



**Diocese of Edinburgh  
Scottish Episcopal Church**

Scottish Charity Number SC001214

**Report and Accounts  
for the Year ended  
31 December 2018**

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## Reference and administrative details

<b>NAME OF CHARITY</b>	Diocese of Edinburgh Scottish Episcopal Church (Edinburgh Diocesan Synod)
<b>SCOTTISH CHARITY NUMBER</b>	SC001214
<b>PRINCIPAL ADDRESS</b>	Edinburgh Diocesan Office 21A Grosvenor Crescent Edinburgh EH12 5EL <i>Email:</i> office@edinburgh.anglican.org <i>Internet:</i> <a href="http://www.edinburgh.anglican.org">www.edinburgh.anglican.org</a>
<b>STANDING COMMITTEE (TRUSTEES)</b>	For the purposes of charities law, the members of the Standing Committee are the Charity Trustees of the Diocese. As at the date of this report, the Trustees and members of the Standing Committee were: <i>Ex officio:</i> The Right Rev. Dr John Armes (Convenor) The Very Rev. Frances Burberry (Dean) Godfrey Robson (Diocesan Secretary) Ian Lawson (Treasurer <i>from 18 June 2018*</i> ) Mr Colin Heggie (Registrar) The Rev. Dr. Sophia Marriage (Convenor, Mission and Ministry Committee <i>from 1 January 2019</i> )  <i>Appointed by Synod:</i> Mr Neil Stewart Ms Victoria Stock The Rev. Rosie Addis ( <i>appointed 9 March 2019</i> )  <i>Co-opted:</i> The Rev. Canon Malcolm Round ( <i>co-opted 20 November 2018</i> )  *Ian Lawson was a Trustee ex officio as Convenor of the Finance and Management Committee until he was appointed Treasurer, when Godfrey Robson assumed that committee's convenorship.
<b>CUSTODIAN TRUSTEES</b>	The following were Custodian Trustees for the Diocese in respect of heritable and moveable property:  The Right Rev. Dr John Armes (Bishop) The Very Rev. Frances Burberry (Dean) Iain Peebles, Lord Bannatyne (Chancellor, <i>until 21 May 2019</i> ) Ms Anna Poole (Chancellor, <i>from 21 May 2019</i> ) Mr Colin Heggie (Registrar)
<b>SECRETARY</b>	Godfrey Robson
<b>TREASURER</b>	Mr Ian Lawson ( <i>appointed 18 June 2018</i> )
<b>ADMINISTRATOR</b>	Mr Simon Filsell
<b>BANKERS</b>	Reliance Bank Ltd Faith House, 23-24 Lovat Lane, London EC3R 8EB
<b>SOLICITORS</b>	Flexlaw CBC House, 24 Canning Street, Edinburgh EH3 8EG
<b>AUDITORS</b>	Chiene + Tait LLP Chartered Accountants and Statutory Auditor 61 Dublin Street, Edinburgh EH3 6NL

## **Report of the Standing Committee (Trustees' report) Year ended 31 December 2018**

As Trustees of the Diocese of Edinburgh, the Standing Committee presents its report and the audited accounts of the Diocese for the year ended 31 December 2018. These have been prepared in accordance with applicable charities law and the requirements of "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)".

### **Objectives and activities**

The primary charitable purpose of the Diocese is the advancement of religion and to provide public benefit. The main activities of the Diocese are the provision of spiritual, pastoral, administrative and financial support to its Charges (or local congregations) and their members in carrying out the ongoing mission of the Christian Church.

These activities are pursued through:

- training and leadership in mission and ministry;
- conferences, retreats and educational events;
- support for youth and children's activities;
- grants to Charges to support mission activity;
- access to central administrative facilities.

### **Achievements and performance**

The Diocese has continued to pursue its principal objectives and activities. The main emphasis continues to be in the area of mission and ministry development.

The Rev. Annie Naish, appointed in September 2016 as the Bishop's Enabler of Mission, has continued to facilitate the development of a new Diocesan Strategy for Mission – 'Growing Together'. Building on the roadshows run in 2017, a 'Big Day' was held at the Cathedral in April 2018, celebrating the life of the diocese. Over 500 people attended, with 45 of the 52 Charges in the Diocese displaying something of their life and mission in interactive, creative ways. A number of workshops were run and 25 charity and organisations stalls were present, offering a wide range of ideas and resources. Attendees were energised to promote the Diocese's mission aims in their local areas.

Progress has been made in helping to develop joint working arrangements within two (separate) sets of charges in the Borders. New appointments have been made and were planned to start early in 2019, covering respectively the A7 charges of Galashiels, Selkirk and Hawick in the west, and Eyemouth and Duns (to be joined later by Coldstream) in the east. Support was also given to the congregation in Dunbar. The Diocese made a further contribution towards ecumenical work in Livingston.

In addition to mission grants, the Diocese has continued, through its Buildings Committee, to support charges investing in their buildings. A sale was concluded of the former St Paul's Church in Livingston, and the net funds were returned to the Diocese.

The Standing Committee was saddened by the decision of one Charge, St Thomas's Corstorphine, to leave the Scottish Episcopal Church as a result of doctrinal differences. The Charge of Emmanuel, Clermiston, has decided that its numbers are now too small to enable it to continue and it is expected to close during 2019. Members from both these Charges who wish to continue worshipping within the Scottish Episcopal Church have been made welcome at other congregations.

Recognising the need for an enhanced web presence, a new Communications Officer was appointed in May 2018, who also provides support for Charges. Congregations also benefit from access to central administrative facilities such as printing and payroll services, and support for treasurers.

A full review of the activities of the year is given in the reports to Synod of the various committees, which are available from the Diocesan Office.

## Report of the Standing Committee (continued)

### Financial review

#### *Sources of funding*

Excluding 'Provincial quota' paid to the General Synod, which is funded by Charges, the costs of the Diocese in 2018 were funded 45% by quota and 22% by each of investment income and Provincial Grants, with the balance (11%) from donations and charges for events and services provided. A fall in grant funding was the result of fewer curates in the Diocese (the Diocese's grants to Charges are fully funded by General Synod). Quota requested from Charges is based on budgeted expenditure and allocated among Charges in proportion to their assessable income.

#### *Review of the financial position*

The Diocese sustained a deficit on its general fund of £18.8k, following deficits of £12.6k and £13k in the previous two years. The general fund represents the day-to-day operations of the Diocese, to the extent that they are not specifically funded from ring-fenced donations or specially designated reserves. As such, a recurring deficit is unsustainable, even if it is compensated by underspending in special funds or by unrealised increases in the value of investments. The Standing Committee will be considering means by which the general fund budget may be balanced in future.

The financial position of the Diocese is shown in the Balance Sheet on page 11. Total funds at 31 December 2018 amounted to £4.53m, a fall of £38k over the year, largely as a result of unrealised losses in value of investments mitigated by an exceptional gain of £47k on disposal of a former church property.

The budget for 2018, approved by Diocesan Synod in October 2017, allowed for a deficit on general funds of £10.5k. Although the curtailing of some activities led to a reduction in the general fund deficit to around £6.5k, exceptional provisions relating to former Charges have resulted in the increased deficit of £18.8k.

For the third year in succession, applications for grants from the St Hilda's Fund for mission and the St Andrew's Fund for emergency building works were insufficient to utilise all the income available and there was an unexpended surplus of £10.0k on funds designated for these purposes. A further £6.3k was unexpended on restricted funds, largely as a result of timing.

#### *Policy on investments*

The Diocese retains all its securities investments in the Scottish Episcopal Church Unit Trust Pool (UTP). The investment policy of the UTP, which accords with that of the Standing Committee, is to earn a return on the assets, over the long term, sufficient at least to maintain the real value of the distribution to unit holders. The UTP Investment Committee recognises its responsibilities to optimise investment returns whilst striving to meet reasonable ethical investment expectations. It aims to invest in companies that will not only successfully develop their business financially in the interests of shareholders, but also demonstrate responsible employment and good corporate governance practices, are conscientious regarding environmental performance and human rights, and act with sensitivity to the communities in which they operate.

The Investment Committee has also adopted strict "negative" criteria as a significant element of the ethical investment policy. No direct investment will be made in companies whose main business is in any of the following restricted categories: armaments, gambling, tobacco and pornography. The Committee is committed to seeking to identify companies whose operational activities give rise to ethical concerns, and will positively engage with, and if deemed appropriate, disinvest from such companies whose securities are held within the investment portfolio.

#### *Principal risks and uncertainties*

The Standing Committee continues to review risks and uncertainties, and the mitigating measures that can be adopted to minimise exposure. The principal risks are:

- dependency on collecting quota from Charges – this is managed through monitoring of receipts; review of Charges' annual accounts; and regular pastoral contact with Charges.
- reliance on investment performance – all funds are currently placed with the Scottish Episcopal Church UTP, which is considered to be a low-risk product with a sound ethical basis. The Standing Committee through its Finance and Management Subcommittee is conducting a review of the UTP's performance and risk profile.
- security of assets and systems – the diocesan office is protected against fire and intrusion, data backups are held off-site, and the Diocese is working towards developing a disaster recovery plan.
- the potential loss of key personnel – the Diocese continues in its aim of documenting critical tasks and ensuring that such tasks are capable of being performed by more than one Diocesan official, or through the use of external agencies.

## **Report of the Standing Committee (continued)**

### **Financial review (continued)**

#### *Policy on reserves*

Restricted reserves, arising from endowments or from grants or gifts for specific purposes, are invested as appropriate and utilised only in accordance with the wishes of the donor or the purposes for which the fund was raised.

Designated reserves consist of three types:

- Past sums granted to or earmarked by the Diocese with the intention that they be invested to generate income to further the general activities of the Diocese. Because the income may be used for general purposes these reserves are not treated as 'restricted'.
- Funds used to purchase or improve the Episcopal residence. This fund is equal to the carrying value in tangible fixed assets of land and buildings.
- Sums arising from exceptional income such as the sale of church properties, and earmarked by the Standing Committee for special purposes within the Diocese.

Remaining reserves – in the General Fund - are available to meet the day-to-day operations of the Diocese. These reserves are required to meet a number of important obligations, which include payment of stipends and salaries to central and diocesan personnel, maintenance of the diocesan office and its facilities, and support of diocesan Charges in their mission.

Accordingly, Standing Committee considers it necessary to retain a sum in the General Fund sufficient to provide working capital to cover day-to-day expenditure and to enable its responsibilities to be discharged in the event of any significant interruption or reduction in its income, so as to enable the Diocese to maintain its current level of activities for a reasonable period until replacement funding can be obtained. In line with other charitable bodies of similar size and level of financial commitment, the Standing Committee seeks to maintain a minimum of 3 months' average annual expenditure in freely available reserves.

At 31 December 2018 the minimum requirement of 3 months budgeted general fund expenditure amounted to £157.5k; freely available reserves at the same date (general fund excluding tangible assets) amounted to £107.5k (or 9 weeks' expenditure). Steps will be taken in future years to increase the balance of freely available reserves.

### **Plans for future periods**

Standing Committee anticipates continuing all the activities in which the Diocese is currently involved. The St Hilda's Fund will be used to support the formation of two new groupings of charges in the Borders, and the Diocese will continue to assist all Charges with limited financial means to collaborate with their neighbours in developing a continuing presence and enhanced mission and ministry in their areas.

An increase in quota was agreed at the Diocesan Synod in October 2018 to mitigate the loss of income from St Thomas's. The October 2019 Synod will consider proposals for the future of the Bishop's Enabler of Mission role after the completion of its current three-year term at the end of 2019.

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

The Diocese is an unincorporated association, governed by a Constitution (the 'Administrative Scheme'), and subject to Canon Law of the Scottish Episcopal Church and Resolutions of its General Synod.

Founded in 1633, the Diocese is one of seven dioceses of the Scottish Episcopal Church, part of the Anglican Communion. The Diocese covers an area comprising Edinburgh, the Lothians, Scottish Borders and Falkirk. The Bishop of Edinburgh is chief pastor to 55 Charges, or local congregations, within this area. Congregational Charges within the Diocese are separate registered charities, and their transactions do not form part of these accounts.

Charges in the Diocese are grouped into seven areas. Each has an Area Council, comprised of the lay representative and clergy representative and one other lay person for each Charge in the area. The councils further the work of the Church in their area and act as a channel of communication between the congregations and Synod in both directions. Area Councils are required by the Constitution to meet at least three times each year.

## **Report of the Standing Committee (continued)**

### **Structure, governance and management (continued)**

The principal governing body of the Diocese is Diocesan Synod, which meets at least once each year to receive reports, appoint committees and officials, and transact any other business referred to it. Its membership comprises the Bishop, all instituted, licensed or commissioned clergy in the Diocese, a Lay Representative elected by each Charge, diocesan officials and members of the laity licensed to a specific duty within the Diocese.

Between meetings of Synod the Standing Committee acts as Executive Committee of the Diocese. It is responsible for managing and safeguarding the assets of the Diocese. It implements Synod decisions, supervises diocesan committees and communications between them, and considers business raised by Charges within the Diocese. It is required by the Constitution to meet at least three times each year.

For the purposes of charities law, the members of the Standing Committee are the Trustees of the Diocese; all are appointed or elected from within the Diocese and its Charges. The Convenor of the Standing Committee is the Bishop, who is elected by representatives of Charges in the Diocese. The Vice convenor is a lay person appointed by the Standing Committee from within its membership. Two clerical and two lay members are elected by the Diocesan Synod. The elected members have a four-year term of office. The Dean, Registrar, Secretary, Treasurer, and Convenors of the Mission and Ministry Committee and the Finance and Management Committee are members *ex officio*. The Standing Committee has power to fill *ad interim* vacancies occurring between meetings of Synod.

The names of the current Trustees at the date of this report are shown on page 2, together with their dates of appointment if after 1 January 2018. Also serving as Trustees during the year were:

- The Rev. Ruth Green (*Convenor Mission and Ministry Committee to 31 December 2018*)
- The Rev. Canon Ian Paton (*retired 17 March 2018*)
- The Rev. Canon Malcolm Round (*retired 17 March 2018, but subsequently co-opted by Standing Committee with effect from 20 November 2018*)

New members of the Standing Committee are provided with an induction pack and receive relevant support for their role on appointment.

The remuneration of key personnel is determined on the basis of scales compiled by General Synod of the Scottish Episcopal Church.

The Standing Committee has two pendant committees. The Mission and Ministry Committee exists to encourage, accompany and resource local congregations and individuals on their journey of faith. Its remit also includes ministerial development. The Finance and Management Committee is concerned with the administration and day-to-day finances of the Diocese. It is responsible for the preparation of budgets and cash flows, the setting of Quota levels from Charges, and the preparation of the annual accounts. Each committee has a number of subsidiary committees reporting to it.

### **Reference and administrative details**

Reference and administrative details are given on page 2.

### **Conclusion**

The members of the Standing Committee would like to thank all those who contribute their time, energy and money so generously to ensure that the Diocese can continue to provide a central support and common link point to all the Charges within the Diocese.

### **ON BEHALF OF THE TRUSTEES**

✘ **John Edenburgen**  
**The Right Rev. Dr John Armes**  
*Convenor, Standing Committee*  
28 May 2019

## **Statement of responsibilities of the Members of the Standing Committee**

The Members of the Standing Committee, as charity trustees, are responsible for preparing the Annual Report and the Accounts in accordance with applicable law and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The law applicable to charities in Scotland requires the members of the Standing Committee to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Diocese and of its income and expenditure for that period. In preparing these accounts members of the Standing Committee are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Diocese will continue in operation.

The members of the Standing Committee are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Diocese and enable them to ensure that the accounts comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the Administrative Scheme for Edinburgh Diocesan Synod.

The members of the Standing Committee are also responsible for safeguarding the assets of the Diocese and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The members of the Standing Committee are responsible for the maintenance and integrity of the charity and financial information included on the diocesan website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

## **Independent auditor's report to the Standing Committee**



### **Opinion on accounts**

We have audited the accounts of the Diocese of Edinburgh Scottish Episcopal Church for the year ended 31 December 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the accounts:

- give a true and fair view of the state of the Diocese of Edinburgh's affairs as at 31 December 2017 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the Diocese of Edinburgh in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the Financial Reporting Council's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or
- the trustees have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the Diocese's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the accounts are authorised for issue.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Report of the Standing Committee other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **Independent Auditor's report (continued)**

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

We have nothing to report in respect of the following matters where the Charity Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the Report of the Standing Committee is inconsistent in any material respect with the accounts; or
- proper accounting records have not been kept; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the Statement of responsibilities of the Members of the Standing Committee on page 7, the trustees are responsible for the preparation of accounts which give a true and fair view.

In preparing the accounts, the trustees are responsible for assessing the ability of the Diocese to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Diocese or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the accounts**

We have been appointed auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report to you in accordance with regulations made under that Act.

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charity Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

CHIENE + TAIT LLP  
*Chartered Accountants and Statutory Auditor*  
61 Dublin Street  
Edinburgh EH3 6NL

Chiene + Tait LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

## Statement of Financial Activities

### Year ended 31 December 2018

	Note	Unrestricted Funds			Total Funds	
		General Fund £	Designated Funds £	Restricted Funds £	2018 £	2017 £
<b>Income from</b>						
Donations and legacies	3	22,541	-	2,925	25,466	26,675
<b>Charitable activities</b>						
Quota receipts from charges		504,129	-	-	504,129	484,063
General Synod grant funding		-	-	88,943	88,943	114,650
Other grants and funding		-	-	15,711	15,711	15,904
Other charitable activities	3	6,361	-	-	6,361	9,843
		510,490	-	104,654	615,144	624,460
Trading activities	3	17,263	-	-	17,263	17,565
Investment income	3	60,468	40,400	5,503	106,371	104,313
<b>Total income</b>		<b>610,762</b>	<b>40,400</b>	<b>113,082</b>	<b>764,244</b>	<b>773,013</b>
<b>Expenditure on:</b>						
<b>Charitable activities</b>						
Quota paid to General Synod		286,155	-	-	286,155	277,461
Mission and ministry activities		84,617	2,180	31,007	117,804	117,661
Grants and bursaries	4	2,584	28,238	64,932	95,754	111,926
Information and communications		10,939	-	-	10,939	11,035
Diocesan clergy		73,778	-	10,860	84,638	81,344
Diocesan office costs		152,211	-	-	152,211	144,342
Governance		19,253	-	-	19,253	19,354
<b>Total expenditure</b>		<b>629,537</b>	<b>30,418</b>	<b>106,799</b>	<b>766,754</b>	<b>763,123</b>
<b>Net operating income/(expenditure)</b>		<b>(18,775)</b>	<b>9,982</b>	<b>6,283</b>	<b>(2,510)</b>	<b>9,890</b>
Gain on disposal of property	12	-	47,014	-	47,014	-
<b>(Losses)/gains on investment assets</b>		<b>(2,261)</b>	<b>(76,231)</b>	<b>(4,353)</b>	<b>(82,845)</b>	<b>495,694</b>
<b>Net income/expenditure</b>		<b>(21,036)</b>	<b>(19,235)</b>	<b>1,930</b>	<b>(38,341)</b>	<b>505,584</b>
<b>Reconciliation of funds</b>						
<b>Total funds at 1 January 2018</b>		<b>132,612</b>	<b>4,191,610</b>	<b>244,724</b>	<b>4,568,946</b>	<b>4,063,362</b>
<b>Total funds at 31 December 2018</b>		<b>111,576</b>	<b>4,172,375</b>	<b>246,654</b>	<b>4,530,605</b>	<b>4,568,946</b>

All income and expenditure derive from continuing activities.  
All income, gains, expenditure and losses recognised in the period are included above.

Comparative information for all fund values presented above is given in note 14.

The notes on pages 13 to 21 form part of these accounts

## Balance Sheet

As at 31 December 2018

	Note	2018 £	2018 £	2017 £
<b>Fixed assets</b>				
Tangible assets	8		942,418	934,611
Investments	9		3,406,445	3,489,290
			<u>4,348,863</u>	<u>4,423,901</u>
<b>Current assets</b>				
Debtors	10	143,424		150,985
Cash at bank and in hand		<u>135,504</u>		<u>61,600</u>
		278,928		212,585
<b>Liabilities</b>				
Creditors: amounts falling due within one year	11	<u>97,186</u>		<u>67,540</u>
<b>Net current assets</b>			<u>181,742</u>	<u>145,045</u>
<b>Total net assets</b>			<u>4,530,605</u>	<u>4,568,946</u>
<b>Diocesan funds</b>				
Restricted funds	12		246,654	244,724
Unrestricted funds				
Designated funds			4,172,375	4,191,610
General fund			<u>111,576</u>	<u>132,612</u>
<b>Total funds</b>			<u>4,530,605</u>	<u>4,568,946</u>

APPROVED FOR ISSUE BY THE STANDING COMMITTEE (TRUSTEES) ON 28 MAY 2019  
AND SIGNED ON THEIR BEHALF BY



✠ John Edenburgen  
The Right Rev. Dr John Armes  
Convenor, Standing Committee

## Statement of cash flows

Year ended 31 December 2018

	Note	2018		2017	
		£	£	£	£
Cash flows from operating activities					
Net cash used in operating activities	13		(71,721)		(136,789)
Cash flows from investing activities					
Dividends, interest and rents from investments		103,461		100,433	
Purchase of fixed assets		(10,495)		-	
Proceeds on disposal of non-operating property		47,014		-	
Net cash provided by investing activities			<u>139,980</u>		<u>100,433</u>
Change in cash and cash equivalents in the year			68,259		(36,356)
Cash and cash equivalents					
At 1 January 2018			<u>61,600</u>		<u>97,956</u>
At 31 December 2018			<u><u>129,859</u></u>		<u><u>61,600</u></u>

## Notes to the accounts

### Year ended 31 December 2018

#### 1. Accounting policies

##### a) Basis of preparation

These accounts have been prepared under the historical cost convention, as modified by the revaluation of investment assets, and in accordance with:

- the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102);
- the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with FRS 102, and
- the Charities Accounts (Scotland) Regulations 2006 (as amended).

The Diocese constitutes a public benefit entity as defined by FRS102.

##### b) Going concern

The accounts have been prepared on a going concern basis. The members of the Standing Committee have assessed the ability of the Diocese to continue as a going concern and have reasonable expectation that it has adequate resources to continue in operational existence for the foreseeable future, and for at least 12 months from the date of approving the accounts. They thus continue to adopt the going concern basis of accounting in preparing these accounts.

##### c) Fund accounting

Unrestricted funds may be used at the discretion of Standing Committee to further any of the purposes of the Diocese, including to supplement expenditure from restricted funds. Standing Committee may choose to set aside part of the unrestricted funds as a designated fund for a particular future project or commitment.

Restricted funds can lawfully only be used for the purpose specified by the donor or resulting from the terms of an appeal. Some restricted funds may be capital funds in that only the income of the fund may be expended to further the objectives of the Diocese.

Details concerning the main funds of the Diocese are given in note 12.

##### d) Recognition of income

Income is recognised in the statement of financial activities when the Diocese becomes entitled to the income, where there is probability of receipt, and where its monetary value, including any associated costs, can be measured reliably. Income is deferred where it relates to activities or services delivered in a later accounting period.

*Income from donations and legacies* also includes small grants which are of a general nature. In the case of legacy income, where there is uncertainty as to amount, the fair value of the income receivable may be estimated on the basis of available information.

*Income from charitable activities* comprises quota receivable from Charges, grants to support the activities of the Diocese, and income derived from courses, retreats and conferences which further the purposes of the Diocese.

*Income from other trading activities* includes receipts from activities which are not part of the main objectives of the Diocese. This includes income from sub-letting office space, recoveries in respect of use of office resources, and fees in respect of providing payroll services to Charges.

*Income from investments*, derived from securities, deposits and let property, is recognised as it falls due.

*Other income* comprises any income that cannot be reported under any other heading.

##### e) Recognition of expenditure

Expenditure is accounted for on an accruals basis, being recognised when there is a legal or constructive obligation to pay, where it is probable that settlement will be required, and where the amount can be measured or estimated reliably.

Costs of investment management and costs incurred on let property, if any, are separately shown as *Expenditure on raising funds*. All other costs are shown as *Expenditure on charitable activities*, comprising costs directly incurred in undertaking the charitable objectives of the Diocese together with stipend support costs and grants awarded to congregations and individuals.

## Notes to the accounts

### Year ended 31 December 2018

#### 1. Accounting policies (continued)

##### e) Recognition of expenditure (continued)

Liability for grants payable is recognised at the time of the grant being awarded.

Governance costs represent the costs associated with general running of the Diocese as opposed to costs associated with charitable activities. These include external scrutiny, legal advice, Synod and committee meetings, honoraria paid to diocesan officials, and other costs associated with constitutional and statutory requirements. They include costs associated with strategic as opposed to day to day management of activities.

##### f) Allocation of support and governance costs

The Diocese has one sole activity, namely the mission and ministry of the Christian Church. Therefore, support costs (including governance) are presented as an additional component of expenditure on charitable activities without apportionment to specific projects.

##### g) Leases

Rentals paid under operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged as an expense on a straight line basis over the period of the lease, even if the payments are not made on such a basis.

##### h) Taxation

The Diocese is a registered Scottish charity and therefore exempt from tax on income and gains applied to charitable purposes. Basic rate UK income tax is recoverable in respect of gift-aided donations. The Diocese is not registered for Value Added Tax and is therefore unable to reclaim VAT incurred on costs. Expenditure is shown in the Accounts gross, including irrecoverable VAT.

##### i) Tangible fixed assets

*Heritable property* is valued at cost to the Diocese. The Standing Committee considers that the cost of carrying out a professional valuation to include properties in the accounts at valuation would be disproportionate to any additional benefit derived by users of these accounts. The properties are not depreciated in the accounts as residual value is deemed sufficiently high that any depreciation would be immaterial.

*Fittings* are written off to revenue in the year of acquisition.

*Equipment* with a purchase price greater than £2,000 is capitalised and depreciated over its assessed useful economic life on a straight-line basis. Other equipment is written off to revenue in the year of acquisition.

##### j) Financial instruments

The Diocese carries only basic financial assets and liabilities. These may comprise investments in securities, amounts receivable and payable, and cash deposited with banks. Financial assets and liabilities are initially valued at cost; subsequently, investment assets are valued at market valuation (excluding any costs of realisation or disposal) and other assets and liabilities are valued at the best estimate of settlement amount.

##### k) Investment assets

The Diocese owns one social investment property: a former church building, St Andrew's, Niddrie, which is leased to a community arts group. The Diocese intends to continue to use this asset to support community and social projects in the area. This asset is recorded in the accounts with a notional value of £100.

Investments in securities (or ones valued by reference to such investments, such as unit trusts) are recorded at market valuation.

##### l) Gains and losses

Realised gains and losses on security investments are calculated as the difference between the net sales proceeds and their valuation at the start of the year (or subsequent cost) and are recognised in the statement of financial activities in the year of disposal.

Unrealised gains and losses represent the movement in market valuation during the year and are recognised in the statement of financial activities based on market valuation at the year end.

## Notes to the accounts

### Year ended 31 December 2018

#### 1. Accounting policies (continued)

##### m) Retirement benefits

The Scottish Episcopal Church operates a defined benefit non-contributory pension scheme. The Diocese pays contributions to this multi-employer scheme in respect of its stipendiary clergy and administrative staff. Contributions to the scheme are set at rates designed to spread the cost of pensions over the working lives of its members, and are charged in the accounts on a due and payable basis. The rate of contributions is determined by a qualified actuary. The amount of the charge for the year is disclosed in note 5.

#### 2. Related party transactions

The nature of the Diocese requires that it has many financial transactions with the General Synod of the Scottish Episcopal Church and with Charges in the Diocese. Members of the Diocesan Standing Committee are connected with their respective local church congregations and certain members are also members of Boards and Committees of the General Synod, therefore these bodies are related parties under FRS 102, and transactions with them are "related party transactions". The governance procedures of the Diocese and of General Synod require that members of all Boards and Committees declare their interest in any grant or loan application prior to its discussion by the Board or Committee.

As regards General Synod, the Diocese pays quota to and receives grants from General Synod. The Diocese also rents office space from General Synod at a cost of £20,189 per annum (2017: £20,189). As regards local congregations, the Diocese receives quota from and pays grants to individual congregations. A central payroll bureau service and use of central office facilities are offered to congregations, for which nominal charges are made. Balances due by and to congregations in respect of quota and the payroll bureau service are included within Debtors and Creditors.

FRS 102 requires disclosure of material related party transactions and year end balances with related parties. In the case of the accounts of the Diocese, these are for the most part separately disclosed in the statement of financial activities, the balance sheet or in the notes to the accounts. To reduce the volume of information given, FRS 102 permits aggregation of transactions of a similar nature. This practice has been followed in relation to quota from local congregations, and transactions with Charges in respect of the payroll bureau service.

The total amount of unconditional donations received from trustees or other related parties was £1,320 (2017: £1,320).

#### 3. Additional information on income

*Donations and legacies* in the General Fund comprise a grant of £18,981 (2017 £18,981) from Allchurches Trust and other donations. The amount in Restricted Funds comprises grants for supporting clergy in need.

*Other charitable activities* income comprises charges for attendance at conferences and courses.

*Trading activities* consist of the provision of printing and payroll administration services to congregations within the Diocese and others.

*Investments* - income in the General Fund includes rental from an investment property of £1,500 (2018: £1,500), and interest on cash deposits of £127 (2018: £9). All other investment income totalling £104,744 (2017 £102,804) derives from holdings in the Scottish Episcopal Church Unit Trust Pool and is allocated to funds as follows:

	2018	2017
	£	£
General Fund	58,841	57,751
Designated funds	40,400	39,652
Restricted funds	5,503	5,401
	104,744	102,804

**Notes to the accounts (continued)**  
**Year ended 31 December 2018**

**4. Grant making activities**

	<b>General Fund £</b>	<b>Designated funds £</b>	<b>Restricted funds £</b>	<b>2018 £</b>	<b>2017 £</b>
Grants to congregations					
Provincial curate grants	-	-	38,661	38,661	70,252
Stipend support	1,984	20,281	-	22,265	9,356
Walker Trust cathedral grant	-	-	11,511	11,511	11,704
Other	600	7,957	13,090	21,647	20,614
Grants or bursaries to individuals	-	-	1,670	1,670	-
	<u>2,584</u>	<u>28,238</u>	<u>64,932</u>	<u>95,754</u>	<u>111,926</u>

**5. Staff costs and key management personnel**

	<b>2018 £</b>	<b>2017 £</b>
<b>Staff costs</b>		
Gross stipends and salaries	140,623	137,151
Social security costs	9,096	8,676
Employer's contributions to defined benefit pension scheme	40,018	40,397
	<u>189,737</u>	<u>186,224</u>

	<b>Average headcount</b>		<b>Full time equivalent</b>	
	<b>2018 No</b>	<b>2017 No</b>	<b>2018 No</b>	<b>2017 No</b>
<b>Average number of employees in year</b>				
Clergy (Bishop)	1.0	1.0	1.0	1.0
Mission and ministry	2.6	3.3	1.9	2.2
Administration and communications	2.3	3.2	1.9	1.8
	<u>5.9</u>	<u>7.5</u>	<u>4.8</u>	<u>5.0</u>

No employee received emoluments greater than £60,000 in either year.

Numbers exclude a communications co-ordinator engaged on a contractor basis until 31 May 2018.

**Key management personnel**

The Diocese considers its key management personnel to comprise the members of the Standing Committee. No Trustee or member of the Standing Committee received remuneration or benefits in respect of service as trustee. The following members of the Standing Committee received remuneration in respect of other service to the Diocese:

The Right Rev. Dr John Armes	Stipend as Bishop £38,925; pension contributions £8,356
Mr Ian Lawson	Honorarium for services as Diocesan Treasurer £4,000
Mr Colin Heggie	Honorarium for services as Diocesan Registrar £6,000

Remuneration paid to the Bishop conforms to scales determined by the General Synod of the Scottish Episcopal Church. Remuneration for service as Bishop also includes the benefit of rent-free residential accommodation, in respect of which the Diocese pays Council Tax.

No expenses were paid to trustees during either year.

No other trustee received remuneration in any respect, nor reimbursement of expenses in respect of performance of duties as trustee.

**Notes to the Accounts (continued)**  
**Year ended 31 December 2018**

**5. Staff costs and key management personnel (continued)**

***Retirement benefits***

All employees of the Diocese are eligible to join the Scottish Episcopal Church Pension Fund which is a non contributory defined benefit scheme. The Diocese is unable to identify its share of the underlying assets and liabilities of the Fund on a consistent and reasonable basis and so accounts for its contributions as if the scheme were a defined contribution scheme.

With effect from 1 January 2014, pensionable retirement age was increased to 67, and the annual increase in pensionable salary was capped at the increase in the retail prices index.

The latest valuation as at 31 December 2014 disclosed that the past service deficit has been eliminated and that the Fund was in surplus by £1.3 million. As a result of the changes introduced on 1 January 2014, the cost of future benefit accrual has been reduced and the contribution rate was reduced to 32.2% of pensionable remuneration with effect from 1 January 2016.

There were no unpaid contributions outstanding at 31 December 2018 payable by the Diocese.

**6. Operating lease rental expenditure and commitments**

Diocesan office expenditure includes the following payments of operating lease rentals:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Amounts payable in respect of:		
Hire of plant and machinery	2,232	1,728
Other operating leases	20,189	31,889
	<u>22,421</u>	<u>33,617</u>

At 31 December 2018 the total future minimum lease payments in respect of non-cancellable operating leases were as follows:

	<b>£</b>
Amounts payable:	
Not later than one year	22,421
Later than one year and not later than five years	25,397
Later than five years	-
	<u>47,818</u>

**7. Auditors' remuneration**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Governance costs include amounts, including VAT, paid or payable to the auditors in respect of:		
Audit services	3,618	3,801
Accounting services for preparing 2017 Accounts and in relation to Trust Funds	1,362	1,800
	<u>4,980</u>	<u>5,601</u>

**Notes to the accounts (continued)**  
**Year ended 31 December 2018**

**8. Tangible fixed assets**

	<b>Land &amp; Buildings</b>	<b>Office Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 31 January 2018	927,799	13,440	<b>941,239</b>
Additions	-	10,495	<b>10,495</b>
At 31 December 2018	<u>927,799</u>	<u>23,935</u>	<u><b>951,734</b></u>
<b>Accumulated depreciation</b>			
At 31 January 2018	-	6,628	<b>6,628</b>
Charge for year	-	2,688	<b>2,688</b>
At 31 December 2018	<u>-</u>	<u>9,316</u>	<u><b>9,316</b></u>
<b>Net Book Value</b>			
At 31 December 2018	<u><b>927,799</b></u>	<u><b>14,619</b></u>	<u><b>942,418</b></u>
At 31 December 2017	<u>927,799</u>	<u>6,812</u>	<u>934,611</u>

The Diocese owns the Bishop's residence which is shown here at historic cost and is not depreciated. No impairment provision has been made in the accounts as the Standing Committee believes that the value of the property is in excess of the book value.

The addition to office equipment was a new server, installed at the end of the year. Depreciation charges will therefore not commence until January 2019.

**9. Investment assets**

	<b>Social investment property</b>	<b>Listed securities and unit trusts</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost or valuation</b>			
Carrying value at 1 January 2018	100	3,489,190	3,489,290
Unrealised loss on revaluation	-	(82,845)	(82,845)
Carrying value at 31 December 2018	<u><b>100</b></u>	<u><b>3,406,345</b></u>	<u><b>3,406,445</b></u>

The social investment property is leased to a community arts group and is included at a notional value of £100.

All other investments are held in the Scottish Episcopal Church Unit Trust Pool and are shown at market valuation. The diocese's investment policy is set out in the Trustees' Report.

The unrealised loss on revaluation is attributable to funds as follows (see also Note 12):

	<b>General fund</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrealised loss on revaluation	<u><b>(2,261)</b></u>	<u><b>(76,231)</b></u>	<u><b>(4,353)</b></u>	<u><b>(82,845)</b></u>
<i>Unrealised gain in 2017</i>	<u>13529</u>	<u>456122</u>	<u>26043</u>	<u>495,694</u>

**Notes to the Accounts (continued)**  
**Year ended 31 December 2018**

**10. Debtors**

	2018	2017
	£	£
<i>Due within one year</i>		
Accrued investment income	56,252	53,342
Unpaid quota due by Charges	16,697	19,255
Amounts due by Charges for payroll services	40,011	2,223
Other debtors and prepayments	30,464	76,165
	<b>143,424</b>	<b>150,985</b>

**11. Creditors: amounts falling due within one year**

	2018	2017
	£	£
Grants awarded but not yet paid	17,659	11,545
Curate grants repayable to the Province	19,546	5,735
Bank overdraft	5,645	-
Cash held on behalf of related Trust Funds	14,673	12,854
Accruals and deferred income	22,257	22,314
Taxation and social security	5,472	6,132
Other creditors	11,934	8,960
	<b>97,186</b>	<b>67,540</b>

**Lent appeal**

Sums raised in the Bishop's annual Lent Appeal and paid over to beneficiaries are not shown in the statement of financial activities as they are collected by the Diocese on behalf of nominated recipients.

During 2018 £10,287 was contributed to the appeal by congregations in the diocese. Payments of £5006 were made to each of EMMS International and The Edinburgh Rape Crisis Centre. Amounts collected but not yet paid to recipients totalling £275 (2017: £156) are included in other creditors. The corresponding asset is included within cash at bank in the balance sheet.

**Trust funds**

Included within creditors is the sum of £14,673 (2016: £12,854) relating to five small trusts with purposes related to the Scottish Episcopal Church. The diocesan property trustees comprise the trustees of the trusts concerned, which are administered by the Diocese. The corresponding asset is a designated Trusts Bank Account included within cash at bank in the balance sheet.

**12. Funds and summary of fund movements**

<i>Analysis of net assets between funds</i>	General Fund	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible fixed assets	14,619	927,799	-	942,418
Investments	93,062	3,134,418	178,965	3,406,445
Net current assets	3,895	110,158	67,689	181,742
	<b>111,576</b>	<b>4,172,375</b>	<b>246,654</b>	<b>4,530,605</b>

**Notes to the accounts (continued)**  
**Year ended 31 December 2018**

**12. Funds and summary of fund movements (continued)**

*Summary of fund movements*

	Brought forward	Net operating income/ (expense)	Gains/ (losses)	Transfers	Carried forward
	£	£	£	£	£
<b>Restricted Funds</b>					
Bishop's discretionary fund (including Pitcairn Library)	140,503	478	(2,601)	-	138,380
Funds for the benefit of specific Charges	57,583	1,531	(1,211)	-	57,903
Walker Bursary Fund	35,062	3,125	(470)	-	37,717
Other restricted funds	11,576	1,149	(71)	-	12,654
	<u>244,724</u>	<u>6,283</u>	<u>(4,353)</u>	<u>-</u>	<u>246,654</u>
<b>Unrestricted funds</b>					
<b>Designated capital funds</b>					
Home mission funds	1,851,848	-	(43,969)	-	1,807,879
Overseas mission funds	13,006	-	(309)	-	12,697
Episcopal residence fund	927,799	-	-	-	927,799
<b>Designated revenue funds</b>					
Diocesan projects funds	1,398,957	9,982	15,061	-	1,424,000
	<u>4,191,610</u>	<u>9,982</u>	<u>(29,217)</u>	<u>-</u>	<u>4,172,375</u>
<b>General Fund</b>	132,612	(18,775)	(2,261)	-	111,576
	<u>4,324,222</u>	<u>(8,793)</u>	<u>(31,478)</u>	<u>-</u>	<u>4,283,951</u>
<b>Total funds</b>	<u><b>4,568,946</b></u>	<u><b>(2,510)</b></u>	<u><b>(35,831)</b></u>	<u><b>-</b></u>	<u><b>4,530,605</b></u>

**Restricted Funds**

The Bishop's discretionary fund provides grants for the benefit of individual diocesan clergy and also assists other beneficiaries and projects.

Funds for the benefit of specific Charges relate to the Charges at Livingston and Rosslyn.

The Walker bursary fund receives grants from the Walker Trust to provide bursaries for theological education.

Other restricted funds represent a number of small disparate funds.

**Unrestricted funds**

Home and overseas mission funds hold investments which provide income to support the mission and activities of the Diocese. The related investment income is therefore treated as unrestricted in the Statement of Financial Activities.

The Episcopal residence fund represents the net book value of the Episcopal residence.

Designated revenue funds can only be used to assist the Diocese, and Charges within it, with mission projects (the St Hilda's Fund), and buildings maintenance (the St Andrew's Fund).

Gains and losses within Diocesan project funds include a gain of £47,014 being the proceeds from sale of a redundant church property held by the Diocesan Trustees.

**Notes to the Accounts (continued)**  
**Year ended 31 December 2018**

**13. Reconciliation of net income to net cash flow from operating activities**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Net income/(expenditure) for the reporting period (as shown in the Statement of Financial Activities)	(38,341)	505,584
Adjustments for non cash transactions and investing or financing activities		
Depreciation charges	2,688	2,688
Losses on investment assets	82,845	(495,694)
Gain on disposal of non-operating property	(47,014)	-
Dividends, interest and rents from investments	(106,371)	(104,313)
	<u>(67,852)</u>	<u>(597,319)</u>
Changes in non-cash balances		
Decrease/(increase) in debtors (excluding accrued interest)	10,471	(53,578)
Increase in creditors	24,001	8,524
	<u>34,472</u>	<u>(45,054)</u>
<b>Net cash used in operating activities</b>	<u><u>(71,721)</u></u>	<u><u>(136,789)</u></u>

**14. Fund information in respect of comparative figures**

	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>2017</b>
	<b>Fund</b>	<b>Funds</b>	<b>Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income - 2017</b>				
Income from donations and legacies	21,569	-	5,106	26,675
Quota due by charges	484,063	-	-	484,063
General Synod grant funding	-	-	114,650	114,650
Other grants and funding	-	-	15,904	15,904
Other charitable activities	9,843	-	-	9,843
Charges for printing, payroll etc	17,565	-	-	17,565
Income from investments	59,260	39,652	5,401	104,313
	<u>592,300</u>	<u>39,652</u>	<u>141,061</u>	<u>773,013</u>
<b>Expenditure - 2017</b>				
Costs of raising funds	55	-	-	55
Quota paid to General Synod	277,461	-	-	277,461
Mission and ministry activities	80,343	21,152	95,774	197,269
Grants and bursaries	1,449	5,500	25,369	32,318
Information and communications	11,035	-	-	11,035
Diocesan clergy	70,924	-	10,420	81,344
Diocesan office costs	144,342	-	-	144,342
Governance	19,299	-	-	19,299
	<u>604,908</u>	<u>26,652</u>	<u>131,563</u>	<u>763,123</u>
<b>Net operating income/(expenditure) - 2017</b>	<u>(12,608)</u>	<u>13,000</u>	<u>9,498</u>	<u>9,890</u>
<b>Gains on investment assets - 2017</b>	<u>13,529</u>	<u>456,122</u>	<u>26,043</u>	<u>495,694</u>
<b>Net movement in funds - 2017</b>	<u><u>921</u></u>	<u><u>469,122</u></u>	<u><u>35,541</u></u>	<u><u>505,584</u></u>