



NEWPORT - ON - TAY CHURCH OF SCOTLAND

Scottish Charity No. SC006758

Church of Scotland Reference No. 261572

ANNUAL REPORT

AND ACCOUNTS

for the Year Ended 31 December 2020

**Newport-on-Tay Church of Scotland
Trustees' Annual Report
Year Ended 31 December 2020**

The trustees present their annual report and financial statements of Newport-on-Tay Church of Scotland for the year ended 31 December 2020. The financial statements have been prepared in accordance with the accounting policies set out on pages 13 & 14 of these accounts and comply with the General Assembly Regulations for Congregational Finance, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

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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. It co-operates with other Churches in various ecumenical bodies in Scotland and beyond.

Our Vision is "To be a Church which inspires people with the Good News of Jesus Christ through our enthusiasm, worship, witness, nurture and service".

**Newport-on-Tay Church of Scotland
Trustees' Annual Report (cont.)
Year Ended 31 December 2020**

Objectives and Activities (cont.)

In the period leading up to 23rd March 2020 and the Scottish Government's first coronavirus 'lockdown', (which saw the enforced closure of church buildings), Sunday worship followed our normal pattern with a morning service at 11am followed by a shorter, less formal evening service at 6.30pm. The evening devotion can vary in style from the more traditional to a contemporary form of worship, with a 'Round the Table' Communion Service held monthly.

Throughout the lockdown, until some easing of the restrictions took place allowing us to re-open our church for worship in September, our morning services have been delivered online using the Zoom conferencing platform. The 'virtual' services comprised of the real-time delivery of both prayers and sermon fused together with pre-recorded music, either from our Organist or downloaded from the Internet, to permit 'remote' congregational participation through the singing of hymns / praise songs. A diary of Daily Reflections is also released along with the weekly Order of Service to provide a structured template for personal reflection and worship.

In both forms of delivery, worship is normally conducted by the Minister, however when on leave or fulfilling other Presbytery or Cluster commitments, lay members of the Church's Worship Team (all of whom have undertaken the Presbytery approved "Weaving Worship" training programme) can lead services. In addition, there is weekly involvement of the congregation's members with readings and, from time to time, prayers and other elements of the service. Unfortunately, the lockdown restrictions have meant that the Organist and Choir have been unable to meet, practice and lead the congregation in worship.

As the Scottish Government 'lockdown' restrictions eased from mid-August, we were permitted to plan for the re-opening of the Church, provided strict Church of Scotland guidelines, administered by the Presbytery, were fully met. This involved the completion of a Buildings Checklist to ensure the continuing safety of our premises and a comprehensive Covid-19 Risk Assessment to confirm that the appropriate hygiene and mitigation measures were in place, e.g. enforced safe distancing, one-way access/egress and provision of hand sanitisers. So, after Kirk Session and Presbytery approval, we re-opened with a 'physical' Church Service on the morning of Sunday 20th September. The re-opening was to form part of a four-week trial which would also involve the provision of a Zoom evening service.

The Government restriction of 50 Worshippers (including the officiating Minister, Organist, Stewards, and Technicians) meant that a 'Booking' system was necessary to regulate the number of attendees and automatically generate the obligatory 'Test and Protect' register. A two-fold booking process was employed utilising the telephone and an online registration platform (Doodle) which was made available each Friday. This trial was duly reviewed on 12th October and it was agreed to rationalise our Service provision by conducting a further four-week trial which would see 'Morning only Services' and alternating between the Church and Zoom. The schedule was arranged to accommodate both our October Holy Communion and Remembrance Day Services within the Church building. This format was reviewed, approved and continued until the end of the year, with additional Zoom Watchnight and Christmas Day services. To replicate our normal after-service practice of providing tea / coffee in our church hall to provide a continuing opportunity for fellowship, break-out rooms were provided via Zoom to allow a level of social interaction to continue.

Church closure and online worship also meant that our normal crèche facilities (0-3yrs), Sunday Club (3-11yrs), 'Funday Sundays' during holidays to provide continuity of interest for the children and Godly Play (an approach to Christian Education based on the Montessori principles) were also cancelled. An online alternative for Sunday Club members was however delivered every Sunday ahead of the Zoom church service. Recorded contributions from the children also featured in our Nativity production which was delivered both in Church and online via Zoom.

Our full-time youth worker who leads our Youth Seekers (11-18yrs) and liaises with our local Primary and Secondary Schools, was placed in furlough for most of the year. However, Youth Seekers and Youth Café continued online with support from our Young People's Ministry volunteers, with online discussions ranging from emotions to parables, and current news articles to God's characteristics.

The pandemic also saw the cancellation of the annual Holiday Club run during the final week of the school summer holidays for primary school age children and meetings of the 1st Newport / Wormit Boys' Brigade Company attached to both this Church and the neighbouring Wormit Parish Church. Unfortunately, celebrations planned to commemorate the 150th anniversary of our Church building (including an exhibition, commemorative service and a 'Birthday Party') have also had to be postponed until a future date when social gatherings and interactions will again be permitted.

**Newport-on-Tay Church of Scotland
Trustees' Annual Report (cont.)
Year Ended 31 December 2020**

Objectives and Activities (cont.)

On the wider front we normally share ecumenical services with the Roman Catholic, Scottish Episcopal and Wormit Parish Churches (such as Good Friday Service, World Day of Prayer Service, etc.) and a number of shared ventures - e.g. the Remembrance Sunday Service at the War Memorial (co-ordinated by the Community Council). The Covid-19 restrictions have however rendered such collaborative physical ventures impossible, with each Church conducting its own service of Remembrance followed by individual wreath-laying at the War Memorial. We continue to display several soldier silhouettes within the pews as part of the national "There But Not There" initiative in November. In more normal times a few scheduled services are held in the local care homes, as well as a continuing presence of the Minister and/or youth worker in the local Primary School via assemblies and end of term services. Sadly, the ongoing pandemic and associated social distancing measures have rendered the continuation of these services impractical.

St Andrews Presbytery is divided into six 'Clusters', with our congregation being part of the North Fife Cluster, together with Balmerino linked with Wormit, Creich, Flisk & Kilmany, Leuchars St Athernase and Tayport. This year however the Cluster Exchange Sundays with ministers swapping pulpits on a rotational basis has not been possible. Presbytery's Strategy & Resourcing Committee has identified a number of specific objectives to be pursued within our own Parish and has also encouraged the Cluster to look at ways of working together and supporting each other. An example of this has arisen following the sisting of Tayport Parish Church into 'Guardianship' necessitating additional "fraternal" support from our Minister, Worship Team and the provision of an Assessor Elder.

The Presbytery Plan and North Fife Cluster Plan have identified the need to rationalise Parish (Congregational) boundaries to reflect the significant reduction in Ministers anticipated within our Cluster. 'The Presbytery has agreed (without dissent from any member of the Presbytery including those from the North Fife Parishes) that 2 FTE ministry positions be allocated to the North Fife Cluster.' Correspondingly, a proposal to establish two Parishes from existing congregations by June 2021 has been agreed in principle by St. Andrews Presbytery. The membership of each enlarged Parish however remains undecided, the final decision having been deferred to the emerging Presbytery of Fife. A further proposition has been aired proposing a subsequent merger of these two Parishes into one large Parish after 2024.

Our Prayer Ministry Group plays a leading part in the prayer life of the Church and ordinarily would meet each Sunday prior to morning worship to respond to the world situation and to pray for more specific requests submitted through our prayer boxes located within the Church and in our café, manna.

Our Pastoral Care Team continues to monitor the needs and well-being of members of our Church and others within the wider community, with telephone calls, e-mails and cards replacing physical home or hospital visits. There is also a programme of funeral and hospital follow-up calls and regular contact with the care homes in the parish. In addition, an appropriate card is delivered to those who have attained a significant birthday, anniversary, etc.

Our House Groups operate online on differing days and times, ensuring availability to suit all who wish to attend. Each group determines their own bible study and discussion programme, overseen by the Minister.

Newport-on-Tay Church of Scotland Trustees' Annual Report (cont.) Year Ended 31 December 2020

Achievements and Performance

With his family now firmly settled into life in Newport following his induction as our Minister in May 2017, Rev Dr Amos B Chewachong continues to build on his wealth of experience and ministry from his homeland of the Cameroon, in conjunction with his years of study and subsequent ministry within the Church of Scotland in Edinburgh. He has assumed Interim Moderator roles and sits on several committees within the Presbytery of St. Andrews. He has also undertaken personal development with the Macedonian Ministry Foundation and has been invited as the keynote speaker at several national and international conferences.

During the year under review our work in the local community and beyond has continued, albeit primarily remotely. This has been achieved by diligent ministry of the fundamentals of the Christian faith at our regular Church or online Sunday services of worship, supplemented by the work of our Prayer and House Groups and, for the younger members, the virtual meetings of our Sunday Club and Youth Seekers.

Our Property Manager and his team have continued to pursue a programme of repair and maintenance despite the lockdown restrictions, attending to identified needs within the Church, hall, Kirk House Complex and grounds, and the manse. Within the Church building, repairs have been undertaken to the heating system and roof, whilst in the manse a replacement hot water tank has been installed. Much of the paintwork within the Kirk House Complex has also been refreshed. Significant damage to a boundary wall following a vehicular collision was repaired with the cost recovered through an insurance claim and direct recovery of the policy excess from the other party.

Outwith lockdown, manna, our café & gift shop, founded in March 2006, continues by way of volunteer workers to provide a worthwhile focal point for the community and provides an opportunity to demonstrate Christian values in action to a wider audience once it was allowed to reopen. Reduced opening times, a smaller volunteer presence, socially distanced seating arrangements and obligatory hygiene measures were introduced to allow this essential social hub to continue to provide both sustenance and Christian witness. The net proceeds continue to support the financing of the employment of our full-time Youth Worker, which remains at the forefront of our efforts to engage with the youth in our community. manna is a member of the Newport-on-Tay Traders Association and would normally have been involved in their various activities during the year, especially, the mid-summer festival and surrounding the switching-on of the local Christmas lights. In 2018 Newport High Street won the 'Rising Star' category in the Great British High Street Awards.

We are also engaged with the local Tay Bridgehead Food Bank, and in more normal times manna would have been a collection point for donations; in addition, donations of food would have been coordinated by our Sunday Club during Lent and the Harvest Thanksgiving Service. We also support a Food Cupboard Ministry at St Salvador's Church in Dundee, which deals specifically with a struggling section of their community; and in previous years our Harvest Appeal offerings were shared between this project and a 'Safe House' project in the Nankumba and Madziabango area of Southern Malawi.

The Kirk House Complex of halls, meeting rooms, etc., would ordinarily have been used by Church organisations and by the local community – including children's parties and organisations such as Brownies, Probus Club, dancing, keep fit classes, a Mother & Toddlers Group, etc. In more normal times, it provides a valuable community asset in terms of a large central suite of halls that can be used at low cost by a wide range of groups and organisations. During the recent refurbishment of the neighbouring Blyth Hall, further groups have sought to use the hall.

Communication between our congregation and the wider community remains effective by means of our Journal, website and Facebook page.

Our Sunday Club continues to support Rimberto, a young boy in Bolivia, through the offices of World Vision and this, along with our support of national charities such as Christian Aid, augment more local efforts via the two food banks mentioned above.

Our overseas mission focus has now turned to supporting initiatives in Cameroon. Fundraising has continued with a Scottish themed Cluster 'Songs of Praise' in January 2020 raising £600. The identification of suitable projects to sponsor is still ongoing.

Newport-on-Tay Church of Scotland Trustees' Annual Report (cont.) Year Ended 31 December 2020

Financial Review

The total Net Expenditure for the year was £18,020, the main contributing factors being Fabric Fund expenditure in excess of income (£4,215), financial support from the Parish Development Fund towards visa extension applications for Amos and his family (£7,520), "loss" on the revaluation of investments (£2,056) and the depreciation of the Cupar Road shop properties (£5,000) – the latter two items being accounting adjustments with no cash being paid out.

The total Net Expenditure (£18,020) compared to net income of £31,921 in 2019. The major reasons for the change were the receipt late in 2019 of a legacy of £50,000, increased spending from the Parish Development Fund (£7,138) and a net loss on the revaluation of our investments (-£2,056) (2019 : gain £16,635); this was partly offset by reduced spending from the Fabric Fund (£5,480), support from HMRC towards the costs of our youth worker in place of manna's contributions (£5,240) and a complete refurbishment of manna's kitchen area in 2019 (£14,417).

After transferring £15,000 and £3,000 to the Fabric Fund and the Parish Development Fund respectively, the balances carried forward on the General Fund were £40,366 (Capital) and £32,767 (Revenue).

Income

Income from our Offerings (including Gift Aid recovered) in 2020 was £50,754 (2019 : £61,879) a decrease of 18.0% (£11,125) from 2019. This very significant reduction clearly shows the extent of the financial impact of the Covid-19 restrictions, which resulted in our church being closed for most of the year. Thankfully, there are a number of members giving by standing order, while a few others have physically made regular payments since "lockdown" began; to them we are indeed grateful. Unfortunately, we have lost all income from the "Open Plate" and from many of those who have been unable to attend worship in the church building while the restrictions are in place (despite the comprehensive steps taken to ensure that our services are as free from infection as possible. 49 (a decrease of 7) out of a membership of 318 actively use the Gift Aid scheme and 31 of these contribute by means of a standing order through their bank.

Other Donations totalled £5,168, including a donation towards Youth Work (£1,250), a decrease of £341. Members also contributed £594 to other charitable causes during the year (2019 : £4,320) – figures obviously distorted by the inability (due to the Covid-19 restrictions) to conduct events to raise such funds. In addition, we received the balance (£1,561) of the legacy of received last year and a separate legacy of £2,000 from another member. The Kirk Session has yet to decide how to make the most appropriate use of these generous gifts.

Income from the use of our hall complex fell by £3,182, due to the requirement to close these premises from mid-March. Meanwhile, the gross income from our shops rose by £2,254 following a temporary vacancy at 19 Cupar Road in 2019. The trading income from manna showed a decrease of £34,310 (46.9%) to £38,749 primarily as a result of its enforced closure from mid-March to August (when it reopened, albeit with significant precautions and procedures implemented), resulting in significantly reduced income thereafter.

Over the course of the year, our financial predicament benefitted from two significant sources. The Coronavirus Job Retention Scheme supported salary payments to our employees while they were furloughed, assisting us to continue paying all our employees their full salary; we received a total of £26,527 in respect of our Youth Worker, manna staff, organist and the church & hall cleaners. In addition, manna was successful in its application for a grant of £10,000 from the Coronavirus Business Support Fund and it received £552 from HMRC's "Eat Out to Help Out" scheme.

Expenditure

Total Expenditure in 2019 was £168,262, a decrease of £33,886 (16.8%) from 2019. While most items of expenditure continued in line with budget and with the previous year, significant changes were reduced expenditure on various items curtailed by Covid-19 restrictions (e.g. minister's travel costs £1,864), building costs (upkeep of grounds £1,130 and management fees and repairs for Cupar Road shops £2,389), lower expenditure on fabric repairs & maintenance (£9,380) – see below - and a reduction of £28,298 in manna expenditure (including the kitchen area refurbishment in 2019 of £14,417). This was partially offset by the financial support given for Amos and his family to apply for Visa extensions (£7,520 from the Parish Development Fund).

The five-year programme of property maintenance did not progress much in 2020 due to Government restrictions. The repair and maintenance of our properties in 2020 cost £5,052, which was initially charged to the Fabric Fund. These costs included replacement of a water tank at the manse (£1,200), church heating servicing and repairs (£1,599), repairs to the church roof (£900) and Kirk House heating repairs (£424).

Newport-on-Tay Church of Scotland Trustees' Annual Report (cont.) Year Ended 31 December 2020

Investment Policy and Performance

Recognising the lack of expertise within the trustees to manage our investments (currently approx. £132,000), it was decided some years ago to transfer this responsibility to Barclays Wealth (with an appropriate fee payable). Our investments are currently held as a "Discretionary Account" with a "Balanced Portfolio" prime investment objective and a "Moderate Risk Tolerance". These comprise units in Barclays Charity Fund; this provides the benefits of belonging to a large fund (with its spread of investments and risk, together with a lower management fee). The Fund was established in 2013 and its performance and income received are in line with current market trends and results.

Risk Management

The trustees recognise the risks inherent in resourcing and delivering a challenging programme of worship and mission in an era of increasing financial constraints and a membership ageing and reducing in number. They have assessed the major risks to which we are exposed, in particular those related to the operations and finances of the Church. They are satisfied that our exposure to major risks is mitigated by systems in place, including Safeguarding policy, GDPR policy, financial control procedures, and regular reporting by all committees. We are insured through the Church of Scotland Insurance Company and the level of cover is reviewed annually to ensure that it is adequate.

A major impending risk is the significant projected reduction in the number of Church of Scotland ministers; the impact of this is that North Fife Cluster has been allocated a total of two full-time ministers for the foreseeable future. There are growing concerns regarding the future workload of ministers (such as ours) currently in a charge who will have to provide support for other charges. This will have a noticeable effect as, until recently, our Cluster had four ministers and by late 2021 this will likely have fallen to one (ours!). Hopefully one more will be forthcoming, but the shortfall will require quite drastic action and support, including a greatly increased involvement of congregational members in all aspects of the life and work of their (and neighbouring) churches. These matters are currently receiving much thought and discussion both at Presbytery and at national level.

The onset of the Covid-19 pandemic, the Scottish Government's response through its lockdown measures and the Church of Scotland's strict guidance on the re-opening of buildings and associated worship practices, have necessitated the completion of a range of obligatory checklists and risk assessments. The Building Survey Checklist demands the inspection of all premises following a period of enforced closure to confirm the structural integrity of the building, affirming the safety of all who subsequently visit the building. Similarly, the deterioration of both the fabric and systems, (e.g. heating, pipework, electrics) during enforced closures must be monitored to ensure compliance with the terms of our insurance policy, particularly throughout the winter months. The need to periodically flush all cold and hot water taps has been followed to mitigate against any increased levels of legionella bacteria and associated risks. These risks are frequently monitored and if necessary, action is taken by our Property Manager, e.g. plumber called out to resolve leak in church heating system. The Covid-19 Risk Assessment establishes a process of managed socially distanced access, seating and egress with the provision of appropriate signage, floor marking and competent stewards to ensure compliance. The provision of additional mitigation measures includes - hand sanitisers, paper towels, antibacterial soap and disposable face masks. To avoid the risk of any cross-contamination during our Service of Communion individual sealed 'Fellowship Cups' (with wafer and grape juice inside) were distributed, along with a plastic sealable bag for subsequent disposal into a marked bin at the end of the service.

A less common risk for churches is food hygiene, which is addressed by the manna manager ensuring that suitable training is given to key staff and volunteers (who serve in the café, bake, or otherwise prepare or handle food, etc.).

Reserves Policy

The charity trustees have considered the reserves required and have considered their current and future liabilities. It is the trustees' policy to hold reserves of approximately six months expenditure excluding endowment, restricted and designated funds. At the year-end, the Church held unrestricted funds of £212,677 of which £55,000 was the Building Valuation Fund and £84,544 had been designated for Fabric Fund, Choir & Organ Fund, etc. Within the balance held in the General Fund (£73,133) are the recently-received legacies of £53,561, while the remaining £19,572 represented approx. 3.1 months' General Fund expenditure. In the current difficult circumstances, the trustees feel that this is a reasonable position.

The Church also held £59,064 in restricted funds and £20,638 in Endowment Funds, which have been provided for the purposes specified in Note 15.

Newport-on-Tay Church of Scotland Trustees' Annual Report (cont.) Year Ended 31 December 2020

Structure, Governance and Management

The congregation is a registered Scottish charity, number SC006758; it is administered in accordance with the terms of the Deed of Constitution (Unitary Form) and is subject to the Acts and Regulations of the General Assembly of the Church of Scotland.

Members of the Kirk Session are the charity trustees. On 24 June 2018, the congregation agreed to adopt the Unitary Constitution and the Kirk Session produced a set of guidelines for the operation of the constitution, identifying a number of committees, which are capable of having members who are not elders; these committees will be closely monitored by Session, and will have various powers delegated to them. The process of developing these committees is currently under way. Meetings of Session are scheduled on a monthly basis (excluding the summer months), with committees, which are free to meet as required during the year, reporting to Session on a rotational basis.

The Kirk Session members are the elders of the Church and are chosen from those members of the Church who are considered to have the appropriate gifts, Christian maturity and skills. The Minister, who is a member of the Kirk Session, is elected by the congregation and inducted by Fife Presbytery; in the absence of a minister, Fife Presbytery appoint an interim moderator to take his/her place.

Reference and Administrative Information

Trustees

Kirk Session: Rev Dr Amos Chewachong, Isabel Armstrong, Patricia Barclay, Ann Barona, William Berry, Ronald Caird, Gillian Campbell, Kevin Campbell, Jane Campbell, Dorothy Collison, Amanda Gray, Lesley Gray, Fiona Harris, Scott Harris, Alison Heywood, Margaret Imlay, William Imlay, Catherine Johnston, Graham Johnston, Jane Johnston, Sheila Johnston, Colin McCowan, Donald MacLeod, Margaret McNicol, Richard McNicol, Catherine Merrylees, Neil Merrylees, Diane Miller, Claire Owen, Eleanor Owen, Philip Owen, Fraser Ritchie, Francis Robertson, Linda Robertson, Mairi Shiels, Elizabeth Thomson, Avril Waugh, Iain Waugh, Margaret Wright.

Principal Office-Bearers

Minister:	Rev Dr Amos B Chewachong
Session Clerk:	Francis Robertson
Finance Convener:	Philip Owen

Principal Office: Kirk House Complex,
3 Blyth Street, Newport-on-Tay, Fife, DD6 8DB
Tel. 01382 543525
email: newportcos@btinternet.com
Website: www.notchurch.co.uk
Facebook : facebook.com/newport-on-taychurchofscotland

Charity Registration Number: SC006758

Church of Scotland Reference Number 261572

Independent Examiner

Andrew Blakeman, Chartered Accountant, 18 Rennell Road, Dundee, DD4 7DS.

Bankers

Clydesdale Bank plc, 7/8 High Street, Dundee, DD1 1SS.

**Newport-on-Tay Church of Scotland
Trustees' Annual Report (cont.)
Year Ended 31 December 2020**

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. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees and signed on their behalf,

Francis Robertson

Session Clerk

16 February 2021

**Newport-on-Tay Church of Scotland
Independent Examiner's Report to the Trustees of Newport-on-Tay Church of Scotland
Year Ended 31 December 2020**

I report on the accounts of Newport-on-Tay Church of Scotland for the year ended 31 December 2020 which are set out on pages 10 to 21.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity's 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 under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention

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

Andrew Blakeman

Andrew Blakeman
Chartered Accountant
18 Rennell Road
Dundee
DD4 7DS

09 March 2021

**Newport-on-Tay Church of Scotland
Statement of Financial Activities
Year Ended 31 December 2020**

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Endowment Funds 2020 £	Total 2020 £	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Endowment Funds 2019 £	Total 2019 £
Income and Endowments from:									
Donations and Legacies	1	58,183	1,550	0	59,733	117,608	30	0	117,638
Charitable Activities	2	3,054	1,030	0	4,084	7,496	2,040	0	9,536
Other Trading Activities	3	8,750	38,749	0	47,499	6,496	73,059	0	79,555
Investments	4	3,197	149	609	3,955	3,885	276	702	4,863
Other	5	5,705	31,322	0	37,027	3,688	2,130	0	5,818
Total Income		78,889	72,800	609	152,298	139,173	77,535	702	217,410
Expenditure on:									
Raising Funds	6	393	0	0	393	603	0	0	603
Charitable Activities		95,312	72,557	0	167,869	103,266	98,279	0	201,545
Total Expenditure		95,705	72,557	0	168,262	103,869	98,279	0	202,148
Net Income / (Expenditure) before Gains and Losses on Investments		(16,816)	243	609	(15,964)	35,304	(20,744)	702	15,262
Net Gains / (Losses) on Disposal of Investments		0	0	0	0	20	0	4	24
Net Gains / (Losses) on Revaluation of Investments	10	(1,721)	0	(335)	(2,056)	13,921	0	2,714	16,635
Net Income / (Expenditure)		(18,537)	243	274	(18,020)	49,245	(20,744)	3,420	31,921
Transfers between Funds	15	609	0	(609)	0	702	0	(702)	0
Net Movement in Funds		(17,928)	243	(335)	(18,020)	49,947	(20,744)	2,718	31,921
Reconciliation of Funds:									
Total Funds Brought Forward		230,605	58,821	20,973	310,399	180,658	79,565	18,255	278,478
Total Funds Carried Forward		212,677	59,064	20,638	292,379	230,605	58,821	20,973	310,399

**Newport-on-Tay Church of Scotland
Balance Sheet at 31 December 2019**

	Note	2020		2019	
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets	9		55,000		60,000
Investments	10		136,318		138,374
			-----		-----
Total Fixed Assets			191,318		198,374
Current Assets					
Debtors	11	2,290		6,180	
Cash on deposit, at Bank and in Hand		112,841		110,202	
			-----		-----
Total Current Assets		115,131		116,382	
Liabilities					
Creditors Falling Due Within One Year	12	(14,070)		(4,357)	
			-----		-----
Net Current Assets			101,061		112,025
			-----		-----
Net Assets			292,379		310,399
			=====		=====
The Funds of the Charity:					
Endowment Funds	15		20,638		20,973
Restricted Income Funds	15		59,064		58,821
Unrestricted Income Funds					
Designated Funds	15	139,544		138,371	
General Fund	15	73,133		92,234	
			-----		-----
			212,677		230,605
			-----		-----
Total Charity Funds			292,379		310,399
			=====		=====

The accounts were approved by the trustees on Tuesday 16 February 2021

For and on behalf of the Kirk Session

Francis Robertson

Session Clerk

Philip Owen

Finance Convener

**Newport-on-Tay Church of Scotland
Statement of Cash Flows
Year Ended 31 December 2020**

	<u>Note</u>	<u>Total Funds 2020 £</u>	<u>Total Funds 2019 £</u>
Net Cash used in Operating Activities	16	(1,316) -----	12,673 -----
Cash flows from Investing Activities			
Interest and dividends	4	3,955	4,863
Proceeds from sale of investments		0	296
Net Cash Provided by Investing Activities		3,955 -----	5,159 -----
Change in Cash and Cash Equivalents in the Year		2,639	17,832
Cash and Cash Equivalents Brought Forward		110,202 -----	92,370 -----
Cash and Cash Equivalents Carried Forward		112,841 =====	110,202 =====

Newport-on-Tay Church of Scotland

Year Ended 31 December 2020

Accounting Policies

The principal accounting policies, which have been applied consistently in the current and preceding year in dealing with items that are considered to be 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 ('Charities SORP') applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), 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 restricted 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, 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 (FRS 102) the general volunteer time of congregational 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.

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.

Fixed Assets

The charity has the right to occupy and use for its charitable objects certain tangible fixed assets, including the Church, Kirk House Complex, Manse (17 East Station Place) and house (12 Kerr Street), all vested in the Church of Scotland General Trustees. No consideration is payable for the use of these assets. Ownership of four shops (two currently occupied by manna) in Cupar Road (nos. 11, 13, 17, 19) is vested locally.

Expenditure incurred on the repair and maintenance of all these assets (excluding the four shops) is charged to the Fabric Fund as resources expended in the Statement of Financial Activities in the period in which the liability arises.

Expenditure incurred on the maintenance and management of the four shop properties is charged to the General Fund and recorded in the statement of financial activities in the period in which the liability arises.

All tangible fixed assets costing in excess of £5,000 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; depreciation is charged in the year of acquisition but not in the year of disposal. The only such assets held by the charity are the above freehold properties (Cupar Road shops), which are depreciated over 20 years.

Newport-on-Tay Church of Scotland
Year ended 31 December 2020

Accounting Policies (cont.)

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 the cost and the 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 the cost if purchased in the year.

Taxation

Newport-on-Tay Church of Scotland 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.

Newport-on-Tay Church of Scotland
Notes forming part of the Financial Statements
Year Ended 31 December 2020

	<u>Unrestricted Funds</u> <u>2020</u> <u>£</u>	<u>Restricted Funds</u> <u>2020</u> <u>£</u>	<u>Endowment Funds</u> <u>2020</u> <u>£</u>	<u>TOTAL</u> <u>2020</u> <u>£</u>	<u>Unrestricted Funds</u> <u>2019</u> <u>£</u>	<u>Restricted Funds</u> <u>2019</u> <u>£</u>	<u>Endowment Funds</u> <u>2019</u> <u>£</u>	<u>TOTAL</u> <u>2019</u> <u>£</u>
1 Donations and Legacies								
Offerings	41,258			41,258	50,117			50,117
Tax Recovered on Gift Aid	9,496	250		9,746	11,762			11,762
Legacies Received	3,561			3,561	50,000			50,000
Other	3,868	1,300		5,168	5,729	30		5,759
	58,183	1,550	0	59,733	117,608	30	0	117,638
2 Income from Charitable Activities								
Weddings and Funerals	0			0	1,260			1,260
Use of Premises	3,054	1,030		4,084	6,236	2,040		8,276
	3,054	1,030	0	4,084	7,496	2,040	0	9,536
3 Income from Other Trading Activities								
Trading Income, etc. from manna	8,750	38,749		38,749	6,496			73,059
Shop Rents Received (Gross)	8,750	38,749	0	47,499	6,496	73,059	0	6,496
	3,197	149	609	3,955	3,885	276	702	4,863
4 Investment Income								
Interest & Dividends Received	3,197	149	609	3,955	3,885	276	702	4,863
5 Other Income								
Coronavirus Job Retention Scheme Grants Received	5,205	21,322	0	26,527	0	0	0	0
Other Grants Received	500	10,000	0	10,500	0	0	0	0
Insurance Claims Settled	0	0	0	0	3,688	2,130	0	5,818
	5,705	31,322	0	37,027	3,688	2,130	0	5,818

Newport-on-Tay Church of Scotland
Notes forming part of the Financial Statements
Year Ended 31 December 2020

6 Analysis of Expenditure

	<u>Unrestricted Funds</u> <u>2020</u> <u>£</u>	<u>Restricted Funds</u> <u>2020</u> <u>£</u>	<u>Endowment Funds</u> <u>2020</u> <u>£</u>	TOTAL 2020 £	<u>Unrestricted Funds</u> <u>2019</u> <u>£</u>	<u>Restricted Funds</u> <u>2019</u> <u>£</u>	<u>Endowment Funds</u> <u>2019</u> <u>£</u>	TOTAL 2019 £
<u>Raising Funds</u>								
Investment Managers' Fees	184			184	394			394
Offering Envelopes	209			209	209			209
	393	0	0	393	603	0	0	603
	=====	=====	=====	=====	=====	=====	=====	=====
<u>Charitable Activities</u>								
Ministries and Mission Allocation	50,160			50,160	50,268			50,268
Less : Endowment Income & Glebe Rents	(3,252)			(3,252)	(3,276)			(3,276)
	46,908	0	0	46,908	46,992	0	0	46,992
Presbytery Dues	0			0	1,587			1,587
Minister's Expenses (Note 8)	2,574			2,574	4,496			4,496
Pulpit Supply	0			0	0			0
Other Salary, etc. Costs (Note 7)	12,320	52,083		64,403	11,220	48,996		60,216
Fabric Repairs and Maintenance	5,052			5,052	14,432			14,432
Council Tax (Note 8)	2,702			2,702	2,612			2,612
Other Buildings Costs	8,684			8,684	12,936			12,936
Church Office Expenses	1,383			1,383	1,503			1,503
Organ & Music	1,747			1,747	748			748
Donations Made	274			274	274			274
Other Expenses	8,668	1,525		10,193	1,466	2,036		3,502
Trading Expenses, etc., of manna	0	18,949		18,949	0	47,247		47,247
Depreciation of Property (Note 9)	5,000			5,000	5,000			5,000
	95,312	72,557	0	167,869	103,266	98,279	0	201,545
	=====	=====	=====	=====	=====	=====	=====	=====

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.

Newport-on-Tay Church of Scotland
Notes forming part of the Financial Statements (cont.)
Year Ended 31 December 2020

7 Staff Costs, etc. and Numbers

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Salaries and Wages, etc.	62,226	58,590
Social Security Costs	476	0
Employer's Contributions to Pensions	1,701	1,626
	-----	-----
Total	64,403	60,216
	=====	=====

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

	<u>2020</u>	<u>2019</u>
	<u>Number</u>	<u>Number</u>
Ministerial Support (Youth Worker) - Full-time	1	1
Music Staff, etc.	1	1
Premises Maintenance	2	2
manna Coffee Shop Manager - Full-time	1	1
manna Coffee Shop Assistant Manager - Part-time	1	1
	-----	-----
	6	6
	=====	=====

No employee had employee benefits in excess of £50,000 (2019 : Nil).

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 & Loan Fund. Ministers' stipends are paid in accordance with the national stipend scale, which is related to years of service. For the year under review the minimum stipend was £28,137 and the maximum stipend (in the fifth and subsequent years) £34,577.

No Pulpit Supply costs were incurred during the year as Services during the Minister's absence on annual leave, etc., were conducted by members of the congregation.

8 Trustee Remuneration and Related Party Transactions

During the year, one trustee received reimbursement of expenses incurred totalling £12,796.

Mrs Diane Miller, who is a member of the Kirk Session, received £17,084 in respect of her employment as the manager of manna.

Mrs Eleanor Owen, who is a member of the Kirk Session, received £40 for providing her services as Supply Organist during the year.

No other trustees received or waived any reimbursement of expenses during the year.

No trustee or a person closely related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

During the year a total of £19,017 was donated to the congregation by trustees.

9 Tangible Fixed Assets - Buildings

Cupar Road Shops	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
COST		
At 1 January	100,000	100,000
Additions	0	0
Disposals	0	0
	-----	-----
At 31 December	100,000	100,000
	-----	-----
ACCUMULATED DEPRECIATION		
At 1 January	40,000	35,000
Charge for Year	5,000	5,000
	-----	-----
At 31 December	45,000	40,000
	-----	-----
NET BOOK VALUE		
At 31 December	55,000	60,000
	-----	-----
At 31 December Previous Year	60,000	65,000
	-----	-----

Newport-on-Tay Church of Scotland
Notes forming part of the Financial Statements (cont.)
Year Ended 31 December 2020

10 Investments

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Market Value at start of year	138,374	122,011
<u>Less</u> : Market Value at start of year of investments sold during year	0	(272)
	-----	-----
	138,374	121,739
Unrealised Gain / (Loss) on Investments	(2,056)	16,635
	-----	-----
Market Value at end of year	136,318	138,374
	=====	=====
Investments at Cost	112,520	112,520
	=====	=====

The following investments are held:

	<u>2020</u>		<u>2019</u>	
	<u>£</u>	<u>%</u>	<u>£</u>	<u>%</u>
Managed by Barclays Wealth				
UK Equities - Barclays Charity Fund	132,290	97.0%	134,189	97.0%
Funds Deposited with Church of Scotland Investors Trust				
Church of Scotland Growth Fund Units	4,028	3.0%	4,185	3.0%
	-----	-----	-----	-----
TOTAL	136,318	100.0%	138,374	100.0%
	=====	=====	=====	=====

11 Debtors

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Gift Aid Tax Refund Due	2,290	2,937
Gift Aid Tax Refund Due - Harvest Appeal	0	0
Rent Receipt in arrears re 17 - 19 Cupar Road	0	3,243
	-----	-----
	2,290	6,180
	=====	=====

12 Creditors

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Energy Accruals	191	858
Rent Receipt in advance re 17 - 19 Cupar Road	3,792	3,000
Investment Managers' Fee	50	50
Income Received re Future Expenditure	9,584	370
Fabric Repairs	321	0
Other Expenditure	132	79
	-----	-----
	14,070	4,357
	=====	=====

13 Analysis of Net Assets Among Funds

	<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fixed Assets	0	55,000	0	0	55,000
Investments	50,541	65,139	0	20,638	136,318
Current Assets	36,662	19,405	59,064	0	115,131
Current Liabilities	(14,070)	0	0	0	(14,070)
	-----	-----	-----	-----	-----
Net Assets at 31 December 2020	73,133	139,544	59,064	20,638	292,379
	=====	=====	=====	=====	=====
Fixed Assets	0	60,000	0	0	60,000
Investments	44,101	67,670	5,630	20,973	138,374
Current Assets	52,490	10,701	53,191	0	116,382
Current Liabilities	(4,357)	0	0	0	(4,357)
	-----	-----	-----	-----	-----
Net Assets at 31 December 2019	92,234	138,371	58,821	20,973	310,399
	=====	=====	=====	=====	=====

14 Volunteers

In common with all congregations of the Church of Scotland the congregation benefits from the significant 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 by them.

Newport-on-Tay Church of Scotland
Notes forming part of the Financial Statements (cont.)
Year Ended 31 December 2020

15 Movement in Funds (ctd.)

Purposes of Endowment Funds

Income from the Mission and Aid Bequests is to be used to help meet the Ministries and Mission Allocation. Income received is transferred to the General Fund annually.

Purposes of Restricted Funds

mana : café whose proceeds contribute significantly towards the costs of employing our youth worker.

Youth Work : income regularly transferred from mana to finance the costs of our youth worker.

Newport Church / Cameroon Project : this will finance one or more projects (still to be identified) in Cameroon to support the welfare there, especially with regard to children and their education.

Purposes of Unrestricted Funds (set aside by the trustees)

Building Valuation Fund : to record the estimated value of locally-held property (shop units at 11 - 19 Cupar Road).

Benevolent Fund : to provide sundry cash payments and appropriate gifts to those in need.

Choir & Organ Fund: to finance the maintenance of the organ and the acquisition of music and other musical instruments.

Fabric Fund : for the maintenance of the Church's properties.

Journal Fund : to assist with the costs of producing the charity's magazine (nine times per year).

Parish Development Fund : to finance projects to promote the charity, especially within the local parish and community.

Sunday School Fund : to assist with the costs of running the Sunday School.

Church Groups / Organisations

Stewardship Committee : principally funded by Wednesday and Sunday serving of teas & coffees; income used for variety of purposes within this charity.

Sunday School Collections : offerings distributed to support a child in Bolivia through World Vision.

Gardening Club : net income from members, currently held by the charity while club is in abeyance, and is being spent on specific acquisitions for the Church/Kirk House Complex grounds.

16 Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Net Movement in Funds (per Statement of Financial Activities)	(18,020)	31,921
Add back Depreciation Charge	5,000	5,000
Deduct Investment Income	(3,955)	(4,863)
Deduct Gains / add back Losses on Investments	2,056	(16,659)
Decrease (Increase) in Debtors	3,890	(2,846)
Increase (Decrease) in Creditors	9,713	120
	-----	-----
Net Cash used in Operating Activities	(1,316)	12,673
	=====	=====

17 Collections for Third Parties

The following income from Special Collections for special purposes was received and disbursed during the year to other charities.

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Penny Bucket Collections (Christian Aid)	36	0
Christmas Appeal (Christian Aid)	455	320
Collections for Christian Aid Week	0	232
Tay Road Bridge Cross Sponsorship (Christian Aid)	0	1,025
Harvest / Lent Lunch (Christian Aid)	0	500
Cyclone Idai Emergency Appeal (Christian Aid)	0	450
Remembrance Sunday Collection (Poppyscotland)	103	223
St Salvador's Food Cupboard Ministry (Harvest Appeal)	0	785
Malawi Safe House Project (Harvest Appeal)	0	785
	-----	-----
	594	4,320
	=====	=====

APPENDIX

**Newport-on-Tay Church of Scotland
Funds Held on Behalf of the Congregation
by The Church of Scotland General Trustees
Year Ended 31 December 2020**

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
<u>Consolidated Fabric Fund Capital Account - No. 56261572</u>		
Credit Balance at 31 December	13,766 =====	13,766 =====
<u>Consolidated Fabric Fund Revenue Account - No. 50261572</u>		
Credit Balance at 31 December	69 =====	0 =====

These funds represent the current balance available from the net proceeds of the sale of the Manse at 8 Gowrie Street, to
with interest earned.

Subsequent relevant expenditure on temporary accommodation and the replacement Manse at 17 East Station Place
was met from these funds. The title of the (new) manse is held by the Church of Scotland General Trustees.

These funds are available to finance local fabric expenditure.