

# APPENDIX 1

# OSCr

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	10	2019	To	30	09	2020

## Reference and administration details

Charity name  
Other names charity is known by  
Registered charity number  
Charity's principal address

Anstruther Harbour Festival Trust

SC046562

56 High Street, Anstruther, Fife

Postcode KY10 3DH

## Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kenneth Lawson	Chairman		
2	Martin Dibley	Secretary		
3	William Kennaway	Treasurer		
4	Simon Hayhow			
5	Andrea Elder			
6	Gordon Mitchell			
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## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

## Structure, governance and management

### Type of governing document

Constitution dated 17 May 2016, see  
<http://www.anstrutherharbourfestival.co.uk/userfiles/files/AHFT%20Constitution%202016.pdf>

### Trustee recruitment and appointment

Six trustees were appointed at the Trust's Annual General Meeting.

## Objectives and activities

### Charitable purposes

The charitable purposes of the Trust are to provide a community inclusive cultural festival, and undertake other community-related activities and projects, aimed at celebrating, supporting and promoting the maritime, harbour and land based culture and activities of the historic Royal Burghs of Anstruther Wester, Anstruther Easter, and Kilrenny & Cellardyke, and thereby

- advancing citizenship and community development within the area
- advancing the heritage and culture of the area

### Summary of the main activities in relation to these objects

2020 Annual harbour festival was cancelled due to covid

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### Achievements and performance

#### Summary of the main achievements of the charity during the financial period

The achievements of the Trust during the financial period were necessarily limited due to the cancellation, but notable successes were nevertheless achieved, i.e.

- **increase in financial reserves** – the receipt of over £7000 for the 2019 Festival from the Anstruther Co-operative Society Community Fund enabled the Trust to meet its target of having a financial reserve of at least 10% of its annual turnover



- **partnership with Scottish Fisheries Museum developed** – AHFT and SFMT were successful in their joint bid for a Visitscotland grant award of £24000 as part of Visitscotland's 'Year of Coasts & Waters' events programme for 2020. Although the 2020 Coasts & Waters event was due to be cancelled because of covid, Visitscotland have confirmed that the award will be carried forward for the 2021 Harbour Festival

## Financial review

### Brief statement of the charity's policy on reserves

The Trust's main beneficiaries are the people of Anstruther and visitors from elsewhere in Fife and beyond.

The Trust's main funding streams are awards from various local authority grant schemes, sponsorship from local small and medium size businesses, and fundraising activities including raffle receipts, donations and entry charges at certain events.

The rationale behind the Trust's reserves policy has been to seek to retain a modest surplus from its annual turnover, consistent with maximising the benefit to the community through a successful Festival. The surplus is to be achieved by setting a contingency/reserve figure of 10% in budgeting.

None

### Details of any deficit

### Donated facilities and services (if any)

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## Other optional information

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*Kenneth Lawson*

*William Kennaway*

Full name(s)

KENNETH LAWSON

WILLIAM KENNAWAY

Position (e.g. Chair)

CHAIRMAN

Treasurer

Date

1/6/21

01.06.20

Receipts and payments accounts							
For the period from	Period ending			to	Period starting		
	Day	Month	Year		Day	Month	Year
	01	October	2019		30	September	2020

### Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
<b>A1 Receipts</b>						
Donations	150				150	9,110
Legacies					-	
Grants	8,726				8,726	8,580
Receipts from fundraising activities	-				-	236
Gross trading receipts	90				90	2,910
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
<b>A1 Sub total</b>	<b>8,966</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,966</b>	<b>20,836</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>8,966</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,966</b>	<b>20,836</b>
<b>A3 Payments</b>						
Expenses for fundraising activities	50				50	50
Gross trading payments	2,959				2,959	21,195
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	<b>3,009</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,009</b>	<b>21,245</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,009</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,009</b>	<b>21,245</b>
<b>Net receipts / (payments)</b>	<b>5,957</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,957</b>	<b>(409)</b>
<b>A5 Transfers to / (from) funds</b>						
<b>Surplus / (deficit) for year</b>	<b>5,957</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,957</b>	<b>(409)</b>



## Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	3,479				3,479	3,888
	Surplus / (deficit) shown on receipts and payments account	5,956				5,956	(409)
						-	
						-	
	Cash and bank balances at end of year	9,435	-	-	-	9,435	3,479
(Agree balances with receipts and payments account(s))							

Categories	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
B2 Investments				
Total			-	-

Categories	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
B3 Other assets	Fife Council refunds of licence payments			200	8,725
Total			-	200	8,725

Categories	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
B4 Liabilities	Cheques issued still to be cashed		350	2,987
	Refund due to Woodland Trust		90	
Total			440	2,987


Categories	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
Contingent liabilities				
Total			-	-

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

*Kenneth Lawson*  


KENNETH LAWSON  
 WILLIAM KENNEDY

1/6/21  
 11.06.20

## APPENDIX 3



## Independent examiner's report on the accounts

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Report to the trustees/members of

Charity name  
Anstruther Harbour Festival Trust

Registered charity number

SC046562

On the accounts of the charity for the period

Period start date				Period end date		
Day	Month	Year	to	Day	Month	Year
01	10	2019	to	30	09	2020

(remember to include the page numbers of additional sheets)

Set out on pages

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 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 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 and comply with Regulation 9 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.

Signed: Victoria Walsh

Date: 8/7/21

Name: Victoria Walsh

Relevant professional qualification(s) or body (if any):

Chartered Accountant

Address:

Abercorn School

Newton

Broxburn

EH52 6PZ