

Making Clackmannanshire Better



**Clackmannanshire
Council**

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**Sundry Trust Funds
Financial Statements
2014-2015**

Better Services

Better Opportunities

Better Communities

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Clackmannanshire Council Sundry Trust Funds Financial Statements

TRUSTEES' ANNUAL REPORT

1. INTRODUCTION

Clackmannanshire Council acts as sole trustee for the Sundry Trust Funds listed below which have charitable status and are registered with the Office of the Scottish Charity Regulator (OSCR):

Charity Number	Charity Name
SC011479	Clackmannan District Council Charitable Trust
SC008282	Clackmannanshire Educational Trust
SC002564	Tillicoultry Old Age Pensioners Outing Fund
SC004079	Old Folks Welfare Fund

The principal address of the Sundry Trust Funds is:

Clackmannanshire Council
Resources and Governance
Kilncraigs
Alloa
FK10 1EB

The financial statements have been prepared on the basis that The Charities Accounts (Scotland) Regulations 2006 allow aggregated financial statements to be prepared where charities have common control or unity of administration. Clackmannanshire Council administers the Sundry Trust Funds and separately accounts for them. They do not form part of the Council's single entity balance sheet, although under s222 of the Local Government (Scotland) Act 1973, the property of the Sundry Trusts "vest(s) in" the relevant local authority. However they are included in the financial statements of the Council as a Note to the main financial statements.

Clackmannanshire Council Sundry Trust Funds Financial Statements

1. INTRODUCTION (CONTINUED)

Auditor:

Deloitte LLP
Chartered Accountants and Statutory Auditor
Saltire Court
20 Castle Terrace
Edinburgh EH1 2DB

TRUSTEES

In terms of the "Trustees" of the Sundry Trusts, the guidance provided by OSCR is that those who have "general control and management" of the charity are the charity Trustees. Decisions regarding the general control and management of the Sundry Trust Funds are made by the full Council of elected members.

The following individuals were the Trustees of the Sundry Trust Funds in their capacity as elected members of Clackmannanshire Council for the full year.

Alastair Campbell
Archie Drummond
Craig Holden
Derek Stewart
Donald W. Balsillie
Ellen Forson
Gary Womersley
George Matchett QPM
Graham Watt
Irene Hamilton
Janet Cadenhead
Jim Stalker
Kathleen Martin
Kenneth Earle
Les Sharp
Robert McGill
Tina Murphy
Walter McAdam MBE

Clackmannanshire Council Sundry Trust Funds Financial Statements

1. INTRODUCTION (CONTINUED)

All of the Trustees are normally elected or re-elected at local government elections. By-elections are held on the occasions of elected members vacating their positions to elect new members, who automatically become Trustees.

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

The Sundry Trusts are constituted in a variety of ways, many coming in the form of bequests by individuals or families who have entrusted a predecessor local authority with the task of disbursing the funds for a charitable purpose.

HISTORY

The following table gives an indication of the purpose of the Trusts:

Charity No.	Name	Purpose
SC011479	Clackmannan District Council Charitable Trust	Extract Decree by lords of Council and Session dated 30 March 1990 whereby the income of the trust fund capital, thereof may be applied at the discretion of the Trustees for the benefit of poor, sick, aged and handicapped persons and generally all persons in necessitous or deserving circumstances and who are normally resident within the boundary for the time being of the District of Clackmannanshire.
SC008282	Clackmannanshire Educational Trust	To provide financial support in the form of Educational Grants, to aid with travel expenses, educational research and experiments and practical experience.
SC002564	Tillicoultry Old Age Pensioners Outing Fund	To meet the cost of the annual excursion for old age pensioners.
SC004079	Old Folks Welfare Fund	Bequest from Tillicoultry and District Nursing Association. Income to be applied by Clackmannanshire Council for the welfare of the old people of Tillicoultry and District.

Clackmannanshire Council Sundry Trust Funds Financial Statements

STATEMENT OF RESPONSIBILITIES

Responsibilities of Trustees

The Trustees are responsible for the strategic direction and governance of the Sundry Trust Funds. The Trustees are responsible for the distribution of funds from the Sundry Trust Funds and hold regular meetings, with any resulting payments made at their sole discretion. The Provost on behalf of the Trusts is required to approve the Financial Statements. As the funds of the Sundry Trust Funds are held by Clackmannanshire Council the responsibilities of the Council in respect of these funds are detailed below.

The Council's Responsibilities

The Council is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. The Depute Chief Executive has been designated as that officer in Clackmannanshire Council. This officer manages the affairs of the Council to secure the economic, efficient and effective use of resources and safeguard its assets and those of any charitable trust it administers. Given the Sundry Trust Funds are administered by the Council; these specific provisions are supplemented by general provisions relating to the administration of local authority monies, i.e. the duty to obtain best value. The Council provides administrative services to the Trusts and prepares the Financial Statements of the Sundry Trust Funds free of charge.

The Depute Chief Executive's Responsibilities

The Depute Chief Executive has responsibility for ensuring an effective system of internal financial control is maintained and operated. This system of internal financial control can only provide reasonable and not absolute assurance that assets are safeguarded, transactions are recorded and properly authorised and that material errors or irregularities are either prevented or would be detected within a timely period. The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures and a system of delegation and accountability. The Depute Chief Executive is responsible for keeping proper accounting records which are up to date and which ensure that the financial statements comply with The Charities Accounts (Scotland) Regulations 2006.

Clackmannanshire Council Sundry Trust Funds Financial Statements

3. OBJECTIVES AND ACTIVITIES

Income to the Sundry Trust Funds is solely from investment returns and bank interest - no donations to the Funds are solicited.

Name	Objective	Activities
Clackmannan District Council Charitable Trust	The income of the Trust Fund capital may be applied at the discretion of the Trustees for the benefit of the poor, sick, aged and handicapped persons and generally all persons in necessitous circumstances who normally reside within the boundary of Clackmannanshire.	The Trustees generally meet twice in a year (September and March) to consider applications. In recent years it is noted that the benefits from the trust have been to grant assistance in the form of essential household goods e.g. electric cooker, fridge, washing machine, beds and bedding.
Clackmannanshire Educational Trust	The income of the trust may be applied to supplementary bursaries for Students attending Universities, Central Institutions etc. Assistance in obtaining practical experience of trades etc. Grants for student apprentices, travel grant, educational excursions, educational travel, adult education and educational experiments and research.	The main activity undertaken this year has been the assistance of 3 individuals, in relation to course costs associated with adult education, with an award of £200.
Tillicoutry Old Age Pensioners Outing Fund	To meet the cost of the annual excursion for old age pensioners.	No trip was funded this year due to the timings of the previous year's trips: one at the start and one at the end of the year.
Old Folks Welfare Fund	Bequest from Tillicoutry and District Nursing Association. Income to be applied by Clackmannanshire Council for the welfare of the old people of Tillicoutry and District.	This year as in recent years the income has been used to fund the hire of a coach for the benefit of the old people of Tillicoutry and District.

Clackmannanshire Council Sundry Trust Funds Financial Statements

4. ACHIEVEMENTS AND PERFORMANCE

The Clackmannan District Council Charitable Trust made payments totalling £4,158 (2013/14: £5,042) over this period. These payments granted assistance in the form of household goods, to various applicants residing within the boundary of Clackmannanshire. The total number of payments made was 29 (29 in 2013/14). The interest received over this period was £178 (2013/14: £225).

The Clackmannanshire Educational Trust made payments totalling £200 (2013/14: £550) over this period. These payments were made to cover the costs associated with adult education courses. The total number of payments made was 3 (7 in 2013/14). The interest received over this period was £180 (2013/14: £273).

The Tillicoultry Old Age Pensioners Outing Fund made no payments over this period (2013/14: 2 payments totalling £650). No trip was taken in this financial year due to the timing of the previous years trips. It would be expected that a trip would be taken in the coming financial year. The interest received over this period was £18 (2014/15: £32).

The Old Folks Welfare Fund made payments totalling £320 (2013/14: £320) over this period. These payments, as in recent years, covered the cost of bus hire for a day trip. The total number of payments was 1 (1 in 2013/14). The interest received over this period was £46 (2013/14: £72).

The combined monies of the Sundry Trusts were invested in the Council's Loans Fund on the basis that the returns available were better than those available commercially. The average rate of interest achieved in the period was 0.59% (2013/14: 0.88%).

5. FINANCIAL REVIEW

As a general principle the "capital" of the funds is held effectively as a permanent endowment, with only the annual income available for disbursement in the year. However this is not a legal obligation and capital can be reduced on the agreement of the Trustees.

Clackmannanshire Council Sundry Trust Funds Financial Statements

5. FINANCIAL REVIEW (CONTINUED)

In recent years the Trustees have taken the decision to award above the annual income and reduce the capital that is held, this has been in response to increased applications to the trusts brought on by the economic downturn and a reduction of income, due to historically low interest rates.

Whilst the Sundry Trust Funds have incurred an operating deficit this year each of the individual funds remain in surplus.

6. CHANGES WITHIN YEAR AND FUTURE PLANS

Within the current period an independent member was appointed as a trustee of the Alloa Day Home Trust. As the Council is no longer the sole trustee, the financial activities of the Trust have been removed from the 2014/15 Sundry Trust Funds Financial Statements and will be reported separately and independently examined as per the requirements of the Charities Accounts (Scotland) Regulations 2006.

There are currently no plans to significantly change the purpose or allocation bases of any of the Sundry Trust Funds. However, active steps are being taken to appoint independent members to each of the Sundry Trust Funds.

If payments from the Clackmannan District Council Charitable Trust are maintained at the same level as in previous years, then the trust may exhaust its funds in 2015/16.

The Trustees wish to thank the Clackmannanshire Council officers involved in producing the Annual Report and Financial Statements.

Signed:
Nikki Bridle
Depute Chief Executive
Clackmannanshire Council

Date: 25th June 2015

On behalf of the Trustees
Signed:
Provost Tina Murphy
Sundry Trust Chairperson
Clackmannanshire Council

Date: 25th June 2015

**Clackmannanshire Council Sundry Trust Funds
Financial Statements
SUNDRY TRUST ACCOUNTS FINANCIAL STATEMENTS OVERVIEW**

1. INTRODUCTION

The following pages 12 to 19 detail the Statement of Receipts and Payments, the Statement of Balances and relevant Notes to the Financial Statements, as required by The Charities Accounts (Scotland) Regulations 2006. A Cash Flow Statement is not required as all of the charities are classified as small charities as defined in the Charities SORP and therefore are exempt from producing a Cash Flow Statement.

2. STATEMENT OF RECEIPTS AND PAYMENTS

The Statement of Receipts and Payments provides an analysis of the incoming and outgoing cash and bank transactions for the period. The Sundry Trust Funds have receipts and payments in their respective unrestricted funds.

If applicable, the Statement would also show any cash movements in relation to fixed assets. In the case of the Sundry Trust Funds, there have been no purchases or sales of fixed assets.

The 2014/15 Statement shows the movement of funds between the endowment and unrestricted funds.

3. STATEMENT OF BALANCES

The Statement of Balances reconciles the cash and bank balances at the beginning and end of the financial year with the surplus or deficit shown in the Statement of Receipts and Payments. The Statement of Balances also summarises final closing balances at the end of the year.

4. NOTES TO THE FINANCIAL STATEMENTS

Notes to the Financial Statements expand on or explain the information contained in the Statement of Receipts and Payments and Statement of Balances.

Clackmannanshire Council Sundry Trust Funds Financial Statements

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST MARCH 2015

	Clackmannan District Council Charitable Trust SC011479			Clackmannanshire Educational Trust SC008282			Tillicoultry Old Age Pensioners Outing Fund SC002564			Old Folks Welfare Fund SC004079		
	Unrestricted	Endowment	Total	Unrestricted	Endowment	Total	Unrestricted	Endowment	Total	Unrestricted	Endowment	Total
	£	£	£	£	£	£	£	£	£	£	£	£
<u>Receipts</u>												
Receipts from investments other than land and building	178	0	178	180	0	180	18	0	18	46	0	46
Investment Reimbursed	1553	0	1553	0	0	0	0	0	0	0	0	0
Total Receipts	1731	0	1731	180	0	180	18	0	18	46	0	46
<u>Payments</u>												
Charitable Activities	(4,158)	0	(4,158)	(200)	0	(200)	0	0	0	(320)	0	(320)
Audit Fee	(1,413)	0	(1,413)	(2,531)	0	(2,531)	(342)	0	(342)	(713)	0	(713)
Investment Reimbursed	0	(1,553)	(1,553)	0	0	0	0	0	0	0	0	0
Total Payments	(5,571)	(1,553)	(7,124)	(2,731)	0	(2,731)	0	0	0	(1,033)	0	(1,033)
Surplus/(deficit) for year	(3,840)	(1,553)	(5,393)	(2,551)	0	(2,551)	(324)	0	(324)	(987)	0	(987)

Clackmannanshire Council Sundry Trust Funds Financial Statements

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST MARCH 2014

	Clackmannan District Council Charitable Trust SC011479			Clackmannanshire Educational Trust SC008282			Tillicoultry Old Age Pensioners Outing Fund SC002564			Old Folks Welfare Fund SC004079		
	Unrestricted £	Endowment £	Total £	Unrestricted £	Endowment £	Total £	Unrestricted £	Endowment £	Total £	Unrestricted £	Endowment £	Total £
<u>Receipts</u>												
Receipts from investments other than land and building	225	0	225	273	0	273	32	0	32	72	0	72
Total Receipts	225	0	225	273	0	273	32	0	32	72	0	72
<u>Payments</u>												
Charitable activities	(5,042)	0	(5,042)	(550)	0	(550)	(650)	0	(650)	(320)	0	(320)
Audit Fee	(989)	0	(989)	(893)	0	(893)	(207)	0	(207)	(273)	0	(273)
Total Payments	(6,031)	0	(6,031)	(1,443)	0	(1,443)	(857)	0	(857)	(593)	0	(593)
Surplus/(deficit) for year	(5,806)	0	(5,806)	(1,170)	0	(1,170)	(825)	0	(825)	(521)	0	(521)

Clackmannanshire Council Sundry Trust Funds Financial Statements

STATEMENT OF BALANCES AS AT 31ST MARCH 2015

	Clackmannan District Council Charitable Trust SC011479			Clackmannanshire Educational Trust SC008282			Tillicoultry Old Age Pensioners Outing Fund SC002564			Old Folks Welfare Fund SC004079		
	Unrestricted £	Endowment £	Total £	Unrestricted £	Endowment £	Total £	Unrestricted £	Endowment £	Total £	Unrestricted £	Endowment £	Total £
Bank and Cash in hand												
Opening Balances	8,419	2,406	10,825	30,150	0	30,150	3,017	0	3,017	7,795	0	7,795
Surplus/(deficit) for year	(3,840)	(1,553)	(5,393)	(2,551)	0	(2,551)	(324)	0	(324)	(987)	0	(987)
Closing Balance	4,579	853	5,432	27,599	0	27,599	2,693	0	2,693	6,808	0	6,808

Signed:

Nikki Bridle

Depute Chief Executive

Clackmannanshire Council

Date: 25th June 2015

Clackmannanshire Council Sundry Trust Funds Financial Statements

STATEMENT OF BALANCES AS AT 31ST MARCH 2014

	Clackmannan District Council Charitable Trust SC011479			Clackmannanshire Educational Trust SC008282			Tillicoultry Old Age Pensioners Outing Fund SC002564			Old Folks Welfare Fund SC004079		
	Unrestricted £	Endowment £	Total £	Unrestricted £	Endowment £	Total £	Unrestricted £	Endowment £	Total £	Unrestricted £	Endowment £	Total £
Bank and Cash in hand												
Opening Balances	14,225	2,406	16,631	31,320	0	31,320	3,842	0	3,842	8,316	0	8,316
Surplus/(deficit) for year	(5,806)	0	(5,806)	(1,170)	0	(1,170)	(825)	0	(825)	(521)	0	(521)
Closing Balance	8,419	2,406	10,825	30,150	0	30,150	3,017	0	3,017	7,795	0	7,795

Clackmannanshire Council Sundry Trust Funds Financial Statements

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

INTRODUCTION

The Financial Statements for the period ended 31 March 2015 have been prepared in accordance with the requirements of The Charities and Trustee Investment (Scotland) Act 2005, and regulations 9(1), (2) and (3) of The Charities Accounts (Scotland) Regulations 2006.

The accounting concepts of "materiality" and "going concern" have been considered in the application of accounting policies. In this regard the materiality concept means that information is included whether the information is of such significance as to justify their inclusion. The going concern concept assumes that the Charities will not significantly curtail the scale of their operations.

The Financial Statements have been prepared under the historic cost convention on a receipts and payments basis.

INCOMING RESOURCES

Recognition of Incoming Resources

Income is included in the Statement of Receipts and Payments when cash is received.

Grants and Donations

Grants and donations are only included in the Statement of Receipts and Payments when the grants or donations are received.

Gifts in Kind

Gifts in kind are not reflected in the Statement of Receipts and Payments but are referred to when necessary in the Trustees' Annual Report.

Investment Income

Investment Income is included in the Statement of Receipts and Payments when received.

Clackmannanshire Council Sundry Trust Funds Financial Statements

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

1. ACCOUNTING POLICIES (CONTINUED)

RESOURCES EXPENDED

Liability Recognition

Liabilities are recognised when cash is paid out.

Charitable Activities

Decisions regarding the way the Sundry Trust Funds' income is spent are taken by the Trustees of each respective Sundry Trust Fund.

Costs of Generating Funds

The internal cost of administering the Sundry Trust Funds is borne entirely by Clackmannanshire Council.

Governance Costs

Governance Costs, where applicable, include the:

- costs of the preparation and examination of statutory Financial Statements;
- cost of any legal advice to Trustees on governance or constitutional matters.

Grants Payable Without Performance Conditions

These are recognised in the Financial Statements when the grant has been paid.

2. ANALYSIS OF PAYMENTS

Details are provided in the Trustees' Annual Report (pages 7 and 8) explaining the grants that have been paid out by the relevant Sundry Trust Funds.

Clackmannanshire Council Sundry Trust Funds Financial Statements

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

3. TRUSTEES' REMUNERATION AND EXPENSES

Neither the Trustees of the Sundry Trust Funds nor any associated person connected with them have received any remuneration for their services. Further, no directly incurred expenses were reimbursed to the Trustees during the period 2014/15.

4. RELATED PARTIES

During the period, the Sundry Trust Fund balances were invested by Clackmannanshire Council, who manage the administration of the Funds on behalf of the Trustees. No costs were incurred by the Sundry Trust Funds for this administration. The Council also acts as the banker for the Sundry Trust Funds and all transactions, incoming and outgoing are made via the Council's Financial Statements.

5. INVESTMENT HOLDINGS

Only one of the Sundry Trust Accounts currently holds external stock. At the beginning of the year the Clackmannan District Council Charitable Trust held £2,406 in treasury stock, providing a return for this period of £130.55 (2013/14: £115). During the year £1553 of the 3.5% Stock was reimbursed over this period, leaving a closing balance of £853 of 3% Stock which is due to be reimbursed during the 2015/16 financial year.