**Linlithgow Burgh Trust**

**Scottish Charity No. SC 047211**

**Report and Financial Statements**

For the period from 1 September 2019 to 31 August 2020

**Report of the Trustees for the year ended 31 August 2020**

The members of the Board of Linlithgow Burgh Trust, who are the Charity Trustees, present their Annual Report and Financial Statements for the year ended 31 August 2020. The Financial statements have been prepared in accordance with the Charities Accounts (Scotland) Regulations 2006 (as amended).

**Objectives and Activities**

The Trust’s purposes are to promote, for the public benefit, the advancement of environmental protection and improvement, the advancement of heritage and the arts and the advancement of community development and citizenship, such charitable purposes being realised through the following activities:

To stimulate and advance public interest in, and care for, the beauty, history, character and well-being of Linlithgow and district, the maximum extent of its area of concern being defined by all postcode units within the postcode district of EH49;

To encourage and advance high standards of architecture and town planning, including the adequate provision and protection of green spaces, in Linlithgow and district, this to be achieved by such means as scrutiny and constructive comment on planning applications, proposed developments and planning policies and the advocacy of alternative sustainable approaches to the planning and development of the town;

To pursue the above ends by means of meetings, exhibitions, lectures, conferences, publications, products, publicity, events, collaboration, lobbying and participation with other organisations including schools and committees, and the promotion of schemes or any other activities of a charitable nature;

To undertake, and encourage others to undertake, sustainable practical and physical works to preserve, sustain and enhance the beauty and character of Linlithgow and district, including, amongst other things, the installation and maintenance of floral displays and planting schemes, the protection and maintenance of green spaces, the promotion of community gardens and allotments, the removal of litter and rubbish, the creation of footpaths and wildlife reserves, the creation of heritage trails, the installation of public art, the clearance and upgrading of untidy areas and the pursuit of all activities relating to the physical and natural environment as are specified from time to time as requirements by the Beautiful Scotland and Britain in Bloom campaigns;

To encourage and support volunteers and other organisations to assist in the achievement of the Trust’s charitable purposes.

**Financial Review**

The work of the Trust is funded from a number of sources. Membership subscriptions largely cover administrative costs, including the cost of the AGM, website and the newsletter. Grants, sponsorship, donations and fundraising efforts, augmented by Gift Aid, cover the costs relating to the work of Burgh Beautiful Linlithgow. Grants and revenue from the sale of Trust publications and other items largely covers the activities of Linlithgow Civic Trust.

The Trust benefits from the advantages of being incorporated as a SCIO, including charitable status and the receipt of approximately £2,600 of Gift Aid income.

Adherence to the Trust’s financial procedures, coupled to an annual budget, fully reconciled monthly cost centre accounts and external examination results in effective financial control.

**Impact of Covid-19**

Restrictions relating to the Covid-19 pandemic have had a significant impact on the work of the Trust. Many fundraising activities were cancelled, resulting in a reduction in income, and sales income was lower than normal. The Perambulation of Linlithgow’s Marches was cancelled. Doors Open Days will be an on-line only event in 2020.

**Reserves Policy**

The Trust remains in a good financial position. The trustees’ policy is to retain sufficient unrestricted funds to meet at least three months of normal operating costs, excluding the costs associated with “one off” restricted projects, and to cover unexpected expenditure. Total annual expenditure (excluding “one off” restricted projects) is around £30,000 per annum and this results in a reserve requirement of at least £8,000. At 31 August 2020, unrestricted reserves were £31,017.

**Mitigation of Risk**

Apart from holding funds in reserve, the trustees have insurance in effect to cover public liability and risk assessments are carried out before undertaking any activity that is considered to be potentially risky.

**Cost Centre Accounts**

Page 2 shows consolidated receipts and payments, a statement of balances and the current allocation of funds by cost centre; pages 3 – 5 give details of receipts and payments by cost centre, with figures for the year to 31 August 2019 included for comparison.

**Notes and Restricted Accounts**

Pages 6 contains explanatory notes and gives details of the restricted accounts that were active during the year.

**Examination and Board Approval**

These Financial Statements have been examined by Seonaid Anderson of Ander Tax, Linlithgow and were approved by the Board of Trustees on 18 September 2020.

(Signed)
John Aitken, 18 September 2020
Treasurer

**Receipts & Payments Accounts £
1 September 2019 to 31 August 2020**

 **Unrestricted Restricted Total 2018-19**

**Receipts**

Donations 6,029 18,778 24,807 42,178

Legacies - 9,960 9,960 0

Grants - 67,358 67,358 17,139

Fundraising Receipts 2,729 - 2,729 3,542

Trading Receipts 5,850 - 5,850 7,493

Other Receipts 66

**Total Receipts 14,608 96,096 110,704 70,418**

**Payments**

Fundraising 777 - 777 972

Trading 293 - 293 8,629

Charitable Projects:

Floral Displays - 30,592 30,592

Public Art Project - 57,321 57,321

Perambulation - 835 835

Vennel & Trees - 282 282

Youth Project (Mosaics) - 350 350

Other Charitable Payments 3,709 - 3,709

Total Charitable Payments 3,709 89,379 93,088 25,065

Grants & Donations 50 - 50 300

Governance 190 - 190 1,552

**Total Payments 5,020 89,379 94,398 36,518**

**Net Receipts/(Payments) 9,589 6,717 16,306 33,900**

**Transfers to (from) Funds -335 335 0 0**

**Surplus/(Deficit) for Year 9,254 7,052 16,306 33,900**

**Statement of Balances £
As at 31 August 2019**

 **Unrestricted Restricted Total 2018-19**

**Opening Balance 21,710 37,335 59,046 25,145**

**Surplus/(Deficit) 9,254 7,052 16,306 33,900**

**Closing Balance 30,964 44,387 75,351 59,045**

**Notes to the Accounts to 31 August 2020**

1. **Accounting Reference Date:** The Trust’s accounting year runs from 1st September to 31st August in the following year.
2. **Comparison:** These accounts cover the third full year of Linlithgow Burgh Trust and the comparison figures relate to the previous year, which ran from 1 September 2018 to 31 August 2019.
3. **Basis of Accounting:** These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).
4. **Related Party Transactions**: Apart from the re-imbursement of out of pocket expenses, no remuneration was paid to the trustees or to any other connected person during the year to 31 August 2020.
5. **Governance Costs:** A fee of £150.00 covers the independent examination of the financial statement to 31 August 2019 and submission of the 2018-19 Trustees Report and Accounts to OSCR. The fee for the examination of these accounts will be included in the annual accounts for 2020-21. £40 covered costs associated with the AGM.
6. **Stock for Sale:** Linlithgow Civic Trust maintains a stock of publications and other items for sale, produced and paid for during earlier years. At 31 August 2020 the value of this stock, at trade selling prices, was approximately £15,100 (£9,500 at 31 August 2019). The large increase results from the publication of “Looking @ Linlithgow”, of which the current stock value is £9,308.
7. **Contractor Costs:** Burgh Beautiful Linlithgow had incurred contractor costs of £6,750 in 2018-19 which were paid in September 2019. Contractor costs incurred in 2019-20 have been settled during the year.
8. **Restricted Funds:** Restricted funds are monies that have been donated or collected for a specific purpose. OSCR requires that restricted funds are accounted for separately from unrestricted funds, which can be spent on anything within the Trust’s aims. The following notes cover the movements, already included in the accounts on pages 2 to 5, in the Trust’s restricted funds.

**Floral Displays:** Burgh Beautiful receives sponsorship, donations and grants to be used for the provision of floral displays in Linlithgow. Some income qualifies for Gift Aid, which is added to the total. During the year, a total of £19,016 was received for this purpose, plus a bequest from the estate of A Godfrey of £9,960 to be used “for the work of Burgh Beautiful Linlithgow”, and £30,592 was spent on the provision of floral displays in Linlithgow, leaving a balance of £302 in this fund.

**Tree Sponsorship:** A donation of £250 in 2018-19 created a new fund to be used to fund the planting of trees in Linlithgow. There was no movement in this fund.

**Public Art Project:** A project was set up to install two new sculptures in Linlithgow based on the town’s civic insignia: the “Black Bitch” and “St Michael”. The “Black Bitch” sculpture has been installed and “St Michael” should be completed later in 2020. The fund opened with a restricted balance of £24,368 plus an allocation of £10,000 of unrestricted funds. During the year £46,619 was received and £57,321 spent, leaving a closing balance of £13,667 of restricted funds plus £10,000 of allocated unrestricted funds.

**Youth Project:** Following a donation of £800 from Platform 3, a fund was set up to support suitable youth projects in Linlithgow. Mosaics reflecting the impact of climate change are being developed by local schools. £395 has been spent to date, leaving a balance of £405.

**Vennel and Street Trees Project:** A grant of £20,000 has been received for making improvements in the Vennel area and £282 has been spent to date, leaving a balance of £19,718. Covid-19 restrictions have impacted this project and it may not be completed within the time constraints that relate to the grant. If the timescale can’t be extended then the grant may need to be repaid.

**Perambulation:** Grants totalling £500 were received for the publication of a new guide to the annual Perambulation of Linlithgow’s Marches (boundaries). Costs were £835 and the balance was made up by a transfer from unrestricted funds. This project is now completed.