

Sustaining Dunbar
(Limited by Guarantee)
Annual Report and Financial Statements
For the Year Ended
30 November 2009

Company Number: SC 351910

Charity Number: SC040106

Sustaining Dunbar

Annual Report and Financial Statements For the Year Ended 30 November 2009

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Sustaining Dunbar

Reference and Administrative Information

Company registration: SC 351910
Company Limited by Guarantee

Charity registration: Scottish Charity
SC040106

Registered office: 27 High Street
Dunbar
East Lothian
EH42 1EN

Directors

The following served as Directors (trustees) throughout the year:

Phillip Revell	(appointed 28/11/08 resigned 1/4/09)
Rodrigo Barnes	(appointed 28/11/08 resigned 1/9/09)
Sarah Wall	(appointed 21/4/09)
Jacquie Bell	(appointed 22/4/09)
Elizabeth McLean	(appointed 22/4/09)
Jo McNamara	(appointed 22/4/09)
Mark Huxham	(appointed 28/11/08)
Paul McLennan	(appointed 22/4/09)
Barbara Richerby	(appointed 18/11/09)

Company Secretary: Rebecca Donald

Bankers: Cooperative Bank
1 Balloon Street
Manchester M60 4EP

Accountants: Thomas Telford & Co
10b High Street
Dunbar
EH42 1EL

Sustaining Dunbar

Annual Report of the Board of Directors For the Year Ended 30 November 2009

The members of the Board of Directors ("the trustees") are pleased to present their annual report and the financial statements for the year ended 30 November 2009.

Structure, Governance and Management

Sustaining Dunbar ("the Trust") is a company limited by guarantee, with the liability of members limited to £1 each. The company is governed by the terms of its Memorandum and Articles of Association and is a registered Scottish Charity.

Members of the Board of Directors ("the trustees") are elected from the membership at the AGM. At each AGM one third of the trustees resign and are eligible for re-election. The Council may, at any time, appoint a member of the company as a trustee to fill a casual vacancy and also appoint a Chairman and Vice-Chairman from among their number. The maximum number of directors shall be 10; out of that number, no more than 7 shall be Member Directors and no more than 3 shall be Co-opted Directors. The minimum number of directors shall be no less than three, of whom a majority must be Member Directors.

The names of those who were trustees during the year are shown on page 2 together with other reference and administrative information.

Objectives, Review of Activities and Achievements

Objectives & Aims

The principal objects of the Trust, as stated in the memorandum of Association, are:

- 1) To advance education and in particular to promote opportunities for learning for the benefit of the general public
- (2) To advance environmental protection and improvement in the Community through the provision, maintenance and/or improvement of public open space and other public amenities and other environmental and regeneration projects (but subject to appropriate safeguards to ensure that the public benefits so arising clearly outweigh any private benefit thereby conferred on private landowners
- (3) To relieve those in need by the promotion of trade and industry within the Community for the benefit of the general public
- (4) To encourage, stimulate and support volunteering principally in the Community
- (5) To advance citizenship and/or community development (including the promotion of civic responsibility and the promotion of the voluntary sector).

But such that the company shall do so following principles of sustainable development.

Sustaining Dunbar is a Community Development Trust and member of the Transition Network. Its aim is to bring people together to plan and start creating a positive, sustainable and locally resilient future for the Dunbar and East Linton locality as we move away from reliance on fossil fuels and reduce our carbon and ecological footprints.

Sustaining Dunbar

Annual Report of the Board of Directors (continued)

Objectives, Review of Activities and Achievements (continued)

Review of Activities and Achievements

Sustaining Dunbar is a member of the Transition Network as well as being a Community Development Trust for the Dunbar and East Linton ward of East Lothian. Its purpose is to bring people together to plan and start creating a low carbon, locally resilient future for our community.

Sustaining Dunbar was formally launched with a showing of the film 'Power of Community' in April 2008. In November 2008 it became a charitable company limited by guarantee with a board of directors elected from the membership. Membership is open to anyone resident and eligible to vote in the Dunbar and East Linton ward.

Much of the activity is organised by working groups of volunteers with an interest in particular topics such as food, energy, transport or enterprise. To date these groups have been instrumental in, amongst other things: the formation of Dunbar Allotments Association which is now progressing the creation of several new allotments sites as well as community gardens and orchards; the setting up of a community polytunnel; the setting up of Dunbar Community Bakery Ltd, a community owned cooperative; the drafting of a Dunbar Transport Action Plan and the securing of various crossings and path upgrades to make it easier for pupils to walk and cycle to school; the organising of numerous awareness raising events such as Bikefest and Apple Day, films and discussion workshops; the commissioning of a feasibility study into retrofitting biomass fired district heating into rural properties (and Halhill Steading in particular). The groups have also been developing 'resilience indicators' to allow monitoring of our progress towards a positive and sustainable future.

Sustaining Dunbar has established excellent links with East Lothian Council. We were closely involved in establishing the East Lothian Environment Forum, are playing a key role in forming the East Lothian Environment Strategy and an East Lothian Food Policy and are fully involved in the Community Planning process. We are also part of the East Lothian Community Engagement Strategy Working Group. We hosted and helped organise the first Scottish Food Relocalisation Conference which has led to the setting up of 'NOURISH --a Local Food Network for Scotland'.

We hosted a 'transition training' weekend for community groups from across Scotland and have supported and encouraged the development of similar groups in nearby towns and villages, including Sustainable Haddington, Transition North Berwick and, in particular, Carbon Neutral Stenton which we are supporting with short term funding for a project worker. We are also represented on the board of Transition Support Scotland which is working to support the development of transition initiatives around Scotland.

The 'Zero Carbon Dunbar' project secured funding from the Scottish Climate Challenge Fund in January 2009 for a two year community mapping and action plan project, 'Dunbar 2025', and to employ a team of energy auditors to work with the 'BeGreen' energy advice service. This is developing a vision of a low carbon, locally resilient future and an action plan for bringing about the structural changes in the local economy which this will require, at the same time as assisting householders to make immediate reductions in energy consumption and carbon emissions by providing personalised home energy reports and follow up advice and assistance to implement energy efficiency measures and install micro-renewables.

Another Climate Challenge Fund grant has now been secured to fund a 16 month project, 'Connecting Dunbar', which will survey people's current travel patterns, gain an understanding of the current barriers to greater use of walking, cycling and public transport and which will develop and start implementing action plans to enable more sustainable travel.

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Annual Report of the Board of Directors (continued)

Financial Review

The results for the year are summarised in the Statement of Financial Activities (SOFA) on page 8. Net incoming resources for the year amounted to £6,564 (2008 - nil)

Total incoming resources amounted to £98,801 and included £96,775 from project grants and £2,026 from voluntary donations, as itemised in notes 1 and 2 on page 10. Other income was derived from fees for education, courses and therapeutic care, sales of produce and investment income. Resources expended amounted to £92,237 as detailed in note 4 on page 11.

The movement in funds over the year is summarised in note 8 on page 13. There are total funds of £6,564 carried forward of which £5,206 represents the value of tangible fixed assets.

Assets & Liabilities

Total costs of £8,119 were added to tangible fixed assets during the year including the purchase of Computer and other equipment.

Reserves policy

The directors' aim to maintain the free reserves of the charity at a reasonable level to provide working capital for Salary and overheads costs.

Small Company Provisions

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985, relating to small companies.

By Order of the Board

Director

Date:

Accountants' Report to the Directors

On the Unaudited Accounts of Sustaining Dunbar

We report on the financial statements for the year ended 30 November 2009 set out on pages 8 to 13.

Respective responsibilities of directors and reporting accountants

As described on page 9 the company's directors are responsible for the preparation of the financial statements, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 January 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; and
- the information given in the Directors' Report is consistent with the financial statements

Thomas Telford & Co

Date:

Reporting Accountants

10b High Street
Dunbar
EH42 1EL

Sustaining Dunbar

Accounting policies

Accounting Convention

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets, and in accordance with the Companies Act 1985, the Financial Reporting Standard for Smaller Entities (issued January 2007) and the Statement of Recommended Practice *Accounting and Reporting by Charities*, issued March 2005 (SORP 2005).

Incoming Resources

Income from periodic grants is recognised when a claim for a particular period has been made. Income from other grants and donations is recognised on receipt. Where a grant or donation is given for a specific purpose, any unexpended portion is carried forward as a restricted fund.

Income from fees and investment income is recognised when receivable.

Resources expended

All expenditure is accounted for on an accruals basis. As far as possible costs are attributed directly to the various categories of expenditure in the Statement of Financial Activities. Administrative staff costs and overheads are allocated to cost categories in accordance with the estimated time spent on each.

Governance costs are those associated with the running of the charitable company.

Fixed assets & Depreciation

Fixed assets are stated at cost less depreciation, which is calculated to write off their cost (less any residual value) over their estimated useful lives. Annual depreciation rates are as follows:

Plant and machinery	25% on reducing balance
Computer equipment	33% on reducing balance

Fixed asset Investments

Listed investments are included at market value.

Stock

No stocks held.

Taxation

The company is a registered charity and no charge for taxation arises on its charitable activities. The company is not registered for VAT and expenditure includes VAT where appropriate.

Fund Accounting

Unrestricted funds can be used in accordance with any of the charitable objects at the discretion of the Trustees.

Designated funds are set aside by the Trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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Statement of Financial Activities (Including Income & Expenditure Account) For Year Ended 30 November 2009

Incoming Resources:	Note	Unrestricted Funds	Restricted Funds	Total 2009
<i>Incoming resources from charitable activities:</i>				
Project grants	1	£	£ 95,951	£ 95,951
Income from courses and events	2	1,646	824	2,470
<i>Incoming resources from generated funds:</i>				
Voluntary income: Memberships & other income	3	365	-	365
Investment income: Bank interest		15	-	15
Total Incoming Resources		<u>2,026</u>	<u>96,775</u>	<u>98,801</u>
 Resources Expended:				
<i>Charitable activities:</i>				
Dunbar 2025	4	-	28,747	28,747
Energy Audit	4	1,079	43,134	44,213
Community Bakery		319	10,000	10,319
Course & events expenditure		1,646	3,408	5,054
Governance costs	4	<u>1,921</u>	<u>1,982</u>	<u>3,903</u>
Total resources expended		<u>4,965</u>	<u>87,272</u>	<u>92,237</u>
 Net incoming resources before transfers				
- Net income for year		(2,939)	9,503	6,564
Transfers between funds		<u>8,145</u>	<u>(8,145)</u>	<u>0</u>
Net movement in funds		5,206	1,358	6,564
Funds brought forward		-	-	-
Funds carried forward	8	<u>5,206</u>	<u>1,358</u>	<u>6,564</u>

All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 13 and the accounting policies on page 7 form part of these financial statements

Sustaining Dunbar

Balance Sheet At 30 November 2009

	Notes	2009
Fixed assets:		£
Tangible assets	5	<u>5,206</u>
		<u>5,206</u>
Current assets		
Debtors	6	-
Stock		-
Cash at bank and in hand		<u>2,308</u>
		<u>2,308</u>
Creditors:		
Amounts falling due within one year:	7	<u>950</u>
Net Current Assets		<u>1,358</u>
Total assets less current liabilities		6,564
Net Assets		<u><u>6,564</u></u>
Funds:		
Restricted funds	8	1,358
Unrestricted funds	8	<u>5,206</u>
Total Funds		<u><u>6,564</u></u>

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities.

The accounts on pages 9 to 15 were approved by the Board on _____ 2009 and are signed on its behalf by:

Director

Date

The notes on pages 10 to 13 and the accounting policies on page 7 form part of these financial statements

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Notes to the Financial Statement For Year Ended 30 November 2009

	Unrestricted Funds	Restricted Funds	Total 2009
	£	£	£
1. Project Grants			
Big Lottery - <i>Community bakery</i>	-	10,000	10,000
Climate Challenge fund	-	84,251	84,251
other grants	-	1,700	1,700
	<u>-</u>	<u>95,951</u>	<u>95,951</u>
2. Courses and events			
	£	£	£
Courses	95	824	919
Events	1,551	-	1,551
	<u>1,646</u>	<u>824</u>	<u>2,470</u>
3. Voluntary income donations			£
Membership			<u>365</u>
			<u>365</u>

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Notes to the Financial Statement For Year Ended 30 November 2009

4. Resources Expended	Dunbar 2025	Energy Audit Team	Governance Costs	Total 2009
	£	£	£	£
Staff costs	22,976	27,114	-	50,090
Training & development	271	9,810	25	10,106
Recruitment	-	2,641	-	2,641
Volunteer cost	25	-	-	25
Publicity & events	1,089	847	-	1,936
Travel & subsistence	-	374	-	374
Insurance	1,283	855	713	2,851
Maintenance costs	41	27	23	90
Office expenditure	1,669	1,112	927	3,708
Accountancy costs	-	-	950	950
Software costs	863	-	-	863
Depreciation	-	1,079	971	2,050
Administrative costs	531	354	295	1,180
Total	28,747	44,213	3,903	76,864
Community Bakery				10,319
Course & events expenditure				5,054
Total resources expended				92,237

Details of Staff costs:

	2009 £
Gross salaries	25,333
Social Security costs	1,781
Total employed staff costs	27,114
Contracted workers	21,666
Total employed staff costs	48,780

Number of staff (including contractual workers)

5

No remuneration was paid to directors (trustees) during the year. Trustees expenses of £0 (2008 nil) were reimbursed.

Auditors' remuneration:

	2009 £
for audit & accountancy services	950

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Notes to the Financial Statement (continued)

5. Tangible Fixed Assets	Computer Equipment	Plant & Machinery	Total
Cost:	£	£	£
At 1 December 2008	-	-	-
Additions in year	<u>2,941</u>	<u>4,315</u>	<u>7,256</u>
At 30 November 2009	<u>2,941</u>	<u>4,315</u>	<u>7,256</u>
Depreciation:			
At 1 December 2008	-	-	-
Charge for year	<u>971</u>	<u>1,079</u>	<u>2,050</u>
At 30 November 2009	<u>971</u>	<u>1,079</u>	<u>2,050</u>
Net Book Value:			
At 30 November 2009	<u><u>1,970</u></u>	<u><u>3,236</u></u>	<u><u>5,206</u></u>
At 30 November 2008	<u>-</u>	<u>-</u>	<u>-</u>
6. Debtors		2009	
		£	
Trade debtors		-	
Accrued income (grants)		-	
Prepayments and other debtors		<u>-</u>	
		<u>-</u>	
7. Creditors		£	
<i>Amounts falling due within one year:</i>			
Accruals & other creditors		<u>950</u>	
		<u>950</u>	

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Notes to the Financial Statement (continued)

8. Movements in Funds	At 1/2/08	Incoming Resources	Resources Expended	Transfers	At 31/1/09
	£	£	£	£	£
Restricted Funds:					
Big Lottery - Community bakery	-	10,000	(10,000)	-	-
Climate Challenge fund		84,251	(74,748)	(8,145)	1,358
TSS Grant	-	1,100	(1,100)	-	-
Dunbar Community Council	-	600	(600)	-	-
Community Windpower - training	-	824	(824)	-	-
Total Restricted	-	<u>96,775</u>	<u>(87,272)</u>	<u>(8,145)</u>	<u>1,358</u>
Unrestricted funds:					
Fixed asset fund	-	-	(2,050)	7,256	5,206
General Fund		2,026	(2,915)	889	0
Total Unrestricted	-	<u>2,026</u>	<u>(4,965)</u>	<u>8,145</u>	<u>5,206</u>
Total Funds	-	<u>98,801</u>	<u>(92,237)</u>	<u>0</u>	<u>6,564</u>

Notes on funds:

The fixed asset fund corresponds to the net book value of tangible fixed assets. Annual depreciation is charged to the fund and the cost or value of fixed asset additions is transferred in.

The bid lottery grant

The Climate challenge fund

9. Analysis of Net Assets Representing Funds

Fund balances at 30 November 2009 are represented by:	Restricted	Unrestricted funds		Total
	Funds	Fixed assets	General	Funds
	£	£	£	£
Tangible fixed assets	-	5,206	-	5,206
Debtors	-	-	-	-
Stock	-	-	-	-
Cash at bank and in hand	2,308	-	-	2,308
Creditors due in one year	(950)	-	-	(950)
Creditors due in more than one year	-	-	-	-
Net Assets	<u>1,358</u>	<u>5,206</u>	<u>-</u>	<u>6,564</u>