

SCOTTISH CHARITY NUMBER : SC027022

# LORD PROVOST OF DUNDEE CHARITY FUND

---

TRUSTEES REPORT AND AUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2016

---



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

### **SCOTTISH CHARITY NUMBER SC027022**

#### **Trustees' Report and accounts for the year ended 31 March 2016**

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.

During the 2015/16 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. The major fundraising event of 2015/16 was the Annual Ball. This fundraising event was very successful and supported by many local companies.

Next year, we will continue with our fundraising activities in order to provide financial assistance to the public of the City of Dundee and make donations to registered charities.

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

- Lord Provost (Councillor Bob Duncan)
- Chief Executive (David Martin)
- Head of Democratic and Legal Services (Roger Mennie)

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 28 September 2016.

Signed, on behalf of the Trustees

David Martin  
Trustee  
28 September 2016

## **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 for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of income over expenditure for that period.

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.

**LORD PROVOST OF DUNDEE CHARITY FUND**

**SCOTTISH CHARITY NUMBER SC027022**

**STATEMENT OF RECEIPTS AND PAYMENTS FOR YEAR ENDED 31 MARCH 2016**

<b><u>Receipts</u></b>	<b>Note</b>	<b>2015/16</b>	<b>2014/15</b>
		<b>£</b>	<b>£</b>
Donation & Gift Aid	4	-	3,668
Fund Raising	5	10,278	16,455
Interest on fund Dundee City Council	6	148	180
Bank Interest	6	118	78
<b>Total Receipts</b>		<b><u>10,544</u></b>	<b><u>20,381</u></b>
<b><u>Payments</u></b>			
Cost of Fund Raising	7	6,850	6,687
Cost of Charitable Activities	8	-	-
Grants / Donations	9	4,850	4,228
<b>Total Payments</b>		<b><u>11,700</u></b>	<b><u>10,915</u></b>
<b><u>Surplus / (Deficit) For Year</u></b>		<b><u>(1,156)</u></b>	<b><u>9,466</u></b>

**STATEMENT OF BALANCES AS AT 31 MARCH 2016**

<b><u>Funds Reconciliation</u></b>	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Cash At Bank 31/3/2015 (31/3/2014)	53,425	43,960
Surplus/ (Deficit) for year	<u>(1,156)</u>	<u>9,466</u>
<b>Cash At Bank 31/3/2016 (31/3/2015)</b>	<b><u>52,269</u></b>	<b><u>53,425</u></b>
<b><u>Bank &amp; Cash Balances</u></b>		
Bank Accounts	22,269	23,425
Temporary Loan Invested with Dundee City Council	<u>30,000</u>	<u>30,000</u>
	<b><u>52,269</u></b>	<b><u>53,425</u></b>

All Funds are unrestricted

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

Approved by the trustees on 28 September 2016 and signed on their behalf by:-

David Martin  
Trustee  
28 September 2016

## **Notes to the Accounts – For year Ended 31 March 2016**

### **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 Donations**

The charity received no donations in 2015/16.

### **5 Fundraising**

The main fund raising event is the annual ball, which includes ticket, tombola and auction. The amount raised was £10,278 in 2015/16, (£16,455 in 2014/15).

### **6 Interest Receivable**

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

### **7 Cost of Fund Raising**

The cost of organising the ball is significant expenditure of £6,849.95 in 2015/16, (£6,687 in 2014/15).

### **8 Governance Cost**

This is bank charges incurred in 2015/16.

### **9 Grants & Donations Made**

The charity made 13 donations to organisations to the value of £4,050 and 3 donations to individuals valuing £800 in 2015/16. (11 donations to organisations £3,328 and 7 donations to individuals £900 in 2014/15).

### **10 External Audit**

The financial statements are the subject of a separate external audit.

#### Further Information

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

Elaine Rowan

Accountant

Finance Department

Dundee City Council

50 North Lindsay Street

Dundee

DD1 3NZ

(Email: [elaine.rowan@dundeecity.gov.uk](mailto:elaine.rowan@dundeecity.gov.uk))

(Telephone: 01382-433355)

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

We certify that we have audited the financial statements of Lord Provost of Dundee Charity Fund for the year ended 31 March 2016 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 receipts and payments account, statement of balances and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and a receipts and payments basis.

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

### **Respective responsibilities of the trustees and auditor**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements which properly present the receipts and payments of the charity. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts or disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees Report and Audited Accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- properly present the receipts and payments of the charity for the year ended 31 March 2016 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.

### **Opinion on other prescribed matter**

In our opinion 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.

**Matters on which we are required to report by exception**

We are required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Andrew Shaw, for and on behalf of KPMG LLP, Statutory Auditor

Saltire Court  
20 Castle Terrace  
Edinburgh  
EH1 2EG

KPMG LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006