative Scotland, formerly the Scottish 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 through retreats 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 2014

#### ACHIEVEMENTS AND PERFORMANCE

In 2013 - 2014 Moniack Mhor achieved high attendance figures of 90% for residential Arvon courses. This exceptional figure was due to a six-month renovation closure of the Hurst, the Arvon centre based in Shropshire. Genres of courses delivered included Starting to Write, Work in Progress, Travel Writing, Writing for Radio, Fiction, Novel Writing, Song Writing, Crime Writing, Advanced Poetry, Writing for Children, Memoir, Short Story and History Writing. Tutors and guests on Arvon courses included Alan Bissett, Rodge Glass, Alasdair Gray, William Feines, Mark Haddon, Sophie Cooke, Claire Keegan, Alexander MacLeod, Marilyn Bowering, Kathy Page, Karen Hayes, Tim Pears, Suchen Christine Lim, Kevin MacNeil, Val McDermid, Andrew Taylor, Gillian Clark, Carol Ann Duffy, Roger Hutchinson, Alastair Moffat, Janice Galloway, Candia MacWilliam and Jennie Erdal.

Outside of these courses, the centre ran a series of partnership weeks and events including a six weekend series of writing workshops with the Abriachan Forest Trust and the Charleston Integrated Learning Community, the Highland Users Group, the Edinburgh International Book Festival, Dark Angels and the Pushkin Prize Winners. The centre ran two writing retreat weekends for the Highland Literary Salon, a local literary group and a week's residential course for Two Ravens Publishing focussing on the impact of mythology on the written word. An outreach workshop was delivered in Inverness Prison and a mentorship programme ran in partnership with the Highland Council. The National Theatre of Scotland came for their first visit, during which, the skills of established playwrights working in Gaelic were nurtured.

Work continued with Universities and the centre hosted a full programme of courses for secondary and primary schools, including the 'Written World', a creative writing and nature project. It also continued to host residential weeks for private schools including Loretto, Priestly and the American School of London. This year saw a return visit from Centauri Arts Camp from Canada. The centre had its first visit from the Scottish Books Trust who brought their Young Writers Mentorship scheme for a weekend retreat. In addition, Feis Rois and Moniack Mhor ran a partnership project, 'Lyrics from the North' which supported six young people from Digit (a specialist education centre) and St Clements (specialist school) to develop their song writing and poetry skills. The centre's programme of work incorporated the Jessie Kesson Residency. Our resident writer, poet Sheree Mack delivered a project with specialist education centre, 'The Bridge'. In addition, our youth programme culminated in a creative writing fair delivered in partnership with the Highland Literary Salon in Milburn Academy in Inverness. This event was attended by around 150 young writers.

Significant developments were made to the grounds around Moniack Mhor. The construction of a Straw Bale Roundhouse with low impact, locally sourced materials began. This will serve as a dedicated space for one to one tutorials, workshops and performances. The grounds around the centre were developed by planting trees, installing a natural stone patio, dry stone storytelling circle, raised beds of fruit and a large alpine rockery. A series of rural skills training workshops were ran alongside the project, offered free to members of the local community. In September, the centre featured on Tern TV's Beechgrove Garden.

### TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2014

#### 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 surplus of £23,164 (2013: £18,508). The amount of unrestricted reserves at 31 March 2014 amounted to £132,581 (2013: £145,155) and restricted reserves amounted to £65,017 (2013: £29,729).

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 monies received to improve the Writers Centre, Garden and to construct a Straw bale Roundhouse.

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.

#### 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 provisions applicable to companies entitled to the small companies exemption.

Registered office:

Teavarran

Kiltarlity

Inverness

IV4 7HT

Signed by order of the trustees

JOHN GLENDAY Charity Secretary

19/12/2014

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

### YEAR ENDED 31 MARCH 2014

I report on the accounts of the charity for the year ended 31 March 2014 which are set out on pages 6 to 15.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The 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 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended) (the 2006 Accounts Regulations). The charity's trustees consider that the audit requirements of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required 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 the Regulation 11 of the 2006 Accounts 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:
  - 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, comply with the accounting requirements of section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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. Independent examiner 27 Huntly Street

.Inverness

IV3 5PR

22.12.14

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

## YEAR ENDED 31 MARCH 2014

	Note	Unrestricted Funds	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
INCOMING RESOURCES		•	~	~	~
Incoming resources from generating funds:	,				
Voluntary income Activities for generating	2	73,331	43,896	117,227	100,773
funds	3	193,148	3,100	196,248	157,448
Investment income	4	193,148	5,100	190,248	41
		<del></del>			
TOTAL INCOMING		<b>.</b>	4.5.00.5		250.262
RESOURCES		266,483	46,996	313,479	258,262
RESOURCES EXPENDE	)				
Charitable activities	5/6	(277,042)	(9,806)	(286,848)	(236,191)
Governance costs	7	(3,467)	_	(3,467)	(3,563)
TOTAL DECOLDARS					
TOTAL RESOURCES EXPENDED		(280,509)	(9,806)	(290,315)	(239,754)
NET INCOMING RESOURCES BEFORE				<del>-</del>	
TRANSFERS	8	(14,026)	37,190	23,164	18,508
Transfer between funds	9	1,452	(1,452)		-
	_				
NET INCOME FOR THE YEAR RECONCILIATION OF		(12,574)	35,738	23,164	18,508
FUNDS					
Total funds brought forward		145,155	29,279	174,434	155,926
TOTAL FUNDS CARRIEI	)	<del></del>			
FORWARD		132,581	65,017	197,598	174,434

#### **BALANCE SHEET**

#### 31 MARCH 2014

	2014			
	Note	£	£	£
FIXED ASSETS				
Tangible assets	11		229,576	168,193
CURRENT ASSETS				
Debtors	12	1,378		558
Cash at bank and in hand		29,663		48,284
		31,041		48,842
CREDITORS: Amounts falling due within one		31,041		40,042
year	13	(63,019)		(42,601)
,		(,,		
NET CURRENT (LIABILITIES)/ASSETS			(31,978)	6,241
TOTAL ASSETS LESS CURRENT LIABILITIE	S		197,598	174,434
NET ASSETS			197,598	174,434
FUNDS				
Restricted income funds	16		65,017	29,279
Unrestricted income funds	17		132,581	145,155
TOTAL FUNDS			197,598	174,434

For the year ended 31 March 2014 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Trustees' responsibilities:

MRJ GLENDAY

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

MR C J FRASER

Company Registration Number: SC131468

The notes on pages 8 to 15 form part of these financial statements.

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 MARCH 2014

#### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

#### 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 2014

#### 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:

Freehold property - 2% Straight line Plant and machinery - 15% Reducing balance Fixtures, fittings and equipment - 15% Reducing balance

#### 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.

#### 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.

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2014

## 2. VOLUNTARY INCOME

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2014	2013
	£	£	£	£
Donations				
Donations	_	2,876	2,876	2,293
Grants receivable				
Creative Scotland	73,331	24,020	97,351	86,480
Robertson Trust	_	_	_	7,000
Gannochy Trust	_	_	_	5,000
CPF Trust	_	5,000	5,000	_
Scottish National Heritage	_	9,000	9,000	_
Highland Council	-	3,000	3,000	_
	73,331	43,896	117,227	100,773
			<del></del>	

## 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted	Restricted	<b>Total Funds</b>	Total Funds
	Funds	Funds	2014	2013
	£	£	£	£
Course fees	193,148	3,100	196,248	157,448

## 4. INVESTMENT INCOME

	Unrestricted	<b>Total Funds</b>	<b>Total Funds</b>
	Funds	2014	2013
	£	£	£
Bank interest receivable	4	4	41

### 5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

Unrestricted	Restricted	Total Funds	Total Funds
Funds	Funds	2014	2013
£	£	£	£
170,058	9,806	179,864	138,557
106,984	_	106,984	97,634
277,042	9,806	286,848	236,191
	Funds £ 170,058 106,984	Funds £ £ 170,058 9,806	Funds       Funds       2014         £       £       £         170,058       9,806       179,864         106,984       —       106,984

### NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2014

#### 6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Running		
	and		
	maintenance	<b>Total Funds</b>	Total Funds
	costs	2014	2013
	£	£	£
Running and maintenance costs	179,864	179,864	138,557
Provision of material and tuition	106,984	106,984	97,634
	286,848	286,848	236,191

### 7. GOVERNANCE COSTS

	Unrestricted	Total Funds	Total Funds
	Funds	2014	2013
	£	£	£
Accountancy fees	2,727	2,727	3,162
Bank charges	740	740	389
Interest payable			12
	3,467	3,467	3,563

### 8. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

<u> </u>		
	2014	2013
	£	£
Staff pension contributions	443	411
Depreciation	6,549	5,247

#### 9. FUND TRANSFERS

£898 was transferred from the Roundhouse Project restricted fund in favour of restricted funds to cover the depreciation charge on assets purchased from this fund.

£354 was transferred from the Garden Project restricted fund in favour of unrestricted funds to cover the depreciation charge on assets purchased from this fund.

£200 was transferred from the Moniack Trust restricted fund in favour of unrestricted funds to cover the depreciation charge on assets purchased from this fund.

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2014

### 10. STAFF COSTS AND EMOLUMENTS

Total	staff	costs	were	25	fall	ows:
I Viai	Stall	CUSIS	WCIC	as	IUI	UW3.

	2014 £	2013 £
Wages and salaries	102,930	67,338
Social security costs	7,996	7,008
Other pension costs	443	411
	111,369	74,757

## Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2014	2013
	No	No
Number of administrative staff	4	3

No employee received remuneration of more than £60,000 during the year (2013 - Nil).

## 11. TANGIBLE FIXED ASSETS

Freehold property £	Plant & machinery	Fixtures, fittings & equipment	Motor Vehicles	Total £
150 750	4 415	41 749	2 302	208,315
66,000	-	1,932	<i>2,372</i> –	67,932
225,759	4,415	43,681	2,392	276,247
3,195	3,071	31,464	2,392	40,122
4,515	202	1,832		6,549
7,710	3,273	33,296	2,392	46,671
218,049	1,142	10,385		229,576
156,564	1,344	10,285	-	168,193
	159,759 66,000 225,759 3,195 4,515 7,710	property machinery £  159,759	Freehold property machinery equipment £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £	Freehold property £         Plant & fittings & t         Motor Vehicles £           159,759 66,000 - 1,932 - 225,759 4,415 43,681 2,392         2,392 - 225,759 4,415 43,681 2,392           3,195 3,071 31,464 2,392 4,515 202 1,832 - 7,710 3,273 33,296 2,392         2,392 - 2,392           218,049 1,142 10,385 - 2

## 12. DEBTORS

	•	2014	2013
		£	£
Other debtors		1,000	_
Prepayments		378	558
• •			
		1,378	558

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2014

## 13. CREDITORS: Amounts falling due within one year

14.

Trade creditors PAYE and social security Accruals and deferred income	2014 £ 6,214 2,095 54,710	2013 £ 3,554 — 39,047
DEFERRED INCOME	63,019	42,601
Balance at 1 April 2013	2014 £ 34,865	2013 £ 17,830

Amounts released to incoming resources
Amounts deferred in the year

Balance at 31 March 2014

(17,830)
34,865

50,679

34,865

Deferred income comprises grants which the donor has specified must be used in future accounting periods.

#### 15. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2014 the charity had annual commitments under non-cancellable operating leases as set out below.

## Assets other than Land and buildings

	2014 £	2013 £
Operating leases which expire: Within 2 to 5 years	535	535

### NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2014

#### 16. RESTRICTED INCOME FUNDS

	Balance at 1 April 2013	Incoming	Outgoing		Balance at
		resources	resources	Transfers 31 I	March 2014
	£	£	£	£	£
Moniack Trust	10,000	_	_	(200)	9,800
Creative					
Scotland -					
Literature					
Internship	4,533	4,500	(9,033)	_	_
Roundhouse					
Project	14,746	25,516	_	(898)	39,364
Garden Project	_	13,880	(773)	(354)	12,753
Ernest Cook			` ,	` ,	,
Trust	-	3,100	_	_	3,100
	29,279	46,996	(9,806)	$\overline{(1,452)}$	65,017
			`	<u>``</u>	

#### 17. UNRESTRICTED INCOME FUNDS

	Balance at	Incoming	Outgoing		Balance at
	1 April 2013	resources	resources	Transfers 3	31 March 2014
	£	£	£	£	£
General Funds	145,155	266,483	(280,509)	1,452	132,581

### 18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current		
	Tangible	assets/	
	fixed assets	(liabilities)	Total
	£	£	£
Restricted Income Funds:			
Moniack Trust	9,800	_	9,800
Roundhouse Project	43,888	(4,524)	39,364
Garden Project	17,364	(4,611)	12,753
Ernest Cook Trust	-	3,100	3,100
	71,052	(6,035)	65,017
Unrestricted Income Funds	158,524	(25,943)	132,581
Total Funds	229,576	(31,978)	197,598

### 19. 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.

### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 MARCH 2014

#### 20. COMPANY LIMITED BY GUARANTEE

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

### 21. 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 for 2015 that will increase to £116,000 in 2016. Creative Scotland funding from the Cultural Economy Programme has also been secured for £94,030 until 2016. The Directors will therefore continue to adopt the going concern basis of accounting in preparing the annual financial statements.