
Report To:	Trustees of Council's Charities	Date:	09 October 2014
Report By:	Honorary Treasurer	Report No:	FIN/53/14/AP/CM
Contact Officer:	Jan Buchanan	Contact No:	01475 712223
Subject:	Accounts of Charitable Trusts and Reorganisation		

1.0 PURPOSE AND SUMMARY

1.1 The purpose of this report is to ask the trustees:

- a) To adopt the annual accounts of four charitable trusts and approve their filing with the Office of the Scottish Charity Regulator.

Independently audited by Grant Thornton

- SC019228 Lady Alice Shaw-Stewart Memorial Fund
- SC019229 William Stewart of St. Fillians Bequest
- SC019233 Miss Agnes Gallagher Trust for Poor

Independently examined by David Connell CPFA

- SC019232 Queen Victoria Diamond Jubilee Fund

- b) To consider the audit findings report [ISA260] submitted by Grant Thornton for the above three charities audited by them.
- c) To approve proposals for the reorganisation and winding up of charitable trusts.

2.0 RECOMMENDATION

2.1 It is recommended that the trustees:

- a) Review and adopt the annual accounts for each of the four above charities for the year ended 31 March 2014 and approve their onward transmission to OSCR.
- b) Note the findings in Grant Thornton's audit report.
- c) For the proposed winding up of the Queen Victoria Diamond Jubilee Fund and Miss Agnes Gallagher Trust for Poor, approve the winding up of the trusts and their removal from the OSCR Register.

Alan Puckrin
Honorary Treasurer

3.0 FILING OF ANNUAL REPORT AND ACCOUNTS

- 3.1 The Annual Accounts for the year ended 31 March 2014 are to be submitted to the Office of the Scottish Charity Regulator (OSCR) by the statutory deadline of 31 December 2014 (no later than 9 months after the financial year end). OSCR requires that the charity trustees approve the annual accounts and sign and date the annual report and balance sheet.
- 3.2 The independent audit of the accounts of three of the charities - Lady Alice Shaw-Stewart Memorial Fund, William Stewart of St Fillians Bequest and Miss Agnes Gallagher Trust for Poor - has been completed by Grant Thornton, the approved auditor of Inverclyde Council. For these charities, a full audit 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. In all cases the auditor's report confirms that the Trustees Annual Report and Financial Statements give a "true and fair view".
- 3.3 The fourth charity, the Queen Victoria Diamond Jubilee Trust, does not require a full audit under transitional arrangements because approval was received from the Charity Regulator in 2013 to wind up the charity. An independent examination has been completed instead by David Connell CPFA free of charge. His report confirms that the financial statements present fairly the finances of the charity for the period.
- 3.4 The accounts of the charities audited by Grant Thornton were signed by the Provost and Acting Corporate Director Environment, Regeneration & Resources on the 24th September 2014. This was because the audited accounts of the Council and for the first time its "s106" charities required to be submitted to Audit Scotland by 30 September. Separately, all charity accounts are being submitted as in previous years to the full Council in compliance with the later OSCR timetable and the Charity Regulator's requirement for the Trustees' Annual Report and Financial Statements to be formally adopted by all trustees.
- 3.5 Grant Thornton has submitted an "ISA260" report on its audit findings. Page 5 of the report contains the executive summary. No control weaknesses are identified. The draft accounts were of a good quality and no errors were found.

4.0 REORGANISATION AND WINDING UP OF CHARITABLE TRUSTS

- 4.1 **Lady Alice Memorial:** A separate paper is submitted for trustees' consideration regarding three applications received for grant funding and to seek approval for procedures for delegated authority in the consideration of future applications.
- 4.2 **William Stewart of St Fillians Bequest:** Officers are currently in ongoing discussions with OSCR with a view to submitting an application for re-organisation to provide the trustees with additional powers, and in particular to determine the extent of supporting documentation required by them for such an application. A re-organisation of this type will allow the distribution of the entire funds of the trust to such beneficiaries as the trustees consider appropriate. Once the formal approval is received from OSCR, it will be possible for both the capital and revenue reserves to be transferred to the current beneficiaries.
- 4.3 **Miss Agnes Gallagher Trust for the Poor:** The reserves of this trust have been completed extinguished. Officers will seek approval from OSCR to have the charity removed from the Charity Register.

- 4.4 **Queen Victoria Diamond Jubilee Trust:** Officers will seek approval from OSCR to have this charity removed from the Charity Register.

5.0 IMPLICATIONS

5.1 Legal

The review of the charities will entail further applications to OSCR for either a reorganisation scheme or schemes under Sections 39-45 of the Charities and Trustees Investment (Scotland) Act 2005 or to have a charity wound up under s.16(2)(c) of the Charities and Trustees Investment (Scotland) Act 2005.

5.2 Financial

There are no financial implications arising from this report.

5.3 Human Resources

There are no human resource implications arising from this report.

5.4 Equalities

There are no equalities issues arising from this report.

5.5 Repopulation

There are no repopulation issues arising from this report.

6.0 CONSULTATIONS

- 6.1 The Head of Legal and Property Services has been consulted about the matters in this report.

7.0 LIST OF BACKGROUND PAPERS

- 7.1 None.

Lady Alice Shaw-Stewart Memorial Fund

Audited Annual Report and Financial Statements

For the Year ended 31 March 2014



Scottish Charity Number SC019228

Inverclyde
council

Lady Alice Shaw-Stewart Memorial Fund

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Lady Alice Shaw-Stewart Memorial Fund was established under a minute of agreement dated 3 July 1947 between the Trustees of the Female Branch of the Greenock Discharged Prisoners Aid Society and the Corporation of Greenock.

The Committee handed over the capital sum of £1,923 upon the winding up of the Branch. Female prisoners no longer served their sentences in HM Prison in Greenock and the purpose of the Branch could not be carried out. The officers of the Corporation undertook to utilise the funds for purposes similar or akin to the purpose of the Branch.

The funds were to be designated thereafter "Lady Alice Shaw-Stewart Memorial Fund" in memory of Lady Alice of Ardgowan who died in January 1942. During her life, Lady Alice set up benevolent societies for the army, navy and air force, had been awarded the CBE, and was a Justice of the Peace. She was active in the Greenock School Board and a primary school in Greenock was named after her in which local children are educated to this day.

Interest on the capital sum was to be used to "give monetary or other assistance to females recommended by the Probation Officer of the Burgh of Greenock." Inverclyde Council at its Policy and

Strategy Committee meeting of 6 August 1996 delegated to the Director of Finance to consider individual applications that meet the criteria of the trust fund.

The elected members of the Council are the trustees. The Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his role as the treasurer of the charity is responsible for making arrangements for the proper administration of the trust's financial affairs and reports to the trustees.

The Trust has not made any awards in the reporting period or in recent times. In past years, various donations have been made to women under Community Service Orders recommended by the Social Work services of the Council.

If you wish to apply for financial assistance, or you are aware of a person who may wish to apply for financial assistance, then application forms can be obtained by contacting: Legal Services, Lady Alice Shaw-Stewart Memorial Fund, Financial Services, Municipal Buildings, Greenock, PA15 1LY. Tel: 01475 712225 e-mail bert.allison@inverclyde.gov.uk.

Lady Alice Shaw-Stewart Memorial Fund

Trustees' Annual Report

For the Year ended 31 March 2014

The Trustees present their report together with the financial statements and the Independent Auditor's report for the year ended 31 March 2014.

Reference and Administrative Information

- Charity Name Lady Alice Shaw-Stewart Memorial Fund
- Charity Number SC019228
- Principal Address C/o Inverclyde Council, Municipal Buildings,
Clyde Square, Greenock, PA15 1LY

Current Trustees

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

Other Trustees who served during the Year

- None

Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Democratic Services

Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Acting Corporate Director Environment, Regeneration & Resources

Bankers

- All monies are held and managed by Inverclyde Council.

Independent Auditor

- Grant Thornton UK LLP, 7 Exchange Crescent, Conference Square, Edinburgh EH3 4AN.

Structure, Governance and Management

Governing Document

The legal name of the charity is Lady Alice Shaw-Stewart Memorial Fund. The Trust is an unincorporated Scottish Charity governed on the basis of the available evidence of its constitution, a minute of agreement dated 3 July 1947 between the Trustees of the Female Branch of the Greenock Discharged Prisoners Aid Society and the Corporation of Greenock, and as approved by the Policy and Strategy Committee of 6 August 1996. Grants are made in accordance with the terms of the charity

Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a charity trustee and the accounts of the trust.

Organisational Structure

The trustees (as the elected members of the council) meet once a year at the AGM to consider and adopt the annual report and financial statements. Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the remaining funds of the trust. The trustees delegate the day to day administration of the charities to officers of the Council.

The Council provides all administrative support to the charity including financial, legal and secretarial support and deals with any applicants on behalf of the charity. The Council also administers any payments from the charity.

The Council makes a charge for these services following as agreed by Trustees at a meeting of 3 December 2009.

Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the Trust.

Management of Funds and Investment Policy

The Trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the charity.

Finance Services of Inverclyde Council have taken the steps required by charity trustees under the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006 for the period from 1 April 2013 to 31 March 2014. The funds of the charity are deposited with Inverclyde Council and receive interest at the average market rate for the Council's borrowing. The interest received from Inverclyde Council is shown in the Statement of Financial Activities.

Objects and Activities

Objects

Its charitable object is "interest on the capital sum is to be used to give monetary or other assistance to females recommended by the Probation Officer of the Burgh of Greenock".

Inverclyde Council at its Policy and Strategy Committee meeting of 6 August 1996 delegated to the Director of Finance to consider individual applications that meet the criteria of the trust fund.

The Council also noted at this meeting the continuation of the policy of the demitting local authority that the capital sum is to be preserved and the annual income only may be used for awards.

Activities

The charity makes grants in accordance with its purposes to individuals and organisations.

Achievements and Performance

The charity did not undertake any activities during the year. There were no applications due to the very restrictive nature of the trust deeds.

Financial Review

Overview

The charity was inactive and did not make any awards. Expenditure of £1,210 was incurred on governance costs; £960 for audit fees and £250 for the cost of accountancy, legal and administrative support. Income of £233 was received from interest earned on the funds deposited with Inverclyde Council.

The net deficit of £977 for the year was taken from the unrestricted funds brought forward to give unrestricted funds carried forward of £45,201 plus unchanged permanent endowment funds of £1,923. This entire sum is deposited with Inverclyde Council.

Reserves Policy

The Trust has no explicit reserves policy, but the “capital” of the fund is held effectively as a permanent endowment, with only the annual income available for disbursement in the year via the unrestricted reserves. The unrestricted free reserves are available for the objectives of the trust. The unrestricted reserves at the financial year-end were £45,201. The terms of the trust deed are very restrictive which has resulted in a gradual accumulation of reserves over time.

Future Plans

Inverclyde Council is considering a more cost-effective method of administering its charities and that the best use is made of the funds left in its care. Accordingly, the Council is currently conducting a review of its charitable trusts with a view to gaining OSCR’s approval of a reorganisation scheme under Sections 39-45 of the Charities and Trustees Investment (Scotland) Act 2005 and the 2007 Regulations.

A potential longer term solution may arise when the construction of the women’s prison in Greenock is completed. In view of the substantial reserves held, a decision has been deferred until the provision of local prison services becomes clearer. This will be the subject of a future report to trustees once proposals are more fully developed.

Conclusion

The charity did not undertake any activities during the year. Officers of the Council are exploring local charities for the use of the funds. This will be the subject of a future report to Trustees once proposals are more fully developed.

Approved by the Trustees on Twenty Fourth September, Two Thousand and Fourteen and signed on behalf of all Trustees by:

Provost Robert Moran

Chair of the Trustees

This Trustees’ Annual Report is also counter-signed by the Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as the Honorary Treasurer.

Alan Puckrin CPFA

Honorary Treasurer

Lady Alice Shaw-Stewart Memorial Fund
Independent Auditor's Report
For the Year ended 31 March 2014

Independent auditor's report to the trustees of the Lady Alice Shaw-Stewart Memorial Fund and the Accounts Commission for Scotland

We have audited the financial statements of the Lady Alice Shaw-Stewart Memorial Fund for the year ended 31 March 2014 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 financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditor

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

Other matter - unaudited comparative amounts

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

Opinion on other prescribed matter

In our opinion 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.

Matters on which I am required to report by exception

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

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

Lady Alice Shaw-Stewart Memorial Fund
Statement of Financial Activities for the Year ended 31 March 2014

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
Incoming Resources					
<i>Incoming resources from generated funds</i>					
Interest Receivable	4	233	0	233	248
Total Incoming Resources		233	0	233	248
Resources Expended					
<i>Costs of activities in furtherance of charitable activities</i>					
Grants and Awards		0	0	0	0
Governance Costs	3	1,210	0	1,210	250
Total Resources Expended		1,210	0	1,210	250
Net Incoming/(Outgoing) Resources before Transfers		(977)	0	(977)	(2)
Transfers					
Gross Transfers between Funds		0	0	0	0
Net Movement in Funds		(977)	0	(977)	(2)
Reconciliation of Funds					
Total Funds Brought Forward		46,178	1,923	48,101	48,103
Total Funds Carried Forward		45,201	1,923	47,124	48,101
The Lady Alice Shaw-Stewart Memorial Fund has no recognised gains or losses other than the results for the year as set out above. The activities of the trust are classed as continuing. The notes on pages 10 to 11 form an integral part of these accounts.					

**Lady Alice Shaw-Stewart Memorial Fund
Balance Sheet as at 31 March 2014**

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
Current Assets					
Cash at Bank	5	45,201	1,923	47,124	48,101
Current Liabilities					
Creditors: Amounts Falling Due within One Year		0	0	0	(0)
Net Current Assets		45,201	1,923	47,124	48,101
Net Assets		45,201	1,923	47,124	48,101
Funds					
Unrestricted Funds		45,201		45,201	46,178
Endowment Funds			1,923	1,923	1,923
Total Funds		45,201	1,923	47,124	48,101
<p>The notes on pages 10 to 11 form an integral part of these accounts. Approved by the Trustees on 24 September 2014 and signed on their behalf by:</p>					
		Provost Robert Moran Chair of the Trustees	Alan Puckrin CPFA Honorary Treasurer		

Lady Alice Shaw-Stewart Memorial Fund

Notes to the Accounts

Note 1 Basis of Preparation

1.1 Basis of Accounting

These accounts have been prepared on the basis of historic cost in accordance with:

- (a) Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005 – 2nd Edition); and the Financial Reporting Standard for Smaller Charities (FRSSE) (Effective April 2008).
- (b) The Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

1.2 Changes in the basis of accounting

None

1.3 Changes to previous accounts

None

Note 2 Accounting Policies

2.1 Incoming Resources

- (a) Incoming resources are recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
- (b) Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.
- (c) Interest on deposits with Inverclyde Council is recognised in the accounts when receivable.

2.2 Expenditure and Liabilities

- (a) Expenditure is accounted for on an accruals basis.
- (b) Liabilities are recognised as soon as there is a legal or constrictive obligation to pay out resources.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance matters.

2.3 Assets

The charity has no fixed assets

2.4 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities. Irrecoverable tax is included in the expense to which it relates.

2.5 Comparative Figures

Figures for 2013 are shown as appropriate for purposes of comparison.

Note 3 Governance Costs

	2014 £	2013 £
Audit/ Examiner's Fee	960	0
Charges from Inverclyde Council for accountancy and legal support on governance matters	250	250
Total	1,210	250
Audit/Examiner's Fee As directed by the Accounts Commission for Local Authorities in Scotland, the trust has been required to move this year from an "independent examination" to the more rigorous audit requirements. In the previous year the Independent Examination was done on a "no-charge" basis.		
Support Costs Lady Alice Shaw-Stewart Memorial Fund has no staff. All support functions are provided by Inverclyde Council.		

Note 4 Trustees Remuneration, Expenses and Related Party Transactions

No Trustees were remunerated during the year or any persons connected with them during the year (2012: Nil), nor was there any requirement for any expenses to be paid (2012: Nil).

The trustees are the elected members of Inverclyde Council. The Council provides governance services at a cost of £250 (2012: £250). During the year, the charity received interest of £233 from the Council (2013: £248). As at 31 March 2013, £47,124 was due from Inverclyde Council to the charity (2013: £48,101). There are no outstanding balances due to or from Inverclyde Council other than those that appear in the balance sheet.

Note 5 Cash at Bank

During the year the trust's balances were held by Inverclyde Council. The Council acts as the banker for the charity and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

	2014 £	2013 £
Balance at 31 March 2013	48,101	48,103
Funds placed on deposit	233	248
Funds withdrawn	(1,210)	(250)
Balance at 31 March 2014	47,124	48,101



Inverclyde
council

Finance Services, Municipal Buildings, Greenock PA15 1LY
Tel: 01475 712090 Fax: 01475 712202 www.inverclyde.gov.uk

William Stewart of St. Fillans Bequest

Audited Annual Report and Financial Statements

For the Year ended 31 March 2014



Scottish Charity Number SC019229

Inverclyde
council

William Stewart of St. Fillans Bequest Contents

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William Stewart of St. Fillans Bequest was established by a bequest of £5,000 on 9 January 1868 by the trustees of the late William Stewart, St. Fillans, Loch Earn, Perthshire to the Corporation of Greenock.

The interest on the capital sum was to be used to promote the religious and intellectual development of the poor and destitute of Greenock. The interest was distributed by the Corporation amongst various local charities of the town of Greenock such as (in 1933) the Town Missionary and the Throat, Nose and Ear Infirmary.

More recently, Inverclyde District Council at its Finance and Law Sub-Committee of 11 June 1976 decided that the annual income was to be divided equally between four organisations - Greenock Medical Aid, Little Sisters of the Poor, Greenock Girls' Home and the Association for Mental Health.

Subsequently, Inverclyde Council at its Policy and Resources Committee meeting of 6 August 1996 agreed that Greenock Girls' Home and the Association for Mental Health be replaced by Caladh House and Argyll & Clyde Acute Hospital Endowment Fund as the successors to these defunct organisations. The Council also noted the policy of the demitting authority that the capital sum must be

preserved and may not be used for awards.

Inverclyde Council as the successor local authority is the sole trustee. The Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his role as the treasurer of the charity is responsible for making arrangements for the proper administration of the charitable trust and reports to trustees.

A re-organisation scheme will be submitted later in 2014, which if approved by OSCR will permit the transfer of the entire funds to the current beneficiaries. Once formal approval has been received from OSCR, officers of the Council will seek approval from Trustees to submit an application to OSCR to wind up the trust and to make such a transfer.

William Stewart of St. Fillians Bequest Trustees' Annual Report

For the Year ended 31 March 2014

The Trustees present their report together with the financial statements and the Independent Auditor's report for the year ended 31 March 2014.

Reference and Administrative Information

- Charity Name William Stewart of St. Fillians Bequest
- Charity Number SC019229
- Principal Address C/o Inverclyde Council, Municipal Buildings,
Clyde Square, Greenock, PA15 1LY

Current Trustees

- Provost Robert Moran Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

Other Trustees who served during the Year

- None

Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Democratic Services

Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Acting Corporate Director Environment, Regeneration & Resources

Bankers

- All monies are held and managed by Inverclyde Council.

Independent Auditor

- Grant Thornton UK LLP, 7 Exchange Crescent, Conference Square, Edinburgh EH3 4AN

Structure, Governance and Management

Governing Document

The legal name of the charity is William Stewart of St. Fillans Bequest. The Trust was established by a bequest of £5,000 on 9 January 1868 by the trustees of the late William Stewart, St. Fillians, Loch Earn, Perthshire to the Corporation of Greenock.

The trust is an unincorporated Scottish Charity governed on the basis of the available evidence of its constitution, and as approved by the Policy and Strategy Committee of 6 August 1996.

Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a charity trustee and the accounts of the trust.

Organisational Structure

The trustees (as the elected members of the council) meet once a year at the AGM to consider and adopt the annual report and financial statements. Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the remaining funds of the trust. The trustees delegate the day to day administration of the charities to officers of the Council.

The Council provides all administrative support to the charity including financial, legal and secretarial support and deals with any applicants on behalf of the charity. The Council also administers any payments from the charity.

The Council makes a charge for these services as agreed by Trustees at a meeting of 3 December 2009.

Related Parties

Trustees hold this position because they are elected councillors of Inverclyde

Council. Inverclyde Council provides support services to the Trust.

Management of Funds and Investment Policy

The Trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the charity.

Finance Services of Inverclyde Council have taken the steps required by charity trustees under the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006 for the period from 1 April 2013 to 31 March 2014. The funds of the charity are deposited with Inverclyde Council and receive interest at the average market rate for the Council's borrowing. The interest received from Inverclyde Council is shown in the Statement of Financial Activities.

Objects and Activities

Objects

Its charitable object is to promote the religious and intellectual development of the poor and destitute of Greenock.

Inverclyde Council at its Policy and Resources Committee meeting of 6 August 1996 confirmed that the annual income be divided equally between four organisations - Caladh House, Greenock Medical Aid, Little Sisters of the Poor and Argyll & Clyde Acute Hospital Endowment Fund.

The Committee also noted at this meeting the continuation of the policy of the demitting local authority that the capital sum is to be preserved and the annual income only may be used for awards.

Activities

The charity makes grants in accordance with its purposes to organisations.

Achievements and Performance

A modest award of £18 was shared between the four beneficiary organisations - Caladh House, Greenock Medical Aid, Little Sisters of the Poor and Argyll & Clyde Acute Hospital Endowment Fund - in the financial reporting period.

Financial Review

Overview

The charity made an award of £18 split equally between the four beneficiaries. Expenditure of £1,210 was incurred on governance costs; £960 for audit fees and £250 for the cost of accountancy, legal and administrative support. Income of £18 was received from interest earned on the funds deposited with Inverclyde Council.

The shortfall for the year of £1,210 was deducted from the funds brought forward to give a total for funds carried forward of £2,571. This is deposited with Inverclyde Council.

There is an outstanding creditor of £18 for awards for the current year that is due to be paid to the four organisations (Caladh House, Greenock Medical Aid, Little Sisters of the Poor and Argyll & Clyde Acute Hospital Endowment Fund).

Reserves Policy

The Trust has no explicit reserves policy, but the “capital” of the fund is held effectively as a permanent endowment, with only the annual income available for disbursement in the year via the unrestricted reserves. The unrestricted reserves are available for the objects of the trust.

The annual outlays can no longer be met from income and require to be met from the endowment reserves of the trust. There were no unrestricted reserves at the financial year-end.

Future Plans

Inverclyde Council is considering a more cost-effective method of administering its charities and that the best use is made of the funds left in its care.

A re-organisation scheme will be submitted later in 2014, which if approved by OSCR will permit the transfer of the entire funds to the current beneficiaries. Once formal approval has been received from OSCR, officers of the Council will seek approval from Trustees to submit an application to OSCR to wind up the trust and to make such a transfer.

Conclusion

The charity’s expenditure exceeded income during the reporting period and the deficit required to be taken from the remaining endowment funds.

Trustees will consider the submission of a re-organisation scheme later in 2014, which if approved by OSCR will permit the transfer of the entire funds to the current beneficiaries.

Approved by the Trustees on Twenty Fourth September, Two Thousand and Fourteen and signed on behalf of all Trustees by:

Provost Robert Moran

Chair of the Trustees

This Trustees’ Report is also counter-signed by the Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as Honorary Treasurer.

Alan Puckrin CPFA

Honorary Treasurer

William Stewart of St. Fillians Bequest
Independent Auditor's Report
For the Year ended 31 March 2014

Independent auditor's report to the trustees of the William Stewart of St. Fillians Bequest and the Accounts Commission for Scotland

We have audited the financial statements of the William Stewart of St. Fillians Bequest for the year ended 31 March 2014 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 financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditor

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

Other matter - unaudited comparative amounts

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

Opinion on other prescribed matter

In our opinion 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.

Matters on which I am required to report by exception

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

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

William Stewart of St. Fillans Bequest
Statement of Financial Activities for the Year ended 31 March 2014

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
Incoming Resources					
<i>Incoming resources from generated funds</i>					
Interest Receivable	5	18	0	18	20
Total Incoming Resources		18	0	18	20
Resources Expended					
<i>Costs of activities in furtherance of charitable activities</i>					
Grants and Awards	3	18	0	18	20
Governance Costs	4	1,210	0	1,210	250
Total Resources Expended	6	1,228	0	1,228	270
Net Incoming/(Outgoing) Resources before Transfers		(1,210)	0	(1,210)	(250)
Transfers					
Gross transfers between funds	7	1,210	(1,210)	0	0
Net Movement in Funds		0	(1,210)	(1,210)	(250)
Reconciliation of Funds					
Total Funds Brought Forward		0	3,781	3,781	4,031
Total Funds Carried Forward		0	2,571	2,571	3,781
William Stewart of St. Fillans Bequest has no recognised gains or losses other than the results for the year as set out above. The activities of the trust are not classed as continuing. The notes on pages 9 to 11 form an integral part of these accounts.					

**William Stewart of St. Fillans Bequest
Balance Sheet as at 31 March 2014**

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
Current Assets					
Cash at Bank	8	0	2,589	2,589	3,883
Current Liabilities					
Creditors: Amounts Falling Due within One Year	9	0	(18)	(18)	(102)
Net Current Assets		0	2,571	2,571	3,781
Net Assets		0	2,571	2,571	3,781
Funds					
Unrestricted Funds		0		0	0
Endowment Funds			2,571	2,571	3,781
Total Funds		0	2,571	2,571	3,781
<p>The notes on pages 10 to 12 form an integral part of these accounts. Approved by the Trustees on 24 September 2014 and signed on their behalf by:</p>					
		Provost Robert Moran Chair of the Trustees	Alan Puckrin CPFA Honorary Treasurer		

William Stewart of St. Fillans Bequest

Notes to the Accounts

Note 1 Basis of Preparation

1.1 Basis of Accounting

These accounts have been prepared on the basis of historic cost in accordance with:

(a) Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005 – 2nd Edition); and the Financial Reporting Standard for Smaller Charities (FRSSE) (Effective April 2008).

(b) The Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

(c) Interest on deposits with Inverclyde Council is recognised in the accounts when receivable.

(d) The accounts are prepared on a “break up basis” as the activities of the trust are not classed as continuing.

1.2 Changes in the basis of accounting

None

1.3 Changes to previous accounts

None

Note 2 Accounting Policies

2.1 Incoming Resources

(a) Incoming resources are recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

(b) Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.

(c) Interest on deposits with Inverclyde Council is recognised in the accounts when receivable.

2.2 Expenditure and Liabilities

(a) Expenditure is accounted for on an accruals basis.

(b) Liabilities are recognised as soon as there is a legal or constrictive obligation to pay out resources.

(c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance matters.

2.3 Assets

The charity has no fixed assets

2.4 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities. Irrecoverable tax is included in the expense to which it relates.

2.5 Comparative Figures

Figures for 2013 are shown as appropriate for purposes of comparison.

Note 3 Grants and Awards

	2014	2013
	£	£
Caladh House, Greenock	5	5
Greenock Medical Aid	5	5
Little Sisters of the Poor, Greenock	4	5
Argyll & Clyde Acute Hospital Endowment Fund	4	5
Total	18	20
The purpose of the four awards in each year is to assist with the organisations' work with the poor and destitute of Greenock.		

Note 4 Governance Costs

	2014	2013
	£	£
Audit/Examiner's Fee	960	0
Charges from Inverclyde Council for accountancy and legal support on governance matters	250	250
Total	1,210	250
<p>Audit/Examiner's Fee As directed by the Accounts Commission for Local Authorities in Scotland, the trust has been required to move this year from an "independent examination" to the more rigorous audit requirements. In the previous year the Independent Examination was done on a "no-charge" basis.</p> <p>Support Costs William Stewart of St. Fillans Bequest has no staff. All support functions are provided by Inverclyde Council.</p>		

Note 5 Trustees Remuneration, Expenses and Related Party Transactions

No Trustees were remunerated during the year or any persons connected with them during the year (2013: Nil), nor was their any requirement for any expenses to be paid (2013: Nil).

The trustees are the elected members of Inverclyde Council. The Council provides governance services at a cost of £250 (2013: £250). During the year, the charity received interest of £18 from the Council (2013: £20). As at 31 March 2014, £2,589 was due from Inverclyde Council to the charity (2013: £3,883). There are no outstanding balances due to or from Inverclyde Council other than those that appear in the balance sheet.

Note 6 Total Resources Expended

	Basis of Allocation	Unrestricted Funds		2014	2013
		Grants and Awards	Governance Costs	Total	Total
		£	£	£	£
Awards & Contributions	Direct	18	0	18	20
Audit/Examiners Fee	Direct	0	960	960	0
Charge from Inverclyde Council	Direct	0	250	250	250
Total for Year		18	1,210	1,228	270

Note 7 Gross Transfers between Funds

It has been necessary to apply the endowment funds to settle all amounts due for governance, notwithstanding the terms of the trust from the available evidence (copy furnished by OSCR of application to HM Inspector of Taxes on 13 April 1933 for charitable status at which time the will, annual report and constitution were provided). The annual interest is to be used to promote the religious and intellectual development of the poor and destitute of Greenock. Under the Local Government (Scotland) Act 1973 and as directed by the Accounts Commission for Local Authorities in Scotland, the Trustees have no discretion in the move this year from an "independent examination" to the more rigorous audit requirements, nor in the selection of an independent auditor.

Note 8 Cash at Bank

During the year the trust's balances were held by Inverclyde Council. The Council acts as the banker for the charity and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

	2014	2013
	£	£
Balance at 31 March 2013	3,883	4,113
Funds placed on deposit	18	20
Funds withdrawn	(1,312)	(250)
Balance at 31 March 2014	2,589	3,883

Note 9 Creditors

	2014	2013
	Total	Total
	£	£
Awards Approved in Current & Previous Financial Years		
Caladh House, Greenock	5	26
Greenock Medical Aid	5	26
Little Sisters of the Poor, Greenock	4	25
Argyll & Clyde Acute Hospital Endowment Fund	4	25
Balance at 31 March 2014	18	102



Inverclyde
council

Finance Services, Municipal Buildings, Greenock PA15 1LY
Tel: 01475 712090 Fax: 01475 712202 www.inverclyde.gov.uk

Miss Agnes Gallagher Trust for Poor

Audited Annual Report and Financial Statements

For the Year Ended 31 March 2014



Scottish Charity Number SC019233

Inverclyde
council

Miss Agnes Gallagher Trust for Poor Contents

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Miss Agnes Gallagher Trust for Poor was established under the terms of Miss Gallagher's Trust Disposition and Settlement dated 13 January 1927. The sum of £2,316 (market value in 1937) was received by the Corporation of Greenock as residuary legatees. £1,046 of the bequest was invested in UK Government Stock with a nominal value of £1,408. The investment was realised in 2010 and the funds reinvested with Inverclyde Council.

Under the terms of the trust, the annual income was to be applied at the discretion of the Corporation of Greenock in providing coal, food or clothing to the deserving poor of the town. Specifically, "one half of this income is to be applied for the benefit of persons of the Roman Catholic Religion and the other half for the benefit of persons of the Protestant Religion".

The Finance and Law Sub-Committee of Inverclyde District Council on 11 June 1976 decided that in order to provide a regular source of income for the Council's Provost's Benevolent Fund, the accrued interest of the Gallagher Bequest be transferred to the Provost's Benevolent Fund and that future income be transferred annually.

As the successor local authority, Inverclyde Council is the sole trustee. The Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his role as the treasurer of the charity is responsible for making arrangements for the proper administration of trust's financial affairs and reports to trustees.

During the reporting period, the costs of governance fully extinguished the funds of the trust. The Trustees will apply to OSCR to have the charity removed from the Scottish Charity Register.

Miss Agnes Gallagher Trust for Poor Trustees' Annual Report

For the Year ended 31 March 2014

The Trustees present their report together with the financial statements and the Independent Auditor's report for the year ended 31 March 2014.

Reference and Administrative Information

- Charity Name Miss Agnes Gallagher Trust for Poor
- Charity Number SC019233
- Principal Address C/o Inverclyde Council, Municipal Buildings,
Clyde Square, Greenock, PA15 1LY

Current Trustees

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

Other Trustees who served during the Year

- None

Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Democratic Services

Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Acting Corporate Director Environment, Regeneration & Resources

Bankers

- All monies are held and managed by Inverclyde Council.

Independent Auditor

- Grant Thornton UK LLP, 7 Exchange Crescent, Conference Square, Edinburgh EH3 4AN.

Structure, Governance and Management

Governing Document

The legal name of the charity is Miss Agnes Gallagher Trust for Poor. The Trust was established under the terms of Miss Gallagher's Trust Disposition and Settlement dated 13 January 1927. The trust is an unincorporated Scottish Charity governed on the basis of the available evidence of its constitution, and as approved by the Policy and Strategy Committee of 6 August 1996. Grants are made in accordance with the constitution.

Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a charity trustee and the accounts of the trust.

Organisational Structure

The trustees (as the elected members of the council) meet once a year at the AGM to consider and adopt the annual report and financial statements. Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the remaining funds of the trust. The trustees delegate the day to day administration of the charities to officers of the Council.

The Council provides all administrative support to the charity including financial, legal and secretarial support and deals with any applicants on behalf of the charity. The Council also administers any payments from the charity.

The Council makes a charge for these services as agreed by the Trustees at a meeting of 3 December 2009.

Related Parties

Trustees hold this position because they are elected councillors of Inverclyde

Council. Inverclyde Council provides support services to the Trust.

Management of Funds and Investment Policy

Finance Services of Inverclyde Council have taken the steps required by charity trustees under the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006 for the period from 1 April 2013 to 31 March 2014. The funds of the charity were deposited with Inverclyde Council and received interest at the average market rate for the Council's borrowing. The interest received from Inverclyde Council is shown in the Statement of Financial Activities.

Objects and Activities

Objects

Its charitable object is the application of the annual income at the discretion of the local authority to the deserving poor of the town of Greenock.

The Finance and Law Sub-Committee of Inverclyde District Council on 11 June 1976 decided that in order to provide a regular source of income for the Council's Provost's Fund, the accrued interest of the Gallagher Trust be transferred to the Provost's Fund and that future income be transferred annually.

The Committee also noted the continuation of the policy of the demitting local authority that the capital sum is to be preserved and the annual income only may be used for awards.

Activities

The charity makes a grant in accordance with its purposes to individuals and organisations.

Achievements and Performance

In line with policy adopted by the Council and the terms of the charity, the Trust distributed its entire income for the year to Inverclyde Council's Provost's

Benevolent Fund. The charity made an award of £6 for the financial year.

Financial Review

Overview

The charity made an award of £6 for the financial year. Expenditure of £1,234 was incurred on governance costs; £960 for audit fees and £274 for the cost of accountancy, legal and administrative support. Interest of £6 was earned on the funds deposited with Inverclyde Council.

The shortfall for the year of £1,234 was deducted from the funds brought forward to extinguish the funds of the charity.

Reserves Policy

Both unrestricted and endowment funds had to be fully applied to settle all amounts due.

Future Plans

The Trustees will apply to OSCR to have the charity removed from the Scottish Charity Register.

Approved by the Trustees on Twenty Fourth September, Two Thousand and Fourteen and signed on behalf of all Trustees by:

Provost Robert Moran

Chair of the Trustees

This Trustees' Report is also counter-signed by the Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as the Honorary Treasurer.

Alan Puckrin CPFA

Honorary Treasurer

Miss Agnes Gallagher Trust for Poor
Independent Auditor's Report
For the Year ended 31 March 2014

Independent auditor's report to the trustees of the Miss Agnes Gallagher Trust for Poor and the Accounts Commission for Scotland

We have audited the financial statements of the Miss Agnes Gallagher Trust for Poor for the year ended 31 March 2014 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 financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditor

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

Other matter - unaudited comparative amounts

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

Opinion on other prescribed matter

In our opinion 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.

Matters on which I am required to report by exception

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

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

Miss Agnes Gallagher Trust for Poor
Statement of Financial Activities for the Year ended 31 March 2014

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
Incoming Resources					
<i>Incoming resources from generated funds</i>					
Interest Receivable	5	6	0	6	8
Total Incoming Resources		6		6	8
Resources Expended					
<i>Costs of activities in furtherance of charitable activities</i>					
Grants and Awards	3	6	0	6	8
Governance Costs	4	1,234	0	1,234	250
Total Resources Expended	6	1,240	0	1,240	258
Net Incoming/(Outgoing) Resources before Transfers		(1,234)	0	(1,234)	(250)
Transfers					
Gross Transfers between Funds	7	1,234	(1,234)	0	0
Net Movement in Funds		0	(1,234)	(1,234)	(250)
Reconciliation of Funds					
Total Funds Brought Forward		0	1,234	1,234	1,484
Total Funds Carried Forward		0	0	0	1,234
Miss Agnes Gallagher Trust for Poor has no recognised gains or losses other than the results for the year as set out above. The activities of the trust are not classed as continuing. The notes on pages 10 to 12 form an integral part of these accounts.					

**Miss Agnes Gallagher Trust for Poor
Balance Sheet as at 31 March 2014**

	Note	Unrestricted Funds	Permanent Endowment Funds	Total 2014	Total 2013
		£	£	£	£
Current Assets					
Cash at Bank	8	0	0	0	1,274
Current Liabilities					
Amounts Falling Due within One Year	9	(0)	(0)	(0)	(40)
Total Assets less Liabilities		0	0	0	1,234
Funds					
Unrestricted Funds		0		0	0
Endowment Funds			0	0	1,234
Total Funds		0	0	0	1,234
<p>The notes on pages 10 to 12 form an integral part of these accounts. Approved</p> <p>by the Trustees on 24 September 2014 and signed on their behalf by:</p>					
		Provost Robert Moran Chair of the Trustees	Alan Puckrin CPFA Honorary Treasurer		

Miss Agnes Gallagher Trust for Poor

Notes to the Accounts

Note 1 Basis of Preparation

1.1 Basis of Accounting

These accounts have been prepared on the basis of historic cost in accordance with:

- (a) Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005 – 2nd Edition); and the Financial Reporting Standard for Smaller Charities (FRSSE) (Effective April 2008).
- (b) The Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).
- (c) The accounts are prepared on a “break up basis” as the activities of the trust are not classed as continuing.

1.2 Changes in the basis of accounting

The prior year’s figures were prepared on a “going concern” basis. There is no effect upon the figures of this change in the basis of accounting.

1.3 Changes to previous accounts

None

Note 2 Accounting Policies

2.1 Incoming Resources

- (a) Incoming resources are recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
- (b) Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.
- (c) Interest on deposits with Inverclyde Council is recognised in the accounts when receivable.

2.2 Expenditure and Liabilities

- (a) Expenditure is accounted for on an accruals basis.
- (b) Liabilities are recognised as soon as there is a legal or constrictive obligation to pay out resources.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance matters.

2.3 Assets

The charity has no fixed assets

2.4 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities. Irrecoverable tax is included in the expense to which it relates.

2.5 Comparative Figures

Figures for 2013 are shown as appropriate for purposes of comparison.

Note 3 Grants and Awards

	2014	2013
	£	£
Provost's Benevolent Fund, Greenock	6	8
Total	6	8
The purpose of the single award in each year is to assist in the relief of poverty in Greenock from applications made by individuals to the Provost's Benevolent Fund.		

Note 4 Governance Costs

	2014	2013
	£	£
Audit /Examiner's Fee	960	0
Charges from Inverclyde Council for accountancy and legal support on governance matters	274	250
Total	1,234	250
Audit/Examiner's Fee As directed by the Accounts Commission for Local Authorities in Scotland, the trust has been required to move this year from an "independent examination" to the more rigorous audit requirements. In the previous year the Independent Examination was done on a "no-charge" basis. Support Costs Miss Agnes Gallagher Trust for Poor has no staff. All support functions are provided by Inverclyde Council.		

Note 5 Trustees Remuneration, Expenses and Related Party Transactions

No Trustees were remunerated during the year or any persons connected with them during the year (2012: Nil), nor was their any requirement for any expenses to be paid (2012: Nil).

The trustees are the elected members of Inverclyde Council. The Council provides governance services at a cost of £274 (2012: £250). During the year, the charity received interest of £6 from the Council (2012: £8). There were no outstanding balances due to or from Inverclyde Council at 31 March 2014 (2013 £1,234 due from Inverclyde Council.)

Note 6 Total Resources Expended

	Basis of Allocation	Unrestricted Funds Grants and Awards	Governance Costs	2014 Total	2013 Total
		£	£	£	£
Awards & Contributions	Direct	6	0	6	8
Audit Fee	Direct	0	960	960	0
Charge from Inverclyde Council	Direct	0	274	274	250
Total for Year		6	1,234	1,240	258

Note 7 Gross Transfers between Funds

It has been necessary to apply the endowment funds to settle all amounts due for governance, notwithstanding the terms of the trust disposition and settlement dated 13 January 1927 that the annual income is applied for the benefit of the deserving poor of Greenock. Under the Local Government (Scotland) Act 1973 and as directed by the Accounts Commission for Local Authorities in Scotland, the Trustees have no discretion in the move

this year from an “independent examination” to the more rigorous audit requirements, nor in the selection of an independent auditor.

Note 8 Cash at Bank

During the year the trust’s balances were held by Inverclyde Council. The Council acts as the banker for the charity and all transactions incoming and outgoing are made via the Council’s accounts. The balance is repayable on demand. Interest is paid on balances.

	2014	2013
	£	£
Balance at 31 March 2013	1,274	1,516
Funds placed on deposit	6	8
Funds withdrawn	(1,280)	(250)
Balance at 31 March 2014	0	1,274

Note 9 Creditors

	2014	2013
	Total	Total
	£	£
Awards Approved in Previous Financial Years Provost’s Benevolent Fund, Greenock	0	40
Balance at 31 March 2014	0	40



Inverclyde
council

Finance Services, Municipal Buildings, Greenock PA15 1LY
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Queen Victoria Diamond Jubilee Fund

Annual Report and Financial Statements For the Year ended 31 March 2014



Scottish Charity Number SC019232



Queen Victoria Diamond Jubilee Fund Contents

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The fund was instituted in 1897 with money raised by public subscription in Greenock. 1897 was the year of Queen Victoria's Diamond Jubilee and it gave rise to a massive outpouring of public affection and a carnival atmosphere in the town.

The matter was dealt with by the Greenock Magistrates Committee and the capital sum of £1,280 was raised. The purpose of the charity was for the nursing of the sick poor of Greenock and District and the original beneficiary was the Greenock District Nursing Association.

With the demise of this organisation in 1980, the Finance and Law Sub-Committee of Inverclyde District Council agreed to apply the income to another body whose object included the nursing of the sick poor of Greenock and District.

The Fund has not made any awards in recent years, but in past years various donations have been made to Ardgowan Hospice and some considerable time ago to the Salvation Army and the Jericho Society.

As the successor local authority, Inverclyde Council is the sole trustee. The Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as the treasurer of the charity is responsible for making arrangements for the proper

administration of the charitable trust and reports to trustees.

The Council received a formal approval from OSCR to a re-organisation of the trust during the year. The remaining funds were paid over to the Ardgowan Hospice in February 2014 and the trust has been trust wound up.

Queen Victoria Diamond Jubilee Fund

Trustees' Annual Report

For the Year ended 31 March 2014

The Trustees present their final report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2014.

Reference and Administrative Information

- Charity Name Queen Victoria Diamond Jubilee Fund
- Charity Number SC019232
- Principal Address C/o Inverclyde Council, Municipal Buildings,
Clyde Square, Greenock, PA15 1LY

Current Trustees

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

Other Trustees who served during the Year

- None

Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Democratic Services

Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Acting Corporate Director Environment, Regeneration & Resources

Bankers

All monies are held and managed by Inverclyde Council.

Independent Examiner

- David Connell CPFA, Greenock PA15 2QR

Structure, Governance and Management

Governing Document

The legal name of the charity is Queen Victoria Diamond Jubilee Fund. The fund was instituted in 1897 with money raised by public subscription in Greenock.

The trust is an unincorporated Scottish Charity governed on the basis of the available evidence of its constitution, and as approved by the Policy and Strategy Committee of 6 August 1996. Grants are made in accordance with the constitution.

Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a charity trustee and the accounts of the trust.

Organisational Structure

The trustees (as the elected members of the council) meet once a year at the AGM to consider and approve the annual report and financial statements. Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the remaining funds of the trust. The trustees delegate the day-to-day administration of the charities to officers of the Council.

The Council provides all administrative support to the charity including financial, legal and secretarial support and deals with any applicants on behalf of the charity. The Council also administers any payments from the charity.

The Council makes a charge for these services as agreed by Trustees at a meeting of 3 December 2009. There are no other costs in connection with governance.

Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the Trust.

Risk Management

The Council has assessed the major risks to which the charity is exposed, in particular those related to its operation and finances, and is satisfied that the systems are in place to mitigate the exposure to the major risks.

Management of Funds and Investment Policy

The Trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the charity. In this way, the income stream for the future benefit of the charities is protected while allowing income for the current year's awards.

Finance Services of Inverclyde Council have taken the steps required by charity trustees under the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006 for the period from 1 April 2013 to 31 March 2014. The funds of the charity are deposited with Inverclyde Council and receive interest at the average market rate for the Council's borrowing. The interest received from Inverclyde Council is shown in the Statement of Financial Activities.

Objects and Activities

Objects

Its charitable object is "income is to be applied to the nursing of the sick poor of Greenock the annual interest on this capital sum is to be expended annually amongst such charitable institutions or societies in or about Greenock as the Corporation of Greenock in their sole discretion think fit".

Activities

The charity makes grants in accordance with its purposes to organisations.

Achievements and Performance

The charity did not undertake any activities during the year.

Financial Review

Overview

The charity was inactive and did not make any awards. Expenditure of £250 on governance costs paid to Inverclyde Council for the cost of accountancy, legal and administrative support exceeded income from the incoming resources of £15 from interest earned on the capital and revenue funds deposited with Inverclyde Council.

An award of £3,283 was made to the Ardgowan Hospice and this extinguished all remaining reserves.

Reserves Policy

The Trust transferred all reserves to the Ardgowan Hospice during the financial year.

Future Plans

The Trustees will apply to OSCR to have the charity removed from the Scottish Charity Register.

Conclusion

The charity did not undertake any activities during the year. The charity was wound up and the remaining funds paid over to the Ardgowan Hospice.

Approved by the Trustees on Ninth October Two Thousand and Fourteen and signed on behalf of all Trustees by:

Provost Robert Moran

Chair of the Trustees

This Trustees' Report is also counter-signed by the Acting Corporate Director Environment, Regeneration & Resources of Inverclyde Council in his capacity as the Honorary Treasurer.

Alan Puckrin CPFA

Honorary Treasurer

Queen Victoria Diamond Jubilee Fund
Independent Examiner's Report
For the Year ended 31 March 2014

Independent Examiner's Report to the Trustees of the Peter Stanton Memorial Trust

I report on the accounts for the year ended 31 March 2014 set out on pages 7 to 10.

Respective Responsibilities of Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity's trustees consider that the audit requirement of Regulation 10(1) (a)-(c) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Connell CPFA
59 Shankland Road
Greenock
PA15 2QR
9 October 2014

Queen Victoria Diamond Jubilee Fund
Statement of Financial Activities for the Year ended 31 March 2014

	Note	Unrestricted Funds	Endowment Funds	Total 2014	Total 2013
		£	£	£	£
Incoming Resources					
<i>Incoming resources from generated funds</i>					
Interest Receivable	4	14	0	14	19
Total Incoming Resources		14	0	14	19
Resources Expended					
<i>Costs of activities in furtherance of charitable activities</i>					
Grants and Awards		3,283	0	3,283	0
Governance Costs	3	250	0	250	250
Total Resources Expended		3,533	0	3,533	250
Net Incoming/(Outgoing) Resources before Transfers		(3,519)	0	(3,519)	(231)
Transfers					
Gross Transfers between Funds		1,280	(1,280)	0	0
Net Movement in Funds	5	(2,239)	(1,280)	(3,519)	(231)
Reconciliation of Funds					
Total Funds Brought Forward		2,239	1,280	3,519	3,750
Total Funds Carried Forward		0	0	0	3,519
Queen Victoria Diamond Jubilee Fund has no recognised gains or losses other than the results for the year as set out above. The activities of the trust are not classed as continuing. The notes on pages 9 to 10 form an integral part of these accounts.					

**Queen Victoria Diamond Jubilee Fund
Balance Sheet as at 31 March 2014**

	Note	Unrestricted Funds	Endowment Funds	Total 2014	Total 2013
		£	£	£	£
Current Assets					
Cash at Bank	6	0	0	0	3,519
Current Liabilities					
Creditors: Amounts Falling Due within One Year		0	0	0	0
Net Current Assets		0	0	0	3,519
Net Assets		0	0	0	3,519
Funds					
Unrestricted Funds		0		0	2,239
Endowment Funds			0	0	1,280
Total Funds		0	0	0	3,519

The notes on pages 9 to 10 form an integral part of these accounts.

Approved by the Trustees on 9 October 2014 and signed on their behalf by:

Provost Robert Moran
Chair of the Trustees

Alan Puckrin CPFA
Honorary Treasurer

Queen Victoria Diamond Jubilee Fund

Notes to the Accounts

Note 1 Basis of Preparation

1.1 Basis of Accounting

These accounts have been prepared on the basis of historic cost in accordance with:

- (a) Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005 – 2nd Edition); and the Financial Reporting Standard for Smaller Charities (FRSSE) (Effective April 2008).
- (b) The Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).
- (c) The accounts are prepared on a “break up basis” as the activities of the trust are not classed as continuing.

1.2 Changes in the basis of accounting

None

1.3 Changes to previous accounts

None

Note 2 Accounting Policies

2.1 Form of Financial Statements

- (a) Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.
- (b) Endowment funds are those that the original capital cannot be spent as income and must remain in the form of investments. Any income return generated by the invested endowment may be spent on the activities of the trust.

2.2 Incoming Resources

- (a) Incoming resources are recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
- (b) Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.
- (c) Interest on deposits with Inverclyde Council is recognised in the accounts when receivable.

2.3 Expenditure and Liabilities

- (a) Expenditure is accounted for on an accruals basis.
- (b) Liabilities are recognised as soon as there is a legal or constrictive obligation to pay out resources.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance matters.

2.4 Assets

The charity has no fixed assets

2.5 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities. Irrecoverable VAT is included in the expense to which it relates.

2.6 Comparative Figures

Figures for 2013 are shown as appropriate for purposes of comparison.

Note 3 Governance Costs

	2014 £	2013 £
Charges from Inverclyde Council for accountancy and legal support on governance matters	250	250
Total	250	250
No examination is required. Queen Victoria Diamond Jubilee Fund has no staff. All support functions are provided by Inverclyde Council.		

Note 4 Trustees Remuneration, Expenses and Related Party Transactions

No Trustees were remunerated during the year or any persons connected with them during the year (2013: Nil), nor was there any requirement for any expenses to be paid (2013: Nil).

The trustees are the elected members of Inverclyde Council. The Council provides governance services at a cost of £250 (2012: £250). During the year, the charity received interest of £14 from the Council (2012: £19). As at 31 March 2014, there are no outstanding balances due to or from Inverclyde Council (2013: £3,519 due from Inverclyde Council £3,519).

Note 5 Movement on Funds

	Balance 01/04/2013 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance 31/03/2014 £
Unrestricted Funds	2,239	14	(3,533)	1,280	0
Endowment Funds	1,280	0	0	(1,280)	0
	3,519	14	(3,533)	0	0
Purpose of Endowment Funds The endowment funds are held for capital growth and to provide an annual income. The gross income from the deposits is held in the unrestricted reserves and is available for distribution.					

Note 6 Cash at Bank

During the year the trust's balances were held by Inverclyde Council. The Council acts as the banker for the charity and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

	2014 £	2013 £
Balance at 1 April 2013	3,519	3,750
Funds placed on deposit	14	19
Funds withdrawn	(3,533)	(250)
Balance at 31 March 2014	0	3,519



Inverclyde
council

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The Audit Findings Report for Inverclyde Council's 106 Charities

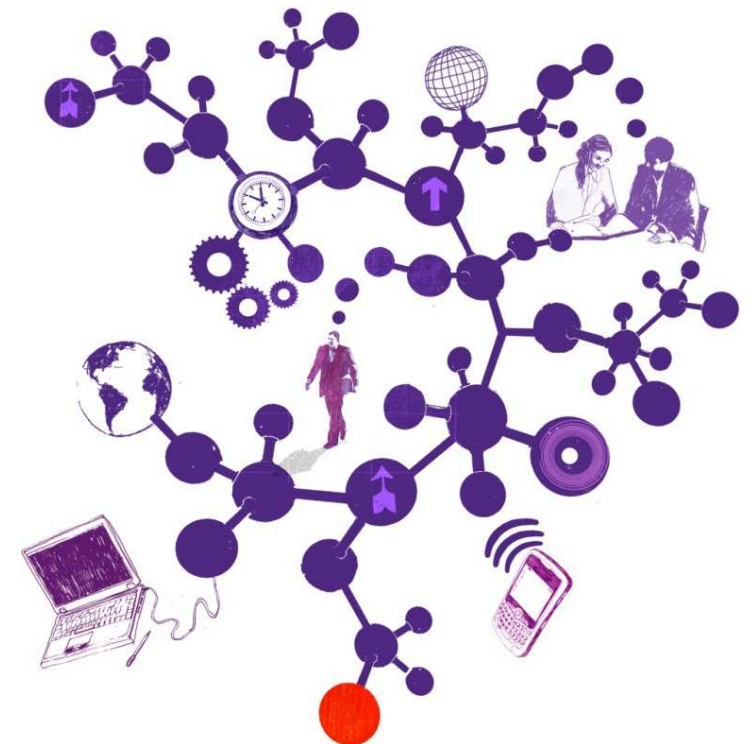
Miss Agnes Gallagher Trust for Poor;
William Stewart of St Fillans Bequest; and
Lady Alice Shaw-Stewart Memorial Fund

Year ended 31 March 2014

September 2014

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Manager
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The contents of this report relate only to the matters which have come to our attention, which we believe need to be reported to you as part of our audit process. It is not a comprehensive record of all the relevant matters, which may be subject to change, and in particular we cannot be held responsible to you for reporting all of the risks which may affect the Charities or any weaknesses in your internal controls. This report has been prepared solely for your benefit and should not be quoted in whole or in part without our prior written consent. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

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Section 1: Executive summary

01. Executive summary

02. Audit Risks and findings

03. Fees, non audit services and independence

04. Communication of audit matters

Executive summary

Purpose of this report

This report highlights the key issues affecting the financial statements of the three s106 charities at Inverclyde Council which are subject to audit in 2013-14 under direction from the Accounts Commission. These are the charities where Councillors are the sole trustees and where an application to wind up the charities has not been made. These three charities are:

1. Miss Agnes Gallagher Trust for Poor
2. William Stewart of St Fillans Bequest
3. Lady Alice Shaw-Stewart Memorial Fund.

Collectively they are referred to as 'the Charities' in this report, which is prepared under International Standards on Auditing (ISAs) (UK & Ireland) 260 as a single communication with those charged with governance regarding all three charities.

Introduction

This is the first year in which the Accounts Commission have appointed us to undertake an audit of the three s106 charities. Previously each charity's financial statements were subject to independent examination.

Our audit is substantially complete, and we are finalising our procedures in the following areas:

- obtaining and reviewing the management letter of representation
- updating our post balance sheet events review, to the date of signing the opinion.

Key audit and financial reporting issues

Financial statements opinion

We have not identified any audit adjustments affecting the Charities' net funds or any of the figures in the financial statements.

We anticipate providing unqualified opinions on each of the Charities' financial statements. We have highlighted an 'other matter' in the opinions due to the prior year financial statements not being subject to a full audit. Draft opinions are attached at Appendix A – C.

The key messages arising from our audit of the financial statements are:

- the draft financial statements contained no errors and were of good quality
- we recommended a small number of minor presentational adjustments to each of the financial statements
- management also made a small number of presentational adjustments in preparing the final financial statements.

Controls

Roles and responsibilities

Management are responsible for the identification, assessment, management and monitoring of risk, and for developing, operating and monitoring the system of internal control.

Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we report these to management and the Trustees.

Findings

Our work has not identified any control weaknesses which we wish to highlight for your attention.

Next Steps

On receipt of the final version of the financial statements, annual report and letter of representation we will finalise our audit and issue our opinion.

Acknowledgement

We would like to take this opportunity to record our appreciation for the assistance provided by the finance team and other staff during our audit.

Section 2: Audit Risks and Findings

01. Executive summary

02. Audit Risks and Findings

03. Fees, non audit services and independence

04. Communication of audit matters

Audit findings against significant risks




In this section we detail our response to the significant risks of material misstatement which we identified in the Audit Plan. As we noted in our plan, there are two presumed significant risks which are applicable to all audits under auditing standards.

"Significant risks often relate to significant non-routine transactions and judgmental matters. Non-routine transactions are transactions that are unusual, either due to size or nature, and that therefore occur infrequently. Judgmental matters may include the development of accounting estimates for which there is significant measurement uncertainty" (ISA 315).

	Risks identified in our audit plan	Work completed	Assurance gained and issues arising
1.	<p>The revenue cycle may include fraudulent transactions</p> <p>Under ISA 240 there is a presumed risk that revenue may be misstated due to the improper recognition of revenue.</p>	<ul style="list-style-type: none"> • Performance of substantive testing on revenue streams. • Review of revenue recognition policies. 	<p>Our audit work has not identified any issues in respect of revenue recognition.</p>
2.	<p>Management over-ride of internal controls may result in material misstatement</p> <p>Under ISA 240 there is a presumed risk that the risk of management over-ride of controls is present in all entities.</p>	<ul style="list-style-type: none"> • Assessment of the design and implementation of controls in key systems. • Review of accounting estimates, judgments and decisions made by management. • Review of all significant transactions. 	<p>Our audit work has not identified any evidence of management override of controls.</p> <p>We set out later in this section of the report our work and findings on key accounting estimates and judgments.</p>



Accounting policies, Estimates & Judgements

In this section we report on our consideration of accounting policies, in particular revenue recognition policies, and key estimates and judgements made and included within the Charities financial statements.

Accounting area	Summary of policy	Comments	Assessment
Revenue recognition (revenue recognition fraud is a presumed significant risk)	Incoming resources are recognised and included in the Statement of Financial Activities (SoFA) of the relevant charity when: <ul style="list-style-type: none"> the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability. 	<ul style="list-style-type: none"> We have reviewed the Charities' policies and tested all income transactions. We do not have any comments to make.	 Green
Judgements and estimates (management override of controls is a presumed significant risk)	Management have not made any judgements and estimates which would have a material impact on the financial statements of any of the three charities.	<ul style="list-style-type: none"> We have reviewed the Charities' policies and practices. We do not have any comments to make.	 Green
Other accounting policies	Each charity has adopted accounting policies which are in line with our expectations for charities of this type in the sector.	<ul style="list-style-type: none"> We have reviewed the Charities' policies. We do not have any comments to make.	 Green

We have not identified any issues with any of the accounting areas above. We have not identified any misstatements to report to you in this report.

Assessment

-  Marginal accounting policy which could potentially attract attention from regulators
-  Accounting policy appropriate and disclosures sufficient

-  Accounting policy appropriate but scope for improved disclosure

Section 3: Fees, non audit services and independence

01. Executive summary

02. Audit Risks and Findings

03. Fees, non audit services and independence

04. Communication of audit matters

Fees, non audit services and independence

We confirm below our final fees charged for the audits

Fees excluding VAT

	£
Planned audit fee (per charity)	800
Actual audit fee (per charity)	800
Variance	0

Changes to our planned Audit Approach

We have not had to alter our audit plan or propose any additional fees to those agreed with management above.

Fees for other services

Service	Fees £
None	Nil

Independence and ethics

We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention. We have complied with the Auditing Practices Board's Ethical Standards and therefore we confirm that we are independent and are able to express an objective opinion on the financial statements.

We confirm that we have implemented policies and procedures to meet the requirements of the Auditing Practices Board's Ethical Standards.

Section 4: Communication of audit matters

- 01. Executive summary
- 02. Audit Risks and Findings
- 03. Fees, non audit services and independence
- 04. Communication of audit matters**

Key communication requirements

We set out below details of other matters which we, as auditors, are required by auditing standards to communicate to those charged with governance.

	Issue	Commentary
1.	Matters in relation to fraud	We have not been made aware of any incidents in the period and no other issues have been identified during the course of our audit procedures.
2.	Matters in relation to related parties	We are not aware of any related party transactions which have not been disclosed.
3.	Matters in relation to laws and regulations	We are not aware of any incidences of non-compliance with relevant laws and regulations.
4.	Written representations	A standard letter of representation has been requested covering each of the charities.
5.	Disclosures	There are no outstanding disclosure issues which management have not adjusted.
6.	Going Concern	<p>We have reviewed the going concern assertions made in each of the financial statements. William Stuart of St. Fillans Bequest and the Miss Agnes Gallagher Trust for Poor are not considered by management to be continuing operations because they are effectively dormant and no longer trading. Management are looking to wind the charities up in the medium term. As a result, management have noted that the financial statements have been prepared on a break-up basis, indicating that these two charities are not considered going concerns.</p> <p>We have reviewed this decision by management and conclude that this is appropriate in the circumstances and that the disclosures in the accounting policies for these two charities are adequate.</p>

Communication of audit matters to those charged with governance

International Standards on Auditing (ISA) 260, as well as other ISAs, prescribe matters which we are required to communicate with those charged with governance, and which we set out in the table opposite.

Respective responsibilities

As auditor we are responsible for performing the audit in accordance with ISAs (UK and Ireland), which is directed towards forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. We are required to audit the financial statements and to give an opinion as to:

- whether they give a true and fair view of the financial position of the Trust and its expenditure and income for the period in question
- whether they have been prepared properly in accordance with relevant legislation, applicable accounting standards and other reporting requirements

It is the responsibility of each charity to ensure that proper arrangements are in place for the conduct of its business, and that public money is safeguarded and properly accounted for. We have considered how the Charities are fulfilling these responsibilities.

Our communications in this report

Respective responsibilities of auditor and management/those charged with governance

Overview of the planned scope and timing of the audit. Form, timing and expected general content of communications

Views about the qualitative aspects of the entity's accounting and financial reporting practices, significant matters and issues arising during the audit and written representations that have been sought

Confirmation of independence and objectivity

A statement that we have complied with relevant ethical requirements regarding independence, relationships and other matters which might be thought to bear on independence.

Details of any non-audit work performed by Grant Thornton UK LLP and network firms, together with fees charged

Details of safeguards applied to threats to independence

Material weaknesses in internal control identified during the audit

Identification or suspicion of fraud involving management and/or others which results in material misstatement of the financial statements

Compliance with laws and regulations

Expected unmodified auditor's report

Uncorrected misstatements

Significant matters arising in connection with related parties

Significant matters in relation to going concern

Appendix A: Audit opinion Lady Alice Shaw-Stewart Memorial Fund

We anticipate we will provide the Charities with an unqualified audit report

Independent auditor's report to the trustees of the Lady Alice Shaw-Stewart Memorial Fund and the Accounts Commission for Scotland

We have audited the financial statements of the Lady Alice Shaw-Stewart Memorial Fund for the year ended 31 March 2014 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 financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). 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 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditor

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

Appendix A: Audit opinion (continued)

Other matter - unaudited comparative amounts

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

Opinion on other prescribed matter

In our opinion 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.

Matters on which we are required to report by exception

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

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

Appendix B: Audit opinion Miss Agnes Gallagher Trust for Poor

We anticipate we will provide the Charities with an unqualified audit report

Independent auditor's report to the trustees of the Miss Agnes Gallagher Trust for Poor and the Accounts Commission for Scotland

We have audited the financial statements of the Miss Agnes Gallagher Trust for Poor for the year ended 31 March 2014 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 financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditor

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

Appendix B: Audit opinion (continued)

Other matter - unaudited comparative amounts

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

Opinion on other prescribed matter

In our opinion 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.

Matters on which we are required to report by exception

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

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

Appendix C: Audit opinion William Stewart of St. Fillans Bequest

We anticipate we will provide the Charities with an unqualified audit report

Independent auditor's report to the trustees of the William Stewart of St. Fillans Bequest and the Accounts Commission for Scotland

We have audited the financial statements of the William Stewart of St. Fillans Bequest for the year ended 31 March 2014 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 financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's Members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditor

The trustees are responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

Appendix C: Audit opinion (continued)

Other matter - unaudited comparative amounts

The financial statements for the year ended 31 March 2013 were not audited. The comparative amounts in the financial statements for the year ended 31 March 2014 are therefore unaudited.

Opinion on other prescribed matter

In our opinion 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.

Matters on which we are required to report by exception

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Gary Devlin, for and on behalf of Grant Thornton UK LLP

7 Exchange Crescent

Edinburgh

EH3 8AN

September 2014

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

Appendix D: Draft Letter of Representation Lady Alice Shaw-Stewart Memorial Fund

Lady Alice Shaw-Stewart Memorial Fund Financial Statements for the year ended 31 March 2014

This representation letter is provided in connection with the audit of the financial statements of the Lady Alice Shaw-Stewart Memorial Fund for the year ended 31 March 2014 for the purpose of expressing opinions as to whether the financial statements give a true and fair view in accordance with the 2005 Charity SORP and applicable Financial Reporting Standards.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- i. We have fulfilled our responsibilities for the preparation of the financial statements in accordance with proper practices as set out in the 2005 Charity SORP and applicable Financial Reporting Standards; in particular the financial statements give a true and fair view in accordance therewith.
- ii. We have complied with the requirements of all statutory directions and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- vi. We are satisfied that the material judgements used by us in the preparation of the financial statements are soundly based, in accordance with the 2005 SORP, and adequately disclosed in the financial statements. There are no material judgements that need to be disclosed.

- vii. Except as stated in the financial statements:
 - there are no unrecorded liabilities, actual or contingent
 - none of the assets of the charities has been assigned, pledged or mortgaged
 - there are no additional material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the 2005 SORP and applicable accounting standards.
- ix. All events subsequent to the date of the financial statements for which the 2005 SORP requires adjustment or disclosure have been adjusted or disclosed.
- x. There is no actual or possible litigation or claims to be accounted for.
- xi. The financial statements are free of material misstatements, including omissions. Any misstatements identified in the Audit Findings Report and not amended for are, individually and in aggregate, not material to the financial statements.
- xii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiii. All expenditure has been made in line with the charitable objectives.
- xiv. We believe that the financial statements of the Lady Alice Shaw-Stewart Memorial Fund should be prepared on a going concern basis.

Information Provided

- xv. We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of your audit; and
 - unrestricted access to persons from whom you determined it necessary to obtain audit evidence.

Appendix D: Draft Letter of Representation (continued)

- xvi. We have communicated to you all deficiencies in internal control of which management is aware.
- xvii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xix. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Charity and involves:
- management;
 - those who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- xx. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the Charity's financial statements communicated by employees, former employees, regulators or others.
- xxi. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxii. We have disclosed to you the entity of the Charity's related parties and all the related party relationships and transactions of which we are aware.
- xxiii. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Trustees' Annual Reports

We are satisfied that the Trustees' Annual Report fairly reflects the Charity's operations and business, and is consistent with our knowledge of the Charity.

Signed on behalf of the Trustees and the Honourary Treasurer:

Provost, Chair of Trustees (Date)

Honourary Treasurer (Date)

Appendix E: Draft Letter of Representation Miss Agnes Gallagher Trust for Poor

Agnes Gallagher Trust for Poor Financial Statements for the year ended 31 March 2014

This representation letter is provided in connection with the audit of the financial statements of the Agnes Gallagher Trust for Poor for the year ended 31 March 2014 for the purpose of expressing opinions as to whether the financial statements give a true and fair view in accordance with the 2005 Charity SORP and applicable Financial Reporting Standards.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- i. We have fulfilled our responsibilities for the preparation of the financial statements in accordance with proper practices as set out in the 2005 Charity SORP and applicable Financial Reporting Standards; in particular the financial statements give a true and fair view in accordance therewith.
- ii. We have complied with the requirements of all statutory directions and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- vi. We are satisfied that the material judgements used by us in the preparation of the financial statements are soundly based, in accordance with the 2005 SORP, and adequately disclosed in the financial statements. There are no material judgements that need to be disclosed.

- vii. Except as stated in the financial statements:
 - there are no unrecorded liabilities, actual or contingent
 - none of the assets of the charities has been assigned, pledged or mortgaged
 - there are no additional material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the 2005 SORP and applicable accounting standards.
- ix. All events subsequent to the date of the financial statements for which the 2005 SORP requires adjustment or disclosure have been adjusted or disclosed.
- x. There is no actual or possible litigation or claims to be accounted for.
- xi. The financial statements are free of material misstatements, including omissions. Any misstatements identified in the Audit Findings Report and not amended for are, individually and in aggregate, not material to the financial statements.
- xii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiii. All expenditure has been made in line with the charitable objectives.
- xiv. We believe that the Agnes Gallagher Trust for Poor is not a continuing operation and is not a going concern. As a result we have prepared the financial statements on a 'break up' basis and made adequate disclosure of this fact. There would be no material difference to the presentation of the financial statements regardless of our assessment of going concern.

Information Provided

- xv. We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of your audit; and
 - unrestricted access to persons from whom you determined it necessary to obtain audit evidence.

Appendix E: Draft Letter of Representation (continued)

- xvi. We have communicated to you all deficiencies in internal control of which management is aware.
- xvii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xix. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Charity and involves:
- management;
 - those who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- xx. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the Charity's financial statements communicated by employees, former employees, regulators or others.
- xxi. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxii. We have disclosed to you the entity of the Charity's related parties and all the related party relationships and transactions of which we are aware.
- xxiii. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Trustees' Annual Reports

We are satisfied that the Trustees' Annual Report fairly reflects the Charity's operations and business, and is consistent with our knowledge of the Charity.

Signed on behalf of the Trustees and the Honourary Treasurer:

Provost, Chair of Trustees (Date)

Honourary Treasurer (Date)

Appendix F: Draft Letter of Representation William Stewart of St. Fillans Bequest

William Stewart of St. Fillans Bequest Financial Statements for the year ended 31 March 2014

This representation letter is provided in connection with the audit of the financial statements of the William Stewart of St. Fillans Bequest for the year ended 31 March 2014 for the purpose of expressing opinions as to whether the financial statements give a true and fair view in accordance with the 2005 Charity SORP and applicable Financial Reporting Standards.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- i. We have fulfilled our responsibilities for the preparation of the financial statements in accordance with proper practices as set out in the 2005 Charity SORP and applicable Financial Reporting Standards; in particular the financial statements give a true and fair view in accordance therewith.
- ii. We have complied with the requirements of all statutory directions and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- vi. We are satisfied that the material judgements used by us in the preparation of the financial statements are soundly based, in accordance with the 2005 SORP, and adequately disclosed in the financial statements. There are no material judgements that need to be disclosed.

- vii. Except as stated in the financial statements:
 - there are no unrecorded liabilities, actual or contingent
 - none of the assets of the charities has been assigned, pledged or mortgaged
 - there are no additional material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the 2005 SORP and applicable accounting standards.
- ix. All events subsequent to the date of the financial statements for which the 2005 SORP requires adjustment or disclosure have been adjusted or disclosed.
- x. There is no actual or possible litigation or claims to be accounted for.
- xi. The financial statements are free of material misstatements, including omissions. Any misstatements identified in the Audit Findings Report and not amended for are, individually and in aggregate, not material to the financial statements.
- xii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiii. All expenditure has been made in line with the charitable objectives.
- xiv. We believe that the William Stewart of St. Fillans Bequest is not a continuing operation and is not a going concern. As a result we have prepared the financial statements on a 'break up' basis and made adequate disclosure of this fact. There would be no material difference to the presentation of the financial statements regardless of our assessment of going concern.

Information Provided

- xv. We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of your audit; and
 - unrestricted access to persons from whom you determined it necessary to obtain audit evidence.

Appendix F: Draft Letter of Representation (continued)

- xvi. We have communicated to you all deficiencies in internal control of which management is aware.
- xvii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xix. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Charity and involves:
- management;
 - those who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- xx. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the Charity's financial statements communicated by employees, former employees, regulators or others.
- xxi. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxii. We have disclosed to you the entity of the Charity's related parties and all the related party relationships and transactions of which we are aware.
- xxiii. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Trustees' Annual Reports

We are satisfied that the Trustees' Annual Report fairly reflects the Charity's operations and business, and is consistent with our knowledge of the Charity.

Signed on behalf of the Trustees and the Honourary Treasurer:

Provost, Chair of Trustees (Date)

Honourary Treasurer (Date)



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