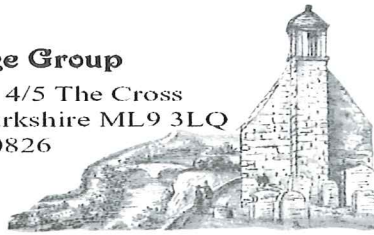


Stonehouse Heritage Group

All Correspondence To 4/5 The Cross
Stonehouse South Lanarkshire ML9 3LQ
Charity Number SC020826



**ANNUAL REPORT AND ACCOUNTS
FOR THE
YEAR ENDED 31ST OCTOBER 2011**

PREPARED FOR

OFFICE OF THE SCOTTISH CHARITY REGULATOR

I Robert Freal Chairman of Stonehouse Heritage Group.
hereby submit these accounts & reports

Robert Freal
25/2/2012

Table of Contents

1	INTRODUCTION	3
1.1	INTRODUCTION.....	3
1.2	BACKGROUND.....	3
1.3	EXECUTIVES AND SUB COMMITTEES.....	3
1.4	MAIN ACTIVITIES OF THE GROUP DURING 2010 -2011.....	4
1.5	MEMBERSHIP OF THE GROUP	5
1.6	FUTURE ON-GOING PROJECTS.....	5
1.7	RESERVES POLICY & DONATED FACILITIES	6
2	INDEPENDENT EXAMINERS REPORT	7
	INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS.....	8
3	STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 31ST OCTOBER 2010.....	9
4	NOTES TO THE ACCOUNTS FOR THE YEAR END 31ST OCTOBER 2011.....	11

1 INTRODUCTION

1.1 Introduction

This report and set of financial accounts is being compiled by the trustees of Stonehouse Heritage Group (SCO20826) to meet the requirements of the Office of the Scottish Charity Regulator for the period 1st November 2010 to 31st October 2011.

1.2 Background

Stonehouse Heritage Group was formed in 1991 and its aims and objectives are to research, collect and document all areas of heritage pertaining to Stonehouse and surrounding area and to make its findings public knowledge. To also monitor current developments within the locality and by research and education provide a safeguard for the heritage of Stonehouse.

The organisation is open to anyone who has an interest in Stonehouse and wishes to be involved in carrying out research in any field.

The group is governed by its constitution which was amended and adopted at an EGM held on 14th April 2008. The amendments were made following comments by Awards for All during a grant application process. The group has an AGM in December at which nominations are taken from members for election to serve on the Management committee.

1.3 Executives and Sub Committees

At the group's Annual General Meeting (held in January 2011 due to the severe cold weather) the following personnel were elected as the executive officers to serve on the Management Committee.

Minor changes from the previous year.

Management Committee

Chairman:	Mr Robert Freel 75 Lockhart Street Stonehouse
Vice Chairman:	Mr James Monie 17 Hill Road Stonehouse
Secretary:	Mr Ian Kearsley 14 Vickers Road Stonehouse
Treasurer:	Mr William Mackie 52 Newfield Road Stonehouse

Grants Sub Committee

The grants subcommittee met during the financial year to discuss grants and to agree a priority list for grant applications. Applications were made to the following organisations seeking grants.

BT; Awards for All; Post code Lottery.

South Lanarkshire Council (Community Grant, Business Development and Rural development Trust).

Website Sub Committee

The website subcommittee of Robert Freel, William Mackie and James Monie agreed to continue with their work investigating the upgrade of the website along with enhancements. Multiple grant applications were made for grants from Awards for all, Post Code Lottery, South Lanarkshire Council and Business Development and Rural Development trust. To date the group has not been successful in obtaining grants for the website upgrade however the group have been successful in obtaining funding for a digital scanner which will allow the group to digitise some of the A4 and smaller records that it retains in its resource room.

Oral History Sub committee

The subcommittee of Ian Kearsley and Simon Ross agreed to continue their work for a further year. However no meeting were held although work continues by members to record oral history.

1.4 Main Activities of the Group during 2010 -2011

1.4.1 Family History Information Searches

Ten history searches were carried out for visitors (from UK, and overseas). These search requests came either by email, postal contact or via relatives who still stay locally.

Whilst the majority of searches can now be done online via the web site there is still a requirement to check some of the databases and manual records that have not been uploaded to the website. These searches can take time and in some cases also require members to take photographs of streets, cemetery gravestones or places and send them on.

There were three overseas visitors and two UK visitors to the resource room.

1.4.2 Oral History Project.

Progress on this is slow, but continues.

1.4.3 Web Site Development

Grant funding was received late February 2010 for sum of £960.00 from Voluntary Action fund Community Chest to allow the transcription of the Schools admissions registers and head masters diaries for upload to the website. This work has been progressing well with one school admissions book being uploaded onto the web site. A further four school admissions registers have been transcribed as has a further school diary. It is anticipated that these will be loaded to the web site in the future dependant on funding. As mentioned under the Website committee, grant funding was obtained for a digital scanner and work continues on digitising the paper records however this is restricted to A4 records. No grant applications were successful for web development.

1.4.4 Meetings/Talks

The group held nine meetings during 2010-11. Specialist speakers were invited to speak on the following subjects at two of the meetings:

- The History of the Clydesdale Horse.
- The Flowers of Stonehouse and the Avon in Autumn

Talks were also provided to local schools and groups by Mr Kearsley and Mr Young. The group arranged in collaboration with Stonehouse Primary a special event to display school photographs and produce a historical timeline of the current school. It was also hoped that this would provide further information on persons within the old school photographs held in our archive as well as produce new unseen photographs. A special newsletter was also produced.

1.4.5 Newsletter and Booklets

Two issues of our newsletter were published and distributed around the village and uploaded to our website.

A special commemorative newsletter was also produced and distributed free around the village to celebrate Stonehouse primary school which was due to be demolished around December 2011 and be replaced by a new school.

A further 1/3 A4 leaflet was produced to commemorate the group being formed for twenty years this year. This is being distributed to the local library and Lanarkshire family history group who will display and distribute.

1.4.6 South Lanarkshire Museums Forum.

The group remain members of the forum and actively take part in the forums activities. Members attended four full meetings throughout the year and participated as part of a sub group set up to run a collaborative event with all members of the forum. The group also manned a stall at the event which attracted almost 400 visitors.

1.4.7 Video Equipment

Work continues on filming the tributaries of the Avon

1.4.8 Booklets

No booklets were produced in the preceding year, although re-runs of the rights of way booklet will have to be considered as it continues to be a popular publication.

1.4.9 Bookbinding

The group organised to have two school admissions registers from the 1890's rebound at a cost of £90.00;

1.5 Membership of the Group

Group membership has been steady and currently (as at 31-10-2011) stands at 78. Whilst just under the previous year's figure of 80 we are still pleased with this number. New members tend to join to search for specific family history information whilst some overseas returning members have remained with the group since the web site began in 2007.

Membership continues to be spread between overseas, the village of Stonehouse and the remainder of the UK and Ireland

1.6 Future on-going projects.

1.6.1 Web Site Development

Funding will continue to be sought although group's funds may be utilised to upgrade and refresh the web site.

1.5.2 Oral History Projects

See above

1.5.3 Video Recording Projects

See above

1.5.4 Scanning and Digitising Records

Work has commenced on this project but will be on-going.

1.5.5 Premises

With the library moving out from the building that our resource room is located in, South Lanarkshire Council and south Lanarkshire Leisure and Culture are reviewing the building use and our group could be moved out at short notice. The group are therefore seeking alternative options should we be required to move. This also increases the incentive to digitise some of the paper records as these may be lost in any future move.

Initial discussions have been held with South Lanarkshire Council to explore the groups options.

1.7 Reserves Policy & donated Facilities

The group currently have no reserves policy as our turnover is less than £10,000 and no funds are held on behalf of others. The group has not donated facilities and operates from a room above the local library which is owned by South Lanarkshire Council.

2 INDEPENDENT EXAMINERS REPORT

Independent examiner's report on the accounts

Report to the trustees/members of

Charity name
Stonehouse Heritage Group

Registered charity number

SC 020826

On the accounts of the charity for the period

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
1st	November	2010	to	31st	October	2011

Set out on pages

9 -12 (remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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

Independent examiner's statement

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Name:

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

Address:

Address:

<i>Paul McMullan</i>	Date:	22/11/11
PAUL MCMULLAN		
CIFFA qualified		
CONSORT HOUSE		
12 WEST GEORGE ST		
GLASGOW		
G2 1HN		

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

**3 STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED
31ST October 2010**

INCOME AND EXPENDITURE ACCOUNT FOR STONEHOUSE HERITAGE GROUP (SCO20826)
12 MONTHS ENDED 31ST OCTOBER 2011.

<u>INCOME</u>	<u>Notes</u>	<u>2011</u>	<u>2010</u>
Membership Web		£902.00	£799.00
Membership Ordinary		£0.00	£91.00
Bank Interest		£1.68	£1.61
Donations	4	£65.00	£250.00
Photographs		£7.50	£42.35
Advertising		£0.00	£60.00
ROW booklet		£27.00	£0.00
St ninians booklet		£0.00	£0.00
Misc.		£0.00	£0.00
Grants: SLC	4	£800.00	£400.00
Seed corn		£0.00	£395.00
CSV		£0.00	£960.00
		<u>£800.00</u>	<u>£800.00</u>

£1,803.18 £2,998.96

<u>EXPENDITURE</u>			<u>2011</u>	<u>2010</u>
Stationary			£60.95	£0.00
Postage			£5.76	£16.62
Hall Let			£0.00	£17.68
Group Memberships	5		£22.00	£10.00
Newsletter	8		£320.00	£20.00
Miscellaneous	6 & 7		£244.18	£190.96
Talks	5		£25.00	£20.00
Web Development			£126.70	£200.00
Grants SLC: Display Cabinet	2	£499.38		
SLC : Scanner	4	£365.80		
SLC: Software & Banner	4	£565.55		
CSV Transcription	2	£240.00		£720.00
Seedcorn (Gone fishing booklet)				£395.00
Forrestry	2	£350.00		£19.95
		<u>£2,020.73</u>	<u>£2,020.73</u>	

£2,825.32 £1,610.21

Excess / Deficit for Period	-£1,022.14	£1,388.75
Accumulated Fund B/Fwd	£4,639.37	£3,250.62
Accumulated Fund C/Fwd	<u>£3,617.23</u>	<u>£4,639.37</u>

ACCUMULATED FUND AS AT 31ST OCTOBER 2011

	<u>ASSETS</u>
BANK	£3,540.13
CASH IN HAND	£77.10
	<u>£3,617.23</u>

Financial Examiners Report

I have examined the accounts of Stonehouse Heritage Group for the period ended 31st October 2011
From the paperwork available and the explanations given I am satisfied that the financial statement
gives a true and fair view of the clubs financial activity and affairs upto and including 31-10-2011.

Signed *Paul Meredith* Date *22/11/11*

Company/Designation *Accountant - Strathclyde Partnership for Transport*

We the undersigned being the trustees/executive of Stonehouse Heritage Group approve these accounts.

SHG Chairman	<i>R. Free</i>	R. FREE	Date	<i>5.12.11</i>
SHG Secretary	<i>J. Kearsley</i>	J. KEARSLEY	Date	<i>9/11/12</i>
SHG Vice Chairman	<i>J. Montie</i>	J. MONTIE	Date	<i>5.12.11</i>
SHG Treasurer	<i>William Mackie</i>	W. MACKIE	Date	<i>6.12.11</i>

4 NOTES TO THE ACCOUNTS FOR THE YEAR END 31ST OCTOBER 2011

1. Basis of Accounting

The accounts have been prepared on an Income and Expenditure basis in accordance with the **Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 as amended.**

2. Nature and Purpose of funds

Unrestricted Funds are those that may be used at the discretion of the trustees in furtherance of the aims and objectives of the group.

Restricted funds may only be used for a specific purpose. Restrictions arise when specific conditions are applied or funds are obtained for a specific purpose.

During the year 2010-2011 the group received grants of £800.00 from south Lanarkshire council which were for a specific purpose namely software equipment, banner and digital scanner. These funds were spent within the year.

Restricted funds carried over from previous years were spent within this financial year. The funds carried over and spent in this financial year were as follows.

South Lanarkshire Council:	Display Cabinet	£499
CSV:	Transcription of local records final payment of	£240
Forestry Commission:	Rights of Way signage	£350

3. Related Party Transactions

Web site hosting fees of £127 per paid during the year

4. Grants & Donations Received

Grants

Two grants were received from South Lanarkshire Council over the past year, £500 in March 2011 and £300 in September 2011. These were restrictive, in that they were for a specific purpose and have been spent.

Donations

Donations of £65 were received. (£20 from Paterson Church Ladies Group, £20 from Chapelton Guild, £15 from the donations Jar and £10 from J Young in respect of a talk carried out.) All these were unrestricted.

5. Grants & Donations Made

Group has taken out membership of the South Lanarkshire Museums Forum £10 and Lanarkshire Family History Society £12 and also donated £25 to Ronald Walker for his talk on Clydesdale Horses.

6. Governance Costs

Independent examiners fee £25

7. Miscellaneous costs

The figure of £244 for miscellaneous costs included the following.
£90 for bookbinding school admissions record books
£60 for an external hard drive
£26 Donations of wine and sweets were also made to local library and hall staff for their assistance over the past year.
£25 Advert in the community Gala group programme.

8. Newsletters & Publications

Two standard newsletters were printed at a cost of £50 and distributed throughout the community. The group also produced a commemorative newsletter for Townhead Primary School prior to closure and also printed an information leaflet at a total cost of £270.