

**Sandyford Henderson Memorial  
Church of Scotland  
Glasgow**

**Annual Accounts  
for 2018**

**ACCRUED (SORP COMPLIANT) ACCOUNTS**

**Congregation No: 161020**

**Charity No: SC002155**

# **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

## **Trustees' Annual Report Year ended 31 December 2018**

The Trustees present the annual report and accounts for Sandyford Henderson Memorial Church of Scotland, Glasgow for the year ended 31 December 2018.

### **Reference and Administrative Information**

Charity Name:	Sandyford Henderson Memorial Church of Scotland, Glasgow.
Charity Registration Number:	SC002155
Congregation Reference No:	161020
Contact Address:	Treasurer 19 Lindsay Drive Kelvindale Glasgow G12 0HB

### **Trustees**

**Kirk Session** comprising : Rev. R. Buckley (Interim Moderator) P. Billington, G Chalmers, A. Crow, A. Glen, M. Grant, I. Inglis, D. Kennedy, H. Laird (Clerk to the Congregational Board), A. MacPherson, G. Neilson, G. Osbourne, N. Peacock (Clerk), G. Penman (Treasurer), D. Rickards, R. Trelogan and J. Wilson.

**Congregational Board** comprising : the elders and K. Bates, A. Billington, L. Buist (from 20/03/2018), M. Bonham, C. Crow, F. Downs, M. Forbes, E. Gemmell, E. Glen, S. Innes, I. Kempself, J. McIntyre (from 20/03/2018), E. Osbourne (from 20/03/2018), E. Penman and P. Smith (until 20/03/2018).

### **Principal Office-bearers**

Interim Moderator	Rev R. Buckley (from 13/06/2017)
Session Clerk:	Prof. N. Peacock
Clerk to the Board:	Mr. H. Laird
Church Treasurer:	Mr. G. Penman

### **Independent Examiner**

William Vernal CA  
Milne Craig  
Chartered Accountants  
Abercom House  
79 Renfrew Street  
Paisley  
PA3 4DA

### **Bankers**

Bank of Scotland  
Partick Branch  
258/262 Dumbarton Road  
Glasgow

# **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

## **Trustees' Annual Report Year ended 31 December 2018**

### **Structure, Governance and Management**

#### **Governing Document**

The Church is administered in accordance with the 'Model Deed of Constitution' of the Church of Scotland.

#### **Recruitment and Appointment of Trustees**

The Kirk Session (the elders) and the Congregational Board are the charity Trustees. The elders are chosen from the church membership. The minister is a member of the Kirk Session. The Congregational Board is appointed from within the congregation by election. Members of the congregation are invited to nominate individuals to the Board. Board members are then appointed at the Stated Annual Meeting (S.A.M.) and serve for a period of three years after which they must seek re-election at the S.A.M. The minister is appointed by a vote from the congregation, after being proposed as sole nominee by a nominating committee elected by the congregation.

#### **Organisational Structure**

The Congregational Board is chaired by the minister or his representative and normally meets four times in a year. Certain responsibilities are delegated to the Finance Committee and the Fabric Committee, normally advisory for the Board to consider and decide, but occasionally the committees are given powers to proceed between Board meetings. The Kirk Session, which meets nine times a year, is responsible for spiritual affairs within the church. Both the Congregational Board and the Kirk Session are convoked periodically, *in haec effecta*. In addition, the elders have been meeting more frequently for meetings on Saturdays to discuss strategy (see below).

#### **Objectives and Activities**

The Church of Scotland is Trinitarian in doctrine, Reformed in tradition and Presbyterian in polity. It exists to glorify God and to work for the advancement of Christ's Kingdom throughout the world. As a national Church, it acknowledges a distinctive call and duty to bring the ordinances of religion to the people in every parish of Scotland through a territorial ministry.

In Sandyford, the centrality of the Bible and of worship is emphasised in the weekly Order of Service for Sunday services, with the inclusion of a statement that we 'meet together as a church family to worship God and to hear God speak to us through His Word'.

#### **Achievements and Performance**

The congregation continues to function without an ordained minister and is supervised by an Interim Moderator, Rev Richard Buckley, who reports to Glasgow Presbytery.

The Presbytery of Glasgow has given the congregation the right to call another minister, and a nominating committee was elected on 25<sup>th</sup> March 2018. The committee is considering several options, but the process rarely takes less than a year. Some churches have very lengthy vacancies.

## **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

### **Trustees' Annual Report (cont.) Year ended 31 December 2018**

Membership has risen, from 113 in 2017, to 137 in 2018. However, these figures do not include children or the students who worship with us and attend meetings during the week. The all-age profile was reflected in the age of those joining, which ranged from 91 to 18.

The morning service frequently attracts in excess of 100 worshippers, and 60-80 people attend the evening service. Attendance at the prayer meeting has been constant, and almost half of the membership joins (for at least part of) the half-yearly days of prayer that are held on Saturdays from 6.30am to 6.30pm in June and November. This new venture arose from the strategy meetings held by the Kirk Session to address the points raised at the congregational meeting of September 2017.

Our outreach programme has continued, with a good response, particularly to the street stalls held at Easter, in September and in December, and to the card distribution to the entire parish at Christmas. A number of people contacted from the outreach activities have come to the Friday café and/or a Sunday service.

The support from the congregation has been most encouraging. As a result of their generosity and sacrificial giving the congregation has continued to meet the high financial target set by the Church of Scotland, and at the same time has given support (in addition to our missionaries) to other causes, in particular, a sum of £11,308 divided between two projects: a Tearfund programme to assist refugees in Nigeria, and repair of a Scripture Union facility in East Lothian.

The post of Student Outreach Worker (funded by designated gifts from the congregation) has been filled by a Mandarin speaker, who has greatly assisted our ministry to students and boosted our efforts to reach out to the Chinese community, who form a significant part of the parish. The Home Office granted a Tier 5 visa, permitting our appointee to work for us for two years with effect from 8<sup>th</sup> January 2018.

So the congregation has not only sustained all of the previous commitments set out in 2017, but has developed new outreach initiatives (see below).

### **A brief summary of activities undertaken by the congregation includes:**

#### **Worship**

Central to the life of the congregation are the Sunday Worship services (11.00 am and 6.30 pm) and the midweek meeting for Bible study and united prayer. A Praise Band, comprising around 18 instrumentalists and singers, who are accountable to the Minister/Interim Moderator or his representative from the Kirk Session, lead Sunday music, which combines traditional and modern. Children's addresses, given by a few members, have been based on the passage chosen for the preaching, in order to give coherence to the service. Consecutive expository biblical ministry has been maintained throughout the year. Morning and Evening services were led by elders, with participation from other members of the congregation. Preaching at both services is undertaken

## **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

### **Trustees' Annual Report (cont.) Year ended 31 December 2018**

by ministers from other churches, retired ministers and by a few elders. Services are recorded and made available, via the web and CD, by an audio-visual team of some 7 people.

#### **Sunday School and Crèche**

A planned Sunday School syllabus covers a wide range of ages. Children from babies upwards attend the first part of public worship with the whole 'church family' and leave for Sunday School or Crèche after a talk for small children, and an accompanying song.

#### **Prayer Meetings/Bible Studies**

The Wednesday evening meeting for Prayer and Bible Study is convened by an elder, who compiles the prayer news for each week and organises for elders and visiting speakers to take bible studies. The prayer time is held initially in a plenary gathering and then in small groups. There are a number of other small group Bible Study / Prayer meetings, separately co-ordinated (see below).

#### **Church Membership**

The three services of admission of new members have added 30 new members, a not insignificant statistic during a vacancy. Of particular encouragement is the fact that the vast majority of the 30 new members have been by profession of faith, and mainly by young people.

#### **The Church Website**

The webmaster, with a small committee, has been exploring ways of developing the site. The Session and the Board regard the website as a major resource, having invested in a new platform and provider. The site, which has world-wide access, includes: details regarding the varied activities of the Church; monthly pastoral letters; and recording of sermons delivered at the morning and evening services each Sunday. Invaluable input is being given by the new student worker, who had considerable experience with development of websites in previous employments.

**Electronic and IT resources** in the building include the provision of a wireless network, PowerPoint and other projection for meetings, in both the sanctuary and the hall downstairs. A significant improvement was made by modernisation of some of the sound equipment in the main sanctuary. The new system provides much clearer sound and thus enhances the preachers and speakers. Much of this work was undertaken by an office bearer with the help of a former member, which significantly reduced costs.

#### **Staff Changes**

Ms Stefanie Kraenzle, part-time cleaner, left the post at the end of June 2018 when her husband took up a post in Germany. She was replaced by Ms Linda Ambi, a postgraduate student, who had been regular in attendance for some time previously. Ms Sarah Yang continues to serve as Student Worker and it is anticipated that she will remain until the expiry of her visa on 31<sup>st</sup> December 2019.

#### **Outreach and Inreach**

The Congregation considers preaching as the major contribution to both outreach and in-reach. Outreach has also been underpinned by the concept of friendship evangelism, with prominence given to the quality of our presence where we live and work and spend leisure time.

## **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

### **Trustees' Annual Report (cont.) Year ended 31 December 2018**

The continually revitalised, refurbished parish offers exciting opportunities: an area that has seen significant transformation in recent years, with new restaurants and coffee shops appearing along Argyle Street, celebrated nationally as the 'Finnieston Strip', many new luxury apartment developments occupied largely by young professionals, and the ever-increasing installation of student halls of residence, and the conversion of tenements into student flats. The parish has a resident population of some 6000 with an estimated average age of under thirty. Various activities have been organised: a *Student Café* on Friday evenings; the *Student Plus Bible Studies* held on Thursday evenings; the *Tuesday Afternoon Fellowship*; *Street Evangelism*; the handing out of mince pies and mulled wine (Christmas), burgers (Students Freshers' Week in September) and Hot-Cross Buns (Easter) on the street outside the church; a Café held on Tuesday and Thursday afternoons in July and August in the church garden – the street stalls and the outdoor café, facilitated by the use of a gazebo outside the church garden, have advertised the church to hundreds of people during the year and have resulted in quite a few attending services and activities; the *Wednesday Drop-In* – the church has been open to many people from the parish, and to other parts of the city – has continued to bring in a diverse group of people: some have been seeking shelter; some peace and quiet; some have been interested in the building; others have been international students seeking friendship or opportunities to improve their English. Other activities have included ceilidhs, celebrations of festivals and national traditions reflective of our multi-national congregation. New initiatives have included *Christianity Explored*, *Life Explored* and *Alpha* Courses, which have recruited well. Hospitality in homes, congregational lunches held on Sundays and a series of events on Fridays open to the full congregation have had invaluable outreach and inreach impact.

#### **Missionary and Other Support**

Sandyford has missionary interest in a Women's Christian Hospital and a Christian school in Pakistan and one member spent the year in language training in Taiwan for service in that country. The church also gives support to Rutherford House, an evangelical trust to promote biblical thinking and theology, UCCF for students, the Scottish Bible Society, Tearfund, and Scripture Union Scotland, in which one of our members now serves as the National Director for Strategy. Our interest in mission is also reflected in the involvement of some forty members in missionary societies and in major charities in the UK. As well as financial and practical support, Sandyford prays weekly for national and international mission.

#### **Pastoral Support**

Some twenty visitors, whose work has been directed by two coordinators, have maintained pastoral support. The pastoral team complement the encouragement given and support offered by the elders in their regular visits to members.

#### **Safeguarding**

*PVG*: The church complies with the Church of Scotland policy regarding Safeguarding. Safeguarding is a standing item on the Kirk Session Agenda, which enables the convenor of the Sandyford PVG committee to bring regular attention to all new procedures and ways of implementing them. A training evening was held in our halls under the auspices of Glasgow Presbytery and about twenty of the attendees were Sandyford members.

# **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

## **Trustees' Annual Report (cont.) Year ended 31 December 2018**

### **Health and safety**

The Fabric Committee keeps careful watch on matters that could impact on health and safety. A formal fire safety audit is conducted annually, thus meeting the requirements of our insurers. Only qualified and competent workers are employed for work on our premises.

A committee of three, all with appropriate certification and with considerable experience of catering for large groups, have responsibility for ensuring good practice in this area. Several new people have undergone appropriate training. This has enabled an expansion of the hospitality offered, in particular to overseas students.

Emergency exits are clearly marked and indicated in the weekly Order of Service sheet handed out to all entering the church. Upgraded lighting has been provided for exits. Refurbishment of fire doors has ensured safe operation for emergencies. The CCTV system was upgraded to allow longer storage of recorded activity, and training in its use was given to some relevant office bearers.

The Fabric Committee has overseen several modest improvements but also attended to the repairs that are inevitable in a building that opened in the mid-1800s.

The male lavatory downstairs has been substantially upgraded. An extensive monitoring exercise showed that the problems had not been due to water ingress but rather a leak due to previous poor workmanship that had been hidden by a partition wall. The floor of the main hall was deep cleaned and refurbished.

A group of proven contractors are engaged in annual maintenance and servicing of the infrastructure including the lifts, heating, electrical system and fire safety appliances and system. The facilities are cleaned weekly by a part-time cleaner with the help of duty teams. A work party is convened quarterly to address issues that cannot be dealt with in the weekly cleaning and minor fabric projects.

The Church of Scotland's Heating Advisor has surveyed the church and produced recommendations that should enable improvements to be made to the management of the heating system, thereby reducing costs whilst maintaining reasonable levels of comfort for the congregation.

### **Conclusion**

In 2018, the congregation has proved the goodness of God in the maintenance of biblical ministry, the continuing financial sustainability, and the positive response to outreach initiatives, not all of which can be reflected in raw statistics. The income, mostly contributed by direct Christian liberality, and the expenditure, reflect a well-stewarded diligence in pursuance of our aims. We appreciate the hard work of our Treasurer Gordon Penman in keeping and reporting on the accounts.

The Kirk Session and Congregational Board pay tribute to the work done by a high proportion of the membership as outlined in the preceding paragraphs. Being voluntary, this contribution does not appear in the accounts as staff and governance costs. While the paid employees and the office-bearers have played their full part, Sandyford Henderson Memorial Church is the work of most of the congregation. The Annual Accounts therefore represent very considerable value for money.

# SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW

## Trustees' Annual Report (cont.) Year ended 31 December 2018

### Financial Review

The principal source of income is through the direct giving of members on a monthly or weekly basis, by bank standing orders, regular cheques or the numbered weekly envelopes system. Gift Aid tax continues to provide a substantial part of the gross ordinary income. Further ordinary income is by weekly envelope offering and 'open-plate' offerings at worship services. Irregular donations are additionally made to meet specific needs, often designated to restricted funds by the donors. The only investment income is a small endowment from the Consolidated Stipend Fund (centrally administered by the Church of Scotland offices in Edinburgh), which partially offsets the annual 'Ministries and Mission' funding requirement by central offices.

Voluntary Offerings were marginally higher compared to 2017, and this is thought to reflect a measure of increasing confidence in the congregation during a period of change. The congregation continue to be reminded of their vows of membership in which they promise to give a 'fitting proportion of [their] time, talents and money' to the support of God's work.

The wages of temporary Church Cleaners were supported from the General Fund. No Church Officer was appointed in 2018. This position remains unfilled, and future funding will also be from the General Fund.

The post of the Student Outreach Worker is funded from the restricted Student Outreach Workers Fund. No additional funding has been given from any wider Church of Scotland funds or third party organisations for this staff cost in 2018. Funding for the position of Student Outreach Worker remains strong for the remainder of the contract period (to December 2019). In view of this, the Board made no resolution to enhance the Student Outreach Worker Fund from General Fund surplus as in previous years.

The fabric expenditure in 2018 was £33,253; the whole fabric cost is allocated between routine upkeep costs from General Fund (£12,528), and unusual or unanticipated costs from Designated Fabric Fund (£20,725). The increase in fabric expenditure over 2017, and especially that from the Designated Fabric Fund, reflects a renewed confidence in the strategic use of the church building. As well as routine upkeep of the church and manse, a number of special fabric projects were implemented in the church building including : a complete strip out and restoration of the male lavatory to resolve a damp problem (£13,626); the refurbishment of the sanctuary and halls audio reinforcement system including new induction loops and audio mixer (£4,353); the installation of 'repeat' video screens at the chancel to enable better viewing of projected video material by meeting leaders (£1,640); upgrade of the CCTV hardware for longer storage of recorded external activity (£144); an energy survey of the church building with a view to reducing energy usage in the medium term (£390); improvements to the 'street stall' facilities for outreach events (£540). Designated gifts totalling £6,888 were given by several individual members to offset the costs of the audio-visual projects; £865 was received as income for insured storm damages; a grant was given by the Church of Scotland General Trustees for the cost of the Church of Scotland energy survey of £165; other gifts for the use of the premises totalling £1,000 were also allocated to the Designated Fabric Fund.

The Congregational Board resolved to transfer £1,807 from the General Fund surplus to retain a working Designated Fabric Fund of £10,000 for 2019.



## **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

### **Trustees' Annual Report (cont.) Year ended 31 December 2018**

In view of the available general surplus at year end, and in line with the congregation's commitment to supporting evangelical outreach work, the Congregational Board resolved to increase the level of giving to individual missionary recipients to 5% above 2017. This was effected by a modest transfer of £560 from the General Fund surplus to the Missionary Fund. This decision is consistent with our previously agreed annually reviewable policy of disbursement of annual surplus. (See also 'Reserves Policy').

The ordinary general income has not substantially improved on previous years, but the steady giving of many members continues to enable us to achieve our objectives and meet our commitments to both Presbytery and the wider Church of Scotland. There is a healthy surplus in the relevant funds which gives us confidence for 2019 and beyond. The congregation hopes that the appointment of a full-time minister in due course will help to further stimulate this confidence and be reflected in a wider donations base. The Board is grateful in particular for the substantial legacy gift from the estate of the late Miss Margaret Barbour (£68,267) which has been a source of further encouragement. We recognise the continuing generosity of individuals without whose support much of the outward facing work of the congregation would have to be curtailed or inhibited.

### **Risk Management**

The principal areas of strategic, operational and financial risk identified by the Trustees are:

1. Health and Safety in the church building for employees, members and visitors;
2. Safeguarding commitments for vulnerable persons on our premises;
3. Compromise of data through malicious access or unsecured sharing;
4. Lack of staff for key leadership roles;
5. Financial support of permanent staff in event of sudden loss of income.

In consideration of these risks:

1. Trustees are confident that catering facilities are in good order, and these are continually monitored by the trained kitchen staff. Additional training has been undertaken during the year to enable more people to help in the work. Continual monitoring of fire and other safety hazards is undertaken by competent office bearers, with an annual audit. Routine cleaning functions are currently undertaken by a part-time Church Cleaner, but more in-depth cleaning is done on a regular basis by an ad-hoc team of volunteers which comes from the membership. Annual servicing is provided for the heating system, fire safety facilities, kitchen equipment and lifts. Call-out arrangements are in place for emergencies, using local contractors where possible. An annual inspection of the fabric of church and manse is used to detect issues requiring attention, but it is inevitable that in older buildings there will be repairs required in addition to normal wear and tear.
2. Progress on Safeguarding has strong momentum to improve under the competent leadership of the Safeguarding Officer (see "Achievements and Performance: Safeguarding").

## **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

### **Trustees' Annual Report (cont.)**

**Year ended 31 December 2018**

3. Guided by the Church of Scotland Law Department, an updated policy of Data Protection was produced and implemented in May 2018 to comply with the new GDPR requirements. The congregation was informed of the new arrangements at a worship service and by an article in the Congregational Record. They were exhorted to be careful in the use of data and referred to the excellent material that the Church of Scotland has produced. The policy is also available on the church's website. It will be reviewed at least once a year or as necessary.
4. In a largely voluntary organisation it is difficult to safeguard against the loss of personnel for key roles (e.g. Treasurer, Fabric Convenor). Transition planning therefore continues to be a matter that exercises the Trustees. This continues to be one of the agenda items for strategic thinking.
5. The Student Outreach Worker is wholly paid from restricted funds for a limited contract period, and contractual commitments have been addressed in surplus transfers to this fund (See Financial Review).

The Trustees have therefore reviewed the major strategic, operational and financial risks to which the Church is exposed and where possible have established procedures to mitigate the identified risks.

### **Reserves Policy**

The principal policy of the Trustees has been to transfer some General Fund surplus at year-end to maintain a viable Designated Fabric Fund. This was set at a transfer of £1,807 to establish a working reserve on the Designated Fabric Fund of £10,000 at the start of 2019. This transfer appears in Note 15 of the accounts.

No transfer was seen necessary to the Student Outreach Worker Fund from the general surplus this year as all funds are in place to meet current contractual obligations.

There is an approved policy of supporting the third party Missionary Fund from the General Fund where appropriate. The Board recognised the relative decline in the value of UK Sterling for our overseas missionaries and also that the number of supported member missionaries had fallen in recent years. It was resolved by the Congregational Board in 2018 that we increase the member missionary total annual disbursement by 5% over 2017, so a transfer of £560 to the Missionary Fund from General Fund surplus was effected. This transfer appears in Note 15 of the accounts.

The Trustees have a policy of annual transfer of a small annual sum from the General Fund surplus to the Organ Fund if there is deemed by the Trustees to be sufficient general donations to commend it, and that it aligns with our charitable aims and objectives. The Trustees resolved that no such transfer is made for 2018. This practice is reviewable annually.

## **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

### **Trustees' Annual Report (cont.) Year ended 31 December 2018**

#### **Trustees' Responsibilities in Relation to the Financial Statements**

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in Scotland requires the charity Trustees to prepare financial statements for each year which show a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the method and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the charity and financial information on the congregation's website.

Approved by the Trustees and signed on their behalf,

Rev Richard Buckley  
Interim Moderator

Noël A Peacock  
Session Clerk

W Harold Laird  
Clerk to the Congregational Board

Date: 11th March 2019

# **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

## **Independent Examiner's Report to the Trustees of Sandyford Henderson Memorial Church for the year ended 31 December 2018**

I report on the financial statements of the charity for the year ended 31 December 2018 which are set out on pages 12 to 22.

### **Respective Responsibilities of the Trustees and Independent Examiner**

The Trustees are responsible for the preparation of the financial statements in accordance with the terms of the Charities and trustee Investment (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 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 the Independent Examiner's Statement**

My examination is 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 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 the course of my examination, no matter has come to my attention:

- 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 financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met, or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

William Vernal CA  
Milne Craig  
Chartered Accountants  
Abercorn House  
79 Renfrew Street  
Paisley  
PA3 4DA

# SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW

## Statement of Financial Activities and Income and Expenditure Account

Year ended 31 December 2018

	<u>Note</u>	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total 2018 £	Total 2017 £
<b>Income and endowments from:</b>					
Donations and legacies	1	226,066	30,304	256,370	211,886
Charitable activities	2	1,000	0	1,000	1,350
Other trading activities	3	0	0	0	0
Investments	4	203	0	203	826
Other	5	669	0	669	672
<b>Total income</b>		227,938	30,304	258,242	214,734
<b>Expenditure on:</b>					
	6				
Raising funds		0	0	0	100
Charitable activities		189,022	36,945	225,967	217,626
Other costs		1,680	0	1,680	2,800
<b>Total expenditure</b>		190,702	36,945	227,647	220,526
<b>Net outgoing/incoming resources before gains and losses on investments</b>		37,236	-6,641	30,595	-5,791
Net gains and losses on investments		0	0	0	0
<b>Net income/(expenditure)</b>		37,236	-6,641	30,595	-5,791
Transfers between funds		-560	560	0	0
<b>Net movement in funds</b>		36,676	-6,081	30,595	-5,791
<b>Total funds brought forward</b>		540,532	54,176	594,708	600,500
<b>Total funds carried forward</b>		577,208	48,095	625,303	594,708

The notes on pages 14 to 22 form part of these accounts.

# SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW

## Balance Sheet

At 31 December 2018

	Note	2018		2017	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Fixed assets	9		460,000		460,000
Investments	10		0		0
			<u>460,000</u>		<u>460,000</u>
<b>Current Assets</b>					
Debtors	11	9,575		6,611	
Bank and cash		<u>173,878</u>		<u>152,657</u>	
<b>Total Current Assets</b>		<u>183,453</u>		<u>159,268</u>	
<b>Liabilities</b>					
Creditors falling due within one year	12	<u>18,150</u>		<u>24,559</u>	
<b>Net Current Assets</b>			165,303		134,708
			<u>625,303</u>		<u>594,708</u>
<b>Net Assets</b>					
<b>The funds of the charity</b>					
Endowment Funds	15	0		0	
Restricted income funds		48,095		54,176	
Unrestricted income funds		<u>577,208</u>		<u>540,532</u>	
		625,303		594,708	
<b>Total charity funds</b>	15		<u>625,303</u>		<u>594,708</u>

The notes on pages 14 to 22 form part of these accounts.

The accounts were approved by the Kirk Session and Congregational Board on 11th March 2019.

For and on behalf of the Kirk Session and Congregational Board

\_\_\_\_\_ Session Clerk

\_\_\_\_\_ Treasurer

# **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

## **Notes forming part of the financial statements**

**for the year ended 31 December 2018**

### **Accounting Policies**

The principal accounting policies, which have been applied consistently in the current and preceding year in dealing with items which are considered material to the accounts, are set out below.

### **Basis of preparation**

The accounts 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 Standards applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Charities and Trustee Investment (Scotland) Act 2005, and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### **Fund accounting**

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Endowment Funds are funds which have been given on the condition that the original capital sum is not reduced, but the income there from is used for the purpose defined in accordance with the objects of the charity.

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

### **Incoming resources**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, and it is probable that the income will be received and the amount can be measured reliably.

### **Donated Services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102) the general volunteer time of congregation members is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised as expenditure in the period of receipt.

### **Resources expended**

Expenditure is recognised on an accruals basis as the liability is incurred.

# **SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

## **Notes forming part of the financial statements**

**for the year ended 31 December 2018**

### **Accounting Policies (cont)**

#### **Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### **Tangible fixed assets**

The charity has the right to occupy and use for its charitable objects certain tangible fixed assets, including the Church and halls vested in the Church of Scotland General Trustees. No consideration is payable for the use of these assets. Expenditure incurred on the repair and maintenance of these assets is charged as resources expended in the statement of financial activities in the period in which the liability arises. The manse is vested in local trustees.

All other tangible fixed assets costing £10,000 or more and having a value to the charity greater than one year, other than those acquired for specific purposes, are capitalised. Depreciation is provided on a straight-line basis to write off the cost or initial value, less residual value, of tangible fixed assets over their estimated useful lives:

Fixtures, fittings and office equipment	10 years
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#### **Investments**

Fixed asset investments are stated at market value at the balance sheet date. Unrealised gains and losses represent the difference between the market value at the beginning and end of the financial year or, if purchased in the year, the difference between cost and market value at the end of the year. Realised gains and losses represent the difference between the proceeds on disposal and the market value at the start of the year or cost if purchased in the year.

#### **Taxation**

Sandyford Henderson Memorial Church is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. The charity is not registered for VAT and resources expended therefore include irrecoverable input VAT.

#### **Pension costs**

The Church makes contributions for its employees to a defined contribution scheme. The assets of this scheme are held independently and are not under the control of the charity.



**SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

**Notes forming part of the financial statements**

**for the year ended 31 December 2018**

	<b>Unrestricted Funds 2018 £</b>	<b>Restricted Funds 2018 £</b>	<b>Total 2018 £</b>	<b>2017 £</b>
<b>1 Donations and Legacies</b>				
Offerings	94,957	23,685	118,642	117,149
Tax recovered on Gift Aid	28,879	5,969	34,848	36,930
Legacies	69,124	0	69,124	13,790
Value of donated goods	0	0	0	0
Other	33,106	650	33,756	44,016
	<u>226,066</u>	<u>30,304</u>	<u>256,370</u>	<u>211,886</u>
<b>2017</b>	<u>185,187</u>	<u>26,699</u>	<u>211,886</u>	
<b>2 Income from charitable activities</b>				
Weddings and Funerals	300	0	300	500
Use of Premises	700	0	700	850
Income from organisations	0	0	0	0
	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>1,350</u>
<b>2017</b>	<u>1,350</u>	<u>0</u>	<u>1,350</u>	
<b>3 Income from other trading activities</b>				
	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>2017</b>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>4 Investment income</b>				
Bank interest	203	0	203	826
	<u>203</u>	<u>0</u>	<u>203</u>	<u>826</u>
<b>2017</b>	<u>826</u>	<u>0</u>	<u>826</u>	
<b>5 Other income</b>				
Consolidated Stipend Fund	669	0	669	672
	<u>669</u>	<u>0</u>	<u>669</u>	<u>672</u>
<b>2017</b>	<u>672</u>	<u>0</u>	<u>672</u>	

# SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW

## Notes forming part of the financial statements

for the year ended 31 December 2018

6 Analysis of Expenditure	Unrestricted	Restricted	Total	2017
	Funds	Funds		
	2018	2018	2018	2017
	£	£	£	£
<b>Raising Funds</b>				
Offering envelopes	0	0	0	100
	<u>0</u>	<u>0</u>	<u>0</u>	<u>100</u>
Ministries and Mission Allocation	97,045	0	97,045	107,478
Presbytery Dues	6,198	0	6,198	6,182
Minister's Expenses	40	0	40	1,331
Ministerial Assistance	0	0	0	0
Pulpit Supply	5,154	0	5,154	3,840
Other salary costs	3,604	17,919	21,523	33,653
Fabric Repairs & Maintenance	33,253	0	33,253	17,602
Council Tax	0	0	0	1,599
Other building costs	28,388	0	28,388	29,820
Hospitality & Catering	7,395	0	7,395	5,193
Publicity & Advertising	258	0	258	149
Non-recurring gifts	677	254	931	1,024
Missionary Fund (third party)	0	18,772	18,772	1,975
Other expenses	7,011	0	7,011	7,779
	<u>189,022</u>	<u>36,945</u>	<u>225,967</u>	<u>217,626</u>
<b>Other costs</b>				
Independent Examiner's Fee	1,680	0	1,680	1,800
Depreciation on digital organ	0	0	0	1,000
	<u>1,680</u>	<u>0</u>	<u>1,680</u>	<u>2,800</u>
<b>Total</b>	<u>190,702</u>	<u>36,945</u>	<u>227,647</u>	<u>220,526</u>
<b>2017</b>	<u>194,984</u>	<u>25,542</u>	<u>220,526</u>	

Support costs have not been separately identified as the Trustees consider there is only one charitable activity. Therefore support costs relate wholly to that activity and have not been separately identified.

# SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW

## Notes forming part of the financial statements

### for the year ended 31 December 2018

<b>7 Staff costs and numbers</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Salaries and wages	21,224	33,426
Employer's National Insurance	0	49
Employer's occupational pension contributions	299	178
<b>Total</b>	<b>21,523</b>	<b>33,653</b>

The average number of employees during the year was as follows:

	<b>2018</b>	<b>2017</b>
Administration	0	0
Premises maintenance	1	1
Outreach functions	1	2

No employees had employee benefits in excess of £50,000.

In 2017 Mr Ian Fyfe was employed on a part-time basis as Church Officer. Costs were paid from the General Fund.

In 2017 and 2018 Mrs Stefanie Kraenzle was employed as part-time Church Cleaner. Costs were paid from the General Fund.

In 2017 Ms Suzannah Molloy was employed on a full-time basis as 'International Outreach Worker'. Costs were paid from the Student Outreach Workers Fund.

In 2017 Ms Sarah Muir was employed on a full-time basis as 'Student Outreach Worker'. Costs were paid from the Student Outreach Workers Fund.

In 2018 Ms Yun Yang (aka Sarah Yang) was employed on a full-time basis as 'Student Outreach Worker'. Costs were paid from the Student Outreach Worker Fund.

In 2018 Ms Linda Ambi was employed as part-time Church Cleaner. Costs were paid from the General Fund.

All Church of Scotland congregations contribute to the National Stipend Fund which bears the costs of all ministers' stipends and employer's contributions for national insurance, pension and housing and loan fund.

Ministers' stipends are paid in accordance with the National Stipend scale, which is related to years of service. For 2018, the minimum stipend was £27,044 and the maximum stipend in 5th and subsequent years of service was £33,234.

<b>8 Trustee Remuneration and Related Party Transactions</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
During 2018 out of pocket expenses were incurred by Rev Richard Buckley in service as Interim Moderator of the congregation.	40	0
During the year 2017 expenses were incurred by Rev Jonathan de Groot in connection with pastoral activities.	0	1,331
During the year 2017 the Council Tax for the manse family was paid by the congregation.	0	1,599

Only out of pocket expenses were paid to all other Trustees in 2018.

During the year a total of £64,372 was donated to the congregation by Trustees. No single donation exceeded £8,000.

# SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW

## Notes forming part of the financial statements

for the year ended 31 December 2018

### 9 Tangible Fixed Assets

	Buildings (manse)	Digital Organ	Total
	£	£	£
<b>Cost or valuation</b>			
At 1 January 2018	460,000	0	460,000
Additions at cost	0	0	0
Revaluation	0	0	0
	<u>460,000</u>	<u>0</u>	<u>460,000</u>
<b>Accumulated depreciation</b>			
At 1 January 2018	0	10,000	10,000
Charge for year	0	0	0
Eliminated on Disposals	0	0	0
At 31 December 2018	<u>0</u>	<u>10,000</u>	<u>10,000</u>
<b>Net Book Value</b>			
At 31 December 2018	<u>460,000</u>	<u>0</u>	<u>460,000</u>
At 31 December 2017	<u>460,000</u>	<u>0</u>	<u>460,000</u>

As stated in the Accounting Policies, title to the church building is vested in the General Trustees of the Church of Scotland. The church building contains a pipe organ which is of historical interest and may have a value if the building were to be sold.

The manse was revalued on behalf of Glasgow Presbytery at £460,000 on 27/11/2011 by G A B Robins UK Ltd., and the valuation is reflected in the Net Book Value at year end.

### 10 Investments

There are no investment funds.

### 11 Debtors

	2018	2017
	£	£
Gift Aid Tax Refund Due	9,575	6,066
Other debtors	0	545
	<u>9,575</u>	<u>6,611</u>

### 12 Creditors

	2018	2017
	£	£
Accruals	18,150	24,559
	<u>18,150</u>	<u>24,559</u>

# SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW

## Notes forming part of the financial statements

for the year ended 31 December 2018

### 13 Analysis of Net Assets Among Funds

	General	Designated	Restricted	Total
	£	£	£	£
Fixed Assets	0	460,000	0	460,000
Debtors	8,127	0	1,448	9,575
Bank and cash	117,231	10,000	46,647	173,878
Creditors	-18,150	0	0	-18,150
<b>Net assets at 31 Dec 2018</b>	<u>107,208</u>	<u>470,000</u>	<u>48,095</u>	<u>625,303</u>

### 14 Volunteers

In common with all congregations of the Church of Scotland the congregation benefits from the contribution made by volunteers who give their time and talents willingly for the benefit of the Church. The areas of congregational life which rely on the contribution of volunteers are many and varied and much of the activity would be unable to continue were it not for the commitment shown.

# SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW

## Notes forming part of the financial statements

for the year ended 31 December 2018

### 15 Movements in Funds

	At 1 January 2018	Incoming Resources	Outgoing Resources	Transfers	At 31 Dec 2018
	£	£	£	£	£
<b>Restricted funds</b>					
Organ Fund	7,487	0	0	0	7,487
Book Fund	6,086	0	0	0	6,086
Summer Missions Fund	0	10	0	0	10
Benevolent Fund	603	50	-254	0	399
Student Outreach Workers Fund	40,000	12,032	-17,919	0	34,113
Missionary Fund	0	18,212	-18,772	560	0
	<u>54,176</u>	<u>30,304</u>	<u>-36,945</u>	<u>560</u>	<u>48,095</u>
<b>Unrestricted funds</b>					
General Fund	60,532	219,020	-169,977	-2,367	107,208
Designated Fabric Fund	20,000	8,918	-20,725	1,807	10,000
Designated Assets Fund	460,000	0	0	0	460,000
	<u>540,532</u>	<u>227,938</u>	<u>-190,702</u>	<u>-560</u>	<u>577,208</u>
<b>Total funds</b>	<u>594,708</u>	<u>258,242</u>	<u>-227,647</u>	<u>0</u>	<u>625,303</u>

#### Purposes of Restricted Funds

Organ Fund: This fund is for Organ repairs or refurbishment that are not of a routine nature. (It refers only to the currently unused manual organ).

Book Fund: This fund is for the publishing of a book about the history of Sandyford Henderson Memorial Church, as yet unpublished.

Summer Missions Fund: This fund is for allocated gifts to members and friends of the congregation who, in the judgement of the Trustees, have made personal financial sacrifice in volunteering for Christian holiday missions, camps or outreach ventures during 2018.

Benevolent Fund: This fund is used for gifts to elderly, housebound or needy people at Christmas, and also for occasional discretionary gifts to needy individuals at other times. It is administered by the Minister (or Interim Moderator) and the Treasurer on a confidential basis.

Student Outreach Workers Fund: This fund is designated for the support of the Student Outreach Worker(s) and their related activities.

Missionary Fund: This fund is for designated gifts directed to Christian evangelical charitable works at home and abroad which the Trustees have approved as recipients.

#### Purposes of Unrestricted Funds

General Fund : This Fund is for the normal or routine costs of running the church. Where a surplus exists at the financial year end, the Trustees' policy is to distribute a proportion or all of the General Surplus to other designated or restricted funds as required.

Designated Fabric Fund: The Trustees set aside funds for the maintenance of the church property and the manse. This is for work which is not of a routine or annually recurring nature. Routine or annual repairs are normally met from the General Fund.

Designated Assets Fund: This fund reflects the Tangible Fixed Assets (see "Accounting Policies").

**SANDYFORD HENDERSON MEMORIAL CHURCH OF SCOTLAND GLASGOW**

**Notes forming part of the financial statements**

**for the year ended 31 December 2018**

**16 Collections for Third Parties**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Tearfund, Northern Nigeria relief work	5,654	0
Scripture Union Scotland, Summer camps fabric work	5,654	0
Bethany Christian Trust, Connect to Community	0	7,175
OM International, Caroline White	0	7,175
Tearfund	2,206	814
SGM Lifewords	0	40
Scripture Union Scotland	0	35
 <i>Designated personal gifts:</i>		
Rev J de Groot, designated retiral gifts	0	2,400
Mr Ian Fyfe, designated retiral gifts	0	600
Christchurch Arua, Uganda, Building Fund.	2,000	0
	<u>15,514</u>	<u>18,239</u>

These designated donations are not included in the church accounts.

<i>"Missionary Fund":</i>		
Interserve, Marian Morrison	4,693	4,468
OMF, David & Fiona Rickards	0	8,935
OMF, Sarah Melbourne	4,693	4,468
Friends International, Stephen Trelogan	0	4,468
Friends International, Douglas Humphris	939	894
OM International, Caroline White, Pakistan	939	894
Rutherford House	939	894
UCCF Scotland	939	894
Scripture Union Scotland	4,693	894
Scottish Bible Society	939	894
	<u>18,772</u>	<u>27,699</u>

Missionary Fund expenditures are as stated in the restricted Missionary Fund.