

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

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 31st 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. 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 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 31st 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 and a fee will be charged for this service.

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.

- 3.5 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 where available otherwise by a relevant Trustee as detailed below.

Registered Charity Number	CHARITY	Area	Area
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

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
31ST October 2014

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