# HIGHLAND COUNCIL CHARITABLE TRUSTS Scottish Charity Number SC025079

#### **ANNUAL REPORT AND FINANCIAL STATEMENTS**

For the Year ended 31 March 2016

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#### TRUSTEES' ANNUAL REPORT

The Trustees present their annual report together with the financial statements for the year ended 31 March 2016.

#### REFERENCE AND ADMINISTRATION INFORMATION

Charity Name: Highland Council Charitable Trusts

Charity Number: SC025079

Principal Office: The Highland Council

Finance Service Glenurquhart Road

Inverness IV3 5NX

#### **Current Trustees:**

**David Alston** Laurie Fraser Hugh Morrison Linda Munro Roderick Balfour Stephen Fuller (from 7/5/15) Brian Murphy Jennifer Barclay John Gordon **Andrew Baxter Bren Gormley** Fraser Parr **David Bremner** Ken Gowans Margaret Paterson Graham Philips Ian Brown Alex Graham Caroline Caddick Jimmy Gray Thomas Prag Isabelle Campbell Michael Green Martin Rattray Janet Campbell Richard Greene Matthew Reiss Helen Carmichael Allan Henderson Ian Renwick Alasdair Christie Donnie Kerr Alasdair Rhind Bill Clark Richard Laird Gregor Rimmell Fiona Robertson Ian Cockburn Bill Lobban Gillian Coghill Liz Macdonald John Rosie Jim Crawford Neil MacDonald Gail Ross Margaret Davidson Deidre Mackay Graham Ross Jean Davis (from 8/10/15) Donald Mackay Roger Saxon Norrie Donald Willie Mackay **Audrey Sinclair** Glynis Sinclair Graham Mackenzie Jaci Douglas Allan Duffy Alister Mackinnon Jean Slater Maxine Smith Dave Fallows Angela MacLean George Farlow Thomas MacLennan Catriona Stephen Bill Fernie Kenneth MacLeod Jamie Stone Mike Finlayson Bet McAllister Ben Thompson

Isobel McCallum

Jim McGillivray

**Drew Millar** 

Carolyn Wilson

Hamish Wood

Other Trustees who Drew Henry (resigned

served during the year: 13/7/15)

John Ford

Craig Fraser

Hamish Fraser

**Honorary Treasurer:** Derek Yule

Director of Finance The Highland Council

**Independent Auditor:** Stephen Boyle

Assistant Director Audit Scotland 4<sup>th</sup> Floor South Suite 8 Nelson Mandela Place

Glasgow G2 1BT

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity combines a number of educational trusts for various areas within Highland and the funds are distributed during the year as agreed with the local councillors in consultation with the relevant schools.

The charity combines the following educational trusts as at 31/3/16:

- Inverness-Shire Educational Trust
- Ross & Cromarty Educational Trust
- Caithness Educational Trust
- Sutherland Educational Trust
- Duncraig College Fund
- Forbes Meteorological Trust
- A M Mackay's Bequest
- Duncraig Endowment

The charity also incorporates the following trust for the poor of the parish of Wick:

• John Kirk's Mortification Trust

The following four Trusts are also schemes under the Education (Scotland) Acts, 1939 to 1956 for the future government and management of certain educational endowments in these former counties -

- Caithness Educational Trust Scheme 1973
- Inverness-Shire Educational Trust Scheme 1960
- Ross & Cromarty Educational Trust Scheme 1961
- County of Sutherland Educational Trust 1960

#### **Governing Documents**

This is a charitable unincorporated trust. The objectives are described in the "Objectives and Activities" section on page 4.

As this Charity was formed as a holding charity for 9 individual funds there is no overall governance document.

In terms of the Trustees' governance of the fund, they have determined that this is in terms of the Corporate Governance of Highland Council, namely the code as comprises:-

- Financial Regulations
- Code of Corporate Governance
- Procedural Standing Orders Scheme of Administration, and
- Scheme of Delegation

When considering any action in connection with the Charity the Trustees have to act in the interest of the Charitable Trust.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

#### **Trust Documents**

Due to the age of some of the individual Trusts, the Trustees do not hold all Trust Deeds. In the absence of governance documentation the Trustees rely on custom and practice to inform any decisions in respect of the Trusts' expenditure and use of assets.

#### **Appointment of Trustees**

The trustees of the charity are the elected councillors of The Highland Council. Trustees are appointed through their election to The Highland Council.

#### **Organisational Structure**

The Trustees (as the elected members of the council) shall meet as often as expedient for the convenient despatch of the business of the Trust. A Trustee may at any time summon a meeting of the Trustees by notice served upon all Trustees, to take place at a reasonably convenient time and date. The Trustees delegate the day to day administration of the charity to the officers of the Council. The Council has established a range of committees with delegated powers to allow it to discharge its business effectively. This includes the management of charities. The Council has an approved constitution that governs the conduct of business by the Council and covers standing orders for meetings, a scheme of administration and delegation, financial and security regulations, contract standing orders and an ethical framework.

#### **Related Parties**

Trustees hold this position because they are elected members of The Highland Council. The Highland Council provides administration services to the Trust.

#### **Risk Management**

The Director of Finance of The Highland Council, through the Head of Audit and Risk Management, has taken the steps required by trustees to consider the major risks to which the charity is exposed, in particular those related to its operation and finance, and to be satisfied that the systems are in place to mitigate the exposure to the major risks.

#### **Management of Funds and Investment Policy**

The Trustees rely upon the expertise of The Highland Council to manage the investments to ensure the maximum return at least risk to the charity. In this way, the income stream for the future benefit of the charity is protected.

The funds of the charity are made up of stock market investments in various companies, with the balance of the funds deposited in The Highland Council Loans Fund.

For the balance of the funds the charity receives interest at the average market rate for the Council's borrowing.

#### **OBJECTIVES AND ACTIVITIES**

#### **Charitable Purpose:**

The charitable purpose of this charity is to hold funds for each Trust, Endowment or Bequest comprising the Charity.

The purposes of the trusts are:

- a) To advance the education of children the trustees may:
  - award prizes, bursaries and maintenance allowances;
  - assist with the cost of school trips, pupil exchanges and work experience;
  - assist with the cost of musical, sporting or other equipment within the designated area.
- b) For the poor of the parish of Wick.

In respect of those funds which have land and property, the Trustees recognise their obligations to ensure that these assets are maintained.

#### **ACHIEVEMENTS AND PERFORMANCE**

In the year to 31 March 2016 the trustees continued to consider all applications for grant funding received in the year, and awarded a total of 72 grant payments which amounted to £17,799 (2014/15 £24,020). Annual "Christmas Bonus" payments totalling £400 (2014/15 £400) were made to 20 elderly people from the town of Wick with the remaining 52 grants being made in the form of grants or donations for educational purposes. These grants are analysed in note 6. All payments made were in line with the aims of the Trust.

#### **Achievements and Future Plans**

During the year, the Trust continued to apply the income generated from its investments to meet its charitable objectives. The Trust will review and consider its investment activities and future grant levels in light of reducing revenue from investment income.

#### **FINANCIAL REVIEW**

#### Overview

Income during 2015/16 comprised income on interest and investments of £60,784 (2014/15 £30,739), rental income of £22,500 (2014/15 £13,950), and proceeds from sale of investments of £3,608 (2014/15 £69,795).

The expenditure of the Trusts included grants of £17,799 (2014/15 £24,020), an annual administration charge to the Highland Council of £6,052 (2014/15 £7,902), and compensation payments to a former employee of Duncraig College of £1,841 (2014/15 £1,820).

The Trusts held investments with market value £2,154,388 (2014/15 £2,296,970), and deposits with Highland Council of £1,073,261 (2014/15 £1,012,061).

#### **Reserves Policy**

The unrestricted free reserves at the end of the financial period were £120,453 (2014/15 £106,299). This includes cash and bank balances only repayable on demand. The Trust deeds state that the "capital" is held as permanent endowments, with only the annual income available for disbursement in the year via the unrestricted reserve. The unrestricted reserves are available for the objectives of the trusts. Where annual income exceeds disbursements in a year, revenue surpluses can be added to unrestricted reserves up to the following limits:

Inverness-Shire Educational Trust Scheme	£500
Ross & Cromarty Educational Trust Scheme	£1000
County of Sutherland Educational Trust	£400

Any further surpluses are capitalised and transferred to permanent endowment funds.

#### Plans for the Future

The Trust will continue to utilise the income received each year in line with the charitable purpose of each fund.

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees 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).

The law applicable to charities in Scotland requires the trustees to prepare financial statements for each financial year which are properly presented in accordance with charities legislation. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

#### Statement of disclosure of information to the auditor

In so far as the trustees are aware:

- there is no relevant information of which the auditor is unaware, and
- the trustees have taken all the steps they ought to have taken to make themselves aware of all relevant audit information, and to establish that the auditor is aware of the information.

#### **Declaration**

Approved by the trustees and signed on their behalf.

Trustee 29 September 2016

#### INDEPENDENT AUDITOR'S REPORT

### Independent auditor's report to the trustees of Highland Council Charitable Trusts and the Accounts Commission for Scotland

I certify that I have audited the financial statements of Highland Council Charitable Trusts for the year ended 31 March 2016 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the Statement of Receipts and Payments, the Statement of Balances and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and a receipts and payments basis. This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

#### Respective responsibilities of the trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements which properly present the receipts and payments of the charity. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the Annual Report and Financial Statements to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

#### **Opinion on financial statements**

In my opinion the financial statements:

- properly present the receipts and payments of the charity for the year ended 31 March 2016 and its statement of balances at that date; and
- 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.

#### Opinion on other prescribed matter

In my opinion the information given in the Annual Report and Financial Statements for the financial year for which the financial statements are prepared is consistent with the financial statements.

#### Matters on which I am required to report by exception

I am required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in my opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit.

I have nothing to report in respect of these matters.

Stephen Boyle CPFA
Assistant Director (Audit Services)
Audit Scotland
4th Floor, South Suite
The Athenaeum Building
8 Nelson Mandela Place
Glasgow
G2 1 BT

30 September 2016

Stephen Boyle is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

#### STATEMENT OF RECEIPTS AND PAYMENTS

		Unrestricted Funds	Permanent Endowment	Total Funds 2015/16	Total Funds 2014/15
	Note	£	£	£	
RECEIPTS					
Donations – amounts transferred on reorganisation		-	-	-	17,047
Investment Income	5	60,784	-	60,784	30,739
Rent received	_	22,500	-	22,500	13,950
		83,284	-	83,284	61,736
RECEIPTS FROM ASSET AND INVESTMENT SALES					
Redemption of investments	10	-	3,608	3,608	69,795
Total Receipts		83,284	3,608	86,892	131,531
PAYMENTS					
Grants and donations	6	17,799	_	17,799	24,020
Governance costs	8	6,052	_	6,052	7,902
Other expenditure	9	1,841	-	1,841	1,820
Total Payments	_	25,692	-	25,692	33,742
Surplus for the period		57,592	3,608	61,200	97,789
Transfers between funds	-	(43,438)	43,438	-	<u>-</u>
Net movement in funds	_	14,154	47,046	61,200	97,789

The notes on pages 11-14 form an integral part of these accounts.

#### STATEMENT OF BALANCES

		Unrestricted Funds	Permanent Endowment	Total Funds 31/3/16	Total Funds 31/3/15
Cash and bank balances	Note	£	£	£	£
Opening Balances Surplus for period Transfers Closing Balances		106,299 57,592 (43,438) 120,453	905,762 3,608 43,438 952,808	1,012,061 61,200 - 1,073,261	914,272 97,789 - 1,012,061
Investments					
Cost				858,668	861,752
Market Value	10			2,154,388	2,296,970
Investment Properties					
Market Value	11			150,000	100,000
The notes on pages 11-14 form an integral   The financial statements were approved as			or 2016 and cons	and by the trustee	on and aigned ar

The financial statements were approved and authorised for issue on 29 September 2016 and approved by the trustees and signed on their behalf.

Trustee \_\_\_\_\_ Derek Yule B.Com, FCPFA, IRRV(Hons)\_\_\_\_\_\_ 29 September 2016

#### NOTES TO THE ACCOUNTS

#### 1. Basis of Accounting

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

#### 2. Fund Accounting

- (a) Unrestricted funds are unspent funds from previous years, and may be used at the discretion of the Trustees in furtherance of the objectives of the charity.
- (b) The permanent endowment funds comprise donated investments, which are held in perpetuity to provide investment income to fund the charitable activities of the Trust.

#### 3. Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the expense to which it relates.

#### 4. Trustee Remuneration, Expense and Related Party Transactions

- (a) No remuneration or expenses were paid to charity trustees or person connected to the trustee during the period.
- (b) There were no other transactions between the charity and any trustee or any connected person during the period.
- (c) All incoming and outgoing transactions are made via the council's bank accounts.

#### 5. Investment Income Received

Investment income received consisted of - dividend income of £22,974 (2014/15 £22,632); Interest on Revenue balances £9,192 (2014/15 £8,108); additional investment income £11,922 (2014/15 nil) from the Church of Scotland, Inverness (this income is not received annually, but on an intermittent basis); and £16,876 was also received as a one off payment relating to a transfer of shares following the amalgamation of investments.

#### 6. Grants

	2015/16 £	2014/15 £
Total Grants Paid	<u>17,799</u>	<u>24,020</u>

#### **6.1 Total Value of Grants**

	<b>Grants paid to Institutions</b>		Grants paid to	o Individuals
	2015/16	2014/15	2015/16	2014/15
			£	£
Christmas Payments	-	-	400	400
<b>Educational Grants</b>	385	5,788	7,989	14,035
<b>Educational Music Grant</b>	150	600	-	800
<b>Educational Travel Grant</b>	4,550	1,995	-	100
Educational Volunteering	-	150		
Educational Allowances	-	-	2,919	
School Prizes	56	152	-	
Support of Clubs	1,350		-	
Total	6,491	8,685	11,308	15,335

#### 6.2 Grants made to institutions

Names of Institutions	<b>Grant Purpose</b>	Total Amount o	f Grant Paid
		2015/16 £	2014/15 £
Comhairle nan Eilean Siar (3)	Educational Grants	4,850	5,788
Wick High School	Educational Grants	90	
Golspie High School	Educational Music	-	400
Milton Primary School	Educational Music	-	200
Culloden Academy	Educational Travel	1,200	1,200
Ferintosh Primary School	Educational Travel	-	125
Fortrose Academy School Fund	Educational Travel	160	
Invergordon Academy	Educational Travel	-	200
Mallaig High School	Educational Travel	-	280
Plockton High School	Educational Travel	-	190
Project Trust	Educational Volunteering	g -	150
Golspie High School	Grant	125	
Golspie High School	School Prizes	-	125
Keiss Primary (2)	School Prizes	56	17
Rogart Primary	School Prizes	10	10
		6,491	8,685

#### 6.3 Number of Grants Made

Of the 72 grants paid during the year these are further analysed as follows:

- 20 were made to individuals as "Christmas Payments"
- 42 were paid to individuals as educational grants
- 10 were paid to the institutions listed above.

#### 7. Cash and Bank Balances

During the year the trusts' balances were held by The Highland Council, which manages the administration of the funds on behalf of the Trustees. The Council also acts as the banker for the charity and, as detailed above, all transactions incoming and outgoing are made via the Council's accounts. The balances are repayable on demand. Interest is payable on the balances.

#### 8. Governance Costs

Governance costs include the fee for the external audit of the charity of £1,000, (2014/15 £1,000) and administration fees paid to Highland Council to cover provision of accounting and legal services.

#### 9. Other Resources Expended

Spend of £1,841 (2014/15 £1,820) relates to compensation payments made to a former employee of Duncraig College.

#### 10. Investments

The Trusts held the following investments:

			Investments		
At 31/3/16	Investment Properties		Cost	Market Value	
	£		£	£	
Inverness Educational Trust	-		28,323	487,917	
Ross & Cromarty Educational Trust	-		36,996	873,122	
Caithness Educational Trust	150,000	_	-		
	150,000		65,319	1,361,039	
Duncraig Endowment		_	793,349	793,349	
	150,000	_	858,668	2,154,388	

		Inves	stments
At 31/3/15	Investment Properties	Cost	Market Value
	£	£	£
Inverness Educational Trust	-	28,323	557,076
Ross & Cromarty Educational Trust	-	36,997	942,928
Caithness Educational Trust	100,000	3,083	3,617
		68,403	1,503,621
Duncraig Endowment		793,349	793,349
	100,000	861,752	2,296,970

During the period under review the undernoted Treasury Stocks were redeemed by HM Government. The capital from these has been reinvested with the Highland Council Loans Fund.

Stock	Capital Redeemed	Date repaid
2.5% Consolidated Stock	£3,083	5/7/15

Investment gains of £525 were generated in the year.

#### 11. Investment Property

Caithness Educational Trust owns an investment property called Rhind House for which an annual rental of £22,500 (2014/15 £13,950) was received from Highland Council. Greg Youngson (MRICS), Acting Property Manager, Development and Infrastructure Service, Highland Council carried out an asset valuation of Rhind House as at 31 March 2016 in accordance with the Appraisal and Valuation manual of the Royal Institute of Chartered Surveyors. The property has been independently valued at this date at £150,000 (2014/15 £100,000).

#### 12. Analysis of Charitable Trusts

Endowment Funds	Permanent Endowment Fund Balance	
	31 March 2016 £	31 March 2015 £
Inverness-Shire Educational Trust	281,527	263,478
Duncraig Endowment	793,349	793,349
Forbes Meteorological Trust	200	200
Ross and Cromarty Educational Trust	530,776	505,908
Sutherland Educational Trust	102,160	101,640
Caithness Educational Trust	243,020	192,495
A M MacKay's Bequest	100	100
John Kirk's Mortification	10,344	10,344
Total Funds	1,961,476	1,867,514

#### **Unrestricted Funds**

#### **Unrestricted Fund Balance**

	31 March 2016 £	31 March 2015 £
	_	~
Inverness-shire Educational Trust	500	500
Duncraig Endowment	5151	8,333
Duncraig College	502	500
Forbes Meteorological Trust	117	116
Ross and Cromarty Educational Trust	1,000	1,000
Sutherland Educational Trust	400	400
Caithness Educational Trust	112,553	94,808
A M Mackay's Bequest	47	47
John Kirk's Mortification	183	595
Total Funds	120,453	106,299