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| DR A K GLEN & WEST DUNBARTONSHIRE TRUST FUNDS |
| DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 |
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**Trustees’ Annual Report**

**Introduction**

The Trustees present the annual report together with the Financial Statements for the year ended 31 March 2021.

**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 2020/21.

**Trustees’ Annual Report (continued)**

**Objectives and in-year activity**

The objectives and activities of each of the Trusts are detailed below:

**SC018701 – Dr A K Glen**

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

**SC025070** – **West Dunbartonshire Trusts**

* Alexander Cameron Bequest - 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;
* UIE Award - for students studying apprenticeships or training in industry;
* Dunbartonshire Educational Trust Scheme 1962- awards educational prizes and bursaries; and
* McAuley Prize for Mathematics - provides prizes for those studying maths and computing.

**Trusts with no in-year activity**

Due to the COVID-19 pandemic, a number of voluntary groups who would normally consider applications for grant were not active, resulting in only one application being received in year. The application was for the Alexander Cross Cameron Fund, which, following consideration of the grant application concluded that the application did not meet the objectives of the Fund, which resulted in a nil award.

No other Trust met during 2020/21.

Specifically regarding the UIE Award Trust, work continues to progress to review and modernise the Trust’s governance arrangements to encourage funding applications in the future.

Specific to the Trustees for the Dunbartonshire Educational Trust Scheme 1962 and the McAuley Prize for Mathematics, 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 A K 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. Currently, 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:

**Trustees’ Annual Report (continued)**

**Structure and Governance (continued)**

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| **Trust** | **Delegation** |
| Alexander Cameron Bequest | Alexander Cameron Committee |
| Dr A K Glen Fund | Dumbarton Trust Sub-Committee |

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 Chief Officer - 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.

**Trustees’ Annual Report (continued)**

**Performance**

Income for Dr A K Glen & West Dunbartonshire Trusts comes from investment returns. The average interest rate for any internal investments with the Council’s loans fund was 0.25%.

Following a Trustee decision in 2019/20, Alexander Cross Cameron has an element of their funds in a fixed interest agreement (2.52%) which resulted in an additional £1,694 in interest gained during 2020/21/

DunbartonshireEducational 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 £5 in 2020/21 (£10 in 2019/20).

**Financial Review**

The total balance on the Trusts as at 31 March 2021 (including stocks) is £279,783.

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 2021 of £279,565. 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 xx June 2021 by:

Councillor Jonathan McColl

West Dunbartonshire Council

Xx June 2021

**Statement of Receipts and Payments Account**

 **Statement of Balances as at 31 March 2021**



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

The audited Financial Statements were issued on xx June 2021.

Signed on behalf of the Trustees by:-

Councillor Jonathan McColl

West Dunbartonshire Council

Xx June 2021

**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 2020/21;
* The Trusts received interest of £2,541 from the Council at 31 March 2021, 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**

Due to the COVID-19 pandemic, in 2020/21 no grants were awarded.

**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**

Dunbartonshire Educational Trust - 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.



**Notes to the Financial Statements (continued)**

**Note 5 – Investment (continued)**

Alexander Cross Cameron – Following the decision on 19 February, £40,000 was invested on a short term variable interest rate basis, with the remainder invested on a fixed term basis with West Dunbartonshire Council for two years at 2.52%.

**Note 6 – Audit Fee**

The audit fee for the year of £2,100 (£2,100 2019/20) was absorbed by West Dunbartonshire Council.