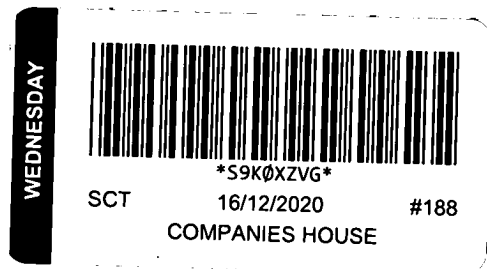


Charity Registration No. SC021470 (Scotland)

Company Registration No. SC142995 (Scotland)

**HOUSTON OLD SCHOOL TRUST**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**



# HOUSTON OLD SCHOOL TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr J Melrose Mr A Matheson
<b>Secretary</b>	Mr A Matheson
<b>Charity number</b>	SC021470
<b>Company number</b>	SC142995
<b>Registered office</b>	The Carrick Centre Main Street Houston Renfrewshire PA6 7EL
<b>Independent examiner</b>	French Duncan LLP 133 Finnieston Street Glasgow G3 8HB

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# HOUSTON OLD SCHOOL TRUST

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Statement of trustees' responsibilities	3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
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# HOUSTON OLD SCHOOL TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2020**

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The trustees present their report and financial statements for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the trust's governing document, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

### **Objectives and activities**

The trust's objects are refurbishing and managing the Houston Old School as a community and arts centre. The day to day management is undertaken by a part time manager and an assistant who are responsible to a management board who represent the community and the users of the building.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

### **Achievements and performance**

The trust made steady progress with regard to developing the trust and ensuring that suitable procedures and policies are in place.

Ongoing maintenance and fixtures and fittings renewal is a constant requirement. There are no significant capital developments.

### **Financial review**

The results for the year and financial position of the trust are as shown in the annexed financial statements.

The trust's income for the year was £61,581 (2019 - £70,124) and total running costs were £66,777 (2019 - £75,584) resulting in a deficit of £5,196 (2019 - £5,460). This is after allowing for depreciation of the building and costs incurred over the term of the lease.

Included in the income for the year is Lottery Funding granted for the intended purpose of renovating the outdoor space at The Carrick Centre. The balance as at 31 March 2020 is in overall surplus of £4,400.

It is the policy of the trust that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the trust's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees has assessed the major risks to which the trust is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# HOUSTON OLD SCHOOL TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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### Structure, governance and management

The trust is a company limited by guarantee of £1 per member and has no share capital.

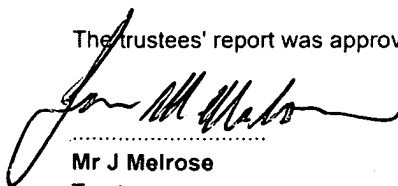
The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr J Melrose

Mr A Matheson

The Board of Directors is responsible for policy decisions and ensuring that the company operates within its constitution. Regular Board meetings are held to effect policy decisions. Directors are trustees in law for the charity and have a fiduciary responsibility over its assets and finances.

The trustees' report was approved by the Board of Trustees.



Mr J Melrose

Trustee

Dated: 6-11-2020

# **HOUSTON OLD SCHOOL TRUST**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2020***

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The trustees, who are also the directors of Houston Old School Trust for the purpose of company law, are responsible for preparing the Trustees' 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 trust and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the trust and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# HOUSTON OLD SCHOOL TRUST

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF HOUSTON OLD SCHOOL TRUST

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I report on the financial statements of the trust for the year ended 31 March 2020, which are set out on pages 5 to 12.

#### Respective responsibilities of trustees and examiner

The trust's trustees, who are also the directors of Houston Old School Trust for the purposes of company law, are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements 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 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements.

#### Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - (ii) to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



John S Anderson CA  
French Duncan LLP  
133 Finnieston Street  
Glasgow  
G3 8HB

Dated: 16 NOVEMBER 2020

# HOUSTON OLD SCHOOL TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted funds 2020 £	Total 2019 £
	Notes		
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	8,100	10,000
Charitable activities	4	51,424	55,370
Other trading activities	5	2,057	-
Other income	6	-	4,754
<b>Total income</b>		<b>61,581</b>	<b>70,124</b>
<b><u>Expenditure on:</u></b>			
Charitable activities	7	66,777	75,584
<b>Net expenditure for the year/ Net movement in funds</b>		<b>(5,196)</b>	<b>(5,460)</b>
Fund balances at 1 April 2019		156,782	162,242
<b>Fund balances at 31 March 2020</b>		<b>151,586</b>	<b>156,782</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# HOUSTON OLD SCHOOL TRUST

## BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	11		28,787		39,112
<b>Current assets</b>					
Debtors	12	2,267		1,681	
Cash at bank and in hand		124,223		117,489	
		<u>126,490</u>		<u>119,170</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(3,691)</u>		<u>(1,500)</u>	
Net current assets			122,799		117,670
<b>Total assets less current liabilities</b>			<u>151,586</u>		<u>156,782</u>
<b>Income funds</b>					
<u>Unrestricted funds</u>					
Designated funds	14	220,194		215,794	
General unrestricted funds		<u>(68,608)</u>		<u>(59,012)</u>	
			151,586		156,782
			<u>151,586</u>		<u>156,782</u>

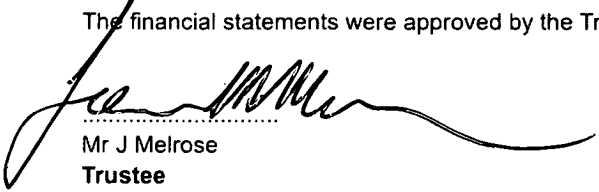
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 6.11.2020

  
Mr J Melrose  
Trustee

Company Registration No. SC142995

# HOUSTON OLD SCHOOL TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

#### Charity information

Houston Old School Trust is a private company limited by guarantee incorporated in Scotland. The registered office is The Carrick Centre, Main Street, Houston, Renfrewshire, PA6 7EL.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the trust's governing document, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The trust is a Public Benefit Entity as defined by FRS 102.

The trust has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the trust. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the trust.

#### 1.4 Incoming resources

Income is recognised when the trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the trust has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# HOUSTON OLD SCHOOL TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

(Continued)

#### 1.5 Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Over the term of the lease
Fixtures and fittings	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the trust reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The trust has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the trust's balance sheet when the trust becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### 1.10 Employee benefits

The charitable company does not operate any form of contribution scheme on behalf of employees.

# HOUSTON OLD SCHOOL TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 2 Critical accounting estimates and judgements

In the application of the trust's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Total
	2020 £	2019 £
Grants received	8,100	10,000

### 4 Charitable activities

	Charitable Income 2020 £	Charitable Income 2019 £
Sales within charitable activities	51,324	55,270
Deeds of covenant	100	100
	51,424	55,370

### 5 Other trading activities

	Unrestricted funds	Total
	2020 £	2019 £
Fundraising events	2,057	-

# HOUSTON OLD SCHOOL TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 6 Other income

	Unrestricted funds	Total
	2020	2019
	£	£
Insurance claim	-	4,754
	<u>          </u>	<u>          </u>

### 7 Charitable activities

	Charitable Expenditure 2020	Charitable Expenditure 2019
	£	£
Staff costs	22,509	22,339
Depreciation and impairment	10,325	6,481
Power, light and heat	6,757	6,390
Property repairs and maintenance	16,027	28,058
Insurance	6,612	6,053
Telecommunications	566	522
Legal and professional	-	1,504
Event costs	1,322	1,075
Sundry expenses	1,177	1,552
	<u>65,295</u>	<u>73,974</u>
Share of governance costs (see note 8)	1,482	1,610
	<u>66,777</u>	<u>75,584</u>

### 8 Support costs

	Support costs	Governance costs	2020	2019
	£	£	£	£
Independent examiner's report	-	1,482	1,482	1,610
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	-	1,482	1,482	1,610
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Analysed between Charitable activities	-	1,482	1,482	1,610
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

# HOUSTON OLD SCHOOL TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the trust during the year.

### 10 Employees

There were no employees during the year.

Employment costs	2020 £	2019 £
Staff costs	22,509	22,339

There were no employees with emoluments above £60,000.

The charity does not have any employees. Staff costs represent payments made to individuals managing the day to day operations. The charity does not pay social security costs and this is solely the responsibility of the individuals.

### 11 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 April 2019	257,847	12,052	269,899
At 31 March 2020	257,847	12,052	269,899
<b>Depreciation and impairment</b>			
At 1 April 2019	220,305	10,482	230,787
Depreciation charged in the year	10,011	314	10,325
At 31 March 2020	230,316	10,796	241,112
<b>Carrying amount</b>			
At 31 March 2020	27,531	1,256	28,787
At 31 March 2019	37,542	1,570	39,112

### 12 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Other debtors	250	-
Prepayments and accrued income	2,017	1,681
	2,267	1,681

# HOUSTON OLD SCHOOL TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 13 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	3,691	1,500

### 14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Movement in funds		Balance at 31 March 2020 £
		Incoming resources £	Resources expended £	
Building fund	215,794	-	-	215,794
Lottery fund	-	6,100	(1,700)	4,400
	215,794	6,100	(1,700)	220,194