

REGISTERED COMPANY NUMBER: SC461601 (Scotland)
REGISTERED CHARITY NUMBER: SC46307

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 October 2018
for
Caithness Broch Project

Mackay & Co
Chartered Accountants
Main Street
Golspie
Sutherland
KW10 6RH

Caithness Broch Project

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for the Year Ended 31 October 2018

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Caithness Broch Project

Report of the Trustees for the Year Ended 31 October 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 October 2018. The trustees have adopted the provisions of 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) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

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 tourist's and local's 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, the company's objects are specifically restricted to the following charitable purposes.-

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.
- (e) 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.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

It appears that 2018 has been another busy year for CBP. However, in 2017 we did release the Lego Broch, so how do you compare to that? Essentially, this year, we have set aside quite some time to plan towards some pretty major plans and projects.

One such project is the conservation of one of Caithness' finest brochs at Ousdale Burn, near Berriedale. Sadly, it has recently suffered some collapse, and it looked to be on the brink of total disrepair - however we have worked with Historic Environment Scotland who have grant-funded two reports to better understand the state of Ousdale Burn Broch, and how the structure might be saved. We are now looking to take this project to the next state and obtain funding towards its conservation, as well as the creation of a trail, and installation of parking, signage and interpretation panels.

After all, we believe we are capable of doing bigger, better and broch-ier things for this county. We've proven to the local community and funders alike that we can organise and oversee sizeable (and successful) archaeological events and programmes, such as the Caithness Broch Festival, which culminated in early 2018 with the dig at Thusater. The Festival, which also included digs at Thing's Va and Bruan, attracted over 150 volunteers at the sites, and we managed to include schools outreach events which involved over 800 school pupils.

However, we had to start off 'small'. One of our first projects was the installation of archaeological interpretive panels, a project which did take longer than expected, and was only completed this year. We did try and keep costs low as possible - designing, creating, fashioning and installing three 350kg interpretive stone panels on a shoestring budget proved to be quite a challenge.

And finally, from our smallest project to our 'ultimate aim' - we have made important headway with furthering our understanding of our broch design. In January we held our 'Broch Symposium', an assembly of archaeological minds from Shetland to Southampton, holding a fascinating discussion on the design of our broch. We were delighted with the feedback obtained during these talks, and it was wonderful - or perhaps just a relief! - to see the design receive praise and commendations from academics, professors, drystone wallers and other heritage professionals.

There is, of course, much still to do, and we look forward to pushing these plans forward. I would like to thank all the committee for their hard work over the year, and of course extend my appreciation to our members for their continued support.

FINANCIAL REVIEW

Financial position

Total income during the year was £32,506 (2017 - £40,690), expenditure was £42,326 (2017 - £34,023) leaving a deficit of £(9,820) (2017 - surplus of £6,667). for the year. We carried forward reserves of £2,372 (2017 - £12,192) for the continuation of our projects and events and sustainability of the charity.

Reserves policy

The Directors have reviewed the reserves at the year end and of the opinion that they are sufficient to meet the needs of the charity going forward.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Charity constitution

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

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

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC461601 (Scotland)

Registered Charity number

SC46307

Registered office

50 Springpark Terrace
Thurso
Caithness
KW14 8NN

Trustees

R Herrick - appointed 18.12.17

Ms J L Howdle-Orange

I K Maclean

K G McElroy

Ms S Cowe - appointed 19.12.17

- resigned 18.11.18

Ms L Poulsen - resigned 18.11.18

C A Sinclair - resigned 2.5.18

Independent examiner

Marcus D. MacIver
CA (ICAS)
Mackay & Co
Chartered Accountants
Main Street
Golspie
Sutherland
KW10 6RH

Approved by order of the board of trustees on 10 July 2019 and signed on its behalf by:



K G McElroy - Trustee

Independent examiner's report to the trustees of Caithness Broch Project ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



Marcus D. MacIver
CA (ICAS)
Mackay & Co
Chartered Accountants
Main Street
Golspie
Sutherland
KW10 6RH

10 July 2019

Caithness Broch ProjectStatement of Financial Activities
for the Year Ended 31 October 2018

	Notes	Unrestricted fund £	Restricted funds £	31.10.18 Total funds £	31.10.17 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	9,550	300	9,850	18,283
Charitable activities	4				
Charitable Activities		3,840	7,000	10,840	695
Business plan/feasibility study		-	-	-	12,000
Structural survey		-	-	-	1,100
Caithness broch festival		-	10,000	10,000	6,000
Other trading activities	3	1,816	-	1,816	2,612
Total		15,206	17,300	32,506	40,690
EXPENDITURE ON					
Raising funds		2,546	-	2,546	2,201
Charitable activities					
Charitable Activities		15,297	23,882	39,179	31,822
Trading		601	-	601	-
Total		18,444	23,882	42,326	34,023
NET INCOME/(EXPENDITURE)		(3,238)	(6,582)	(9,820)	6,667
Transfers between funds	11	(582)	582	-	-
Net movement in funds		(3,820)	(6,000)	(9,820)	6,667
RECONCILIATION OF FUNDS					
Total funds brought forward		6,192	6,000	12,192	5,525
TOTAL FUNDS CARRIED FORWARD		2,372	-	2,372	12,192

The notes form part of these financial statements

Caithness Broch ProjectBalance Sheet
At 31 October 2018

	Notes	Unrestricted fund £	Restricted funds £	31.10.18 Total funds £	31.10.17 Total funds £
FIXED ASSETS					
Tangible assets	8	1,138	-	1,138	1,583
CURRENT ASSETS					
Stocks	9	200	-	200	200
Cash at bank		2,976	-	2,976	10,728
		<u>3,176</u>	<u>-</u>	<u>3,176</u>	<u>10,928</u>
CREDITORS					
Amounts falling due within one year	10	(1,942)	-	(1,942)	(319)
		<u>1,234</u>	<u>-</u>	<u>1,234</u>	<u>10,609</u>
NET CURRENT ASSETS					
		<u>1,234</u>	<u>-</u>	<u>1,234</u>	<u>10,609</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>2,372</u>	<u>-</u>	<u>2,372</u>	<u>12,192</u>
NET ASSETS		<u>2,372</u>	<u>-</u>	<u>2,372</u>	<u>12,192</u>
FUNDS	11				
Unrestricted funds				2,372	6,192
Restricted funds				-	6,000
TOTAL FUNDS				<u>2,372</u>	<u>12,192</u>

The notes form part of these financial statements

Caithness Broch Project

Balance Sheet - continued

At 31 October 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit 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 financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 10 July 2019 and were signed on its behalf by:



K G McElroy -Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

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.

Tangible fixed assets

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

Computer equipment	- 33% on cost
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Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued
for the Year Ended 31 October 2018

2. DONATIONS AND LEGACIES

	31.10.18	31.10.17
	£	£
Donations	5,005	2,119
Gift aid	632	-
Subscriptions	4,213	16,164
	<u>9,850</u>	<u>18,283</u>

3. OTHER TRADING ACTIVITIES

	31.10.18	31.10.17
	£	£
Shop income	<u>1,816</u>	<u>2,612</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.10.18	31.10.17
		£	£
Grants	Charitable Activities	10,840	695
Grants	Business plan/feasibility study	-	12,000
Grants	Structural survey	-	1,100
Grants	Caithness broch festival	10,000	6,000
		<u>20,840</u>	<u>19,795</u>

Grants received, included in the above, are as follows:

	31.10.18	31.10.17
	£	£
Open University	-	367
The Highland Council	-	2,000
Big Lottery Fund	-	10,000
Edinburgh University Archaeology Society	-	328
Historical Environment Scotland	4,840	1,100
Foundation Scotland	-	6,000
Caithness & North	10,000	-
Baille Wind Farm	6,000	-
	<u>20,840</u>	<u>19,795</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.10.18	31.10.17
	£	£
Depreciation - owned assets	<u>965</u>	<u>792</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2018 nor for the year ended 31 October 2017.

Trustees' expenses

The following expenses were paid to Trustees as reimbursement for expenses incurred on behalf of Caithness Broch Project:

Trustee	31.10.18
I K MacLean	344.33
J L Howdle-Orange	96.74
L Poulson	385.62
R Herrick	97.04
K McElroy	<u>2,184.54</u>
	<u>3,108.27</u>

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	18,283	-	18,283
Charitable activities			
Charitable Activities	695	-	695
Business plan/feasibility study	-	12,000	12,000
Structural survey	-	1,100	1,100
Caithness broch festival	-	6,000	6,000
Other trading activities	2,612	-	2,612
Total	<u>21,590</u>	<u>19,100</u>	<u>40,690</u>
EXPENDITURE ON			
Raising funds	2,201	-	2,201
Charitable activities			
Charitable Activities	18,712	13,110	31,822
Total	<u>20,913</u>	<u>13,110</u>	<u>34,023</u>
NET INCOME/(EXPENDITURE)	<u>677</u>	<u>5,990</u>	<u>6,667</u>
Transfers between funds	<u>(10)</u>	<u>10</u>	<u>-</u>
Net movement in funds	<u>667</u>	<u>6,000</u>	<u>6,667</u>

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	5,525	-	5,525
TOTAL FUNDS CARRIED FORWARD	<u>6,192</u>	<u>6,000</u>	<u>12,192</u>

8. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 November 2017	2,375
Additions	520
At 31 October 2018	<u>2,895</u>
DEPRECIATION	
At 1 November 2017	792
Charge for year	965
At 31 October 2018	<u>1,757</u>
NET BOOK VALUE	
At 31 October 2018	<u>1,138</u>
At 31 October 2017	<u>1,583</u>

9. STOCKS

	31.10.18 £	31.10.17 £
Stocks	<u>200</u>	<u>200</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.18 £	31.10.17 £
Accrued expenses	<u>1,942</u>	<u>319</u>

11. MOVEMENT IN FUNDS

	At 1.11.17 £	Net movement in funds £	Transfers between funds £	At 31.10.18 £
Unrestricted funds				
General fund	6,192	(3,238)	(582)	2,372
Restricted funds				
Caithness Broch Festival	6,000	10,300	(16,300)	-
Professional Archaeology Services	-	(16,702)	16,702	-
Travel to Conference/Workshop	-	(180)	180	-
	6,000	(6,582)	582	-
TOTAL FUNDS	<u>12,192</u>	<u>(9,820)</u>	<u>-</u>	<u>2,372</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	15,206	(18,444)	(3,238)
Restricted funds			
Caithness Broch Festival	10,300	-	10,300
Professional Archaeology Services	6,000	(22,702)	(16,702)
Travel to Conference/Workshop	1,000	(1,180)	(180)
	17,300	(23,882)	(6,582)
TOTAL FUNDS	<u>32,506</u>	<u>(42,326)</u>	<u>(9,820)</u>

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.11.16 £	Net movement in funds £	Transfers between funds £	At 31.10.17 £
Unrestricted Funds				
General fund	5,525	677	(10)	6,192
Restricted Funds				
Structural Survey	-	(10)	10	-
Caithness Broch Festival	-	6,000	-	6,000
	-	5,990	10	6,000
TOTAL FUNDS	<u>5,525</u>	<u>6,667</u>	<u>-</u>	<u>12,192</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	21,590	(20,913)	677
Restricted funds			
BusinessPlan/feasibility study	12,000	(12,000)	-
Structural Survey	1,100	(1,110)	(10)
Caithness Broch Festival	6,000	-	6,000
	19,100	(13,110)	5,990
TOTAL FUNDS	<u>40,690</u>	<u>(34,023)</u>	<u>6,667</u>

Notes to the Financial Statements - continued
for the Year Ended 31 October 2018

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.11.16 £	Net movement in funds £	Transfers between funds £	At 31.10.18 £
Unrestricted funds				
General fund	5,525	(2,561)	(592)	2,372
Restricted funds				
Structural Survey	-	(10)	10	-
Caithness Broch Festival	-	16,300	(16,300)	-
Professional Archaeology Services	-	(16,702)	16,702	-
Travel to Conference/Workshop	-	(180)	180	-
	<u>-</u>	<u>(592)</u>	<u>592</u>	<u>-</u>
TOTAL FUNDS	<u>5,525</u>	<u>(3,153)</u>	<u>-</u>	<u>2,372</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	36,796	(39,357)	(2,561)
Restricted funds			
BusinessPlan/feasibility study	12,000	(12,000)	-
Structural Survey	1,100	(1,110)	(10)
Caithness Broch Festival	16,300	-	16,300
Professional Archaeology Services	6,000	(22,702)	(16,702)
Travel to Conference/Workshop	1,000	(1,180)	(180)
	<u>36,400</u>	<u>(36,992)</u>	<u>(592)</u>
TOTAL FUNDS	<u>73,196</u>	<u>(76,349)</u>	<u>(3,153)</u>

11. MOVEMENT IN FUNDS - continued

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.

A structural survey of Allt a Bhurg Broch, Ord of Caithness.

The Caithness Broch Festival which is a series of archaeological events and investigations to be held throughout the year.

2017-2018

At 31st October 2018 the charity had no restricted funds on hand.

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2018.

13. 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 an 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

Detailed Statement of Financial Activities for the Year Ended 31 October 2018

	Unrestricted funds £	Restricted funds £	31.10.18 Total funds £	31.10.17 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	4,705	300	5,005	2,119
Gift aid	632	-	632	-
Subscriptions	4,213	-	4,213	16,164
	<hr/> 9,550	<hr/> 300	<hr/> 9,850	<hr/> 18,283
Other trading activities				
Shop income	1,816	-	1,816	2,612
Charitable activities				
Grants	<hr/> 3,840	<hr/> 17,000	<hr/> 20,840	<hr/> 19,795
Total incoming resources	15,206	17,300	32,506	40,690
EXPENDITURE				
Other trading activities				
Purchases	2,546	-	2,546	2,201
Charitable activities				
Business plan	-	-	-	12,000
Insurance	219	-	219	99
Archaeological services	3,840	22,702	26,542	-
Broch design	2,653	-	2,653	5,415
Postage	717	-	717	1,057
Advertising	852	-	852	585
Sundries	706	-	706	1,691
Travel and hospitality	1,418	1,180	2,598	1,158
IT	940	-	940	504
Room hire	76	-	76	333
Lego broch	82	-	82	1,000
Stationery & office costs	642	-	642	3,655
Donation	-	-	-	136
Scape	-	-	-	701
Repairs and renewals	1,347	-	1,347	900
Depreciation of tangible fixed assets	<hr/> 965	<hr/> -	<hr/> 965	<hr/> 792
	14,457	23,882	38,339	30,026
Support costs				

This page does not form part of the statutory financial statements

Caithness Broch Project

Detailed Statement of Financial Activities
for the Year Ended 31 October 2018

	Unrestricted funds £	Restricted funds £	31.10.18 Total funds £	31.10.17 Total funds £
Governance costs				
Accountancy and legal fees	1,441	-	1,441	1,796
Total resources expended	18,444	23,882	42,326	34,023
Net (expenditure)/income	<u>(3,238)</u>	<u>(6,582)</u>	<u>(9,820)</u>	<u>6,667</u>

This page does not form part of the statutory financial statements