

ITEM No ...6(c)(iii).....

SCOTTISH CHARITY NUMBER: SC027022

**Report No: 261-2024**

# LORD PROVOST OF DUNDEE CHARITY FUND

TRUSTEES REPORT AND AUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024

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## **LORD PROVOST OF DUNDEE CHARITY FUND**

**SCOTTISH CHARITY NUMBER SC027022**

### **Trustees' Report and accounts for the year ended 31 March 2024**

The Lord Provost of Dundee Charity Fund was established for the benefit of the public of the City of Dundee. The purposes of the Charity Fund, as recorded in the Deed of Trust, are to relieve the poverty and advance the education of, and to provide recreational or leisure facilities in the interests of social welfare for the public of the City of Dundee and in order to make donations to registered charities and to Scottish Charities. The Trustees may have sole discretion and by unanimous decision after meeting all liabilities, pay out the whole value of the Trust Fund to or for behoof of such one or more of the purposes as they in their sole discretion shall decide and so bring the Trust to an end. The Trustees have not defined a minimum reserve as there is no requirement to do so and view any risk as limited.

During the 2023/24 financial year, the charity continued to provide financial assistance to the public of the City of Dundee, through donations to registered charities, senior citizen groups and vulnerable groups within Dundee totalling £3,300 (2022/23: £1,500). Receipts related to interest received, mainly from amounts invested in Dundee City Council Loans Fund, of £1,420 (2022/23: £530).

The account at year end reported a deficit of £1,880 (2022/23 £1,970) which was drawn from funds available leaving a closing balance of £39,956 (2022/23 £41,836).

Next year, we will continue with our fundraising activities to provide financial assistance to the public of the City of Dundee, through donations to registered charities, senior citizen groups and vulnerable groups within Dundee.

The Charity's Trustees are defined in the Deed of Trust. The Charity's Trustees are:

- Lord Provost (Bill Campbell)
- Chief Executive (Gregory Colgan)
- Head of Democratic and Legal Services (Roger Mennie)

The Charity has its own bank account with the Royal Bank of Scotland plc.

The financial statements are the subject of a separate external audit. The appointed external auditor is Rachel Browne CPFA, Audit Director, Audit Scotland, 4th Floor, 102 West Port, Edinburgh EH3 9DN.

The Charity can be contacted at the following address, The Lord Provost, City Chambers, 21 City Square, DUNDEE, DD1 3BT.

The accounts for the year are attached and form part of this report.

This report was approved by the Trustees on 25 September 2024.

Signed, on behalf of the Trustees

Gregory Colgan  
Trustee

## **LORD PROVOST OF DUNDEE CHARITY FUND**

**SCOTTISH CHARITY NUMBER SC027022**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES IN RESPECT OF THE TRUSTEES' ANNUAL REPORT AND THE FINANCIAL STATEMENTS**

Under charity law, the trustees are responsible for preparing the Trustees' Annual Report and the financial statements which properly present an analysis of the incoming/outgoing cash and bank transactions for each financial year on a receipts and payments basis.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities;

The trustees are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustees to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, and regulation 9(1), (2), and (3) of The Charities Accounts (Scotland) Regulations 2006 (as amended). They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

Approved by the trustees on 25 September 2024 and signed on their behalf by:

Gregory Colgan  
Trustee

## LORD PROVOST OF DUNDEE CHARITY FUND

SCOTTISH CHARITY NUMBER SC027022

### STATEMENT OF RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2024

<u>Receipts</u>	Note	2023/24	2022/23
		£	£
Interest on fund Dundee City Council	6	1,272	476
Bank Interest	6	148	54
<b>Total Receipts</b>		<b><u>1,420</u></b>	<b><u>530</u></b>
<u>Payments</u>			
Donations/Grants	4	3,300	1,500
Fundraising Dinner	5	-	1,000
<b>Total Payments</b>		<b><u>3,300</u></b>	<b><u>2,500</u></b>
<b><u>Surplus / (Deficit) For Year</u></b>		<b><u>(1,880)</u></b>	<b><u>(1,970)</u></b>

### STATEMENT OF BALANCES AS AT 31 MARCH 2024

<u>Funds Reconciliation</u>	2023/24	2022/23
	£	£
Cash At Bank 01/04/23 (01/04/22)	41,836	43,806
Surplus/ (Deficit) for year	(1,880)	(1,970)
<b>Cash At Bank 31/03/24 (31/03/23)</b>	<b><u>39,956</u></b>	<b><u>41,836</u></b>
<u>Bank &amp; Cash Balances</u>		
Bank Accounts	9,956	11,836
Temporary Loan Invested with Dundee City Council	<u>30,000</u>	<u>30,000</u>
	<b><u>39,956</u></b>	<b><u>41,836</u></b>

All Funds are unrestricted

The Notes on page 4 form an integral part of these accounts.

The unaudited accounts were authorised for issue on 6 June 2024 and the audited accounts were authorised for issue on 25 September 2024 and signed on their behalf by:-

Gregory Colgan  
Trustee

## **NOTES TO THE ACCOUNTS - FOR YEAR ENDED 31 MARCH 2024**

### **1 Basis of Accounting**

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as Amended).

### **2 Nature Purpose of funds**

All funds are unrestricted and may be used at the discretion of the trustees in furtherance of the objects of the Charity.

### **3 Remuneration & Expenses**

No remuneration or Expenses were paid to a charity trustee, or anyone connected to a charity trustee.

### **4 Grants & Donations Made**

The charity made 7 donations to organisations totalling £3,300 (2022/23: 2 charity donations totalling £1,500).

### **5 Fundraising**

The charity is planning to host a fundraising dinner to re-engage the Citizens of Dundee with the Lord Provost Charity Fund. This was postponed to 17<sup>th</sup> May 2024 with the £1000 deposit (2022/23) transferred to the new date.

### **6 Interest Receivable**

The Charity has £30,000 deposited with Dundee City Council and receives interest on this alongside bank interest.

### **7 Governance Costs**

The financial statements are the subject of a separate external audit. Any costs associated with the Charity Fund (incl. admin and relevant share of annual audit fee) are absorbed by Dundee City Council. The cost of audit to Dundee City Council for 2023/24 is £1,500 and the estimated notional cost of staff time is £100, (2022/23: audit fee £930 and staff time £100).

### **8 Parent Entity**

The Lord Provost of Dundee Charity Fund is a subsidiary of Dundee City Council, a local authority established under the Local Government etc. (Scotland) Act 1994. Copies of the Group Accounts of Dundee City Council can be obtained from the contact listed in note 9.

### **9 Events after the reporting date**

There are no events that occurred between 31 March 2024 and 25 September 2024 that would require restatement to the 2023/24 financial statements. The latter date is the date on which the audited accounts were authorised for issue by the Chairperson, on behalf of the Trustees.

Any queries regarding this document should, in the first instance, be addressed to:

Elaine Rowan  
Corporate Finance  
Dundee City Council  
50 North Lindsay Street  
Dundee  
DD1 1NZ

(Email: [elaine.rowan@dundeecity.gov.uk](mailto:elaine.rowan@dundeecity.gov.uk))  
(Telephone: 01382-433355)

# **Independent auditor's report to the trustees of the Lord Provost of Dundee Charity Fund and the Accounts Commission**

## **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 the Lord Provost of Dundee Charity Fund for the year ended 31 March 2024 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, the Statement of Balances and notes to the financial statements, including significant 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 2024 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)), as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. 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 Statement of Responsibilities, the trustees are responsible for the preparation of financial statements that properly present the receipts and payments of the charity, and for such internal control as the trustees determines 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 obtain 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- using my understanding of the local government sector and charity sector to identify that the Local Government (Scotland) Act 1973, Charities and Trustee Investment (Scotland) Act 2005 and The Charities Accounts (Scotland) Regulations 2006 are significant in the context of the charity;
- inquiring of the Trustees as to other laws or regulations that may be expected to have a fundamental effect on the operations of the charity;
- inquiring of the Trustees concerning the charity's policies and procedures regarding compliance with the applicable legal and regulatory framework;
- discussions among my audit team on the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the charity's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

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.

## **Reporting on other requirements**

### **Other information**

The trustees are responsible for the other information in the statement of accounts. The other information comprises the Trustees' Annual Report.

My responsibility is to read all the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

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 the Trustees' Annual Report to the extent explicitly stated in the following opinion prescribed by the Accounts Commission.

## **Opinions prescribed by the Accounts Commission on the Trustees' Annual Report**

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 Charity 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.

## **Use of my report**

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 108 of the Code of Audit Practice, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

**Rachel Browne CPFA  
Audit Director  
Audit Scotland  
102 West Port  
Edinburgh  
EH3 9DN**

Rachel Browne is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.