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**OSCR (OFFICE OF THE SCOTTISH CHARITY REGULATOR)  
REQUIREMENTS FOR ARGYLL & BUTE COUNCIL TRUST FUNDS**

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**1. SUMMARY**

- 1.1 Argyll and Bute Council currently administers 20 charitable trusts. It is a legal requirement that these charities file an Annual Return, Trustees Annual Report, Financial Statements and an Independent Examiner's Report for each with the Charity Regulator by the statutory deadline of 31<sup>st</sup> December (nine months after the year-end).

**2. RECOMMENDATION**

- 2.1 The audited annual accounts for each of the charities for the year ended 31 March 2014 and their filing with OSCR are noted.

**3. DETAIL**

- 3.1 Argyll and Bute Council currently administers 11 OSCR registered Trust Funds.
- 3.2 The trustees of the charities are the elected councillors of Argyll and Bute Council. Trustees are appointed through their election to Argyll and Bute Council. The Council has established a range of committees with delegated powers to allow it to discharge its business effectively. 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. These governance arrangements also apply to Council charities. The trustees delegate the day to day administration of the charities to officers of the Council.
- 3.3 It is a legal requirement that these charities file an Annual OSCR Return, Trustees Annual Report, Financial Statements and an Independent Examiner's Report with OSCR for each by 31<sup>st</sup> December. These returns require to be signed and dated as approved by a charity trustee on behalf of all the trustees. They have been signed by a relevant Area Trustee and Bruce West, Head of Strategic Finance as Honorary Treasurer.
- 3.4 An independent examination of the accounts of the charities is required to be carried out by the appointed auditor of the local authority following guidance from Audit Scotland regarding the requirements of the Local Government (Scotland) Act 1973. For the charitable trusts of Argyll & Bute Council, the independent auditors will be Audit Scotland.

The audit of the 2013-14 accounts has been completed by the Council's auditors, Audit Scotland, and the signed auditor's report is included in each set of accounts. In all cases, the certificate confirms that the financial statements present fairly the finances of the charity for the period. At the conclusion of their work Audit Scotland issued what is known as an ISA260 letter. This set out any audit qualifications (of which there were none), adjustments made during the audit (no significant adjustments), any unadjusted errors (none) and identified a small number of issues (seven) to be followed up. The ISA260 letter was submitted to the Council on 25 September and Audit Committee on 26 September.

- 3.5 The following charity accounts are attached:  
SC013600 Kidston Park Endowment Fund  
SC018697 Miss Annie Dickson Bequest  
SC018698 John Logie Baird Prize Fund

#### **4. CONCLUSION**

- 4.1 This report provides members of the area committee with a copy of the annual accounts of the charities relating to their area. The accounts have been audited and OSCR returns prepared based on the audited accounts.

#### **5. IMPLICATIONS**

Policy: None

Financial: Argyll & Bute Council administers Trust Funds which generate and distribute funds.

Legal: Returns required to meet OSCR requirements.

Personnel: None

Equal Opportunities: None

Risk: Reputational risk if OSCR requirements not met.

Customer Service: None

#### **6. APPENDICES**

Appendix 1 – Summary of Trust Funds registered with OSCR

Bruce West  
Head of Strategic Finance  
31<sup>st</sup> October 2014

For further information please contact: Moira Miller, Principal Accountant - Corporate Support.

Appendix 1

Summary of Trust Funds Registered with OSCR

<b>Registered Charity Number</b>	<b>CHARITY</b>	<b>Area</b>	<b>Area</b>
SCO13578	BAILLIE GILLIES BEQUEST	Rothesay	B&C
SCO13600	KIDSTON PARK ENDOWMENT FUND	Helensburgh	H&L
SCO18697	MISS ANNIE DICKSON BEQUEST	Helensburgh	H&L
SCO18698	JOHN LOGIE BAIRD PRIZE FUND	Helensburgh	H&L
SCO19593	MISSES MACGILLIVRAY TRUST	Kilninver & Kilmelford	OLI
SCO19599	MCCAIG TRUST	Oban	OLI
SCO19601	NORMAN STEWART INSTITUTE TRUST	Rothesay	B&C
SCO19607	MARQUESS OF BUTE SILVER WEDDING DOWRY	Rothesay	B&C
SCO19608	MRS ANNIE MCMILLAN BEQUEST	Rothesay	B&C
SCO20382	ARGYLL EDUCATIONAL TRUST SCHEME 1960	Argyll Wide	All
SCO20366	TEN TRUSTS	Argyll Wide	All