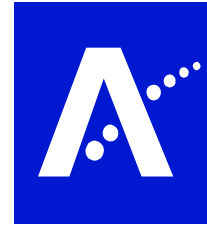


**Aberdeenshire**  
COUNCIL



# **Mcdonald Public Park Endowment**

**Trustees' Annual Report and  
Financial Statements**

**For The Year Ended:**

**31 March 2018**

**Charity no: SC019093**

# **Mcdonald Public Park Endowment**

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## **Mcdonald Public Park Endowment Trustee's Report for the Year Ended 31 March 2018**

The Trustee representatives present their report and financial statements of the Mcdonald Public Park Endowment 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 Mcdonald Public Park Endowment and local Councillors, as detailed below act on behalf of the Council as Trustee representatives. The charity listed below has charitable status and is registered with the Office of the Scottish Charity Regulator (OSCR):

**Charity Name:** Mcdonald Public Park Endowment  
**Charity No:** SC019093

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

**Trustee** Isobel Davidson (Councillor)  
**Representatives:** Anouk Kahanov-Kloppert (Councillor) from 4 May 17  
Gillian Owen (Councillor)  
Rob Merson (Councillor) to 3 May 17  
Richard Thomson (Councillor)

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

## **Mcdonald Public Park Endowment 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.

No Trust deed is available for this Trust, however terms of the will and minutes from previous County Council and District meetings are held.

The local Councillors for the Ellon & District ward in which the charity 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 charity to secure the economic, efficient and effective use of resources and safeguard its assets and those of any charitable Trust it controls. Given that Mcdonald Public Park Endowment 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.

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

## **Mcdonald Public Park Endowment Trustee's Report for the Year Ended 31 March 2018 (continued)**

### **Structure, Governance and Management (continued)**

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 Mcdonald Public Park Endowment 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 Mcdonald Public Park Endowment.

The charity funds are invested partly 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.

### **Objectives and Activities**

The Mcdonald Public Park Endowment was established for the upkeep of Mcdonald Public Park, Ellon and the provision of recreational facilities or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

## **Mcdonald Public Park Endowment Trustee's Report for the Year Ended 31 March 2018 (continued)**

### **Achievements and Performance**

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

For a number of years, no funds have been required for upkeep of the park.

### **Reserves**

The charity has minimal reserves, therefore minimal investment income is generated annually. The Trustee representatives aim to maintain a consistent level of reserves. The level of reserves held at 31<sup>st</sup> March 2018 was £12,167 a slight increase from £12,108 held at 31<sup>st</sup> March 2017.

### **Public Benefit**

The Mcdonald Public Park Endowment benefits the users of the Mcdonald Public Park in Ellon, Aberdeenshire.

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

### **Financial Review**

Mcdonald Public Park Endowment funds are invested in Aberdeenshire Council's Loans Fund.

The funds are available to be spent on the upkeep of Mcdonald Public Park. No funds were required during the financial year.

### **Plans for Future Years**

The Trustee representatives plan to meet to discuss the opportunities for future work to be done to the park. Funds will continue to be held until required by the Park.

### **Statement of Responsibilities of the Trustees**

The Trustee representatives are responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law, regulations 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".

## **Mcdonald Public Park Endowment Trustee's Report for the Year Ended 31 March 2018 (continued)**

### **Statement of Responsibilities of the Trustees (continued)**

The law applicable to charities in Scotland requires the Trustee representatives 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 Trustee representatives 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 UK 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 Trustee representatives 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 Accounts (Scotland) Regulations 2006 as amended by the Charities Accounts (Scotland) Amendment (No.2) Regulations 2014 and the provisions of the trust deed. 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:

**Anouk Kahanov-Kloppert  
Councillor  
Mcdonald Public Park Endowment**

## **Independent auditor's report to the trustees of Mcdonald Public Park Endowment 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 Mcdonald Public Park Endowment 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](http://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.

**Mcdonald Public Park Endowment  
Statement of Financial Activities  
for the year ended 31<sup>st</sup> March 2018**

	Note	2017/18 £	2016/17 £
<b>Income From:</b>			
Donations and legacies	5	1,090	1,715
Investments	6	59	86
<b>Total Income</b>		<b>1,149</b>	<b>1,801</b>
<b>Expenditure On:</b>			
Charitable activities	7	(1,090)	(1,715)
<b>Total Expenditure</b>		<b>(1,090)</b>	<b>(1,715)</b>
<b>Net movement in funds</b>		<b>59</b>	<b>86</b>
<b>Reconciliation of Funds</b>			
Total funds brought forward		12,108	12,022
Net movement in funds for the year		59	86
<b>Total funds carried forward</b>		<b>12,167</b>	<b>12,108</b>

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.

**Mcdonald Public Park Endowment  
Balance Sheet as at 31<sup>st</sup> March 2018**

	Note	2017/18 £	2016/17 £
<b>Fixed Assets:</b>			
Tangible		0	0
Investments	8	12,167	12,108
<b>Net Assets</b>		<b>12,167</b>	<b>12,108</b>
<b>Funds:</b>			
Unrestricted income funds	9	12,167	12,108
<b>Total funds</b>		<b>12,167</b>	<b>12,108</b>

These financial statements of Mcdonald Public Park Endowment (Registered charity no: SC019093) were approved by the Trustee representatives and authorised for issue on 20 September 2018 and signed on their behalf by:

Anouk Kahanov-Kloppert  
Councillor

**Mcdonald Public Park Endowment  
Cashflow Statement as at 31<sup>st</sup> March 2018**

	Note	2017/18 £	2016/17 £
<b>Net cash flows from operating activities</b>	11	0	0
<b>Cash flows from investing activities</b>			
Interest from investments		59	86
Additional investment in Council's Loans Fund		(59)	(86)
<b>Net increase/(decrease) in cash and cash equivalents</b>		0	0
<b>Cash and cash equivalents at beginning of year</b>		0	0
<b>Cash and cash equivalents at end of year</b>		0	0

# **Mcdonald Public Park Endowment**

## **Notes to the Financial Statements for the year ended 31<sup>st</sup> March 2018**

### **1. Accounting Policies**

#### **1.1 Charitable Status**

The Mcdonald Public Park Endowment has charitable status and is registered with the Office of the Scottish Charity Regulator (OSCR), Charity no: SC019093. 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.

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 31<sup>st</sup> March.

## **Mcdonald Public Park Endowment**

### **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. The basis on which support costs have been allocated is set out in note 7.

##### **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 Tangible Fixed Assets**

McDonald Park was gifted to the Council in 1928 to hold in trust as a pleasure park. The park is a community asset and is valued at historic cost which is nil.

##### **1.8 Investments**

Cash held within the investment portfolio is stated at its cash value.

##### **1.9 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.

## **Mcdonald Public Park Endowment**

### **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 accounting 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**

	<b>2017/18</b>	<b>2016/17</b>
	<b>£</b>	<b>£</b>
Interest on investments	<u>59</u>	<u>86</u>
<b>Total</b>	<b><u>59</u></b>	<b><u>86</u></b>



**Mcdonald Public Park Endowment**  
**Notes to the Financial Statements (continued)**

**7. Analysis of expenditure on charitable activities**

	<b>Support Costs (see below) 2017/18 £</b>	<b>Support Costs (see below) 2016/17 £</b>
Recreational activities	<u><b>1,090</b></u>	<u><b>1,715</b></u>

<b>Support Costs</b>	<b>2017/18 £</b>	<b>2016/17 £</b>
Administration costs	121	121
Governance costs (Audit Fees)	<u>969</u>	<u>1,594</u>
<b>Total</b>	<u><b>1,090</b></u>	<u><b>1,715</b></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**

	<b>2017/18 £</b>	<b>2016/17 £</b>
Other investments (See Note 10)	<u>12,167</u>	<u>12,108</u>
	<u><b>12,167</b></u>	<u><b>12,108</b></u>

**Mcdonald Public Park Endowment**  
**Notes to the Financial Statements (continued)**

**9. Movements on funds**

Analysis of Fund movements	Balance b/fwd £	Income £	Expenditure £	Funds c/fwd £
Unrestricted Funds	12,108	1,149	(1,090)	12,167
<b>Total</b>	<b>12,108</b>	<b>1,149</b>	<b>(1,090)</b>	<b>12,167</b>

**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 £12,167 (2017: £12,108) were invested in the Council’s Loans Fund.

The related party transactions during the year were £1,149 income (2016/17: £1,801), which was loans fund interest and voluntary income for donated services. Expenditure transactions were £1,090 (2016/17: £1,715) 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	59	86
<b>Adjustments for:</b>		
Interest receivable	(59)	(86)
<b>Net Cash flow from operating activities</b>	<b>0</b>	<b>0</b>

## **Mcdonald Public Park Endowment**

### **Notes to the Financial Statements (continued)**

#### **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.