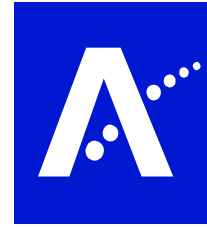


Aberdeenshire
COUNCIL



Anderson & Woodman Library Trust

**Trustees' Annual Report
and Financial Statements**

For The Year Ended:

31 March 2018

Charity no: SC000850

Anderson & Woodman Library Trust

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Anderson & Woodman Library Trust Trustee's Report for the Year Ended 31 March 2018

The Trustee representatives present their annual report and financial statements of the Anderson & Woodman Library Trust for the year ended 31 March 2018. The financial statements have been prepared in accordance with the accounting policies set out in note 1 of the financial statements and comply with the Charities Accounts (Scotland) Regulations 2006 as amended by The Charities Accounts (Scotland) Amendment (No.2) Regulations 2014 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014.

Going Concern

After making enquiries, the Trustee representatives have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly they continue to adopt the going concern basis in preparing the report and financial statements. Further details regarding the adoption of the going concern basis are included in note 1 of the financial statements.

Reference and administrative information

Aberdeenshire Council acts as sole Trustee for the Anderson & Woodman Library Trust and local Councillors, as detailed below act on behalf of the Council as Trustee representatives. The Trust listed below has charitable status and is registered with the Office of the Scottish Charity Regulator (OSCR):

Charity Name: Anderson & Woodman Library Trust
Charity no: SC000850

Principal Office: Aberdeenshire Council
Woodhill House
Westburn Road
Aberdeen
AB16 5GB

Trustee Marion Chapman (Councillor) from 4 May 17
Representatives: Edie Chapman (Councillor) to 3 May 17
Jim Ingram (Councillor)
Anne Simpson (Councillor) from 4 May 17
Norman Smith (Councillor)
Lenny Pirie (Councillor) to 3 May 17

Bankers: Clydesdale Bank
Principal Branch
1 Queens Cross
Aberdeen
AB15 4XU

Anderson & Woodman Library Trust Trustee's Report for the Year Ended 31 March 2018 (continued)

Reference and administrative information (continued)

Independent

Auditor: Anne MacDonald, Senior Audit Manager
Audit Scotland
The Annexe
Woodhill House
Westburn Road
Aberdeen
AB16 5GB

Solicitors: Aberdeenshire Council
Legal and Governance
Business Services
Woodhill House
Westburn Road
Aberdeen
AB16 5GB

Structure, Governance and Management

The charity has been set up as a charitable Trust.

The governing document for this Trust is the Anderson and Woodman Library Endowment Trust Scheme 1979.

The local Councillors for the Central Buchan ward in which the Trust was set up to benefit are responsible for making decisions on the application of funds. If there is a disagreement then a report will go before the relevant Area Committee of Aberdeenshire Council and the chairperson will have the casting vote.

Councillors are elected to office every 4 years. Extensive training is given to new elected members following appointment which enables them to carry out their duties as Trustee representatives.

The Head of Finance of the Council manages the affairs of the Trust to secure the economic, efficient and effective use of resources and safeguard its assets and those of any charitable Trust it controls. Given that Anderson & Woodman Library Trust is controlled by elected members of Aberdeenshire Council, these specific provisions are supplemented by general provisions relating to the administration of local authority monies e.g. the duty to obtain best value.

Anderson & Woodman Library Trust Trustee's Report for the Year Ended 31 March 2018 (continued)

Structure, Governance and Management (continued)

The Head of Finance of the Council 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 Head of Finance of the Council is responsible for keeping proper accounting records which are up to date and which ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 as amended by the Charities Accounts (Scotland) Amendment (No.2) Regulations 2014.

Decisions regarding the operation, assets, processes or policies of the Anderson & Woodman Library Trust are delegated by the Trustee representatives to the Head of Finance of the Council.

Risk

The Trustee representatives have considered the major risks to which the charity is exposed and have reviewed those risks and established systems to manage those risks.

The Trustee representatives consider market risk, the possibility that financial loss might arise for the charity as a result of changes in such measures as interest rates and stock market movements, to be the main risk facing the Anderson & Woodman Library Trust.

The charity funds are invested in Aberdeenshire Council's Loans Fund. Investments are governed by Aberdeenshire Council's Treasury Management Strategy which was approved by Aberdeenshire Council's Business Services Committee on 2nd March 2017. A copy of the report can be found on the Council's website:

<http://committees.aberdeenshire.gov.uk/committees.aspx?commid=492&meetingid=18723>

Aberdeenshire Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash.

Anderson & Woodman Library Trust

Trustee's Report for the Year Ended 31 March 2018 (continued)

Objectives and Activities

The Anderson & Woodman Library Trust was set up to provide, maintain and administer a library and reading room in Strichen Library, Aberdeenshire.

Achievements and Performance

There were no applications for funding in either 2017/18 or 2016/17. The charity was set up many years ago. Library services are now funded from Aberdeenshire Council's core budget, therefore there has been no call for funding from the charity in several years.

There is very little activity in these funds by way of income and reserves. Income received is either voluntary income for donated services or investment income.

Reserves

The Trustee representatives aim to maintain a consistent level of reserves. The level of reserves held at 31st March 2018 was £91,622.

Public Benefit

The Anderson & Woodman Library Trust benefits the users of Strichen Library services.

Due regard has been paid to the public benefit guidance published by the Charity Commission.

Financial Review

The charity is reliant on income from investments, income of £442 was received in the year. Anderson & Woodman Library Trust funds are invested in Aberdeenshire Council's Loans Fund.

Plans for Future Years

Aberdeenshire Council has reorganised many of its Charitable Trusts but there are no immediate plans to reorganise the Anderson & Woodman Library Trust. Funds will continue to be held until required by Strichen Library.

Anderson & Woodman Library Trust Trustee's Report for the Year Ended 31 March 2018 (continued)

Statement of Responsibilities of the Trustees

The Trustees are responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in Scotland requires the Trustees to 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 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;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable U.K accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

In so far as the Trustee representatives are aware:

- There is no relevant audit information of which the charity's auditor is unaware; and
- The Trustee representatives have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by the Trustee representatives on 20 September 2018 and signed on their behalf by:

Norman Smith
Councillor
Anderson & Woodman Library Trust

Independent auditor's report to the trustees of Anderson and Woodman Library Trust and the Accounts Commission

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 Anderson and Woodman Library Trust 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 Financial Activities, the Balance Sheet, Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In my opinion the accompanying financial statements:

- give a true and fair view of the state of affairs of the charity as at 31 March 2018 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.

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.

Conclusions relating to going concern basis of accounting

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about ability of the charity to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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 give a true and fair view in accordance with the financial reporting framework, 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.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

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. 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 SORP (FRS 102).

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.

Anne MacDonald CA
Senior Audit Manager
Audit Scotland
The Annexe
Woodhill House
Westburn Road
Aberdeen
AB16 5GB

20 September 2018

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

Anderson & Woodman Library Trust
Statement of Financial Activities
for the year ended 31st March 2018

	Note	2017/18 £	2016/17 £
Income From:			
Donations and legacies	5	1,885	2,506
Investments	6	442	645
Total Income		2,327	3,151
Expenditure On:			
Charitable activities	7	(1,885)	(2,506)
Total Expenditure		(1,885)	(2,506)
Net movement in funds		442	645
Reconciliation of Funds			
Total funds brought forward		91,180	90,535
Net movement in funds for the year		442	645
Total funds carried forward		91,622	91,180

There were no other recognised gains or losses other than those listed above and the net income for the year. All income and expenditure derives from continuing activities.

All funds are unrestricted.

Anderson & Woodman Library Trust
Balance Sheet as at 31st March 2018

	Note	2017/18 £	2016/17 £
Fixed Assets:			
Investments	8	91,622	91,180
Net Assets		91,622	91,180
Funds:			
Unrestricted income funds	9	91,622	91,180
Total funds		91,622	91,180

These financial statements of Anderson and Woodman Library Trust (Registered charity no: SC000850) were approved by the Trustee representatives and authorised for issue on 20 September 2018 and signed on their behalf by:

Norman Smith
Councillor

Anderson & Woodman Library Trust
Cashflow Statement as at 31st March 2018

	Note	2017/18 £	2016/17 £
Net cash flows from operating activities	11	0	0
Cash flows from investing Activities			
Interest from Investments		442	645
Additional investment in Council's Loans Fund		(442)	(645)
Net increase/(decrease) in cash and cash equivalents		<u>0</u>	<u>0</u>
Cash and cash equivalents at beginning of year		0	0
Cash and cash equivalents at end of year		0	0

Anderson & Woodman Library Trust

Notes to the Financial Statements for the year ended 31st March 2018

1. Accounting Policies

1.1 Charitable Status

The Anderson & Woodman Library Trust has charitable status and is registered with the Office of the Scottish Charity Regulator (OSCR), Charity no: SC000850. The principal address of the Charity is given on page 3.

1.2 Basis of Accounting

The financial statements have been prepared under the historical cost convention, with the exception that equity investments are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), effective 1 January 2015.

The principal accounting policies, which have been applied consistently in both the current and prior year, are set out below.

1.3 Going Concern

The Trustee representatives have assessed the balance sheet and likely future cash flows of the fund at the date of approving the financial statements. The Trustee representatives believe that the fund is well placed to manage its business risks successfully despite the current uncertain economic outlook. The Trustee representatives have a reasonable expectation that the fund has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis in preparing the financial statements.

1.4 Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Donations are recognised when the charity is notified of the amount by the donor.

Income received from investments is classified as unrestricted reserves in accordance with the donors' wishes.

Donated professional services are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. They are stated at estimated market value. Audit fees are an estimated allocation of the aggregate Council fee and the administration charge is based on 1% of fund balance as at 31st March.

Anderson & Woodman Library Trust

Notes to the Financial Statements (continued)

1. Accounting Policies (continued)

1.4 Income (continued)

On receipt, donated professional services are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs incurred in undertaking activities that further the charitable aims for benefit of beneficiaries, grants paid to third parties to undertake work contributing to the charity's aims, support costs and governance costs.
- Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance costs which support the charity's activities.

1.6 Fund Accounting

The charity holds unrestricted funds which the charity Trustee representatives are able to use for any of the charity's purposes.

There are no restricted or endowment funds for the charity.

1.7 Investments

Investments held are measured at fair value as at the Balance Sheet date. Both realised and unrealised gains and losses are recognised in the Statement of Financial Activities. Cash held within the investment portfolio is stated at its cash value.

1.8 Financial Instruments

Financial assets and financial liabilities are recognised when the Charity becomes party to the contractual provisions of the instrument. All financial assets and liabilities are initially measured at transaction price (including transaction costs).

The charity only have financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Anderson & Woodman Library Trust

Notes to the Financial Statements (continued)

2. Critical Accounting Judgements and Key Sources of Estimation Uncertainty

In the application of the charity's accounting policies, described in note 1, the Trustee representatives are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of revision and future periods if the revision affects both current and future periods.

The Trustee representatives do not consider there are any critical judgements or sources of estimation uncertainty requiring disclosure beyond application of the policies above.

3. Trustee & Employee Remuneration and Expenses

Neither the Trustee representatives nor any associated person connected with them have received any remuneration for their services or received any expenses.

There are no direct employees of the charity as all administration is carried out by officers of Aberdeenshire Council, therefore there are no remuneration costs incurred.

4. Investment Management Costs

There are no direct investment management costs as Aberdeenshire Council deal with all investments on behalf of the Trustee representatives.

5. Income from donations and legacies

This income relates to donated services from Aberdeenshire Council. Note 7 sets out the relevant expenditure associated with these donated services. The value of the gift reflects the equivalent economic benefit.

6. Analysis of income from investments

	2017/18	2016/17
	£	£
Interest from investments	<u>442</u>	<u>645</u>
Total	<u>442</u>	<u>645</u>

7. Analysis of expenditure on charitable activities

	Support Costs (see below) 2017/18	Support Costs (see below) 2016/17
	£	£
Library Services	<u>1,885</u>	<u>2,506</u>

Anderson & Woodman Library Trust
Notes to the Financial Statements (continued)

7. Analysis of expenditure on charitable activities (continued)

Support Costs	2017/18	2016/17
	£	£
Administration costs	916	912
Governance costs (Audit Fees)	<u>969</u>	<u>1,594</u>
Total	<u>1,885</u>	<u>2,506</u>

In 2016/17 and 2017/18 the administration charge was a donated service from Aberdeenshire Council.

Due to the interaction of section 106 of the Local Government (Scotland) Act 1973 with the Charities Regulations a full audit is required of all registered charities where the local authority is the sole Trustee.

The audit fee has been allocated based on individual financial statements, then allocated to the charities within those financial statements where appropriate. Some charities have received a higher audit fee compared to others due to the higher number of transactions and therefore more audit input required.

8. Fixed asset investments

	2017/18	2016/17
	£	£
Other investments (See Note 10)	<u>91,622</u>	<u>91,180</u>
Total	<u>91,622</u>	<u>91,180</u>

9. Movements on funds

Analysis of	Balance			Funds
Fund movements	b/fwd	Income	Expenditure	c/fwd
	£	£	£	£
Unrestricted Funds	91,180	2,327	(1,885)	91,622
Total	<u>91,180</u>	<u>2,327</u>	<u>(1,885)</u>	<u>91,622</u>

Anderson & Woodman Library Trust

Notes to the Financial Statements (continued)

10. Related Party Transactions

The charity is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the charity or to be controlled or influenced by the charity. Disclosure of these transactions allows readers to assess the extent to which the charity might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the charity.

Aberdeenshire Council

Aberdeenshire Council has effective control over the general operations of the charity. All of the Trustee representatives are Aberdeenshire Council Councillors. As at 31 March 2018, balances totalling £91,622 (2017: £91,180) were invested in the Council's Loans Fund.

The related party transactions during the year were £2,327 income (2016/17: £3,151), which was loans fund interest and voluntary income for donated services. Expenditure transactions were £1,885 (2016/17: £2,506) which was donated services of an administration charge and audit fee.

11. Cashflow Statement

Reconciliation of net income to cash generated by operating activities:

	2017/18	2016/17
	£	£
Net income for the year	442	645
Adjustments for:		
Interest receivable	(442)	(645)
Net Cash flow from operating activities	0	0

12. Parent Entity

Aberdeenshire Council is the parent entity of the charity as it acts as the sole Trustee for the charity via local Councillors who act on behalf of the Council as Trustee representatives. Control can be exercised by the Council by making decisions on how funds can be spent. Aberdeenshire Council's principal purpose is that it is a Local Authority. The principal office address is listed on page 3.