

Charity number: SC017854
Company number: SC129935 (converted to SCIO on 5 March 2015)

Bute Conservation Trust
Trustees' report and financial statements
for the year ended 5 April 2016

Bute Conservation Trust
(A Scottish Charitable Incorporated Organisation)

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Bute Conservation Trust
(A Scottish Charitable Incorporated Organisation)

Legal and administrative information

Charity number	SC017854	
Company registration number	SC129935 (converted to SCIO on 5 March 2015)	
Business address	Stable Cottage Mount Stuart Isle of Bute PA20 9LP	
Trustees	Donald Owen Williams Margaret Shields Isobel Christine Strong Susan Majorie Hothersall James Stewart McMillan Len Scoullar Donald Blackadder Kinneer William Peter Shields William Stein Mrs Isabelle McArthur Peter James Wallace Glyn Michael Collis	Chair Treasurer/Secretary Appointed 9 December 2015 Appointed 9 December 2015 Resigned 9 December 2015 Resigned 9 December 2015
Secretary/Treasurer	Margaret Shields	
Accountants	R A Clement Associates Chartered Accountants 5 Argyll Square Oban Argyll PA34 4AZ	
Bankers	Bank of Scotland	

Bute Conservation Trust
(A Scottish Charitable Incorporated Organisation)

Report of the trustees
for the year ended 5 April 2016

The trustees present their report and the financial statements for the year ended 5 April 2016. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Organisation

As of 5 March 2015, the charity, which was a company limited by guarantee, was registered as a Scottish Charitable Incorporated Organisation. These accounts have been prepared on a "receipts & payments" basis as permitted by charity law. As the charity is a continuing entity, the figures for the comparative year to 5 April 2014, which were prepared for the limited company in accordance with company law, have been restated to reverse the debtors and creditors which were included in the original accounts.

The company is managed by the Board of Trustees, who are appointed at the Annual General Meeting. The trustees meet regularly throughout the year to monitor, evaluate and control the activities of the Trust. There are ten Trustees as of 5 April 2016.

The Chair changed at a meeting of the Trustees on the 26th of January 2016 when Donald Kinnear stepped down and Donald Williams took on the post. The Secretary and Treasurer is Margaret Shields.

Reserves policy

It is the policy of the company to maintain funds of the company at a level which provides sufficient funds to cover management, administration and support costs for a reasonable period of time.

Risk Policy

The BCT has a comprehensive Risk Register originally prepared by the DBLPS project and updated regularly by the Trustees

Investment of funds

Under the charity's constitution, the company has wide powers of investment within the objectives set.

Objectives and activities

Objectives

The objects of the charity are to seek the preservation and maintenance of the historical, architectural and natural heritage of the Island of Bute.

Achievements and performance

During the course of the year to 5th April 2016 the Trustees of the Bute Conservation Trust (BCT) met on a monthly basis. At the AGM in December 2015 William Stein and Isabelle McArthur were elected as a Trustee and Peter Wallace and Glyn Collis resigned.

The main object of the BCT is to maintain and carry forward the works implemented during the four year DBLPS project.

The Repairs & Projects Register records all aspects of repairs to paths, bridges, walls and signage. Alongside these registers, during the year an electronic Assets Register was set up to include all forms of signage including the grid reference locations and possessions of the Trust.

During the year all of the signage on the West Island Way was surveyed and following a tender process a contract has been let to replace all of the signage in oak. This project will ensure a long term benefit for all those using the Way.

Bute Conservation Trust
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Report of the trustees
for the year ended 5 April 2016

Financial review

The BCT is in a financially sound position and funds are available to cover all costs of current and foreseen maintenance work and also that of current new projects.

All Trustees of the BCT work on a voluntary basis and the Chairman wishes to express grateful thanks to them for all the time and effort put in at meetings and field work.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law.

Fiona McGlynn of R A Clement Associates was reappointed as independent examiner and the trustees recommend that Fiona McGlynn remains in office until further notice.

This report was approved by the trustees on

and signed on their behalf by

Donald Owen Williams
Trustee

Bute Conservation Trust
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Independent examiner's report to the Trustees on the unaudited financial statements of Bute Conservation Trust.

I report on the accounts for the year ended 5 April 2016 set out on pages 2 to 8.

This report is made to the charity's Trustees, in accordance with the terms of my engagement. My work has been undertaken to enable me to prepare the financial statements on behalf of the charity's Trustees and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees, as a body, for my work or this report.

Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts 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 (as amended). 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 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 proper 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 9 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.

.....
Fiona McGlynn
Chartered Accountant
Independent examiner

Of R A Clement Associates
5 Argyll Square
Oban
Argyll
PA34 4AZ

Bute Conservation Trust
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Statement of Receipts & Payments

For the year ended 5 April 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total £	2015 Total £
Income from;					
Grants, donations & legacies	2	700	-	700	4,054
Fundraising, events & rents	3	692	-	692	1,548
Investment income		1,159	-	1,159	1,229
Total incoming resources		<u>2,551</u>	<u>-</u>	<u>2,551</u>	<u>6,831</u>
Expenditure on:					
Establishment costs		744	-	744	663
Motor and travelling expenses		60	-	60	-
Accountancy & payroll fees		840	-	840	10
Auditors' remuneration		-	-	-	2,520
Legal and professional fees		-	-	-	13
Communications, IT & website		-	-	-	1,165
Trust Project expenses		-	-	-	1,782
Cost of trustees' meetings		-	-	-	211
Trust Core - Office costs, Newsletter, printing		49	-	49	115
Grants made		-	-	-	500
Legacy maintenance		-	10,813	10,813	7,020
Total resources expended		<u>1,693</u>	<u>10,813</u>	<u>12,506</u>	<u>13,999</u>
Net incoming resources		858	(10,813)	(9,955)	(7,168)
Total funds brought forward		<u>77,320</u>	<u>132,945</u>	<u>210,265</u>	<u>217,433</u>
Total funds carried forward		<u>78,178</u>	<u>122,132</u>	<u>200,310</u>	<u>210,265</u>

The notes on pages 7 to 8 form an integral part of these financial statements.

Bute Conservation Trust
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Statement of balances
as at 5 April 2016

Funds Balances	2016	2016	2016	2015
	£	£	£	£
	Unrestricted	Restricted	Total	Total
Opening balances	77,320	132,945	210,265	217,433
Receipts Per Income & Expenditure	2551	-	2,551	6,831
Transfers between funds	-	-	-	-
Payments per Income & Expenditure	(1,693)	(10,813)	(12,506)	(13,999)
Closing bank/fund balances	<u>78,178</u>	<u>122,132</u>	<u>200,310</u>	<u>210,265</u>

Bank Balances

General Purpose Investments	2016	2015
Secure Trust Bank 120 day Account	75,000	86,229
	<u>75,000</u>	<u>86,229</u>

Restricted Purpose Investments

All restricted funds are held in the readily accessible bank account

Bank of Scotland Treasurers Account	125,656	124,036
	<u>125,656</u>	<u>124,036</u>

Liabilities at the year end

Ordinary creditors/accruals **£840** **Accountancy fee**

.....
Signed on behalf of the Trustees
Margaret Shields

.....
Date

The notes on pages 7 to 8 form an integral part of these financial statements.

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Notes to financial statements
for the year ended 5 April 2016

1. Accounting policies

The principal accounting policies are summarised below. The receipts and payments basis for the accounting policies, which have applied in 2015 and will apply for future years, have replaced the accruals basis which applied to the limited company for 2014 and earlier years.

1.1. Basis of accounting

The financial statements are prepared under the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended), on a Receipts & Payments basis.

1.2. Incoming resources

All incoming resources are included in the receipts & payments account when received.
Income from investments is included in the year in which it is received.

1.3. Resources expended

Expenditure is recognised when payment is made. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

2. Grants, donations & legacies

	Unrestricted funds £	2016 Total £	2015 Total £
Donations	355	355	220
Bute Conservation Volunteers	-	-	3,624
Membership subscriptions	345	345	210
	<u>700</u>	<u>700</u>	<u>4,054</u>

3. Fundraising, events & rents

	Unrestricted funds £	2016 Total £	2015 Total £
Weighbridge rental	600	600	600
Other income	92	92	948
	<u>692</u>	<u>692</u>	<u>1,548</u>

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Notes to financial statements
for the year ended 5 April 2016

4. Employees

Employment costs

No salaries or wages have been paid to employees, including the trustees, during the year.

Number of employees

The Trust had no employees in 2016 (2015; none)

No trustee/director received any remuneration, benefits in kind, or reimbursement of expenses during the year.

5. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 5 April 2016 as represented by:			
Current assets	78,178	122,132	200,310
	<u>78,178</u>	<u>122,132</u>	<u>200,310</u>

6. Unrestricted funds

	At 6 April 2015 £	Incoming resources £	Outgoing resources £	At 5 April 2016 £
Unrestricted Funds	<u>77,320</u>	<u>2,551</u>	<u>(1,693)</u>	<u>78,178</u>

7. Restricted funds

	At 6 April 2015 £	Outgoing resources £	At 5 April 2016 £
DBLPS Legacy fund	<u>132,945</u>	<u>(10,813)</u>	<u>122,132</u>