

HIGHLAND CHARITIES TRUST
Scottish Charity Number SC044714

**ANNUAL REPORT AND
FINANCIAL STATEMENTS**

For the year ended 31 March 2023

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HIGHLAND CHARITIES TRUST

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TRUSTEES' ANNUAL REPORT

The Trustees present their annual report together with the financial statements for the year ended 31 March 2023.

REFERENCE AND ADMINISTRATION INFORMATION

Charity Name: Highland Charities Trust

Charity Number: SC044714

Principal Office: The Highland Council
Finance Service
Glenurquhart Road
Inverness
IV3 5NX

Current Trustees (appointed following local government election on 5 May 2022):

Colin Aitken	David Gregg	Duncan Macpherson
Sarah Atkin	Ron Gunn	Elizabeth McAllister
Michael Baird	Jackie Hendry	Jan McEwan
Andrew Baldrey	Marianne Hutchison	James McGillivray
Chris Ballance	Andrew Jarvie	Drew Millar
Chris Birt	Barbara Jarvie	Hugh Morrison
Bill Boyd	Lyndsey Johnston	Calum Munro
Raymond Bremner	Russell Jones	Pauline Munro
Ian Brown	Sean Kennedy	Leslie-Anne Niven
John Bruce	Emma Knox	Molly Nolan
Michael Cameron	Liz Kraft	Paul Oldham
Isabelle Campbell	Bill Lobban	Margaret Paterson
Alasdair Christie	Patrick Logue	Morven Reid
Muriel Cockburn	Derek Louden	Matthew Reiss
Tamala Collier	Morven-May MacCallum	Alasdair Rhind
Helen Crawford	Angus MacDonald	Patricia Robertson
Sarah Fanet	William MacKay	Karl Rosie
John Finlayson	Graham MacKenzie	Maureen Ross
David Fraser	Isabelle MacKenzie	(appointed 29 Sep 2023)
Laurie Fraser	Struan Mackie	Liz Saggars
Richard Gale	Andrew MacKintosh	Andrew Sinclair
Ken Gowans	Ryan MacKintosh	Glynis Campbell-Sinclair
John Grafton	Angela MacLean	Maxine Smith
Alexander Graham	Kate MacLean	Ruraidh Stewart
Michael Green	Thomas MacLennan	Kate Willis

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Trustees from 1 April to 4 May 2022:

Gordon Adam	David Fraser	Derek MacLeod
Colin Aitken	Laurie Fraser	Duncan MacPherson
Blair Allan	Richard Gale	Ron MacWilliam
Roderick Balfour	John Gordon	Elizabeth McAllister
Jennifer Barclay	Ken Gowans	James McGillivray
Andrew Baxter	Alexander Graham	Niall McLean
Bill Boyd	James Gray	Hugh Morrison
Raymond Bremner	Pippa Hadley	Calum Munro
Ian Brown	Tom Heggie	Linda Munro
John Bruce	Allan Henderson	Pauline Munro
Carolyn Caddick	Andrew Jarvie	Margaret Paterson
Isabelle Campbell	Emma Knox	Matthew Reiss
Janet Campbell	Bill Lobban	Alasdair Rhind
Glynis Campbell-Sinclair	Derek Louden	Denis Rixson
Helen Carmichael	Liz MacDonald	Fiona Robertson
Alasdair Christie	Alexander MacInnes	Patricia Robertson
Ian Cockburn	Deirdre MacKay	Emma Roddick
Muriel Cockburn	Donald MacKay	Karl Rosie
Kirsteen Currie	William MacKay	Peter Saggars
Margaret Davidson	Graham Mackenzie	Andrew Sinclair
Sarah Fanet	Isabelle MacKenzie	Callum Smith
John Finlayson	Struan Mackie	Maxine Smith
Michael Finlayson	Alister Mackinnon	Jill Tilt
Craig Fraser	Angela MacLean	Carolyn Wilson
	Calum MacLeod	

Other Trustees who served during the year:

Sarah Rawlings Resigned 31/07/23

Honorary Treasurer:

Brian Porter
Interim Head of Corporate Finance
The Highland Council

Independent Auditor:

Audit Scotland
4th Floor
102 West Port
Edinburgh
EH3 9DN

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

A Trust Deed was established in 2014 to hold the assets of existing public funds and all further donations, legacies and other monies and property heritable and moveable, real and personal wherever situated and of whatever kind which may hereinafter accrue, be paid, transferred or issued to or acquired by either the Council or the Trust for the Trust purposes.

Appointment of Trustees

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

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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.

OBJECTIVES AND ACTIVITIES

Charitable Purpose:

The purposes of the Trust are as follows:

- (a) For the prevention or relief of poverty;
- (b) To provide relief, financial assistance or Welfare for those inhabitants of the Highland Council area who are in need by reason of age, ill-health, disease, invalidity, disability, infirmity, financial hardship or other disadvantage;
- (c) Advancement of education;
- (d) Advancement of health;
- (e) Advancement of citizenship or community development;
- (f) Advancement of art, heritage, culture or science;
- (g) The provision of recreational facilities or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended;
- (h) To assist other charitable organisations with purposes similar to the Trust so as to further their charitable purposes within the Highland Council Area by the provision of financial and/or material assistance.

ACHIEVEMENTS AND PERFORMANCE

The Highland Charities Trust was established on 6 March 2014 to amalgamate a number of small charitable trusts held by The Highland Council. The funds from these charitable trusts were combined to enable them to be redirected to better serve the needs of the people of the Highland Council area.

No grant applications were received in the year to 31 March 2023 or 31 March 2022.

Achievements and Future Plans

The Trust will review and consider its investment activities and future grant levels in light of fluctuating revenue from investment income.

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FINANCIAL REVIEW

Overview

Income during 2022/23 comprised income from stock market investments of £91 (2021/22 £53) and interest from deposits held with Highland Council of £2,228 (2021/22 £299). The expenditure of the Trusts included an annual administration charge to the Highland Council of £5,625 (2021/22 £3,475) and audit fees of £1,000 (2021/22 £1,000).

The Trust held investments with a market value of £2,036 (2021/22 £2,033) and unrestricted deposits with Highland Council of £100,820 (2021/22 £105,126).

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 a small number of stock market investments with the majority of the funds deposited with The Highland Council Loans Fund.

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

Risk Management

The Treasurer, through the Corporate Audit and Performance Manager of Highland Council, 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.

Reserves Policy

The unrestricted free reserves at the end of the financial period were £100,820 (2021/22 £105,126). This includes cash and bank only repayable on demand. The Trust has no explicit reserves policy, but reserves are held in order to fund future charitable activities as determined by the Trustees in accordance with the objectives of the Charity. The trust deed states that payments can be made from income or capital of the trust fund and that income need not be fully paid out in any year but can be carried forward provided that it will be used for trust purposes and not accumulated with capital funds.

The permanent endowment funds at the end of the financial period were £34,938 (2021/22 £34,938).

Plans for the Future

The Trust will review the income received each year and utilise income in line with the charitable purposes.

Raymond Bremner
Trustee
1 December 2023

HIGHLAND CHARITIES TRUST

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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.

Raymond Bremner
Trustee
1 December 2023

HIGHLAND CHARITIES TRUST

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INDEPENDENT AUDITOR'S REPORT

Independent auditor's report to the trustees of Highland Charities Trust and the Accounts Commission

Reporting on the audit of the financial statements

Opinion on financial statements

I certify that I have audited the financial statements in the statement of accounts of Highland Charities Trust for the year ended 31 March 2023 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 Notes to the Accounts, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and a receipts and payments basis.

In my opinion the accompanying financial statements:

- properly present the receipts and payments of the Highland Charities Trust for the year ended 31 March 2023 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.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the [Code of Audit Practice 2021](#) approved by the Accounts Commission for Scotland. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the Highland Charities Trust in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the trustees for the financial statements

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of financial statements that properly present the receipts and payments of the charity in accordance with the financial reporting framework, and for such internal control as the trustees determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the financial statements

My 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 my 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.

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Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- using my understanding of the local government sector and charity sector to identify that the Local Government (Scotland) Act 1973, Charities and Trustee Investment (Scotland) Act 2005 and The Charities Accounts (Scotland) Regulations 2006 are significant in the context of the Highland Charities Trust;
- inquiring of the Trustees as to other laws or regulations that may be expected to have a fundamental effect on the operations of the Highland Charities Trust;
- inquiring of the Trustees concerning the Highland Charities Trust's policies and procedures regarding compliance with the applicable legal and regulatory framework;
- discussions among my audit team on the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the Highland Charities Trust's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Reporting on other requirements

Other information

The trustees are responsible for the other information in the statement of accounts. The other information comprises the Trustees' Annual Report.

My responsibility is to read all the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon except on the Trustees' Annual Report to the extent explicitly stated in the following opinion prescribed by the Accounts Commission.

HIGHLAND CHARITIES TRUST
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Opinions prescribed by the Accounts Commission on the Trustees' Annual Report

In my opinion, based on the work undertaken in the course of the audit, the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with The Charity Accounts (Scotland) Regulations 2006.

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.

Use of my report

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 108 of the Code of Audit Practice, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Esther Scoburgh CPFA
Audit Scotland
102 West Port
Edinburgh
EH3 9DN

1 December 2023

Esther Scoburgh CPFA is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973

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STATEMENT OF RECEIPTS AND PAYMENTS

	Note	Unrestricted Funds £	Permanent Endowment £	Total Funds 2022/23 £	Total Funds 2021/22 £
RECEIPTS					
Investment Income		2,319	-	2,319	352
Total Receipts		2,319	-	2,319	352
PAYMENTS					
Direct Charitable Expenditure					
Governance Costs	6	6,625	-	6,625	4,475
Total Payments		6,625	-	6,625	4,475
Deficit for the period		(4,306)	-	(4,306)	(4,123)

The notes on pages 11 to 13 form an integral part of these accounts.

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STATEMENT OF BALANCES

		Unrestricted Funds	Permanent Endowment	Total Funds 31/03/2023	Total Funds 31/03/2022
		£	£	£	£
	Note				
Cash and bank balances	5,8				
Opening Balances		105,126	33,714	138,840	142,963
Surplus/(Deficit) for Period		(4,306)	-	(4,306)	(4,123)
Closing Balances		<u>100,820</u>	<u>33,714</u>	<u>134,534</u>	<u>138,840</u>
Investments at Cost	7			<u>1,224</u>	<u>1,224</u>
Total Funds				<u>135,758</u>	<u>140,064</u>
Investments at Market Value	7			<u>2,036</u>	<u>2,033</u>

The notes on pages 11 to 13 form an integral part of these accounts.

The financial statements were approved and authorised for issue on 30 November 2023 and approved by the trustees and signed on their behalf.

Raymond Bremner
Trustee

1 December 2023

Brian Porter
Treasurer

30 November 2023

HIGHLAND CHARITIES TRUST

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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. Cash and Bank Balances

During the year the trust's 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.

6. Governance Costs

Governance costs include the fee for the external audit of the charity of £1,000 (2021/22 £1,000), and administration fees paid to Highland Council to cover the provision of accounting and legal services.

7. Investments

Investments comprise Lloyds Bank plc 10p (formerly 25p) ordinary shares, held by Grantown Poor Fund, which have a historical cost of £1,224 and a market value of £2,036.

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8. Analysis of Funds

Unrestricted Funds	31-Mar 2023	31-Mar 2022
	£	£
HCT Badenoch & Strathspey Poor Fund	2,885	2,984
HCT Black Isle Poor Fund	616	610
HCT Caol & Mallaig Poor Fund	2,876	2,993
HCT Cawdor Poor Fund	2,183	2,289
HCT Cromarty Firth Poor Fund	(8)	(9)
HCT Daviot & Moy Poor Fund	1,278	1,331
HCT Dingwall and Conon Poor Fund	118	119
HCT Dores Poor Fund	2,003	2,101
HCT Durness Poor Fund	61	64
HCT East Sutherland & Edderton Poor Fund	1,719	1,803
HCT Fort William Poor Fund	457	478
HCT Gairloch High School Fund	24,008	25,181
HCT Glenelg Heritage Fund	885	929
HCT Grantown Heritage Fund	607	635
HCT Grantown Poor Fund	20,320	21,180
HCT Highland Education Fund (all)	8,114	8,510
HCT Highland Health Fund (all)	13,555	14,217
HCT Inverness Poor Fund	85	65
HCT Landward Caithness Poor Fund	79	48
HCT Lochaber Education Fund	25	26
HCT Nairn and Auldearn Poor Fund	8,548	8,797
HCT Nairn Children's Fund	544	554
HCT Skye Poor Fund	727	755
HCT Tain & Easter Ross Poor Fund	83	62
HCT Wester Ross Poor Fund	5,236	5,492
HCT Wick Education & Heritage	69	68
HCT Wick Poor Fund	3,747	3,844
	<u>100,820</u>	<u>105,126</u>

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Permanent Endowment	31-Mar 2023	31-Mar 2022
	£	£
HCT Badenoch and Strathspey Poor Fund	2,614	2,614
HCT Black Isle Poor Fund	2,288	2,288
HCT Caol and Mallaig Poor Fund	1,496	1,496
HCT Cromarty Firth Poor Fund	100	100
HCT Daviot and Moy Poor Fund	591	591
HCT Dingwall and Conon Poor Fund	274	274
HCT Fort William Poor Fund	100	100
HCT Grantown Heritage Fund	150	150
HCT Grantown Poor Fund	3,997	3,997
HCT Inverness Poor Fund	1,553	1,553
HCT Landward Caithness Poor Fund	2,224	2,224
HCT Nairn and Auldearn Poor Fund	10,641	10,641
HCT Nairn Children's Fund	1,000	1,000
HCT Skye Poor Fund	510	510
HCT Tain and Easter Ross Poor Fund	1,610	1,610
HCT Wick Education & Heritage Fund	283	283
HCT Wick Poor Fund	5,507	5,507
	34,938	34,938