

DR A K GLEN & WEST DUNBARTONSHIRE TRUST FUNDS
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

DR A K GLEN & WEST DUNBARTONSHIRE TRUST FUNDS

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**Dr AK Glen and West Dunbartonshire Trust Funds
Financial Statements for the year ended 31 March 2019**

Trustees' Annual Report

Introduction

The Trustees present the annual report together with the Financial Statements for the year ended 31 March 2019.

Administration Information

West Dunbartonshire Council is sole Trustee for all Trust Funds with the exception of Dunbartonshire Educational Trust Scheme 1962 and McAuley Prize for Mathematics. The table below identifies the Trustees for 2018/19.

| Trust Funds | Charity Number | Trustees | Local Authority | Contact Address |
|---------------------------|----------------|---|-----------------------------|---|
| Alexander Cameron Bequest | SC025070 | Provost William Hendrie Councillor John Mooney Councillor Jim Brown Councillor Marie McNair Councillor Diane Docherty Councillor Jim Finn Councillor Daniel Lennie Councillor Douglas McAllister Councillor Lawrence O'Neill Bailie Denis Agnew (resigned 2018/19) Councillor Gail Casey (resigned 2018/19) | West Dunbartonshire Council | West Dunbartonshire Council, Council Offices, Church Street, Dumbarton, G82 1QL |
| Dr AK Glen | SC018701 | Councillor Karen Conaghan Councillor David McBride Councillor Ian McLaren Councillor Brian Walker | West Dunbartonshire Council | West Dunbartonshire Council, Council Offices, Church Street, Dumbarton, G82 1QL |
| UIE Award | SC025070 | Councillor Jim Brown Councillor Ian Dickson Councillor Diane Docherty Councillor Jim Finn Councillor Daniel Lennie Councillor Caroline McAllister Councillor David McBride Councillor Jonathon McColl Councillor Iain McLaren Councillor John Mooney Councillor Martin Rooney | West Dunbartonshire Council | West Dunbartonshire Council, Council Offices, Church Street, Dumbarton, G82 1QL |

**Dr AK Glen and West Dunbartonshire Trust Funds
Financial Statements for the year ended 31 March 2019**

Trustees' Annual Report (continued)

| Trust Funds | Charity Number | Trustees | Local Authority | Contact Address |
|--------------------------------|----------------|--|---|---|
| Vale of Leven Trust | SC025070 | Councillor Jonathon McColl Councillor Martin Rooney Councillor Sally Page Councillor James Bollan Councillor Ian Dickson Councillor Caroline McAllister Councillor John Millar | West Dunbartonshire Council | West Dunbartonshire Council, Council Offices, Church Street, Dumbarton, G82 1QL |
| Dunbartonshire Education Trust | SC025070 | Councillor Karen Conaghan | West Dunbartonshire Council | West Dunbartonshire Council, Council Offices, Church Street, Dumbarton, G82 1QL |
| McAuley Prize for Mathematics | SC025070 | Councillor John Mooney Councillor Graham Archibald Hardie Councillor John Jamieson Councillor Gillian Fannan Councillor Thomas Johnston | West Dunbartonshire Council Argyll & Bute Council East Dunbartonshire Council North Lanarkshire Council North Lanarkshire Council | |

Objectives and in-year activity

All trusts are advertised on West Dunbartonshire Council's website and details have been passed to West Dunbartonshire Community and Volunteering Service (WDCVS) to publicise them. The activities of each of the Trusts are detailed below:

SC018701 – Dr AK Glen

This fund is for the benefit of the people of Dumbarton, to assist and relieve those in need by reason of age.

The Trust seeks to disburse available funds arising from investment income attained, with one grant being awarded during 2018/19, totalling £864.

SC025070 – West Dunbartonshire Trusts

Alexander Cameron Bequest

This Fund is for the benefit of the people of Clydebank to assist those in need by reason of age, ill health, disability, financial hardship or other disadvantage.

The Fund seeks to disburse available funds arising from investment income attained. Eight grants were awarded during 2018/19, totalling £29,640 (£250 of one grant was returned during year and it has been advised that a further £850 grant will be returned in 2019/20, as neither were subsequently required).

Vale of Leven Fund

This Fund is for the benefit of the people of the Vale of Leven to assist those in need by reason of age, ill health, disability, financial hardship or other disadvantage.

**Dr AK Glen and West Dunbartonshire Trust Funds
Financial Statements for the year ended 31 March 2019**

Trustees' Annual Report (continued)

Vale of Leven Fund (continued)

It was agreed by Trustees during 2016/17 that the funds should be disbursed in full, with publicising of the availability of the Trust being undertaken. However, the funds have not yet been disbursed in full, with only one grant being awarded in 2018/19, totalling £4,106.96 (with £468 of this being subsequently returned as not required).

Trusts with no in-year activity:

The UIE Award Trust

This Fund is for students studying apprenticeships or training in industry.

The Fund did not meet during 2018/19, with no funding applications received and no grant funding awarded. Work continues to review and modernise the Trust's governance arrangements to encourage funding applications in the future.

The Trustees for the Dunbartonshire Educational Trust Scheme 1962 and the McAuley Prize for Mathematics

The Dunbartonshire Educational Trust Scheme 1962 awards educational prizes and bursaries and The McAuley Prize for Mathematics provides prizes for those studying maths and computing.

These Funds did not meet during 2018/19. The Trustees continue to seek clarification as to amendments to the governance arrangements. As these Trusts are governed by statute, discussions are ongoing between the Council (as Administrator) and Scottish Ministers and Office of the Scottish Charity Regulator (OSCR) regarding these arrangements.

Structure and Governance

Dr AK Glen and West Dunbartonshire Trust Funds are registered with the OSCR. The governance arrangements are under the control of West Dunbartonshire Council (the Council), which appoints trustees as required. Trustees are elected members of West Dunbartonshire Council with the exception of the Dunbartonshire Education Trust Scheme 1962 and McAuley Prize for Mathematics. The trustees of both the Dunbartonshire Educational Trust and the McAuley Prize for Mathematics are elected members from West Dunbartonshire Council, Argyll & Bute Council, East Dunbartonshire Council and North Lanarkshire Council.

Following a review of the governance documents, it was agreed at Council on 31 August 2016 that the remaining Trust Funds would be delegated to sub-committees as follows:

| Trust | Delegation |
|---------------------------|-------------------------------|
| Alexander Cameron Bequest | Alexander Cameron Committee |
| Vale of Leven Fund | Vale of Leven Sub-Committee |
| Dr A K Glen Fund | Dumbarton Trust Sub-Committee |

Trustees' Annual Report (continued)

The trustees have overall responsibility for ensuring that there are appropriate systems of control, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trusts and enable them to ensure that the Financial Statements comply with Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence responsible for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurances that:

- The trusts are operating efficiently and effectively;
- Assets are safeguarded against unauthorised use and disposition;
- Proper records are maintained and financial information used by the charities is reliable; and
- The trusts comply with relevant laws and regulations.

The systems of internal controls are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. The systems of internal control follow those of the West Dunbartonshire Council itself and, as such, much of this is delegated to the Council's Strategic Lead - Resources. The Council continually seeks to improve the effectiveness of its systems of internal control so that any irregularities are either prevented or quickly detected. The systems of internal control are based on a framework of regular management information, financial regulations, financial and administrative procedures (including segregation of duties), management supervision and a system of delegation and accountability.

The Financial Statements and Trustees Report are prepared by the Finance Service within West Dunbartonshire Council.

The appointed external auditors are Audit Scotland. The Council has agreed to meet the cost of this audit and not pass this on to the trusts. This is to provide additional financial support to the trusts, ensuring that core funds are not eroded, and objectives can continue to be achieved.

The Trustees only meet as and when required during the year and will ensure that the required accounting arrangements are adhered to.

Management of Funds and Investment Policy

Decisions regarding the management of the trusts are made by the Trustees. Trustees rely on the expertise of Council staff to manage the investments to ensure the maximum return at the least risk to the Trusts. In this way, the income stream for the future benefit of the Trusts is protected.

Funds available are invested each year with interest earned. Investments are made both internally and externally, with the majority invested in the Council's Loans Fund and externally managed by West Dunbartonshire Council.

Performance

Income for Dr AK Glen & West Dunbartonshire Trusts comes from investment returns. The average interest rate for any internal investments with the Council's loans fund was 0.64%.

**Dr AK Glen and West Dunbartonshire Trust Funds
Financial Statements for the year ended 31 March 2019**

Trustees' Annual Report (continued)

Dunbartonshire Educational Trust Scheme 1962 continues to receive income from external investments i.e. 3% Clydeport and 4% Clydeport Consolidated Stock. These investments are managed by West Dunbartonshire Council and achieved investment income of £10 in 2018/19.

Financial Review

The total balance on the Trusts as at 31 March 2019 (including stocks) is £283,293.

On 8th July 2016 Clydeport Operations Ltd delisted 3% and 4% stocks from the London Stock Exchange. These are stocks held by Dumbarton Educational Trust. Until further information is available it has been assumed that the balance of this stock has remained the same as the previous year (£218).

The trusts held cash and bank balances at 31 March 2019 of £283,075. Reserves are held by the Council on behalf of the trusts and revenue income, generated from investment interest that has not been disbursed at 31 March every year, is invested in line with the investment policy outlined above.

Declaration

This report was signed on behalf of the Trustees on 25 September 2019 by:



Councillor Jonathon McColl
West Dunbartonshire Council
25 September 2019

**Dr AK Glen and West Dunbartonshire Trust Funds
Financial Statements for the year ended 31 March 2019**

Statement of Receipts and Payments Account

| (Surplus) | | | (Surplus) | | |
|------------------|-----------------|-----------------|------------------|-----------------|-----------------|
| Receipts | Payments | /Deficit | Receipts | Payments | /Deficit |
| 2017/18 | 2017/18 | 2017/18 | 2018/19 | 2018/19 | 2018/19 |
| £ | £ | £ | £ | £ | £ |
| (2,875) | 0 | (2,875) | (576) | 0 | (576) |
| | | | | | |
| (74) | 0 | (74) | (138) | 0 | (138) |
| (522) | 6,820 | 6,298 | (825) | 29,390 | 28,565 |
| (29) | 2,000 | 1,971 | (35) | 3,639 | 3,604 |
| (84) | 0 | (84) | (155) | 0 | (155) |
| (88) | 1,000 | 912 | (161) | 864 | 703 |
| | | | | | |
| (3,672) | 9,820 | 6,148 | (1,890) | 33,893 | 32,003 |

**Dr AK Glen and West Dunbartonshire Trust Funds
Financial Statements for the year ended 31 March 2019**

Statement of Balances

| Opening (Surplus) Balance | /Deficit | Closing Balance | Note | | Opening (Surplus) Balance | /Deficit | Closing Balance |
|---------------------------|--------------|------------------|------|--|---------------------------|---------------|------------------|
| 2017/18 | 2017/18 | 2017/18 | | Cash and Bank | 2018/19 | 2018/19 | 2018/19 |
| £ | £ | £ | | | £ | £ | £ |
| (86,076) | (2,875) | (88,951) | | Dunbartonshire Educational Trust Scheme 1962 | (88,951) | (576) | (89,527) |
| (21,456) | (74) | (21,530) | | McAuley Prize for Mathematics | (21,530) | (138) | (21,668) |
| (154,964) | 6,298 | (148,666) | | Alexander Cameron Bequest | (148,666) | 28,565 | (120,101) |
| (8,369) | 1,971 | (6,398) | | Vale of Leven Fund | (6,398) | 3,604 | (2,794) |
| (24,258) | (84) | (24,342) | | UIE Award | (24,342) | (155) | (24,497) |
| (26,103) | 912 | (25,191) | | Dr AK Glen | (25,191) | 703 | (24,488) |
| (321,226) | 6,148 | (315,078) | | Total Cash and Bank | (315,078) | 32,003 | (283,075) |
| | | | | Investment | | | |
| (2,805) | 2,587 | (218) | 5 | Dunbartonshire Educational Trust Scheme 1962 | (218) | 0 | (218) |
| (2,805) | 2,587 | (218) | | Total Investment | (218) | 0 | (218) |
| (324,031) | 8,735 | (315,296) | | Overall Total | (315,296) | 32,003 | (283,293) |

All funds are unrestricted which means they may be used for any purpose relevant to the Trust Fund.

The unaudited Financial Statements were issued on 26 June 2019 and the audited accounts were authorised for issue on 25 September 2019.

Signed on behalf of the Trustees by:-



Councillor Jonathon McColl
West Dunbartonshire Council
25 September 2019

**Dr AK Glen and West Dunbartonshire Trust Funds
Financial Statements for the year ended 31 March 2019**

Notes to the Financial Statements

Note 1 - Basis of Accounting

The Financial Statements have been prepared on a receipts and payments basis and in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

Note 2 – Trustee Remuneration, Expenses and Related Party Transactions

- No remuneration or expenses were paid to the Trustees or any connected persons during the 2018/19;
- The Trusts received interest of £1,878 from the Council at 31 March 2019, and all transactions incoming and outgoing are made via the Council's bank accounts; and
- The Council has not charged the charity any fees for legal, financial or administrative services provided during the year.

Note 3 – Grants

In 2018/19 the following grants were awarded:

Alexander Cameron Bequest

- £2,400 to Clydebank G81 Trust for the purchase of an acoustic curtain;
- £5,000 to Faifley Community Council as a contribution towards the Summer Fete;
- £5,000 to Double L Centre to assist with the refurbishment of their kitchen area;
- £4,000 to Clydebank Musical Society towards the cost of the use of an orchestra;
- £6,400 to St Mary's Duntocher Parent Council for the purchase of play equipment;
- £2,490 to Epic Assist Charity, Scotland to provide social space for teenagers;
- £3,500 to Clydebank East Community Council towards their Gala Day (with £250 returned as not required, therefore £3,250 was the net payment made); and
- £850 to Old Kilpatrick Community Council as a contribution towards a celebration of the end of the First World War (it has been advised that this will be returned in full to the Trust in 2019/20 as no longer required).

Vale of Leven Fund

- £4,106.96 to West Dunbartonshire Community Food Share as a contribution towards rent and a stock controller. The group returned £468 in respect of a lets refund. Therefore £3,638.96 was the net payment made; and

DR A.K. Glen Fund

- £864 to West Bridgend Tenants and Residents Association to fund an upgrade to a door entry system and an outing, both for the benefit of elderly residents.

Dr AK Glen and West Dunbartonshire Trust Funds
Financial Statements for the year ended 31 March 2019

Notes to the Financial Statements (continued)

Note 4 – Cash and Bank Balances

During the year the trusts balances were held by the Council, which manages the administration of the funds on behalf of the Trustees. No costs were incurred by the trusts for this administration. The Council also acts as the banker for the trusts and, as detailed above, all transactions incoming and outgoing are made via the Council's accounts. The balances are repayable on demand. Interest is paid on balances.

Note 5 – Investment

The investment valuation of £218 (shown in the table below) is the market value as at 31 March 2016, as valued by West Dunbartonshire Council. Notification was received that the stocks were delisted in July 2016. There has been no further update on this and therefore the assumption is that the market price remains the same.

| Purchase Price as at 31 March 2018 | Market Price as at 31 March 2018 | | Purchase Price as at 31 March 2019 | Market Price as at 31 March 2019 |
|---|---|------------------------|---|---|
| £ | £ | Investment | £ | £ |
| (289) | (199) | 4% Clydeport authority | (289) | (199) |
| (35) | (19) | 3% Clydeport Authority | (35) | (19) |
| (324) | (218) | Total | (324) | (218) |

Note 6 – Audit Fee

The audit fee for the year of £2,100 (£2,100 2017/18) was absorbed by West Dunbartonshire Council.

Independent auditor's report to the trustees of Dr A K Glen & West Dunbartonshire Trust Funds and the Accounts Commission

Report 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 Dr A K Glen & West Dunbartonshire Trust Funds for the year ended 31 March 2019 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 Account, the Statement of Balances and notes to the financial statements, including a summary of 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 charities for the year ended 31 March 2019 and their 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 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 charities 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

The trustees are responsible for the preparation of financial statements which properly present the receipts and payments of the charities, and for such internal control as the trustees determine 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.

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.

Other information in the statement of accounts

The trustees are responsible for the other information in the statement of accounts. The other information comprises the information other than the financial statements and my auditor's report thereon. 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 matters prescribed by the Accounts Commission or required by applicable law to the extent explicitly stated later in this report.

In connection with my audit of the financial statements, my responsibility is to read all the other information in the statement of accounts and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in 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 there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

Report on other requirements

Opinion on matter prescribed by the Accounts Commission

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 Charities 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 120 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.



Richard Smith CPFA
Senior Audit Manager
Audit Scotland
4th Floor, South Suite
The Athenaeum Building
8 Nelson Mandela Place
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G2 1BT

25 September

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

