

Company Registration No SC045381 (Scotland)  
Charity Registration No SC006185 (Scotland)

**THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 OCTOBER 2004**



# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## COMPANY INFORMATION

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<b>Company number</b>	SC045381
<b>Charity number</b>	SCO06185
<b>Registered office</b>	St Ayles, Harbourhead, Anstruther Fife
<b>Auditors</b>	Henderson Black & Co Edenbank House 22 Crossgate Cupar KY15 5HW
<b>Bankers</b>	Clydesdale Bank Plc Harbourhead Anstruther
<b>Solicitors</b>	Drummond Cook & Mackintosh 1 St. Andrews Road Anstruther

Henderson, Black & Co.

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

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**THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED  
REPORT BY THE BOARD OF TRUSTEES  
TO THE THIRTY-SEVENTH ANNUAL GENERAL MEETING  
OF THE COMPANY**

The Board of Trustees presents their Report and Accounts of the Company for the year ended 31<sup>st</sup> October 2004.

**BOARD OF TRUSTEES**

**CHAIRMAN** BJL Minto OBE CA FRSA

**VICE CHAIRMAN** DBB Smith OBE MA LLB

A Dodds  
T Gardner  
Mrs J Henderson  
J Noble  
RGW Prescott MA PhD FSA  
I Pringle  
Mrs E Riches BA  
D Smith MBE  
J Tarvit ISO  
DN Tod

**SECRETARY** I Reekie MA FEIS  
**TREASURER** MJ Robertson BA CA

**ADVISORY COUNCIL**

**CHAIRMAN** BJL Minto

**PRESIDENT** TA Murray

**EX OFFICIO** Dr B Lang, Principal, University of St Andrews  
D McAllister, Chairman, National Trust for Scotland  
Cllr T Dair, Convener of Fife Council  
Lord Wilson of Tillyorn, Chairman, National Museums of Scotland

**NOMINATED** A Lindsay, National Trust for Scotland  
Cllr JA Liston, Fife Council  
Cllr J Smith, Fife Council

**ELECTED** Mrs W Anderson, J Main, D Stoddart

**CO-OPTED** AC Scott  
Ms D Mechan

**PATRONS** Sir James Cayzer Bt  
Lord Ewing of Kirkford  
David Miller CBE  
Sir Bob Reid

**SCOTTISH FISHERIES MUSEUM TRUST LIMITED  
REPORT BY THE BOARD OF TRUSTEES**

**ELECTION OF BOARD MEMBERS**

1. There were no elections to the board at the 2004 AGM
2. Under the amended Constitution there will be three elections to the Board of Trustees from the membership this year. Also in accordance with the amended constitution, Rev G Craig MBE and Mr D Turner have been appointed to the Board.
3. Four members of the Board are due to retire by rotation this year, Mr J Tarvit, Mr T Gardner, Mr I Pringle, Mr J Noble.

**RESULTS**

The Accounts show a surplus for the year of £11,591, after receipt of a Running Grant of £60,000 from the Scottish Executive and subvention of £46,550 from Fife Council. Opening Members Funds of £1,615,379 increased to £1,626,970 at 31 October 2004. The movement within the individual funds is detailed in the Statement of Financial Activities.

**REVIEW OF THE BUSINESS**

The Trust operates the Scottish Fisheries Museum at St Ayles, Harbourhead, Anstruther and is registered as a National Museum. The Trust is the recipient of a two year revenue support grant from the Scottish Executive for the years 2005-7. The Trust also receives significant financial support from Fife Council. Entry is free to accompanied children and there are a number of "Days Open" throughout the year.

**RESERVES**

The reserves of the Trust are mainly contained in the land, buildings and exhibits. It has no liquid reserves and operates with an overdraft facility, when required, which continues to reduce. The single major capital expenditure currently planned is for a maintenance refit to the REAPER, for which full funding has been secured.

**AIMS AND MAJOR RISKS**

The Trust's aim is to collect, preserve, interpret and display the fishing heritage of Scotland for the public benefit. It has an agreed Collections Policy defining and limiting the range of artefacts to be accessioned. The main asset of the Trust is the collection, much of which is by its very nature and age is irreplaceable. The policy of the Trust is therefore to utilise full-time professional curatorial staff to regularly review the state of the collection. There are also established rolling maintenance and refurbishment programmes which ensure that the museum buildings housing the collection, are adequately maintained and that the artefacts themselves are stored, preserved, displayed and interpreted to the public's benefit. In addition the Trust has installed modern fire protection and burglar alarm systems and carries reasonable insurance cover.

The trustees have assessed the major risks to which the Trust is exposed and are satisfied that systems are in place to mitigate our exposure to these.

**AUDITORS**

The Accounts for the year to 31<sup>st</sup> October 2004 have been audited and the Auditor's Report is on page 13. A Resolution proposing the re-appointment of Henderson Black & Co will be made at the Annual General Meeting.

*Ian Reekie*

Signed on Behalf of the Board of Trustees  
I Reekie, Secretary

*B L Minto*

B L Minto OBE, Chairman

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## STATEMENT OF THE BOARD OF TRUSTEES RESPONSIBILITIES

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Company law requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the Board of Trustees are required to:

1. Select suitable accounting policies and then apply them consistently;
2. Make judgements and estimates that are reasonable and prudent;
3. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Board of Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

Henderson, Black & Co.

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

We have audited the financial statements of The Scottish Fisheries Museum Trust Limited on pages 5 to 12 for the year ended 31 October 2004. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 8.

This report is made solely to the members, as a body. Our audit work has been undertaken so that we might state to the members those matters 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As described in the statement of trustees responsibilities on page 3, the company's trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the trust is not disclosed.

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read the other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Trustees' Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.


### **Basis of audit opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 October 2004 and of its income and expenditure, its incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

  
**Henderson Black & Co**  
Chartered Accountants  
**Registered Auditor**

  
Edenbank House  
22 Crossgate  
Cupar  
KY15 5HW

Henderson, Black & Co.

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 2004

	Notes	2004 £	2003 £
Turnover		288,734	258,730
Cost of sales		(49,440)	(48,486)
<b>Gross profit</b>		<u>239,294</u>	<u>210,244</u>
Administrative expenses		(227,302)	(197,915)
<b>Operating profit</b>	<b>4</b>	<u>11,992</u>	<u>12,329</u>
Interest payable and similar charges	<b>5</b>	(401)	(1,407)
<b>Profit on ordinary activities before taxation</b>		<u>11,591</u>	<u>10,922</u>
Tax on profit on ordinary activities	<b>6</b>	-	-
<b>Profit on ordinary activities after taxation</b>		<u><u>11,591</u></u>	<u><u>10,922</u></u>

The profit and loss account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the profit and loss account.

Henderson, Black & Co.



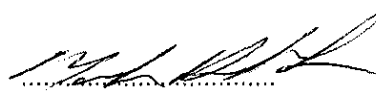
# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## BALANCE SHEET AS AT 31 OCTOBER 2004

	Notes	2004		2003	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7		1,631,627		1,654,291
<b>Current assets</b>					
Stocks	8	12,225		9,694	
Debtors	9	2,296		4,894	
Cash at bank and in hand		40,586		12,714	
			55,107		27,302
<b>Creditors: amounts falling due within one year</b>	10	(11,689)		(14,139)	
<b>Net current assets</b>			43,418		13,163
<b>Total assets less current liabilities</b>			1,675,045		1,667,454
<b>Creditors: amounts falling due after more than one year</b>	11		(1,800)		(1,800)
<b>Accruals and deferred income</b>	12		(46,275)		(50,275)
<b>Net assets</b>			1,626,970		1,615,379
<b>Financed by:</b>					
<b>Capital and reserves</b>					
General fund - unrestricted			453,048		425,280
Life membership fund - unrestricted			2,783		1,892
Grants fund - restricted			1,100,115		1,116,466
Development fund - endowment			71,024		71,741
<b>Members funds</b>			1,626,970		1,615,379

Signed on behalf of the Board of Trustees

  
B J L Minto C.A. Chairman

  
M Robertson C.A. Treasurer

The financial statements were approved by the Board on 10 May 2005.

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2004

	2004	2004	2004	2004	2004	2003
	General fund	Life membership fund	Grants fund	Development fund	Total	Total
	£	£	£	£	£	£
<b>Incoming resources:</b>						
Admissions	35,780				35,780	26,484
Subscriptions & donations	5,179	1,200			6,379	4,385
Legacies	7,236				7,236	-
Boat club contributions	14,661				14,661	9,445
Grants received			-		-	-
Running expense grant	106,550				106,550	106,550
Shop sales	42,137				42,137	41,488
Tea room sales	61,220				61,220	62,094
Other income	10,771				10,771	6,267
Sponsorship	4,000				4,000	2,000
Model boats	-				-	17
<b>Total incoming resources</b>	<b>287,534</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>288,734</b>	<b>258,730</b>
<b>Resources expended:</b>						
On charity's objects	272,918				272,918	245,883
Administration	4,225				4,225	1,925
<b>Total resources expended</b>	<b>277,143</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>277,143</b>	<b>247,808</b>
<b>Net incoming/(outgoing)</b>						
<b>Resources before transfers</b>	<b>10,391</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>11,591</b>	<b>10,922</b>
Transfers between funds	17,377	(309)	(16,351)	(717)	-	-
<b>Net movement in funds</b>	<b>27,768</b>	<b>891</b>	<b>(16,351)</b>	<b>(717)</b>	<b>11,591</b>	<b>10,922</b>
<b>Total funds brought forward at 1 November 2003</b>	<b>425,280</b>	<b>1,892</b>	<b>1,116,466</b>	<b>71,741</b>	<b>1,615,379</b>	<b>1,604,457</b>
<b>Total funds carried forward at 31 October 2004</b>	<b>453,048</b>	<b>2,783</b>	<b>1,100,115</b>	<b>71,024</b>	<b>1,626,970</b>	<b>1,615,379</b>
<b>Represented by:</b>						
Fixed Assets	460,488		1,100,115	71,024	1,631,627	1,654,291
Current Assets	52,324	2,783			55,107	27,302
Current Liabilities	(11,689)				(11,689)	(14,139)
Longterm Liabilities	(1,800)				(1,800)	(1,800)
Deferred Income	(46,275)				(46,275)	(50,275)
	<b>453,048</b>	<b>2,783</b>	<b>1,100,115</b>	<b>71,024</b>	<b>1,626,970</b>	<b>1,615,379</b>

Henderson, Black & Co.

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2004

### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities, applicable accounting standards and the Companies Act 1985.

#### 1.2 Incoming resources and resources expended

Incoming resources are recognised, net of VAT, when receivable.

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

#### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold buildings	1% per annum on straight line basis
Computer equipment	33.3% per annum on straight line basis
Exhibits, fixtures and equipment	10% per annum on reducing balance
Boats	10% per annum on reducing balance

#### 1.4 Leasing

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

#### 1.5 Stock

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### 1.6 Government grants

Capital grants on capital expenditure are allocated to the Grants Fund and a transfer is made to the General Fund equivalent to the depreciation charge of the assets acquired. Grants of a revenue nature are credited to income in the period to which they relate.

### 2 Funds

The Development Fund is an Endowment Fund for the purposes of funding the Zulu Gallery. A transfer is made to the general fund equivalent to depreciation on assets acquired by development funding.

The Grants Fund is a restricted fund relating to capital grants received for the acquisition of fixed assets. A transfer is made to the General Fund equivalent to the depreciation charge on the fixed assets acquired.

The Life Membership Fund is an unrestricted designated fund for the purposes of accounting for life membership subscriptions.

The General Fund consists of non-designated unrestricted funds.

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2004

3 Employee Information	2004 £	2003 £
Staff costs:		
Wages and salaries	116,021	102,670
Social security costs	6,061	5,155
	<u>122,082</u>	<u>107,825</u>

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	No.	No.
Management, office and general staff	8	9
Curatorial	2	2
	<u>10</u>	<u>11</u>

4 Operating profit	2004 £	2003 £
Operating profit is stated after charging:		
Staff costs	122,082	107,825
Depreciation	23,781	24,580
Operating lease rentals - plant	1,385	1,392
Auditors' remuneration	4,225	1,925
	<u>151,473</u>	<u>135,722</u>

5 Interest payable	2004 £	2003 £
On bank loans and overdrafts	401	1,407
	<u>401</u>	<u>1,407</u>

### 6 Taxation

It has been agreed with the Inland Revenue that the Company is not liable to United Kingdom taxation due to its charitable status.

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2004

7 Tangible fixed assets	Freehold land	Freehold buildings	Exhibits, fixtures and equipment	Boats	Total
	£	£	£	£	£
<b>Cost</b>					
At 1 November 2003	56,560	1,662,761	127,815	49,349	1,896,485
Additions	-	720	397	-	1,117
At 31 October 2004	<u>56,560</u>	<u>1,663,481</u>	<u>128,212</u>	<u>49,349</u>	<u>1,897,602</u>
<b>Depreciation</b>					
At 1 November 2003	-	131,180	70,469	40,545	242,194
Charge for the year	-	16,636	6,265	880	23,781
At 31 October 2004	<u>-</u>	<u>147,816</u>	<u>76,734</u>	<u>41,425</u>	<u>265,975</u>
<b>Net book value</b>					
At 31 October 2004	<u>56,560</u>	<u>1,515,665</u>	<u>51,478</u>	<u>7,924</u>	<u>1,631,627</u>
At 31 October 2003	<u>56,560</u>	<u>1,531,581</u>	<u>57,346</u>	<u>8,804</u>	<u>1,654,291</u>

The heritable property known as St. Ayles, Harbourhead, Anstruther was purchased by Anstruther Town Council from the National Trust for Scotland in 1967 and the Town Council later sold the property to the Scottish Fisheries Museum Trust Limited at the same price, the date of recording being 29 June 1970.

The Scottish Fisheries Museum Trust Limited then granted a Bond and Disposition in Security in favour of the Town Council for the same amount and this deed is also recorded 29 June 1970. The Bond is now vested in Fife Council as successors to Anstruther Town Council. By a Back Letter granted by the Town Clerk in favour of the Scottish Fisheries Museum Trust Limited, it is agreed that no interest shall be charged upon the loan, nor will the sum be called up unless and until steps have been initiated for the Scottish Fisheries Museum Trust Limited to be wound up voluntarily or otherwise in terms of the Companies Acts.

No value has been included under the heading of Exhibits as shown for those items either donated or loaned to the Museum. The Trustees are unable to put value on these exhibits, but for insurance purposes the total contents of the Museum have been valued at £264,295 (2003 £259,622).

8 Stocks	2004 £	2003 £
Publications and consumables	<u>12,225</u>	<u>9,694</u>

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2004

9 Debtors	2004 £	2003 £
Trade debtors	939	3,008
Prepayments	1,357	1,886
	<u>2,296</u>	<u>4,894</u>

10 Creditors: amounts falling due within one year	2004 £	2003 £
Trade creditors	6,674	5,720
Other taxes and social security costs	1,907	7,585
Accruals	3,108	834
	<u>11,689</u>	<u>14,139</u>

Clydesdale Bank plc holds a Standard Security over property at No.5 and No.11 East Shore, Anstruther.

11 Creditors: amounts falling due after more than one year	2004 £	2003 £
Bond secured over property (note 7)	<u>1,800</u>	<u>1,800</u>

12 Deferred income	
Deferred revenue grants and sponsorship	£
Balance at 1 November 2003	50,275
Grants received during the year	106,550
Transferred to revenue account	(106,550)
Transferred to sponsorship	(4,000)
Balance at 31 October 2004	<u>46,275</u>

Henderson, Black & Co.

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2004

### 13 Financial commitments

At 31 October 2004 the company had annual commitments under non-cancellable operating leases as follows:

	2004	2003
	£	£
Operating leases, other than land and buildings which expire:		
Within one year	516	-
Between two and five years	876	1,392
	<u>1,392</u>	<u>1,392</u>

### 14 Legal

The Company Registration Number is SC045381 and the Charity Registration Number is SC006185. The Company does not have a share capital, but the liability of the members is limited by guarantee. In the event of the company being wound up each member may be required to contribute an amount not exceeding £1. As at 31 October 2004 there were 480 members (2003 - 448)

A Legal Liability exists to repay the STB and Heritage Lottery Fund Grants if the underlying assets are sold or otherwise disposed of, without prior approval of the Grantors, on closure or liquidation, events which the Trustees deem unlikely.

# THE SCOTTISH FISHERIES MUSEUM TRUST LIMITED

## DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 2004

Henderson, Black & Co.

	£	2004 £	£	2003 £
<b>Income</b>				
Admissions	35,780		26,484	
Subscriptions and donations	6,379		4,385	
Legacies	7,236		-	
Boat club contributions	14,661		9,445	
Running expense grants	106,550		106,550	
Shop sales	42,137		41,488	
Tea room sales	61,220		62,094	
Other income	10,771		6,267	
Sponsorship	4,000		2,000	
Model boats	-		17	
	<u>288,734</u>		<u>258,730</u>	
		288,734		258,730
<b>Cost of sales</b>				
Shop purchases	26,124		22,511	
Tea room purchases	23,316		25,975	
	<u>49,440</u>		<u>48,486</u>	
		(49,440)		(48,486)
<b>Gross surplus</b>		239,294		210,244
<b>Expenditure</b>				
Rates and insurance	15,909		13,391	
Light and heat	5,341		5,851	
Repairs and maintenance	9,355		4,324	
Boat expenses	14,619		9,716	
Wages and salaries	122,082		107,825	
Printing, postage and stationery	2,904		1,680	
Advertising	17,292		12,317	
Telephone	2,025		1,939	
Travel expenses	872		757	
Curatorial expenses	4,023		7,268	
Leasing - plant	1,385		1,392	
Audit fees	4,225		1,925	
Accountancy fees	166		212	
Legal and professional fees	-		639	
Bank charges	808		789	
Subscriptions	1,325		1,765	
General expenses	1,190		1,545	
Bank interest	401		1,407	
Depreciation	23,781		24,580	
	<u>(227,703)</u>		<u>(199,322)</u>	
<b>Total overhead expenses</b>		(227,703)		(199,322)
<b>Surplus/(Deficit)</b>		<u>11,591</u>		<u>10,922</u>