

Charity number SC046307
Company Number SC461601

Caithness Broch Project
(A company limited by guarantee)

Directors' Report and Financial Statements

For the year ended 31st October 2017

Caithness Broch Project
(A company Limited by guarantee)

Reference and administrative information

Charity Number SC046307
Company registration number SC461601

Registered office 50 Springpark Terrace
Thurso
Caithness
KW14 8NN

Country of Origin UK

Directors Sarah Cowe (appointed 19th December 2017)
Robin Herrick (appointed 18th December 2017)
Joanne Louise Howdle
Iain Kenneth MacLean
Kenneth Graham McElroy
Lisa Poulsen (appointed 1st March 2017)
Karl Rosie (resigned 1 March 2017)
Christopher Alan Sinclair (resigned 2 May 2018)
Jill Smith (resigned 9th August 2017)

Company Secretary Iain Kenneth MacLean (resigned 21st January 2018)

Accountants Voluntary Action Lochaber
An Drochaid
Claggan Road
Fort William
PH33 6PH

Caithness Broch Project
(A company Limited by guarantee)

Report of the directors (incorporating the trustees' report)
For the year ended 31st October 2017

The directors present their reports and their financial statements for the year ended 31st October 2017. The directors who are also trustees of Caithness Broch Project for the purpose of charity law and who served during the year and up to the date of this report are set out on Page 1.

Objectives and activities

The overall objective of the Caithness Broch Project is to raise the potential of Caithness as a viable heritage tourism destination, and, thus, improve the region's economic sustainability. Caithness Broch Project seek to achieve this through outreach events – to help build both tourists and locals awareness and interest in the archaeological landscape of Caithness – as well as through promotion, such as use of social media, to help market the area.

As per Caithness Broch Project's articles of association:

PART 2 COMPANY'S OBJECTS AND POWERS AND USE OF ASSETS Objects 3. The company's objects are specifically restricted to the following charitable purposes:- 1. The company has been formed to promote the benefit of the public within Caithness by advancing education, community development, heritage and culture by working with individuals, local groups and agencies in Caithness, and encouraging people to learn about, record, and become involved in their heritage through -

- (a) Providing opportunities for all ages and abilities to learn about the rich archaeological heritage of their communities.
- (b) Developing an understanding of the archaeological heritage through recreating a broch(s) or other structures
- (c) Recording the past, with photographs, drawings, plans or memories, to be made as widely available as possible on websites, and local archives.
- (d) Offering a range of activities to suit all interests and to allow progression including courses, above ground surveys, excavation, post excavation activities and archival research, working in partnership with other groups and societies.
- (d) Providing tools and knowledge to enable people to make quality contributions to and to manage their local heritage.
- (f) Working with other individuals, organisations, museums, schools and projects to further the above aims of the Caithness Broch Project.

Achievements and Performance

Between the period 31st Oct 2016 and 31st Oct 2017 was undoubtedly a busy and successful period for Caithness Broch Project.

During this time we:

- Fundraised and organised the 'Caithness Broch Festival', a series of archaeological events and activities at two broch sites in Caithness, in which over 150 participants joined. For many volunteers this was their first experience of getting directly involved with field archaeology.
- Produced 2000 copies of the Caithness Broch Trail leaflet, promoting some of Caithness' lesser-known broch sites. During this period we also installed the first of 3 interpretation panels for these sites, at Achvarasdal Broch.
- Organised a 4-day coastal survey with 'Scotland's Heritage at Risk Programme' with over 60 volunteers
- Saw the creation of our LEGO Broch and 'Home of the Broch' exhibition at Caithness Horizons. The exhibition attracted over 4000 visitors across 3 months.
- In August 2017 we spoke with over 750 pupils from local schools about brochs, in a mix of digital outreach events (using Minecraft to build virtual brochs) as well as more hands-on events. The event was a marked success.
- Attended dozens of shows and talks to promote the project, as well as appearing in numerous forms of media – from BBC Radio to The Times newspaper.

Financial Review

Total income during the year was £40,690, expenditure was £34,023 leaving a surplus of £6,667. We carried forward reserves of £12,192 of which £6,192 were unrestricted for the continuation of our projects and events and sustainability of the charity. The £6,000 of restricted funds are to be used towards the Caithness Broch Project.

Structure, Governance and Management

The charity is constituted as a company limited by guarantee and is governed by its Memorandum and Articles of Association.

The methods used to recruit and appoint new charity trustees are identified in the Memorandum and Articles of Association.

Reference and administrative details

The name of the charity is Caithness Broch Project. It's Charity number is SC046307 and Company Number is SC461601.

The address of the principal office and the address of its registered office is: 50 Springpark Terrace, Thurso, Caithness, KW14 8NN

The names of the charity's trustees as at this reports date or who served as a trustee in the reporting period are as follows:

Joanne Louise Howdle
Iain Kenneth MacLean
Kenneth Graham McElroy
Lisa Poulsen (appointed 1st March 2017)
Karl Rosie (resigned 1 March 2017)
Christopher Alan Sinclair (resigned 2 May 2018)
Jill Smith (resigned 9th August 2017)

Exemptions from Disclosure

There are no exemptions from disclosure.

Funds held as custodian Trustee on behalf of others

Caithness Broch Project does not hold funds as a custodian Trustee on behalf of others.

Statement of directors' responsibilities

The directors (who are also the trustees of Caithness Broch Project under charity law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the directors to prepare financial statements for each financial period 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 directors 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, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, and the Charities Accounts (Scotland) Regulations 2006 (as amended), and the provisions of the trust deed. They 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.

Sarah Kennedy FMAAT FCCA of Voluntary Action Lochaber was deemed to be appointed as independent examiner and the directors recommend that Sarah Kennedy FMAAT FCCA remains in office until further notice.

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.

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



Kenneth McElroy
Director

Date: 13 September 2018

Caithness Broch Project

(A company Limited by guarantee)

Independent examiner's report to the trustees on the unaudited financial statements of Caithness Broch Project

I report on the financial statements of the charity for the year ended 31st October 2017 which are set out on pages 5 to 13 and comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard FRS102 (effective January 2016), under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of trustees and independent 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) 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 Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was 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 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 connection with my examination, no matter has come to my attention

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



Mrs S R Kennedy FMAAT FCCA
Chartered Certified Accountant
Voluntary Action Lochaber
An Drochaid
Fort William
PH33 6PH

Date: 13th September 2018

Caithness Broch Project
(A company Limited by guarantee)

Statement of financial activities (incorporating the income and expenditure account)
For the year to 31st October 2017

	Note	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
Income and endowments from:					
Donations and legacies	2	2,119	-	2,119	9,849
Charitable activities for generating funds	3	16,164	-	16,164	-
Charitable activities - grants	4	695	19,100	19,795	2,070
Other trading activities	5	2,612	-	2,612	-
Investments		-	-	-	-
Other		-	-	-	-
Total Income		21,590	19,100	40,690	11,919
Expenditure on:					
Raising funds					
Charitable activities	6	20,233	13,110	33,343	6,399
Other - support costs	7	680	-	680	-
Tax on activities	9	-	-	-	-
Total expenditure		20,913	13,110	34,023	6,399
Net income/(expenditure) for the year		677	5,990	6,667	5,520
Transfers between funds		(10)	10	-	-
Other recognised gains/(losses):					
Gains/(losses) on revaluation of fixed assets		-	-	-	-
Actuarial gains/(losses) on defined benefit pension schemes		-	-	-	-
Other gains/(losses)		-	-	-	-
Net movement in funds		667	6,000	6,667	5,520
Reconciliation of funds:					
Total funds brought forward		5,525	-	5,525	5
Total funds carried forward		6,192	6,000	12,192	5,525

The notes on pages 8 to 13 form part of these financial statements

Caithness Broch Project
Company No SC461601
(A company Limited by guarantee)

Balance sheet as at 31st October 2017

	Note	2017 Total Funds £	2016 Total Funds £
Fixed Assets:			
Intangible assets		-	-
Tangible assets	10	1,583	-
Heritage assets		-	-
Investments		-	-
Total fixed assets		1,583	-
Current assets:			
Stocks	21	200	-
Debtors	11	-	-
Investments		-	-
Cash at bank and in hand		10,728	5,525
Total current assets		10,928	5,525
Liabilities:			
Creditors: Amounts falling due within one year	12	320	-
<i>Net current assets or liabilities</i>		<u>10,608</u>	<u>5,525</u>
<i>Total assets less current liabilities</i>		<u>12,192</u>	<u>5,525</u>
Creditors: Amounts falling due after more than one year		-	-
Provisions for liabilities		-	-
<i>Net asset or liabilities excluding pension asset or liability</i>		-	-
Defined benefit pension scheme asset or liability		-	-
Total net assets or liabilities		12,192	5,525
The funds of the charity:			
Endowment funds		-	-
Restricted income funds		6,000	-
Total restricted funds	13	6,000	-
Unrestricted funds		6,192	5,525
Revaluation reserve		-	-
Pension reserve		-	-
Total unrestricted funds	14	6,192	5,525
Total charity funds		12,192	5,525

Directors' statements required by Section 477 of the Companies Act 2006 for the period ended 31st October 2017

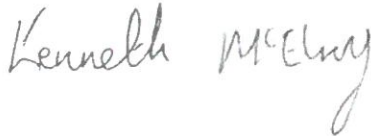
In approving these financial statements as directors of the company we hereby confirm:

- a) that for the year ending 31st October 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006;
- b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31st October 2017;
- c) that we acknowledge our responsibilities for:
 - 1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act
 - 2) 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 surplus or deficit for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company and in which the methods and principles in the Charities SORP and all applicable UK accounting standards have been followed

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard FRS102 (effective January 2016).

Kenneth McElroy
Director

Date: 13 September 2018



The notes on pages 8 to 13 form part of these financial statements

Notes to financial statements
For the year ended 31st October 2017

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year. There are no material uncertainties about the charity's ability to continue. The charity is a public benefit entity.

1.1 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 FRS102 (effective January 2016) and the Companies Act 2006. Assets and Liabilities are initially recognised at historical cost or transaction valued unless otherwise stated.

The presentation currency of these accounts is in pounds sterling.

1.2 Income recognition policies

All incoming resources are included in the statement of financial activities when the charity is 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, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Income from investments is included in the year in which it is receivable.

1.3 Expenditure

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 the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

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.

1.4 Fund Accounting

Unrestricted funds are those available to 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 are those unrestricted funds which have been set aside by trustees for an essential spend or future purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

1.5 Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life as follows:

Freehold Buildings	Straight Line over 50 years
Leasehold land and buildings	Over the lease term
Plant and machinery	Over 5 years
Fixtures, fittings, tools and equipment	Over 5 years
Computer Equipment	Over 3 years

1.6 Transition to FRS 102

This is the first year in which FRS 102 has been adopted. The date of transition is 1 October 2016. In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. No restatements were required in transitioning to FRS 102.

Caithness Broch Project
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Notes to financial statements continued
For the year ended 31st October 2017

1.7 Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
General donations	<u>2,119</u>	<u>-</u>	<u>2,119</u>	<u>9,849</u>
	<u>2,119</u>	<u>-</u>	<u>2,119</u>	<u>9,849</u>

3 Charitable activities for generating funds

	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
Subscriptions	<u>16,164</u>	<u>-</u>	<u>16,164</u>	<u>-</u>
	<u>16,164</u>	<u>-</u>	<u>16,164</u>	<u>-</u>

4 Charitable activities - grants

	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
Open University	367	-	367	-
The Highland Council	-	2,000	2,000	2,070
Big Lottery Fund	-	10,000	10,000	-
Edinburgh Universal Archaeology Society	328	-	328	-
Historic Environment Scotland	-	1,100	1,100	-
Foundation Scotland	<u>-</u>	<u>6,000</u>	<u>6,000</u>	<u>-</u>
	<u>695</u>	<u>19,100</u>	<u>19,795</u>	<u>2,070</u>

5 Other trading activities

	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
Sales of goods	<u>2,612</u>	<u>-</u>	<u>2,612</u>	<u>-</u>
	<u>2,612</u>	<u>-</u>	<u>2,612</u>	<u>-</u>

Caithness Broch Project
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Notes to financial statements continued
For the year ended 31st October 2017

6 Expenditure for Charitable activities

	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
Brick to Past	-	-	-	1,000
Postage	1,057	-	1,057	99
Items for resale	2,201	-	2,201	-
Travel & Hospitality	1,158	-	1,158	1,060
Promotion	585	-	585	4,103
IT	504	-	504	79
Room Hire	333	-	333	-
Memberships	40	-	40	-
Lego Broch	1,000	-	1,000	-
Stationery / Printing	3,655	-	3,655	58
Donations	136	-	136	-
Broch Design	3,665	-	3,665	-
Disclosure	25	-	25	-
Design	1,750	-	1,750	-
Scape	701	-	701	-
Business Plan	-	12,000	12,000	-
Insurance	99	-	99	-
Miscellaneous	1,580	-	1,580	-
Professional Fees	6	1,110	1,116	-
Repairs & renewals	900	-	900	-
Licences	46	-	46	-
Depreciation	792	-	792	-
	<u>20,233</u>	<u>13,110</u>	<u>33,343</u>	<u>6,399</u>

7 Expenditure for Other costs - Support costs

	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
Independent Examination	340	-	340	-
Accountancy Services	340	-	340	-
Legal & professional fees	-	-	-	-
	<u>680</u>	<u>-</u>	<u>680</u>	<u>-</u>

8 Employees

Employment costs:

	2017 £	2016 £
Wages and Salaries	-	-
Social Security Costs	-	-
Employer's Pension contribution	-	-
Other employee benefits	-	-
	<u>-</u>	<u>-</u>
Directors received emoluments of £Nil during the year (2016 £Nil)	-	-
Average number of staff employed	<u>0</u>	<u>0</u>

No employees received employee benefits (excluding employer pension costs) of more than £60,000.

The key management personnel of the charity are the Directors. The total employee benefits of the key management personnel are £NIL (2016: £NIL).

Caithness Broch Project
(A company Limited by guarantee)

Notes to financial statements continued
For the year ended 31st October 2017

9 Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 2010. Accordingly, there is no taxation charge in these accounts.

10 Tangible Fixed Assets

Cost or Valuation	Computer Equipment	Total
	£	£
At 31 st October 2016	2,375	2,375
Additions	-	-
Disposals	-	-
Revaluations	-	-
Transfers	-	-
	<hr/>	<hr/>
At 31 st October 2017	2,375	2,375
Depreciation and impairments		
At 31 st October 2016	-	-
Disposals	-	-
Charge for the period	792	792
Impairment	-	-
Transfers	-	-
	<hr/>	<hr/>
At 31 st October 2017	<hr/> 792 <hr/>	<hr/> 792 <hr/>
Net book value		
At 31 st October 2016	2,375	2,375
At 31 st October 2017	1,583	1,583

11 Debtors

Amounts falling due within one year:

	2017	2016
	£	£
Trade Debtors	-	-
Amounts owned by group and association undertakings	-	-
Prepayments and accrued income	-	-
Other debtors	-	-
	<hr/>	<hr/>
	-	-

Caithness Broch Project
(A company Limited by guarantee)

Notes to financial statements continued
For the year ended 31st October 2017

12 Creditors

Amounts falling due within one year:

	2017 £	2016 £
Accruals for grants payable	-	-
Bank loans and overdrafts	-	-
Trade creditors	-	-
Amounts owed to group and associated undertakings	-	-
Payments received on account for contracts or performance-related grants	-	-
Accruals and deferred income	320	-
Taxation and social security	-	-
Other Creditors	-	-
	<u>320</u>	<u>-</u>

13 Restricted Funds

	At 1 st November 2016 £	Incoming £	Outgoing £	Transfers £	At 31 st October 2017 £
Business Plan/ feasibility study	-	12,000	(12,000)	-	-
Structural survey	-	1,100	(1,110)	10	-
Caithness Broch Festival	-	<u>6,000</u>	<u>-</u>	<u>-</u>	<u>6,000</u>
Total	<u>-</u>	<u>19,100</u>	<u>(13,110)</u>	<u>10</u>	<u>6,000</u>

The restricted funds represent grants for the following projects:

* Appointment of a Consultant to carry out a business plan / feasibility study on our 'ultimate aim', the creation of a replica broch, which was created by Alan Jones Associates and was funded with £2,000 from The Highland Council and £10,000 from The Big Lottery Fund

* A structural survey of Allt a Bhurg, broch, Ord of Caithness which was funded by Historic Environment Scotland (£1,100)

* Funds of £6,000 was received from Foundation Scotland towards the Caithness Broch Festival which was a series of archaeological events and investigations held throughout the following year.

14 Unrestricted Funds

	At 1 st November 2016 £	Incoming £	Outgoing £	Transfers £	At 31 st October 2017 £
Unrestricted Funds	<u>5,525</u>	<u>21,590</u>	<u>(20,913)</u>	<u>(10)</u>	<u>6,192</u>

15 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed assets	1,583	-	1,583
Current assets	4,929	6,000	10,929
Current liabilities	<u>(320)</u>	<u>-</u>	<u>(320)</u>
	<u>6,192</u>	<u>6,000</u>	<u>12,192</u>

16 Company limited by guarantee

Caithness Broch Project 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 its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Caithness Broch Project
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Notes to financial statements continued
For the year ended 31st October 2017

17 Directors' expenses

No directors were reimbursed for expenses during the year. The only purchases made by directors was for actual expenditure incurred on behalf of the charity. (2016 – nil).

18 Financial Commitments

At 31st October 2017 the company has no annual commitments under non-cancellable operating leases (2016 - £NIL).

19 Volunteers

Caithness Broch Project would like to record their appreciation to the volunteers who give so much of their personal time and expertise for no cost for the benefit of the charity.

20 Related Party Transactions

There were no related party transactions during the period. (2016: £NIL).

21 Stocks

The accounting policy adopted in measuring the value of stocks was the lower of cost or net realisable value. The carrying amount of stocks was £200. There was no amount of stocks recognised as an expense. There were no charges for impairment.