



SCOTTISH POTTERS ASSOCIATION SCIO

Annual Report & Financial Statements

For the period ending

30 November 2019



Scottish Charity No SC048850

ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2019

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FOR THE PERIOD ENDING 30 NOVEMBER 2019

SPA became a charity on 19 November 2018, this annual report covers the slightly extended period from 19th November 2018 to 30 November 2019.

Current Trustees

Christine Flynn	Chair	
Fiona Robertson	Treasurer	Appointed 9th March 2019
Iain Campbell	Secretary	
Fran Marquis		
Caroline Gault		Appointed 9th March 2019
Elaine Hill		Appointed 9th March 2019
Anna Kretsinger		Appointed 9th March 2019
Juliet McLeod		Appointed 9th March 2019
Kathleen Morrison		Appointed 9th March 2019
Maria Nordgren		Appointed 9th March 2019
Lynn Pitt		Appointed 9th March 2019
Elaine Pollitt		Appointed 9th March 2019
Karen James		Resigned 15th March 2020
Steve Hay		Resigned 31st March 2020

Email treasurer@scottishpotters.org

Website www.scottishpotters.org

Bankers	Bank of Scotland
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Independent Lee Stevenson ACIE

Examiner

Grade	Number of Examiners
A	10
B	8
C	7
D	4
F	5

Governing Document

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 19 November 2018. The charity was previously an unincorporated association but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on the 19 November 2018. It is governed by a written constitution.

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2019

Appointment of Trustees

All committee members, with the exception of the Chair, are elected annually by the membership at its Annual General Meeting. The Chair is elected for a 3-year term to ensure continuity.

The people serving on the Management Committee are the Trustees. The committee consists of up to fifteen members who are all volunteers. During the year two trustees resigned and were replaced at the AGM in March 2019

Sub Committee

The Management Committee is supplemented by voluntary sub-committees whose members offer their services either to assist with specific projects such as the new website or to support committee members where the role involves a lot of work such as setting up exhibitions or running workshops. The work of sub-committee members is invaluable.

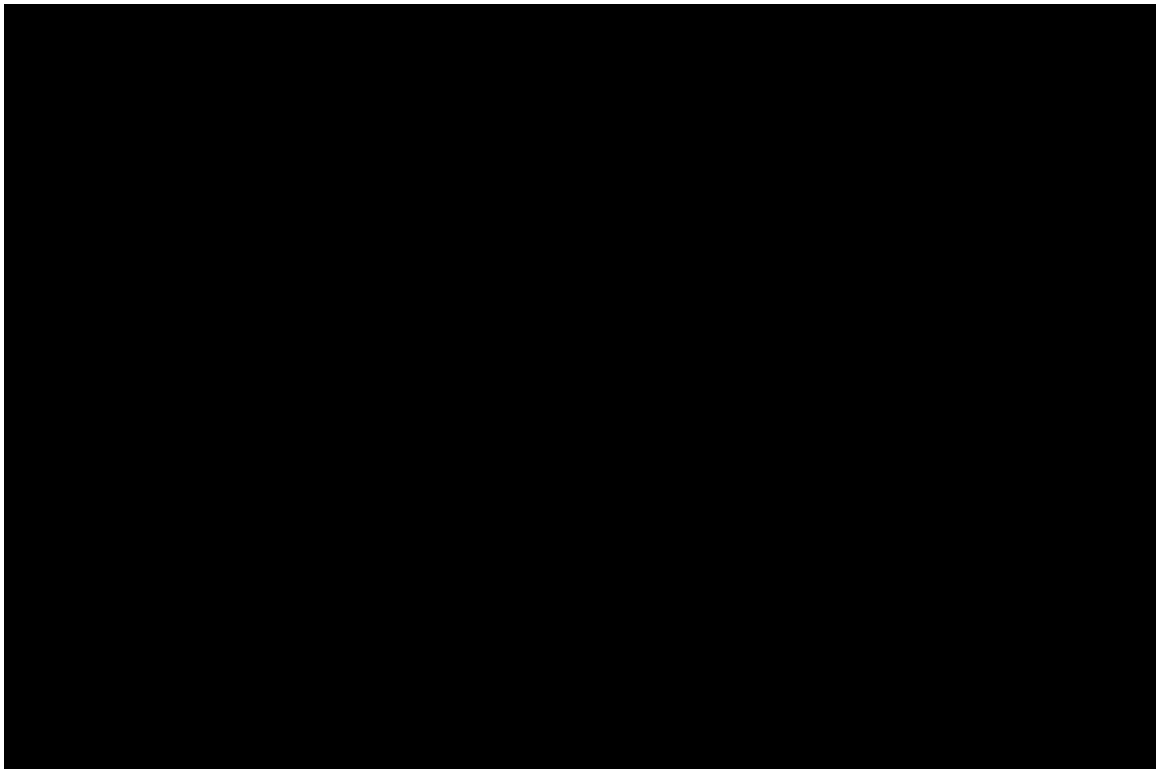
Membership of the committee is open to all paid-up members of the SPA.

Organisational Structure

The structure of the organisation consists of: -

the MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself;

the MANAGEMENT COMMITTEE - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.



Committee & Sub-Committee Team Building Workshop January 2019

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2019

OBJECTS & ACTIVITIES

Charitable Purposes

The Scottish Potters Association objectives are the advancement of the Arts and Culture and in furtherance of this:

- To promote and encourage the making, appreciation and development of Scottish pottery and ceramic craft, art and culture.
- To provide information and opportunities for communication and collaboration between ceramic makers, artists and the public.
- To work in partnership with other organisations.
- To provide and promote Equal Opportunities such that; the organisation will not discriminate based on race, sex, disability, sexuality, age or based on political, religious or other opinions. As and if required by funders and/or members, the fuller Local Authority Equal Opportunities policies may be adopted.

Activities

To meet those objectives, the SPA aims to:

- arrange opportunities for the public:
 - to see potters at work;
 - to get hands on with clay;
 - to see potters work on display;
- run workshops for members;
- organise demonstration events for members;
- organise public exhibitions of members work;
- produce and distribute a map of potters active in Scotland;
- provide financial support in the form of a bursary;
- provide opportunities for members to network.

ACHIEVEMENTS & PERFORMANCE

Having become a SCIO in November 2018, this was the charity's first year operating as an incorporated charity, which brought many regulatory challenges which the committee have worked hard to meet. The committee also set targets to expand the membership, to take a fresh look at the opportunities offered by the SPA now that we are a charity and to see whether we could meet our objectives in new ways. We also wanted to review every aspect of the SPA to ensure that it was performing as well and efficiently as it can.

During the year, the committee undertook work:

- to run very successful and well-attended workshops including a raku-firing weekend in Arbroath with Marcia Selsor, a world-renowned potter from the US and a second weekend workshop with Neik Hoogland, a slipware potter from the Netherlands, thus allowing members the opportunity to learn from international ceramicists they would not otherwise be able to meet;
- to organise a successful exhibition in April/May for members at Milton of Crathes Gallery in Banchory;
- to continue to deliver a quality quarterly printed newsletter for all members, introducing new regular features;
- to offer branded merchandise to the public and members alike to raise funds for the work of the SPA; and
- to support national initiatives such as Hey Clay, providing taster sessions to members of the public, with SPA members hosting seven events subsidised by the SPA providing clay;

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2019

- to provide demonstrations to the public over the three-day Potfest Scotland weekend, with members volunteering to demonstrate their skills, providing a 'hands-on' clay area for children and information station as well as supporting members who were participating in the Potfest event by providing comfort break cover for their stalls or providing refreshments;
- to encourage more potters in Scotland to join the organisation, particularly working with art colleges and universities to promote the organisation and encourage students to get involved at the beginning of their ceramics journey, resulting in a membership increase over the year of around 25%;
- to update the content of the website to be more informative for members and the public alike and to review the existing website to determine if it was fit for purpose with the result that a new website was commissioned and will come online in early 2020;
- to review and streamline membership categories to simplify the membership and pricing structures in anticipation of the new website being delivered;
- to re-structure the committee to reduce the number of committee members in line with our new constitution and to establish a series of sub-committees to act as working groups to implement the committee's initiatives for 2019;
- to significantly improve our presence on social media platforms, providing support and advertising to members for their events and achievements as well as informing members of the public about any public events and demonstrations the SPA are providing.

Work also began on:

- re-branding the SPA with a new logo;
- updating the SPA trail map which will contain 48 entries from members all over Scotland to be distributed to tourist offices and tourism displays around Scotland to increase awareness of local potteries;
- looking at ways to increase capacity at the annual residential weekend to ensure that more of members have the opportunity to participate; and
- developing an interesting and fresh programme of workshops and exhibitions for 2020.

In addition, the key event of 2019 was the annual spring residential workshop weekend at Tulliallan Police College, Kincardine. The event was fully booked with one third of the membership in attendance. Demonstrations were provided over the three days by Peter Hayes, an internationally renowned sculptor and ceramicist working in Bath who demonstrated sculpting and alternative firing techniques, Stuart Whatley, a Scottish stoneware potter who did throwing demonstrations and Zahed Taj-Eddin, a Syrian sculptor influenced by ancient artefacts, archaeology and mythology who demonstrated ancient methods of making clay and glazes as well as demonstrating figurative sculpture techniques.

Also present were suppliers and a professional photographer offering services to members. There was opportunities for members to display their work, enter competitions and attend talks. The weekend offered significant opportunities for members to network and socialise in what can be an isolating career path. The Annual General Meeting of the SPA was held during the event.

FINANCIAL REVIEW

Overview

Generally, our main source of funding is subscriptions from members but on becoming an incorporated charity in November 2019, a large donation from the old SPA organisation meant that our largest source of funding for this financial year was that donation. The donation has enabled the charity to continue to provide the types of services members of the old association were used to, in the form of workshops and exhibitions without the need to do an initial fundraising exercise. Other sources of income this year were from selling advertising space in our quarterly newsletter and branded merchandise at events.

Our annual residential weekend at Tulliallan is costed to either break even or make only a very small profit each year to ensure that it remains good value for money for members. Our Annual General Meeting is held during the weekend to enable as many members as possible to attend without the need for additional travel.

TRUSTEES' ANNUAL REPORT

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Bookings for Tulliallan 2020 opened in August 2019 with the offer of an early bird discount until 1st December 2019 to encourage attendance. By the end of November 2019 almost all places at the March 2020 event were booked and paid for. This means that £6,718 of the income for Tulliallan is showing as receipts and is now shown in the Statement of Balances as Liability because the event has had to be cancelled due to Covid-19.

Taking the £6,718 into consideration when looking at the funds in the bank at the end of the financial year, it can be seen that we ended the year in a similar financial position to how we started the year, at slightly over £19,500.

Overall, during this financial year the SPA has maintained a very healthy financial position, and this has led to the committee considering further ways to benefit members. See Future Plans period below.

Receipts in the unrestricted funds were £52,099. Restricted income amounted to £250. Unrestricted payments for the accounting period were £26,595 and restricted payments were £250. The charity had a surplus of £26,595. The purposes of these funds can be found in Note 11.

Reserves Policy

Scottish Potters Association has reserves of £26,595. The trustees believe that three month's running costs are a good level of reserves and £5,000 represents approximately three months. This will allow for the day to day running of the organisation and to cover any unexpected eventualities.

FUTURE PLANS

The Charity Trustees have discussed way to improve the services offered by the SPA to both members and the public.

To attract more interest and to promote our members better, a new website was commissioned in November 2019 and this will be online in late February. This will contain a new database structure for maintaining our membership records securely, offer more opportunities for members of the public to see what the SPA and its members are doing and offer more opportunities for the sharing of information with members.

To enable more members to participate in workshops, the intention for 2019 - 20 is to offer at least one workshop each year for a nominal fixed fee, subsidised out of SPA funds to reduce the overall costs for members to attend.

We are also looking at varying the location of workshops to ensure easier participation by members in more remote parts of Scotland. We are also looking into the possibility that some members living locally to workshops could offer accommodation to those travelling to attend. This will make attendance less costly for remote members. The possibility of replicating workshops in two or three areas is also being looked at.

It is also planned to have two exhibitions in 2020, with at least one being an open exhibition which all members can participate in. Our Exhibitions Co-ordinator has been looking at ways to set boundaries on one of the exhibitions in terms of the size of entry that can be exhibited to challenge members to work outside their comfort zone and also display creativity in uniformity to the public.

Plans are underway to re-vamp the SPA map and a newly qualified graphic designer has been commissioned to work on this and a new logo for the Charity. This will not only offer us a fresh and professional approach but offer the designer a chance to put a national organisation on his CV.

We had commissioned an exciting line-up of demonstrators for our Tulliallan residential weekend in March 2020, which was almost fully booked in November. Unfortunately, because of the Covid-19 Lockdown this event has had to be cancelled. The charity plans to run the event in 2021.

APPROVAL

This report was approved by the trustees on 17 August 2020 and signed on their behalf by:



Christine Flynn
Chair



Fiona Robertson
Treasurer

INDEPENDENT EXAMINER'S REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2019

Independent Examiner's Report to the Trustees of Scottish Potters Association SCIO

I report on the accounts of the charity for the year ended 30 November 2019, which are set out on pages 9 to 13.

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 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

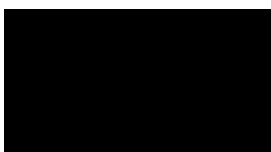
Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 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 connection with my examination, no matter came to my attention:-

1. which gives me reasonable cause to believe that in any material respect, the requirements
 - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave 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.



Lee Stevenson ACIE



17 August 2020

STATEMENT OF RECEIPTS & PAYMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2019

	Note	Unrestricted Funds	Restricted Funds	Total 2019
		£	£	£
Receipts				
Charitable Activities	4	32,120	-	32,120
Trading		135	-	135
Donations	5	19,845	250	20,095
		52,099	250	52,349
Payments				
Bursary Award		1,350	250	1,600
Charitable Activities	6	22,663	-	22,663
Governance Costs	7	847	-	847
		24,860	250	25,110
Purchase of Equipment	8	644	-	644
		25,504	250	25,754
Surplus/(Deficit) for year		26,595	-	26,595

The Notes on pages 11 to 13 form an integral part of these accounts.

STATEMENT OF BALANCES

AS AT 30 NOVEMBER 2019

	Note	Unrestricted Funds	Restricted Funds	Total 2019
Funds Reconciliation		£	£	£
Balance at 19th November 2018		-	-	-
Surplus/(Deficit) for year		26,595	-	26,595
Balance at 30th November 2019		26,595	-	26,595

Bank & Cash Balances

Cash at Bank	26,595
Cash in Hand	-
	26,595

Assets

Battery Pack	644
Merchandise donated from Unicorporated Association (est)	1,050

Liabilities

Tulliallan Payments for 2020	6,718
Website Costs	6,000
SPA Trail Map Design	200
Independent Examination	450

Scottish Potters Association has no contingent liabilities

The Notes on pages 11 to 13 form an integral part of these accounts.

These accounts were approved by the trustees on 17 August 2020 and signed on their behalf by:



Christine Flynn
Chair



Fiona Robertson
Treasurer

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2019

1. Basis of Preparation

These accounts have been prepared on the receipts & payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

2. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Designated funds are unrestricted funds that the trustees have set aside for particular purposes. The designation is administrative only and does not restrict the trustees' ability to apply the funds. There were no designated funds during the accounting period.
- (c) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes. The charity had one restricted fund see Note 10.
- (d) The purposes of the funds are shown in Note 10.

3. Transactions with trustees and related parties

- (a) Remuneration was paid to one trustee, Fran Marquis during the accounting period for the amount of £250 for hosting a workshop in accordance with the standard fee for providing this service in a private residence. No other remuneration was paid to trustees or connected persons during the accounting period.
- (b) No expenses were reimbursed to the trustees during the accounting period.
- (c) Travelling were reimbursed to five trustees during the accounting period, this amounted to £370.

4. Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2019
	£	£	£
Membership Fees	8,448	-	8,448
Tulliallan Weekend	21,191	-	21,191
Newsletter	600	-	600
Workshops	1,880	-	1,880
	32,120	-	32,120

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2019

5. Donations

	Unrestricted Funds	Restricted Funds	Total 2019
	£	£	£
Bursary Donation Craft Scotland	-	250	250
Donation from old SPA	19,845	-	19,845
	19,845	250	20,095

6. Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2019
	£	£	£
Newsletter	4,426	-	4,426
Insurance	295	-	295
Consumables	174	-	174
Tulliallan Costs	15,394	-	15,394
Workshops & Exhibitions	1,639	-	1,639
Events	192	-	192
Website	543	-	543
	22,663	-	22,663

7. Governance Costs

	Unrestricted Funds	Restricted Funds	Total 2019
	£	£	£
Committee Meeting Costs	370	-	370
AGM Catering	477	-	477
	847	-	847

8. Equipment

	Unrestricted Funds	Restricted Funds	Total 2019
	£	£	£
Battery Pack	644	-	644
	644	-	644

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2019

9. Movements in Funds

[Movement in funds]

	As at		As at
	24 January 2019	Receipts	Payments 30 June 2020
<u>Unrestricted Funds</u>	£	£	£
General Fund	-	52,099	(25,504) 26,595
<u>Restricted Funds</u>			
Bursary Fund	-	250	(250) -

10. Purpose of Funds

General Fund

An unrestricted fund that can be expended at the discretion of the trustees in furtherance of the objects of the charity.

Bursary Fund

A restricted fund to pay for an Emerging Makers Bursary to support a new potter to develop their business.