

**The Church of
Scotland**



**ABBEY
CHURCH
NORTH
BERWICK**

**TRUSTEES REPORT AND
ACCOUNTS
FOR THE YEAR ENDING 31
DECEMBER 2016**

**Congregation No:
030224**

**Scottish Charity No:
SC004761**



Trustees' Annual Report
Year ended 31 December 2016

The Trustees present the annual report and accounts for Abbey Church.

Reference and Administrative Information

Charity Name: Abbey Church, North Berwick (Church of Scotland)
Charity Registration Number: SC 004761
Congregation Reference No: 030224
Contact Address: c/o Mr S A Ainslie
Abbey Church
Church Road
North Berwick
EH39 4AD

Trustees

Ian M Aitken (retired Jan 2016) Richard Bell Milne Brodie Margaret Burgon Robert Burgon Sheila Burgon Andrew Cobb Janice Cobb Stuart Cowan Sheena Cowan Elma Danks Rev Dr David Graham Liz Harrison Jim Hawthorn Ronald Ironside	Bob Kane Sarah Kerr Dorothy Kirkpatrick Rose Leslie William Leslie Ray Lesso John Lunn Zandra Main David McAdam Bill McClure Sally Penman Janet Raeburn (retired Sept 2016) Caitriana Spencer Phil Spencer Rev David Torrance Sadie Young
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Principal Office-bearers

Minister:	Rev Dr David Graham
Session Clerk:	Sally Penman
Church Treasurer:	Stuart Ainslie
Fabric Convener:	George Kirkpatrick

Independent Examiner

Andrew Scott
"Abbeygate"
Glenorchy Road
North Berwick
EH39 4PE

Bankers

Bank of Scotland,
23 Westgate
North Berwick
EH39 4AG

Trustees' Annual Report

Year ended 31 December 2016

Governing Document

Abbey Church is administered in accordance with the terms of the Deed of Constitution (Unitary Constitution).

Recruitment and Appointment of Trustees

Members of the Kirk Session are the charity trustees. 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 and skills. The Minister, who is a member of the Kirk Session, is elected by the congregation and inducted by Presbytery.

Organisational Structure

We are linked with Dirleton Kirk and our Minister is responsible for both parishes, conducting Sunday morning worship at both churches every week. However, the two congregations operate independently with separate structures and Trustees. Abbey Church Kirk Session is chaired by the Minister. The Kirk Session is responsible for all material as well as spiritual matters, through five Committees: Resources, Worship, World Church, Outreach and Nurture. The members of the Committees are drawn from the eldership, and they have co-opted other members of the congregation with the necessary gifts and skills. The Kirk Session Committees have met at different times throughout the year and report back to the Kirk Session at each of its meetings.

Objectives

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.

Trustees' Annual Report Year ended 31 December 2016

Activities, Achievements and Performance

Introduction from the Minister, Rev Dr David Graham

It is a pleasure to present this year's Annual Report on behalf of the Trustees of Abbey Church. Abbey once again has had a busy year. I would like to pay tribute to the generosity of the congregation. As well as giving to support the work of local and national ministry, a number of missions and charities have benefited from our fundraising and giving. The needs of the world seem to grow more every year, and we are compelled by Christ's love to help where we can.

Our Kirk Session and its committees do a great job in keeping the wheels in motion, and giving us vision for where we may go in the future. They also keep the Minister on his toes, for which I'm grateful! We also have a lot of people behind the scenes, without whom our congregation would not be the open and welcoming place it is.

Our buildings are a meeting place not only for the congregation, but for many groups and individuals in the community. We want to continue to be a resource for the town, in sharing what we have with others. That's what it means to be a parish church.

I hope that this year's report will give you insight and inspiration as you read it. And thanks must go to the many people who make it possible.

Kirk Session Meetings

During the year there were six meetings of the Kirk Session. The Kirk Session Committees met in between these dates and made reports to the Kirk Session when key points were discussed and agreed. In addition there was a joint meeting with Dirlerton Kirk Session which included a presentation from Colin Sinclair, Convenor of the Mission and Discipleship Council for the Church of Scotland about how congregations can work with their communities. Any member of the congregation is welcome to attend meetings of the Kirk Session or its Committees.

Eldership

At the end of the year the Kirk Session consisted of 28 elders and the Minister. During the year, Ian Aitken and Janet Raeburn decided to retire from the Kirk Session and we thank them for all they have contributed to the leadership of the congregation.

Membership

As at 1 January 2016 the number of members on the roll stood at 274. During the year 7 members died, 1 moved away and there were 4 new members with the result that Abbey's membership at the end of the year was 270. The Supplementary Roll stands at 33. There were 12 children and young people under the age of 17.

Worship

Communion services were held during March, June, September and December. Members of the congregation share regularly in worship through the choir, Bible readings, and contributing in other ways as required through dramatized readings and leading prayers. A weekly prayer meeting is held before the start of Morning Worship. In July we hosted members of the Merchant Navy Association at our morning worship to mark "Sea Sunday". We also had four evening services including Holy Communion. Our annual evening service in December "Remembering Loved Ones" for those who had been bereaved was well attended and much appreciated.

The Annual Harvest Thanksgiving was a great chance for the Super Sunday Club to help us raise funds for building new houses in Nepal, which had suffered a major earthquake. They built up a house which was used for collecting the "bricks" filled with coins collected by the congregation.

During the year we were privileged to celebrate 40 years of service from our organist and elder, Robert Burgon. We are so grateful for his leading of our musical praise, through playing the organ and the piano and training the choir.

Trustees' Annual Report Year ended 31 December 2016

Trainee for the Readership

During this year we were fortunate to have Jacqueline Waugh from Haddington West Church on placement with us as part of her training as a Reader in the Church of Scotland. For six months, she took part in most morning services in both Abbey and Dirleton, which included leading the prayers, reading from Scripture, dramatic readings, children's talks, giving the address, as well as involving herself in the fellowship of our congregation. She took part in the weekly Bible Studies, as well as Super Sunday School. We were all so happy that, after observing a morning service at Abbey and interviewing Jacqueline, the Presbytery agreed that she could go forward in her training. Jacqueline immersed herself so enthusiastically in the life and worship of our congregation that she will be much missed in the next year, but we look forward to having her with us whenever the occasion allows.

Nurture

Christian Adult Education

There is a House Group which meets every fortnight and various Bible Study groups which meet under the leadership of the Minister from time to time during the year. The Minister used *We Make the Road by Walking: A Year-Long Quest for Spiritual Formation, Reorientation, and Activation* by Brian D. McLaren for books as basis for text in morning and evening services, and for use in House Groups; copies were made available for purchase by members at a discount.

Young People

The Super Sunday Club has a small number of children attending regularly and others who come more intermittently to enjoy games and activities every week. We are glad to have several new leaders on the rota, including two young leaders. We joined with the Dirleton Sunday School to go on a ramble through the woods around Yellowcraigs with the Countryside Ranger. In All-Age services held four times a year, the children share in prayers and dramatic readings. They took part in the Harvest Thanksgiving service and contributed to a wonderful All-Age Nativity service on Christmas Sunday. One of our young people represented our congregation at the National Youth Assembly in Gartmore House and shared his experiences with the congregation.

Ministry Support: Pastoral Assistant and the Good Samaritan Fund

The pastoral work in Abbey is shared between the ministry team, the pastoral visiting team and the district elders. Some elders use e-mail or telephone to keep in touch with their members. This relationship enables them to highlight any pastoral needs. The Pastoral visiting team supports the eldership by offering additional visits and sometimes practical support to members, as well as helping with the weekly distribution of church flowers.

Pastoral care is an important part of our parish ministry, bringing the love of God and the care of His church to all the different situations where people need support, particularly through incapacity, illness and bereavement. In a semi-rural parish such as ours, this involves many hours' travel to hospitals and funerals. In recognition of the heavy workload, Abbey linked with Dirleton share the cost of a Pastoral Assistant. Bob Kane continues his service in this post, bringing his wide experience in pastoral matters to assist the Minister in all aspects of home visits, hospital visits, bereavement and funerals. In the case of Abbey, the costs of this post are met by the Good Samaritan Fund (a restricted fund as set out in the accounts). This is supported by a small number of members and special fundraising events during the year.

Regal

It is good to report that the number of people attending Regal meetings continues to increase. At one of the 2016 meetings there was a record 31 attendees and this caused a slight panic for the ladies preparing lunch. However, they coped admirably.

January 2016 started off with John Guy telling us about "The Building of the World War I Sopwith plane". It is being built by a number of enthusiasts at the National Museum of Flight, East Fortune. This aircraft is an exact replica of the original First World War fighter plane. It was fascinating to listen to John telling us about all the challenges that they have faced in ensuring that this plane is an exact replica.

Trustees' Annual Report Year ended 31 December 2016

For the past few years the government has introduced a number of austerity cuts and these have impacted upon our military forces. Bob Kane, who is an enthusiastic military historian, had great enthusiasm in telling us about our current Navy. He made the title of his talk "Where is our Navy?" and he amazed us with the decline in the number of naval vessels at sea. However, he then brightened up the audience by telling us that the UK government is now building two new aircraft carriers which will have cutting edge equipment on board.

As spring was in the air in March, it was very appropriate to have Sam Ranscombe from East Lothian Council making a presentation "A talk on the wild side". Sam had a wonderful selection of slides and encouraged all of us to go out walking on the John Muir Way which covers a considerable distance in East Lothian.

In June we had our summer outing on the Union Canal. It was a glorious day, without a cloud in the sky, and we slowly cruised on the canal in two very modern canal boats by courtesy of the Seabird Trust. A running commentary was provided by one of the crew. It was fascinating to learn that this canal was the original means of transport between Glasgow and Edinburgh – before trains and motor cars.

Alistair MacNeill gave a most interesting and humorous talk on "Wireless in my life". Although television was in existence, Alistair explained that he had lived in parts of the country that either had very poor or no reception. He explained that the lack of TV had not been a hindrance to his family enjoying a very full life; indeed, he argued that they did more than many modern day families.

Fortunately few of us have been in court. Consequently, Keith Stewart was able to give a very informative and thought-provoking talk on "A day in the life of a QC". He told us of the wit and charm that he uses on both the judge and jury to persuade them that his client is innocent of the charge.

For our Christmas meeting we invited our Minister, David Graham to provide "A Christmas Medley" of carols. He explained that carols originate from many parts of the world and we should not think of them as being British. Robert Burgon, our church organist, accompanied David and we ended up with a singsong of favourite carols. In addition, at the start of lunch David showed us how to make Christingles from tangerines and these provided added colour to our tables.

After each meeting, ladies of the congregation prepare and serve a soup and sandwich lunch. Thanks are due to them for making the soup and preparing a variety of different fillings for the sandwiches – the cakes were also delicious. These ladies generously donate both their time and all the food. After lunch a plate is passed round for donations and during the year we collected £606 - a record; this money has been split between North Berwick in Bloom, North Berwick Volunteer Car Scheme, North Berwick Beach Wheelchairs and the North Berwick Day Centre.

Guild

In January, February and March we were completing the theme 'Go in Peace' which included a very interesting talk from an Edinburgh Street Pastor (2nd 15/16 Guild Project). She was very enthusiastic and, if the audience had been younger, she would probably have persuaded several attendees to enrol for training to be able to attend to the needs of those on the Edinburgh streets in various kinds of trouble in the early hours of the morning - due to homelessness, drink, drugs, missed last bus, whatever. This was a joint meeting held in Abbey Church Hall.

At the joint meeting in St Andrew Blackadder Church the speaker was Mairi O'Keefe who gave us an insight into the running of Leuchie House which was also very well received.

The quarter began with a fascinating talk from Bob Kane on all aspects of 'peace' and ended with a talk with illustrations from Bill Miller entitled 'Footsteps of the Saints' - both very thought-provoking and very appropriate for the current theme.

Unfortunately, however, this period was fraught with concern regarding apparent lack of members willing to be on the Committee for 2016-17. Many members assured Irene Brodie, Linda Scott, Liz Harrison and May Cochrane that they would be very willing to help at specific meetings as long as Committee Membership was not required. A discussion at the Kirk Session resulted in a well-attended Guild Special Meeting being arranged to deal specifically with the problem. Eventually, Linda Scott agreed to be Co-ordinator, Eleanor Main (as Minute Secretary), Liz Harrison (as Treasurer) and Mary Dow agreed to join the Committee; Dorothy Kirkpatrick agreed to organise all Guild Meeting catering using some of the many willing helpers. Problem solved - for one year, anyway.

Trustees' Annual Report Year ended 31 December 2016

On 21 June twenty of us had a very interesting outing, using cars, to Ford and Etal. On arrival at Lady Waterford Hall in Ford we began by watching a 10min video about its history. Serving as the village school for nearly 100 years, this striking building houses a unique collection of Biblical watercolour murals (1861-1883), smaller original paintings and sketches by Louisa Waterford. We were able to admire them while having lunch there. We then drove to Heatherslaw where some of us visited the working Corn Mill and others took the most northerly narrow gauge railway in England to Etal. We ended our visit by having tea and cake at the Lavender Tearoom in Etal village - thoroughly enjoyed by all.

As a joint venture with St Andrew Blackadder Church Guild it was decided to try streaming the Annual Church of Scotland Guild Gathering held on 3 September in Dundee. This first attempt was held in StAB and it is proposed that Abbey will host in 2017. Although the streaming connection kept cutting out in the morning, by afternoon the problem was solved in time to see Sally Magnusson's very interesting talk regarding her late mother's dementia and her resulting project 'Playlist For Life' which C of S Guild are now going to support.

Abbey's first meeting on the new theme 'Go in Joy' was held on 4 October - a joyful Soup and Pudding meal followed by a thought-provoking talk by Jacqueline Waugh (Reader in Training) on the 'Go in Joy' theme.

We then had three very interesting talks on 'Care for the Family' (1st 16/17 Guild Project), 'The Pilgrims' Way to Santiago de Compostela' by Christine Wight and 'Ending World Poverty'. From the latter we learned that The Department of International Development (DfID) has the aim of ending world poverty by 2020 (what joy that would be!). Although this is not too obvious, our enthusiastic speaker from DfID (James Saville) feels that great progress is being made e.g. Vietnam no longer needs its support.

The rest of our programme had a Christmas flavour, beginning with a craft afternoon in November, when Sheila Burgon demonstrated and then helped us make attractively packaged food items and Christmas/Greeting Cards for sale at our Christmas Fair. The Fair, with various stalls, soups, teas/coffees, home baking and hard work by many willing helpers was very successful, raising £880 for Guild Projects and funds. As another fundraiser (for Leprosy Mission and Grassmarket Community Project) we also involved Milne Brodie in making a giant Christmas Card to be signed by members of the congregation - wishing all friends at Abbey a Happy Christmas - instead of sending several individual cards. Children in Super Sunday Club helped Milne decorate the card and their enthusiastic effort was not in vain! It raised £200 so we will probably repeat this in 2017.

For light relief we enjoyed a very tasty Christmas Lunch at Merryhatton and finished the year with a very uplifting Christmas Songs of Praise. We sang favourite Carols and had Bible and Christmas prose readings so making it a very varied and appropriate 'end of 2016' Service which was followed by joyful fellowship with tea, mince pies and shortbread.

The Guild Committee is pleased to record a healthy membership of 38 and would like to thank everyone who, in any way, has helped to make the fellowship of the 2016-17 session so far, so interesting, worthwhile and inspiring.

Outreach and Community Links

Through its people and its buildings the church reaches out in various ways to our local community.

We have supported the Inspire Youth worker in her work by providing lunches for the young people attending Alpha and other courses at North Berwick High School. We also support Inspire financially.

The Welcome Pack about the church continues to be distributed to all the new homes in our parish, as they become occupied. In addition, every household in our parish (over 1,000) received a copy of the Christmas services leaflet, thanks to many willing distributors.

The church website is an important way to keep members and the community informed about who we are and what we do. It includes an increasing amount of useful information, as well as prayers, bible verses and a gallery of photographs of church events.

Every month we conduct a short service of worship at each of three care homes in North Berwick, which is much appreciated by residents and staff. We are fortunate to have a small team of people willing to lead worship and play the piano, but we are always looking for new people to join the team and just be there to help with finding hymns, singing along and spending time with the residents.

Trustees' Annual Report Year ended 31 December 2016

For most weeks in the year the church was open to the public each day, providing an oasis of peace in the busy High Street. The welcome to all is helped by the glass doors opening straight into the sanctuary. In addition, many others stop to admire the gardens and read from our attractive noticeboard. Once again, we displayed Gardening Scotland Gold medal winning pallet gardens from Law Primary School and North Berwick in Bloom. On Sunday afternoons during July and August the new hall opened as a café with tea and cakes, provided by members of Abbey Church and St Baldred's Episcopal Church, the proceeds of which was given to local charities.

Abbey's halls are used throughout the week by adults and children in dancing classes, music groups, the mother and toddler group, pilates, bridge club, horticulture and photographic club. The halls are used for a monthly market for local artisans. Different local organisations, such as North Berwick in Bloom, have used our facilities for fundraising and awareness-raising events and community meetings. Our flexible seating and easy access makes us a popular venue for concerts, including the Fringe by the Sea and fund-raising events for local causes.

The Scouting and Guiding organisations in the town held their annual service in the church to celebrate Founders' Day and Thinking Day in February. In July we hosted members of the Merchant Navy Association to mark "Sea Sunday". At the Community Council's popular "Switching on of the Christmas Lights" occasion in November, the church was the venue for hundreds of parents and children coming in for hot chocolate and the opening of Santa's presents!

We have supported the East Lothian Foodbank throughout the year by collecting parcels of foodstuffs for the distribution centre, providing financial support and together with the Rotary Club supporting the rota of people over the weekend of Tesco Foodbank collections.

Ecumenical Activities

On a number of occasions, we joined with other local churches in North Berwick and surrounding areas to worship, enjoy fellowship, celebrate and pray, including joint Holy Week Services, Christian Aid Week events, World Day of Prayer and a joint service for the Week of Prayer for Christian Unity.

The North Berwick & District Association of Churches meets quarterly to raise the profile of our churches and engage with the community; discussing matters of local and national interest, and organising a variety of events, including joint services and the NB&DAC Community Award.

World Church

The World Church activities covered a wide range of projects all aimed at demonstrating our concern for the world-wide Church. Some were based in our home community whilst others supported activities thousands of miles away.

At home we supported Bethany Christian Trust and provided food and warm clothing at different Church locations throughout the winter period. We are aware that the numbers we are asked to help have increased over the last year.

We supported the Blythswood Project and the congregation donated filled shoeboxes (suitably covered in Christmas paper by the Guild members) which were distributed to children and adults in various Eastern European countries.

Fairtrade is an ongoing project and we have displayed and sold Fairtrade products on the first Sunday of the month with sales of £883.15. We continue to support the Prestonpans depot but the burden of collecting and returning the product is making this task more difficult. We are currently looking to simplify our procedures.

We continued to knit clothes for premature babies in Rugurama Hospital as well as providing hearing-aid equipment, which are very much appreciated by the Diocese of Kigezi in Uganda.

At the end of the popular festival Fringe by the Sea, we hosted a Jazz service, led by the Heart & Soul Swing Band. The church was full and a record amount was raised by the band for the Church of Scotland's HIV/AIDS project.

Twinning

This year marked the 125th Anniversary of our twinned church in North East India, the Macfarlane Memorial Church. Ronald Ironside visited Kalimpong for the special anniversary weekend to represent Abbey Church. This is his report:

The service on 1 November was a joint service with the two congregations from Kalimpong worshipping together for only the second time, following a split some twenty five years ago.

Trustees' Annual Report

Year ended 31 December 2016

The service was memorable and I considered it an honour to be present. The Church was full with others standing outside and it was conducted entirely in Nepali, other than my contribution (I had an interpreter). The service was led by the senior minister from the Presbyterian congregation and Pastor Samuel, who preached at Dirleton on their 400th Anniversary, gave the sermon. I was unable to understand much of what was said during the over two hour service, but the depth of feeling was clear. The reaction to the message from the Moderator of The General Assembly, which I was asked to read out, was surprising. The elders of the Presbyterian side all thanked me for bringing the message. I was also asked to read the message from our minister on behalf of our linked congregations.

The other major event in my programme was a visit to Nimbong School. I was most impressed with the progress they have made since they opened less than two years ago. I attended a major assembly and they insisted that I meet with parents and staff.

Events such as these remind us that the twinning link between our congregations remains strong and is very much valued as a demonstration of our shared faith. During the next year we plan to continue our fundraising for the various projects in Kalimpong and at Nimbong school.

Eco-Congregation

Abbey Church is an Eco-Congregation under the Eco-Congregation Scotland scheme. The three main commitments of being an Eco-Congregation are -

- Committed to caring for creation
- Making the link between environmental issues and our Christian faith
- Responding with practical action in the church and wider community

Church Property

Church Manse

During the year routine maintenance was carried out both in the manse and the manse garden.

Church Maintenance

During the year routine maintenance was carried out.

The Church railings were also painted.

The complete audio-visual system within the Sanctuary was replaced. The Abbey was very grateful that these costs were fully covered by donations.

Benevolent Fund

The Benevolent Fund is used by the Minister, at his discretion, for one-off payments to people in the parish in severe financial need. The Minister can approve payments up to £250; two signatories are needed for payments over this amount. During the year £1,400 was expended from this fund. The income of £500 relates to weddings and funerals.

Fabric Fund

The Fabric Fund was set up to provide funds for the future maintenance of the Church.

Flower Fund

The Flower team provide fresh flowers arrangements in the Church sanctuary each week and on request for funerals and other special occasions. The flowers are then distributed by the team to the sick and elderly in the congregation, providing extra pastoral care to Abbey church members. Although the costs of flowers are covered by donations, the Flower team are in need of new members to provide displays to continue to enhance worship each week.

Trustees' Annual Report Year ended 31 December 2016

Kalimpong Fund

The Kalimpong Fund was set up to "give assistance to the work of the McFarlane Memorial Church, Kalimpong, Northern India, both in the church and among the poorer members of the congregation".

William Wright Memorial Fund

There are three potential beneficiaries of the Fund, the Church in general, the young church and the Guild. The fund's annual income and up to 10% of the capital of the fund can be used in any one year.

Financial Review

General Fund

The principal source of income is offerings made by Church members and adherents. These take broadly three forms. A collection is taken at our Sunday services; this collection is in cash ("open plate") and weekly offering envelopes and by standing orders paid directly into Abbey's bank. Members may register to have their offerings gift aided. There are two principal ways this is done, either by weekly envelope, or by regular standing order.

Legacies

During the year the Abbey was very pleased to receive three legacies. These three legacies were from Mrs Moira Main, Mrs Nancy Joyce Strachan-Melville and Mrs Dorothy Evelyn Robinson. The major one was from Mrs Robinson being £100,000 which was received in the year and a further £25,122 was received in February 2017, this being the final instalment. It is intended that some of these funds will be used to modernise the 'Old Hall' and build a Crèche/seminar room to the east of the Church.

Investments

Part of the legacy (£49,998) was invested with the Church of Scotland Growth Fund. As at the 31 December all the Abbey's investments are invested in Church of Scotland funds, the values rose from £89,498 (all funds) to £147,031 see note 9.

Reserves Policy

It is the Trustees' policy to hold reserves of approximately six months expenditure including designated funds. At the year end the Church held unrestricted funds of £141,682; £1,877 is held as Guild funds and £42,851 is held as the Fabric Fund. Consequently the true reserve is the remaining balance of £96,954 and it represents about nine month's expenditure. The Abbey also owns unrestricted investments valued at £134,856 (see note 9).

The Church also held investments valued at £12,175 of restricted funds, which can only be used for the purposes, as specified in Note 10.

Trustees' Annual Report Year ended 31 December 2016

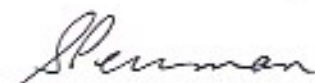
Statement of Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year, which show a true and fair view of the state of affairs of the charity, and its financial activities for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- 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; and
- 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. 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.

Approved by the Trustees and signed on their behalf,



Sally Penman
Session Clerk

10 March 2017

**Trustees' Annual Report
Year ended 31 December 2016**

SC 004761

Independent Examiner's Report to the Trustees of Abbey Church

I report on the accounts of the charity for the year ended 31 December 2016 which are set out on pages 1~~8~~² to 21.

Respective responsibilities of trustees and examiner

The Abbey Churches 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.

The 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 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, 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.

Name: Andrew A.C. Scott

Professional Qualification: C.A., C.P.F.A.

11 March 2017

Address: "Abbeygate"
9 Glenorchy Road
North Berwick
East Lothian



Trustees' Annual Report
Year ended 31 December 2016

Statement of Receipts and Payments

		Funds 2016	Funds 2016	Total 2016	Total 2015
Receipts					
Voluntary income	1	195,581	7,899	203,480	94,286
Activities for generating funds	2	10,606	-	10,606	11,066
Investment income	3	3,879	512	4,391	4,004
Other receipts	4	6,350	150	6,500	6,550
Total receipts		<u>216,416</u>	<u>8,561</u>	<u>224,977</u>	<u>115,906</u>
Payments					
Costs of generating voluntary income	5	204	-	204	216
Investment management costs		-	-	-	-
Charitable activities	5	115,629	11,973	127,602	115,895
Governance costs	5	-	-	-	-
Other payments	9	49,998	-	49,998	-
Total Payments		<u>165,831</u>	<u>11,973</u>	<u>177,804</u>	<u>116,111</u>
Excess of Receipts over Payments before transfers		50,585	-	50,585	840
Excess of Payments over Receipts before transfers			(3,412)	(3,412)	(1,045)
Transfers between funds		(300)	300	-	-
Excess of Receipts over Payments		<u>50,285</u>		<u>47,173</u>	
Excess of Payments over Receipts			<u>(3,112)</u>		<u>(205)</u>

Trustees' Annual Report
Year ended 31 December 2016

	Notes	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total 2016 £	Total 2015 £
Statement of Funds					
Balances as at 1 January	10	91,397	19,264	110,661	110,866
Movement in the Year					
Excess of Receipts over Payments		50,285		50,285	840
Excess of Payments over Receipts			(3,112)	(3,112)	(1,045)
Balances as at 31 December	10	<u>141,682</u>	<u>16,152</u>	<u>157,834</u>	<u>110,661</u>

Statement of Bank and Deposit Balances

Bank and deposit balances as at 31 December 2016

Balance with the Bank of Scotland	115,401	68,048
Balance with the Church of Scotland	41,182	41,182
Balance with the Skipton Building Society	1,251	1,181
Cash	-	250
	<u>157,834</u>	<u>110,661</u>

Other Assets and Liabilities:

The Abbey Church owns investments (Shown at market value - see note 9)

Cost £135,970 (2015 - £85,792)	<u>134,856</u>	<u>12,175</u>	<u>147,031</u>	<u>89,488</u>
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The Abbey church owns the church buildings and manse (see note 8).

There were no significant liabilities.

The accounts were approved by the Kirk Session on the 27 February 2017.

For and on behalf of the Trustees

	Sally Penman	Session Clerk
	Stuart Ainslie	Treasurer

The notes on pages 14 to 21 form part of these accounts

Trustees' Annual Report Year ended 31 December 2016

-Accounting Policies

The principal accounting policies, which have been applied on a receipts and payments basis, in dealing with items which are considered material to the accounts, are set out below:

a) **Basis of preparation**

These accounts are prepared on a receipts and payments basis.

The accounts have been prepared in accordance with applicable accounting standards and under the historical cost convention, The Charities Accounts (Scotland) Regulations 2006 and the Regulations anent Congregational Finance approved by the General Assembly of the Church of Scotland in 2007.

b) **Funds**

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.

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.

c) **Receipts**

All donations and gifts are included within receipts under either unrestricted or restricted funds according to the terms under which the donation is made and when the amount can be quantified with reasonable certainty.

d) **Payments**

Expenditure is recognised on an actual basis as the expense is incurred.

e) **Tangible fixed assets**

The charity has the right to occupy and use for its charitable objects certain tangible fixed assets, including the Church, halls and manse vested in the Abbey Church Trustees. Expenditure incurred on the repair and maintenance of these assets is charged as payments are made in the period in which the costs arise. These assets are not included in the Statement of Funds but are shown in note 8.

f) **Investments**

Investments are stated at market value and at cost. These assets are not included in the Statement of Funds but are shown in note 9.

g) **Taxation**

Abbey Church is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. Abbey Church is not registered for VAT and payments made therefore include irrecoverable input VAT.

Trustees' Annual Report
Year ended 31 December 2016

Notes forming part of the financial statements

Receipts	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total 2016 £	Total 2015 £
1 Voluntary income				
Offerings	66,389	4,100	70,489	70,213
Tax recovered on Gift Aid	15,878	1,640	17,518	15,943
Legacies	102,000	-	102,000	-
Other	11,314	2,159	13,473	8,130
	<u>195,581</u>	<u>7,899</u>	<u>203,480</u>	<u>94,286</u>
2 Activities for Generating Funds				
Use of Premises	10,606	-	10,606	10,984
Other	-	-	-	82
	<u>10,606</u>	<u>-</u>	<u>10,606</u>	<u>11,066</u>
3 Investment income				
Dividends received	3,034	512	3,546	3,546
Endowment income	-	-	-	-
Bank interest	845	-	845	458
Profit on sale of income Funds	-	-	-	-
	<u>3,879</u>	<u>512</u>	<u>4,391</u>	<u>4,004</u>
4 Other Receipts				
Weddings and Funerals	350	150	500	1,050
Dirleton Kirk	6,000	-	6,000	5,500
	<u>6,350</u>	<u>150</u>	<u>6,500</u>	<u>6,550</u>
Total Receipts	<u>216,416</u>	<u>8,561</u>	<u>224,977</u>	<u>115,906</u>

Trustees' Annual Report
Year ended 31 December 2016

Notes forming part of the financial statements

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total 2016 £	Total 2015 £
5 Payments				
Costs of Generating Funds				
Offering Envelopes	204	-	204	216
	<u>204</u>	<u>-</u>	<u>204</u>	<u>216</u>
Investment Management Costs	-	-	-	-
Charitable Activities				
Ministries & Mission Allocation	53,681	-	53,681	53,182
Presbytery Contribution	729	-	729	2,598
Voluntary Additional Stipend	-	-	-	-
Pastoral Expenses	4,777	739	5,516	5,213
Pastoral Assistance	-	7,359	7,359	5,520
Pulpit Supply/visiting speakers	698	100	798	1,251
Other salary costs	16,157	-	16,157	16,308
Manse Expenses	4,474	-	4,474	5,448
Church cleaning, equipment and Repairs	18,718	-	18,718	5,910
Church heating, lighting and Insurance	8,647	-	8,647	9,205
Church Office Expenses	4,036	-	4,036	3,416
Organ & Music	341	-	341	671
Interest Paid	-	-	-	-
Mission Donation to third Parties	1,400	3,775	5,175	3,762
Other expenses	1,971	-	1,971	3,413
	<u>115,629</u>	<u>11,973</u>	<u>127,602</u>	<u>115,895</u>
Governance Costs				
Independent Examiner's Fee	-	-	-	-
Other Payments				
Investments purchased	49,998	-	49,998	-
	<u>49,998</u>	<u>-</u>	<u>49,998</u>	<u>-</u>
Total Payments	<u>165,831</u>	<u>11,973</u>	<u>177,804</u>	<u>116,111</u>

Trustees' Annual Report
Year ended 31 December 2016

Notes forming part of the financial statements

6 Staff costs and numbers

	2016	2015
Salaries and wages	23,516	21,828
Social security costs	-	-
Total	<u>23,516</u>	<u>21,828</u>

The average number of employees during the year, calculated on the basis of a head count, was as follows:

	2016 Number	2015 Number
Pastoral support	1	1
Administration	1	1
Music staff	1	2
Premises maintenance	2	2
Average number of employees	<u>5</u>	<u>6</u>

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 the year under review the minimum stipend was £26,380 and the maximum stipend (in fifth and subsequent years) £32,419.

7 Trustee Remuneration and related Party transactions

During the year two Trustees received reimbursement of expenses incurred, the total being £3,850 (2015 £3,717) In addition the following Trustees were paid remuneration during the year:

	2016 £	
Robert Burgon	1,680	For services as a Church Organist
Sheena Cowan	184	For Church Office assistance
Jim Hawthorn	1,483	For Church Officer duties
Bob Kane	7,360	For pastoral assistance

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

8 Tangible Assets

The Trustees own the church premises at 116 High Street, North Berwick.

The Trustees own residential premises, known as Sydserff, at Old Abbey Road, North Berwick. These premises are used as a church manse. This house was purchased in 2009 at a cost of £706,834.

Trustees' Annual Report
Year ended 31 December 2016

Notes forming part of the financial statements

9 Investments

	2016	2015
	£	£
Investments at cost	<u>135,970</u>	<u>85,792</u>

Market Value by Fund

	2016	2015		
	Units	Units	£	£
<u>General Fund</u>				
Church of Scotland Investors Trust - Income Fund	526	526	6,254	5,996
Church of Scotland Investors Trust - Growth Fund	27,074	16,548	128,602	71,818
Total General Fund			<u>134,856</u>	<u>77,814</u>
<u>The Good Samaritan Fund</u>				
Church of Scotland Investors Trust - Income Fund	82	82	975	935
<u>William Wright Memorial Fund</u>				
Church of Scotland Investors Trust - Income Fund	942	942	11,200	10,739
Total restricted Funds			<u>12,175</u>	<u>11,674</u>
			<u>147,031</u>	<u>89,488</u>

Investment Movement During Year

	£	£
Market value at 1 January	89,488	89,157
Purchases during year	46,998	-
Realised gains on sales	-	-
Unrealised gain on investments	<u>10,545</u>	<u>331</u>
Market value at 31 December	<u>147,031</u>	<u>89,488</u>

Trustees' Annual Report
Year ended 31 December 2016

Notes forming part of the financial statements

10

Movements in Funds

	At 1 January 2016 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 Dec 2016 £
Unrestricted funds					
Guild (Designated)	2,048	3,276	(2,947)	(500)	1,877
Fabric Fund (Designated)	42,589	262	-	-	42,851
General Fund	46,760 *	212,878	(162,884)	200	96,954 *
	<u>91,397</u>	<u>216,416</u>	<u>(165,831)</u>	<u>(300)</u>	<u>141,682</u>
Restricted funds					
Benevolent Fund	1,383	526	(1,400)	-	509
Flower Fund	1,180	71	-	-	1,251
Good Samaritan Fund	8,861 *	5,845	(8,100)	300	6,906 *
Kalimpong Fund	595	1,648	(2,373)	-	(130)
William Wright Memorial Fund	7,245 *	471	(100)	-	7,616 *
	<u>19,264</u>	<u>8,561</u>	<u>(11,973)</u>	<u>300</u>	<u>16,152</u>
Total funds	<u>110,661</u>	<u>224,977</u>	<u>(177,804)</u>	<u>-</u>	<u>157,834</u>

*Investments are not included in this figure, see note 9.

Purpose of Designated Funds

The purpose of the Guild Fund is to provide funds for the Abbey Church Guild.

The purpose of the Fabric Fund is to provide funds for the future maintenance of the church. These funds originated from the difference between the sale and purchase prices of the old and new manse.

Purpose of Restricted Funds

The restricted funds represent monies which have been gifted for a specific purpose and not for the general administration of the church:

The purpose of the Benevolent Fund is to provide one-off payments to people in the parish in severe financial need this being at the discretion of the minister.

The purpose of the Flower Fund is to provide flowers for display during services of worship and distribute flowers as a fellowship gift to deserving parishioners.

The purpose of the Good Samaritan Fund is to hold funds for pastoral work within the parish.

The purpose of the Kalimpong Fund is to "give assistance to the work of the McFarlane Memorial Church, Kalimpong both in the church and among the poorer members of the congregation".

The purpose of the William Wright Memorial Fund is to enhance and encourage worship in the Abbey church.

Trustees' Annual Report
Year ended 31 December 2016

Notes forming part of the financial statements

11 Post Balance Sheet Events

In February 2017 £25,122 was received being the final part of Mrs Robinson's legacy of £125,122.

12 Commitments

There were no capital commitments as at the 31 December 2016.

13 Expenditure Commitments

There are no expenditure commitments as at the 31 December 2016.

14 Exceptional Payments

There were no exceptional payments in the year 31 December 2016.

Trustees' Annual Report
Year ended 31 December 2016

15 Collections for Third Parties	2016	2015
(Not included in the above accounts)		£
A Place at the Table	-	528
Air Cadets	-	174
Bethany	-	200
Bishop Kivengere Girls School	-	125
Build-a-House	2,227	-
CHAS	-	1,729
Christian Aid	-	905
CofS HIV Aids	-	507
Crossreach	-	758
Cunningham House	-	528
Dunbar Sea Cadets	-	174
East Lothian Special Needs Playgroup	-	200
Edinburgh Medical Missionary Society (EMMS)	-	1,153
Grassmarket Community	511	-
Mary's Meals	1,234	631
North Berwick - Christian Youth Trust (Inspire)	-	619
North Berwick - Day Centre	200	300
North Berwick - Stroke Club	200	100
North Berwick - Youth	200	-
Open Doors	511	-
Poppy Scotland	132	-
RNLI	158	174
Sailors Society	158	-
Toilet Twinning	-	2,300
Water Aid	-	10
	<u>5,531</u>	<u>11,115</u>

Further note – The church and halls are used by church members and other organisations which also fundraise. These amounts may not be recorded above.

In May of 2016 many of Abbey's congregation were involved in the North Berwick collection for Christian Aid the total amount collected by this team was over £11,000.