



Newbattle Beekeepers Association

SC049575

Trustees' Annual Report

1 January 2021 - 31 December 2021



Charity contact information:

Mailing Address – Ormiston Hill, Kirknewton, EH27 8DQ



Newbattle Beekeepers Association

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## **Structure, governance, and management**

### **Constitution**

Newbattle Beekeepers Association is a Scottish Charity registration number SC049575, and its constitution can be viewed on the Charity's website [www.newbattlebees.org](http://www.newbattlebees.org) The organisation became a registered charity on 28<sup>th</sup> August 2019.

The association is an affiliate member of the Scottish Beekeepers Association, SBA (SC009345)

### **Trustee recruitment and appointment**

Trustees are appointed at the Annual General Meeting following an election by members. In 2021, this meeting was held on 7 February. The constitution sets down parameters for trustee appointment:

- allows members to elect up to 9 trustees
- limits the maximum number of trustees to 11, allowing the elected trustees to co-opt an additional 2 trustees
- all trustees are fully subscribed members of Newbattle Beekeepers Association.
- There is no provision for externally appointed trustees
- Office holders are limited to a three-year tenure of office
- There is no limit on the length of time a member can serve as a trustee
- No external party has the right to appoint a trustee.

Trustees at date of approval of the Trustees' Annual Report

<b>Trustee</b>	<b>Office</b>
Martin Vevers	Chair
Helen Nelson	Vice-Chair
Rosemary MacKay	Secretary
Stephen Campbell	Treasurer
Lorraine Aitken	
Paul Casey	
Malcolm Evans	
Neil Rutherford	
Jubin Santra	

Other trustees who served during the year

Bill Caldwell  
Maurice Gallagher  
David Hennessey  
Josefine Schneidt-Frazer

All trustees are volunteers, receiving no remuneration for their services. Newbattle Beekeepers Association will reimburse trustees if a valid expense is incurred on behalf of Newbattle Beekeepers Association. Trustees can purchase courses and goods for sale on the same terms as any other member of the association or member of the public.

## **Management**

Newbattle Beekeepers Association is organised into 3 management groups (i) apiary (ii) education and outreach (iii) support. Each of the management groups is led by a trustee. Activities in the three management groups are performed by association members on a voluntary basis and no remuneration is paid.

## **Charitable Purposes**

The association's purposes are:

- To advance education by providing training in the practice of beekeeping and production and distribution of educational information in the practice of beekeeping
- To help conserve the natural environment by promoting the importance of bees in the environment, and
- To conserve the future of the honeybee in Midlothian and Scotland.

## **Charitable Activities**



### **Apiary Group**

The apiary group is led by Lorraine Aitken. This group manage circa 40 bee hives across 5 apiaries located at Newbattle Abbey College, Carrington, Newbattle Bowling Club, Vogrie and Gorebridge. The hives in the apiaries are the basis of the charity's practical education programme, giving hands on experience to members enrolled in courses and educational groups.

### **Education and Outreach Group**

This group, led by Neil Rutherford, organises the Newbattle Beekeeper education programmes. These education programmes are based on gaining practical, hands on experience with the associations' hives and apiary equipment. Practical education is combined with a strong academic underpin, which is delivered largely on-line.



Each year, 12 new beekeepers are trained through a structured 12-month programme starting in July, each supported by a personal mentor. At the completion of the programme, the new beekeepers are encouraged to complete the Basic Beekeeper Certificate which is externally examined. Once the Basic Beekeeper Certificate is complete, members can join the Beekeeping Improvement Group which offers a structured practical training

programme to improve skills further, utilising the knowledge of more experienced beekeeper members. Theory study groups are offered to all members to assist with completion of the Scottish Beekeepers Association Module Syllabus. One such study group in 2021 had 20 participants. The association also has an extensive library of books which members can borrow.

Newbattle Beekeeper Association also provides education to non-members, for example through Newbattle Abbey College and by supporting Dalkeith High School's delivery of the SQA N5 Certificate in Beekeeping, involving over 30 pupils. Throughout the year, a considerable number of talks and events are delivered to clubs, community groups and schools.

### **Support Group**

The support group, led by Martin Vevers, manages our properties, organises events, such as the monthly members meeting and the annual honey show. The support group also organises the sale of honey and other apiary products through the association's online shop and through occasional pop-up shops. The support group also looks after the IT infrastructure of the association.



## **Achievements and Performance**

2021 has been a successful year for Newbattle Beekeepers Association. The association's achievements include:

- membership increased over the year to 111 people;
- successful mentoring and teaching programme resulting in 18 additional members achieving the Scottish Beekeepers Association Basic Beekeeping Certificate;
- several members studying for the Scottish Beekeepers Association Module exams, with 2 members having successfully completed all the modules;
- 3 members have successfully completed the Scottish Beekeepers Association Intermediate Practical exam;
- establishment of the Beekeeping Improvement Group to help with the continuing education and development of members once they have achieved the Basic Beekeeping Certificate;
- Junior Bee Club established with 7 pupils from the S1 class at Dalkeith High School;
- workshops for members to learn about honey harvesting, jarring and labelling;
- wax workshops held for all members;
- educational talks given to community organisations and clubs;
- record levels of honey harvested and jarred by members;
- establishment of an apiary at Gorebridge for beginner beekeepers;
- inaugural honey show with honey, baking and craft categories;
- steady stream of online shop sales across the year and a very popular pop-up shop held in the Bee Academy in November;
- the website has been refreshed and communication through social media
- a new weather station has been installed.

## **Financial review**

Newbattle Beekeepers Association has had a successful year, as reflected in the earlier sections of this report.

Charity receipts for the year were £14,146. It is not straightforward to compare this to the prior period as it covered 16 months. However, the receipts for that period were £33,735, which included the transfer of £9,255 from the pre-charity association.

Payments for the year were £13,928 for the year, compared to £17,543 for the prior period.

The charity held funds of £16,410 at the year-end, an increase of £218 from the funds held at the start of the year. All of the charity's funds are currently unrestricted.

At the year end, Newbattle Beekeepers Association held stock, for example, jars of honey, soap and candles, with a retail value of just under £3,000. Stock is manufactured and jarred by members of the association, often working in groups. This stock is expected to be sold in the first half of 2022.

## Statement of the charity's policy on reserves

Newbattle Beekeepers Association trustees manage the financial resources of the charity prudently, ensuring annual budgets and forecasts are created and regularly refreshed. The trustees ensure the charity's monies are spent promptly on its charitable purposes and all income and expenditure is closely tracked against the forecast.

The trustees recognise some monies should be held in reserve, buffering against situations arising as described below. It should be noted reserves do not include any restricted funds i.e. monies given to the charity to support specified activity.

### Working Capital

A working capital reserve is held to cover scenarios such as the potential timing misalignment of receipts and payments, potential lower than expected hive product sales, replacement of lost or broken assets and unbudgeted spending.

The trustees believe it prudent to use annual turnover as a guide to determine the working capital reserve. As turnover can fluctuate, the trustees have decided the working capital reserve to be approximately 50% of annual receipts, £7,000.

### Contingencies

A contingency reserve is held to cover expenditure arising as result of an unexpected event occurring, for example a large repair bill. The trustees regularly consider the risk profile of the charity and the results of this review inform the level of reserves held.

The trustees have determined to hold £10,000 in reserve to cover the potential contingency costs.

### Commitments

A commitment reserve is held to cover planned expenditure that is too large to be absorbed through the annual income and expenditure forecast. Large capital investments such as these should be planned in advance and could be funded by reserving some of the charity's annual surplus.

There are no commitments at the year end and no reserve is held for commitments.

Reserve	£
Working Capital	7,000
Contingency	10,000
Commitment	0
Total Reserve	17,000

Currently charity reserves are £16,410 which the trustees believe is in line with the policy.

## Donated facilities and services

We have use of a building on the estate of Newbattle Abbey College for a peppercorn rent.

Members donate significant amounts of commitment, time and expertise to ensure the activities of the association run effectively and teaching programmes are delivered. For example, 12 mentors and 3 support mentors commit to coach the new beekeepers for a whole year in the lead up to the Basic Beekeeper Certificate.

Guest speakers usually do not charge a fee, although some claim travel expenses.

Stone slabs have been donated by a member to build 3 new planters in the apiary garden. Members of the Association spent time caring for the garden and nurturing bee friendly plants.

## Plans

The Vogrie apiary will close in February 2022. The hives, shed and other items of equipment belonging to Newbattle Beekeepers Association will be relocated to a new site.

Many items of apiary equipment are due for renewal and upgrade. The process of replacement began in 2021 and it is expected to continue into 2022.

As part of the Association's education and conservation objectives, a queen rearing programme will be continued and expanded in 2022. The programme will try three different methods of queen rearing and will establish optimal methods of record keeping.

Creating disabled access to the Bee Academy is being explored.

Musselburgh Grammar School has decided to offer the SQA N5 Certificate in Beekeeping and Newbattle Beekeepers Association will support the school in its delivery.

## Declaration

The Annual Statement of Accounts was approved by the trustees and signed on behalf of the charity trustees:



Print name

MARTIN VEVERS

Designation

CHAIR

Date of approval

4<sup>th</sup> April 2022

## **Independent Examiner's Report**

To the Trustees of Newbattle Beekeepers Association

I report on the annual statement of account of the charity for the period ended 31<sup>st</sup> December 2021 which is set out in the document. The financial statements are set out on pages 10 to 13.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the statement of account in accordance with the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity trustees consider that the audit requirement of regulation 10(1)(d) 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.

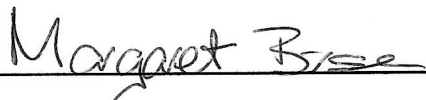
### **Basis of Independent Examiner's Statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the statement of account 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 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 9 of the 2006 Accounts Regulations have not been met, or
2. To which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

 5<sup>th</sup> April 2022

Name: Margaret Birse CCFA CIPFA (Affil) FCIE

Address: Tangram Accounting

23 Clark Avenue, Linlithgow, West Lothian, EH49 7AP

## Receipts and Payments Account

	2021			Prior Period
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£
<b>Receipts</b>				
Donations	2,695	-	2,695	15,501
Grants	-	-	-	3,361
Receipts from Fundraising	-	-	-	391
Gross Trading Receipts				
Courses	3,600	-	3,600	4,520
Gross trading receipts - other sales	7,700	-	7,700	9,309
Rent from land and buildings	150	-	150	650
Bank interest	1	-	1	3
<b>Total Receipts</b>	<b>14,146</b>	<b>-</b>	<b>14,146</b>	<b>33,735</b>
<b>Payments</b>				
Cost of fundraising	39		39	-
Gross trading payments	2,705		2,705	4,925
Charitable Activity Payments	9,636		9,636	10,993
<b>Subtotal</b>	<b>12,380</b>	<b>-</b>	<b>12,380</b>	<b>15,918</b>
<b>Purchase of Fixed Assets</b>				
	1,548		1,548	1,625
<b>Total Payments</b>	<b>13,928</b>	<b>-</b>	<b>13,928</b>	<b>17,543</b>
<b>Surplus/(deficit) for the year</b>	<b>218</b>	<b>-</b>	<b>218</b>	<b>16,192</b>

The prior period for the charity represents the period from registration as a charity on 28<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020, a period of approximately 16 months.

## Statement of Balances

	2021			Prior Period
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£
Opening Balance at 01/01/21	16,192	-	16,192	-
Surplus/(Deficit) for the year	218	-	218	16,192
<b>Closing Balance at 31/12/21</b>	<b>16,410</b>	<b>-</b>	<b>16,410</b>	<b>16,192</b>
<b>Other Assets</b>				
Various Fixed Assets	8,369		8,369	8,203
Bee Stocks	8,000		8,000	6,400
Shop Stock	2,826		2,826	-
<b>Total</b>	<b>19,195</b>	<b>-</b>	<b>19,195</b>	<b>14,603</b>
<b>Liabilities</b>				
IE Fee	160	-	160	-
Preparation Fee	60	-	60	-
<b>Total</b>	<b>220</b>	<b>-</b>	<b>220</b>	<b>-</b>


Notes on pages 12 to 13 form part of these accounts.

The accounts were approved by the Trustees on

4<sup>th</sup> April 2022

and signed on their behalf by

Signature



Print Name

STEPHEN CAMPBELL

Designation

TREASURER

## Notes to the Accounts

### 1. Basis of Accounting

These accounts are prepared on the Receipts and Payments basis in accordance with the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

#### a) Fund Accounting

**Unrestricted Funds** are those funds which can be used at the discretion of the trustees in furtherance of the objects of the charity

**Restricted Funds** are those funds which can only be used for specific purposes as specified by the donor or when the funds have been raised for a specific purpose. Currently the charity holds no restricted funds.

### 2. Analysis of Income

	2021			Prior Period
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£
<b>Donations</b>				
Membership Fees	1,473	-	1,473	1,791
Other donations	919	-	919	4,296
Donations for refreshments	-	-	-	159
Gift Aid	303	-	303	-
NBA pre-charity funds t/f to NBA	-	-	-	9,255
	2,695	-	2,695	15,501
<b>Grants</b>				
3rd Sector Resilience Fund	-	-	-	2,062
Midlothian Council	-	-	-	200
The Worshipful Company of Wax Chandlers	-	-	-	1,099
	-	-	-	3,361
<b>Gross Receipts from Charitable Trading</b>				
Training Course Fees	3,600	-	3,600	4,520
<b>Total Charitable Activity</b>	<b>3,600</b>	<b>-</b>	<b>3,600</b>	<b>4,520</b>
<b>Gross Receipts other trading</b>				
Apiary Trading	-	-	-	4,065
Other Trading	7,700	-	7,700	5,244
<b>Total other trading</b>	<b>7,700</b>	<b>-</b>	<b>7,700</b>	<b>9,309</b>

### 3. Analysis of Expenditure

	Unrestricted Funds £	2021 Restricted Funds £	Total Funds £	Prior Period Total Funds £
<b>Cost of Raising Funds</b>				
Transaction fees for memberships and donations	39	-	39	-
	<u>39</u>	<u>-</u>	<u>39</u>	<u>-</u>
<b>Cost of Trading</b>				
Purchase of goods for sale	2,600		2,600	4,925
Transactions fees for online and card sales	105		105	
	<u>2,705</u>	<u>-</u>	<u>2,705</u>	<u>4,925</u>
<b>Cost of Charitable Activities</b>				
Fees and Subscriptions	-	-	-	1,368
Apiary costs	4,279	-	4,279	2,452
Bee Academy costs	854	-	854	2,214
Catering	36	-	36	1,035
Insurance	1,195	-	1,195	801
Heat & Light	763	-	763	827
Web site and IT	1,144	-	1,144	1,084
Stationery; Storage; postage	215	-	215	-
Speaker Fees and Expenses	80	-	80	-
Repairs & Maintenance	294	-	294	-
Other overheads	-	-	-	1,212
Show costs: trophy engraving	30	-	30	-
Show costs: other	746	-	746	-
<b>Total Cost of Charitable Activities</b>	<u>9,636</u>	<u>-</u>	<u>9,636</u>	<u>10,993</u>

### 4. Transactions with Trustees and Related Parties

No trustees received any form of remuneration from the charity (2020: nil)

No trustees received any expenses from the charity, other than reimbursement of purchases made on behalf of the charity (2020: nil)

There were no transactions between the charity and any related party (2020: nil)