

The Trustees present their report with the financial statements of the Council for the year ended 31 March 2017. The Council was established in 1978 and is a charitable incorporated organisation (CIO) on 30 December 2013.

Scottish Council on Archives

Scottish Charity No. SC044553

Trustees	Directors
Paul Kelsey Cynthia Brown Katie Johnson Victoria Stone Elizabeth Foster (Chair)	John Lowe Ltd Bank of Scotland 18 Mitchell Street, Glasgow G1 3JX

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR TO 31st MARCH 2017**

- To promote and support the effectiveness and efficiency of archive and heritage management across Scotland.
- To advance the creation, preservation and sharing of information, culture and heritage.
- To provide and provide education, training, volunteering and responsible services to the sector, preservation and sharing of records in various communities and professional practice.
- To encourage greater access to and use of archive by the public.
- To research and assess the social and economic impact of archive and its contribution to work in partnership and the digital network in achieving these objectives.

The Council is funded by the Scottish Government, to represent and advise its members and provide a voice of consensus on all matters affecting the Scottish archive community. It acts as a strategic agency and as a facilitator of activity on the ground. It supports digital evidence local authority record office and statutory, modern records management and digital documentary management, community archives and activities such as conservation and repair, activities and training. It also aims to promote archive content to the wider public by delivering and supporting a variety of archive content initiatives, publications, seminars and events. In year under review, the Council also received a substantial grant from the Heritage Lottery Fund to

SCOTTISH COUNCIL ON ARCHIVES
Report of the Trustees
For the year ended 31 March 2017

The Trustees present their report with the financial statements of the Council for the year ended 31st March 2017. The Council was incorporated as a Scottish Charitable Incorporated Organisation (SCIO) on 30th December 2013.

Reference and Administrative Details

<i>Address:</i>	General Register House, 2 Princes Street, Edinburgh, EH1 3YY
<i>Trustees:</i>	The trustees serving during the year and since the year-end were: Irene O'Brien (Chair) Phil Astley Linda Ramsay Caroline Brown Rachel Hart (Treasurer) Claire Johnson Kevin Wilbraham (retired September 2016) William Kilbride Victoria Stobo Bruce Jackson Elizabeth Roads (vice Chair) Meic Pierce Owen
<i>Accountants</i>	Helen Lowe Ltd, 17-21 East Mayfield, Edinburgh, EH9 1SE
<i>Bankers:</i>	Bank of Scotland
<i>Solicitors:</i>	J & H Mitchell, 51 Atholl Road, Pitlochry, PH16 5BU

Objectives and Activities

The objectives of the Scottish Council on Archives are:

- To promote and support the effectiveness and efficiency of archive and records management across Scotland;
- To advance the creation, preservation and archiving of information, culture and heritage;
- To provide and advance education, training, understanding and responsible awareness of the creation, preservation and archiving of records in schools, communities and amongst professionals;
- To encourage greater access to and use of archives by the public;
- To research and assess the social and economic impact of archives and record management services; and
- To work in partnership and through networks in achieving these objectives.

The Council is funded by the Scottish Government to represent and advise its members, and to provide a voice of consensus on all matters affecting the Scottish archives community. It acts both as a strategic agency and as a facilitator of activity on the ground. It supports historic archives in local authority record offices and elsewhere, modern records management and electronic document management, community archives, and activities such as conservation and preservation, as well as digitisation and learning. It also aims to promote archive services to the wider public by delivering and supporting a variety of archive outreach initiatives, publications, conferences and events. In the year under review, the Council also received a substantial grant from the Heritage Lottery Fund, as detailed in the financial statements.

SCOTTISH COUNCIL ON ARCHIVES
Report of the Trustees
For the year ended 31 March 2017

Achievements and Performance

Throughout 2016-2017, the SCA has continued to look to the strategic priorities identified by our stakeholders to ensure that each and every initiative carried out by the SCA works to support and further our vision: *Leading Scotland's archives and records management community to inspire and inform the nation.*

In 2016, the SCA recruited two new members of staff. The organisation added one new part-time post, to provide additional support in delivering on an enhanced Communications Strategy and supporting the SCA's events and training calendar.

Key achievements in 2016-17 include:

- Delivery of the third year of our £513,000 Heritage Lottery funded Skills for the Future traineeship programme which seeks to diversify the archive workforce and offer skills development opportunities for both trainees and archive service hosts. In November 2016, the project was the recipient of an international Digital Preservation Award for Communication and Learning sponsored by the Netherlands Coalition for Digital Preservation.
- Continuing support for the implementation of the Public Records Scotland (Act) 2011 (PRSA) with practical tools - Record Retention Schedules and the ARMS Quality Improvement Framework- and through the delivery of an ARMS training programme.
- As a partner of the Heritage Lottery Funded 'Funding for Archives' project, we supported the delivery of a comprehensive fundraising training programme for archivists in Scotland.
- Revision and implementation of the SCA Communications Strategy, including a website audit, increased resource allocation to social media activity and key performance indicators across all communication channels. SCA's social media engagement has improved significantly and its' Twitter following has increased by 10k across 2016-17.
- SCA continued a partnership with CREATE at the University of Glasgow to provide guidance and training on copyright and related issues. In addition to providing training for the sector, SCA provided representation on the Libraries and Archives Copyright Alliance (LACA) and at the World Intellectual Property Organisation (WIPO) Standing Committee on Copyright and Related Rights (SCCR) in Geneva.

SCOTTISH COUNCIL ON ARCHIVES
Report of the Trustees
For the year ended 31 March 2017

Achievements and Performance (continued)

- Following the evaluation of *Many Stories, One Scotland*, our three-year National Plan for Learning – SCA reviewed its strategic approach to the education strand of its work. Refined goals and priorities guiding the work from 2016-19 include the facilitation of collaboration and partnerships and the development of online resources for teachers and archivists. Two funding applications for the delivery of an archive-based Animator in Residence and animation workshops were developed and submitted. In collaboration with Education Scotland and Glasgow City Archives, an archive-based national teaching resource was developed and a seminar delivered at the annual Education Scotland Learning Festival.
- SCA was successful in its funding bid to Scottish Government for increased resources to deliver a ‘Transforming Scottish Archives and Records’ (TSAR) initiative focused on the proactive establishment of new partnerships, diversification of funding streams and progression of an online catalogue for Scotland’s archives.
- Continuing support of the rollout of the UK-wide Archive Services Accreditation Standard.
- Delivery of a Scotland-wide survey to support the development of ‘Towards a Shared Collecting Policy’ – a strategic information sharing initiative aimed at increasing dialogue across the sector around collecting policies and related issues.
- Implementation of a three-year Preservation Action plan to support the preservation and conservation needs of archive collections in Scotland. Achievements included publication of the results of a sector-wide Preservation Survey, delivery of a disaster planning awareness event and a programme of related training.

For further details on all of the Scottish Council on Archives projects, please consult the website (www.scottisharchives.org.uk) and the Annual Report (www.scottisharchives.org.uk/goals).

Financial Review

The financial statements follow on pages 8 to 13. These statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities and Trustee Investment (Scotland) Act 2005.

SCOTTISH COUNCIL ON ARCHIVES
Report of the Trustees
For the year ended 31 March 2017

Financial Review (continued)

Total income in the year amounted to £303,646 (2016 - £274,081) and total expenditure was £301,958 (2016 - £275,565), resulting in net income of £1,688 (2016: deficit - £1,484).

There were no significant events in the period which affected the charity's financial position. Total funds held by the Council at 31st March 2017 amounted to £7,085 (2016: £5,397), none of which was held for specific purposes.

Reserves Policy

The Trustees are not in a position to accumulate significant reserves because the Scottish Government annual grant is intended to cover the current year's expenditure only. However the Trustees hope that they will be able to accumulate reserves in the future from other sources of income, to provide some protection against unanticipated cost increases or income shortfalls. Unrestricted reserves at 31st March 2017 amounted to £7,085 (2016 - £5,397).

Plans for Future Periods

Becoming a Scottish Charitable Incorporated Organisation meant a root and branch consideration of internal administration and ways of working. The information gathered from the 2014-15 strategic consultation moulded the conclusions of an independent report, a report which has formed the basis of our current Strategic Goals, Objectives and Associated Actions, detailed in a 2016-2019 Corporate Plan and supporting 2016-2017 Business Plan.

The Goals together set the strategic direction while individual Objectives identify the different key areas requiring commitment and focus. The Actions constitute the 'to do list' that delivers against each individual Objective and thereby drive the strategic direction on behalf of Council and the sector as a whole. There is a focus on partnership working, building capacity within the sector (including workforce development), digital information and securing ongoing access, online services and the SCA advocacy role. The Plans have been published on the website and contain detailed information on individual projects. They are available from: www.scottisharchives.org.uk/goals.

Risk Management

The trustees have identified that the major risks to which the charity is exposed are as follows:

- Inadequate Funding, particularly the inability to build reserves;
- Inadequate or Unrealistic Planning; and
- Failure to Build and Harness Partnerships Successfully

The trustees have put in place plans and procedures to mitigate the effect of these risks and they regularly review the risks to which the charity is exposed. Further information on risk can be found in our corporate SCA Corporate and Business Plans 2016-19 available from our website as detailed above: www.scottisharchives.org.uk

SCOTTISH COUNCIL ON ARCHIVES
Report of the Trustees
For the year ended 31 March 2017

Structure Governance and Management

Governing Document

The Scottish Council on Archives is a charitable organisation, registered with the Office of the Scottish Charity Regulator (OSCR), and is governed by its Constitution dated 30th December 2013 (amended 30th March 2015).

Trustee 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.

Organisation

The Board of Trustees administers the organisation and meets on average four times throughout the year.

SCOTTISH COUNCIL ON ARCHIVES
Report of the Trustees
For the year ended 31 March 2017

Statement of Trustees responsibilities

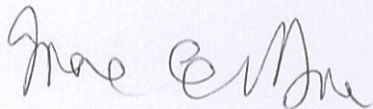
The Trustees of the Scottish Council on Archives are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the organisation and of the incoming resources and application of resources of the organisation for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP (2015);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures 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 organisation will continue business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the organisation and to enable them to ensure that the financial statements comply with The Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), and the provisions of the organisation's constitution. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By Order of the Board



Dr Irene O'Brien
Chairperson

Date 06-06-2017

SCOTTISH COUNCIL ON ARCHIVES
Independent Examiner's Report to the Trustees
For the year ended 31st March 2017

I report on the financial statements of the charity for the year to 31 March 2017 which are set out on pages 8 to 13.

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 Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10 (1) (a) to (c) of the 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 Charities Accounts (Scotland) Regulations 2006. 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 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 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 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 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 financial statements to be reached.



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

Date 26-07-2017

SCOTTISH COUNCIL ON ARCHIVES
Statement of Financial Activities
For the year ended 31 March 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Income from:					
Charitable activities	3	151,060	153,086	304,146	274,081
Expenditure on:					
Charitable activities	4	137,065	164,893	301,958	275,565
Total		137,065	164,893	301,958	275,565
Net income/(expenditure) for the year before transfers		13,995	(11,807)	2,188	(1,484)
Transfers between funds	10	11,807	11,807		
Net income/(expenditure) for the year		2,188	-	2,188	(1,484)
Reconciliation of Funds:					
Total funds brought forward	10	5,397	-	5,397	6,881
Total funds carried forward	10	7,585	-	7,585	5,397

The results set out above derive from the continuing operations of the Council.

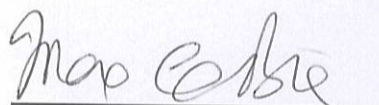
SCOTTISH COUNCIL ON ARCHIVES

Balance Sheet

As at 31 March 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Fixed Assets					
Office equipment	7	487	-	487	974
Current Assets					
Debtor	8	7,069	-	7,069	729
Bank		50,121	-	50,121	53,771
		57,190		57,190	54,500
Current Liabilities					
Creditors	9	50,092	-	50,092	50,077
Net Current Assets					
		7,098	-	7,098	4,423
Total Net Assets					
		7,585	-	7,585	5,397
The Funds of the charity					
Unrestricted Fund	10	7,585	-	7,585	5,397
Restricted Fund		-	-	-	-
Total Funds					
		7,585	-	7,585	5,397

The financial statements on pages 8 to 13 were approved by the Board of Trustees on 06-06-2017 and are signed on its behalf by



Dr Irene O'Brien
Chair of Trustees

SCOTTISH COUNCIL ON ARCHIVES
Notes to the Financial Statements
For the year ended 31 March 2017

1. Legal Status

The Council is a Scottish charitable incorporated organisation. The members of the SCIO are not required to contribute to its assets in the event of its being wound up.

2. Accounting Policies

a) Basis of Preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice (effective 1st January 2015): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The Trustees consider that there is no material uncertainties about the charity's ability to continue as a going concern.

b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the financial statements, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102, a restatement of comparative items was needed. No restatements were required.

c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been directly attributed to one of the financial categories of resources expended in the Statement of Financial Statement of Financial Activities. The expenditure also includes irrecoverable VAT.

e) Pension costs

The charity operated a money purchase (defined contribution) pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

f) Taxation

The charity is exempt from tax on its charitable activities.

SCOTTISH COUNCIL ON ARCHIVES
Notes to the Financial Statements
For the year ended 31 March 2017

2. Accounting Policies (continued)

g) Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for the particular restricted purpose within the object of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

3. Incoming Resources from Charitable Activities

	2017	2016
	£	£
Unrestricted Fund:		
Scottish Government Grant	140,000	140,000
Reimbursement of partner project costs	4,174	1,443
Delegate fees	6,386	-
Award for Communication and Learning	500	-
	<u>151,060</u>	<u>141,443</u>
Restricted Fund:		
Heritage Lottery Funding	153,086	132,638
	<u>304,146</u>	<u>274,081</u>

4. Expenditure on Charitable Activities

	£	£
Unrestricted Fund:		
Events and Meetings	2,150	4,683
Salaries (note 5)	69,169	68,729
Consultancy Cost	4,213	-
Training	664	3,000
IT & Office Costs	12,545	12,328
Bursaries	800	781
Subscriptions	1,345	720
Projects Costs (note 6)	42,713	30,115
Depreciation	487	487
Independent examiners fee	1,560	1,560
Accountancy	600	552
Legal Fees	336	3,388
HR Fees	483	1,530
	<u>137,065</u>	<u>127,873</u>
Restricted Fund:		
New Staff Costs	24,057	21,654
Travel and Expenses for Staff	2,104	1,317
Paid Training Placements	103,930	93,040
Training, Travel and Expenses for Trainees	18,437	11,547
CAIS Registration	4,365	4,890
Publicity	-	3,831
Sundries	-	1,263
Recruitment	12,000	10,150
	<u>164,893</u>	<u>147,692</u>

SCOTTISH COUNCIL ON ARCHIVES
Notes to the Financial Statements
For the year ended 31 March 2017

	2017	2016
	£	£

5. Staff costs

Management Salaries	91,509	81,733
Trainee Bursaries	88,416	86,573
Employer's National Insurance	13,359	13,000
Employer's Pension Contributions	3,872	2,118
	<u>197,156</u>	<u>183,424</u>

No trustees received any remuneration in the period. Expenses of £3,264 (2016 - £2,199) were reimbursed to trustees in the period and are recorded under the respective project headings.

The average weekly number of employees was as follows:

Management	4
Trainees	7
	<u>11</u>

6. Project Costs

Advocacy	3,588	1,442
ALMA-UK The Alliance of Libraries and Museums Archive	3,230	230
Archives Accreditation	8,480	1,066
ARMS-Archives Records Management Services	3,422	2,622
Copyright	3,638	553
Education	943	14,924
Leadership	5,730	4,253
PSQG-Public Services Quality Group	1,500	-
Preservation	2,633	1,312
Retention Schedules	2,300	1,300
Scottish Ancestral Tourism Group	4,065	1,500
Skills for the Future	3,184	913
	<u>42,713</u>	<u>30,115</u>

7. Fixed Assets

Office Equipment

	2017	2016
	£	£
Cost/valuation at 31st March 2017	<u>1,948</u>	<u>1,948</u>
Accumulated depreciation at 31st March 2017	<u>1,461</u>	<u>974</u>
Net book value at 31st March 2017	<u>487</u>	<u>974</u>

8. Debtors

Grants receivable	<u>7,069</u>	<u>729</u>
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9. Creditors

Grant received in advance	47,933	45,988
Accruals	2,159	4,089
	<u>50,092</u>	<u>50,077</u>

SCOTTISH COUNCIL ON ARCHIVES
 Notes to the Financial Statements
 For the year ended 31 March 2017

10. Statement of Funds

	As at 01.04.16 £	Incoming Resources £	Resources Expended £	Transfers £	As at 31.3.17 £
Unrestricted	5,397	151,060	137,065	(11,807)	7,585
Restricted	-	153,086	164,893	11,807	-
Total	5,397	304,146	301,958	-	7,585

The unrestricted funds are available to be spent for any purposes of the organisation, however an excess of funds cannot be generated from Scottish Government Grant income received and only from income generated by the organisation.

The restricted fund was established to receive the Heritage Lottery funding for the traineeship programme. The fund is only available for trainees and archive service hosts to access skills development opportunities and funds all related education and development costs.