

Charity Number: SC046510
Company number: SC422047

North West Highlands Geopark Limited

Annual Report and Financial Statements

Period ended 31 January 2020



North West Highlands Geopark Limited

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North West Highlands Geopark Limited

Report of the Directors for the period ended 31 January 2020

The Directors are pleased to present their report together with the financial statements of the charity for the period ended 31 January 2020.

Legal and Administrative Information

Charity name	North West Highlands Geopark Limited
Charity number	SC046510
Company number	SC422047
Registered Office	The Rock Stop Unapool By Lairg Sutherland IV27 4HW
Directors	D R Bentley (retired 5 December 2019) D Campbell A R Duncan (retired 18 January 2020) J Jennett (retired and re-appointed 18 January 2020) J Mackay (retired 18 January 2020) A P Macleod H M Macpherson M S Simpson R Trevor I M Young (appointed 18 January 2020)
Company Secretary	None
Accountants	T P Wright Chartered accountant 396 Elphin By Lairg Sutherland IV27 4HH
Solicitors	None
Bankers	The Royal Bank of Scotland plc 11 Argyle Street Ullapool Ross-Shire IV26 2UD

North West Highlands Geopark Limited

Report of the Directors for the period ended 31 January 2020

Structure, governance and management

North West Highlands Geopark Limited is a company limited by guarantee and not having a share capital, governed by its Memorandum and Articles of Association, incorporated on 17th April 2012, and is registered as a charity with the Office of the Scottish Charity Regulator. In the event of the company being wound up, members are required to contribute a sum not exceeding £1.00p.

The structure of the company consists of:

- The Members, who have the right to attend the annual general (and any extraordinary general) meeting and have important powers in electing people to serve as directors; and
- The Directors generally control and supervise the activities of the company.

Membership is open to anyone aged 16 or over who lives within the boundaries of the North West Highlands Geopark and is on the electoral roll within that area. The directors may, at their discretion, refuse to admit any person to membership and may accept as members those who live outwith the borders of the Geopark by election at a Board meeting. This allows particular skills and support to be sourced. These members may serve as directors.

Recruitment, appointment, induction and training of directors

Each of the Assynt, Coigach, Durness, Kinlochbervie, Lochbroom, Scourie and Tongue Community Councils (or their successors in the event of local government re-organisation) shall be able to nominate one of their members to be a director, such directors to serve until the community council concerned replace them. In addition, the members at the annual general meeting may elect up to 4 directors and the directors have the power to appoint up to 3 additional directors as they feel necessary for the purposes of the administration of the company. The maximum number of directors shall be 12.

New directors are expected to spend time with the existing directors to familiarise themselves with:

- The duties of Board Members
- The main documents that set out the operational framework for the charity, including the Memorandum and Articles of Association
- The work of the Trust and its finances, referring to the last annual accounts and the recent Board Minutes
- The strategy that has been adopted
- The plans and objectives that flow from that strategy
- The Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Aims, Objectives and Activities

The Company's objects as a charity are to advance, for the benefit of the public, environmental protection, education, heritage, community development (particularly sustainable rural regeneration) and recreational activity by operating the North West Highlands Geopark over its about 2,000 square kilometres of outstanding geodiversity in West Sutherland and Wester Ross, Scotland. In so doing, the Company shall have the following aims for the Geopark:-

- a) to conserve and enhance the geological, geomorphological and other heritage of the area;
- b) to promote the Geopark as an area for scientific study and research in the various disciplines of the Earth Sciences;

North West Highlands Geopark Limited

Report of the Directors for the period ended 31 January 2020

Aims, Objectives and Activities (continued)

- c) to promote the understanding and enjoyment (including enjoyment in the form of recreation) of the special qualities of the area by the public;
- d) to promote sustainable economic and social development of the area's communities; and
- e) to manage the Geopark within the framework established by the Global Geoparks Network Charter under the umbrella of UNESCO

Achievements and Performance

We continue to seek to improve long term sustainable funding streams for the organisation and during the year under review have further developed our strategy toward this. Working with consultants, 'Heritage Naturally' with support from the National Lottery Heritage Fund's Resilient Heritage program we have produced a resourcing narrative. The effects of Covid-19 will of course mean we will need to continually review and update this document.

Much was achieved in the year to 31 January 2020:

- 1) Our revalidation Mission was completed, and official notice given from UNESCO that our Global Geopark status has been renewed until 2023
- 2) The Rock Stop geoscience centre attracted more than 13,000 visitors and a new business plan was developed for the 2020 season. We were awarded a £10,000 government grant to help mitigate the effects of closing the business due to Covid-19.
- 3) Geotours and The Geofestival once again attracted large numbers both on the fieldtrips and to the many events organised throughout the area during the year.
- 4) We have built stronger links with the Communities and with potential Allies through our National Lottery Heritage Fund Transformation Project.
- 5) We have successfully upskilled our staff and implemented an IT Collaborative Environment Project.

Future plans

We intend to:

- 1) Develop and implement a new business plan for the Rock Stop's 2021 Season.
- 2) Set up a collaborative alliance bringing together various stakeholders to strengthen the organisation and the communities it serves.
- 3) Implement our Transformation project outputs: A revised Governance Structure, Strategy and Business Plan.
- 4) Continue to play our full part in the promotion and development of our local area
- 5) Deliver a Sense of Place project as part of our work with the Coigach and Assynt Living Landscape Partnership
- 5) Secure stable and long-term funding

North West Highlands Geopark Limited

Report of the Directors for the period ended 31 January 2020

Financial review

Details of the financial results are set out in the following pages.

Unrestricted reserves are necessary for management of cash-flow and in addition the charity aspires to attaining a level of reserves that would permit six months expenditure to be met.

Directors' responsibilities in relation to the financial statements

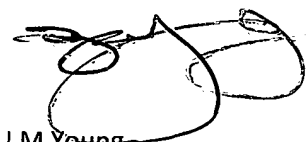
Company law requires the Directors to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and its surplus or deficit for the financial year. In doing so the directors are required to:

- Select suitable accounting policies and then apply them consistently
- Make sound judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board and signed on its behalf by



I M Young
Director

Date: 17 October 2020

North West Highlands Geopark Limited

Report of the Independent Examiners to the Trustees for the period ended 31 January 2020

I report on the accounts of the charity for the period ended 31 January 2020 which are set out on pages 6 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company 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 trustees consider that the audit requirement of Regulation 10(1) (a-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 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 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 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
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts 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.



Name T P Wright

Qualification Chartered accountant

Address 396 Elphin, By Lairg, IV27 4HH

Date 17 October 2020

North West Highlands Geopark Ltd

Statement of financial activities

9 months ended 31 January 2020

		Unrestricted Funds £	Restricted Funds £	Total 2020 £	Restated Total year 30 April 2019 £
	Notes				
Income and endowments from:					
Donations and legacies	2	7,388	6,887	14,275	61,767
Other trading activities	3	36,594	-	36,594	37,265
Investment income	4	3,910	-	3,910	2,062
Total income		47,892	6,887	54,779	101,094
Expenditure:					
Raising funds	5	2,014	-	2,014	7,347
Charitable activities	6	30,254	33,860	64,114	58,925
Total expenditure		32,268	33,860	66,128	66,272
Net incoming/outgoing resources before transfers		15,624	(26,973)	(11,349)	34,822
Transfers		3,445	(3,445)	-	-
Net movement in funds after transfers		19,069	(30,418)	(11,349)	34,822
Total funds brought forward	13	55,882	64,197	120,079	85,257
Total funds carried forward	13	74,951	33,779	108,730	120,079

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes form part of these financial statements.

North West Highlands Geopark Ltd

Balance sheet

As at 31 January 2020

	Notes	£	2020 £	Restated 30 April 2019 £
Fixed Assets				
Tangible assets	9		31,793	39,357
Investments	10		1	1
			<u>31,794</u>	<u>39,358</u>
Current Assets				
Debtors	11	18	12,714	
Cash at bank and in hand		81,885	84,804	
		<u>81,903</u>	<u>97,518</u>	
Creditors: falling due within one year	12	4,967	16,797	
Net Current Assets			<u>76,936</u>	<u>80,721</u>
Total Net Assets			<u><u>108,730</u></u>	<u><u>120,079</u></u>
Represented by:				
Restricted income funds	13		33,779	64,197
Unrestricted income funds	13		74,951	55,882
Total Funds			<u><u>108,730</u></u>	<u><u>120,079</u></u>

The directors are satisfied that the company is entitled to exemption from audit under Section 477 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its income and expenditure for each 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 accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board and signed on its behalf on 17 October 2020



I M Young
Director

Company registration number SC422047

A P Macleod
Director



North West Highlands Geopark Ltd

Notes to the financial statements

9 months ended 31 January 2020

1 Accounting policies

Basis of accounting

The financial statements have been prepared in accordance with '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 (FRS102) (effective 1 January 2015) - Charities SORP (FRS102)', the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Consolidation

In the opinion of the members of the board of trustees, the charity and its subsidiary undertaking comprise a small-sized group, which is not required to prepare group accounts under the Companies Act 2006 and as gross income is less than the Charities SORP limit group accounts are not required under that regime either.

Donations, gifts in kind and volunteer time

Donations received are recorded at the time the charity becomes entitled to the resource. Gifts in kind income represent donated assets received by the charity and are recorded at the estimated current value the charity would expect to pay for the asset on the open market. The value of services provided by volunteers is not incorporated into the financial statements.

Grants

Grants received are included in incoming resources when they are receivable, except when conditions attached to such grants have not yet been fulfilled, when the income is deferred. Grants of a capital nature are treated as a restricted fund and released to the unrestricted funds over the life of the asset.

Expenditure

Expenditure is included on the accruals basis and recognised when there is a legal or constructive obligation to pay.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

Fund accounting

Restricted funds: funds held which are restricted for use for specific purposes.

Unrestricted funds: funds which the trustees are free to use, in accordance with the charitable objects.

Designated funds: funds which the trustees set aside for a specific purpose.

Tangible fixed assets and depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 25% reducing balance

Taxation

The company is a charity for tax purposes and relief given under S.505 Income and Corporation Taxes Act 1988.

North West Highlands Geopark Ltd

Notes to the financial statements

9 months ended 31 January 2020

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total year 30 April 2019 £
2 Donations and legacies				
Donations	7,388	-	7,388	4,175
GASDS gift aid	-	-	-	1,260
Grants:				
<i>Enhancing Infrastructure and Product</i>				
Scottish Natural Heritage	-	-	-	4,979
LEADER	-	-	-	14,880
SSE Sustainable Development Fund grant	-	-	-	-
Signage grants	-	-	-	600
Other EIP grants	-	-	-	2,250
<i>Drifting apart project</i>				
Drifting apart	-	-	-	(527)
PESGB Geopod and Geoguide grant	-	-	-	950
Heritage Lottery Fund	-	-	-	-
Scottish Mountaineering Trust	-	-	-	8,000
Heritage Lottery Fund - Resilient project	-	-	-	25,200
Tulloch Homes	-	5,000	5,000	-
Leader	-	1,887	1,887	-
	7,388	6,887	14,275	61,767
3 Other trading activities				
	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Geotours, talks etc	10,542	-	10,542	15,227
Geoheritage festival	633	-	633	1,950
University of Stirling soils project	1,200	-	1,200	2,493
Pebble Route sales / cafe income	1,439	-	1,439	1,984
Fundraising	19,570	-	19,570	11,100
Miscellaneous income	353	-	353	715
Trading subsidiary share of premises cost	2,857	-	2,857	3,796
	36,594	-	36,594	37,265
4 Investment income				
	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Gift aid from subsidiary	3,910	-	3,910	2,062
Total income	47,892	6,887	54,779	101,094

North West Highlands Geopark Ltd

Notes to the financial statements

9 months ended 31 January 2020

				Total year
5 Resources expended on other trading activities	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Geotour expenses	1,646	-	1,646	1,346
Fundraising expenses	-	-	-	5,059
Event costs	368	-	368	942
	<u>2,014</u>	<u>-</u>	<u>2,014</u>	<u>7,347</u>
6 Resources expended on charitable activities	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Wages and salaries	12,224	15,303	27,527	28,475
Employee and volunteer expenses, travel etc	2,419	1,059	3,478	3,102
Director expenses, travel etc	867	-	867	1,778
Training costs	-	1,900	1,900	-
Consultancy	-	5,000	5,000	-
Rent	2,355	-	2,355	3,361
Electric	1,779	-	1,779	1,361
Water	188	-	188	224
Telephone	551	-	551	352
Broadband	907	-	907	1,051
Insurance	400	-	400	591
Promotion and exhibitions	303	-	303	294
Revalidation inspectors' expenses	3,116	-	3,116	-
Unesco UKGGF, GGN and EGN expenses	1,775	-	1,775	1,210
EGN and GGN fees	1,749	-	1,749	1,532
Office expenses	471	-	471	310
Accountancy fees	1,000	-	1,000	1,000
Sundry	150	-	150	1,163
Depreciation	-	10,598	10,598	13,121
	<u>30,254</u>	<u>33,860</u>	<u>64,114</u>	<u>58,925</u>
Total expenditure	<u>32,268</u>	<u>33,860</u>	<u>66,128</u>	<u>66,272</u>

7 Staff costs and emoluments	2020	2019
	£	£
Wages and salaries	27,101	28,271
Pension contributions	426	204
	<u>27,527</u>	<u>28,475</u>

Particulars of employees

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

	2020	2019
Staff	<u>1.5</u>	<u>1.5</u>

No employee received emoluments of more than £60,000 in the period (2019 - Nil).

North West Highlands Geopark Ltd

Notes to the financial statements

9 months ended 31 January 2020

Total year

8 Directors remuneration and expenses

None of the directors (or any persons connected with them) received any remuneration during the period (2019 - nil). Directors' expenses of £866 were claimed (2019 - £1,778).

9 Tangible fixed assets

	Fixtures, fittings and equipment £	Total £
Cost		
At 1 May 2019	53,232	53,232
Additions	3,034	3,034
At 31 January 2020	56,266	56,266
Depreciation		
At 1 May 2019	13,875	13,875
Charge for the period	10,598	10,598
At 31 January 2020	24,473	24,473
Net Book Value		
At 31 January 2020	31,793	31,793
At 30 April 2019	39,357	39,357

10 Investments

Unlisted investments	2020	2019
	£	£
Historic cost and market value		
At 31 January (comparative: 30 April)	1	1

The investment comprises a 100% shareholding in NWHG (Trading) Limited, a trading subsidiary incorporated in Scotland, results being:

	2020	2019
	£	£
Aggregate capital and reserves (see note 14)	4,419	3,911
Profit for the period	4,418	3,910

North West Highlands Geopark Ltd

Notes to the financial statements

9 months ended 31 January 2020

	2020	Total year 2019
	£	£
11 Debtors: falling due within one year		
Grant claims receivable	-	10,157
Other debtors and prepayments	18	1,260
Amounts owed by subsidiary	-	1,297
	<u>18</u>	<u>12,714</u>

	2020	2019
	£	£
12 Creditors: falling due within one year		
Other taxes and social security	868	346
Other creditors and accruals	4,099	1,250
	<u>4,967</u>	<u>16,797</u>

North West Highlands Geopark Ltd

Notes to the financial statements

9 months ended 31 January 2020

Total year

13 Reserves

	At 01/05/19 £	Income £	Expenditure £	Transfers £	At 31/01/20 £
Restricted funds					
Drifting apart project	4,000	-	(1,000)	(1,147)	1,853
Heritage Lottery Fund - Resilient project	20,840	-	(22,262)	(3,445)	(4,867)
Tulloch Homes		5,000			5,000
Leader		1,887		(1,887)	-
Asset-based funds					
Fixed assets, being depreciated	39,357	-	(10,598)	3,034	31,793
	<u>64,197</u>	<u>6,887</u>	<u>(33,860)</u>	<u>(3,445)</u>	<u>33,779</u>
Unrestricted funds					
Accumulated unrestricted fund	55,882	47,892	(32,268)	3,445	74,951
Total reserves	<u>120,079</u>	<u>54,779</u>	<u>(66,128)</u>	<u>-</u>	<u>108,730</u>

Represented by:

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Fixed assets	-	31,793	31,793	39,357
Investment in subsidiary	1	-	1	1
Current assets	79,917	1,986	81,903	97,518
Creditors: falling due within one year	(4,967)	-	(4,967)	(16,797)
Total funds	<u>74,951</u>	<u>33,779</u>	<u>108,730</u>	<u>120,079</u>

14 Prior year adjustment

Previously, in common with many charities, we have accrued the gift aid donation of our trading subsidiary's current year profits, although the payment was not made until after the accounting year-end. Following changes in accounting rules introduced by the Financial Reporting Council, this is no longer allowed for periods commencing after 1 January 2019 and an adjustment (a 'prior year adjustment') is required to restate the comparative period.

The effect of the new policy is that, at the period end, the net assets of the subsidiary appear higher than previously, as the gift aid of current-year profits is not included as a cost (therefore, a liability) therein and, correspondingly, the income and net assets of the charity are reduced, as they no longer include gift aid receivable for the year under review (paid in the following accounting year).

The quantitative terms, this new presentation reduces the Balance Sheet by £4,418 of unrestricted reserves at 31 January 2020 (£3,910 as at 30 April 2019), the amounts being reflected by the enhanced Balance Sheets of the subsidiary as shown in note 10.

North West Highlands Geopark Ltd

Notes to the financial statements

9 months ended 31 January 2020

Total year

15 Analysis of Restricted Funds income received, and balances held, by project and funder

The charity is grateful to acknowledge income received from its supporters as follows:

	Income in year £	Fund balance £
Drifting apart		
Drifting Apart is an ambitious programme funded by PESGB, Heritage Lottery Fund, the Scottish Mountaineering Trust and the Northern Periphery and Artic Programme, over a number of years, developing on-site and virtual reality interpretation along with educational and community engagement.	-	1,853
Heritage Lottery Fund - Resilient project		
Funding towards creating a robust business plan, strengthening governance procedures, and refining monitoring and appraisal skills, so as to develop the Charity into an organisation equipped to manage the Natural and Cultural Heritage of North West Scotland on a long-term basis. The funds was in deficit at the year-end, but came back into surplus thereafter.	-	(4,867)
Tulloch Homes		
A contribution to the supply and installation of the Durness Geopod	5,000	5,000
Leader		
Contribution to the Enhancing Infrastructure and Products project, comprising road signage for the Rock Route, the geoheritage festival development and the early stages of developing a business network.	1,887	-
Asset-based grants		
Grant-assisted expenditure, capitalised and to be depreciated over forthcoming periods.	-	31,793
Total	6,887	33,779

16 Financial commitments

In July 2016 the company entered into a sublease with Assynt Community Council in respect of the former Unapool Primary School, for a term commenced 1 March 2016 expiring 28 February 2021, at a rent of £3,000 per annum, to be reviewed 1 March 2020. The lease provides for early termination with 3 months' notice.

17 Ultimate controlling party

North West Highlands Geopark Ltd is a company limited by guarantee. The liability of members is limited and is not to exceed £1. The ultimate controlling party is therefore considered to be the board of trustees.