

Scottish Council on Archives

(Charity No: SC044553)

**Report of the Trustees and Unaudited Financial Statements
For the year ended 31 March 2020**

SCOTTISH COUNCIL ON ARCHIVES

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For the year ended 31 March 2020

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SCOTTISH COUNCIL ON ARCHIVES

REFERENCE AND ADMINISTRATIVE DETAILS

For the year ended 31 March 2020

Registered Charity number

SC044553

Principal address

General Register House
2 Princes Street
Edinburgh, EH1 3YY

Trustees

Bruce Jackson (Chair – appointed September 2019)
Rachel Hart (Treasurer)
Caroline Brown
Irene O'Brien (Chair – resigned September 2019)
William Kilbride (resigned September 2019)
Meic Pierce Owen (resigned September 2019)
Sharon McMeekin (appointed September 2019)
Ruairaidh Wishart (appointed September 2019)
Heather Jack (appointed September 2019)

Elizabeth Roads (vice Chair)
Linda Ramsay
Claire Johnson
Victoria Stobo
Phil Astley

Accountants

Helen Lowe Ltd, Chartered Accountants
17-21 East Mayfield
Edinburgh
EH9 1SE

Bankers

Bank of Scotland
300 Lawnmarket
Edinburgh

Solicitors

J & H Mitchell
51 Atholl Road
Pitlochry
PH16 5BU

The Trust also receives support from the executive team who provide secretariat and strategic advice.

SCOTTISH COUNCIL ON ARCHIVES

REPORT OF THE TRUSTEES

For the year ended 31 March 2020

The Trustees present their report with the financial statements of the Council for the year ended 31 March 2020. The Council was incorporated as a Scottish Charitable incorporated Organisation (SCIO) on 30th December 2013.

OBJECTIVES AND ACTIVITIES

The charitable purposes of the Scottish Council on Archives, as set out in its constitution are:

- To promote and support the effectiveness and efficiency of archives 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 and records management 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.

ACHIEVEMENTS AND PERFORMANCE

During the period 2019-2020, the Scottish Council on Archives (SCA) has continued to support the archives and records management sector and act as a strong advocate on its behalf. The SCA has widened its network of stakeholders and collaborators and strengthened its position as an authoritative and independent voice.

The Council has improved its governance and resilience by establishing a new management committee; reviewing and updating its constitution; and reaching agreement with the National Records of Scotland for earlier confirmation of grant funding.

Key achievements in 2019-20 include:

- Continued delivery of the three-year Education Plan, *Many More Stories, One Scotland: 2019-20* which has included ongoing delivery of a coaching and support programme for archivists; training events; case studies; and new downloadable web resources.
- Continued 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 the delivery, in partnership with the National Records of Scotland, of a major conference on progress and future plans around PRSA.

SCOTTISH COUNCIL ON ARCHIVES

REPORT OF THE TRUSTEES continued For the year ended 31 March 2020

ACHIEVEMENTS AND PERFORMANCE (continued)

Key achievements in 2019-20 continued:

- A total of seven capacity-building events with over 270 delegates covering a range of subjects, including: accreditation, preservation, and collecting policies.
- Development and launch of a Collecting Policy Framework for Scottish archive services, aimed at promoting collaboration and dialogue around collecting issues.
- The second in a series of conferences on the theme of Why Archives Matter, exploring the importance and impact of engagement with archives across the heritage, historic environment and third sectors.
- The successful completion of a pilot project with Jisc/Archives as part of the scoping for a new portal to improve online access to Scottish collections, with a view to launching the site in 2020.
- Continuing to promote the Archives Accreditation Standard and explore, through the working group and consultation with the sector, opportunities to help services prepare for applications.
- The creation of a major new resource: *Planning Matters: Emergency Planning Guidance for Archives*.
- A significant funding partnership with the National Manuscripts Conservation Trust, and the National Records of Scotland, offering an additional £12.5K towards manuscript conservation projects in Scotland.
- Five *First Steps in Community Archives* workshops held in partnership with the National Records of Scotland, with additional grant funding from Historic Environment Scotland, and additional events on caring for photographs, digital preservation, sound and moving images.
- Support for and joint-coordination of the UK-wide Community Archives and Heritage Group 2019 annual conference, which took place in Glasgow.
- The establishment of an advocacy group to inform and prioritise SCA's advocacy-related work, and to help archivists, records managers and conservators to become better advocates for the sector.
- Ongoing communication of a wide range of issues and updates through social media platforms, monthly e-bulletins and an enhanced website.

For further details on all of the Scottish Council on Archives projects please visit the website (www.scottisharchives.org.uk)

SCOTTISH COUNCIL ON ARCHIVES

REPORT OF THE TRUSTEES continued For the year ended 31 March 2020

ACHIEVEMENTS AND PERFORMANCE (continued)

The Scottish Council on Archives receives funding from the Scottish Government to provide leadership for the archives and records management sector in Scotland. It builds national and international partnerships, delivers strategic advice and research and develops projects spanning stakeholder engagement, advocacy, education, and quality improvement.

SCA acts in partnership with a wide range of archives and records management organisations including: National Records of Scotland, Archives and Records Association, Digital Preservation Coalition, Business Archives Council of Scotland, and The National Archives as well as university and local authority archives. SCA provides sectoral support, advice, guidance and training for its network of institutional and individual members and for many others working in or using Scotland's archives services including community archives.

SCA has a unique role to play in providing cohesion for the diverse archives and records management sector as well as acting as a powerful advocate for archives.

Plans for Future Periods

The Scottish Council on Archives is reviewing its current three-year Strategy 2019-20 document, with a view to producing a new three-year strategic plan for 2021-25. The Council is also planning to diversify its income base through grant applications to the National Lottery Heritage Fund, Historic Environment Scotland and other potential funders. With the review of the Council's constitution in 2019, it is hoped to strengthen SCA's organisational membership as part of a strategy to extend the network of partners and stakeholders.

FINANCIAL REVIEW

The Statement of Financial Activities shows a net increase in funds over the year of £57,853 (2019: £4,844).

Income for the year of £279,651 was higher than for the previous year with the receipt for the first quarter's grant for 2020/2021 prior to the year end.

Net assets have increased from £45,559 at 31 March 2019 to £103,412 at 31 March 2020 in line with the net increase in funds. Of these net assets, all were unrestricted.

RESERVES POLICY

Acting on advice from SCA's accountants, the Board of Trustees have agreed a reserve target of four months' running costs. As of September 2019, this equates to £69,700. The reserves are to be used only for the purposes of covering SCA's running costs in the event that the organisation experiences an income shortfall, unexpected cost increases or decides to wind up.

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. Unrestricted free reserves at 31st March 2020 amounted to £100,984 (2019 - £45,438) due to the early receipt of quarter 1 grant for 2020/2021.

This reserves policy and target will be reviewed on an ongoing basis.

SCOTTISH COUNCIL ON ARCHIVES

REPORT OF THE TRUSTEES

For the year ended 31 March 2020

RISK MANAGEMENT

The trustees adopted a new Risk Register in January 2018 which uses a 'traffic light' approach (Red – 'Alarm'; Amber – 'Concern'; Green – 'Tolerable') to assess impact and risk and offer mitigating solutions. The Register lists a series of potential risks under the six subject headings: Governance and Management; Operational Risk; Financial Risks; Planning and Service Delivery; Partnerships and Promotion; and Compliance Risk (law/regulations).

The Risk Register is reviewed quarterly and updated on an ongoing basis as actions are put in place to mitigate the most serious risks.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Scottish Council on Archives is a Scottish charitable incorporated 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 2020

TRUSTEES' RESPONSIBILITIES STATEMENT


The Trustees are responsible for preparing the Report of the Trustees 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP (FRS 102);
- 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 charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and 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 charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Board of Trustees



Chair of Trustees

Date 2-6-2020

SCOTTISH COUNCIL ON ARCHIVES

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SCOTTISH COUNCIL ON ARCHIVES
For the year ended 31 March 2020**

I report on the financial statements of the charity for the year ended 31 March 2020 which are set out on pages 8 to 15.

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 2006 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

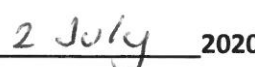
In the course of my examination, no matter has come to my attention.

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 financial statements 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.



**Louise Tobin, CA
Helen Lowe Ltd
Chartered Accountants
17-21 East Mayfield
Edinburgh
EH9 1SE**



2 July 2020

SCOTTISH COUNCIL ON ARCHIVES

STATEMENT OF FINANCIAL ACTIVITIES

For the Year Ended 31 March 2020

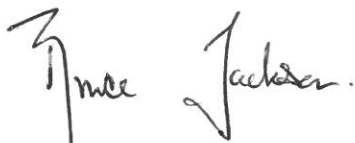
	Note	Unrestricted Operational Fund £	Unrestricted Designated Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
INCOME FROM:						
Charitable activities	3	235,898	33,730	10,000	279,628	237,738
Investments	4	23	-	-	23	19
Total income		<u>235,921</u>	<u>33,730</u>	<u>10,000</u>	<u>279,651</u>	<u>237,757</u>
EXPENDITURE ON:						
Charitable activities	5	<u>177,875</u>	<u>31,423</u>	<u>12,500</u>	<u>221,798</u>	<u>232,913</u>
Total expenditure		<u>177,875</u>	<u>31,423</u>	<u>12,500</u>	<u>221,798</u>	<u>232,913</u>
Net income/(expenditure) before transfers		58,046	2,307	(2,500)	57,853	4,844
Transfers between funds	11	<u>(2,500)</u>	<u>-</u>	<u>2,500</u>	<u>-</u>	<u>-</u>
Net income/(expenditure) and movement in funds		55,546	2,307	-	57,853	4,844
RECONCILIATION OF FUNDS						
Total funds brought forward		<u>45,438</u>	<u>121</u>	<u>-</u>	<u>45,559</u>	<u>40,715</u>
TOTAL FUNDS CARRIED FORWARD	11	<u><u>100,984</u></u>	<u><u>2,428</u></u>	<u><u>-</u></u>	<u><u>103,412</u></u>	<u><u>45,559</u></u>

SCOTTISH COUNCIL ON ARCHIVES

BALANCE SHEET
At 31 March 2020

	Note	Unrestricted Operational Fund £	Unrestricted Designated Fund £	2020 Total Funds £	2019 Total Funds £
FIXED ASSETS					
Office equipment	9	-	-	-	-
		-	-	-	-
CURRENT ASSETS					
Debtor		3,090	-	3,090	-
Cash at bank and in hand		100,395	2,428	102,823	49,042
		103,485	2,428	105,913	49,042
LIABILITIES					
Creditors: amounts falling due within one year	10	(2,501)	-	(2,501)	(3,483)
NET CURRENT ASSETS		100,984	2,428	103,412	45,559
NET ASSETS		100,984	2,428	103,412	45,559
FUNDS					
Unrestricted fund	11			100,984	45,438
Unrestricted Designated fund	11			2,428	121
				103,412	45,559

The financial statements were approved by the Trustees on 26/03/2020 and were signed on their behalf by:



Chair of Trustees

SCOTTISH COUNCIL ON ARCHIVES

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

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

Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention, modified by the revaluation of its investment assets, 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: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Report 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) as read with the update bulletin entitled 'Charities SORP FRS102 Update Bulletin' published on 2 February 2016 and the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

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

Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received, and the amount can be measured reliably. If entitlement is not met, then these amounts are deferred.

Investment income is earned through holding assets for investment purposes and is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend income is recognised as the charity's right to receive payment is established.

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

SCOTTISH COUNCIL ON ARCHIVES

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

2. ACCOUNTING POLICIES (CONTINUED)

Expenditure recognition (continued)

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Cash at Bank

Cash at bank and in hand on the balance sheet comprise cash at banks and on hand and short-term deposits with a maturity of three months or less, which are subject to an insignificant risk of changes in value.

Pension costs

The charity operates 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.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Taxation

The charity is exempt from tax on its charitable activities.

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 restricted purpose within the object of the charity. Restrictions arise when specified by the donor or when funds are raised for restricted purposes.

SCOTTISH COUNCIL ON ARCHIVES

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

3. INCOME FROM CHARITABLE ACTIVITIES	2020	2019
	£	£
<u>Unrestricted Fund:</u>		
Scottish Government Grant	225,106	180,000
Reimbursement of partner project costs	-	-
Delegate fees	6,624	844
Grant award	4,168	2,000
	<u>235,898</u>	<u>182,844</u>
<u>Designated Fund</u>		
Scottish Archive Network	29,670	44,799
Copyright Training and Development	4,060	-
Donation	-	122
	<u>33,730</u>	<u>44,921</u>
<u>Restricted Fund</u>		
Heritage Lottery funding	-	9,600
NMCT- Scottish Government Grant	10,000	-
Donation	-	373
	<u>10,000</u>	<u>9,973</u>
	<u>279,628</u>	<u>237,738</u>

The increase in funding received from Scottish Government Grant in 2020 is due to the receipt of first quarter grant for 2020/2021 prior to 31st March 2020 and being recognised in accordance with the SORP.

4. INCOME FROM INVESTMENTS

This is interest received on funds in the Scottish Council on Archives bank accounts.

5. EXPENDITURE ON CHARITABLE ACTIVITIES	2020	2019
	£	£
<u>Unrestricted Fund</u>		
Conferences and events	2,163	3,712
Bursaries	661	808
Staff costs (note 8)	119,225	115,804
Training	595	2,708
Subscriptions	3,927	3,993
Support costs (note 6)	13,489	27,140
Project costs (note 7)	37,815	33,975
Recruitment	-	-
	<u>177,875</u>	<u>188,140</u>
<u>Designated Fund</u>		
Staff costs (note 8)	29,670	28,799
Project costs (note 7)	1,753	6,000
	<u>31,423</u>	<u>34,799</u>
<u>Restricted Funds</u>		
Consultancy cost	-	7,000
Project costs (note 7)	12,500	-
Support costs (note 6)	-	2,973
	<u>12,500</u>	<u>9,973</u>
	<u>221,798</u>	<u>232,912</u>

SCOTTISH COUNCIL ON ARCHIVES

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

6. EXPENDITURE ON SUPPORT COSTS	2020	2019
	£	£
<u>Unrestricted Fund</u>		
IT and office costs	9,961	13,120
Website costs	-	9,615
Depreciation	-	-
Independent examiners fee	1,620	1,620
Accountancy	794	979
Legal fees	1,114	1,806
	<u>13,489</u>	<u>27,140</u>
<u>Restricted Fund</u>		
IT and office costs	-	2,973
	-	2,973
	<u>13,489</u>	<u>30,113</u>
	2020	2019
	£	£
7. PROJECT COSTS		
<u>Unrestricted Fund</u>		
Advocacy	851	2,843
ALMA – UK The Alliance of Libraries and Museums Archive	-	-
Archives Accreditation	2,574	1,902
Archive Awareness	-	990
ARMS – Archives Records Management Services	1,542	1,542
CIPFA	-	223
Collecting Policy	780	48
Community Archives	3,479	-
Copyright	-	(268)
Education	16,347	10,370
EITK	1,800	840
PRSA	4,152	-
PSQG – Public Services Quality Group	-	939
Opportunities fund	2,501	4,225
Preservation	60	1,983
Publications	912	2,700
Retention Schedules	2,700	2,100
Scottish Ancestral Tourism Group	-	58
Sector development	117	3,480
Skills for the future	-	-
	<u>37,815</u>	<u>33,975</u>
<u>Designated Fund</u>		
Scotland Online project	570	6,000
Copyright training and development	1,183	-
	<u>1,753</u>	<u>6,000</u>
<u>Restricted Fund</u>		
NMCT – Preservation Funds	12,500	-
	<u>40,868</u>	<u>39,975</u>

SCOTTISH COUNCIL ON ARCHIVES

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

	2020 £	2019 £
8. STAFF COSTS		
Management salaries	131,816	130,090
Employers national insurance	9,233	10,469
Employers pension contribution	7,846	6,401
	<u>148,895</u>	<u>146,960</u>
Allocated to Project Costs	-	2,357
Allocated to Expenditure on Charitable Activities – Unrestricted Fund	119,225	115,804
Allocated to Expenditure on Charitable Activities – Designated Fund	29,670	28,799
Allocated to Expenditure on Charitable Activities – Restricted Funds	-	-
	<u>148,895</u>	<u>146,960</u>

No trustees received any remuneration in the period. Expenses of £2,634 (2019: £1,514) were reimbursed to trustees in the period and are recorded under the respective project headings.

The average number of employees for this year is 4 (2019: 4).

	2020 £	2019 £
9. FIXED ASSETS		
Cost/valuation at 1 st April 2019 and 31 st March 2020	<u>1,948</u>	<u>1,948</u>
Accumulated depreciation at 1 st April and 31 st March 2020	<u>1,948</u>	<u>1,948</u>
Net book value at 31 st March 2019 and 2020	<u>-</u>	<u>-</u>
10. LIABILITIES: Creditors falling due within one year	2020 £	2019 £
Accruals	2,501	3,483
	<u>2,501</u>	<u>3,483</u>

SCOTTISH COUNCIL ON ARCHIVES

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

11. MOVEMENT IN FUNDS

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Unrestricted Funds					
Operational fund	45,438	235,921	(177,875)	(2,500)	100,984
Designated funds	121	33,730	(31,423)	-	2,428
	<u>45,559</u>	<u>269,651</u>	<u>(209,298)</u>	<u>(2,500)</u>	<u>103,412</u>
Restricted Funds					
NMCT – Preservation funding		10,000	(12,500)	2,500	-
Heritage Lottery funding	-	-	-	-	-
	<u>45,559</u>	<u>279,651</u>	<u>(221,798)</u>	<u>-</u>	<u>103,412</u>
Unrestricted Funds					
	At 1 April 2018 £	Income £	Expenditure £	Transfers £	At 31 March 2019 £
Operational fund	50,715	182,863	(188,140)	-	45,438
Designated fund	(10,000)	44,921	(34,800)	-	121
	<u>40,715</u>	<u>227,784</u>	<u>(222,940)</u>	<u>-</u>	<u>45,559</u>
Restricted Funds					
Heritage Lottery funding	-	9,973	(9,973)	-	-
	<u>40,715</u>	<u>237,757</u>	<u>(232,913)</u>	<u>-</u>	<u>45,559</u>

The unrestricted operational 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 increase in the fund for 2020 was due to the early receipt of funding for 2020/2021.

The unrestricted designated funds are set up to allocate funding for the specific projects of Scotland Online Project and for the Copyright Training and Development programme.

The restricted fund was established to receive the Heritage lottery funding for the purpose of engaging young people in researching and creating public performances of local WW1 community stories and sharing this heritage with their community. This fund was only available for students to develop skills in heritage research, script writing and public performing and was finalised in 2018/19.

The NMCT – Preservation Fund received funding from Scottish Government and Scottish Council on Archives to provide funds to NMCT.