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**THE BROOMIEKNOWE GOLF CLUB LIMITED**

(By Guarantee)

Company Number 029688 (Scotland)

Registered Office:

36 Golf Course Road, Bonnyrigg, Midlothian

**Annual Report  
and Financial Statements**

**FOR THE YEAR ENDED 31 MARCH 2014**

**Captain Mrs S Tait**

**Vice Captain S R Bruce**

**Hon Secretary R H Beattie**

**Hon Treasurer L Muir**

**House Committee**

Mr R Hendry (Convenor, until  
17.07.13)  
Mrs L Dobbie (Convenor, from  
17.07.13)  
Dr W Nicholson (until 17.07.13)  
Mr K Devlin  
Mr G Clark (until 01.01.14)

**Greens Committee**

Mr Johnstone (Convenor)  
Mr C Renton  
Mrs L Dobbie  
Mr J Steedman  
Mr K Devlin

**Fixtures Committee**

Mr C McNeill (Convenor, until  
15.10.13)  
Mr G Clark (Convenor, from  
26.10.13)  
Mr A Bissett  
Mr C Renton (Junior Convenor)  
Mr S Porter  
Mr A Stewart

**THE SIXTY-SECOND ANNUAL GENERAL MEETING of the Club will be held in the Clubhouse on  
Wednesday 16 July 2014 at 8.00pm.**

**AGENDA**

- 1 Notice of Meeting
- 2 Minutes of the Sixty – First Annual General Meeting held on 17 July 2013
- 3 Captain's Report (appended)
- 4 Accounts for the year ended 31 March 2014
- 5 To consider and vote on the Council's proposals to amend the Clubs Articles of Association  
(See separate paper for detail of the proposed amendments)
- 6 To consider and vote on a Member's proposal to extend the use of club vouchers in line with  
R & A guidelines for amateur golfers (see separate sheet for detail of the proposal)
- 7 Election of Captain and Officials
- 8 Election of Council
- 9 Appointment of Auditors
- 10 AOCB

R H Beattie  
Hon Secretary  
19 June 2014

FRIDAY



\*S3HOZW23\*  
SCT 03/10/2014 #698  
COMPANIES HOUSE

**Report of the Directors**

The directors present their report and accounts for the year ended 31 March 2014.

**Principal Activity**

The company's principal activity continues to be the operation of a members' golf club. The company is limited by guarantee and any references to the club in this report refer to the company.

**Captain's Report – Sue Tait**

Once again I have to report that this year has been an exceedingly challenging one for the club. Although the 2011/12 financial deficit had been considerably reduced during 2012/13, it has been again necessary to continue the programme of budget-trimming and cost-cutting while at the same time endeavouring to maintain the course and the clubhouse to the highest possible level and I am grateful to the council and staff for all their efforts. It is indeed gratifying to see that for 2013/14 the accounts record a significant surplus. However I must warn that with rising costs and (in common with many golf clubs) a declining membership, it is likely that it will be necessary to continue a strict control over spending in the years to come. We once again experienced some loss of members at the start of the year, but a highly successful Open Day in September (very capably organised by council member Jeff Steedman - thank you, Jeff) resulted in a number of new members deciding to join us. I must also thank our administrator and club professional for all the work they do in attracting both new members and visiting parties. The income from the latter forms an increasingly important part of our income and I am grateful to members for the part they play in ensuring that our visitors find golfing at Broomieknowe an enjoyable experience.

**Office Bearers**

This year has been a very busy and onerous one for our office bearers, but especially for our Treasurer Lindsay Muir and Secretary Rob Beattie. I am grateful to Lindsay for the hard work he has put in to ensure that the club's financial position continues to improve and this year's accounts indicate the degree of success he has achieved. Contracts for the greens staff and the new caterer have been reviewed and I am grateful to Rob Beattie and other members of council for their input.

Vice-captain Stuart Bruce has again given a great deal of support and his background knowledge of golfing matters has proved invaluable.

**Greens**

As in the previous two years, financial constraints have meant that it has not been possible to carry out any major work on the course this year. Council places a high priority on ensuring that the course is kept at the highest possible standard and we are grateful to Hamish Brough and his staff for all their efforts. The relatively mild winter brought with it its own problems as the course was denied its usual rest period and the high rainfall and winds meant that the greens staff were confronted by very different problems to those encountered in previous years. My thanks go to Bobby Johnstone and the Greens committee members for all their work.

**Clubhouse**

Linda Dobbie took over as House Convenor following last year's A.G.M. and has been ably assisted by Keith Devlin. We are indebted to them for all their hard work in ensuring that the clubhouse remains in a good state of repair. One disappointing aspect has been the lack of support for social events, the result partly of the failure to recruit a volunteer to replace Rob Hendry whose enthusiasm had driven the entertainment programme forward over the previous two years. It is to be hoped that this is only a temporary situation. The quizzes run during the winter months continued to be popular and our thanks go to John Gaff for all his work in organising them.

**Report of the Directors (Continued)****Fixtures**

I am grateful to Colin McNeill and (latterly) George Clark and Jacky Burnett and their teams for undertaking the organisation and administration of the many competitions and for their work in ensuring that members' handicaps are kept up to date.

This year has seen the disappearance of the ball in the chute with introduction of booking tee times, using (for the most part) online booking. With a few introductory problems, this is proving successful and I am grateful to members for their understanding in the initial stages.

**Juniors and Clubgolf**

We have a healthy Junior Membership, although most of them are young and do not yet have handicaps. Consequently again it has not been possible to enter a team in the Junior League this year. Colin Renton, helped by Scott Porter, organised a series of coaching sessions and informal Sunday competitions for juniors in an effort to increase not only the skill levels but also their interest in team/competitive play. They are however limited by a lack of volunteers from among club members to help with this important aspect of junior development.

Clubgolf (run under the auspices of SportScotland and designed to introduce primary school children (from Primary 5 upwards) to golf) continues to be organised by Ellice and Geoff Cackett, assisted by Yvonne Dickson and Gillian Carter, with help from several other members. Several of the "graduates" from this programme have now joined the club.

**Club Teams and Representation**

I am grateful to Scott Porter, Katherine Anderson, Lynn Cackett, Sheila Rennie and Patricia Capaldi for the work they do in organising the teams which represent Broomieknowe. In addition thanks go to Ian Armstrong and his helpers who run the successful seniors section, who play in the South Edinburgh District Senior League and were the 2013 winners.

Our congratulations go to David Gardner (once again chosen to represent Scotland in the Seniors team), Hannah Scott on winning the Midlothian Ladies County Championship, the ladies team (Wendy Nicholson and Katherine Anderson, Kate McIntosh and Hannah Scott) on winning the Midlothian Inter Club Championship) and to Kate, Wendy and Hannah who formed part of the Midlothian County team who won the County Championship.

**Ladies Section**

I am grateful to the Ladies Committee, led by Shirley Porter, who organise the golf fixtures for the Ladies section and also run a very successful fund-raising coffee morning and a pre-season social evening.

**The House Team**

As in past years, we continue to be well served by Robert Thompson in the office, Kevin Armitage and staff behind the bar and by Danny Munro and Graeme Thomson on their grounds, maintenance and course ranger duties. Steven Dryburgh (who had been with us for several years) left us at the beginning of 2014 and we have welcomed Jay Wright and his staff. We are grateful for all the work they do to ensure that we are well fed, both after playing golf and at social events. In addition I am exceedingly grateful to Stewart Renwick for the invaluable help and support he has continued to give in the office and to Scott Porter and Tom Harris for their work in developing our presence on social media.

**Report of the Directors (Continued)****Professional**

My thanks go to our professional Mark Patchett who has continued to give invaluable support in the running of competitions and in arranging bookings for visiting parties.

**Charitable Giving**

As in previous years we have received many applications for donations to charities and, in line with previous practice, have supported those for charities in Midlothian by donating rounds of golf to a value of just under £4,320. We also continue to support Macmillan by offering them facilities at the 10<sup>th</sup> tee for 3 events during the year.

**Bereavements**

It is with sadness that I record the deaths of Mr A Couper, Mrs D Anderson, Mr A Paterson, Mr A McIntosh, Mr J Porteous, Mr G Murphy, Mr W Jardine, Mr D Ferguson and Miss C Jackson.

The directors who served during the period and details of their attendance at Council meetings are set out below:

<b>Name</b>	<b>Actual attendances</b>	<b>Possible attendances</b>
Mr R Beattie	7	12
Mr A Bisset	6	11
Mr S Bruce	8	12
Mr G Clark	7	8
Mr K Devlin	7	8
Mrs L Dobbie	10	12
Mr R Hendry	3	3
Mr R Johnstone	12	12
Mr C McNeill	5	6
Mr L Muir	12	12
Dr W Nicholson	2	3
Mr S Porter	9	9
Mr C Renton	7	12
Mr J Steedman	9	12
Mr A Stewart	8	9
Mrs S Tait	12	12
Mr J White	1	1

## Report of the Directors (Continued)

## Membership roll comparison

Category	31 March 2012	17 June 2013	17 June 2014
Gent Full	430	390	385
Lady Full	66	61	60
Gent - Senior	101	84	82
Lady - Senior	20	15	13
Gent/Lady – Ages 18-24	20	14	24
Gent - Junior	66	51	60
Lady - Junior	5	8	10
Golden Members	12	19	14
Honorary Members	7	7	6
Country Members	15	7	7
'Deferred' Members	31	17	17
Social Members - Gent	119	131	124
Social Members - Lady	55	52	45
TOTAL	947	856	847

**Report of the Directors****Statement of Directors Responsibilities**

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business;

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Statement of Disclosure of Information to Auditors**

In the case of each of the persons who are directors at the time when the directors report is approved:

- so far as the director is aware, there is no relevant audit information, information needed by the company's auditors in connection with preparing their report of which the company's auditors are unaware, and
- each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**Auditors**

The auditors, James Anderson & Co C.A will be proposed for reappointment in accordance with S485 of the Companies Act 2006.

**Small Company Rules**

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006. It was approved by the board on 19 June 2014 and signed by order of the board.



**R H Beattie**  
Honorary Secretary

We have audited the financial statements of Broomieknowe Golf Club Limited for the year ended 31 March 2014 on pages 8 to 12. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with section 495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters that we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, or the opinions we have formed.

#### **Respective responsibilities of directors and auditors**

As explained more fully in the directors' responsibilities statement set out on page 5, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board (APB's) Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- Give a true and fair view of the state of the company's affairs as at 31 March 2014 and of its surplus for the year then ended;
- Have been properly prepared in accordance with United Kingdom Generally Accepted Practice; and
- Have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial period for which the financial statements are prepared is consistent with the financial statements.

Cont.....

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records or returns; or
- Certain disclosures of directors' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or
- The directors were not entitled to prepare the financial statements and the directors' report in accordance with the small companies regime.

*James Anderson & Co*

Christopher Spalding (Senior Statutory Auditor) for and behalf of  
James Anderson & Co  
Accountants and Statutory Auditors  
Pentland Estate  
STRAITON  
Edinburgh  
EH20 9QH

19 June 2014



**Income and Expenditure Account  
For the year ended 31 March 2014**

	Notes	2014 £	2013 £
<b>Turnover</b>	1	566,763	534,283
Operating expenditure		<u>507,164</u>	<u>526,797</u>
		59,599	7,486
Administrative expenses		<u>55,333</u>	<u>57,497</u>
		4,266	( 50,011)
Other operating income		<u>14,463</u>	<u>10,970</u>
<b>Operating Surplus / (Deficit)</b>	2	18,729	( 39,041)
Bank interest received		<u>4,706</u>	<u>6,200</u>
<b>Surplus / (Deficit) before Taxation</b>		23,435	( 32,841)
Corporation tax	3	<u>2,064</u>	<u>2,363</u>
<b>Surplus / (Deficit) for the Year</b>	9	<u>21,371</u>	<u>( 35,204)</u>

**Balance Sheet**  
**As at 31 March 2014**

	Notes	2014 £	2013 £
<b>Fixed Assets</b>			
Tangible assets	4	<u>424,888</u>	<u>455,072</u>
<b>Current Assets</b>			
Stock	5	6,539	5,634
Debtors	6	5,352	5,222
Cash at bank & in hand		<u>193,413</u>	<u>158,787</u>
		<u>205,304</u>	<u>169,643</u>
<b>Creditors</b>			
Amounts falling due within one year	7	<u>138,088</u>	<u>149,812</u>
<b>Net Current Assets</b>		<u>67,216</u>	<u>19,831</u>
<b>Total Assets less Current Liabilities</b>		492,104	474,903
<b>Creditors</b>			
Amounts falling due outwith one year	8	<u>-</u>	<u>4,170</u>
		<u>492,104</u>	<u>470,733</u>
<b>Capital and Reserves</b>			
Revenue reserve	9	<u>492,104</u>	<u>470,733</u>

The accounts on pages 8 to 12 which have been prepared in accordance with the special provisions relating to the small companies regime within part 15 of the Companies Act 2006 were approved by the board on 19 June 2014 and signed on its behalf.

*Swa M. Tait*

S Tait Captain

**Notes to the Financial Statements  
For the year ended 31 March 2014**

**1. Accounting Policies**

**Basis of Accounting**

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008).

**Turnover**

Turnover represents the gross income of the Club exclusive of value added tax.

**Tangible Fixed Assets & Depreciation**

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset less their estimated residual value evenly over its expected useful life as follows:

Land	Nil
Freehold buildings	50 years
Clubhouse furnishings	5 – 10 years
Course equipment	7 years
Irrigation system	15 years

**Stocks**

Stocks are stated at the lower of cost and net realisable value.

**Pension Scheme**

The Club operates a money purchase defined contribution pension scheme. Contributions are charged to the income and expenditure account as they become payable.

**Leasing**

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

<b>2. Operating Surplus / (Deficit)</b>	<b>2014</b>	<b>2013</b>
This is stated after charging / (crediting):	£	£
Operating lease rentals	34,231	34,879
Auditor's remuneration	2,000	2,000
Depreciation of owned assets	30,184	28,637
Gain on disposal of equipment	-	(6,000)
Honoraria	2,000	1,500
Pension costs	7,284	6,944
	<hr/>	<hr/>

**Notes to the Financial Statements**  
**For the year ended 31 March 2014 (Continued)**

<b>3. Taxation</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
UK Corporation tax	2,064	2,363
	<u>          </u>	<u>          </u>

**4. Tangible Fixed Assets**

	Freehold Land & Buildings £	Clubhouse Furnishings £	Course Equipment £	Total £
<b>Cost</b>				
At 31 March 2013	429,932	177,947	250,970	858,849
Disposals	-	( 68,280)	( 5,459)	( 73,739)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2014	429,932	109,667	245,511	785,110
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Depreciation</b>				
At 31 March 2013	131,708	133,253	138,816	403,777
Charge for the year	5,800	9,474	14,910	30,184
Written back on disposals	-	( 68,280)	( 5,459)	( 73,739)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2014	137,508	74,447	148,267	360,222
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Net Book Value</b>				
At 31 March 2014	292,424	35,220	97,244	424,888
At 31 March 2013	298,224	44,694	112,154	455,072
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>5. Stock</b>		
Bar	6,129	5,214
Badges & ties	410	420
	<u>          </u>	<u>          </u>
	6,539	5,634
	<u>          </u>	<u>          </u>

**Notes to the Financial Statements**  
**For the year ended 31 March 2014 (Continued)**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>6. Debtors</b>		
Prepayments and accrued income	5,352	5,222
	<hr/>	<hr/>
<b>7. Creditors</b>		
Amounts falling due within one year		
Trade creditors	12,446	13,743
Other taxes & social security costs	405	2,564
Other creditors & accruals	16,239	21,557
Corporation tax	2,064	2,363
Subscriptions received in advance	102,044	104,545
Hire purchase	4,170	4,320
Entry fee deposits	720	720
	<hr/>	<hr/>
	138,088	149,812
	<hr/>	<hr/>
<b>8. Creditors</b>		
Amounts falling due outwith one year		
Hire purchase	-	4,170
	<hr/>	<hr/>
<b>9. Movement on Reserves</b>	<b>£</b>	<b>£</b>
At 31 March 2013	470,733	505,937
Surplus / (Deficit) for the year	21,371	( 35,204)
	<hr/>	<hr/>
At 31 March 2014	492,104	470,733
	<hr/>	<hr/>
<b>10. Pension Commitments</b>		
The company operates a defined contribution pension scheme. The assets of the scheme are held separately in an independently administered fund.		
<b>11. Operating Lease Commitments</b>		
At 31 March 2014 the company had annual commitments under non-cancellable operating leases as follows:		
Expiry date:	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Less than one year	-	-
One to two years	-	-
Two to five years	34,171	34,171
	<hr/>	<hr/>
<b>12. Non – Audit Services</b>		

In common with other entities our size and nature, we also use our auditors to prepare tax returns and to assist with the preparation of financial statements.