



Newbattle Beekeepers Association

SC049575

Trustees' Annual Report

1 January 2022 - 31 December 2022



Charity contact information:

Mailing Address – The Caretakers Cottage,

Newbattle Abbey College Annexe,

Newbattle Road,

Newbattle, Dalkeith, EH22 3LJ



Charity: Newbattle Beekeepers Association  
Also known as: NBA  
Scottish Charity Number: SC049575  
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Newbattle Abbey College Annexe,  
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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 from the membership at the Annual General Meeting following an election by members. The maximum number of trustees is 11 and the minimum is 9. No external body has the right to appoint trustees. In 2022, this meeting was held on 10 April.

Trustees at date of approval of the Trustees' Annual Report

<b>Trustee</b>	<b>Office</b>
Martin Vevers	Chair
Helen Nelson	Vice Chair until 10 April 2022
Rosemary MacKay	Secretary
Stephen Campbell	Treasurer
Lorraine Aitken	
Paul Casey	Vice Chair from 10 April 2022
Malcolm Evans	
Neil Rutherford	
Jubin Santra	
Ian Evans	From 10 April 2022

Other trustees who served during the year

None

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 apiaries located at Newbattle Abbey College, Carrington, Newbattle Bowling Club, and Elginhaugh. 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. The association also has an extensive library of books which members can borrow.

Newcastle Beekeeper Association also provides education to non-members, for example through Newcastle Abbey College and by supporting Dalkeith and Newcastle High Schools and Musselburgh Grammar School's delivery of the SQA N5 Certificate in Beekeeping. 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

2022 has been a successful year for Newbattle Beekeepers Association. The association's achievements include:

- membership increased over the year to 121 people;
- successful mentoring and teaching programme resulting in 12 additional members achieving the Scottish Beekeepers Association Basic Beekeeping Certificate;
- several members studying for the Scottish Beekeepers Association Module exams, with 4 members having successfully completed all the modules;
- 1 member successfully completed the Scottish Beekeepers Association Intermediate Practical exam;
- 2 members, Neil Rutherford and Malcolm Evans, awarded the Scottish Beekeepers Association awards for services to Newbattle Beekeepers Association;
- the Beekeeping Improvement Group continues to help with the education and development of members once they have achieved the Basic Beekeeping Certificate;
- workshops held for members to learn about honey harvesting, jarring and labelling;
- queen rearing groups held practising 3 different methods;
- workshops held for all members to practise skills in wax crafts, brewing mead and making soft set honey;
- educational talks given to community organisations and clubs;
- record levels of honey harvested and extracted by members;
- establishment of a new apiary at Elginhaugh;
- annual honey show with honey, baking and craft categories;
- a pollinator friendly, small leaved lime tree has been planted in the grounds of Newbattle Abbey College near the apiary;
- steady stream of online shop sales across the year and very popular pop-up shops held in the Bee Academy in May and November;
- educational stalls and pop-up shops held at the Royal Highland Show, the Dalkeith Show, Edgehead Village Day and Vogrie Pogrie Music Festival;
- the website has been refreshed and communication continues through social media
- a new defibrillator has been installed
- Newbattle Beekeepers Association won a second-place prize for its display of products at the Royal Highland Show.



- several members volunteered as stewards at the honey tent at the Royal Highland Show.
- Following discussions with Newbattle Abbey College, Newbattle Beekeepers Association renewed the lease for the Bee Academy on the same terms as the original agreement and formalised a 10-year lease with a 5 year break for the apiary cottage.

## **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 £18,464 (£14,146). Included within receipts is a grant from Midlothian Council to purchase and instal a defibrillator at the apiary cottage.

Payments for the year were £16,386 (£13,928), including the purchase cost of the defibrillator.

The charity held funds of £18,488 (£16,410) at the year-end, an increase of £2,078 from the funds held at the start of the year. The balance of funds at the year-end is made up of £17,729 of unrestricted funds and £759 restricted funds (2021: £16,410 was all unrestricted funds).

At the year end, Newbattle Beekeepers Association held stock, for example, jars of honey, soap and candles, with a retail value of just over £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 2023.

## **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, £8,000.

### **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 signing of new leases for the Bee Academy and Apiary Cottage removes the risk of the association being asked to relocate and bear the costs of removal. The trustees have therefore determined to reduce the contingency reserve to £5,000 (£10,000) 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	8,000
Contingency	5,000
Commitment	0
Total Reserve	13,000

Currently charity free reserves are £17,729 which, due to the reduction of the contingency reserve, the trustees believe exceed the policy. However, plans are being drawn up to invest the excess reserves in the renovation of the apiary cottage.

## Donated facilities and services

We have use of buildings 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.

## Plans

Signing a new lease on the apiary cottage has ensured security of tenure for a period of at least 5 years. This makes investment in certain repairs and upgrades to the apiary cottage worthwhile.

Creating disabled access to the Bee Academy and Apiary Cottage is being explored.

### Declaration

The Trustees' Annual Report was approved by the trustees on 7<sup>th</sup> March 2023 and signed on behalf of the charity trustees by:

  
\_\_\_\_\_  
Martin Vevers, Chair

## 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 2022 which is set out in the document. The financial statements are set out on pages 10 to 14.

### **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.

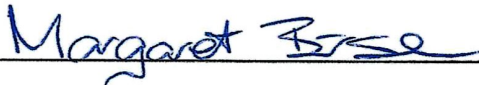
### **Basis of Independent Examiner's Statement**

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.



8<sup>th</sup> March 2023

Name: Margaret Birse CCFA CIPFA (Affil) FCIE

## Receipts and Payments Account

	Unrestricted Funds £	2022 Restricted Funds £	Total Funds £	2021 Total Funds £
<b>Receipts</b>				
Donations	2,334	170	2,504	2,695
Grants	-	2,679	2,679	-
Gross Trading Receipts Courses	3,800	-	3,800	3,600
Gross trading receipts - online & card sales	9,475	-	9,475	7,700
Rent from land and buildings	-	-	-	150
Bank interest	6	-	6	1
<b>Total Receipts</b>	<b>15,615</b>	<b>2,849</b>	<b>18,464</b>	<b>14,146</b>
<b>Payments</b>				
Cost of fundraising	44	-	44	39
Gross trading payments	2,997	-	2,997	2,705
Charitable Activity Payments	11,035	170	11,205	9,636
Governance	220	-	220	-
<b>Subtotal</b>	<b>14,296</b>	<b>170</b>	<b>14,466</b>	<b>12,380</b>
<b>Purchase of Fixed Assets</b>				
Fixed Asset Purchases	-	1,920	1,920	1,548
<b>Total Payments</b>	<b>14,296</b>	<b>2,090</b>	<b>16,386</b>	<b>13,928</b>
<b>Surplus/(deficit) for the year</b>	<b>1,319</b>	<b>759</b>	<b>2,078</b>	<b>218</b>



## Statement of Balances

	<b>Unrestricted</b>	<b>2022 Restricted</b>		<b>2021</b>
	<b>Funds</b>	<b>Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Opening Balance	16,410	-	<b>16,410</b>	16,192
Surplus/(Deficit) for the year	1,319	759	<b>2,078</b>	218
<b>Closing Balance</b>	<b><u>17,729</u></b>	<b><u>759</u></b>	<b><u>18,488</u></b>	<b><u>16,410</u></b>
 <b>Other Assets</b>				
Various Fixed Assets	8,477	1,920	<b>10,397</b>	8,369
Bee Stocks	10,200	-	<b>10,200</b>	8,000
Shop Stock	3,000	-	<b>3,000</b>	2,826
<b>Total</b>	<b><u>21,677</u></b>	<b><u>1,920</u></b>	<b><u>23,597</u></b>	<b><u>19,195</u></b>
 <b>Liabilities</b>				
IE Fee	160		<b>160</b>	160
Preparation Fee	80		<b>80</b>	60
<b>Total</b>	<b><u>240</u></b>	<b><u>-</u></b>	<b><u>240</u></b>	<b><u>220</u></b>

Notes on pages 12 to 14 form part of these accounts.

The accounts were approved by the Trustees on 7<sup>th</sup> March 2023

and signed on their behalf by:



Stephen Campbell, 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.

### 2. Movement of Funds

	Opening Balance £	Receipts £	Payments £	Closing Balance £
<b>Unrestricted Funds</b>				
General Fund	16,410	15,615	(14,296)	17,729
<b>Total Unrestricted Funds</b>	<b>16,410</b>	<b>15,615</b>	<b>(14,296)</b>	<b>17,729</b>
<b>Restricted Funds</b>				
Defibrillator	-	2,679	(1,920)	759
Gifts for third Parties	-	170	(170)	-
<b>Total Restricted Funds</b>	<b>-</b>	<b>2,849</b>	<b>(2,090)</b>	<b>759</b>

### 3. Purpose of Restricted Funds

Defibrillator: Grant provided by Midlothian Council toward the purchase and installation of a defibrillator

Gifts for third parties: Gifts given by individuals towards the gift to the charities Bees For Development and Full Gospel Church – Storehouse.

### 4. Gifts to Third Parties

Gifts were given to two charities as part of charitable activities:

Bees for Development £200

Full Gospel Church – Storehouse £200

## 5. Analysis of Income

	Unrestricted Funds £	2022 Restricted Funds £	Total Funds £	2021 Total Funds £
<b>Donations</b>				
Membership Fees	1,676	-	1,676	1,473
Other donations	828	-	828	919
Gift Aid	-	-	-	303
NBA pre-charity funds t/f to NBA	-	-	-	-
	<b>2,504</b>	<b>-</b>	<b>2,504</b>	<b>2,695</b>
<b>Grants</b>				
Midlothian Council	-	2,679	2,679	-
	<b>-</b>	<b>2,679</b>	<b>2,679</b>	<b>-</b>
<b>Gross Receipts from Charitable Trading</b>				
Training Course Fees	3,800	-	3,800	3,600
<b>Total Charitable Activity</b>	<b>3,800</b>	<b>-</b>	<b>3,800</b>	<b>3,600</b>
<b>Gross Receipts other trading</b>				
Other Trading	9,475	-	9,475	7,700
<b>Total other trading</b>	<b>9,475</b>	<b>-</b>	<b>9,475</b>	<b>7,700</b>



## 6. Analysis of Expenditure

	Unrestricted Funds £	2022 Restricted Funds £	Total Funds £	2021 Total Funds £
<b>Cost of Raising Funds</b>				
Transaction fees for memberships and donations	44	-	44	39
<b>Total Cost of Raising Funds</b>	<b>44</b>	<b>-</b>	<b>44</b>	<b>39</b>
<b>Cost of Trading</b>				
Purchase of goods for sale	2,855	-	2,855	2,600
Transactions fees for online and card sales	142	-	142	105
<b>Total Cost of Trading</b>	<b>2,997</b>	<b>-</b>	<b>2,997</b>	<b>2,705</b>
<b>Cost of Charitable Activities</b>				
Fees and Subscriptions	517	-	517	-
Apiary costs	5,834	-	5,834	4,279
Bee Academy costs	240	-	240	854
Catering	43	-	43	36
Insurance	1,205	-	1,205	1,195
Heat & Light	997	-	997	763
Web site and IT	699	-	699	1,144
Stationery; Storage; postage	-	-	-	215
Speaker Fees and Expenses	-	-	-	80
Repairs & Maintenance	-	-	-	294
Small equipment and supplies	1,076	-	1,076	-
Other overheads	-	-	-	-
Show costs: trophy engraving	65	-	65	30
Show costs: other	129	-	129	746
Donations to other organisations	230	170	400	-
<b>Total Cost of Charitable Activities</b>	<b>11,035</b>	<b>170</b>	<b>11,205</b>	<b>9,636</b>
<b>Governance Costs</b>				
IE Fee	220	-	220	-
<b>Total Governance Cost</b>	<b>220</b>	<b>-</b>	<b>220</b>	<b>-</b>

## 7. Transactions with Trustees and Related Parties

No trustees received any form of remuneration from the charity (2021: nil)

No trustees received any expenses from the charity, other than reimbursement of purchases made on behalf of the charity (2021: nil)

There were no transactions between the charity and any related party (2021: nil)