

Scottish Council on Archives

Scottish Charity No. SCxxxxxxx

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

**Scottish Council on Archives
Report of the Trustees
For the Year ended 31 March 2012**

The trustees present their report with the financial statements of the Council for the year ended 31 March 2012.

Reference and Administrative Details

Charity number: SCxxxxxx

Registered Office: General Register House, 2 Princes Street, Edinburgh, EH1 3YY

Trustees The trustees who served during the year were as follows:

Irene O'Brien (chair)	Linda Ramsay
Patricia Whatley (vice-chair)	Lesley Richmond
Rachel Hart (treasurer)	Alex Ritchie
Bruce Bishop	Elizabeth Roads
Caroline Brown	Robin Smith
Claire Johnson	Fiona Watson
Alan McDonald	Kevin Wilbraham
Karl Magee	

Accountants Helen Lowe & Company Ltd, 17-21 East Mayfield, Edinburgh, EH9 1SI

Bankers: Bank of Scotland

Statement of Trustees responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which a true and fair view of the state of affairs of the Council and of the profit or loss of the Council that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Council will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Council and to enable them to ensure that the financial statements comply with the Charities regulations. They are also responsible for safeguarding the assets of the Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Structure Governance and Management

Governing Document

The Scottish Council on Archives is a charitable trust governed by its constitution dated xxxxx. It is registered with the Office of the Scottish Charity Regulator.

Director induction and training

New trustees are briefed on their legal obligations under charity law, the content of the constitution, the committee and decision-making processes and the recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

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Scottish Council on Archives Report of the Trustees For the Year ended 31 March 2012

Structure Governance and Management (continued)

Organisation

The Board of Trustees administers the charity and meets on average three times a year.

Risk Management

The trustees are satisfied that the major risks to which the charity is exposed have been reviewed and procedures have been established to manage these risks.

Objectives and Activities

The Scottish Council on Archives is the lead body for the advocacy and development of archives in Scotland. It is committed to developing a national strategy to take the archival community in Scotland forward. It is funded by the Scottish Government to represent and advise its members, and to be the voice of consensus on all matters affecting the Scottish archives community. The Council coordinates representation from local authorities, universities, health boards, national institutions, user groups and others, and acts both as a strategic agency and a facilitator of activity on the ground. It supports archives in local authority record offices and elsewhere, modern records management and electronic document management services, community archives, and activities such as conservation as well as digitisation and learning. It also aims to promote archive services to the wider public through publicising initiatives such as the annual Archives Awareness Campaign.

Achievements and Performance

(to be completed)

Financial Review

The financial statements follow on pages 4 to 7. These statements are prepared in terms of the Statement of Recommended Practice 2005 – Accounting and Reporting by Charities.

(some additional comment on the performance in the year)

Reserves policy

(to be completed)

Plans for Future Periods

(to be completed)

By Order of the Board

Irene O'Brien
Chair of Trustees

Date.....

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Scottish Council on Archives
Independent Examiner's Report to the Trustees
For the period ended 31st March 2012

I report on the accounts of the charity for the period ended 31st March 2012 which are set out pages 4 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10 (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts 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 Charities Accounts (Scotland) Regulations 2006. 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 unusual items or disclosures in the accounts and seeks explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required for an audit and consequently I do not express an audit opinion on the view given by 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 11 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 11 of the 2006 Accounts Regulations
- have 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.

John Cursiter
Helen Lowe & Company Ltd
Chartered Accountants
17-21 East Mayfield
Edinburgh
EH9 1SE

Date

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Scottish Council on Archives

Statement of Financial Activities
(Incorporating Income & Expenditure Account)
For the Year ended 31 March 2012

	Notes	Unrestricted Funds £	2012 Total Funds £
Incoming Resources			
Incoming resources from Charitable activities	2	140,216	140,216
Resources Expended			
Charitable expenditure	3,4	143,307	143,307
Support costs	5	1,020	1,020
Total Resources Expended		144,327	144,327
Net Outgoing Resources		- 4,111	- 4,111
Fund balance at 31 March 2011		83,810	83,810
Fund balance at 31 March 2012		79,699	79,699

The results set out in the income and expenditure account above derive from the continuing operations of the Council.

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**Balance Sheet
As at 31 March 2012**

	Notes	2012	2011 £
Fixed Assets			
Tangible assets		-	-
Investment		-	-
Current Assets			
Debtors	7	-	37,500
Bank		79,699	96,785
		<u>79,699</u>	<u>134,285</u>
Creditors			
Amounts falling due within one year		-	50,475
		<u>79,699</u>	<u>83,810</u>
Net Current Assets			
		<u>79,699</u>	<u>83,810</u>
Total Assets less Liabilities			
		<u>79,699</u>	<u>83,810</u>
Reserves			
Unrestricted Fund	8	<u>79,699</u>	<u>83,810</u>

The financial statements on pages 4 to 7 were approved on _____
and signed on behalf of the board of trustees by

Irene O'Brien
Chair of Trustees

Scottish Council on Archives

**Notes to the Financial Statements
For the year ended 31 March 2012**

1. Accounting Policies

a) Accounting Convention

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting for Charities (SORP 2005) issued in March 2005, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The principal accounting policies adopted in the preparation of the financial statements are set out below.

b) Incoming Resources

Income is stated at amounts receivable for the year.

c) Resources Expended

All expenditure is included on the accruals basis and has been directly attributed to the financial categories of resources expended in the Income & Expenditure Account.

Statement of Financial Activities. The expenditure also includes irrecoverable VAT

f) Taxation

No provision for tax is required because the Council enjoys charitable status.

	2012	2011
		£
2. Incoming Resources from Charitable Activities		
Grants receivable	140,000	
Interest received	16	
Sundry income	200	
	<u>140,216</u>	

3. Direct Charitable Expenditure

Travel and Conferences	5,467
Events and Meetings	2,648
Salaries	66,608
Officer Expenses	1,525
Training	3,320
IT & Office Costs	6,938
Strategic development	20,807
Publicity	529
Bursaries	1,360
Subscriptions	275
Projects Costs	33,832
	<u>143,307</u>

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**Notes to the Financial Statements
For the year ended 31 March 2012**

	2012	2011
4. Project Costs		
Payments made in year:		
ALMA-UK	3,224	
Archives Accreditation	5,815	
ARMS	19,515	
Edible Archive	532	
Engagement	8,000	
Education	274	
Financial Impact	4,620	
PRA	615	
SCARRS	15,358	
SAM	187	
Scotland Online	15,415	

Website		<u>10,752</u>
		84,307
Less: charged against grants received in previous years:		
ARMS	19,515	
SCARRS	15,358	
SAM	187	
Scotland Online	<u>15,415</u>	
		<u>50,475</u>
Project costs for 2011/12		<u><u>33,832</u></u>

5. Support costs

Accountancy	1,020
Travel	-
	<u>1,020</u>

(Note: any travel expenses etc paid to trustees to be disclosed here.)

6. Operating Surplus/(Deficit)

The operating deficit is stated after charging:	
Trustees emoluments, other benefits and expenses	<u>-</u>

7. Debtors

Grants receivable	<u>-</u>
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8. Statement of Funds

	Unrestricted Fund	
	2012	2011
Balance at 31 March 2011	83,810	
Incoming resources	140,216	
Resources expended	<u>144,327</u>	
Balance at 31 March 2012	<u><u>79,699</u></u>	

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