



SCOTTISH POTTERS ASSOCIATION SCIO

Annual Report & Financial Statements

For the period ending

30 November 2020



OSCR

Scottish Charity Regulator

www.oscr.org.uk

Registered SCIO
SC048850

ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2020

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TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2020

The trustees have pleasure in presenting their report together with the financial statements and independent examiner's report for the period ending 30 November 2020.

SPA was registered as a Scottish Charitable Incorporated Organisation (SCIO) on the 19th November 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name Scottish Potters Association SCIO

Charity Number SC048850

Principal Address

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Email treasurer@scottishpotters.org

Website www.scottishpotters.org

Current Trustees

Christine Flynn	Chair
Fiona Robertson	Treasurer
Iain Campbell	Secretary
Fran Marquis	
Caroline Gault	
Elaine Hill	
Anna Kretsinger	
Juliet McLeod	
Kathleen Morison	
Maria Nordgren	
Lynn Pitt	
Elaine Pollitt	

Bankers Bank of Scotland

[REDACTED]
[REDACTED]

Independent Examiner Lee Stevenson ACIE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

STRUCTURE GOVERNANCE AND MANAGEMENT

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. It is governed by a written constitution.

Appointment of Trustees

All trustees, 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.

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The people serving on the Management Committee are the Trustees. The committee consists of up to fifteen members who are all volunteers.

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.

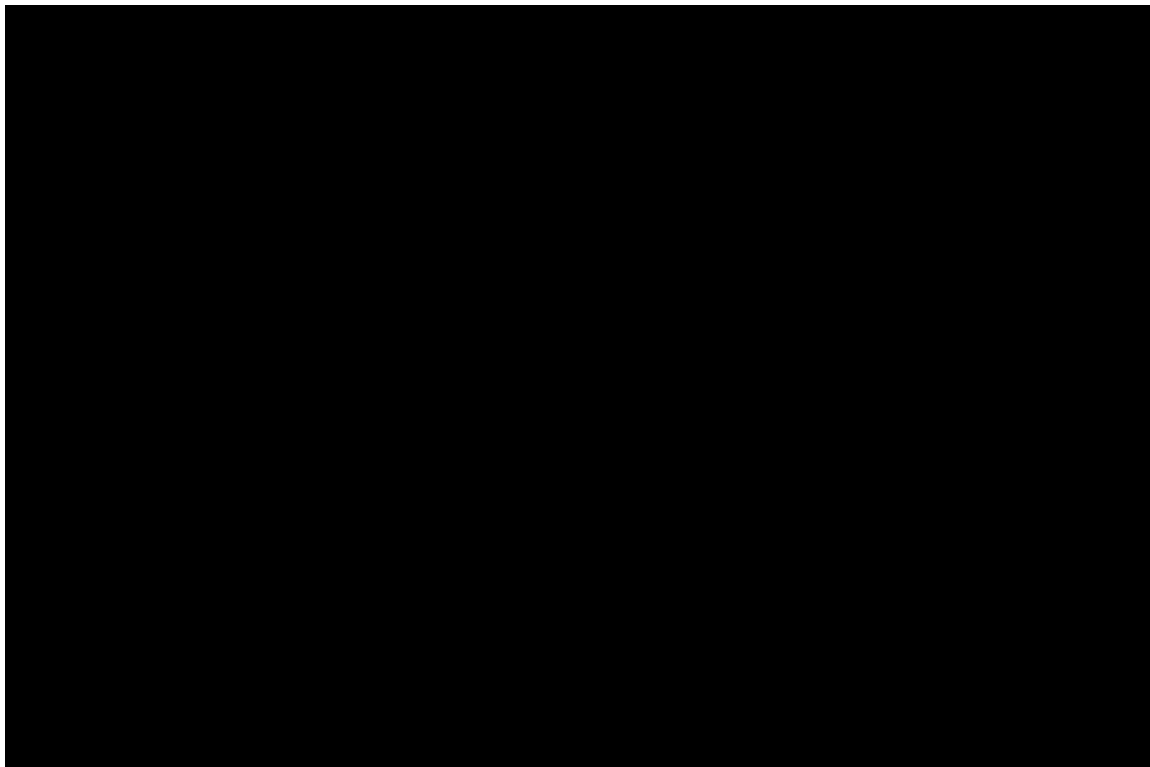
Membership of the committee is open to all paid-up members of the SPA.

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 2020

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.

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- 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

As we settled into our second year as a charity, the Management Committee worked on expanding our knowledge of the regulatory environment governing the running of a charity. We undertook an organisational review of the SPA, assessing all aspects of how it was run and identified areas where organisational improvements could be made. We also identified areas where, although we were meeting the regulatory requirements, the evidence of our policies and procedures was not transparent. To that end, we have focused in 2020 on writing clear and detailed procedural documents including a Code of Conduct for Trustees and Complaints, Health and Safety, Financial Management and Conflicts of Interest policies in support of our underlying Constitution.

The other major challenge this year was the Covid-19 pandemic which resulted in a complete lockdown across the country in late March 2020. By early March, with our annual residential weekend at Tulliallan Police College looming, the Committee were faced with the decision to go ahead with the event despite rising Covid-19 infection rates across Scotland or cancel. The decision was made to cancel, and the ticket sale receipts were all refunded - a massive undertaking for the committee members involved. A small loss was made in cancelling the event, but the SPA were very grateful to Tulliallan Police College for not charging a cancellation fee, despite the last-minute decision.

As a result of cancelling the residential weekend, our AGM, which would normally take place during that weekend, was also cancelled.

Early in the first lockdown of 2020, we also received the very sad news that our Treasurer, Steve Hay, had died from cancer. Steve had stepped down as treasurer only weeks earlier as his illness took hold. As a result of his illness and the lockdown restrictions, there were various hurdles to be overcome in moving the SPA bank account to new signatories and transferring all the physical and electronic financial records from Steve's home in Aberdeenshire to the new treasurer's home in Perthshire. The Management Committee were very grateful to the extraordinary efforts of Steve's wife and sons during a tremendously difficult time for them personally.

The ongoing pandemic restrictions with regional and country-wide lockdowns, travel restrictions preventing movement between local authority areas and severe restrictions on the numbers of people from different households who could mix in any given setting indoors or out, resulted in all our normal activities as a charity being stopped.

The Management Committee faced a series of challenges to ensure that the SPA not only survived the pandemic but continued to offer members support, learning and networking opportunities by whatever means possible and to engage with the public to raise awareness of pottery in Scotland whenever restrictions permitted.

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FOR THE PERIOD ENDING 30 NOVEMBER 2020

The first challenge was that Management Committee were no longer able to meet in person and had to source an electronic means to communicate as a committee 'face-to-face' but in physically separate places. Zoom was discovered and the committee quickly became adept at having regular meetings online. Rather than the previous quarterly meetings, it was decided to meet monthly online. The pandemic was a fast moving and ever-changing consideration and the inability to carry out our charitable purposes in the usual ways meant that there was a lot to discuss on alternative methods that could be used.

The Management Committee acknowledged that members often worked at home alone and with lockdowns, the isolation would be heightened. Our engagement with members was tackled in the following ways:

- online workshops filmed and made available as videos to members;
- online exhibitions open to all members to showcase their work, with links to members' websites and online stores;
- weekly Monday coffee evenings and Wednesday coffee mornings via Zoom to chat about anything and everything affecting members; and
- a new Facebook group for members to connect, share ideas, answer questions and offer support to each other.

We continued to offer members a quality quarterly newsletter and ensured that the content reflected the difficult times members were going through. Articles included how different members were finding a loss of creativity during lockdowns as a result of stress and how they overcame that or turned to other forms of creativity to cope with the events around them.

In September, we liaised extensively with the organisers of Potfest Scotland to attend the event and offer live demonstrations to the public. Detailed health and safety risk assessments were carried out to minimise the risk to demonstrators, volunteers and members of the public from Covid-19 with one-way systems, socially-distanced seating, hand sanitisers and the use of screens. Volunteers also raised the profile of the SPA by manning an information stand where merchandise was sold and our new SPA Map was available free to the public, highlighting various potteries around Scotland.

Sadly, another lockdown followed and further public-facing events were not possible. An exhibition and members' trade fair scheduled to take place in early November in Perth was cancelled. Having held off on re-scheduling the AGM in the hope that it could be held in person during the exhibition and trade fair, the Management Committee quickly switched the AGM to online. Attendance wasn't as high as usual but was very good in the circumstances and it allowed us to make changes to our Constitution to clarify our position on online meetings.

The pandemic has resulted in the Management Committee learning a huge variety of new practical skills such as filming demonstrations from multiple angles, grappling with sound quality, video editing, using Zoom, creating a YouTube channel and Facebook group. This year has also focused our minds on ensuring that the Charity is built on a strong organisational foundation with clear and transparent procedures.

Our membership is steadily rising and, our new technical knowledge gives us the ability to offer a mix of online and physical events as restrictions ease through 2021 and beyond including filming and editing future workshops and exhibitions and making them available online to all members. This year has required the Management Committee to take a long hard look at what the SPA does, what it stands for, what its aims are and how we can achieve those aims in the most trying and difficult of circumstances. The result is that we face the future better, stronger as a committee and more prepared for whatever comes our way.

FINANCIAL REVIEW

Overview

Generally, our main source of funding during the accounting year was subscriptions from members. Other sources of income were from selling advertising space in our quarterly newsletter and branded merchandise at events.

In cancelling our annual residential weekend at Tulliallan in March 2020, a small loss was incurred as a result of unrecoverable expenses paid in advance.

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 meant that £6,718 of the income for Tulliallan was shown as receipts in the 2018-19

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Annual Financial Statement. During this financial year, that income was repaid to members as a result of the event being cancelled due to Covid-19. The result of the ticket sales being largely in one financial year and the refunds being in another was that it appeared that we made a significant loss this year on Tulliallan when, in fact, the losses incurred in cancelling the event were minimal.

Receipts in the unrestricted funds were £2,169 (2019: £52,099). Restricted receipts amounted to £250 (2019: nil). Unrestricted payments for the accounting period were £13,458 (2019: £26,595), restricted payments were £250 (2019: nil). The charity had a deficit of (£11,289) (2019: £26,595).

The deficit in the accounts this year was mainly due to Covid regulations which meant the annual residential weekend was cancelled in March 2020 and the ticket sales raised in 2018-19 had to be refunded during the 2019-20 accounting period. This was reflected as a liability in the 2018-19 accounts. We also had a new website built at a cost of £6,000.

The Covid pandemic prevented us from undertaking any fundraising events other than the creation of the member's map, however, taking the Tulliallan refunds into account and the cost of the website, we actually ended up slightly up on the year. The purposes of these funds can be found in Note 10.

Reserves Policy

Scottish Potters Association has reserves of £15,306 (2019: £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 continually discuss ways to improve the services offered by the SPA to both members and the public.

Sadly, the Covid-19 pandemic has severely restricted our ability to offer any face-to-face activities in this financial year and that is likely to be the case for much of 2021.

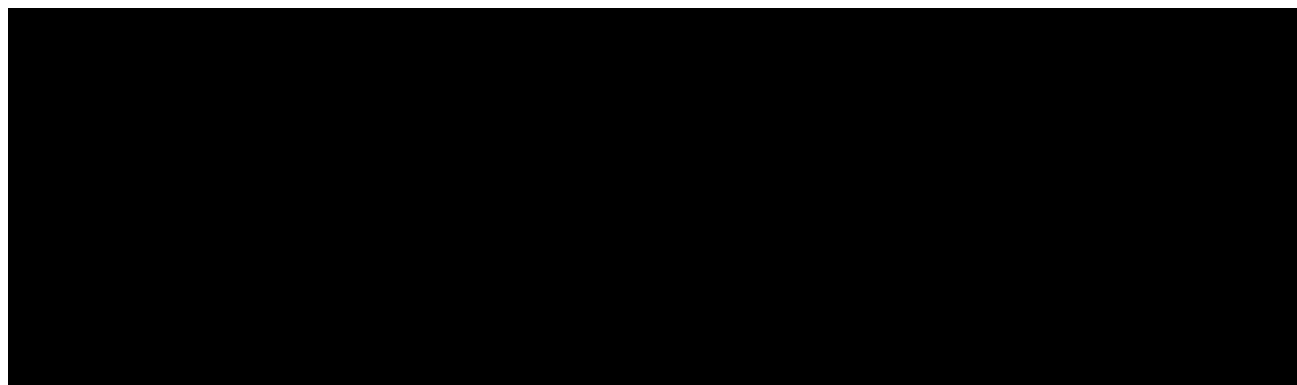
However, as a result of our healthy financial position, and in light of those continued restrictions on activities, the Management Committee took the decision to reduce members subscription fees for 2021.

A further £5,000 budget has been agreed for 2020 -21 to enable the creation of online workshops which will be provided free to all members via Zoom, with the resulting videos being available subsequently on our website and YouTube channel.

We plan to have two exhibitions in 2021, with at least one being an open exhibition which all members can participate in. A selected exhibition is scheduled for July 2021 at the Watermill Gallery in Aberfeldy, Covid-19 restrictions permitted. Following the success of our two online exhibitions, we will organise further online exhibitions to support and advertise members' work should our physical exhibitions be curtailed due to Covid-19 restrictions.

We will continue to hold our online coffee mornings and evenings as a networking opportunity for members as well as encourage participation in our Facebook group as a means of sharing ideas and offering support to each other.

Sadly, the ongoing restrictions mean that we are unable to hold our annual Tulliallan residential weekend for a second year, however we have already commissioned an exciting line-up of demonstrators for the event in March 2022.



INDEPENDENT EXAMINER'S REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2020

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 2020, 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.

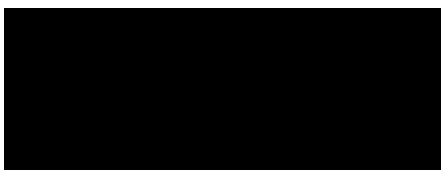
Basis of Independent Examiner's Statement

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

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

3rd May 2021

STATEMENT OF RECEIPTS & PAYMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2020

	Note	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
Receipts		£	£	£	£
Charitable Activities	4	582	-	582	32,120
Donations	5	-	250	250	20,095
Trading Income		1,587	-	1,587	134
		2,169	250	2,419	52,349
Payments					
Charitable Activities	6	10,286	250	10,536	22,663
Governance Costs	7	1,108	-	1,108	847
Bursary Award		-	-	-	1,600
Cost of Trading		1,240	-	1,240	-
		12,634	250	12,884	25,110
Purchase of Equipment	8	824	-	824	644
		13,458	250	13,708	25,754
Surplus/(Deficit) for year		(11,289)	-	(11,289)	26,595

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

STATEMENT OF BALANCES

AS AT 30 NOVEMBER 2020

	Note	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
Funds Reconciliation		£	£	£	£
Balance as at 1/12/2019		26,595	-	26,595	-
Surplus/(Deficit) for year		(11,289)	-	(11,289)	26,595
Balance as at 31/11/2020		15,306	-	15,306	26,595

Bank & Cash Balances

Cash at Bank		15,306	26,595
Cash in Hand		-	-
		15,306	26,595

Other Assets

SumUp Card Reader	119	-
Exhibition Shelving	542	-
External Storage Drive	90	-

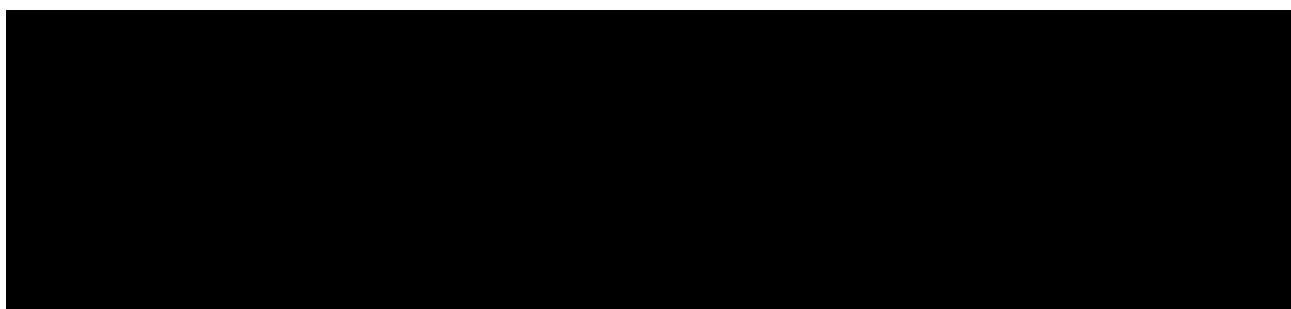
Liabilities

Independent Examination	450	450
Imprint Printing Services	527	-
Postage for Winter Newsletter 2020	109	-

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 23 April 2021 and signed on their behalf by:



NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2020

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) No trustees received remuneration during the accounting year (2019: £250)
- (b) No expenses were reimbursed to the trustees during the accounting period (2019: nil)
- (c) Travelling were reimbursed to five trustees during the accounting period, this amounted to £370 (2019: nil).

4. Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Membership Fees	7,437	-	7,437	8,448
Tulliallan Weekend	(6,899)	-	(6,899)	21,191
Newsletter	-	-	-	600
Workshops	44	-	44	1,880
	582	-	582	32,119

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2020

5. Donations

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Bursary Donation Craft Scotland	-	-	-	250
Donation from old SPA	-	-	-	19,845
SCARVA Donation	-	250	250	-
	-	250	250	20,095

6. Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Newsletter	1,501	-	1,501	4,426
Insurance	310	-	310	295
Consumables	238	-	238	174
Tulliallan Costs	135	-	135	15,394
Workshops & Exhibitions	-	250	250	1,639
Events	157	-	157	192
Admin Costs	340	-	340	-
Rent	77	-	77	-
Website	6,460	-	6,460	543
Marketing	389	-	389	-
Volunteer Expenses	619	-	619	-
Sundries	60	-	60	-
	10,286	250	10,536	22,663

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDING 30 NOVEMBER 2020

7. Governance Costs

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Trustees Meeting Costs	658	-	658	370
Independent Examination Fee	450	-	450	477
	1,108	-	1,108	847

8. Equipment

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Battery Pack	-	-	-	644
SumUp Card Reader	118	-	118	-
Exhibition Shelving	542	-	542	-
External Storage Drive	90	-	90	-
Fire Extinguisher	54	-	54	-
Fire Blanket	20	-	20	-
	824	-	824	644

9. Movements in Funds

	As at 31/11/2019	Receipts	Payments	As at 31/11/2020
<u>Unrestricted Funds</u>	£	£	£	£
General Fund	26,595	2,169	(13,458)	15,306
 <u>Restricted Funds</u>				
SCARVA Donation	-	250	(250)	-
Total Funds	26,595	2,419	(13,708)	15,306

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.

SCAVA Donation

A restricted fund to pay for the sponsorship of a workshop