

MANSFIELD TRAQUAIR TRUST

A charitable company limited by guarantee

Company No SC159591 (Scotland)

Registered Scottish Charity No SC021599

ANNUAL REPORT & FINANCIAL STATEMENTS

For the year ended 31 August 2016



SCT *S65T10S8* #16
05/05/2017
COMPANIES HOUSE

Mansfield Traquair Trust
Glasite Meeting House
33 Barony Street
Edinburgh EH3 6NX

MANSFIELD TRAQUAIR TRUST

A charitable company limited by guarantee

TRUSTEES' ANNUAL REPORT

The Trustees, who are also directors for the purposes of company law, present their report and audited financial statements for the year ended 31 August 2016. The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Reference and Administrative Information

Trustees

Dr Duncan Thomson (Chairman)

Fiona Allardyce

(Retired 3 August 2016)

Muriel Buchanan *

Dr Elizabeth Cumming

Jocelyn Cunliffe

Isla Duncan

Malcolm Mathieson

Debbie McIlwraith

(Appointed 1 September 2015)

Anne-Marie Scott *

(*also Trustees of Friends of Mansfield Traquair Centre)

Company Secretary

Rosemary Mann

Registered Office and Principal Address

Glasite Meeting House

33 Barony Street

Edinburgh

EH3 6NX

Scottish Charity number

SC021599

Company Registration number

SC159591 (Scotland)

Auditors

Geoghegans

Chartered Accountants

6 St Colme Street

Edinburgh

EH3 6AD

Bankers

Bank of Scotland

Royal Mile Branch

300 Lawnmarket

Edinburgh

EH1 2PH

Solicitors

Lindsays WS

Caledonian Exchange

19a Canning Street

Edinburgh

EH3 8EG

MANSFIELD TRAQUAIR TRUST

A charitable company limited by guarantee

TRUSTEES' ANNUAL REPORT *(continued)*

Objectives and Activities

The principal objective of the Trust has been the restoration of the former Catholic Apostolic Church in Mansfield Place Edinburgh (now known as the Mansfield Traquair Centre) and its scheme of mural decoration by Phoebe Anna Traquair, while at the same time securing a viable, long-term future for the building.

The Trust's principal activity during the period was to ensure the building was maintained and that the building and murals were accessible and properly displayed for the benefit of the public at large.

Achievement and Performance

The ongoing maintenance of the building is carried out by the tenant, the Scottish Council for Voluntary Organisations (SCVO).

The Mansfield Traquair Centre was open for 11 Sundays between September and July during the year under review and for 16 days during the Edinburgh Festival Fringe in August 2016, a total of 27 days. Private visits for groups and individuals and talks to groups were also arranged throughout the year. There were 1,796 visitors on open days, 269 people at 31 private visits at other times. Stewarding and guiding were provided by the Friends of the Mansfield Traquair Centre to their usual high standard. As well as visitors managed by the Friends, there were 11,350 at events managed by Heritage Portfolio and 2,380 visitors to the SCVO offices. In all, over 16,500 people visited the Mansfield Traquair Centre in 2015-16 in addition to the 100 SCVO staff & tenants working in the building.

The Trust is most grateful to the Friends of Mansfield Traquair Centre (Scottish Charity No: SC028026) for providing the stewarding and guiding and for giving talks, all of which promote the work of the Trust, spread knowledge about the building and the murals and enhance the enjoyment of visitors.

An important means of spreading knowledge about the building, the murals and the Trust is the website (www.mansfieldtraquair.org.uk). During the year under review the redesigned website demonstrated the worth of its brighter appearance and better accessibility.

Structure, Governance and Management

The Mansfield Traquair Trust was incorporated as a charitable company limited by guarantee on 8 August 1995 under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The Trustees are also directors of the charitable company and are appointed in accordance with the Trust's Memorandum and Articles of Association. At each Annual General Meeting one third of the Trustees retire from office, those retiring being those who have been longest in office since their last election. All retiring Trustees are eligible for re-election.

The Trustees strive to ensure that the skills and expertise of the Trustees meet the needs of the Trust. In the event of particular skills being deemed to be required, individuals are approached to offer themselves for election.

New Trustees are usually familiar with the work of the Trust but are encouraged to meet with the Secretary to familiarise themselves with the day-to-day operations of the Trust. All Trustees are provided with information about the charity law in Scotland and the duties of charity trustees as required by the Office of the Scottish Charity Regulator and sent updates as and when these are produced by the Trust's lawyers or OSCR.

The Trustees form the managing committee of the Trust. For the year under review the board consisted of eight Trustees. The Trustees meet as and when required and are responsible for the strategic direction and policy of the Trust. During the year the Trustees met four times (2015 – three times). Day-to-day operation of the Trust is by the part-time Secretary who receives instructions from, and reports to, the Trustees.

MANSFIELD TRAQUAIR TRUST

A charitable company limited by guarantee

TRUSTEES' ANNUAL REPORT *(continued)*

Structure, Governance and Management (continued)

None of the Trustees had any financial interest in the Trust at any time during the year.

The Trust maintains a register of risks which is regularly reviewed. The Trustees have assessed the major risks to which the Trust is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to mitigate their exposure.

Financial Review

The Trust's financial position is set out in the Statement of Financial Activities. The Trust is in a sound financial position; the Trustees believe that the Trust's assets are adequate to fulfil the obligations of the Trust for the foreseeable future.

The Trust records its gratitude to the Friends of Mansfield Traquair Centre for its ongoing support, both financial and through its work engaging visitors and the public at large. The Trust also records its gratitude to the Martin Connell Charitable Trust and to organisations and members of the public who made private donations and legacies.

Reserves policy

It is the Trust's aim to maintain a cash balance adequate to meet the running costs of the charitable company until rent resumes in 2019.

Plans for Future Periods

The short-term objective of the Trust is to ensure that the ongoing maintenance and repair is carried out in a timely and appropriate manner.

The long-term objective is to ensure that the Mansfield Traquair Centre is leased to a suitable tenant or tenants, and maintained and repaired as appropriate; whether by keeping the building in the ownership of the Trust or by transferring ownership to another charitable organisation with similar aims. The Trustees have agreed to carry out a viability study to look at possible options for the future of the building and the Trust in order to be able to make an informed decision on the best way to ensure the long-term future of the building.

MANSFIELD TRAQUAIR TRUST
A charitable company limited by guarantee

TRUSTEES' ANNUAL REPORT (continued)

Trustees' Responsibilities Statement

The Trustees, who are also directors of the charitable company for the purposes of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRSSE);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

By order of the Board



Dr Duncan Thomson
Chairman of the Trustees

24 January 2017

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF MANSFIELD TRAQUAIR TRUST

We have audited the financial statements of Mansfield Traquair Trust for the year ended 31 August 2016 which comprise the Statement of Financial Activities (incorporating Income and Expenditure Account), the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the charitable company's members and the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF MANSFIELD TRAQUAIR TRUST
(Continued)**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosure of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption available in preparing the Trustees' Annual Report and take advantage of the small companies exemption from the requirement to prepare a strategic report.



**Paul Marshall (Senior Statutory Auditor)
For and On Behalf of Geoghegans, Statutory Auditor**

15 February 2017

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

6 St Colme Street
Edinburgh
EH3 6AD

MANSFIELD TRAQUAIR TRUST

STATEMENT OF FINANCIAL ACTIVITIES

(Incorporating Income and Expenditure Account)

FOR THE YEAR ENDED 31 AUGUST 2016

	Notes	Unrestricted funds: general £	Unrestricted funds: designated £	Restricted funds £	Total funds 2016 £	Total funds 2015 £
Income from:						
Donations and legacies	2	11,381	-	-	11,381	6,525
Other trading activities	3	360	10,000	-	10,360	10,300
Investments		129	-	-	129	115
Total income		11,870	10,000	-	21,870	16,940
Expenditure on:						
Charitable activities	4	7,096	6,835	86,995	100,926	98,050
Total expenditure		7,096	6,835	86,995	100,926	98,050
Net income/(expenditure) for the year		4,774	3,165	(86,995)	(79,056)	(81,110)
Transfers between funds	12	-	-	-	-	-
Net movement in funds		4,774	3,165	(86,995)	(79,056)	(81,110)
Funds at 1 September 2015	12	22,516	234,375	3,220,741	3,477,632	3,558,742
Funds at 31 August 2016	12	27,290	237,540	3,133,746	3,398,576	3,477,632

The notes on pages 10 to 14 form part of these financial statements.

MANSFIELD TRAQUAIR TRUST

BALANCE SHEET

AS AT 31 AUGUST 2016

	Note	£	2016 £	£	2015 £
Fixed assets					
Heritage assets	8		3,386,292		3,480,122
Current assets					
Debtors	9	488		377	
Cash at bank and in hand		<u>41,449</u>		<u>35,947</u>	
Total current assets		41,937		36,324	
Liabilities					
Creditors falling due within one year	10	<u>(11,320)</u>		<u>(10,481)</u>	
Net current assets			<u>30,617</u>		<u>25,843</u>
Total assets less current liabilities			3,416,909		3,505,965
Creditors: falling due after more than one year	11		<u>(18,333)</u>		<u>(28,333)</u>
Net assets			<u>3,398,576</u>		<u>3,477,632</u>
The funds of the charity:					
Restricted funds			3,133,746		3,220,741
Designated funds			237,540		234,375
Unrestricted funds			<u>27,290</u>		<u>22,516</u>
Total funds	12		<u>3,398,576</u>		<u>3,477,632</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, comprise the annual financial statements required by the Companies Act 2006 and are for circulation to the members of the charitable company.

Approved and authorised for issue by the Trustees on 24 January 2017 and signed on their behalf by:-



Dr Duncan Thomson
Chair

Company Registration No: SC159591

The notes on pages 10 to 14 form part of these financial statements.

MANSFIELD TRAQUAIR TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2016

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Companies Act 2006, the Charities Accounts (Scotland) Regulations 2006 (as amended, the Financial Reporting Standard for Smaller Entities published on 16 July 2014 and the Financial Reporting Standard for Smaller Entities (effective January 2015).

Income

Income is recognised when the charitable company 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.

Donations and grants, whether 'capital' or 'revenue' in nature, are recognised when the charitable company has entitlement to the funds, any performance conditions attached have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Donated services and facilities are recognised as income when the charitable company has control over the item, any conditions attached have been met, the receipt of economic benefit to the charitable company is probable and it can be measured reliably. The amount recognised is the amount which the charitable company would be willing to pay on the open market and a corresponding amount is recognised in expenditure in the period of receipt.

In accordance with the recommendations of the SORP, general volunteer time is not recognised but acknowledged within the Annual Report.

Rental income is recognised when receivable in accordance with the terms of the lease agreement.

Interest on funds held on deposit is recognised when receivable and the amount can be measured reliably by the charitable company. This is normally on notification of interest paid or payable by the bank.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the activities undertaken to further the purposes of the charitable company and their associated support costs, being those functions that assist the work of the charitable company in undertaking its charitable activities.

The charitable company is registered for VAT and any irrecoverable VAT is included in the relevant cost categories.

Where possible expenditure has been allocated directly. Where this is not possible the expenditure has been allocated on the basis of time spent on each activity.

MANSFIELD TRAQUAIR TRUST

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

FOR THE YEAR ENDED 31 AUGUST 2016

1. Accounting policies *(continued)*

Fixed assets

Fixed assets costing more than £1,000 are capitalised at cost in the balance sheet and depreciated at rates calculated to write off the cost, less estimated residual value of each asset, evenly over its expected useful life as follows:

Property - 50 years

Debtors

Debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charitable company only has financial assets and liabilities of a kind that qualify as basic financial instruments. These are initially recognised at transaction value and subsequently measured at their settlement value.

Funds

Restricted funds represent funds which the donor has specified has to be utilised for a particular purpose.

Unrestricted funds represent the free reserves of the charitable company and are available to be used in accordance with the Trust's objectives at the discretion of the Trustees.

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
2. Donations				
Martin Connell Charitable Trust	1,000	-	1,000	1,000
Salvation army	350	-	350	500
Legacies receivable	-	-	-	5,000
Friends of Mansfield Traquair Centre	10,000	-	10,000	-
Other donations	31	-	31	25
	<u>11,381</u>	<u>-</u>	<u>11,381</u>	<u>6,525</u>

MANSFIELD TRAQUAIR TRUST

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

FOR THE YEAR ENDED 31 AUGUST 2016

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
3. Income from other trading activities				
Lease of building to SCVO	10,000	-	10,000	10,000
Other income for use of the building	360	-	360	300
	<u>10,360</u>	<u>-</u>	<u>10,360</u>	<u>10,300</u>

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
4. Charitable activities					
Building repairs		2,275	-	2,275	-
Secretary's fees and expenses		1,387	-	1,387	624
Insurance		383	-	383	371
Sundry expenses		540	-	540	598
Governance costs	5	2,511	-	2,511	2,627
Depreciation		6,835	86,995	93,830	93,830
		<u>13,931</u>	<u>86,995</u>	<u>100,926</u>	<u>98,050</u>

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
5. Governance costs				
Secretary's fees and expenses	1,386	-	1,386	1,602
Auditors remuneration - Audit fee	537	-	537	513
Auditors remuneration - Accountancy fee	538	-	538	512
Legal and professional fees	50	-	50	-
	<u>2,511</u>	<u>-</u>	<u>2,511</u>	<u>2,627</u>

6. Related party transactions and trustees' remuneration

None of the Trustees were remunerated nor received reimbursement of any expenses during the current or prior year.

7. Taxation

As a charitable company, Mansfield Traquair Trust is exempt from tax on income and gains to the extent that these are applied to its charitable objects. No tax charges have arisen in the charitable company in either the current or prior year.

MANSFIELD TRAQUAIR TRUST

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

FOR THE YEAR ENDED 31 AUGUST 2016

8. Heritage assets

	Heritable property £
Cost	
At 1 September 2015	4,691,543
Additions	<u>-</u>
At 31 August 2016	<u>4,691,543</u>
Depreciation	
At 1 September 2015	1,211,421
Charge for the year	<u>93,830</u>
At 31 August 2016	<u>1,305,251</u>
Net book value	
At 31 August 2016	<u>3,386,292</u>
At 31 August 2015	<u>3,480,122</u>

Heritage assets comprise the heritable property of the Mansfield Traquair Centre (formerly Mansfield Place Church). Standard securities over the property are held by the Scottish Ministers on behalf of Historic Scotland and the Trustees of the National Heritage Memorial Fund.

	2016 £	2015 £
9. Debtors		
VAT recoverable	50	17
Other debtors	<u>438</u>	<u>360</u>
	<u>488</u>	<u>377</u>

	2016 £	2015 £
10. Creditors: amounts falling due within one year		
Trade creditors	782	481
Accruals	538	-
Deferred rental income (Note 12)	<u>10,000</u>	<u>10,000</u>
	<u>11,320</u>	<u>10,481</u>

MANSFIELD TRAQUAIR TRUST

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2016

	2016 £	2015 £
11. Creditors: amounts falling due after more than one year		
Deferred rental income	<u>18,333</u>	<u>28,333</u>

A single advanced payment of £170,000 was received in 2002 in respect of 17 years' rental under a property lease to the SCVO. Rental income is being released to the income and expenditure account over the rental period at the rate of £10,000 per annum, with £8,333 of rent released in the final period as the rent in the first year was pro-rata. No further rental receipts from SCVO will be due until the expiry of the 17 year period in 2019.

	September 2015 £	Incoming resources £	Resources expended £	Transfers £	31 August 2016 £
12. Funds					
Restricted					
- Building and Murals	3,220,741	-	(86,995)	-	3,133,746
Unrestricted					
- General	22,516	11,870	(7,096)	-	27,290
- Designated	234,375	10,000	(6,835)	-	237,540
	<u>3,477,632</u>	<u>21,870</u>	<u>(100,926)</u>	<u>-</u>	<u>3,398,576</u>

Designated funds:

These represent funds earmarked by the Board for expenditure on improving and maintaining the heritable property.

Restricted funds:

Building and Murals

This represents the value of the heritage assets acquired through the utilisation of restricted funds less the accumulated depreciation charge.

	Net fixed assets £	Net Current assets £	Long Term liabilities £	Total £
13. Analysis of net assets between funds				
Restricted	3,133,746	-	-	3,133,746
Designated	252,546	3,327	(18,333)	237,540
Unrestricted	-	27,290	-	27,290
	<u>3,386,292</u>	<u>30,617</u>	<u>(18,333)</u>	<u>3,398,576</u>

14. Control

In the opinion of the Trustees there is no ultimate controlling party.