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**FRIENDS OF BRAIDBURN VALLEY PARK**

Registered Scottish Charity No: SC040192

**Annual Report & Financial Statements**

**For the year ended 31 October 2017**

**Trustees’ Annual Report for the year ended 31 October 2017**

The Trustees present their Annual Report together with the financial statements of Friends of Braidburn Valley Park for the year ended 31 October 2017.

**Reference & Administrative Information**

**Charity name**

Friends of Braidburn Valley Park

**Charity number**

SC040192

**Contact address**

c/o Ian Burnside 32 Swanston Avenue, Edinburgh EH10 7BY

**Management Committee (Trustees):**

Karen Young Co-Chair

Dianne Savage Co-Chair

Mandy Drake Secretary

Ian Burnside Treasurer

Alan Fleming Honorary Tree Warden

Alan Smith

Alastair Bruce Membership Secretary elected Feb 2017

Richard Bush elected Feb 2017

Adrianna Quail Assistant Honorary Tree Warden co-opted Feb 2017

Matt Ball co-opted Feb 2017

**Other Trustees during the year**

Roger West Resigned Feb 2017

Linda Bendle Resigned Nov 2017

**Local organisations’ representatives on the Management Committee**

**(not trustees**)

Hugh Cowan Greenbank Parish Church

Elaine Jones South Morningside Primary School (from March 2016)

**Structure, Governance & Management**

**Constitution**

The Friends of Braidburn Valley Park is an unincorporated association. It is governed by its Constitution which was adopted in January 2003 and last amended in February 2017. Charitable status was granted by the Office of the Scottish Charities Registrar on 15 January 2009.

**Membership**

Membership of the Friends is open to any person who supports the objectives of the Friends on payment of an annual membership subscription, normally in January. We offer both Household and Individual membership. In 2017 the Friends had 144 Household members and 47 Individual members, together with 5 Life members (196 in total). Most new members join at our events.

**Appointment of Trustees**

The management committee, which normally meets quarterly, are the charity’s trustees. Membership of the management committee is open to all members of the Friends. Members are elected at the Annual General Meeting. Under the constitution, there must be a minimum of five and not more than eleven elected committee members. The committee may co-opt two members of committee during the year to fill any vacancies.

**Management**

The Management Committee is responsible for policy decisions and general management of the charity.

**Objectives & Activities**

**Aims and charitable purposes**

To conserve, enhance and promote the Park for the benefit of people and wildlife, to encourage community involvement in the Park and to work with the Local Authority and other organisations to achieve these aims.

**Activities and Achievements**

As usual, the Friends have had a busy year and have been involved in many activities:

**Awards**

* **Green Flag** – We received the prestigious Green Flag 2017/18 for the eleventh year running.

**Infrastructure of the Park**

* **Herbaceous Border outside Main Entrance** –There was another long lasting display this year and the Friends’ choice of colour scheme (white, grey, blue, purple) and plant choices have once more proved to be successful.
* **Scout Path** – In Spring 2017, the Scouts were able to maintain the path with gravel provided by the Council.

 **Projects**

* **Cherry Trees** We continue to work with Edinburgh and Lothian Greenspace Trust on the cherry tree replacement and they have agreed to fundraise with a view to full replacement. Approaches to the Heritage Lottery fund have not been successful and we continue to look for a major funding source. However, in Spring 2017, City of Edinburgh Council identified sufficient funding to replace a number of cherry trees.
* **David Wright Community Orchard and Memorial Bench** – The local Community raised funds to commemorate David Wright, our well loved Comiston greengrocer. His memorial bench has been sited facing the orchard which was funded by the Friends and planted in November 2016. We are currently developing an interpretation panel for the orchard which will be sited beside the bench and the Friends will meet the balance of the costs..
* **Community Garden** – We engaged John Frater of Plantforms to design a planting and hard landscape scheme for the two areas to the left and right of the path just inside the main park entrance gates at Greenbank Crescent. We were delighted to be successful in getting a grant of £4,000 from Tesco Bags of Hope. Work has already begun on preparing the beds for planting in Spring 2018.
* **Outdoor Exercise Equipment** – a recumbent exercise bike was installed by Edinburgh Council last year near to the stage and amphitheatre. The Friends are currently seeking grants to fund for additional equipment for a range of different exercise types using the Friends’ and grant funds.
* **Wildflower Meadow** – This was not mowed and raked again this year but we will hope as South Morningside Primary now appears to have other priorities. Next year we will carry out the annual rake as a community exercise.
* **Graffiti** – We have a Duke of Edinburgh award candidate who intends to paint the electricity sub shelter when the weather improves. Ironically our use of anti-graffiti spray in the past means that the paint we use does not reliably adhere to the surface and the paint surface is easily picked off leaving an ugly white and green piebald effect.

**Events**

* **Tea in the Park 2017** – Another successful event saw more people than ever before attend this local family favourite. The event featured a Viking re-enactment group, dancers, ceilidh band, crafts, games, raft building, refreshments, bootcamp challenge and the Duck Race. We made a surplus of just over £1,000 to use for the benefit of the Park.
* **Old Tram Shelter -** On November 19th 2016, almost 60 years to the day since the last tram left the Braids, a crowd of over 50 attended the unveiling. The interpretation panel gives more information about the trams and transport in the local area.
* **Park Spring/Autumn Clean** – events were held in April and October with around 40 volunteers each time.

**Management Plan**

* A current Management Plan produced by the Council in consultation with the Friends is an eligibility requirement for the Green Flag and we were consulted during the year.

**Communications**

***Website:***[www.braidburnvalleypark.org.uk](http://www.braidburnvalleypark.org.uk/): the site is actively managed and received an average 380 visits each month, slightly down up from 446 last year, although visits peak significantly around Tea in the Park. The most popular pages this year were *Home*, *Latest News*, *Tea in the Park,. How to get to Braidburn Valley Park a*nd *Map of Braidburn Valley Park. A substantial number of visitors to the site are accessing it for the first time.*  An email notification system allows individuals to sign up to receive regular updates about the Park.

***Social media****:* the Park has a Facebook page, with 428 ‘Likes’, (293 in 2016). It is regularly updated by one of our new Committee members. We have decided to dispense with our Twitter feed as it does not really meet our needs.

***Newsletter*** *(Valley Voice):* two editions of our newsletter, the *Valley Voice,* were printed and distributed to members. Both are also available on our website, as are all previous editions.

***Notice boards****:* the information within the static notice boards at the main entrances to the Park was regularly updated. When there are events, we tend to place notices on the gates and railings.

**Financial Review**

It has been another successful year with another increase to the general fund. In the unrestricted General fund, total receipts were £5,848 and payments for the year were £3,970, resulting in a surplus of £1,878 (2016 - £638). The reserves on the General fund at the year-end were £10,092. This includes £1,000 vired from the designated ‘fun day’ reserve fund. (see note below)

Membership fees and donations contributed a total of £1,305 (2016 - £1,383). Other donations, gift aid and bank compensation added a further £393 to receipts, excluding fun day receipts.

The annual Fun Day in September was very well supported in fine weather and made a surplus of £1,260 (2016 - £1,321). While receipts on the day were higher, the cost of entertainment provided on the day was similarly increased to provide a better event. We are grateful to local businesses and individuals who supported this event by contributing prizes for the duck race and to Transco who assisted with the provision of a mobile toilet for the day.

The Designated fund, which was set up last year, has reserves of £2,000. It was agreed at the 2017 AGM that this could be reduced from the previous figure of £3,000 which still leaves security for any losses on the fun day in the event of cancellation, poor weather etc. There is a consequential increase in the unrestricted general fund which is referred to above.

As regards the restricted funds, details can be found in Note 7 to the Accounts. The Green Dog Walkers fund is largely unchanged.

Approved by the trustees on 16 January 2018 and signed on their behalf by:



Ian Burnside, Treasurer

**Independent Examiner’s Report to the Friends of Braidburn Valley Park**

I report on the accounts of the charity for the year ended 31 October 2017 which are set out on pages 8-10

**Respective responsibilities of trustees and examiner**

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

**Basis of independent examiner’s statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An 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 seeks explanations from the 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 the view given by the accounts.

**Independent examiner’s statement**

In the course of 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 Accounts Regulations
* to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts 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.

Signed: 

Name: Margaret F C Walsh

Relevant Professional qualification/professional body: Self Employed Accountant

Address: 21 Gillespie Road, Edinburgh EH13 0NW

Date: 

**Statement of Receipts and Payments for the Year ended 31 October 2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Note** | **Unrestricted funds** | **Restricted funds** | **Total****2017** | **Total****2016** |
|  |  | **General** | **Designated** | **Green dog walkers** | **Excluding Restricted funds** |
|  |  | £ | £ | £ | £ | £ |
| **RECEIPTS** |  |  |  |  |  |  |
| Donations |  | 454 |  |  | 454 | 2,148 |
| Gift Aid |  | 190 |  |  | 190 | 296 |
| Membership fees |  | 879 |  |  | 879 | 883 |
| Fund raising |  | 4150 |  |  | 4,150 | 3,284 |
| Bank compensation  |  | 175 |  |  | 175 |  |
| **Total Receipts** |  | **5,848** |  |  | **5,848** | **6,611** |
|  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |
| Cost of fund raising |  | 2890 |  |  |  2890 | 1963 |
| Charitable activities | 2 | 753 |  | 53 | 806 | 1634 |
| Donations | 3 | 250 |  |  | 250 | 650 |
| Governance costs | 4 | 77 |  |  | 78 | 78 |
|  |  |  |  |  |  |  |
| **Total Payments** |  | **3970** | **0** | **53** | **4,023** | **4325** |
|  |  |  |  |  |  |  |
| Surplus for the year |  | 1878 |  | -53 | 1,878 | 2,286 |
| Transfers between funds | 5 | 1000 | -1000 |  |  |  |
| **Surplus for the year** |  | **2878** | **-1000** | **-53** | **1,878** | **2,286** |
|  |  |  |  |  |  |  |
| **Reconciliation of funds** |  |  |  |  |  |
| Total funds at 31 October 2016 |  | 7214 | 3,000 | 2148 |  | 12,362 |
| Total funds at 31 October 2017 | 7 | 10092 | 2000 | 2095 | 14,187 |  |
|  |  |  |  |  |  |  |
| **Statement of Balance at 31 October** |  |  |  |  |  |  |
| **Assets** |  |  |  |  |  |  |
| Cash at bank and in hand |  |  |  |  | **£14,186.33** |

The notes on pages 9-10 form an integral part of these accounts.

Approved by the trustees on 16 January 2018 and signed on their behalf by:



Ian Burnside, Treasurer

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).

1. **Cost of charitable activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Unrestricted funds | Restricted funds | Total2017 | Total2016 |
|  | £ | £ | £ | £ |
| Insurance | 235 | - | 235 | 230 |
| Postage, stationery & telephone | 83 | - | 83 | 122 |
| Printing | 60 | - | 60 | 72 |
| Tools & materials | 75 | - | 75 | 125 |
| Website | 300 | - | 300 | 175 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | 753 | - | 753 | 1,595 |

1. **Donations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Unrestricted funds | Restricted funds | Total 2017 | Total2016 |
|  | £ | £ | £ | £ |
| Greenbank Parish Church | 250 | - | 250 | 250 |
| Tram Interpretation Panel |  |  |  | 400 |
|  | 250 |  | 250 | 650 |

1. **Governance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Unrestricted funds | Restricted funds | Total 2017 | Total2016 |
|  | £ | £ | £ | £ |
| Independent Examiner’s fee | 78 | - | 78 | 78 |
|  |  |  |  |  |
|  | 78 | - | 78 | 78 |

1. **Transfers between funds**

 At the AGM in February 2017 it was agreed that the Designated fund, which had been established as protection in the event of an unsuccessful fun day should be reduced from £3,000 to £2,000. There was a consequential increase of £1,000 in the general fund.

1. **Trustee remuneration and expenses**

None of the trustees received any remuneration or expenses (2016 - £nil)

1. **Movement in funds**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Brought forward31 October 2016 | Receipts2016/17 | Payments2016/17 | Transfers2016/17 | Carried forward31 October 2017 |
| **Unrestricted funds** | £ | £ | £ | £ | £ |
|  |  |  |  |  |  |
| General | 7,214 | 5,848 | -3,970 | 1,000 | 10,092 |
| Designated | 3,000 | - | - | -1,000 | 2,000 |
|  | 10,214 | 5,848 | -3,970 | - | 12,092 |
| **Restricted funds** |  |  |  |  |  |
| Green Dog Walkers | 2,148 |  | -53 | - | 2,095 |
| Totals | 12,362 | 5,848 | -4,023 | - | 14,187 |

**Unrestricted funds** are divided between the **General fund** and the **Designated fund** and are funds that may be used at the discretion of the trustees in the furtherance of the objectives of the charity.

The **Designated fund** represents the amount transferred from the General fund in 2014 for the purpose of ensuring sufficient funds are available to cover the outlay required for the Annual Fun Day. Reduced by £1,000 in 2017 after discussion at the AGM

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

The **Green Dog Walkers fund** represents a 2015 grant application submitted jointly by the Friends of Braidburn Valley Park and the Friends of the Hermitage of Braid and Blackford Hill who are collaborating to ensure that the reserve and park are kept as clear of dog waste as far as possible and to educate the current and next generation of dog owners and the wider community about both the risks and the safe management of dog waste products. The total grant awarded to the two charities by the Neighbourhood Partnership Community Fund was £1,648. Each charity previously contributed £250 from its own funds. The Green Dog Walkers scheme will be administered by the Friends of Braidburn Valley Park who will hold all monies received and settle all payments.