



**ORKNEY**  
ISLANDS COUNCIL

# General Charitable Trust

**2023-2024**

**Trustees' Report and Financial Statements  
for the Year Ended 31 March 2024**

**Charity Number: SC044607**

[www.orkney.gov.uk](http://www.orkney.gov.uk)

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# Trustees' Annual Report

## 1. Introduction

Orkney Islands Council acts as the sole trustee for the Orkney Islands Council General Charitable Trust SC044607 (OICGCT) which has charitable status and is registered with the Office of the Scottish Charity Regulator (OSCR).

Following approval of a Charity Reorganisation Scheme for the previously registered funds, they were disestablished under OSCR and are now incorporated as restricted funds within OICGCT.

The remaining funds within the OICGCT as at 1 April 2023 were William Orkney Reid Bursary Fund for the advancement of education, and the Orkney Educational Trust (OET) to promote general educational projects and support students through bursaries and educational travel.

The Trustees' policy is to expend the remaining fund balances to benefit the common good of the people of Orkney and its environs.

The principal address for the OICGCT is:

Orkney Islands Council  
School Place  
Kirkwall  
Orkney  
KW15 1NY

Orkney Islands Council administers the OICGCT and separately accounts for it. It does 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 OICGCT 'vest(s) in' the relevant local authority. It is included in the annual accounts of the Council as a note to the main financial statements. The OICGCT accounts were considered as part of the group boundary assessment and concluded that it is not material. A summary of transactions and balances held is disclosed at note 7. The appointed external independent examiners are:

AJB Scholes  
8 Albert Street  
Kirkwall  
Orkney  
KW15 1HP

## Trustees

In terms of the 'Trustees' of OICGCT, 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 OICGCT are made under delegated powers granted to the Trustees on their appointment by Orkney Islands Council.

The following individuals are the Trustees of the OICGCT in their capacity as senior officers and elected members of Orkney Islands Council as at 31 March 2024:

<b>Name</b>	<b>Capacity</b>
Mr Graham Bevan	Convener
Mrs Gwenda Shearer	Chair – Education, Leisure and Housing Committee
Mr David Dawson	Chair – Development and Infrastructure Committee
Mr Oliver Reid	Chief Executive
Mr Erik Knight	Head of Finance

Changes in Trustees holding office from 1 April 2023 to the date of this report are as follows:

Mr James Stockan (Leader) retired as Trustee on 5 February 2024. A meeting of the OICGCT is yet to be held following Mr James Stockan's retirement and a replacement has yet to be appointed.

## 2. Structure, Governance and Management

### Structure

The individual funds within the OICGCT 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 for charitable purposes. Many of the funds had very restricted and antiquated purposes which the trustees could no longer satisfy, and therefore made application for approval of a Charity Reorganisation Scheme, in order to better enable them to actively manage funds for public benefit. The restrictions on disbursement of funds are as stated in the Deed of Trust as agreed by OSCR when the new charity was formed and are as follows:

**Fund Name****Post-reorganisation purpose**

William Orkney Reid Bursary Fund

Advancement of education

Orkney Educational Trust

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, see page 8 Statement of the Trustees' responsibilities in Respect of the Accounts.

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 by the trustees, manages the affairs of the Trust to secure the economic, efficient, and effective use of resources and safeguard the assets of OICGCT.

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.

Trustees, who are Councillors, are provided with induction training when appointed.

**Grant Making Policy**

The Trust considers applications that are within the restrictions of the post re-organisation purpose of monies held, with a focus on applications that promote the common good of the people of Orkney. No further restrictions which are additional to the post-reorganisation purpose of monies are made; thus, applications 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**

The Trustees have overall responsibility for the OICGCT'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 Trustees 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**

Payments are made for charitable purposes for the public benefit of Orkney and its environs.

The original purposes included:

- (a) The prevention or relief of poverty,
- (b) The advancement of education,
- (c) The advancement of the arts, heritage, culture or science,
- (d) The advancement of public participation in sport,
- (e) The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended,
- (f) The advancement of environmental protection or improvement,
- (g) The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

The remaining funds and their purpose are listed in section 2.

Income to the OICGCT funds during 2023/24 was £2045 from deposit interest. No donations to the fund are solicited. See also Section 2 (Structure).

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

The fund made charitable payments of £1,200 in the year, please refer to note 6 (Resources Expended Analysis), for details.

OICGCT funds were invested in the Council's Loans Fund.

### **5. Financial Review**

The OICGCT 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. In the Approval of Charity Reorganisation Scheme all restrictions on the retention of capital were removed, because of the low value of funds and the minimal levels of interest income earned, to make any meaningful awards.

No individual fund is in deficit.

The expenditure on charitable activities has decreased in 2023/24 (note 6). No applications were received and approved for funding from the William Orkney Reid Bursary Fund, for advancement of education.

The two funds, both of which are for educational purposes, have a cumulative balance of £41,584.14 remaining at 31 March 2024.

## 6. Reserves Policy

The Charitable Trusts have no explicit reserves policy. As a general principle, maintaining the level of charitable payments made over the next few years should lead to a reduction in the value of reserves.

## 7. Future Plans

The Trustees' policy is to maintain the level of charitable payments it makes over the next few years to benefit the common good of the people of Orkney and its environs.

On 29 August 2019 the OICGCT Trustees resolved that, as a guideline amount, except in cases of exceptional merit, the amount of award to be made in respect of application was to be increased from £100 to £200. Also, that powers be delegated to the Head of Finance, in consultation with the Chair of the Education, Leisure and Housing Committee, to determine applications for assistance from the General Charitable Trust, within the guideline amount of £200, noting that a formal meeting of the Trustees would be convened to consider exceptional applications or where the Head of Finance was not prepared to exercise delegation.

The Trustees wish to thank the Orkney Islands Council officers involved in the restructuring of the various charity registrations and funds, and in the production of the Report and Financial Statements.

Signed:

Signed:

**Oliver Reid**  
**Chief Executive**  
**Orkney Islands Council**  
03 September 2024

**Erik Knight**  
**Head of Finance**  
**Orkney Islands Council**  
03 September 2024

On behalf of the Trustees

Signed:

**Graham Bevan**  
**Convener**  
**Orkney Islands Council**  
03 September 2024

## Statement of the Trustees' Responsibilities in Respect of the Accounts

The Trustees are responsible for preparing the Trustees' report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (UK GAAP).

Law applicable to charities in Scotland requires the Trustees to prepare financial statements for each financial year which gives a true and fair view of the Trust's financial activities during the year and of its financial position at the end of the year. In preparing financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements, and
- Prepare the financial statements on an on-going basis unless it is inappropriate to presume that the Trust 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 Trust and which enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006 and the provision of the Trust Deed. The Trustees are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention or detection of fraud and other irregularities.

On behalf of the Trustees

Signed:

**Graham Bevan**  
**Convener**  
**Orkney Islands Council**  
03 September 2024

# Independent examiner's report to the trustees of Orkney Islands Council General Charitable Trust and the Accounts Commission

I report on the financial statements of the charity for the year ended 31 March 2024, which are set out on pages 10 to 16.

## **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements 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 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 view given by the financial statements.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(a) which gives me reasonable cause to believe that in any material respect the requirements:

(i) to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and

(ii) to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;

have not been met or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**Ryan Allan FCCA**

Chartered Certified Accountant

Dated: 03 September 2024

# Trust Accounts Financial Statements Overview

## Introduction

The following pages detail the Financial Activities, Balance Sheet, and relevant Notes to Accounts, 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.

## Statement of Financial Activities

The Statement of Financial Activities provides an analysis of the incoming and expended resources for the period. The OICGCT funds show incoming and expended resources which are all classified as restricted.

If applicable the Statement would also show any cash movements in relation to fixed assets. In the case of the OICGCT funds, there has been no purchase or sale of fixed assets. In addition, there have been no transfers between the respective funds.

## Balance Sheet

The Balance Sheet shows the closing balances of the Assets and Liabilities of the fund at the end of the period.

## Notes to the Accounts

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 2024

	Note	Restricted 2024	Restricted 2023
<b>Incoming Resources</b>		£	£
Investment Income	5	2,045	836
Orkney Islands Council – Donation of Service	10	2,500	2,500
<b>Total Incoming Resources</b>		<b>4,545</b>	<b>3,336</b>
<b>Resources Expended on Raising Funds</b>			
Charitable Activities	6	1,200	8,376
Administration and Facilities	10	2,500	2,500
Governance Costs	6	200	1,000
<b>Total Resources Expended</b>		<b>3,900</b>	<b>11,876</b>
<b>Net Income/(Outgoing) Resources</b>	7	645	(8,540)
<b>Net Movement in Funds</b>	7	645	(8,540)
<b>Total Funds Brought Forward</b>	7	40,939	49,479
<b>Total Funds Carried Forward</b>	7	<b>41,584</b>	<b>40,939</b>

## Balance Sheet for the period ended 31 March 2024

	Note	2024 £	2023 £
<b>Current Assets</b>			
Loans Fund Deposit	8	42,184	41,939
<b>Liabilities</b>			
Creditors due within 1 year	9	(600)	(1,000)
<b>Net Current Assets</b>		<b>41,584</b>	<b>40,939</b>
<b>Net Assets</b>		<b>41,584</b>	<b>40,939</b>
<b>Represented By:</b>			
OET Revenue Account		3,857	3,427
OET Capital Account		31,547	31,547
Fund Balances		6,180	5,965
<b>Total Funds</b>		<b>41,584</b>	<b>40,939</b>

The accounts were authorised for issue on 3 September 2024.

On behalf of the Trustees

Signed:

**Graham Bevan**  
**Convener**  
**Orkney Islands Council**  
 Date: 03 September 2024

# Notes forming part of the financial statements

## 1. Accounting Policies

### Introduction

The Financial Statements for the period ended 31 March 2024 have been compiled in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (the SORP), UK Generally Accepted Accounting Principles (UK GAAP) and the Charities Accounts (Scotland) Regulations 2006. The Financial Reporting Standard FRS 102 has been applied. They are designed to give a true and fair view of the financial performance and position of OICGCT. There are no significant departures from accounting standards. The accounts are prepared on an accruals basis.

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 accounts have been prepared under historic cost convention, other than changes resulting from the revaluation of certain categories of assets. The following accounting policies used in its preparation have been reviewed following the introduction of Financial Reporting Standard 102 'Accounting Policies' (FRS102).

### Incoming Resources

#### Recognition of incoming resources

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

- the charity becomes legally 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

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

### **Services in Kind**

This includes any services provided by Orkney Islands Council to the Trust.

### **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.

### **Resources Expended**

#### **Liability Recognition**

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

#### **Charitable Activities**

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

#### **Costs of Generating Funds**

The cost of administering the OICGCT is borne entirely by Orkney Islands Council and recorded as a donation of service.

#### **Governance Costs**

Governance costs, where applicable, include the:

- Costs of the preparation and independent, or audit, examination of the annual report and financial statements.
- Cost of any legal advice to trustees on governance or constitutional matters.
- Cost of advertising the availability of and administering grants.

#### **Grants Payable Without Performance Conditions**

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

#### **Assets**

The OICGCT holds no assets other than cash.

## **2. Trustees' Remuneration and Expenses**

Neither the trustees of the OICGCT 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.

### 3. Related Parties

During the period, the OICGCT balances were invested by Orkney Islands Council who managed the administration of the Funds on behalf of the Trustees. No costs were incurred by OICGCT for this administration. The Council also acts as the banker for OICGCT and all transactions incoming and expended, are made via the Council's accounts. This creates a debtor as detailed in the respective Funds' balance sheets, labelled as short-term deposits. There are no outstanding balances due to or from Orkney Islands Council. Deposit interest of £2,045, (£836 prior period) has been received in the year from Orkney Islands Council in relation to the debtor balance held.

### 4. Income from Donations and Legacies

There was no income from donations or legacies during 2023/24.

### 5. Investment Income Analysis

	Restricted Funds 2024 £'s	Restricted Funds 2023 £'s
Deposit Interest	2,045	836
<b>Total Investment Income</b>	<b>2,045</b>	<b>836</b>

### 6. Resources Expended Analysis

	Restricted Funds 2024 £'s	Restricted Funds 2023 £'s
<b>Charitable Activities</b>		
Advancement of Education	0	0
OET	1,200	8,376
	<b>1,200</b>	<b>8,376</b>
<b>Governance Costs</b>		
Examiners/Auditors Fees	200	1,000
	<b>200</b>	<b>1,000</b>
<b>Total</b>	<b>1,400</b>	<b>9,376</b>

## 7. Movement in Funds Analysis

	At April 2023 £'s	Incoming Resources £'s	Outgoing Resources £'s	At 31 March 2024 £'s
<b>Restricted Funds</b>				
William Orkney Reid Bursary Fund	5,965	315	100	6,180
OET	34,974	1,730	1,300	35,404
<b>Total All Funds</b>	<b>40,939</b>	<b>2,045</b>	<b>1,400</b>	<b>41,584</b>

	At April 2022 £'s	Incoming Resources £'s	Outgoing Resources £'s	At 31 March 2023 £'s
<b>Restricted Funds</b>				
William Orkney Reid Bursary Fund	6,345	120	500	5,965
OET	43,134	716	8,876	34,974
<b>Total All Funds</b>	<b>49,479</b>	<b>836</b>	<b>9,376</b>	<b>40,939</b>

The movement in fund analysis does not reflect the £2,500 of incoming and outgoing resources to and from Orkney Islands Council included in the Statement of Financial Activities, above, and reflected in note 10 below.

## 8. Short Term Deposits

General Charitable Trust Funds Held by Related Parties	2024 £'s	2023 £'s
Orkney Islands Council – Short term loan	41,584	41,939

## 9. Creditors

	2024 £'s	2023 £'s
Awards approved in current year	0	0
Examiners/Audit fees	600	1,000
<b>Total</b>	<b>600</b>	<b>1,000</b>

## 10. Donated Services and Facilities

The Orkney Islands Council provides accountancy services to the trust, administration services on behalf of the trustees and provides meeting room facilities. The benefit to the Trust during 2023/24, at market rates, was £2,500.

## 11. Events after the Balance Sheet Date

The accounts were signed on behalf of the Trustees, being the responsible persons for the financial affairs of the OICGCT. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing as at 31 March 2024, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.