

**Bannockburn House Trust**

**Trustees' Report and  
Financial Statements for the year to  
31<sup>st</sup> March 2021**

# **Bannockburn House Trust SCIO**

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**Trustees' Report for the year to 31 March 2021**

The trustees have pleasure in presenting their report, together with the financial statements for the year to 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A).

The Charity is registered as a SCIO (Scottish Charitable Incorporated Organisation) with the Office of the Scottish Charity Regulator (OSCR).

**Objectives and Activities**

Objectives and aims

As described in the governing document, the charitable purpose of Bannockburn House Trust is the preservation of the house and its grounds to provide a community space for both the people of Bannockburn and a wider audience. This involves a substantial conservation project for both house and grounds, which will take a considerable amount of time and effort. The year to 31 March 2021 has been a difficult time with the onset of the global pandemic, Covid 19 and all the consequences resulting from this with volunteering severely affected. It is with great pride and delight though that the Trustees can report the work at Bannockburn House continued through this time and we were successful in many areas despite having to cancel or postpone events.

The Trust started this period with some uncertainty due to Covid but we put in place our own Covid regulations as soon as the lockdown came in force and established arrangements for limited volunteering to continue adhering to Government Regulations. Plans to begin work on a major new project to renovate outbuildings into a new toilet block using the money provided by William Grant Foundation, was already underway and we wanted to continue the planning and start the work as soon as it was possible. The gardens were also being developed with the assistance of funds provided by the Climate Challenge Fund and we were keen to maintain this work.

It goes without saying that meetings and all the planning was initially done through zoom but this also enabled our staff and volunteers to maintain contact, continue to be involved and keep up to date with any progress as well as ensuring our plans moved forward.

**Trustees' Report for the year to 31 March 2021 (continued)**

**Achievements and performance**

**Membership**

BHT had 550 members as at end of March 2021. Membership is currently free, and members are kept informed of developments through regular newsletters. The Trust continues to look at effective ways to engage and build membership within the local area.

**Main Activities Undertaken**

**Main House**

Work began on the external Courtyard at the main house as planned following ensuring a full risk assessment in line with government regulation for Covid19. We removed the large water tanks in the courtyard and began clearing and refurbishing the outbuildings to create public toilet provision. Part of the west elevation slate roof was replaced, and a monitored fire alarm system installed. 3 phase electricity was established along with high-speed broadband and large areas of the garden and courtyard walls refurbished with traditional lime mortar.



Courtyard outbuildings refurbished mainly through the lockdown period.

**Trustees' Report for the year to 31 March 2021 (continued)**

**Gardens**

Our gardeners continued to work throughout this period and the “East Field” of the estate was established as a community growing area with three large polytunnels, 12 raised growing beds and a fenced enclosure. 60 fruit trees were planted to establish an orchard along with paths and deer fencing. A water supply to the orchard was installed which meant digging a long channel from the other side of the house to the East of the estate.

We have done major clearance work with the development of path systems and redevelopment of the enclosed garden.

We successfully carried out significant levels of tree work including bringing the enclosed gardens holly hedge under control and planting an indigenous variety wind break, as well as routine care and maintenance.

We also grew 1500kgs of fresh food for distribution to local vulnerable people.



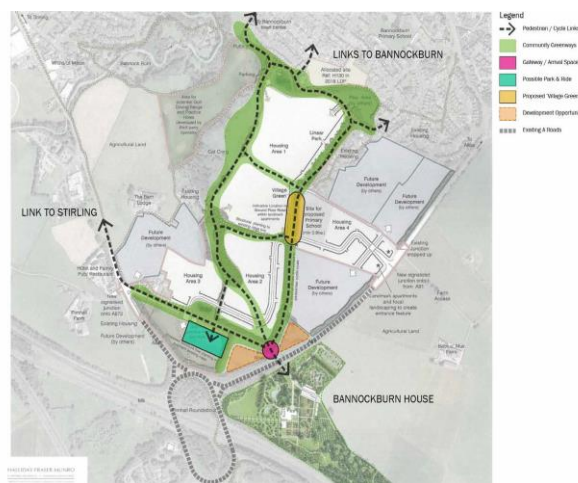
Pictures; top left walled garden, top right, South view of the house, bottom right, looking from the East across the walled garden.

**Trustees' Report for the year to 31 March 2021 (continued)**

**Archaeology** work included six investigations yielding interesting information on the site history including the discovery of a 17<sup>th</sup> century wagonway and Victorian metal orchard labelling which assisted in guiding our new orchard planting.



**Land Acquisition** of an additional 3-acre site formerly connected to the estate. BHT negotiated and purchased an additional 3-acres of land which was the site of the now demolished former lodge house. This site will be important in establishing both a second car parking site as well as potential pedestrian tunnel access to the estate in the future.



Proposed future entrance site to enable local people safe pedestrian access to the estate.

**Trustees' Report for the year to 31 March 2021 (continued)**

**The Master Plan**

A significant amount of work has been completed on business planning, design work and funding negotiations for what has become known in the Trust as the “City Deal” project. Through this project, the Trust aims to redevelop the Victorian outbuildings known as the Chauffeur’s Cottage, Stables, and walled gardens to open income streams and maximise usage. The proposal is to convert the cottage and stables into offices, a bistro, workspace hire, toilets, and events space. This will give an opportunity to create jobs, volunteering, and training opportunities.

This project has taken quite a degree of time to develop, with a few bumps along the way. We currently have Planning Permission, a QS costing and have recently made a revision to the plans to account of Covid-19 issues. Currently, we have a budget line of £840,000 within Stirling Council’s City Deal allocation for 2021/2023 which we aimed to more than match with a current application (via the local authority) for £1.2m in Regeneration Capital Grant Funding (RCGF). (We have unfortunately heard in 2021 that this RCGF application was unsuccessful).



Master plan vision of Bannockburn House and Chauffeurs Cottage development.

Independent evaluation consultants concluded that the gross long-term economic impact of delivering the masterplan (when fully realised) would generate 65 jobs Gross Value Added (GVA) of around £2.6 million each year, of which £2.2 million and 55 jobs will be captured within Stirling.

The Master Plan implementation will be long term and it is viewed as a general direction map rather than a prescriptive route. The end of this document will detail our current priorities within the plan.

**Trustees' Report for the year to 31 March 2021 (continued)**

**Statutory Consents**

We have well developed plans for the redevelopment of a series of outbuildings known as the Chauffer's Cottage and Stables. The plans for these will be accompanied by car parking for 56 cars. Planning consent has been given subject to conditions. We have subsequently amended this application after a Covid-19 review to create an external terrace and additional toilets. Aspects of the terrace design require to be resubmitted following discussions with Stirling Council re the design.

Planning was granted for the Conversion of the courtyard outbuildings to public toilets (and demolition of Victorian Water) along with consent for 3 polytunnels in the East field.

**Volunteer engagement**

Volunteering is at the heart of our efforts towards our goals at Bannockburn House and with 200 plus registered volunteers we have a strong pool of talent to draw from and we have continued to develop the volunteering teams to achieve our operational objectives. Bannockburn House volunteers are organised into several functional teams including Construction, Gardens, History, Archaeology, Events, Retail/Merchandise and housekeeping/hospitality as well as ad hoc groups per activity.

During the pandemic, BHT operated many "at home" volunteering initiatives and still recorded 4000 volunteer hours during the Covid lockdown period.

We also hosted 5 "open" volunteer meetings engaging 60 volunteers.

**Garden volunteering**

The garden volunteer team is the largest of the volunteer groups and during the period operated on 5 sessions, consisting of 4 x ½ days and 1 x full day per week. The volunteer gardeners have provided the labour pool for the bulk of the gardens developments which have included regular site maintenance, garden clearance work, lawn mowing, path building & maintenance, raised bed construction and maintenance, poly tunnel management, vegetable, fruit and plant growing, orchard planting and care as well as estate management such as the redevelopment of the west side "Fountain Walk".



**Trustees' Report for the year to 31 March 2021 (continued)**  
**Construction Volunteering**

The construction volunteer team has developed their work to a high level. Aside from carrying out routine repairs and maintenance, liaising with professional contractors, carrying out areas of high-level works that they are qualified to do, the team has delivered its largest area of work in clearing the courtyard area, entirely rebuilding the outbuildings, converting them into toilets and building a drainage system, including a septic tank and soak away installation.



Constructions volunteers on site and socially distanced during lockdown.

This work took place (within government guidelines) during the Covid lock-down period and involved c.4000 volunteer hours, valued at c.£80,000. There was a strong emphasis on learning and passing on traditional, construction techniques.

**History Group**

The BHT History group has met consistently over the period and on a weekly basis. The lockdown period marked a transition to virtual meetings which operated with an average of a dozen members attending each meeting. History volunteers provide the team of voluntary tour leaders, researchers on aspects of history surrounding both the House and its occupants, drafting both adult and children's guidebooks for the House, providing a curatorial role for the House and acting as the host for a series of seminars of local history matters throughout lockdown.

The Bannockburn House volunteer History groups' primary purpose has been the conduct of research and promotion of education related to the History of the House and local area, aside from the curation of tours around the House. Each of its weekly meetings focuses on mutual learning and has involved three student projects from both Stirling and Oxford Universities.

We have had three trips with groups of volunteers to Culross Palace, the Wild & Majestic exhibition at the national Museum of Scotland and a trip to the Nation Signet Library. These trips have proved useful in creating links with other organisations, such as the national Museum and their curators.

**Lock Down Seminar Series**

The Bannockburn House History group hosted an extensive on-line educational programme during the lockdown period. Videos of many of these have been uploaded onto our new YouTube Channel: <https://www.youtube.com/channel/UC4z6NLizcLmtxpSZ9zph0Bg>

Our volunteers have developed a "virtual tour", again viewed by several thousand people on our Facebook page, which can be found here:

**Trustees' Report for the year to 31 March 2021 (continued)**

Remote Events	Numbers Attending
History group Meetings (24 events)	Average 8
The Declaration of Arbroath	18
Argyll & Sutherland Highlanders	44
Stirling Bridge	52
Stirling and Witchcraft:	100
Stirling & the Romans	45
Argyll & Sutherland Highlanders	48
Battle of Stirling Bridge	60
Stirling's Royal park	52
Stirling City Walls	45
Stirling's Vitrified Forts	55
Battle of Sauchieburn	42
Mental Health support	6
Battle of Bannockburn	100
Jacobite Murder Mystery	14
Geophysics Survey of Bannockburn House	c.25
Coaching Against the Railways	c.30
D-Day Dodgers	c.20
Caledonian Railway Company	c.30
The Lure of the Trossachs	c.18
Waterloo	c.25
Stirling Now and Then - David Brown	c.17
Stirling Broch's - A Fresh Look - Murry Cook	c.54
Waterloo & Fintry - Jim Roche	c.11
Lure of the Trossachs - David Brown	c.27
Historical quiz	12
Christmas at Sea – RL Stevenson	115

[https://www.youtube.com/watch?v=MDoUQ\\_0CTyQ](https://www.youtube.com/watch?v=MDoUQ_0CTyQ)

**Trustees' Report for the year to 31 March 2021 (continued)**

In terms of engagement, The History Group provided 50 events for 816 participants in its heritage seminar series.

**Events Team**

The events team have provided the staffing for all the events during the period and during the lockdown ran the bulk of our engagement programmes on-line. These included 120 events with 5022 live participants and a subsequent social media reach of 146,913 people

Roles include organisation and planning, event management, hosting, driving, mounting and de-mounting exhibitions/marquees etc. The events team consists of a core and periphery, the periphery of c.40 people acting as on-the-day staffing.

**Events programme 2020/2021**

The pandemic created a challenge for BHT. We very quickly moved to holding virtual events using Zoom which was highly successful in terms of engagement but less so in terms of continuing to create an independent income stream.

**Summary Table** (excludes the Frontline Festival Scotland event, which was not organised by BHT)

<b>Events Summary September 2020 - February 2021</b>	<b>Numbers of events</b>	<b>Numbers Attending</b>	<b>Overall reach (views, likes, comments on- line)</b>
January-March 2020	17	534	25000
Food Projects	6	169	38855
History Group Programme	76	1582	12400
Jacobite January	6	331	10709
Doors Open Days	9	2199	57300
Gossip Collective	1	13	149
Christmas Drive Thru	1	60	
Frog Life Seminar	1	20	
MacMillan Fundraiser	1	50	
Cook a longs	2	64	2500
<b>Totals</b>	<b>120 events</b>	<b>5022 attendees</b>	<b>146913 reach</b>

**Trustees' Report for the year to 31 March 2021 (continued)**

**Jacobite January 2021** with online events programmes geared around the Jacobite history of the house:

- Stirling Port Key: 2300 views, 60 live participants
- Making a Blue Bonnet: 5100 views, 100 live participants
- Skirmish on the Forth: 525 views, 20 live participants
- Blowing up St. Ninians's Clock: 307 views, 15 live participants
- Aftermath of Battle of Falkirk: 377 views, 16 live participants
- The Big Jacobite Lecture: 2100 views, 120 live participants

**Doors Open Day 2020**

A significant amount of work was undertaken in delivering a "virtual" Doors Open Day. Members of the history group agreed to appear on camera giving little snippets from their own tours. These were edited down to 5 – 10-minute videos giving a short insight into some of the history connected with Bannockburn House.

We had 6 Volunteers Involved in Filming for Doors Open Day. Volunteered hours towards this event were about 20.

Post engagement, describes how many of those potential people reached stopped scrolling and clicked, commented, or reacted to our post. Minutes viewed is the total time the video has been watched. Engagement rate gives a percentage of potential reach vs engagement.

Videos:

(If viewing this document online the titles will hyperlink you to the videos).

**Promotional Video**



**Reach – 3,700**  
**Engagement – Post Clicks – 153**  
**Reactions, Comments & Shares - 97**  
**Engagement Rate – 4%**  
**Minutes Views - 465**

**Short Tour with Anne – Part 1**



**Reach – 11,900**  
**Engagement – Post Clicks – 424**  
**Reactions, Comments & Shares - 125**  
**Engagement Rate – 3%**  
**Minutes Views – 1,894**

**Short Tour with Anne – Part 2**



**Reach – 1,900**  
**Engagement – Post Clicks - 106**  
**Reactions, Comments & Shares - 45**  
**Engagement Rate – 5%**  
**Minutes Views – 442**

**Fountain with Hugh**



**Reach – 12,300**  
**Engagement – Post Clicks – 366**  
**Reactions, Comments & Shares - 125**  
**Engagement Rate – 3%**  
**Minutes Views – 1,295**

Trustees' Report for the year to 31 March 2021 (continued)

[Charles Rennie Mackintosh Wallpaper of Bannockburn House](#)



Reach – 1,600  
Engagement – Post Clicks - 100  
Reactions, Comments & Shares - 50  
Engagement Rate – 6%  
Minutes Views – 442

[Robert and the 45'](#)



Reach – 3,000  
Engagement – Post Clicks – 75  
Reactions, Comments & Shares - 68  
Engagement Rate – 3%  
Minutes Views – 356

[Flags of the 45'](#)



Reach – 15,000  
Engagement – Post Clicks - 378  
Reactions, Comments & Shares - 119  
Engagement Rate – 2%  
Minutes Views – 1,566

[Dennis and the 45'](#)



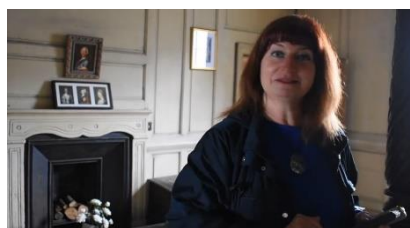
Reach – 3,200  
Engagement – Post Clicks - 100  
Reactions, Comments & Shares - 48  
Engagement Rate – 3%  
Minutes Views – 415

[The Spirits of Bannockburn House with Linda – Part 1](#)



Reach – 3,300  
Engagement – Post Clicks - 388  
Reactions, Comments & Shares - 167  
Engagement Rate – 7%  
Minutes Views – 1,853

[The Spirits of Bannockburn House with Linda – Part 2](#)



Reach – 1,400  
Engagement – Post Clicks -109  
Reactions, Comments & Shares - 57  
Engagement Rate – 7%  
Minutes Views – 633

**Total Minutes of video viewed – 9,341**

We would usually expect to benefit financially from these events, however, the virtual aspect of it meant that no income was made.

Trustees' Report for the year to 31 March 2021 (continued)

Other Events during the period

**Gossip Collective:** art installation event streamed electronically. BHT worked with Creative Stirling and the Gossip Collective's 10 artists, to stage a major virtual art installation and exhibition. Around a dozen artists participated, with video of some of the activities reaching many thousands of people:

[Art Exhibition Blog](#)

[Art Exhibition Slideshow](#)



**Christmas "Drive Thru" event:** 60 participants.

**Frog Life Biodiversity Seminar:** 20 on-line participants

**Frontline Festival Scotland:** Ceangail live streamed rock gig with a reach of 122000 people across 30 countries, 12000 people electronically engaging with BHT as a result.

**Mark Leslie Volunteer photoshoots:** 2-year fine art photography project involving more than 40 volunteers.



**Trustees' Report for the year to 31 March 2021 (continued)**



Some of our volunteers involved in the Mark Leslie exhibition.

**MacMillan cancer Care Coffee Morning**

One of the Garden Volunteers usually organises a coffee morning for the annual MacMillan event at the House. In 2020, we assisted her to run it virtually. 10 volunteer bakers made cakes, 50 cake packs were sold and delivered around the local area and a “virtual” coffee morning was held over Zoom. £500 plus was raised for MacMillan, the highest ever amount raised by BH volunteers.

**Climate Challenge Programme**

BHT operated a community-based Climate Action Education programme during 2019 to 2021. The headline results from the programme included:

- 191 tCO<sub>2</sub>e Carbon tonnage saved during the project
- 347tCO<sub>2</sub>e projected lifetime savings
- 71volunteers engaged
- 4600 volunteer hours delivered
- 1786 people from the local community engaged
- 250 people participating in 13 training programmes
- 8000 sq.m. of growing land reclaimed
- 1500KGs of food grown and distributed to local vulnerable people
- Polytunnels, raised beds, composting systems, paths, water supply all established.

**Trustees’ Report for the year to 31 March 2021 (continued)**

**Climate Challenge Education Events  
Gardens/Food Engagement Programme**

BHT operated a substantial on-line activity/engagement programme during the 2020/2021 lockdown period. Each of these project participants received a starter pack, written instructions, video instructions and Zoom support. This was a comprehensive education programme geared toward developing an understanding through actions of sustainability and climate change.

Project	Participants
Raised beds – Home Growing during lockdown	10
Tatties! – Home Growing during lockdown	130
Bread and pizza making	35
Tomatoes! – Home Growing during lockdown	15
Battle of the Bannocks	30
Sourdough September	30
Frittata making	30
Bruschetta making	32
Wreath Making	7
<b>Individual Participants</b>	<b>250</b>

Food Projects Social Media Analysis			
Channel	Posts	Comments & Likes	Overall “Reach”
<b>BHT Facebook</b>	30	905	38855
<b>Facebook group</b>	52	1678	2929
<b>YouTube</b>	7 Videos	683 Views	64 hours viewed

**Live and On-line Cooking Workshops**

Live cooking workshops have been delivered at Bannockburn High School, within the teaching kitchens. We were able to deliver 4 out of the 6 sessions before the lockdown measures came into effect. Each of the practical sessions allow our volunteers who have attended to share their learning with other volunteers and members of the public at future events. The sessions have covered, soup making, vegetable-based meals, orchard medley, cordial making, forging and Jams/chutneys making. All these sessions are vegetarian to reduce risk involved.

We also delivered two Facebook Live Cook-a-long activities in conjunction with Creative Stirling. 30 participants in the first (1700 views) and 34 in the second (800 views) were issued with ingredient pack, primarily of our own garden produce.

<https://www.facebook.com/BannockburnHouse/videos/432126374423101>



**Trustees' Report for the year to 31 March 2021 (continued)**

**Traditional Construction Skills**

**Lime Mortar Wall Repairs** A volunteer team of 8, coordinated by retired stonemason volunteer and one of the founding members of the Trust, Willie McEwan, has completed substantial lime mortar wall repairs in the gardens and courtyard. Training was provided voluntarily by a former colleague of Willie's. The "Wallunteers" as they are now known had 20 on-site days developing their skills and repairing walls.



**Comics and Cut Outs**

Five BHT volunteers have worked with Magic Torch Comics in producing a four-page comic on the history surrounding Bannockburn House and its environs. This project is progressing apace with a group of volunteers having agreed a detailed story board. The story board is now with an artist for draft production.

An additional five volunteers have been working with a heritage professional to develop a make-at-home Bannockburn House Model made from paper. Once both the comic and paper model are complete, we will distribute for free via our website and use them both to develop our educational work with schools.

**Retail/Merchandise/Crafts**

Initially beginning as a craft group, the volunteer team extended their work into establishing an on-site retail space, later complemented with an on-line store.



**Trustees' Report for the year to 31 March 2021 (continued)**

**Employability:** BHT has worked with the major employability players within Stirling area and has now been registered as a placement for the UK Government Kickstarter scheme. This will initially offer two Heritage Assistant jobs from the autumn of 2021 with a view to significantly increasing this in the future.

**Youth Work**

BHT has been passionate about developing capacity to have young people attend and engage in various projects. There have been two main methods of engagement. The first has been offering short 1- or 2-hour sessions, where the groups can come for a child friendly tour and play a few games at the house. The second is where we have offered blocks of 5 sessions at Bannockburn House. These involve various projects around volunteering, learning, work experience, bug hotel building, plaster casting and gardening. We have put over 150 young people through the Explorer Heritage Hero Award from Archaeology Scotland, which recognizes their attainment. The young people have ranged from Primary School age, High School and College, tailoring the sessions to the clients.

**Trustees' Report for the year to 31 March 2021 (continued)**

**Evaluation of project**

Richard Marsh, of 4C Consulting, was appointed to evaluate BHT's activities through a competitive tendering exercise delivered by two Trustees. The summary is included here:

"All objectives have either been met or partly met with further progress likely. Securing further capital investment is vital to move into the next (second) phase of development. The success of the projects delivered by the Trust appears to be underpinned by four critical factors:

- Bannockburn House and gardens are an **exceptional national asset** with significant untapped potential. There is clear potential to grow links between other historic and cultural attractions within the region and this is already being developed.
- The development of a highly skilled, passionate and **dedicated group of volunteers** has been key to the success of many of the Trust's projects. BHT has developed an approach linking the continued development of its volunteers with the delivery of activities and events. This has helped create a virtuous circle where most of the Trust's new volunteers are gained through the day-to-day operation of Bannockburn House.
- The use of consultants to help the Trust evolve in its early stages has worked well. The **consultants are specialised** (community ownership, board governance, volunteer development) and have an excellent knowledge of the local community and commitment to the projects.
- The consultants have refrained from delivering the project directly and instead provided enough room for the board and other volunteers to gain experience themselves. At this early stage in the Trust's existence there is some evidence that this has led to better resilience within the Trust
- The project has benefited from a diversity of interests and activities. We have identified three distinct interest groups but even within these groups there are several sub-groups. This has allowed (or necessitated) greater independent working across the different groups with the resulting high levels of enjoyment and engagement from the volunteers and agile and creative approaches to developing community links and generating income.
- There is some evidence of volunteers losing contact with their groups. It would be worthwhile exploring how each group can communicate their plans once the Covid-19 restrictions begin to lift.
- Where activities were highly enjoyable volunteers tended to feel like they made the least difference. It would be worthwhile for the Trust to explore how the value of all volunteering activities can be communicated to all volunteers.
- Nearly nine of out of ten female volunteers came from highly skilled backgrounds. However, female volunteers accounted for all the cleaning activities and few managing or co-ordinating roles (in our survey).
- Broadening this example beyond gender, it would be worthwhile exploring how tasks and roles could be advertised more widely across the Trust's volunteers. This would help ensure any opportunities are take full advantage of the rich bank of skills available to trust and avoid focusing on relatively small group of usual suspects.

**Trustees' Report for the year to 31 March 2020 (continued)**

**Impact**

Despite not being able to have many volunteers come to the house during the period we have continued to build our volunteer base having achieved this through the use of social media and engagement with other agencies. Many of our established volunteers provide research and/or home-based work so this did not change and through zoom meetings advertised through social media we were able to continue to engage and recruit volunteers. For many of our volunteers Bannockburn House has become a lifeline to a different experience and way of life. Many volunteers are local to the area and the house provided an outlet, an interest and at times, a boost to mental health enjoying the social aspect and interesting community experience. Covid put a stop to this for a time and we were concerned about our volunteers and how this might affect them, therefore we looked at providing as many virtual events as possible as well as providing a delivery service of food/shopping where needed through the lockdown.

The Trust has continued to provide training opportunities for our volunteers and experiences to develop new skills as well as enjoying the social aspect in a supportive environment and in line with Covid safety measures.

Volunteers have maintained their status as the life blood of this project, being the driving force of what we want to achieve and being part of developments every step of the way. Volunteers are from many different backgrounds and bring a huge range of different skills to the project. Friendships have continued to be developed throughout this period and the sense of being part of something and the comradeship which has developed at Bannockburn House is both amazingly productive and wonderful to witness. Covid19 put a small dent in this for a while, but Bannockburn House volunteers are resilient and continue to give their all, in time, energy, knowledge, expertise and at times, a bit of muscle for the heavier jobs. The project continues to grow despite Covid.

**Human Resources and Networks**

People remain BHT's most important asset and resource. We will seek to inspire and motivate volunteer input through sound informative communication and empathetic management and promote and obtain support from key stakeholders such as Stirling Council, Historic Environment Scotland and the Scottish Government.

We will strive to maintain an appropriate workforce (employed and volunteer) to optimise quality of service and production and play an active part in 'Covid Recovery' plans for health and social support, training, and employment.

We will ensure the Board and Executive Management provide sound leadership and act as promoting champions and invest in, and practice succession planning to ensure varied and enthusiastic membership who can take the project forward through the different phases.

We will maintain an up-to-date website and effective regular communication on social media platforms.

**Trustees' Report for the year to 31 March 2020 (continued)**

**Financial Review**

**Finance**

The Trust will maintain robust financial and budgeting processes that ensure prudent, competent, and secure stewardship of financial resources along with maintaining transparent financial records and accounts monitoring outturn against budget.

We will maintain a robust rolling 3-year business plan that sets out priorities and is updated as necessary to take account of forecast income and work towards agreeing a visitor charging strategy for designated areas of the site in future.

We will continue to secure funding for priority work on the main house and secure funding to develop the proposed chauffeurs' cottage café and event space, car parking and volunteer hub. Deliver and complete external main building repairs and establish proposed 'Bannock Bothies' self-catering accommodation by 2023.

Maintain volunteer numbers at 200 with an active base of 100 active volunteers every year.

**Forest School Nursery** A major Scottish charity, Inspire Scotland, is launching their own chain of "Forest School" nurseries. Fairly early on in this process, they identified Bannockburn House estate, as a location that they wanted to pursue. They have now set up their operating company "Willow Den" to progress their plans further.

**Reserve's policy**

The trustees aim to maintain General Fund reserves at a level that equates to 6 months of recurring operational costs (insurance, security, equipment hire etc.) The General Fund balance held at 31<sup>st</sup> March 2021 was £ 72,944 (2020: £45,813). The Restricted Fund balance is £ 779,520 and a detailed breakdown of these funds is given in note 16. BHT is financially stable but we continue to seek additional funding for the immediate necessary repairs to the main house and also to fund projects for the outbuildings and grounds which have an historical significance.

**Plans for future periods**

**Medium Term Ambitions**

By 2026 we will seek to:

- make significant progress in the restoration of the house and gardens
- develop, using local trades/trainees where feasible, car parking, visitor facilities and a café within the chauffer's cottage and stables
- be in the top 5 most visited heritage attractions in the Stirling City area
- maximise the use of facilities by the community for social / recreational / leisure purposes
- provide a wide variety of professional and volunteer led events
- maximise the income potential in all activities to operate and maintain the estate.

**The Next Two Years**

In the next two years our priorities will be to:

- ensure the main house is structurally safe, wind and watertight and presentable
- maintain and develop an appropriate volunteer base and workforce
- provide car parking and develop the chauffer's cottage and stables
- Repair and refurbish the external of the main House
- continue to develop and enhance the gardens, parklands and woodland
- maintain & increase volunteer contribution to the Trust
- organise events to generate income and community engagement

seek and maximise fundraising from available sources to support capital development and operational expendit

**Trustees' Report for the year to 31 March 2020 (continued)**

**Structure, Governance and Management**

Governing document

Bannockburn House Trust (BHT) was registered on 10 January 2017 as a Scottish Charitable Incorporated Organisation (SCIO) with the charity number SC047081 within the terms of its governing document, a written constitution.

Appointment of Trustees

Up to 7 individual persons can be elected as Trustees by the Ordinary Members in the General Meeting (they themselves must be Ordinary Members). In addition, up to 4 individual persons can be co-opted, to ensure a spread of skills and experience within the Board. (The original constitution stated that there should be up to 8 ordinary members and 3 co-opted members, resolution was passed on 27<sup>th</sup> March 2019 to make the change). At the second and subsequent Annual General Meetings of the charity, one-third of the Elected Trustees (or the nearest number upwards) shall retire from office. A retiring Elected Trustee shall be eligible for re-election after one term of office, but no trustee can serve more than two consecutive terms of office, without at least one year out of office before being eligible again.

Trustees' induction and training

New trustees are briefed on their legal obligations under charity law and are informed about the charity's constitution, in particular the Code of Conduct for Charity Trustees, the committee and decision-making processes and recent financial information of the charity.

The OSCR publication – "Guidance and Good Practice for Charity Trustees" is held by the charity and is available for training new trustees.

Organisational structure

The structure of the organisation comprises those individuals who made the application for registration of the SCIO together with; Ordinary Members, Associate Members and Junior Members (the description of each is laid out in the Constitution).

The charity must have a minimum of 20 members and at least three quarters of the membership must be Ordinary Members (i.e., residing in the postcodes laid out in Annex 1 to the Constitution).

In the event that the number of Ordinary Members falls below three quarters of the members of the organisation, the Board may conduct essential business and to ensure the admission of sufficient Ordinary Members to achieve the minimum number and/or take steps to maintain the majority.

Only Ordinary Members can vote at general meetings and elect people to serve as trustees (Elected Trustees).

No business shall be dealt with at any general meeting unless a quorum (the greater of 10 Ordinary Members or 10% of the Ordinary Members) is present.

Administration of the charity is the responsibility of the Board of Trustees who convene on a regular basis. The Board comprises both Elected and Co-opted trustees and must have a minimum of 3 members and a maximum of 11. The quorum for Board Meetings shall not be less than 50% of all the Trustees provided that the Elected Trustees are always in the majority. Members of the Board of Trustees are all volunteers who receive no remuneration for their work.

Key management personnel

The Trustees consider the Board of Trustees (who under the terms of the Constitution control and direct the affairs, property and funds of the charity) to be the key management personnel. No Trustee may serve as an employee (full time or part time) of the charity and no trustee may be given any remuneration by the charity for carrying out their duties as a trustee. Details of Trustee's expenses and related party transactions are disclosed in Note 2 to the accounts.

**Trustees' Report for the year to 31 March 2020 (continued)**

**Risk management**

At present, risk management is focused on the restoration phase of the project. The key considerations, therefore, are good site management and consideration of the financial risks. The principal risks to the project are addressed as follows:

- Maintaining a safe working environment and adhering to Health and Safety procedures,
- Ensuring that the fire risk is reduced whenever possible and fire alarms are fit for purpose at all times,
- Strict site security is maintained
- Adequate insurance policies for client and contractors
- Strict control of programme and costs by the Project Manager and detailed financial planning by the trustees to ensure funds are available when required.

Beyond the restoration period, it is envisioned that the trustees will have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review;
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

**Related parties and co-operation with other organisations**

Trustees are obliged to declare any potential conflict of interest or loyalty between themselves and any outside matter or third party. We can confirm that no such conflicts exist.

Connections and relationships have been built with other publicly owned organisations including the local council, Historic Environment Scotland, The Engine Shed, Stirling, Stirling City Heritage Trust, Heritage Trust Network Trust, Conservation Architects, Historic garden specialists, Forth Environment Link and plaster historians and specialist historic building inspectors. The Trust has also continued to develop the established links with the local primary and high schools and have engaged with local childminding groups, young archeologists and a variety of other groups and organisations for learning and activity-based engagement.

**Pay policy for senior staff**

The Trust moved from contractual employment of staff to employee status for 5 members of staff during the period as planned. The members of staff now employed on this basis are Head Gardener, Construction Manager, Events Manager, Project Support Manager and Volunteer Co-ordinator. BHT has contracted with Stirling Enterprise Park (STEP) to provide an HR support service. This service has assisted in ensuring that a full suite of HR policies is in place and up to date, alongside a staff handbook, job descriptions, support and development systems and the full policy range required of modern employers.

**Trustees' Report for the year to 31 March 2021 (continued)**

**Trustees**

BHT has maintained a full complement of 11 trustees and were supported and advised during the period by a Heritage Fund financed mentor, Miles Harrison. Trustee meetings have taken place monthly since the inception of the organisation, each meeting receiving a report on progress/decisions to be made and finances. The Board Mentor delivered individual one-to-one coaching and advice session to the chair and other board members and also developed and delivered development/training sessions from basic roles and responsibilities, planning and strategy, finance, succession planning through to the induction of new board members.

The Board also has operational sub-groups on finance and construction with individual Trustees assigned roles over aspects of the Trust's operational activities such as gardens, volunteering, events etc.

**Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 2015 (FRS 102) ;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006(as amended) and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Trustees' Report for the year to 31 March 2021 (continued)**

**Reference and Administrative Information**

**Trustees in office during the period**

<b>Name</b>	<b>Office</b>	
Penelope Ellis	Chair	Co-opted
William McEwan	Vice-Chair	
Anne Smith	Secretary	Co-opted
Alastair May	Treasurer	
Linda Masterson	Board Member	
Thomas Cattigan	Board Member	
Gerard Traynor	Board Member	
Steven Tolson	Board Member	Co-opted
Alan Marshall	Board Member	
Sylvia Barclay	Board Member	
Gaynor Crocombe	Board Member	
Robert Aitken	Board Member	Resigned 18/10/21

**Trustees in office at the date of signing this report**

<b>Name</b>	<b>Office</b>	<b>Appointed/ Re-appointed</b>
Penelope Ellis	Chair	23/11/17 Co-opted
William McEwan	Vice-Chair	10/01/17 Resigned 22/06/21
Anne Smith	Secretary	10/01/17 Co-opted
Alastair May	Treasurer	01/10/19
Linda Masterson	Board Member	10/01/17 Resigned 22/06/21
Thomas Cattigan	Board Member	10/01/17 Resigned 22/06/21
Gerard Traynor	Board Member	01/07/19
Steven Tolson	Board Member	01/07/19 Co-opted
Alan Marshall	Board Member	10/06/20
Sylvia Barclay	Board Member	10/06/20
Gaynor Crocombe	Board Member	10/06/20
Catriona Conway	Board Member	22/06/21
Alan Buchan	Board Member	22/06/21

The AGM this year took place on 22<sup>nd</sup> June 2021 and saw three long standing Trustees stand down due to their term in office having come to an end, Tommy Cattigan, Linda Masterson and William McEwan and the appointment of three new members Catriona Conway, Alan Buchan and Robert Aitken join the board. All three new members have different and varied backgrounds, are also volunteers and are committed to the development of the project and have brought new and initiative ideas to the board.

**Trustees' Report for the year to 31 March 2021 (continued)**

<b>Principal office</b>	25, The Pheasantry Alloa FK10 1PH
<b>Operational address</b>	Bannockburn House Stirling FK7 8EY
<b>Independent Examiners</b>	John M Taylor & Co 9 Glasgow Road Paisley PA1 3QS
<b>Law agents</b>	Pollock, Ross & Co 18b Maxwell Place Stirling FK8 1JU
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

**Approved by the Trustees on 20 December 2021 and signed on their behalf by:**

**Penelope Ellis (Chair)**

**Anne Smith (Secretary)**

**Statement of Financial Activities (Incorporating Income and Expenditure Account)  
For the year to 31 March 2021**

	Notes	Unrestricted Funds			2021 Total £	2020 Total £
		General Fund £	Designated Funds £	Restricted Funds £		
<b>Income</b>						
Donations and legacies	3	2,846	-	-	2,846	1,944
<i>From charitable activities:</i>						
Grants Received	4	17,000	-	306,458	323,458	402,551
<i>Other incoming resources:</i>						
Other trading activities	5	15,717	-	-	15,717	40,882
Investment income	6	-	-	-	-	-
Other income		-	-	-	-	-
<b>Total Income</b>		<b>35,563</b>	<b>-</b>	<b>306,458</b>	<b>342,021</b>	<b>445,377</b>
<b>Expenditure</b>						
Cost of raising funds	7	1,537	-	-	1,537	8,362
Charitable activities	8	6,895	-	238,721	245,616	321,402
<b>Total Expenditure</b>		<b>8,432</b>	<b>-</b>	<b>238,721</b>	<b>247,153</b>	<b>329,764</b>
<b>Net income/(expenditure)</b>		<b>27,131</b>	<b>-</b>	<b>67,737</b>	<b>94,868</b>	<b>115,613</b>
<b>Gross transfer between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>27,131</b>	<b>-</b>	<b>67,737</b>	<b>94,868</b>	<b>115,613</b>
<b>Reconciliation of Funds:</b>						
Total funds brought forward		45,813	-	711,783	757,596	641,983
<b>Total funds carried forward</b>		<b>72,944</b>	<b>-</b>	<b>779,520</b>	<b>852,464</b>	<b>757,596</b>

All income and expenditure derive from continuing activities.

# Bannockburn House Trust SCIO

The notes on pages 29 to 38 form part of these financial statements

## Balance Sheet as at 31 March 2021

	Notes	£ Unrestricted	£ Restricted	2021 £ Total	2020 £ Total
<b>Fixed Assets</b>	<b>12</b>	23,513	731,894	755,407	636,676
<b>Current Assets</b>					
Debtors and Prepayments	<b>13</b>	4,162	23,867	28,029	24,115
Bank account		47,012	41,797	88,809	123,997
Petty cash		556	(375)	181	84
		<u>51,730</u>	<u>65,289</u>	<u>117,019</u>	<u>148,196</u>
<b>Current Liabilities</b>					
Accruals		1,612	17,663	19,275	27,276
Tax & National Insurance		687	-	687	-
		<u>2,299</u>	<u>17,663</u>	<u>19,962</u>	<u>27,276</u>
<b>Net Current Assets</b>		<u>49,431</u>	<u>47,626</u>	<u>97,057</u>	<u>120,920</u>
<b>Total Assets less Liabilities</b>		<u>72,944</u>	<u>779,520</u>	<u>852,464</u>	<u>757,596</u>
<b>Represented by:</b>					
Unrestricted Funds					
General Fund	<b>16</b>	72,944	-	72,944	45,813
Designated Fund	<b>16</b>	-	-	-	-
Restricted Fund	<b>16</b>	<u>-</u>	<u>779,520</u>	<u>779,520</u>	<u>711,783</u>
<b>Total Funds</b>		<u>72,944</u>	<u>779,520</u>	<u>852,464</u>	<u>757,596</u>

The financial statements were approved by the Board of Trustees on 20 December 2021 and signed on their behalf by,

Penelope Ellis (Chair)

The notes on pages 29 to 38 form part of these financial statements

**Notes to the Financial Statements for the year to 31 March 2021**

**1. Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

**(a) Basis of preparation**

The financial statements have been prepared under the historic cost convention, with items recognised at cost or transaction value, unless otherwise stated in the relevant notes to these accounts and in accordance with:

- The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS 102 1A
- Accounting and Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102 1A)
- The Charities and Trustee Investment (Scotland) Act 2005
- The Charities Accounts (Scotland) Regulations 2006 (as amended)

The charity meets the definition of a public benefit entity as defined by FRS 102.

The accounts are prepared in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

**Going Concern**

In light of the ongoing health crisis caused by COVID-19, the Trustees have assessed the impact that a period of interrupted fundraising would bring and have taken measures to reduce the charities costs in order to combat the reduction in revenues that this would cause. The Trustees have put in place contingency plans to reduce the cost base in order to ensure the charity can continue as a going concern. Accordingly the Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**(b) Charity information**

The charity is registered as a SCIO (Scottish Charitable Incorporated Organisation) with the Office of the Scottish Charity Regulator (OSCR)

**(c) Going Concern**

FRS 102 requires, if appropriate, the financial statements are prepared on the going concern basis, which means that the charity is able to operate for the foreseeable future on the basis of known and reasonable projected resources. There are no material uncertainties in respect of the charity's ability to continue as a going concern and thus the going concern basis has been adopted in preparing the financial statements.

**(d) Income recognition**

Income (including government and other grants) is recognised and included in the Statement of Financial Activities (SoFA) when:

- The charity becomes entitled to the resource;
- The trustees are virtually certain they will receive the resources; and
- The monetary value can be measured with sufficient reliability.

Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

For legacies, entitlement is the earlier of:

- The charity being notified of an impending distribution, or
- The legacy being received.

**Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising) the incoming resource and related expenditure are reported gross in the Statement of Financial Activities.

**Notes to the Financial Statements for the year to 31 March 2021 (continued)**

**Donations**

Donations are only included in the Statement of Financial Activities when the charity has unconditional entitlement to the resource.

**Investment income**

This is included in the accounts when receivable

**(e) Expenditure recognition**

Expenditure is recognised:

- Once there is a legal or constructive obligation committing the charity to pay out resources,
- It is probable that a transfer of economic benefits will be required in settlement, and
- The amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- Cost of raising funds - these comprise the costs involved in organising specific fundraising events
- Charitable activities - these include the costs of activities undertaken to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**(f) Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs. These costs are allocated entirely to expenditure on charitable activities. For a detailed breakdown of support costs see note 10.

**(g) Governance costs**

Governance costs comprise all costs associated with meeting the constitutional and statutory requirements of the charity and include the Independent Examiner's and costs linked to the strategic management of the charity.

**(h) Operating leases**

Rentals payable under operating leases are charged against income on a straight-line basis over the lease term.

**(i) Tangible fixed assets and depreciation**

Items are capitalised if they have an estimated useful life in excess of one year and have an initial cost of at least £100. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is calculated at such a rate as to write off the cost, less estimated residual value, of each asset over the period of its estimated useful life, as follows:

- Plant and equipment – 25% of cost
- Property – 2% of cost (property acquired in December 2017 is not yet depreciated as still under renovation)

**(j) Debtors and Prepayments**

Trade and other debtor are recognised at the settlement amount due, after any trade discount offered. Prepayments are valued at the amount prepaid, net of any trade discounts due.

Notes to the Financial Statements for the year to 31 March 2021 (continued)

(k) **Creditors and Accruals**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and accruals are normally recognised at their settlement amount, usually the invoice amount, after allowing for any trade discounts due.

(l) **Donated Goods and Services**

Donated goods and services are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably.

On receipt, donated goods and services are recognised based on the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain the services on the open market, a corresponding amount is then recognised in expenditure in the period of receipt.

(m) **Role of Volunteers**

The charity is reliant on a team of volunteers for fundraising and maintenance roles. In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.

(n) **Financial instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently at their settlement value.

(o) **Cash and cash equivalents**

Cash at bank and in hand is held to meet day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid instruments, usually in 90-day notice interest bearing savings accounts.

2. **Related party transactions and trustees' expenses and remuneration**

In the administration of the charity all trustees give freely of their time and expertise without any form of remuneration or other benefit in cash or kind. For expenses reimbursed and transactions with trustees/related parties see note 14.

3. **Donations and legacies**

	Unrestricted		Restricted	Total 2021	Total 2020
	General	Designated			
	£	£	£	£	
Sundry donations	2,846	-	-	2,846	1,944
	-	-	-	<u>2,846</u>	<u>1,944</u>

Notes to the Financial Statements for the year to 31 March 2021 (continued)

4. Grants Received

	Unrestricted			Total 2021 £	Total 2020 £
	General £	Designated £	Restricted £		
Grants – Wm. Grant Foundation	-	-	3,000	3,000	60,000
- SLF (Revenue)	-	-	-	-	22,500
- Investing In Communities	-	-	45,975	45,975	60,274
- Climate Challenge Fund	-	-	40,226	40,226	69,901
- Architectural Heritage Fund	-	-	24,892	24,892	24,572
- Leader Programme	-	-	32,344	32,344	118,554
- Stirling City Heritage Trust	-	-	-	-	-
- Big Lottery Fund	-	-	57,500	57,500	43,750
- HLF Resilient Heritage	-	-	40,000	40,000	-
- Mushroom Trust	-	-	3,000	3,000	3,000
- Historic Environment Scotland	-	-	20,467	20,467	-
- Clackmannanshire and Stirling Environment Trust	-	-	7,500	7,500	-
- Scotland Loves Local	-	-	5,000	5,000	-
- CCAF	-	-	7,941	7,941	-
- Growing Food Together Fund	-	-	14,613	14,613	-
- Stirling Council Covid grant	17,000	-	-	17,000	-
- PF Charitable Trust	-	-	4,000	4,000	-
	<u>17,000</u>	<u>-</u>	<u>306,458</u>	<u>323,458</u>	<u>402,551</u>

5. Other trading activities

	Unrestricted			Total 2021 £	Total 2020 £
	General £	Designated £	Restricted £		
Fundraising income	2,776	-	-	2,776	15,834
Other	12,941	-	-	12,941	25,048
	<u>15,717</u>	<u>-</u>	<u>-</u>	<u>15,717</u>	<u>40,882</u>

6. Investment income

	Unrestricted			Total 2021 £	Total 2020 £
	General £	Designated £	Restricted £		
Bank interest received	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

7. Cost of raising funds

	Unrestricted			Total 2021 £	Total 2020 £
	General £	Designated £	Restricted £		
Fundraising expenses	1,537	-	-	1,537	8,362
Lottery license	-	-	-	-	-
	<u>1,537</u>	<u>-</u>	<u>-</u>	<u>1,537</u>	<u>8,362</u>

Notes to the Financial Statements for the year to 31 March 2021(continued)

8. Charitable activities

	Unrestricted		Restricted	Total 2021	Total 2020
	General	Designated			
	£	£	£	£	£
<u>Project costs</u>					
- Estate Development Master Plan	-	-	-	-	49,998
- Chief Executive Services	3,378	-	26,039	29,417	43,680
- Project Support Services	-	-	-	-	23,371
- Board Mentor	-	-	1,600	1,600	6,250
- Volunteer Coordinator	-	-	5,450	5,450	21,129
- Marketing Coordinator	1,964	-	8,157	10,121	16,340
- Rent & Rates	-	-	331	331	2,874
- Postage Stationery & Advertising	213	-	472	685	4,585
- Telephone	73	-	1,439	1,512	431
- Insurance	-	-	21,600	21,600	29,468
- Legal & Professional Fees	20	-	2,779	2,799	17,229
- Cleaning	141	-	651	792	-
- Donations	500	-	-	500	-
- Equipment hire	-	-	3,569	3,569	4,239
- Consulting	-	-	14,632	14,632	-
- Heat and light	499	-	1,079	1,578	4,500
- Subscription	35	-	3,069	3,104	999
- Repairs & Maintenance	1,138	-	14,823	15,961	23,064
- Ground Maintenance	(4,475)	-	58,246	53,771	57,125
- Training	300	-	1,404	1,704	570
- Entertaining	-	-	-	-	650
- General Costs	42	-	759	801	735
- IT Software & Consumables	199	-	835	1,034	271
- Travel & Subsistence	-	-	-	-	600
Depreciation	2,111	-	2,944	5,055	4,782
Staff Costs (see Note 9)	687	-	61,657	62,344	-
Support costs (see note 10)	70	-	7,186	7,256	8,512
	6,895	-	238,721	245,616	321,402

9. Analysis of staff costs

	Unrestricted		Restricted	Total 2021	Total 2020
	General	Designated			
	£	£	£	£	£
Salaries	(105)	-	58,775	58,670	-
Social security costs	-	-	2,882	2,882	-
Pension	792	-	-	792	-
	687	-	61,657	62,344	-
Average number of staff employed				5	0

No employee received total emoluments of more than £60,000 during the year.

Notes to the Financial Statements for the year to 31 March 2021 (continued)

10. Support costs

	Unrestricted		Restricted £	Total 2021 £	Total 2020 £
	General £	Designated £			
Governance costs (note 11)	-	-	7,186	7,186	8,430
Bank charges	70	-	-	70	82
Professional Services	-	-	-	-	-
Sundry	-	-	-	-	-
	<u>70</u>	<u>-</u>	<u>7,186</u>	<u>7,256</u>	<u>8,512</u>

11. Governance costs

	Unrestricted		Restricted £	Total 2021 £	Total 2020 £
	General £	Designated £			
Independent examiner	-	-	3,000	3,000	4,200
Book-Keeping & other Services	-	-	4,186	4,186	4,230
	<u>-</u>	<u>-</u>	<u>7,186</u>	<u>7,186</u>	<u>8,430</u>

12. Fixed Assets

	Bannockburn House £	Office Equipment and Furniture £	Plant & Machinery £	Total £
<b>At Cost</b>				
At 1 April 2020	625,976	14,609	4,520	645,105
Additions	122,694	497	596	123,787
Disposals	-	-	-	-
	<u>748,670</u>	<u>15,106</u>	<u>5,116</u>	<u>768,892</u>
<b>Depreciation</b>				
At 1 April 2020	-	7,299	1,130	8,429
Charge for year	-	3,777	1,279	5,056
On disposals	-	-	-	-
	<u>-</u>	<u>11,076</u>	<u>2,409</u>	<u>13,485</u>
<b>Net Book Value at 31 March 2021</b>	<u>748,670</u>	<u>4,030</u>	<u>2,707</u>	<u>755,407</u>
<b>Net Book Value at 31 March 2020</b>	<u>625,976</u>	<u>7,310</u>	<u>3,390</u>	<u>636,676</u>

Stirling Council holds a Standard Security over the whole property at Bannockburn House.

Notes to the Financial Statements for the year to 31 March 2021 (continued)

13. Debtors and Prepayments

	Unrestricted			Total 2021 £	Total 2020 £
	General £	Designated £	Restricted £		
Other Debtor	4,162	-		4,162	-
Prepayments	-	-	23,867	23,867	24,115
	<u>4,162</u>	<u>-</u>	<u>23,867</u>	<u>28,029</u>	<u>24,115</u>

14. Related Party Transactions (including Trustee expenses)

Related Party transactions	Total 2021 £	Total 2020 £
Volunteer Day Costs	-	324
Computer Software	-	150
Fundraising expenses	-	-
Travel & Subsistence	-	59
Other	-	3
Stationery	-	109
	<u>-</u>	<u>645</u>

The above expenditure was incurred by No Trustees (2020- 4) on behalf of the Charity and they were later reimbursed.

No Trustee made any claim for personal expenses e.g. mileage during the year.

No trustee was owed any money by the charity at 31/03/21.

Notes to the Financial Statements for the year to 31 March 2021 (continued)

15. Analysis of Net Funds

	PF Charitable Trust £	SLF (House) £	SLF (Revenue) £	SLF/SC (Matched) £	Leader £	CSGN £	AHF £	Big lottery £	HLF £
Fixed Assets	-	573,096	13,004	19,894	2,653	65	12,096	1,317	30,970
Other Debtor	-	-	-	-	-	-	-	-	-
Prepayments	-	-	-	-	-	-	-	770	-
Bank and Cash	4,000	-	-	-	-	65	356	32,063	(23,502)
Accruals	-	-	-	-	-	(65)	-	(2,858)	-
<b>Tax &amp; National Insurance</b>	-	-	-	-	-	-	-	-	-
	4,000	573,096	13,004	19,894	2,653	65	12,452	31,292	7,468

	Scotland Loves Local £	Wm Grant Foundation £	Mushroom Trust £	INC £	CCF £	CCAF £	HES £	General £	Total £
Fixed Assets	-	60,224	-	1,507	16,586	481	-	23,514	755,407
Other Debtor	-	-	-	-	-	-	-	4,162	4,162
Prepayments	-	-	-	-	-	-	23,097	-	23,867
Bank and Cash	5,000	5,377	-	20,285	(325)	734	(2,630)	47,567	88,990
Accruals	-	(3,054)	-	(3,107)	(3,660)	(734)	(4,185)	(1,612)	(19,275)
<b>Tax &amp; National Insurance</b>								(687)	(687)
	5,000	62,547	-	18,685	12,601	481	16,282	72,944	852,464

## Notes to the Financial Statements for the year to 31 March 2021(continued)

## 16. Movements in Funds

	At 31 March 2020	Incoming resources	Outgoing resources	Transfer	At 31 March 2021
	£	£	£	£	£
<b>Restricted Funds</b>					
SLF (House)	573,300	-	-	-	573,300
SLF (Revenue)	16,572	-	(3,910)	-	12,662
Stirling City Heritage Trust	20,033	-	-	-	20,033
Leader	(4,041)	32,344	(23,937)	-	4,366
Big Lottery Fund	8,519	57,500	(36,367)	-	29,652
HLF	(17,272)	40,000	(16,196)	-	6,532
AHF	(5,470)	24,892	(6,970)	-	12,452
Wm. Grant Foundation	60,000	3,000	(453)	-	62,547
Mushroom Trust	530	3,000	(3,530)	-	-
Investing In Communities	52,747	45,975	(79,175)	-	19,547
Climate Challenge Fund	6,865	40,226	(34,491)	-	12,600
Historic Environment Scotland	-	20,467	(4,185)	-	16,282
Growing Food Together Fund	-	14,613	(14,548)	-	65
CSET	-	7,500	(7,500)	-	-
CCAF	-	7,941	(7,459)	-	482
Scotland Loves Local	-	5,000	-	-	5,000
PF Charitable Trust	-	4,000	-	-	4,000
<b>Unrestricted Funds</b>					
General Fund	45,813	35,563	(8,432)	-	72,944
	<u>757,596</u>	<u>342,021</u>	<u>(247,153)</u>	<u>-</u>	<u>852,464</u>

**Restricted Funds:**

**SLF (House)** – Scottish Land Fund grant to purchase Bannockburn House and pay associated legal costs.

**SLF (Revenue)** – Scottish Land Fund grant to pay project management salaries and site costs including insurance and security.

**Stirling City Heritage Trust** – The grant was to repair the flat roof and associated lead flashing over the library Block.

**Leader** – Forth Valley & Lomond Local Action Group grant to develop the trust as an organization, carry out critical repairs, deliver public tours and events and implement a range of community projects.

**Big Lottery Fund** – Three year funding towards revenue costs relating to the project.

**HLF** – National Lottery Heritage Fund grant to appoint chief Executive/ project manager and Mentor. In addition deliver heritage skills training to the board and volunteers.

**AHF** – The Architectural Heritage Fund grant towards Archaeology advice, engaging a design team, Chief executive, Event Organiser and project management position.

**Wm Grant Foundation** – Grant towards the installation of toilets in the courtyard.

**Mushroom Trust** – Grant towards planting a wind break in the east field

**IIC** - Investing In Communities Grant to recruit staff and create volunteer training opportunities for those disadvantaged in the labour market.

**Notes to the Financial Statements for the year to 31 March 2021(continued)**

**CCF** -Climate Challenge Fund Grant towards Bannockburn house gardens project. To increase the consumption of seasonal produce and educate the surrounding villages on the impact on climate issues.

**Historic Environment Scotland** – Grant towards salary and overhead costs

**Green Action Trust** – Grant towards the Bannockburn House Gardens Growing Food Together project

**CSET** – Clackmannanshire and Stirling Environment Trust to improve public access to **Bannockburn** Gardens.

**CCAF** -Keep Scotland Beautiful - Grant towards Compost, water supply and raised Beds.

**Scotland Loves Local** – Grant to develop Bee Keeping Project and the on-line Food Programme.

**PF Chaitable Trust** – Grant towards the construction of a model of Bannockburn House

**Unrestricted Funds:**

**General Fund** – This fund arises out of fundraising and donations and can be utilised as directed by the Trustees.

**17. Ultimate Controlling Party**

The charity is ultimately controlled by the Board of Trustees.

## **Independent Examiner's Report to the Trustees of Bannockburn House Trust**

I report on the accounts of the Trust for the year ended 31 March 2021 which are set out on pages 17 to 28

### **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 trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 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 Trust 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; and
  - 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.

Ian Barr C.A.  
John M Taylor & Co  
Chartered Accountants  
9 Glasgow Road  
PAISLEY  
PA1 3QS

**Date: 20 December 2021**