

Ayrshire *Archaeological and Natural History Society*

SCOTTISH CHARITY NO. SC044758

ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2022



AYRSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 JANUARY 2022

Management

The Committee, who are the Trustees for charity law, have pleasure in presenting the Report for the year ending 31st January 2022 as follows:

1. Contact and Address

c/o Ian Holland, 41 East Park Road, Ayr, KA8 9JF

2. Objectives

The Society's objectives are:

to promote an interest in heritage, culture and environment particularly of and within Ayrshire by:

- encouraging the study of these subjects and stimulating research;
- holding regular meetings and organising excursions;
- promoting the conservation of the heritage of Ayrshire;
- publishing regularly material related to these objectives;
- co-operating with any other organisation(s) as may be appropriate.

3. Constitution

The Society is a Scottish Charity, Number SC044758, and is governed by the constitution last revised and adopted at the Extraordinary General Meeting held on Thursday 9 October 2014.

4. Current Management Committee

Chair/President & Trustee	Mr Rob Close
Vice President	Mr Angus Rodger
Secretary & Trustee	Mr Denis Rattenbury
Treasurer & Trustee	Mr Ian Holland
Minutes Secretary	Mrs Katherine Scott
Excursions Convenor	Mrs Sandra Carolan
Lectures Secretary	Mr Billy Young
Publications Convenor	Mr Denis Rattenbury
Publications Committee	Messrs Dane Love, Alastair Weir and Billy Young
Ordinary Members	Mrs Merry Graham, Miss Anne Milligan and Messrs Dane Love and Alastair Weir

One member of the Management Committee, Sheena Andrew, sadly died during the current year. Members of the Management Committee are elected at the Annual General Meeting each year and a member can serve for a maximum period of three years before standing for re-election.

The Management Committee elect from their members persons to act as Chair, Secretary and Treasurer. Their tenure of office is the same as for the other members of the Management Committee.

The Annual General Meeting was held on 11 March 2021 using Zoom. At the meeting the previous committee was re-elected on bloc.

AYRSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY

TRUSTEES' ANNUAL REPORT (continued)

FOR THE YEAR ENDED 31 JANUARY 2022

5. Management

The Management Committee, who hold regular meetings, are responsible for the strategic direction and governance of the Society. They generally control the activities of the Society and have a general responsibility to safeguard the assets of the Society.

6. Activities

In order to achieve the Society's aims, relevant lectures are held over the winter season, relevant excursions are held over the summer season and monographs are produced on relevant subjects. The lectures and excursions are open to members of the public.

The monographs, on topics relevant to Ayrshire, are published at a minimum rate of one per year and are free to members.

"Ayrshire Notes" are published twice yearly in conjunction with Ayrshire Federation of Historical Societies and are free as downloads from our website. A small number are published in paper form for those members who do not use the internet.

7. Achievements and Performance

The Society continued to meet this year through the on-line services of Zoom, a practice started during the pandemic. Membership numbers have dropped slightly, mainly members who are not active on the internet and, therefore, are unable to join the Zoom meetings. There have, however, been new members because of these Zoom meetings and we now have members from as far away as America and Australia. We also have a speaker from America which would not have been possible because of the cost to bring him to an in-person meeting in Scotland. To reach out to those members who have not joined us on Zoom we have had several local visits – local museum, restored Grade A listed house and a Salt Works. As an extension of the reciprocal publication arrangement that we have with the Dumfries & Galloway Natural History and Antiquarian Society, we also have a reciprocal arrangement regarding our talks. This has been most successful. A Zoom meeting can easily have between 50 and 70 attendees which is comparable with our in-person meetings.

We are receiving a positive response regarding the subject matters of the lectures and the standard of our publications. Unfortunately, our Summer Excursions and Social Evening were both casualties of the ongoing pandemic restrictions.

We are now advertising through the Scottish Local History Forum and through Nielsen, our ISBN contact. As a result, our monograph publication sales have increased.

We have continued to scan a number of our older out-of-print monographs and collections and have up-loaded them to our new website. Likewise, we have up-loaded most of our Ayrshire Notes. This will make them more readily available to the general public. There has been an increase in website visits and this has resulted in more sales of our available publications.

We now have a Facebook presence which holds up-to-date information for our members and other interested parties.

AYRSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY

TRUSTEES' ANNUAL REPORT (continued)

FOR THE YEAR ENDED 31 JANUARY 2022

8. Financial Review

The main sources of our funding are from memberships and from sales of publications.

The Receipts exceeded the Payments in the year by £1,464, increasing our total fund balance to £15,739. This was due to a reduction in costs for the lecture evenings and a reduced publication cost as only one item was printed during the year.

We have a commitment to reducing our expenditure wherever possible. As such we are moving to more use of emails and to Facebook. We have had to post out most of our publications this year. However, we still managed to have a saving in postage costs by hand delivering publications where possible. This was greatly assisted by specific donations to assist with postage costs. We at present operate a current account with the Virgin Money (previously Clydesdale Bank) as the interest payable on deposits is minimal at the present time. Should this improve, the Treasurer will be looking to find a suitable bank or other financial institution with which to create a new deposit account. There is also a small residual balance held with PayPal.

The charity was subject to a financial scam during the year, emanating from the hacking of one of the trustees' personal accounts, but there was no financial loss incurred. Further details are provided under item 4 'Extraordinary Items' in the Notes to the Accounts.

9. Reserves Policy

The Management Committee's policy is to maintain reserves at a level which will allow the Society to take advantage of any publishing opportunities which may arise from time to time. Accordingly, the Trustees expect to maintain reserves at a minimum equivalent of 12 months expenditure. The current reserves meet this criterion.

The Management Committee is keen to publish monographs relevant to Ayrshire but occasionally there is the potential to publish a series of related monographs into a larger publication. We have in hand the potential publication of an archaeological investigation. Previously we published a similar article in an A4 layout and we would like to do the same here. This would be in place of our normal A5 publications. Taking this forward has been delayed due to the Covid pandemic. We also have a number of potential monographs which are progressing towards publication stage.

10. Plans for Future Periods

The Society is continuing to update its new website and are committed to keeping the Facebook page up to date and interesting. The numbers accessing our sites have increased and we have gained new members through these media. We have also increased our local advertising.

We have found that recently academics are now approaching us to publish their articles through our system which means that we are being seen as the publishers of up-to-date and reliable articles. By using Zoom we have increased the potential for new speakers from further afield. It is the intention to continue to make use of this additional facility.

The Committee also intend to attempt to reach a wider field of interest for our publications.

**AYRSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY
TRUSTEES' ANNUAL REPORT (continued)**

FOR THE YEAR ENDED 31 JANUARY 2022

11. Statement of Trustee's Responsibilities

The Trustees must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Society during the financial year. The Trustees are responsible for the keeping of proper accounting records which, on request, must reflect the financial position of the Society at that time. This must be done 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 responsible for safeguarding the assets of the Society and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Management Committee on 3 February 2022 and signed on their behalf by:



.....
Ian Holland
Treasurer

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 JANUARY 2022

Independent Examiner's Report to the Trustees of Ayrshire Archaeological and Natural History Society

I report on the financial statements of the Society for the year ending 31st January 2022, which are set out on pages 5 to 7.

Respective responsibilities of Trustees and Examiner

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

Basis of the Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the society 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 Management Committee 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 connection with 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 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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.



Andrew Templeton
12 Thomson Street
Ayr
KA8 9QA

23 March 2022

AYRSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY
STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31 JANUARY 2022

	<i>Notes</i>	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	2021/22 Total £	<i>2020/21 Total £</i>
Receipts					
<i>Voluntary Receipts:</i>					
Donations		1,260	218	1,478	480
Socials				0	200
		<u>1,260</u>	<u>218</u>	<u>1,478</u>	<u>680</u>
<i>Receipts from Charitable Activities:</i>					
Publication Sales		582		582	750
Memberships		1,927		1,927	2,348
Excursions				0	0
Other Income				0	0
Gift Aid		464		464	458
		<u>4,233</u>	<u>218</u>	<u>4,451</u>	<u>4,236</u>
Total Receipts					
Payments					
Cost of Charitable Activities	3	(2,769)	(218)	(2,987)	(4,108)
Social Events				0	0
Governance Costs	4			0	0
		<u>(2,769)</u>	<u>(218)</u>	<u>(2,987)</u>	<u>(4,108)</u>
Total Payments					
Net Receipts / (Payments) for the year before transfers					
		1,464	0	1,464	128
Transfers between funds				0	0
		<u>1,464</u>	<u>0</u>	<u>1,464</u>	<u>128</u>
Surplus / (Deficit) for the year					

The Notes on page 8 form an integral part of these accounts

AYRSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY STATEMENT OF BALANCES

AT 31 JANUARY 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2021/22 Total £	2020/21 Total £
Funds Reconciliation					
Bank Balances at 31 January 2021		14,275	0	14,275	14,147
Surplus / (Deficit) for year		1,464	0	1,464	128
Bank Balances at 31 January 2022		<u>15,739</u>	<u>0</u>	<u>15,739</u>	<u>14,275</u>
Bank Balances					
Current Account less cheques not cashed		15,739	0	15,739	14,275
Bank Balances at 31 January 2022		<u>15,739</u>	<u>0</u>	<u>15,739</u>	<u>14,275</u>
Other Assets					
Nominal value of Books, Maps, Tubes				<u>3</u>	<u>3</u>
				<u>3</u>	<u>3</u>

Liabilities

All liabilities were settled before the year end

The Notes on page 8 form an integral part of these accounts

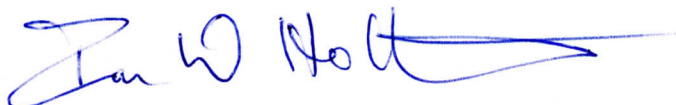
Rob Close – Chair



Denis Rattenbury – Secretary



Ian Holland – Treasurer



AYRSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 JANUARY 2022

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).

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.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

In the Trustees' opinion all end-of-year funds are unrestricted.

3. Cost of Charitable Activities

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	2021/22 Total	2020/21 Total
	£	£	£	£
Excursions			0	0
Printing, Postage & Stationery	(2,077)	(218)	(2,295)	(3,241)
Hire of Hall/Room	(120)		(120)	(193)
Lectures	(360)		(360)	(360)
Subscriptions	(112)		(112)	(185)
Other Expenses (Miscellaneous)	(100)		(100)	(129)
	(2,769)	(218)	(2,987)	(4,108)

4. Extraordinary Items

During the year the charity fell victim to a scam which resulted in the payment of two amounts of £500 from the charity's funds in respect of Publishing. The payments were subsequently matched by a free donation from a member with the net result that the charity did not incur a loss due to the scam. The Trustees have reported the matter to the Office of the Scottish Charity Regulator (OSCR) as a notifiable event and have reviewed the processes and procedures relating to the internal financial controls of the charity. As a result of the payments and the subsequent donation the figures for both income (Donations) and expenditure (Cost of Charitable Activities) are overstated by £1000.

5. Governance Costs

No charge has been made by the Independent Examiner.