

# RENFREWSHIRE COUNCIL

COATS OBSERVATORY TRUST FUND

SC019454

TRUSTEES' REPORT

AND FINANCIAL STATEMENTS

1 APRIL 2017 to 31 MARCH 2018



Renfrewshire  
Council

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## Trustees' Report

### 1. INTRODUCTION

Renfrewshire Council acts as sole trustee for the Coats Observatory Trust Fund which has charitable status and is registered with the Office of the Scottish Charity Regulator (OSCR):

The financial statements of the Trust are included in this report:

The principal address of the Trust Funds is:

Renfrewshire Council  
Finance and Resources  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1JB

Renfrewshire Council administers the Trust Fund and separately accounts for it. Renfrewshire Council was established by the Local Government (Scotland) Act 1994 and came into being on 1 April 1996. The Council provides a wide range of public services such as education, social services, environmental services, council housing and economic regeneration.

The Trust Accounts do not form part of Renfrewshire Council's single entity balance sheet, although under s222 of the Local Government (Scotland) Act 1973, the property of the Trust "vest[s] in" the relevant local authority. However, the Trust Fund accounts are included within the group accounts of the Council. A copy of the group accounts can be obtained from the address above.

Independent Auditors:            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 the Trust, 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 Trust Funds are made by the Finance and Resources Policy Board of the Council(FRPB), which has delegated authority from the Council in this regard; but ultimately control rests with the full Council of elected members. We have therefore interpreted the above guidance as meaning all elected members are charity trustees. Following the recent local government elections the Finance and Resources Policy Board was succeeded by the Finance, Resources and Customer Services Policy Board (FRCSPB) on 18 May 2017.

The following individuals were the Trustees of the Trust Funds in their capacity as elected members of Renfrewshire Council during the 2017/18 financial year:

William Brown	Audrey Doig
Lisa-Marie Hughes (elected 05/05/17)	Alison Dowling (elected 05/05/17)
John Shaw (elected 05/05/17)	Scott Kerr (elected 05/05/17)
Jane Strang (elected 05/05/17)	James Sheridan (elected 05/05/17)
Edward Grady (elected 05/05/17)	Natalie Don (elected 05/05/17)
Catherine McEwan	Colin McCulloch (elected 05/05/17)
Jim Paterson	James MacLaren
Jennifer Adam-McGregor (elected 05/05/17)	Tom Begg (elected 05/05/17)
Neill Graham (elected 05/05/17)	Michelle Campbell (elected 05/05/17)
Jim Sharkey	Jim Harte
Karen Kennedy (elected 05/05/17)	Iain Nicolson
John McIntyre (elected 05/05/17)	Alexander Murrin (resigned 04/05/17)
Kenneth MacLaren	Bill Perrie (resigned 04/05/17)
Margaret MacLaren	Edward Grady (resigned 04/05/17)
Carolann Davidson (elected 05/05/17)	Brian Lawson (resigned 04/05/17)
John McNaughtan (elected 05/05/17)	Terry Kelly (resigned 04/05/17)
William Mylet	Tommy Williams (resigned 04/05/17)
Edward Devine	Mark MacMillan (resigned 04/05/17)
Marie McGurk	John Caldwell (resigned 04/05/17)
Paul Mack	Iain McMillan (resigned 04/05/17)
Stephen Burns (elected 05/05/17)	Anne Hall (resigned 04/05/17)
Lorraine Cameron	Allan Noon (resigned 04/05/17)
Eileen McCartin	Michael Holmes (resigned 04/05/17)
Kevin Montgomery (elected 05/05/17)	James McQuade (resigned 04/05/17)
Jacqueline Cameron (elected 05/05/17)	Sam Mullin (resigned 04/05/17)
John Hood	Roy Glen (resigned 04/05/17)
Alistair MacKay (elected 05/05/17)	Margaret Devine (resigned 04/05/17)
Andrew Steel (elected 05/05/17)	Maureen Sharkey (resigned 04/05/17)
Derek Bibby	Jacqueline Henry (resigned 04/05/17)
William Binks (elected 05/05/17)	Chris Gilmour (resigned 04/05/17)
Andrew Doig	Stephen McGee (resigned 04/05/17)
Emma Rodden (elected 05/05/17)	Maria Brown (resigned 04/05/17)

Day to day management of the Trust Funds is delegated to the Director of Finance and Resources of Renfrewshire Council. All of the trustees for the accounts are normally elected or re-elected at local government elections. By-elections are held to elect new members in the event of existing members vacating their position. New members automatically become trustees.

## **2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Coats Observatory Fund was inherited by the local authority in early 1963 from the Paisley Philosophical Society. The Council as Trustees own the buildings comprising the Coats Observatory. These buildings are leased to Renfrewshire Leisure Ltd for zero consideration.

### **HISTORY**

The original purpose of the Trust when it was set up was: “for the upkeep of Coats Observatory equipment”. This purpose was relevant while there were cash funds available; however these funds have been exhausted, and only the property assets remain.

### **GOVERNANCE AND MANAGEMENT**

The Council is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. The Director of Finance and Resources has been designated as that officer in Renfrewshire Council. They manage the affairs of the Council to secure the economic, efficient and effective use of resources and safeguard its assets and those of any charitable trust it controls. Given the Trust Funds are controlled by the Council, these specific provisions are supplemented by general provisions relating to the administration of local authority monies, i.e. the duty to obtain best value.

The Director of Finance and Resources has responsibility for ensuring an effective system of internal financial control is maintained and operated. This system of internal financial control can only provide reasonable and not 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 Director of Finance and Resources is responsible 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(as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16<sup>th</sup> July 2014.

Decisions regarding the operation, assets, processes or policies of the Trust Funds are delegated by the Council to the Finance, Resources and Customer Services Policy Board (FRCSPB).

## **RISK**

The Trustees have overall responsibility for the Trust Funds' system of internal control. This system is designed by senior management to ensure effective and efficient operation, 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. FINANCIAL REVIEW**

The Trust Funds has no explicit reserves policy. The Trust Fund is not in deficit and no donations to the Funds are solicited.

## **4. FUTURE PLANS**

Given there are no cash funds remaining, nor are any anticipated, the Council will explore with OSCR the future of the charity, always considering the ongoing sustainability of the Observatory and ensuring appropriate governance arrangements remain in place.

The Trustees wish to thank the Renfrewshire Council officers involved in producing the Report and Financial Statements.

Signed:

Date: .

Alan Russell  
Director of Finance and Resources  
Renfrewshire Council

On behalf of the Trustees:

Date:

Councillor John Shaw  
Convener – Finance, Resources and Customer Services Policy Board  
Renfrewshire Council

## Independent Auditor's Report to the Trustees of Coats Observatory Trust Fund and the Accounts Commission for Scotland

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 120 of the Code of Audit Practice approved by the Accounts Commission, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

### Report on the audit of the financial statements

#### Opinion on financial statements

I certify that I have audited the financial statements in the statement of accounts of Coats Observatory Trust Fund for the year ended 31 March 2018 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 Receipts and Payments, Statement of Balances and notes to the financial statements, including a summary of accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and a receipts and payments basis.

In my opinion the accompanying financial statements:

- properly present the receipts and payments of the charity for the year ended 31 March 2018 and its statement of balances at that date; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulations 9(1),(2) and (3) of The Charities Accounts (Scotland) Regulations 2006.

#### Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the charity in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Responsibilities of the trustees for the financial statements

As explained more fully in the Trustees' Report, the trustees are responsible for the preparation of financial statements which properly present the receipts and payments of the charity. and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's responsibilities for the audit of the financial statements

My objectives are to achieve reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise

from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.

#### **Other information in the statement of accounts**

The trustees are responsible for the other information in the statement of accounts. The other information comprises the information other than the financial statements and my auditor's report thereon. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon except on matters prescribed by the Accounts Commission or required by applicable law to the extent explicitly stated later in this report.

In connection with my audit of the financial statements, my responsibility is to read all the other information in the statement of accounts and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

#### **Report on other requirements**

##### **Opinion on matter prescribed by the Accounts Commission**

In my opinion, based on the work undertaken in the course of the audit 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 and that report has been prepared in accordance with The Charities Accounts (Scotland) Regulations 2006.

##### **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.

Mark Ferris FCCA  
Audit Scotland  
4<sup>th</sup> Floor  
8 Nelson Mandela Place  
Glasgow  
G2 1BT

September 2018



## Trust Accounts Financial Statements Overview

### **1. INTRODUCTION**

The following pages detail the Statement of Receipts and Payments, the Statement of Balances and relevant Notes to the Accounts, as required by the Charities Accounts (Scotland) Regulations 2006. A Cash Flow Statement is not required as the charity is classified as a small charity as defined in the Charities Statement of Recommended Practice (SORP) and therefore is exempt from producing a Cash Flow Statement.

### **2. STATEMENT OF RECEIPTS AND PAYMENTS**

The Statement of Receipts and Payments provides an analysis of the incoming and outgoing cash and bank transactions for the period. If applicable, the Statement would also show any cash movements in relation to fixed assets. In the case of the Trust Fund, there have been no purchases or sales of fixed assets.

### **3. STATEMENT OF BALANCES**

The Statement of Balances reconciles the cash and bank balances at the beginning and end of the financial year with the surpluses or deposits shown in the Statement of Receipts and Payments. The Statement of Balances also summarises final closing balances at the end of the period.

### **4. NOTES TO THE ACCOUNTS**

Notes to the accounts expand on or explain the information contained in the Statement of Receipts and Payments and the Statement of Balances.

## Statement of Receipts and Payments for the year ended 31<sup>st</sup> March 2018

year ended 31st March 2018				
2017 Total £		Unrestricted £	Restricted £	2018 Total £
	<b>Receipts</b>			
0.00	Income from other charities	0.00	0.00	0.00
0.00	Income from investments other than land and buildings	0.00	0.00	0.00
0.00	Other receipts	0.00	0.00	0.00
<b>0.00</b>	<b>Total receipts</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Receipts from investment sales</b>			
0.00	Proceeds from sale of investments	0.00	0.00	0.00
<b>0.00</b>	<b>Total receipts from investment sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Payments</b>			
0.00	Charitable activities	0.00	0.00	0.00
0.00	Governance costs	0.00	0.00	0.00
0.00	Building maintenance costs	0.00	0.00	0.00
<b>0.00</b>	<b>Total payments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
0.00	Transfer between funds	0.00	0.00	0.00
<b>0.00</b>	<b>Surplus / (deficit) for period</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Statement of Balances as at 31<sup>st</sup> March 2018

As at 31 st March 2018				
2017 Total		Unrestricted	Restricted	2018 Total
	<b>Cash funds</b>			
	<i>Balances held with Renfrewshire Council:</i>			
0.00	Opening balance	0.00	0.00	0.00
0.00	Surplus / (deficit) for period	0.00	0.00	0.00
<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Other assets (at current valuation)</b>			
	<i>Land and buildings:</i>			
652,344.16	Coats Observatory, Paisley	0.00	631,597.46	631,597.46
0.00	<i>Long Term Investments</i>	0.00	0.00	0.00
<b>652,344.16</b>		<b>0.00</b>	<b>631,597.46</b>	<b>631,597.46</b>

Signed  
Date:  
Alan Russell  
Director of Finance and Resources

Renfrewshire Council

Signed  
Date:  
Councillor John Shaw  
Convenor – Finance, Resources and Customer  
Services Policy Board  
Renfrewshire Council

## Notes to the Financial Statements

### 1. ACCOUNTING POLICIES

#### **INTRODUCTION**

The Financial Statements for the year ended 31 March 2018 have been prepared in accordance with the Accounting and Reporting by Charities : Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are designed to give a true and fair view of the financial performance and position of the Trust Funds and comparative figures for the previous financial year are provided. There are no significant departures from accounting standards other than that outlined specifically below.

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 accounts have been prepared on a going concern basis. The going concern concept assumes that the Trustees will not significantly curtail the scale of the charities’ operations, however it is anticipated that the Observatory Funds will not continue indefinitely. This has no impact on the financial statements as the assets of these Funds comprise solely of the Observatory buildings which are independently valued.

The accounting concept of "accruals" is not relevant to these statements, which have been prepared on a receipts and payments basis.

The accounts have been prepared under the 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 18 “Accounting Policies” (FRS18).

#### 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 particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanations of the nature and purpose of each fund is included in the notes to the financial statements.

The 2016-17 comparative figures have been brought forward unchanged.

## **INCOMING/OUTGOING RESOURCES**

### ***Recognition of incoming resources***

All income is recognised and included in the Statement of Receipts and Payments (SoRP) when the money is actually received.

### ***Recognition of expenditure***

Expenditure is recognised and included in the Statement of Receipts and Payments (SoRP) when it is paid for.

### ***Charitable Activities***

Decisions regarding the way the Trust Funds' income is spent are taken by the Finance, Resources and Customer Services Policy Board, whose membership comprises 15 of the trustees of the Trust Fund.

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

The cost of administering the Trust Fund including the audit fee is borne entirely by Renfrewshire Council.

### ***Governance Costs***

Governance costs, where applicable, include the:

- costs of the preparation and examination of statutory accounts;
- cost of any legal advice to trustees on governance or constitutional matters; and
- cost of administering grants.

## **ASSETS**

The Fund includes the land and buildings of Coats Observatory, Paisley. The valuation is based on fair value, determined as the market value that would be paid for the asset in its current use. Valuations are provided by the Council Valuer who is MRICS qualified, and are updated as a minimum every five years. The Observatory building is being depreciated on a straight-line basis over 30 years.

## **2. ANALYSIS OF RECEIPTS/PAYMENTS**

No income was received in the year.

## **3. TRUSTEES' REMUNERATION AND EXPENSES**

Neither the trustees of the Trust Funds 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 (2016-17 nil).

## **4. RELATED PARTIES**

During the period the Council also acted as the banker for the Trust Funds and all transactions, incoming and outgoing, are made via the Council's bank accounts. There are no outstanding balances due to or from Renfrewshire Council.