#### **COMPANY REGISTRATION NUMBER NI068361**

### FRIENDS OF PORTAFERRY PRESBYTERIAN CHURCH

#### **COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS** 

31 MARCH 2012

#### M B McGRADY & CO.

Chartered Accountants Rathmore House 52 St. Patrick's Avenue Downpatrick BT30 6DS

#### FINANCIAL STATEMENTS

#### YEAR ENDED 31 MARCH 2012

CONTENTS	PAGE
Trustees Annual Report	1
Independent examiner's report to the trustees	6
Statement of financial activities	7
Income and expenditure account	8
Balance sheet	9
Notes to the financial statements	10
The following pages do not form part of the financial statements	
Detailed statement of financial activities	15

#### TRUSTEES ANNUAL REPORT

#### YEAR ENDED 31 MARCH 2012

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2012.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered charity name** Friends of Portaferry Presbyterian Church

**HM Revenue & Customs accepted** 

Charity registration number XT5469

Company registration number NI068361

**Registered office** 15 Bangor Road

Holywod Co Down BT18 ONU

#### THE TRUSTEES

The trustees who served the charity during the period were as follows:

Mr Ian McDonnell Mr Hugh Anderson Prof Neil McClure Mr David McMullan Ms Ann Wilson

Ms Amanda Blackmore Ms Rosamund McMullin

**Secretary** Neil McClure

**Bankers** Northern Bank

2 Main Street Kircubbin Co Down BT22 2SP

### STRUCTURE, GOVERNANCE AND MANAGEMENT Governing document

The organisation is a charitable company limited by guarantee, incorporated on 5 March 2008 and registered as a charity on 5 March 2008. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

#### **Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management

Committee are elected to serve for a period of three years after which they must be re-elected at the next annual general meeting.

#### TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2012

#### **Risk Management**

The trustees have reviewed the major risks which the charity faces and believe that maintaining the unrestricted reserves at the required levels, combined with the annual review of the controls over the key financial systems will provide sufficient resources in the event of adverse conditions. The company continues in its commitment to meeting the highest standards of good governance and best practice.

Further attention has focussed on non financial risks arising from fire, health and safety of artists and audience, management of performing rights and food hygiene. A key element in the management of financial risk is the setting of a reserves policy and its regular review by trustees.

#### **OBJECTIVES AND ACTIVITIES**

Portaferry is a small market town at the tip of the Ards Peninsula in County Down, Northern Ireland. The Hey-Day of the town was in the mid 1800s and it was then that Portaferry Presbyterian Church, widely acknowledged as one of the best Greek Revival church buildings in Great Britain and Ireland, was built.

Whilst it is still used for regular Sunday worship it was felt that its wonderfully live acoustic, seating for 500, Edwardian Evans and Barr organ and superb architecture it could, and should, be used and shared more widely.

The Friends of Portaferry Presbyterian Church was therefore formed with the objects of the company being to promote, maintain and advance education in Northern Ireland, in particular the Portaferry area by the presentation of public events including, for example, exhibitions, concerts and recitals for the benefit of the inhabitants of the area and in particular to:

- advance education by the provision of appropriate courses, lectures, seminars, concerts, recitals, competitions and workshops;
- provide facilities in the interest of social welfare for recreation and leisure time occupation by
  providing and making available facilities for the recording and editing of music with the
  object of improving the conditions of life of people in the area of benefit;
- repair, maintain, improve and reconstruct the property of Portaferry Presbyterian Church.

#### TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2012

#### ACHIEVEMENTS AND PERFORMANCE

The 2011 Proms Season has been a wonderful musical year for fPPC with both professional and amateur musicians performing to very high standards. During the year the following performances occurred:

On the 22nd April the 2011 Proms Season made a memorable start with a performance of the Karl Jenkins's 'Requiem' by the NewQuay Singers along with Adrian Dunbar, in a dramatic and memorable Tenebrae Service held in association with the congregation of Portaferry Presbyterian Church.

The first of two Portaferry Proms concerts in 2011 took place on the 21st May featuring the Reitz Ensemble, made up of members of the Ulster Orchestra and their friends, led by Tamas Kocisis gave a superb concert featuring the Mendelssohn's Octet.

For the second Portaferry Prom's fPPC's welcomed the Mornington Singers from Dublin. The performance on the 17th September was the choirs debut concert in Northern Ireland and along with the introduction from Dr Joe McKee, the concert provided a truly remarkable night.

#### Arts in the community

Friends of Portaferry Presbyterian Church is not only about bringing great musicians to perform in Portaferry it is about encouraging people to make music and to participate in the arts.

A community choir established in 2006 named The NewQuay Singers have gone from strength to strength. Whilst they perform exclusively in Portaferry Presbyterian Church they are made up of people of all religious denominations. They are a group of amateurs of varying levels of singing experience who have in common, the desire to come together and perform music. Their annual Carol Service has become a major focal point in the community's calendar.

Friends of Portaferry Presbyterian Church have also organised several very successful workshops for people of all ages but working especially closely with neighbouring schools. Children from the locality are rarely exposed to international musicians. It is fPPC'S experience and from feedback received that they learn from and are inspired by these collaborations.

As detailed in the company's objectives and activities any profits the company make are reinvested back into the running of further events and into the general restoration and development of the building.

#### TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2012

#### FINANCIAL REVIEW

The results for the year are set out in detail on pages 7 to 13. The charitable company returned net incoming resources in the year of £16,595 (2011 - net outgoing resources of £2,461).

At 31 March 2012, the total funds of the charity amounted to £25,490 comprising restricted funds of £17,985 and unrestricted funds of £7,505.

#### **Reserves Policy**

The trustees have established the level of reserves (that is those funds that are freely available) that the charity ought to have. Reserves are needed to bridge the funding gaps between spending on productions and events and receiving resources through admission charges that provide funding. The level of unrestricted reserves that the charity aims to retain is equivalent to six months operating costs.

#### PLANS FOR FUTURE PERIODS

The charity plans to continue its objectives and activities as outlined above in the forthcoming years subject to satisfactory funding arrangements. Following on from the success of last year's concerts, Friends of Portaferry Presbyterian Church's 2012 Proms Season made a memorable start with a performance of Howard Goodall's Requiem "Eternal Light" by the NewQuay Singers and a simply world-class recital on the 19th May by Craig Ogden (guitar) and Richard Campbell (organ).

Other concerts that have occurred or that are still to come is as follows:

Sunday 9 September - Glenn Patterson will give a talk entitled 'John Millar, Architect, Son of Dust'. Saturday 15 September - A Celebration of the Irish Voice featuring Lynda Barrett, Jenny Bourke & The Ulster String Quartet
Sunday 18 December - The Carol Service

The Grade A listed Church is one of the most important examples of Greek Revival architecture in Great Britain and Ireland. Despite having been described as being 'in the first rank of neoclassical designs' by Sir Charles Brett, the building is in need of major restoration. To ensure the future for this landmark building the Heritage Lottery Fund (HLF) has awarded a first-round pass to the Friends of Portaferry Presbyterian Church and a development grant of £40,000 (£20,000 of which was received during the year) to enable the charity to draw up more detailed plans for the restoration programme. The charity is now required to submit fully developed proposals to compete for a full award.

From very small beginnings 'The Friends of Portaferry Presbyterian Church' are making their mark both locally and far beyond Portaferry; as they enter into a phase of fundraising, refurbishment and restoration and as their plans for the building to become a beacon for Heritage - factual and practical, begin to take shape the charity faces a hugely exciting challenge.

#### RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Friends of Portaferry Presbyterian Church for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

#### TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2012

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period.

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;
- make judgements and accounting 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 that are sufficient to show and explain the charitable company's transactions and 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 (Northern Ireland) Order 1986. 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.

#### INDEPENDENT EXAMINER

Registered office:

MB McGrady & Co has been re-appointed as independent examiner for the ensuing year.

#### SMALL COMPANY EXEMPTIONS

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

Signed by order of the trustees

15 Bangor Road		
Holywod		
Co Down		
BT18 0NU		
	NEIL McCLURE	
	Charity Secretary	

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF PORTAFERRY PRESBYTERIAN CHURCH

#### YEAR ENDED 31 MARCH 2012

I report on the accounts of the charity for the year ended 31 March 2012 set out on pages 7 to 13.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees (who are also the directors of Friends of Portaferry Presbyterian Church for the purposes of company law) are responsible for the preparation of the accounts. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to state, on the basis of my examination, whether particular matters have come to my attention.

#### BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My 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 seeking explanations from you as 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 whether the accounts present a 'true and fair view'.

#### 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 trustees have not met the requirements to ensure that:
  - proper books of account are kept (in accordance with section 386 of the Companies Act 2006);
     and
  - accounts are prepared which agree with the books of account and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

MR KYRAN SMYTH (Independent examiner) For and on behalf of M B McGRADY & CO. Chartered Accountants & Statutory Auditors

#### STATEMENT OF FINANCIAL ACTIVITIES

#### YEAR ENDED 31 MARCH 2012

	Note	Unrestricted Funds £	Restricted Funds	Total Funds 2012 £	Total Funds 2011 £
INCOMING RESOURCE Incoming resources from generating funds:	ES	ŭ.	ŭ.	ŭ.	
Voluntary income	2	3,430	29,235	32,665	4,396
Investment income Incoming resources from	3	13	_	13	8
charitable activities	4	7,736		7,736	7,127
TOTAL INCOMING RESOURCES		11,179	29,235	40,414	11,531
RESOURCES EXPENDE	<b>D</b>				
Charitable activities	5/6	(8,156)	(4,750)	(12,906)	(12,935)
Governance costs	7	(4,413)	(6,500)	(10,913)	(1,057)
TOTAL RESOURCES EXPENDED		(12,569)	(11,250)	(23,819)	(13,992)
NET INCOMING/(OUTGOIN RESOURCES FOR THE	G)				
YEAR RECONCILIATION OF FUNDS		(1,390)	17,985	16,595	(2,461)
Total funds brought forward	d	8,895		8,895	11,356
TOTAL FUNDS CARRIE FORWARD	ED	7,505	17,985	25,490	8,895
			-		

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

#### **INCOME AND EXPENDITURE ACCOUNT**

#### YEAR ENDED 31 MARCH 2012

	2012			2011	
	Note	£	£	£	
INCOME			40,401	11,523	
TOTAL EXPENDITURE			(23,819)	(13,992)	
OPERATING SURPLUS/(DEFICIENCY)			16,582	(2,469)	
OTHER INCOME					
Interest receivable and similar income	3		13	8	
RETAINED SURPLUS/(DEFICIT) FOR THE			***************************************		
FINANCIAL YEAR			16,595	(2,461)	

The Income and Expenditure Account includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

#### **BALANCE SHEET**

#### 31 MARCH 2012

		201	2	2011
	Note	£	£	£
CURRENT ASSETS Cash at bank			25,490	8,895
			20,150	
NET CURRENT ASSETS			<b>25,490</b>	8,895
TOTAL ASSETS LESS CURRENT LIAB	ILITIES		<u>25,490</u>	8,895
FUNDS				
Restricted income funds	9		17,985	_
Unrestricted income funds	10		7,505	8,895
TOTAL FUNDS			<del>25,490</del>	8,895

For the year ended 31 March 2012 the trustees are satisfied that the charity is entitled to exemption under Article 257A of the Companies (Northern Ireland) Order 1986 relating to the audit of the financial statements for the year, and that no member or members have requested an audit in accordance with Article 257B(2).

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Companies Act 2006, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charity.

These financial statements have been prepared in accordance with the special provisions for small entities and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

MR IAN McDONNELL Director

Company Registration Number: NI068361

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 MARCH 2012

#### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### **Incoming Resources**

#### • Voluntary income

Voluntary income includes all incoming resources generated from gifts, donations and grants, and is recognised in full in the statement of financial activities when received.

#### • Charitable activities

This includes all incoming resources receivable from fees, tickets and programmes in association with the charity's concerts and workshops.

#### • Investment income

Investment income represents interest receivable during the year on bank accounts.

#### **Fund accounting**

The company has various types of funds for which it is responsible, and which require separate disclosure. Definitions of the various types of funds are as follows:

#### • Restricted Funds

Grants, donations and other income received which are earmarked by the funder or donor for specific purposes. Such purposes are within the overall aims of the charity.

#### • Unrestricted Funds

Funds which are expendable at the discretion of the trustees for the general purposes of the charity. In addition funds may be held in order to finance capital investment and working capital.

#### • Designated Funds

These are unrestricted funds earmarked by the trustees for a particular purpose.

#### **NOTES TO THE FINANCIAL STATEMENTS**

#### YEAR ENDED 31 MARCH 2012

#### 1. ACCOUNTING POLICIES (continued)

#### Resources expended

#### Charitable activities

This comprises all the resources applied by the charity in undertaking its work to meet its charitable activities.

#### • Governance costs

Governance costs include the cost of governance arrangements which relate to the general running of the charity.

All costs are allocated between the expenditure categories on a basis designed to reflect the use of resources. Costs relating to a particular activity are allocated directly, others are apportioned on a basis consistent with use of the resources.

#### 2. VOLUNTARY INCOME

Unrestricted Funds £	Restricted Funds	Total Funds 2012 £	Total Funds 2011
3,030	_	3,030	3,746
_	9,235	9,235	_
_	_	_	250
_	_	_	400
400	_	400	_
_	20,000	20,000	_
3,430	29,235	32,665	4,396
	Funds £ 3,030  400 -	Funds £ £  3,030 -  9,235 400 - 20,000	Funds £ £ £ £  3,030 - 3,030  - 9,235 9,235   400 - 400  - 20,000 20,000

#### 3. INVESTMENT INCOME

	Unrestricted	<b>Total Funds</b>	<b>Total Funds</b>
	Funds	2012	2011
	£	£	£
Bank interest receivable	13	13	8

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 MARCH 2012

#### 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted	<b>Total Funds</b>	Total Funds
	Funds	2012	2011
	£	£	£
Ticket sales	7,736	7,736	7,127

#### 5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted	Restricted	<b>Total Funds</b>	<b>Total Funds</b>
	Funds	Funds	2012	2011
	£	£	£	£
Direct charitable activity	8,132	4,750	12,882	12,918
Support costs	24		24	17
	8,156	4,750	12,906	12,935

#### 6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities			
	undertaken	Support	<b>Total Funds</b>	<b>Total Funds</b>
	directly	costs	2012	2011
	£	£	£	£
Direct charitable activity	12,882	24	12,906	12,935

#### 7. GOVERNANCE COSTS

	Unrestricted	Restricted	<b>Total Funds</b>	<b>Total Funds</b>
	Funds	Funds	2012	2011
	£	£	£	£
Professional fees	4,413	6,500	10,913	1,057

#### 8. STAFF COSTS AND EMOLUMENTS

No salaries or wages have been paid to employees, including the members of the committee, during the year.

#### **NOTES TO THE FINANCIAL STATEMENTS**

#### YEAR ENDED 31 MARCH 2012

#### 9. RESTRICTED INCOME FUNDS

	Incoming	Outgoing	Balance at
	resources	resources	31 Mar 2012
Arts Council of Northern Ireland The Heritage Lottery Fund	£	£	£
	9,235	(4,750)	4,485
	20,000	(6,500)	13,500
	29,235	(11,250)	17,985

**Arts Council of Northern Ireland** – This is a specific grant award allocated towards the costs of the 'Portaferry Proms'.

**The Heritage Lottery Fund** – This is a restricted development grant provided to enable the charity to draw up detailed plans for the restoration programme of Portaferry Presbyterian Church.

#### 10. UNRESTRICTED INCOME FUNDS

Balance at 1 Apr 2011 £	Incoming resources	Outgoing resources	Transfers £	Balance at 31 Mar 2012
8,895	_	_	(1,390)	7,505
´ <del>-</del>	11,179	(12,569)	1,390	, <u> </u>
8,895	11,179	(12,569)		7,505
	1 Apr 2011 £ 8,895	1 Apr 2011 resources £  8,895 - 11,179	1 Apr 2011 resources resources £  8,895  11,179 (12,569)	1 Apr 2011 resources resources £ £ £  8,895 (1,390) - 11,179 (12,569) 1,390

#### 11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets £	Total £
<b>Restricted Income Funds:</b>		
Arts Council of Northern Ireland	4,485	4,485
The Heritage Lottery Fund	13,500	13,500
	<del>17,985</del>	17,985
<b>Unrestricted Income Funds</b>	7,505	7,505
<b>Total Funds</b>	25,490	25,490
	<del></del>	

#### 12. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee without share capital. The liability of the members is limited to an amount not exceeding £1.

# MANAGEMENT INFORMATION YEAR ENDED 31 MARCH 2012

The following pages do not form part of the statutory financial statements which are the subject of the independent examiner's report on page 6.

#### **DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

#### YEAR ENDED 31 MARCH 2012

	2012 £	2011 £
INCOMING RESOURCES		
VOLUNTARY INCOME		
Donations and gifts	3,030	3,746
Arts Council of Northern Ireland	9,235	_
Ards Borough Council - Arts Committee	_	250
Ards Borough Council - Good Relations Ards Borough Council	400	400
The Heritage Lottery Fund	20,000	_
The Herrange Bottery Fund	32,665	4,396
	<u> </u>	4,390
INVESTMENT INCOME	10	0
Bank interest receivable		8
INCOMING RESOURCES FROM		
CHARITABLE ACTIVITIES  Tight soles	7.726	7 127
Ticket sales	7,736	7,127
TOTAL INCOMING RESOURCES	40,414	11,531
RESOURCES EXPENDED		
CHARITABLE ACTIVITIES Establishment - Repairs & maintenance	149	588
Establishment - Insurance	439	282
Motor and travel costs - Other	_	60
Office expenses - Other	400	100
Performance fees and expenses	9,904	8,047
Food and hospitality Venue and equipment hire expenses	1,149 840	1,774 2,067
Bank fees	25	2,007
	12,906	12,935
GOVERNANCE COSTS	<del></del>	
Professional fees	10,193	293
Accountancy fees	720	764
	10,913	1.057
TOTAL RESOURCES EXPENDED	23,819	13,992
NET INCOMING/(OUTGOING) RESOURCES		
FOR THE YEAR	<u>16,595</u>	(2,461)

### DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2012

#### 2012 2011 £ £ **CHARITABLE ACTIVITIES** Direct charitable activity Activities undertaken directly Establishment - Repairs & maintenance 149 588 Establishment - Insurance 439 282 Motor and travel costs - Other 60 Office expenses - Other 400 100 Performance fees and expenses 9,904 8,047 Food and hospitality 1,774 1,149 Venue and equipment hire expenses 840 2,067 12,881 12,918 Support costs Bank fees 25 17 12,906 12,935 12,906 12,935