

Ayrshire *Archaeological and Natural History Society*

SCOTTISH CHARITY NO. SC044758

ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2021



AYRSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 JANUARY 2021

Management

The Committee, who are the Trustees for charity law, have pleasure in presenting the Report for the year ending 31st January 2021 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 Sheena Andrew, Mrs Merry Graham, Miss Anne Milligan and Messrs Dane Love and Alastair Weir

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.

Due to a long illness and final bereavement of her husband our Membership Secretary had to step down but has remained on the committee.

The Annual General Meeting was held on 15 October 2020 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 2021

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 latter are free to our members. The lectures and excursions are open to members of the public.

Monographs on topics relevant to Ayrshire are published at a rate of one minimum 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 for those members who do not use the internet.

7. **Achievements and Performance**

The membership continues to be steady with new members coming in to replace those we have lost. The loss is mainly due to the inability of the members to attend the meetings or use the internet. In general, the slight drop in membership, is not greatly concerning as some memberships come in late. As a result of the pandemic we have been using Zoom to maintain our lecture programme. This has resulted in an increase in numbers joining us on those evenings. We have also set up a reciprocal arrangement with Dumfries & Galloway Natural History and Antiquarian Society whereby their members can join our talks and likewise our members can join theirs. It has also resulted in members from Orkney, America and Spain joining us.

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 pandemic, but we have had social evenings, using Zoom, with music to compensate.

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 interest and this has resulted in more sales of our available publications.

We now have a Facebook site 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 2021

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 £128, increasing our total fund balance to £14,275. This was due to a reduction in costs for the lecture evenings and a reduced cost for an additional publication.

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 of around £358 for the year. This was greatly assisted by specific donations, totalling £304, to assist with postage costs. We at present operate only a current account with the Clydesdale Bank as the interest is so minimal. Should this improve the Treasurer will be looking to find a suitable bank or the like with which to create a new deposit account.

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 opportunities which may arise from time to time.

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. 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 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 recently that 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.

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 2021

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 25 February 2021 and signed on their behalf by:

**Ian Holland
Treasurer**

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 JANUARY 2021

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 2021, which are set out on pages 6 to 8.

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

Andrew Templeton

2 March 2021

**AYRSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY
STATEMENT OF RECEIPTS AND PAYMENTS**

FOR THE YEAR ENDED 31 JANUARY 2021

	<i>Notes</i>	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	2020/21 Total £	<i>2019/20 Total £</i>
Receipts					
<i>Voluntary Receipts:</i>					
Donations		176	304	480	97
Socials		200		200	420
		<hr/> 376	<hr/> 304	<hr/> 680	<hr/> 517
<i>Receipts from Charitable Activities:</i>					
Publication Sales		750		750	824
Memberships		2,348		2,348	2,470
Excursions				0	1,292
Gift Aid		458		458	478
		<hr/> 3,932	<hr/> 304	<hr/> 4,236	<hr/> 5,581
Total Receipts					
<hr/> <hr/>					
Payments					
Cost of Charitable Activities	3	(3,804)	(304)	(4,108)	(5,533)
Social Events				0	(332)
Governance Costs	4			0	0
		<hr/> (3,804)	<hr/> (304)	<hr/> (4,108)	<hr/> (5,865)
Total Payments					
<hr/> <hr/>					
Net Receipts / (Payments) for the year before transfers					
		128	0	128	(284)
Transfers between funds				0	0
		<hr/> 128	<hr/> 0	<hr/> 128	<hr/> (284)
Surplus / (Deficit) for the year					
<hr/> <hr/>					

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

**AYRSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY
STATEMENT OF BALANCES**

AT 31 JANUARY 2021

<i>Notes</i>	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	2020/21 Total £	<i>2019/20 Total £</i>
Funds Reconciliation				
Bank Balances at 31 January 2020	14,147	0	14,147	14,432
Surplus / (Deficit) for year	128	0	128	(284)
	<hr/>	<hr/>	<hr/>	<hr/>
Bank Balances at 31 January 2021	<u>14,275</u>	<u>0</u>	<u>14,275</u>	<u>14,147</u>
 Bank Balances				
Current Account less cheques not cashed	14,275	0	14,275	14,147
	<hr/>	<hr/>	<hr/>	<hr/>
Bank Balances at 31 January 2021	<u>14,275</u>	<u>0</u>	<u>14,275</u>	<u>14,147</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

Approved by the Trustees on 25 February 2021 and signed on their behalf by:

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 2021

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>	2020/21 Total	<i>2019/20 Total</i>
	£	£	£	£
Excursions			0	(1,326)
Printing, Postage & Stationery	(2,937)	(304)	(3,241)	(2,959)
Hire of Hall/Room	(193)		(193)	(466)
Lectures	(360)		(360)	(453)
Subscriptions	(185)		(185)	(150)
Miscellaneous	(129)		(129)	(180)
	<u>(3,804)</u>	<u>(304)</u>	<u>(4,108)</u>	<u>(5,533)</u>

4. Governance Costs

No charge has been made by the Independent Examiner.