

annual report and financial statements

Thomas Howden Wildlife Award Fund

Charity Registration Number: SC015647

For the year to 31 March 2015

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FOREWORD

The implementation of the audit and reporting requirements of the Office of the Scottish Charity regulator (OSCR) now requires that full audited accounts for this Charity are prepared.

In late 2012/13 the reorganisation of 34 registered charities was formally recognised by OSCR and this work was completed in 2014/15 with full approval of OSCR. The Thomas Howden Wildlife Award Fund was not included in this initial reorganisation but work will be under taken with OSCR during 2015/16 to reorganise this fund into the SBC Educational Fund.

TRUSTEES' ANNUAL REPORT

The Trustees present their Annual Report and the audited Financial Statements for the year ended 31 March 2015.

Reference and Administrative Information

Charity Name	Thomas Howden Wildlife Award Fund
Charity registration number	SC015647
Business Address	Council HQ Newtown St Boswells Melrose Scottish Borders

Trustees

The Trustees of this charity are the duly elected members of Scottish Borders Council (the Council), a local authority constituted under the Local Government (Scotland) Act 1994. These are

Sandy Aitchison	Gavin Logan
Willie Archibald	Stuart Marshall
Michelle Ballantyne	Watson McAteer (from May 2014)
Stuart Bell	John G Mitchell
Catriona Bhatia	Donald Moffat
Jim Brown	Simon Mountford
Joan Campbell	Alexander J Nicol
Michael J Cook	David Parker
Keith Cockburn	David Paterson
Alastair Cranston	Frances Renton
Vicky M Davidson	Sandy Scott
Gordon Edgar	Ron Smith
James A Fullerton	Rory Stewart
Graham H T Garvie	Jim Torrance
Iain Gillespie	George Turnbull
John Greenwell	Tom Weatherspoon .
Bill Herd	Bill White

Chief Executive The Chief Executive of Scottish Borders Council is Tracey Logan.

Auditor KPMG LLP
Saltire Court
20 Castle Terrace
Edinburgh
EH1 2EG

Professional support

The Council provides the Administrative, Legal and Financial support and advice to the Charity.

All financial transactions go through the Council's books of account and their Bankers are the Bank of Scotland, Newtown St Boswells, Melrose.

Governance and Management

Type of Governing Documents

- a) The Charity came to be administered by the Council at Local Government Reorganisation in 1996. The trust purpose was set out in a deed of trust by Williemeana Mary Andrew Howden in favour of the former education authority, The Borders Regional Council, dated 31 May 1988 although the principal deed is not held by the Council.
- (b) The overarching governance of the Charity are in the principles of statute and common law governing trusts and bequests. The statutory framework are through the Local Government etc Scotland Act 1994, with the Local Government (Scotland) Act 1973 provisions still in force, and the Local Government in Scotland Act 2003. The Charities and Trustee Investment (Scotland) Act 2005 and the various Trust Acts are in point
- (c) In terms of the Council's governance of the fund, this is in terms of the Corporate Governance of the Council, namely the code as comprises:-
 - Financial Regulations;
 - Code of Corporate Governance;
 - Procedural Standing Orders;
 - Scheme of Administration; and
 - Scheme of Delegation.
- c) When considering any action in connection with the Charity the Trustees have to act in the interest of the Charity Funds.
- d) The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Recruitment and appointment of Trustees

There is no recruitment process. Appointment is by virtue of election to the Council.

Charitable Purpose

The bequest is to be used to make provision for 2 prizes at Peebles High School for wildlife educational activities with Trustees discretion not to award in any year.

Summary of the Main Activities

The Charity has taken steps to ensure that the assets of the funds are properly managed and accounted for.

No funds have been disbursed from this Charity during 2014/15

Financial Review

These financial statements have been prepared in accordance with current statutory requirements and the charity's governing document.

The applications of the Funds' are detailed in the Notes to the Financial Statements.

Funding and reserves

Investments Following agreement to implement a single investment strategy for Common Good Funds and other Trust and bequest funds held by the Council, tenders were obtained for a Fund Manager and Newton was appointed. Funds held by Scottish Borders Council for the Charity were deposited in the Newton Real Return Fund.

Policy on Reserves The Council treats the Charities' funds in line with recognised national governance and applicable codes of practice.

Plans for the Future

Within 2014/15, and with OSCR's approved, the reorganisation of the Funds a number of Charities maintained by the Council into three New Charities. It is planned that the Thomas Howden Wildlife Award Fund will be reorganised, with the necessary OSCR approvals, into the SBC Educational Trust established in the initial reorganisation of charities.

The report was signed on behalf of the Trustees by

David Parker
Trustee
Thomas Howden Wildlife Award Fund
29 September 2015

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

The Trustees are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires that the trustees 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, including the income and expenditure, 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 Charities SORP 2005;
- 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 charitable company will continue in its activities.

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 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

STATEMENT OF FINANCIAL ACTIVITIES (Including an Income and Expenditure Account) for the year ended 31 March 2015

2013/14 Restricted Funds £		2014/15 Restricted Funds £	Notes
	Incoming Resources		
	Incoming Resources from Generated Funds		
164	Interest and Investment Income	211	1
164	Total Incoming Resources	211	
	Resources Expended	0	
0	Total Resources Expended	0	
164	Net Incoming Resources before Other Recognised Gains and Losses	211	
	Other Recognised Gains/(Losses)		
69	Gains/(Loss) on Investment Assets	127	
233	Net Movement in Funds	338	
	Reconciliation of Funds		
3,498	Total Funds Brought Forward	3,731	
3,731	Total Funds Carried Forward	4,069	

BALANCE SHEET as at 31 March 2015

at 31 March 2014			at 31 March 2015		Notes
£	£		£	£	
		Fixed Assets			
3,567		Investments	3,695		
		Current Assets			
164		Short Term Investments in SBC Loans Fund	374		
164			374		
	164	Net Current Assets		374	
	3,731	Total Assets Less Current Liabilities		4,069	
		The Funds of the Charity			
3,731		Restricted Income Funds	4,069		
	3,731	Total Funds		4,069	

All of the Charity's activities are continuing.

The Accounting Policies on pages 10 and the Notes on page 11 form part of these Financial Statements.

The unaudited accounts were issued on 30 June 2015 and the audited accounts were authorised for issue on 29 September 2015.

David Robertson CPFA
29 September 2015

CASH FLOW for the year ended 31 March 2015

	2013/14 £		2014/15 £
	Reconciliation of Operating Profit to Net Cash Flow from Operating Activities		
164	Net Incoming Resources before Other Recognised Gains and Losses		210
164	Net Cash Inflow/(Outflow) from Operating Activities		210

	Cash Flow Statement		
164	Net Cash Inflow/(Outflow) from Operating Activities		210
	Investing Activities		
(164)	(Deposit)/Withdrawal from Short Term Investments		(210)
0	Increase / (Decrease) in Cash in Period		0

Reconciliation of Net Cash Flow to Movement in Net Funds			
	As at 1 April 2014 £'000	Movement £'000	As at 31 March 2015 £'000
Cash at Bank and In Hand	0	0	0
	0	0	0

ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material to the financial statements.

Basis of Preparation

The financial statements have been prepared in accordance with applicable accounting standards and under historic cost accounting rules modified for the revaluation of certain fixed assets and in accordance with the Charities and Trustee Investment (Scotland) Act 2005, regulation 8 of the Charities Accounts (Scotland) regulations 2006 (as amended) and the Statement of Recommended Practice: Accounting and reporting by Charities issued in February 2006, except for the non-recognition of donated assets (see donations and gifts below).

Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Donations and grants are recorded as expenditure when they are approved.
- Where income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet.
- Income and expenditure are credited and debited to the relevant revenue account, unless they properly represent capital receipts or capital expenditure.

Funds

Funds are classified as Restricted Funds, defined as follows:

Restricted funds are funds subject to specific conditions, which may be declared by the donors or with their authority or created through legal processes, but still within the objects of the charity.

Voluntary Income

All donations and gifts are included within incoming resources under Restricted Funds. Donations and Gifts in Kind are brought into the financial statements at their market value to the charity.

Resources Expended

Resources expended are analysed between charitable activities, costs of generating funds and governance costs. Charitable activities include all direct costs and other support costs.

Investments

Fixed asset investments are stated at market value. Unrealised gains and losses represent the difference between market value at the beginning and the end of the financial year, or if purchases in the year the difference between cost and market value at the end of the financial year. Realised gains and losses represent the difference between the proceeds and cost.

Cash and Short Term Investments

Cash, for the purposes of the cash flow statement, comprises cash in hand and deposits repayable on demand. Short Term Investments are current asset investments which are disposable without curtailing or disrupting the business and are either convertible into known amounts of cash at or close to their carrying values. Short Term Investments comprise of call deposits with the Council.

NOTES TO THE FINANCIAL STATEMENTS

1 Investment Income

2013/14 £		2014/15 £
13	Interest Receivable	1
151	Income from Investment Portfolio	210
164		211

2 Charitable Activities during 2014/15

There have been no donations or grants disbursed by this Charity during 2014/15

INDEPENDENT AUDITOR'S REPORT

to the Trustees of Thomas Howden Wildlife Award Fund and the Accounts Commission for Scotland

We certify that we have audited the financial statements of Thomas Howden Wildlife Award Fund for the year ended 31 March 2015 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 the financial activities, the balance sheet, the cash flow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 give a true and fair view. 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 annual 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:

- give a true and fair view of the state of the charity's affairs as at 31 March 2015 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 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.

Independent Auditor's Report to the Trustees of Thomas Howden Wildlife Award Fund and the Accounts Commission for Scotland (continued)

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.

**Hugh Harvie,
for and on behalf of KPMG LLP, Statutory Auditor**

Saltire Court
20 Castle Terrace
Edinburgh
EH1 2EG

30 September 2015

ADDITIONAL INFORMATION

Contact Details

For further information on the Thomas Howden Wildlife Award Fund, please contact

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Scottish Borders Council	Council Headquarters Newtown St Boswells MELROSE TD6 0SA