



**ORKNEY**  
ISLANDS COUNCIL

# **ORKNEY EDUCATIONAL TRUST**

**CHARITY NUMBER: SC019752**

**TRUSTEES' REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2014**

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## Trustees' Annual Report

### 1. Introduction

Orkney Islands Council acts as the sole trustee for the Orkney Educational Trust SC019752 which has charitable status and is registered with the Office of the Scottish Charity Regulator (OSCR).

The principal address for the Orkney Educational Trust (OET) is:

Orkney Islands Council  
School Place  
Kirkwall  
Orkney  
KW15 1NY

Orkney Islands Council administers the OET and separately accounts for them. They do not form part of the Council's single entity balance sheet, although under s222 of the Local Government (Scotland) Act 1973, the property of the OET 'vest(s) in' the relevant local authority. However they are included in the annual accounts of the Council as a Note to the main financial statements. The appointed external auditors are:-

Audit Scotland  
4<sup>th</sup> Floor South Suite  
The Athenaeum Building  
8 Nelson Mandela Place  
Glasgow, G2 1BT

#### Trustees

In terms of the 'Trustees' of OET, the guidance provided by OSCR is that those who have 'general control and management' of the charity are the charity trustees. Decisions regarding the general control and management of the OET are made under delegated powers granted to the Education, Leisure and Housing Service (ELH) on their appointment by Orkney Islands Council.

The following individuals are the Trustees of the OET in their capacity as elected Councillors of Orkney Islands Council:

#### Name

Mr Alan Clouston  
Mr Alistair Gordon  
Mr Andrew Drever  
Mr Bill Stout  
Mr David Tullock  
Mr Graham Sinclair  
Ms Gwenda Shearer  
Mr Harvey Johnston  
Mr James Stockan  
Ms Janice Annal  
Mr Jim Foubister  
Mr Jimmy Moar  
Mr John Richards  
Mr Maurice Davidson  
Mr Owen Tierney

**Name Cont.**

Mr Rob Crichton

Mr Russ Madge

Mr Stephen Clackson

Mr Stephen Hagan

Dr Steve Heddle

Mr Jack Moodie (resigned 8<sup>th</sup> September 2014)

## **2. Structure, Governance and Management**

### **Structure**

The Council is a Local Authority incorporated under the Local Government (Scotland) Act 1973, which has assumed responsibility for the management of the charity for the common good of the people of Orkney which includes the following broad categories:

- relief of those disadvantaged by poverty, health or disability ;
- advancement of education, religion, arts recreation and sport ;
- promotion of equality and diversity ; and
- any other purpose that may be regarded as analogous to any of the preceding purposes.

The Orkney Educational Trust Scheme was prepared by the Secretary of State for Scotland on 21.12.1961, under the Education (Scotland) Acts 1939 to 1956. The restrictions on disbursement of funds is founded in this act.

The funds within the OET were originally constituted in the form of bequests by individuals or families who entrusted the predecessors of the Local Authority with the task of managing the funds to promote general educational projects and support students through bursaries and educational travel.

### **Governance and Management**

The trustees are responsible for preparing the Trustees report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- identify suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which ensure that the financial statements comply with the Scottish Companies Act 2006 and the Charities Accounts (Scotland) regulations 2006. They are also responsible for safeguarding

the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees have delegated responsibility for the proper administration of the funds financial affairs to the Head of Finance of Orkney Islands Council. The Head of Finance, through the delegated powers granted to the trustees, manages the affairs of the Trust to secure the economic, efficient and effective use of resources and safeguard the assets of OET.

The Head of Finance has designated responsibility for ensuring an effective system of internal financial control is maintained and operated. The system of internal financial control can only provide reasonable and not an absolute assurance that assets are safeguarded, transactions are recorded and properly authorised, and that material errors or irregularities are either prevented or would be detected within a timely period. The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures and a system of delegation and accountability. The Head of Finance has designated responsibility for keeping proper accounting records which are up to date and which ensure that the financial statements comply with the Charities Accounts (Scotland) Regulations 2006.

The Trustees have delegated the day to day review of applications and decision of grant making to the Education, Housing and Leisure committee.

### **Grant Making Policy**

The Trust focuses on applications that promote the common good of the people of Orkney and can usually be categorised into one of the above main broad categories. Applications for general educational projects and those which support students through bursaries and educational travel will be particularly encouraged. Subject to the former elements of the Trust's grant-making policy, no restrictions are imposed on the purpose for which a grant may be made; thus applications support towards capital projects, other projects or core costs are considered. If any grants were to be made in excess of £10,000 the trustees would require follow up documentation proving that monies are spent in accordance with the approved purpose.

### **Risk**

Orkney Islands Council have overall responsibility for the OET's system of internal control that is designed by senior management to ensure effective and efficient operations, including financial reporting and compliance with laws and regulations. The Council acknowledge that such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can only provide reasonable and not absolute assurance against material misstatement or loss.

## **3. Objectives and Activities**

Incoming resources to the OET fund is from debtor interest, legacies and donations. No donations to the fund are solicited. Local schools make applications for donations to support talented and high achieving individuals and for students to attend mainland events. The trustees are currently considering local newspaper and home website advertisements to encourage a greater volume of donations to benefit the common good of the people of Orkney.

#### **4. Achievements and Performance**

The fund made charitable payments of £7,330 in the year, being just under 12% of the fund value at the beginning of the year. Details of the Charitable Funds available were publicly advertised inviting applications, which were subsequently considered.

The Trustees wish to increase the amount of donations in future years and are considering increased public advertising to achieve this.

The monies of the OET fund were invested in the Council's Loans Fund.

#### **5. Financial Review**

The OET reserves policy is to hold all assets in the form of cash balances within the Council Loans Fund to enable ease of disbursement of funds. During the year the movement in reserves decreased from £62,131 to £55,426 being a decrease of £6,705 and in future years we expect the level of reserves to fall further year by year as the Trustees seek to maximise public benefit.

#### **6. Reserves Policy**

The Trustees policy is to increase the level of donations over the next few years to benefit the common good of the people of Orkney. This will lead to a reduction in the value of reserves, however the amount of donations will be subject to the fund remaining a going concern and in particular ensuring the criteria of positive net assets being maintained.

#### **7. Future Plans**

The Council are actively reviewing the charitable status of this fund, and will be looking towards a formal reorganisation with OSCR.

The Trustees wish to thank the Orkney Islands Council officers involved in the production of the Report and Financial Statements.

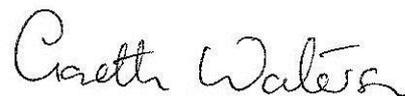
Trustees' Report and Financial Statements for Year Ended 31 March 2014

Signed



Alistair Buchan  
Chief Executive  
Orkney Islands Council  
25 September 2014

Signed



Gareth Waterson  
Head of Finance  
Orkney Islands Council  
25 September 2014

On behalf of the Trustees:

Signed



Dr Steven Heddle  
Convener  
Orkney Islands Council  
25 September 2014

## **Audit Report to the Trustees of Orkney Educational Trust and Accounts Commission**

### **Independent auditor's report to the trustees of Orkney Islands Council Orkney Educational Trust and the Accounts Commission for Scotland**

I have audited the financial statements of Orkney Islands Council Orkney Educational Trust 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 the 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, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

### **Respective responsibilities of the trustees and auditor**

As explained more fully in the Trustees' Annual Report, the trustees are responsible for the preparation of the financial statements which give a true and fair view. My 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 me 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, I read all the financial and non-financial information in the Trustees' 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 me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

### **Opinion on financial statements**

In my 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 my 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**

I am required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in my opinion:

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

I have nothing to report in respect of these matters.



Stephen Boyle CPFA

Assistant Director

Audit Scotland

4th Floor South Suite

The Athenaeum Building

8 Nelson Mandela Place

Glasgow G2 1BT

25 September 2014

Stephen Boyle CPFA is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973

## **Trust Accounts Financial Statements Overview**

### **1. Introduction**

The following pages detail the Statement of Financial Activities, the Balance Sheet and relevant Notes to the financial statements, as required by the Charities Accounts (Scotland) Regulations 2006. A Cash Flow Statement is not required as the fund is classified as a small charity as defined in the Charities SORP and therefore exempt from producing a Cash Flow Statement.

### **2. Statement of Financial Activities**

The Statement of Financial Activities provides an analysis of the incoming and expended resources to the fund.

If applicable the Statement would also show any cash movements in relation to fixed assets. In the case of the OET, there has been no purchase or sale of fixed assets.

### **3. Balance Sheet**

The Balance Sheet records the closing balances of the Assets and Liabilities of the fund at the end of the period, together with prior year comparisons.

### **4. Notes to the Financial Statements**

Notes to the accounts expand on or explain the information contained in the Statement of Financial Activities and the Balance Sheet.

## Statement of Financial Activities for the period ended 31 March 2014

	Notes	Unrestricted 2014 £'s	Total 2014 £'s	Total 2013 £'s
<b><u>Incoming Resources</u></b>				
<b>Incoming resources from generated funds</b>				
Voluntary income - legacies	5	1,317	1,317	933
Investment income from Debtors	6	632	632	1,219
<b>Total Incoming Resources</b>		<b>1,949</b>	<b>1,949</b>	<b>2,152</b>
<b><u>Resources Expended</u></b>				
Charitable activities	7	7,330	7,330	(36)
Governance costs	7	1,324	1,324	222
<b>Total Resources Expended</b>		<b>8,654</b>	<b>8,654</b>	<b>186</b>
<b>Net Income / outgoing resources before transfers</b>	8	<b>(6,705)</b>	<b>(6,705)</b>	<b>1,966</b>
<b>Net movement in funds</b>	8	<b>(6,705)</b>	<b>(6,705)</b>	<b>1,966</b>
<b>Total Funds brought Forward</b>	8	<b>62,131</b>	<b>62,131</b>	<b>60,165</b>
<b>Total Funds carried forward</b>	8	<b>55,426</b>	<b>55,426</b>	<b>62,131</b>

## Balance Sheet for the period ended 31 March 2014

	Notes	2014 £'s	2013 £'s
<b>Current Accounts</b>			
Debtor - Short term deposits	9	55,427	62,131
<b>Net Current Assets</b>		<u>55,427</u>	<u>62,131</u>
<b>Net Assets</b>		<u>55,427</u>	<u>62,131</u>
<b>Unrestricted Funds</b>			
General Funds		55,427	62,131
<b>Total Funds</b>		<u>55,427</u>	<u>62,131</u>

The unaudited accounts were issued on 26 June 2014 and the audited accounts were authorised for issue on 25 September 2014.

On behalf of the Trustees:

Signed

Dr Steven Heddle  
Convener  
Orkney Islands Council  
25 September 2014

## Notes forming part of the Financial Statements

### 1. Accounting Policies

#### Introduction

The Financial Statements for the period ended 31 March 2014 and preceding year have been compiled in accordance with the Charities Statement of Recommended Practice (the SORP), UK Generally Accepted Accounting Principles (UK GAAP) and the Charities Accounts (Scotland) Regulations 2006. They are designed to give a true and fair view of the financial performance and position of OET. There are no significant departures from accounting standards.

The accounting concepts of 'materiality' and 'going concern' have been considered in the application of accounting policies. In this regard the materiality concept means that information is included where the information is of such significance as to justify its inclusion. The going concern concept assumes that neither the Council nor its trustees will significantly curtail the scale of its operations.

The charity has adopted the requirements of the Statement of Recommended Practice: Accounting and Reporting by Charities (issued February 2005) for the first time. There are no material differences between the accounts of the charity previously prepared on a receipts basis and so no restatement to them has been necessary.

The accounts have been prepared under historic cost convention. The following accounting policies used in its preparation have been reviewed following the introduction of Financial Reporting Standard 18 'Accounting Policies' (FRS18).

#### Incoming Resources

##### Recognition of incoming resources

These are analysed between Unrestricted, Restricted and Endowment Funds and are included in the Statement of Financial Activity when:

- The charity becomes entitled to the resources;
- The trustees are reasonably certain they will receive the resources; and
- The monetary value can be measured with sufficient reliability.

##### Grants and Donations

Grants and donations are only included in the Statement of Financial Activity when the charity has unconditional entitlement to the resources.

##### Gifts in Kind

Gifts in kind are not reflected in the Statement of Financial Activity, but are referred to when necessary in the Trustees Annual Report.

##### Investment Income

This is included in the accounts on an accruals basis.

##### Investment Gains and Losses

This would include any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the period.

## Notes forming part of the Financial Statements (cont.)

### Resources Expended

#### Liability Recognition

Liabilities are recognised on an accruals basis as the liability is incurred.

#### Charitable Activities

Decisions regarding the way the OET's resources are expended are taken by ELH under delegated powers granted to them by Orkney Islands Council.

#### Costs of Generating Funds

The cost of administering the OET is borne entirely by Orkney Islands Council.

#### Governance Costs

Governance costs, where applicable, include the:

- Costs of the preparation and examination of the annual report and financial statements;
- Cost of any legal advice to trustees on governance or constitutional matters; and
- Cost of administering grants

#### Grants Payable without Performance Conditions

These are recognised in the accounts when the grant is approved.

### Assets

The OET holds no assets other than cash, therefore the requirement to disclose accounting policies in respect of fixed asset valuation, depreciation and impairment is negated.

## 2. Analysis of Payments

Grants totalling £7,330 were paid to 62 recipients during the year and costs totalling £1,324 were incurred in respect of audit and advertising fees. There is no significant delay between grants approved and grants paid.

## 3. Trustees' Remuneration and Expenses

Neither the officers involved with administering the OET nor any associated person connected with them have received any remuneration for their services. Further, no directly incurred expenses were reimbursed to the trustees during the period.

## 4. Related Parties

During the period, the OET balances were invested by Orkney Islands Council, who managed the administration of the Fund on behalf of the Trustees. No costs were incurred by OET for this administration. The Council also acts as the banker for OET and all transactions incoming and expended, are made via the Council's accounts. This creates a debtor as detailed in the Fund's balance sheet, labelled as short term deposits. There are no outstanding balances due to or from Orkney Islands Council. Interest income of £632 has been received in the year from Orkney Islands Council in relation to the debtor balance held.

## Notes forming part of the Financial Statements (cont.)

### 5. Voluntary Income Analysis

	Unrestricted Funds 2014 £'s	Unrestricted Funds 2013 £'s
<b>Voluntary income</b>	<u>          </u>	<u>          </u>
Legacies	<u>1,317</u>	<u>933</u>

### 6. Investment Income Analysis

	Unrestricted Funds 2014 £'s	Unrestricted Funds 2013 £'s
<b>Investment Income</b>	<u>          </u>	<u>          </u>
Deposit interest	<u>632</u>	<u>1219</u>

### 7. Resources Expended Analysis

	Unrestricted Funds 2014 £'s	Unrestricted Funds 2013 £'s
<b>Charitable Activities</b>		
Grants and Donations	7,330	(36)
	<u>7,330</u>	<u>(36)</u>
<b>Governance Costs</b>		
Auditors Fees	550	
Other Costs	774	222
	<u>1,324</u>	<u>222</u>
<b>Total</b>	<u>8,654</u>	<u>186</u>

## Notes forming part of the Financial Statements (cont.)

### 8. Movement in Fund Analysis

	At 1 April 2013 £'s	Incoming Resources £'s	Outgoing Resources £'s	Transfers £'s	At 31 March 2014 £'s
<b>Movements in Funds</b>					
<b>Unrestricted</b>					
General Fund	62,132	1,949	8,654	0	55,427
<b>Total All Funds</b>	<u>62,132</u>	<u>1,949</u>	<u>8,654</u>	<u>0</u>	<u>55,427</u>

### 9. Funds held by the Trustees Analysis

Funds held on Behalf of OET	2014 £'s	2013 £'s
by the Trustee		
OIC - Short term loan	<u>55,427</u>	<u>62,132</u>