Charity registration number SC026043 (Scotland)

Company registration number SC173262 (Scotland)

FIFE HISTORIC BUILDINGS TRUST

(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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(A COMPANY LIMITED BY GUARANTEE)
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FIFE HISTORIC BUILDINGS TRUST
(A COMPANY LIMITED BY GUARANTEE)
MESSAGE FROM THE CHAIRMAN

FOR THE YEAR ENDED 31 MARCH 2024

It is a great pleasure, in one of my first duties as Chair of Fife Historic Buildings Trust (FHBT) to introduce this year's annual report and accounts. This year's results and achievements demonstrate the skill and hard work of the whole FHBT team, the support of valued partners and ongoing collaboration with communities across Fife.

FHBT is continuing to deliver it mission across Fife - creating viable futures for at risk heritage buildings and their communities by inspiring and enabling visionary conservation projects across Fife. I have had the pleasure of working with FHBT since its inception – originally as a partner within Fife Council when the Trust was established, and since 2016 as a Board Member. It is an honour to be appointed as FHBT Chair to continue our work.

These remain challenging times, and the Board has addressed this over the last twelve months through the development of an enhanced Risk Management Policy and updated risk register. This brings renewed rigour to risk assessment, to underpin the creative yet complex projects we deliver across Fife.

We remain extremely grateful to all our funders for their advice and financial support – in particular to Fife Council, Historic Environment Scotland, National Lottery Heritage Fund, Architectural Heritage Fund, Scottish Land Fund and Scottish Government.

I would also like to record my gratitude to FHBT's external auditors, Thomson Cooper, for their work and advice on this year's annual report and accounts.

I am very grateful to my colleagues on the FHBT Board for their own commitment to the work of FHBT, and for the support as I move in to this role. I look forward to working with our talented staff team to continue to deliver inspiring projects. The support of our Patron is also gratefully acknowledged.

Most of all I would like to pay tribute to our outgoing Chair, Christine May. Christine stood down from the FHBT Board in February 2024, giving over 25 years' service to the charity. As Chair, she has brought a rare combination of leadership skill, networking ability, foresight, strategic and critical thinking, and also genuine warmth and support for everyone involved with FHBT's work. Her contribution to the success of FHBT – and to the achievements for historic buildings and communities across Fife – is immeasurable. On behalf of all Board members and staff, I thank her for her time and dedication.

Jim Birrell

Jim Birrell
FHBT Chair

Date: 11 September 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the trust's governing document, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006 and "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 2019).

Objectives and activities

The principal activity of the company is the conservation and re-use of historic buildings at risk and related education activity. The objects for which the Trust is established are to promote and encourage, either on its own or in conjunction with others, the maintenance and improvement of the amenity of the geographical area of Fife and the protection and preservation of its landscape, architectural and historical heritage by any means and, in particular, by the acquisition of such lands and buildings of historical, architectural or constructional interests as the Board of the Trust may select for the purpose of restoration and sale or lease, subject to such legal valid restrictions as will ensure the future preservations of such lands and buildings.

Achievements and Future Plans

During the year FHBT continued to deliver its interim strategy, developed to guide our work through the coronavirus pandemic.

Building Restoration Projects

Flax Mill, Silverburn Estate, Leven

The Trust continues to work with Fife Employment Access Trust (FEAT) to restore the at risk B listed former Flax Mill in Silverburn Park, Leven - to create a café, visitor hostel and workshop space to generate income to sustain Silverburn Park. FEAT's vision is to use this under-explored building, archive and natural landscape to help people develop skills, build confidence and gain employment; whilst creating a facility that encourages many more visitors to this part of Fife, boosting the local economy. Work has continued on site with funding support from National Lottery Heritage Fund, Fife Council, Historic Environment Scotland, Scottish Government and others.

St Andrew's Church, Lochgelly

We have worked with the design team (ECD Architects & Keegans) and the main contractor (Clark Contracts) to address works required at the end of the defects liability period, now completed; and to take forward an additional contract with GGK Contracts to meet surface water drainage requirements. Building work is now complete. We hope to continue to support Fife Council to create the planned Fife Regional Indoor Climbing & Bouldering Centre.

St Margaret's House, Dunfermline

FHBT managed conservation repairs for Fife Council at St Margaret's House, adjacent to Dunfermline Abbey – funded by the Scottish Government. Main contractors Laing Traditional Masonry led a scheme of repairs and improvements agreed with conservation surveyors Adams Napier Partnership to repair external fabric and reinstate lost architectural details – e.g. replacement traditional timber windows. Practical Completion was achieved in July 2023 and the works have transformed the exterior of this significant, but unlisted property and raised its profile in the heart of the Dunfermline Conservation Area. We are now working with Fife Council and local partners to develop options for a long term sustainable use for this building.

Historic Churches at risk in Fife

FHBT was awarded a viability grant from the Architectural Heritage Fund to explore new uses for A-Listed historic churches in Fife, at risk of disposal by the Church of Scotland. With support from Historic Churches Scotland, we worked with local partners to carry out initial feasibility assessments at Culross Abbey, Burntisland Parish Church and the Auld Kirk in St Monans. This work has helped to broker potential solutions at Culross and St Monans, as well as offering good practice examples as potential models for other churches in Fife and across Scotland. The resulting report has been presented at Heritage Trust Network and SPAB events to share lessons learned. At St Monans we are now working with local partners St Monans Auld Kirk Enterprise to develop proposals for community ownership and use of the building – with develop phase grants from Architectural Heritage Fund, Fife Council Common Good and Scottish Land Fund.

Burntisland Burgh Chambers
We were appointed by Fife Council to carry out a limited feasibility refresh at the Burgh Chambers in Burntisland – revisiting community-led proposals from 2018. There has been extensive consultation, online and at local events, alongside local partners Burntisland Community Council, Burntisland Heritage and Burntisland Community Development Trust. This work will continue in the coming year – encouraging meanwhile use of the building alongside plans to reinstate the spire and develop use of the whole space.

Stone Sheds, Ravenscraig Park
Funded by Scottish Government Vacant & Derelict Land funding, Fife Council appointed FHBT to manage exterior repairs to listed stone sheds at Ravenscraig Park in Kirkcaldy – a stepping stone to finding a new use as part of the range of skills and growing activities already active on this important site. Working with RK Architects in St Andrews, enabling works have been carried out to ensure safe access to the buildings and proposals have achieved listed building consent. Repairs will begin in 2024.

Historic Environment Regeneration Schemes

Inverkeithing Townscape Heritage/Conservation Area Regeneration Scheme
FHBT continued to manage the Inverkeithing Heritage Regeneration scheme in partnership with Fife Council, funded by Historic Environment Scotland, National Lottery Heritage Fund and Fife Council. Achievements during the year included:

- Practical Completion at Inverkeithing Town House – working with ARC Architects, contractors Ashwood Scotland Ltd achieved practical completion at this A-Listed building for Fife Council, to create an accessible community hub managed by local people. Final works will be completed in 2024-25 to ready the building for opening, following a delay to allow Scottish Water to repair mains drainage. With support from Community Enterprise, the new local charity – The Old Townhouse Inverkeithing – made significant progress with planning and fundraising to manage the building on completion.
- Support for third party building owners in Inverkeithing, whose proposals for building repairs and small grant applications continue to be affected by external circumstances, including rising costs. Two further grant aided schemes began on site, with smaller awards made and others in the pipeline.
- A busy programme of training and heritage activities, including working with Inverkeithing Primary School to develop content for a time capsule to be buried under the town's historic mercat cross, traditional skills event at Inverkeithing High School, training and mentoring opportunities for a range of contractors and professionals, carving competition for stonemason apprentices and early career masons, and continued work on the planned Burgh Survey volume and on new interpretation to be installed across the town.

Buckhaven Heritage Regeneration Scheme
Following the success of funding bids with Fife Council to Historic Environment Scotland and National Lottery Heritage Fund, we began the development phase of a new community-led regeneration scheme focused on the historic environment of Buckhaven. A Partnership Board has been established where FHBT and Fife Council will collaborate with other local organisations to shape proposals for the Round 2 funding applications, expected to include:

- Repairs and improvements to key community buildings to safeguard the heritage value, improve energy efficiency and climate resilience, and support their long-term sustainability.

- A grant scheme (Community Grants) for privately owned traditional buildings to support repairs, energy efficiency and shopfront improvements.

- Public realm and green space improvements in the historic centre of Buckhaven.

- An ambitious traditional skills training, capacity building, and community heritage activities programme to engage with all sections of Buckhaven's population, including those in the most disadvantage communities.

Heritage Development Trust, Dunfermline

FHBT successfully bid to Architectural Heritage Fund for support under their Heritage Development Trust programme – with a focus on increasing our activity in Dunfermline. AHF will fund FHBT for three years until 2026 offering capacity building support across the organisation - as well as additional capacity in the city. We hope to develop a pipeline of projects, finding new uses for the city's historic buildings and capitalising on the social, economic and environmental opportunities of Dunfermline's city status. This is an opportunity for FHBT to work closely with city partners to embed the historic environment of Dunfermline into a new City Vision and Plan. Our work to develop a long term future for St Margaret's House will be part of this exciting initiative.

Property Management

The Trust continues to manage a small portfolio of properties - together providing additional income to the Trust, but also providing day-to-day opportunities for people to enjoy and experience these historic buildings.

Historic Holiday Apartments

Our three historic holiday lets - Kinghorn Town Hall, Cupar Burgh Chambers and John McDouall Stuart View in Dysart – performed well during the year with strong occupancy in all apartments. Applications were submitted to Fife Council for each property to secure the new Short Term Let licences now required for holiday lets. Managing the apartments continues to deliver high quality experiences for guests from across the UK and overseas, albeit in an increasingly challenging environment of rising costs and changing booking patterns.

The Platform, Burntisland

FHBT continues to manage the former Platform building at Burntisland Railway Station as five units for the creative industries. This fascinating building with exceptional views across the Forth to Edinburgh provides inspirational working space to high profile and award winning painters, textile artists, jewellers, and craftspeople. See more at: www.facebook.com/platformstudiosburntisland.

West Wemyss Community Lodge

The Trust retained a small shop front unit for community use in West Wemyss Main Street at the end of the West Wemyss THI (1999 – 2004). Our tenants Scottish Paranormal, the Fife-based paranormal and historical researchers, continue to lease the premises as their base.

Management and Acknowledgements

We are extremely grateful to Fife Council for its continuing partnership and funding support for FHBT and for individual projects; underpinned by the Fife Council/FHBT Collaboration Agreement. Manager Lorraine Bell's secondment from Fife Council also continued.

Project Officer Fiona Stenke continued to oversee the Inverkeithing Heritage Regeneration Scheme, providing leadership and confidence to the project team and project partners. Fiona also leads the development of the £4.6m Buckhaven heritage regeneration scheme, working with Fife Council and the Partnership Board to shape this exciting new scheme. She also led FHBT's successful submission to AHF for Heritage Development Trust funding for Dunfermline.

Holiday Letting & Marketing Officer Beth Bell continued to manage FHBT's holiday lets, in particular leading and compiling FHBT's applications to Fife Council for Short Term Let licences for all three properties. Beth also recruited a handyman contractor and has worked with them and with our housekeepers to revitalise FHBT's approach to property repairs and maintenance; as well as continuing to support colleagues to promote FHBT's work and to develop our approaches to marketing and communications.

Inverkeithing Training & Development Officer, Emma Griffiths, continued to lead the delivery of a wide-ranging heritage and skills programme – ensuring that the activity programme is a highlight of the Inverkeithing scheme. Emma also developed initial activity plan ideas to support the Buckhaven bids and joined the Buckhaven team to further develop activity proposals and support the Partnership Board; her experience across training and activities also being available to advise colleagues across the team.

Project Officer Deborah Kent led on the completed conservation repairs at St Margaret's House and also on the continuing development of a long term pipeline for future FHBT projects. From this, Deborah has led on a wide range of project work and funding bids – AHF Churches Feasibility, St Monans Auld Kirk, Burntisland Burgh Chambers and Ravenscraig Stone Sheds – including contributing to the AHF bid for Heritage Development Trust funding in Dunfermline.

We are grateful again to Robert Gibson, who continued to manage FHBT finances on a part time basis - supporting FHBT during periods of extended staff turnover/absence. During the year we welcomed John Thomson as FHBT's new permanent Finance Officer – Robert's contribution to handover was invaluable again. John's experience has brought full time finance expertise back to the organisation, with John taking on co-ordination of FHBT budget setting and accounting and providing early confidence and support to colleagues and trustees.

We have also been so grateful for the continuing support of our volunteers. Jim McLeish has continued to support us throughout the year on many aspects of our work, and has now also joined the FHBT Board. Derek Allen has supported activities in Inverkeithing, with school groups in particular; with welcome support also from Louise Malcolm at public engagement events.

Trustees continued to play an important role in the management of the Trust and its projects, as well as supporting the team and providing governance oversight of all FHBT activities. The welcome support that all Trustees have given is integral to the success and financial stability of the Trust and is greatly valued.

The Trust is grateful for the support it receives from all its partners, from its Patron and from all the funding agencies mentioned in this report. Such support is very much appreciated.

Financial review

Revenue Account Performance

The Revenue Account for the Trust is reported in the Statement of Financial Activities (SOFA) on page 15 of these accounts. The SOFA shows a surplus of £22,792 against an approved break-even budget. This was mainly due to less than expected administration and general running costs, in particular reduced professional fees which more than offset the reduction in budgeted project management fees due to a delayed start in the Buckhaven project. Additional grant income also assisted in achieving the above surplus. In terms of holiday lettings activity, booking income was well ahead of budget while expenditure was less than expected resulting in a reduced deficit for this part of the operations, £9,916 better than budget.

Fixed Assets

Accounting rules require assets be valued on a regular basis and when material circumstances may impact on the value of assets. The Trust commissioned D M Hall to carry out a valuation on its buildings in March 2022. The results of the valuation process are reflected in these accounts.

A more detailed explanation of the results follows:

Unrestricted Reserves

The overall position within the Statement of Financial Activities is summarised as follows:

	2023-24	**2022-23**
	£	**£**
Surplus for the Year	22,792	30,527
Total Increase in Unrestricted Funds	22,792	30,527
Funds Brought Forward	689,774	659,247
Unrestricted Reserves at 31 March	712,566	689,774

The position at the year-end was as follows	**2023-24**	**2022-23**
	£	**£**
Designated Renewal and Repairs Fund	10,167	12,867
Revaluation Reserve	185,500	185,500
Unrestricted Reserves	516,899	491,407
Total Unrestricted Reserves	712,566	689,774

The Board will review the level of balance within the designated Renewal and Repair Fund this year.

Restricted Reserves

The Trust currently holds seven restricted reserve funds. Total income in the year was £2,094 (2022-23 - Nil) with expenditure of £36,362 (2022-23 £35,840) The funds held at 31 March 2024 were as follows:

	2023-24	2022-23
	£	£
Fife Council/FHBT Partnership Fund	95,490	130,490
Dysart Townscape Heritage Initiative	27,913	27,913
Fife Traditional Buildings Health Check	4,436	4,436
Inverkeithing Built Heritage Projects	30,046	29,646
Silverburn Park Project	920	920
Donibristle Chapel	19,500	19,500
Edinburgh Airport Community Grant	332	-
Total Restricted Reserves Funds on 31 March	178,637	212,905

In relation to the Fife Council/FHBT Partnership Fund these reserves will be used to fund feasibility studies and project development costs to pump prime potential joint projects. The reserves will also be used to develop a Fife Built Heritage Strategy and are available to underwrite shortfalls on joint projects by agreement.
The project at the Dysart Townscape Heritage Initiative is complete and the Trust is working with Fife Council to agree the final financial position statements for this project and the use of any residual funds which the Trust hold.
The funds held for the Silverburn Project are to cover professional fees.
There are two other restricted funds one being funding received from Fife Council towards a project at Donibristle Chapel and the other being funding from Historic Environment Scotland towards the examination of Fife Traditional Buildings Feasibility project.

Total restricted reserves as of 31 March 2024 therefore totalled £178,637 (2022-23 £212,905). Further detail on these funds is shown on page 24 of the accounts

Balance Sheet

The Trust's Balance Sheet as of 31 March 2024 is shown on page 16. Fixed assets owned by the Trust are now £390,251 (2022-23 £387,779) made up as follows:

	2023-24	2022-23
	£	£
Platform Building, Burntisland	106,000	106,000
Kinghorn Town Hall Apartment, Kinghorn	120,000	120,000
Kinghorn Town Hall Office/Archive	35,000	35,000
John McDouall Stuart View, Dysart	80,000	80,000
Bob Watt Studio, Kinghorn	25,000	25,000
48 Main Street, West Wemyss	20,000	20,000
Fixtures and Fittings and Equipment	4,251	1,779
	390,251	387,779

The Trust's properties were revalued as of 31st March 2020 by D M Hall Chartered Surveyors. This resulted in an overall increase in the value of the Trust's Assets of £185,500 compared to the 2014 valuation.
A separate valuation was brought into the accounts for the Office/Archive to show the distinction in use and value from the Holiday Let Apartment.

Cash and bank balances were £553,766 (2022-23: £473,507) including £75,000 (2022-23 £75,000) invested temporarily to generate some income from interest. A review will be carried out early 2024/25 to see if higher interest rates can be sought to earn additional interest in 2024-25. Money owed to the Trust was £77,210 (2022-23 £85,669) the majority of which was received in April 2024.

Money owed by the Trust at the balance sheet date was £130,024 (2022-23: £44,276) which in the main were suppliers of goods and services including utilities to the Trust, HMRC for Vat and income received in advance for projects which will commence fully during 2024-25.

Net assets stood at £891,203 (2022-23: £902,679) represented by unrestricted funds of £712,566 (2022-23: £689,774), restricted funds of £178,637 (2022-23: £212,905) including the gain on the revaluation of assets of £185,500 details of which are shown above.

The figures reported above are supplemented by the notes to the accounts on pages 17 to 26.

Statement on Risk Management

FHBT continues to operate in a complex environment, developing projects that often have inherent risk, but with appropriate professional safeguards. The complexity of the risk environment in which we are working grows greater each year, and as a Board we have always taken risk management seriously. During the year the Board has agreed a new Risk Management Policy and overhauled the FHBT risk register.

Trust's Policy on Reserves

The Trust is aware of the need to continually assess the potential financial risks to the ongoing activities of the Trust and to have in place sound risk management arrangements including ensuring that these risks are removed or mitigated against.

Designated Fund - Renewal and Repair Fund

The Board decided that a proportion of unrestricted reserves should be set aside and designated for use in funding major repairs to its properties. As the age of the properties increases then so too does the potential for major fabric repairs and for renewal of heating systems etc. The Trust currently has £10,167 set aside and designated for the funding of significant repairs costing in excess of £1,000. This sum is reviewed at the end of each financial year.

General Unrestricted Reserves

The Trust is committed to building up and maintaining unrestricted reserves sufficient to meet the Trust's cash flow requirements, ongoing running costs and liabilities in any financial year as well as meeting any potential unforeseen or emergency expenditures.

We also require sufficient reserves to develop future projects, and to invest in the delivery of FHBT's strategy. This will sometimes require upfront investment, to develop initiatives or enterprises that will deliver our charitable purposes and generate revenue income in the future.

The most significant financial risk to the Trust would be the loss of its funding streams particularly the Partnership Funding from Fife Council and Management Fees from projects. The Trust also operates in an extremely challenging external funding environment, with competition for grant funding intense. Recent experience during pandemic lockdowns demonstrated the risk of sudden loss of trading income – i.e. from FHBT's holiday apartments.

In a worst case scenario where the Trust potentially has to be wound up either because of funding being withdrawn or where the running costs of the Trust exceed the funding available on an ongoing basis then a structured and organised exit strategy would have to be agreed with Fife Council and other partners having regard to the projects in progress and the timescales for completion of these. If such an event were to transpire the Trust would require potentially to meet redundancy costs and all other outstanding liabilities at that time. The winding up process could take some time therefore the Board have agreed to maintain reserves equivalent to at least three months running costs as a minimum for this purpose.

Structure, governance and management

The Trust is incorporated under the Companies Act as a company limited by guarantee (SC173262) and the date of incorporation was 6th March 1997. The company is governed by its Memorandum and Articles of Association. The company is a recognised Scottish Charity under number SC026043.

The company is run by a Board of Trustees who meet on a regular basis to conduct the affairs of the company, within the terms of the company's Memorandum and Articles of Association. The full time manager, Lorraine Bell, is responsible for the day to day operations of the company; and gives new Trustees a detailed briefing on the work of the Trust.

One third of the Trustees (other than the nominated Trustees) shall retire from office at the Annual General Meeting. Retiring Trustees are eligible for re-election. At this time David Chisholm and Norman Wilkinson retire and are eligible for re-election.

Christine May was Chairman of the Board of Trustees until 8 February 2024, with Rosalind Taylor then acting as interim Chair. Jim Birrell was appointed FHBT Chair on 1 August 2024. Colin Fowler is the Company Secretary and Treasurer.

The Executive Committee comprises Christine May (until 8 February), Colin Fowler, David Chisholm and Ros Taylor; with Jim Birrell joining the Executive during the year. General Meetings of the Trustees are held four times a year, or as required for specific purposes. Executive Committee meetings are generally held 5 times a year, or as required for specific purposes. The Manager and a small staff team undertook the day to day administration and management of Trust business, with all strategic decisions on matters of expenditure, policy and funding applications being made by the Trustees.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Trustees

Patron
The Right Honourable Gordon Brown

Company registered number
SC173262

Charity registered number
SC026043

Registered office
Kinghorn Town Hall
St. Leonard's Place
Kinghorn
Fife
KY3 9TL

Company secretary
C Fowler

Auditors
Thomson Cooper
3 Castle Court
Carnegie Campus
Dunfermline
Fife
KY11 8PB

Statement of trustees' responsibilities
The trustees, who are also the directors of Fife Historic Buildings Trust for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the trust and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor
In accordance with the company's articles, a resolution proposing that Thomson Cooper be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor
Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.

Mr C Fowler
Company Secretary and Treasurer

11 September 2024

FIFE HISTORIC BUILDINGS TRUST
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF FIFE HISTORIC BUILDINGS TRUST

Opinion
We have audited the financial statements of Fife Historic Buildings Trust (the 'trust') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, 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 Companies Act 2006, 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 financial statements* section of our report. We are independent of the trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC'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
In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the trust's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information
The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

TO THE TRUSTEES OF FIFE HISTORIC BUILDINGS TRUST

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; 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 trustees' responsibilities, the trustees, who are also the directors of the trust for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the trust's ability 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 charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements 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 financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Extent to which the audit was considered capable of detecting irregularities, including fraud

We considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in the following areas: existence and timing of recognition of income, posting of unusual journals along with complex transactions and non-compliance with laws and regulations. We discussed these risks with management, designed audit procedures to test the timing and existence of revenue, tested a sample of journals to confirm they were appropriate and inspected minutes from meetings held by management and trustees for any reference to breaches of laws and regulations. In addition, we reviewed areas of judgement for indicators of management bias to address these risks.

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our sector experience through discussion with the officers and other management (as required by the auditing standards).

We reviewed the laws and regulations in areas that directly affect the financial statements including applicable charity and company law and considered the extent of compliance with those laws and regulations as part of our procedures on the related financial statement items.

With the exception of any known or possible non-compliance with relevant and significant laws and regulations, and as required by the auditing standards, our work in respect of these was limited to enquiry of the officers and management of the charity.

TO THE TRUSTEES OF FIFE HISTORIC BUILDINGS TRUST

We communicated identified laws and regulations and potential fraud risks throughout our team and remained alert to any indications of non-compliance or fraud throughout the audit. However the primary responsibility for the prevention and detection of fraud rests with the trustees.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

These inherent limitations are particularly significant in the case of misstatement resulting from fraud as this may involve sophisticated schemes designed to avoid detection, including deliberate failure to record transactions, collusion or the provision of intentional misrepresentations.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://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 charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with Section 44(1) (c) of the Charities and Trustees Investment (Scotland) Act and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. 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.

Andrew Croxford
(Senior Statutory Auditor)
For and on behalf of
Thomson Cooper, Statutory Auditors
Dunfermline

11 September 2024

FIFE HISTORIC BUILDINGS TRUST
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<u>Income from:</u>							
Donations and legacies	2	228	-	228	420	-	420
Charitable activities	3	270,361	2,094	272,455	259,236	-	259,236
Investments	4	85,005	-	85,005	77,414	-	77,414
Total income		355,594	2,094	357,688	337,070	-	337,070
<u>Expenditure on:</u>							
Charitable activities	5	332,802	36,362	369,164	306,543	35,840	342,383
Net income/(expenditure)		22,792	(34,268)	(11,476)	30,527	(35,840)	(5,313)
Fund balances at 1 April 2023		689,774	212,905	902,679	659,247	248,745	907,992
Fund balances at 31 March 2024		712,566	178,637	891,203	689,774	212,905	902,679

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

FIFE HISTORIC BUILDINGS TRUST
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible assets	9		390,251		387,779
Current assets					
Debtors	10	77,210		85,669	
Cash at bank and in hand		553,766		473,507	
		630,976		559,176	
Creditors: amounts falling due within one year	11	(130,024)		(44,276)	
Net current assets			500,952		514,900
Total assets less current liabilities			891,203		902,679
Income funds					
Restricted funds	12		178,637		212,905
<u>Unrestricted funds</u>					
Designated funds	14	195,667		198,367	
General unrestricted funds		516,899		491,407	
			712,566		689,774
			891,203		902,679

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 11 September 2024

Mr C Fowler
Company Secretary and Treasurer

Company registration number SC173262

1 Accounting policies

Charity information

Fife Historic Buildings Trust is a private company limited by guarantee incorporated in Scotland. The registered office is Kinghorn Town Hall, St Leonard's Place, Kinghorn, KY3 9TJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the trust's governing document, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The trust is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the trust. Monetary amounts in these financial statements are rounded to the nearest £.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Going concern

The Trustees are satisfied that the Trust has adequate unrestricted resources, of which a high percentage is held in cash, to continue its objectives for the foreseeable future, and therefore has adopted the going concern basis in preparing these financial statements. The Trustees have considered a period of 12 months from the date of approval of the financial statements.

1.3 Charitable funds

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in the furtherance of the charity objectives. Unrestricted funds include designated funds where the Trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor.

1.4 Income

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Uncommitted reserves are temporarily invested either in fixed interest term deposits or in on call deposits. This generates additional interest for the Trust. These investments are reflected in the Cash at bank and in hand line in the Balance Sheet.

1 Accounting policies **(Continued)**

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Governance and support costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements and include the audit fees and costs linked to the strategic management of the charity.

Charitable expenditure comprises those costs incurred in the delivery of the charity's activities and services. It included both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

1.6 Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. The costs of minor additions under £1,000 are not capitalised.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	Straight line over 3 years
Equipment	Straight line over 3 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Investment properties

Investment properties are measured at fair value at each reporting date with changes in fair value recognised in net gains/(losses) on investments in the Statement of Financial Activities.

1.8 Impairment of fixed assets

At each reporting end date, the trust reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The trust has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the trust's balance sheet when the trust becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies **(Continued)**

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the trust is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Cash Flow

The financial statements do not include a cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the SORP (FRS102).

2 Donations and legacies

	Total 2024 £	Total 2023 £
Donations	228	420

3 Charitable activities

	Total 2024 £	Total 2023 £
Management fees and costs recovered	155,034	155,636
Grants from other sources	53,921	40,100
Grants - Fife Council	63,500	63,500
	272,455	259,236
Analysis by fund		
Unrestricted funds	270,361	259,236
Restricted funds	2,094	-
	272,455	259,236

4 Investments

	Total 2024 £	Total 2023 £
Rental income - Furnished Holiday Lets and Commercial Lets	83,129	75,214
Bank interest receivable	1,876	2,200
	85,005	77,414

5 Charitable activities

	Total 2024 £	Total 2023 £
Kinghorn Town Hall	24,926	17,586
Dysart John McDouall Stuart View	20,554	9,080
Cupar Burgh Chambers	20,061	15,620
Burntisland Platform Building	17,242	11,914
West Wemyss 48 Main Street	347	255
Inverkeithing CARS/TH	(400)	3,817
Fife Buildings Health Check	-	4,473
Trust - Direct Costs	236,980	238,937
Donibristle Chapel	-	4,500
FC/FHBT Partnership Fund	35,000	23,050
Edinburgh Airport Grant	1,762	-
	356,472	329,232
Share of governance costs (see note 6)	12,692	13,151
	369,164	342,383
Analysis by fund		
Unrestricted funds	332,802	306,543
Restricted funds	36,362	35,840
	369,164	342,383

Allocation of cost is based on project specific expenditure.

6 Support costs

	Support costs £	Governance costs £	2024 £	2023 £
Audit fees	-	4,600	4,600	4,300
Other professional fees	-	5,882	5,882	8,441
Accountancy fees	-	2,210	2,210	410
	-	12,692	12,692	13,151

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the trust during the year.

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
FHBT Manager (seconded from Fife Council)	1	1
Project Officer	2	2
Finance Officer	1	1
Training and Development Officer	1	1
Holiday Letting and Marketing Officer	1	1
Total	6	6

Employment costs	**2024** £	**2023** £
Wages and salaries	180,989	177,022
Social security costs	2,125	12,380
Other pension costs	27,235	30,565
	210,349	219,967

The FHBT Manager (who is on secondment from Fife Council) salary is also included within wages and salaries above.

The total remuneration for key management during the year was £Nil (2023: £Nil).

There were no employees whose annual remuneration was more than £60,000.

9 Tangible fixed assets

	Freehold Property	Fixtures and fittings	Equipment	Investment Property	Total
	£	£	£	£	£
Cost					
At 1 April 2023	60,000	31,327	15,377	326,000	432,704
Additions	-	5,041	-	-	5,041
Disposals	-	(21,371)	(9,651)	-	(31,022)
At 31 March 2024	60,000	14,997	5,726	326,000	406,723
Depreciation and impairment					
At 1 April 2023	-	31,327	13,598	-	44,925
Depreciation charged in the year	-	1,680	889	-	2,569
Eliminated in respect of disposals	-	(21,371)	(9,651)	-	(31,022)
At 31 March 2024	-	11,636	4,836	-	16,472
Carrying amount					
At 31 March 2024	60,000	3,361	890	326,000	390,251
At 31 March 2023	60,000	-	1,779	326,000	387,779

The Trust's properties were revalued on a fair value basis by Michael Court MRCIS, Registered Valuer with D M Hall Chartered Surveyors in the accounts for the year ended 31 March 2022. The Board are of the view that no material changes to the value of the Trust's properties has occurred during the period from March 2022 and due to the very long useful life of the Freehold Property no depreciation provision has been made on these assets.

10 Debtors

	2024	2023
Amounts falling due within one year:	£	£
Other debtors	39,077	50,806
Prepayments and accrued income	38,133	34,863
	77,210	85,669

11 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	16,738	8,514
Accruals and deferred income	113,286	35,762
	130,024	44,276

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

				Movement in funds		
	Balance at 1 April 2022	Resources expended	Balance at 1 April 2023	Incoming resources	Resources expended	Balance at 31 March 2024
	£	£	£	£	£	£
Dysart THI	27,913	-	27,913	-	-	27,913
Leven Silverburn Park	920	-	920	-	-	920
Inverkeithing	33,463	(3,817)	29,646	-	400	30,046
FC/FHBT Partnership Fund	153,540	(23,050)	130,490	-	(35,000)	95,490
Fife Buildings Health Check	8,909	(4,473)	4,436	-	-	4,436
Donibristle Chapel	24,000	(4,500)	19,500	-	-	19,500
Edinburgh Airport Grant	-	-	-	2,094	(1,762)	332
	248,745	(35,840)	212,905	2,094	(36,362)	178,637

For clarification of the restricted funds, see the Trustees' Report, which gives further detail on each project.

13 Unrestricted funds

These are unrestricted funds which are material to the trust's activities made up as follows:

		Movement in funds			
	Balance at 1 April 2023	Incoming resources	Resources expended	Transfers	Balance at 31 March 2024
	£	£	£	£	£
General Fund	491,407	355,594	(330,102)	-	516,899

		Movement in funds			
	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£
General Fund	460,880	337,070	(306,543)	-	491,407

14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

			Movement in funds			
	Balance at 1 April 2023	Incoming resources	Resources expended	Transfers	Revaluations, gains and losses	Balance at 31 March 2024
	£	£	£	£	£	£
Designated Renewal & Repair Fund	12,867	-	(2,700)	-	-	10,167
Revaluation Reserve	185,500	-	-	-	-	185,500
	198,367	-	(2,700)	-	-	195,667

			Movement in funds			
	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Revaluations, gains and losses	Balance at 31 March 2023
	£	£	£	£	£	£
Designated Renewal & Repair Fund	12,867	-	-	-	-	12,867
Revaluation Reserve	185,500	-	-	-	-	185,500
	198,367	-	-	-	-	198,367

15 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£	£	£	£
Fund balances at 31 March 2024 are represented by:						
Tangible assets	390,251	-	390,251	387,779	-	387,779
Current assets/(liabilities)	322,315	178,637	500,952	301,995	212,905	514,900
	712,566	178,637	891,203	689,774	212,905	902,679

16 Contingencies

The company is in receipt of grant funding from public bodies. Some grants have contractual terms and conditions and in the event of the company failing to comply with all of the terms and conditions then all or some of the grants may be repayable.

17 Related party transactions

The company was not under the control of any one individual throughout the current and previous year.

The Trustees received no remuneration or expenses in the year ended 31 March 2024 (2023: £Nil).

18 Company limited by Guarantee

Every member of the company undertakes to contribute a maximum of £1 to the assets of the company should it be wound up while they are a member or within one year of them ceasing to be a member.

The Memorandum of Association does not permit the payment of dividends or the distribution of the surpluses to members.