

***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 21 OSCR registered Trust Funds. It is a requirement that these funds submit an Annual OSCR Return, Trustees Annual Report, Annual Accounts and an Independent Examiner's Certificate for each by 31<sup>st</sup> December.

**2. RECOMMENDATION**

- 2.1 That the content of this report is considered.

**3. DETAIL**

- 3.1 Argyll and Bute Council currently administers 21 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. 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. The trustees delegate the day to day administration of the charities to officers of the Council.
- 3.3 It is a requirement that these funds submit an Annual OSCR Return, Trustees Annual Report, Annual Accounts and an Independent Examiner's Certificate 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. Last year they were signed by the relevant Area Committee Chairperson and Bruce West, Head of Strategic Finance.
- 3.4 We have received feedback from OSCR on our 2010/11 returns which ranks Argyll & Bute as only one of two authorities who have achieved an above average category for the quality of our submissions. In reviewing how we maintain this ranking and

further improve on our quality rating it is recommended that the returns be signed by the relevant Area Lead Councillor on behalf of all Trustees.

- 3.4 As the return pack for each trust fund amounts to 15 pages a summarised position for each trust is shown in Appendix 1 attached.

#### 4. CONCLUSION

- 4.1 After reviewing OSCR requirements it is proposed that each trust Fund return be signed by the relevant Area Committee Chairperson as detailed below.

<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
SCO18700	MISS L A COLVIL BEQUEST	Helensburgh	H&L
SCO19593	MISSES MACGILLIVRAY TRUST	Kilninver & Kilmelford	OLI
SCO19595	JOHN MURRAY TRUST FUND	Dunoon	B&C
SCO19597	INVERARAY ENTERTAINMENTS TRUST BEQUEST FUND	Inveraray	MAKI
SCO19598	PROVOSTS RELIEF FUND	Inveraray	MAKI
SCO19599	MCCAIG TRUST	Oban	OLI
SCO19600	ROBERT MACFIE BEQUEST	Oban	OLI
SCO19601	NORMAN STEWART INSTITUTE TRUST	Rothesay	B&C
SCO19602	ARCHIBALD BROWN BEQUEST	Rothesay	B&C
SCO19603	JANET GIBSON BEQUEST	Rothesay	B&C
SCO19604	ANN JACKSON BEQUEST	Rothesay	B&C
SCO19605	JANE PATERSON BEQUEST	Rothesay	B&C
SCO19606	JAMES DUNCAN CHARITY	Rothesay	B&C
SCO19607	MARQUESS OF BUTE SILVER WEDDING DOWRY	Rothesay	B&C
SCO19608	MRS ANNIE MCMILLAN BEQUEST	Rothesay	B&C
SCO19609	MRS MARGARET LOCHHEAD BEQUEST	Rothesay	B&C
SCO20382	ARGYLL EDUCATIONAL TRUST SCHEME 1960	Argyll Wide	All

## **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  
12th November 2012

For further information please contact: Margaret Moncur, Principal Accountant  
- Customer Services.