

Transition Linlithgow Scottish Charity No SC042123  
Treasurer's Report & Financial Statements for the  
Year Ended 31 March 2017

## Financial Review

The main sources of income are donations including income from hiring out the thermal imaging camera and apple press (£111) and grants (£1,500). Unlike last year, TL received no trading income related to the Food Co-Op project.

The main ongoing expenses relate to venue hire/marketing for meetings and community engagement projects (£290) and office costs (£202). Individual projects (primarily consultants fees for a community energy project (£1,500), local food supplier survey (£1,000) and local bus study (£500)) made up the bulk of the remaining expenses.

Receipts totaled £1,667 (2016: £5,205), primarily a grant of £1,500 for the community energy project, and payments for the year totaled £3,909 (2016: £5,651).

A deficit of £2,242 was funded from reserves.

### Reserves Policy

Transition Linlithgow intend to hold reserves only at the minimum level sufficient to maintain activities. At 1st April 2017, the charity held £2,399 at the bank and the Trustees consider this to be appropriate to allow them to further the aims of the charity at this time.

### Plans for Future Periods

The trustees plan to continue to develop the charity to support and develop initiatives to help our local community to be more resilient and sustainable, focusing on energy, food, waste and active travel.

## Statement of Receipts and Payments for the Year Ended 31<sup>st</sup> March 2017

<b>Receipts</b>	Unrestricted Funds	Restricted Funds	<b>Total 2017</b>	Total 2016
Donations	96	0	<b>96</b>	393
Legacies	0	0	<b>0</b>	0
Grants	0	1500	<b>1500</b>	0
Fund raising	0	0	<b>0</b>	0
Trading (Projects)	15	0	<b>15</b>	4761
Investments	0	0	<b>0</b>	2
Other	56	0	<b>56</b>	50
	<b>167</b>	<b>1500</b>	<b>1667</b>	<b>5205</b>

<b>Payments</b>	Unrestricted Funds	Restricted Funds	<b>Total 2017</b>	Total 2016
Stock (Trading)	0	0	<b>0</b>	4011
Equipment	0	0	<b>0</b>	51
Assets	0	0	<b>0</b>	0
Marketing	215	0	<b>215</b>	73
Staffing	0	0	<b>0</b>	0
Consultant fees	3,000	0	<b>3,000</b>	0
Travel	56	0	<b>56</b>	0
Subsistence	65	0	<b>65</b>	0
Room hire	75	0	<b>75</b>	393
Equipment hire	0	0	<b>0</b>	0
Gifts	0	0	<b>0</b>	65
Other	387	0	<b>387</b>	482
Grants and donations	0	0	<b>0</b>	250
Professional Fees	0	0	<b>0</b>	0
Rent rates etc	0	0	<b>0</b>	0
Subscriptions	30	0	<b>30</b>	25
Office costs	81	0	<b>81</b>	301
Tax	0	0	<b>0</b>	0
Website	0	0	<b>0</b>	0
	<b>3,909</b>	<b>0</b>	<b>3,909</b>	<b>5651</b>

## Statement of Balances – As at 31<sup>st</sup> March 2017

<b>Funds Reconciliation</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2017</b>	<b>Total 2016</b>
Cash at bank & In Hand 31 March 2016	4641	0	<b>4641</b>	5013
Surplus/-Deficit for the year	2242	0	<b>2242</b>	446
Cash at bank & In Hand 31 March 2017	2399	0	<b>2399</b>	4567
<b>Bank &amp; Cash Balances</b>				
Bank balance	2399	0	<b>2399</b>	4567
	Total	Total		
	2017	2016		
<b>Other Assets</b>				
Apple Laptop	1178	1178		
Projector & spare bulb	691	691		
Screen for Projector	148	148		
Kyocera Laser Printer (B+W) & toner	201	201		
Thermal Imaging Camera	3,565	3,565		
Apple Press (green) + Masher	530	530		
2-Ring Cooking Hob	35	35		
2x Hot Water Thermos Flasks	101	101		
2x Hot Water Urns (one with a dent)	30	30		
1x Small Folding Table	90	90		
Energy Smart Meters	151	151		
Apple Pruning Equipment	172	172		
Jam Pans 2x	172	172		
Apple Corers 2x	20	20		
2x Sail Flags	285	285		
Folding blue 6 panel display board	148	148		
Large Banner	60	60		
White Office Telephone	25	25		
Bike Trailer Box	350	350		
Wind Speed Meter	176	176		
Trees	465	465		
	<b>8593</b>	<b>8593</b>		
<b>Liabilities</b>	<b>0</b>	<b>0</b>		

## Notes to the Accounts – For the Year Ended 31<sup>st</sup> March 2017

### 1 Basis of Accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Assets are valued at purchase price.

### 2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the charity. Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

### 3 Related Party Transactions

TL prefers donations to be made electronically, normally via Paypal. Where this is impractical, cash donations are logged by the treasurer, paid into an individual Trustee's current account and transferred electronically to Transition Linlithgow's bank account.

### 4 Gifts, Grants & Donations Made

No gifts, grants or donations were made by TL.

### 5. Cost Attribution

All costs, project or otherwise, have been allocated to numerical cost codes (e.g. marketing) whether project-specific or not.

### 6. Recommendation of Independent Examiner

In his report on the 2015 accounts the independent examiner recommended improvements in monitoring of pending transactions. The recommendations were made too late to implement a formal system for all 2017 transactions. As an interim measure we improved information sharing about payments made/received, and for 2018 have introduced a formal system for recording

and sharing to allow full reconciliation.