

CHARITY NO: SC012569

**SCOTTISH CIVIC TRUST
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name: SCOTTISH CIVIC TRUST

Registered Office and Operational Address: The Tobacco Merchant's House
42 Miller Street
Glasgow
G1 1DT

Charity Registration Number: SC012569

Patron The Former Duke of Rothesay,
KG KT GCB OM PC ADC

Trustees: S Evans
I Leith
J Mason
J Masters
E Styles
G Murray (Appointed 1.9.2022)
T Lye (Appointed 1.9.2022)
C Maclean (Appointed 1.9.2022)
M Miers (Appointed 1.12.2022)
A Laird (Resigned 1.6.2022)
F Sinclair (Resigned 1.6.2022)
A Brown (Resigned 18.08.2022)

Director: J Traynor

Independent Examiners: Wylie & Bisset LLP
168 Bath Street
Glasgow
G2 4TP

Bankers: Bank of Scotland
167-201 Argyll Street
Glasgow
G2 8BU

CAF Bank Ltd
25 King's Hill Avenue
King's Hill
West Malling
Kent
ME19 4JQ

SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report and financial statements of the charity for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charities constitution, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), and Accounting and Reporting by Charities: Statement of Recommended Practice 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 2019).

A message from the Chair

Chair's Report

2022-23 was a year of unforeseen global impacts and internal change. As we settled into a post pandemic world of blended in person and digital working, it soon became apparent that Russia's military action against its neighbour Ukraine would also impact on the economic wellbeing of businesses and people across the World. Like every organisation we adjusted how we operated to manage increasing costs. A review of our accommodation allowed us to make more space available for rent helping to diversify our income and despite funding pressures our staff team successfully delivered our annual work programme.

Internally, the biggest change was in our key post of Director following the resignation of Dr Susan O'Connor in the autumn. Susan joined in 2018, and under her leadership the Trust flourished. She undertook the development of our first Strategic Plan (2019-2024), providing the foundation to transform our work around the themes of celebrating, taking action and advocating for Scotland's built and cultural heritage, and enabling our staff to focus on increasing the diversity and inclusion of the sector, so that more people can enjoy and benefit from Scotland's wonderful heritage. In January 2023, Joe Traynor, formerly Head of Museums Development, at Museums Galleries Scotland began his role as Director. With extensive experience across the heritage sector, Joe is well placed to increase the Trust's presence and impact and to continue to advocate the wider benefits of heritage on the lives of people in Scotland and abroad.

In late March, we learnt of the death of Professor Sir James Dunbar Nasmyth C.B.E. As Chair of the Scottish Civic Trust from 1995-2003 and then as our President since 2004, he made an active and valuable contribution to our work and to raising awareness of the importance of Scotland's built and cultural heritage generally.

As I write, we await the launch of the newly refreshed Our Place in Time strategy for the Heritage sector. This will inform our work in 2023/24 to refresh our own corporate strategy. The Scottish Civic Trust, as a national representative body, will continue to promote the benefits our heritage to society at large. Our old buildings and places are more than just 'bricks and mortar.' They are our homes, our places of work, learning, worship and recreation. They have cultural value and offer a broad range of wider benefits around health and wellbeing, volunteering, training, employment, enterprise and tourism. Benefits that can only be sustained by investing in our National and our local heritage assets.

SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

I would like to thank our trustees and our talented and enthusiastic staff for their ongoing efforts, and our funders and patrons without whom we would not be able to operate. I would also like to recognise the unsung heroes of our sector, the heritage bodies and volunteers who work with us on Doors Open Days and on their own projects, to promote, safeguard and celebrate Scotland's heritage.

Sue Evans, MBE, FLI, Hon FRIAS

Chair

Our Values

- We are **robust** and **independent** in advocating for Scotland's places and spaces
- We are **positive** about the future of the built environment
- We **lead** thinking on Scotland's civic spaces
- We **collaborate** across the heritage sector and beyond to develop ideas that tackle exclusion
- We **support** community groups looking after their locality

We are proud to represent Scotland's civic sector and strive to ensure our amenity groups are active, empowered, and skilled to make a difference in their locality.

Our Vision

Thriving, beautiful and well cared for places and buildings, which help to support and sustain a high quality of life.

Our Mission

To celebrate Scotland's built environment, take action for its improvement and empower its communities.

Structure and Management

Trustees of the Scottish Civic Trust are appointed for two three-year terms, with further eligibility depending on the discretion of the Chair. The policy of the Trust is to achieve a wide range of relevant experience within the Trustee body. Appointments are reviewed every three years.

The practical work of the Trust is supported and enhanced by the following sub-committees:

- Strategy and Communications Committee
- Finance and Audit Committee
- Planning and Architecture Committee
- Trustee Recruitment Committee

The Trust had 9 Trustees and an executive staff of 8 at the end of the reporting period. Trustees are unremunerated and meet on a quarterly basis.

SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Our Activities This Year

Our activities grow from strength to strength as we work hard to partner with community groups and our affiliate members to create and celebrate Scotland's thriving, beautiful and well cared for places and buildings. We are lucky enough to work in policy areas which have been shown to sustain a high quality of life, not least through creating a sense of health and wellbeing while also providing learning experiences for all our communities wherever and whomsoever they be.

As leaders in inclusive practice, we continue to support the **Make Your Mark in Volunteering campaign**, which aims to increase the number and diversity of heritage volunteers in Scotland. We recognise the current crisis in volunteering across Scotland and believe that by opening up heritage volunteering to all, the sector can strengthen communities, discover new stories and experiences and recruit new stewards to care for and promote the story of Scotland as told through our historic environment, museums and heritage centres and greenspaces.

The Scottish Civic Trust co-ordinates several high-profile national celebrations of our heritage, whether tangible or intangible, and the people who support it. Our **My Place Awards** celebrate the transformational impact communities can have on their locality by leading its regeneration.

Each year, the Trust calls for submissions from community groups around Scotland for new or restored buildings and landscapes and other placemaking projects that have had a positive impact for a local neighbourhood or area. The 2023 My Place Awards received entries from community-led built environment projects across Scotland. Six projects were shortlisted and at our ceremony at Glasgow's Trades Hall in April, Catherine Street Inclusive Park was announced as the winner. Social media and website posts about the shortlisted and winning projects reached an online audience of over 150,000 people. The judging panel was chaired by our Deputy Chair, Ian Leith, and trustees, Gordon Murray and Thierry Lye, Jo Robertson of The Architectural Heritage Fund and David Stewart of the Scottish Land Commission.

We reached out to record numbers of schools, community groups and individuals this year, through the **My Place Photography Competition**, celebrating key perceptions of community and identity with young people across Scotland aged 4-18. The competition encourages young people to look at the places and spaces that surround them and to interpret them through the medium of photography. The Awards were sponsored by The Scottish Government and Jessops. This year's competition was judged by photographer Phoebe Grigor, Aneel Singh Bhopal of West of Scotland Regional Equality Council, Judy Jarvie, Architect and Donella Steel of Historic Environment Scotland. The theme was 'My Place, My Space, My Story'. Mr Joe FitzPatrick MSP, Minister for Local Government, Empowerment and Planning was our guest of honour for both events and awarded the winners' prizes and spent time speaking with winners and shortlisted photographers and their families.

Taking place each September, **Doors Open Days** is Scotland's largest architectural and cultural festival, and its biggest heritage volunteering event. The festival this year was launched with an in-person event at the HMS Unicorn in Dundee. We continued a hybrid model of delivery with 790 events in total, 153 (19.4%) of these venues participating for the first time. There was participation from 31 local authorities.

SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

Our Activities This Year (continued)

Our website had over 700,000 visitors – an increase of 39.5% from 2021-22 – and 80.4% of visits to the website were new. Doors Open Days was well covered by both regional and national media, with 6 national articles, 5 BBC broadcasts, and 93 local articles mentioning events in the 2022 festival. Funding from the Museum Galleries Scotland's Year of Stories 2022 Community Stories programme allowed us to collect oral histories from visitors at sites across Scotland. With over 85,000 visitors and 99% of survey respondents saying they would both visit a venue again and recommend the festival to a friend, Doors Open Days remains a popular and successful event.

Our sector leading **Diverse Heritage** project supports marginalised and excluded groups to engage with the heritage of their choice on their own terms through co-design and co-delivery of activities. In 2022-23, we celebrated Scotland's Year of Stories by exploring local and global heritage narratives. Our work across Scotland's central belt has seen partnerships ranging from Glasgow Disability Alliance's BAME Network to events with African and Caribbean Elders in Scotland (*One Life, Two Cultures*) and supporting Conyach to premiere their film about Scottish Traveller language, landscape and identity. Our work with Nurses United in Lothian continues as we focus on developing wellbeing activities for BME doctors and nurses.

In the North-East we established new projects and partnerships to celebrate the diversity of Scotland's communities and the stories they tell. We worked with local people to establish the Creativity, Heritage and Science Group in Aberdeen with a focus on the exchange of intangible cultural practices around gardening, growing food and cooking, brokered a partnership with

Grampian Regional Equalities Council and Four Pillars, an LGBT+ group who are using local archives to explore the history of their community in Aberdeen, and established a virtual group of BME people based across the Highlands and Islands to celebrate Africa Day.

The Scottish Civic Trust has a long history of finding solutions to difficult buildings and sites. In 2022, we continued with our partners our efforts to save the **Egyptian Halls**, one of Glasgow's most loved A-listed buildings. With the support of Glasgow City Heritage Trust and the Architectural Heritage Fund, Community Enterprise Scotland began work on a plan for the building's future, informed by a public consultation to listen to views and help ensure that the future space is well-used by the community. To find out more visit saveegyptianhalls.com.

Our legacy campaign to ensure the future of our much-loved Tobacco Merchant's House continues. Work to undertake capital improvements and repairs is being planned for the coming years. If you are interested in finding out more about how you can help, please visit <https://www.scottishcivictrust.org.uk/help-protect-the-historic-tobacco-merchants-house/>

Following our [survey of Scotland's local civic trusts and heritage groups](#), we created a [new local heritage resources hub](#) and restarted our [Scottish Civic Trust Forum on Facebook](#). This is a space for groups to access helpful community heritage resources and events and to chat about 'all things' heritage and communities in Scotland. We have also been collecting and sharing case studies of community-led built environment projects.

All of our activities took place thanks to the generous support of our main funders, including Historic Environment Scotland and the Scottish Government. We are also grateful to our smaller donors and business sponsors, whose contributions and in-kind support is hugely valuable to our continued work.

SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 Our Plans for Next Year

We look forward to developing our new Strategic Plan over the next year, for launch in January 2025. As part of this we will be engaging in a national conversation with our membership and partner groups to explore their concerns and opportunities over the coming years. The Scottish Civic Trust is the voice of grassroots heritage and civic organisations at a national level and we aim to provide as much support to our affiliate members as possible over the coming years, working with partners to ensure the preservation and celebration of Place and identity.

Our **Diverse Heritage** project will continue to work in the Central Belt and establish itself in the North East of Scotland. We will roll out a training programme to work with others to explore best practice in audience development and the involvement of under-represented communities in our work.

We will continue to work with communities across Scotland to promote Scotland's largest heritage festival, **Doors Open Days** seeking recognition of the importance of this event to communities and the tourist economy.

Our continuing success in celebrating community identity through the **My Place Award** and **My Place Photography Competition** will be increased as we seek to engage with young unaccompanied refugees throughout Scotland in our new **My Place Workshop** programme. We will also launch a new award, that of the **My Place Community Champion**, celebrating the contribution local people make to their Place. This has kindly been sponsored by Urban Union.

We hope to work with as many community groups and national organisations as possible, working together to ensure we meet the needs of our affiliate membership and support the work of communities at a local level. This will include looking to develop a digital platform in Scotland to facilitate commenting on planning applications relating to heritage.

As ever, our building remains a key area of focus, as we plan a series of works to help proof it against the impact of the Climate Crisis and to ensure it is a safe and welcoming environment for our staff, tenants and visitors.

Financial Review

During the year ended 31 March 2023 Scottish Civic Trust's activities generated income of £260,822 (2022: £252,282), and incurred expenditure of £270,012 (2022: £274,432). The deficit, before taking into account fluctuations in value of the investment portfolio was £9,190, (2022: £22,150). The unrealised loss on investments was £1,084 (2022: unrealised gain of £2,283).

In 2021, agreement was reached with The National Lottery Heritage Fund ("NLHF") which effectively terminates the clawback arrangements originally constituted by contract on 17 June 1997 relating to the grant of £187,500 used to fund the purchase of the Property at 42 Miller Street. The Capital Contribution Fund, by enhancing the resilience of the Trust in respect of future major building requirements, effectively fulfils the original objectives of NLHF.

The Capital Contribution Fund is intended to provide for the long-term structural integrity of Scottish Civic Trust's headquarter building, the "A" Listed Tobacco Merchant's House ("TMH"). During the year £5,000 (2022: £5,000) was transferred from general reserves to the designated Capital Contribution Fund. Trustees are mindful that the minimum annual amount may, subject to resources, be higher in some years so as to achieve the objective of building resource in advance of need. Meanwhile general maintenance continued to be undertaken and expensed as appropriate.

SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 **Financial Review (continued)**

The Trust is grateful for the continuing financial input from Historic Environment Scotland (£178,676), the Scottish Government (£10,000), the Council of Europe (£8,468), Museums and Galleries Scotland (£5,000), and the Cruden Foundation (£1,000).

The Trustees have authorised the utilisation of a limited proportion of the Director's time in supporting the campaign to achieve a successful future for the iconic Egyptian Halls, in line with our aims to preserve major listed buildings, in this case both of outstanding civic value to Glasgow and a major exemplar of the work of the Scottish architect Alexander Thomson. It is not anticipated that material direct expense will be associated to the campaign relative to the unrestricted funds held by the Trust.

The Trust maintains liquidity against unforeseeable potential fluctuations. The aggregate of investments and cash at 31 March 2023 was £138,709 and the Trustees are confident that activities can be supported in the year to 31 March 2024.

Investment Policy

The Trust maintains a portfolio of diversified equity fund instruments aimed at supporting our revenues and providing liquidity if necessary. The portfolio composition and performance is regularly monitored.

Reserves policy

The Trust continues to maintain over £93,000 in liquid assets to provide a buffer against unexpected expenditure requirements. As stated, the Capital Contribution Fund will in addition require annual allocations represented by liquid assets. The Trustees through its Finance and Audit Committee also monitor the balance of restricted and unrestricted funds so as to be confident that the Trust's requirements can be met as they arise notwithstanding ring fencing of resources relative to specific projects and property.

Risk Management Policy

The Trust maintains an active Risk Register and assessment process, and risk issues are regularly considered at Trustee meetings, and scenario planning is discussed. The Trust continues to review management accounts regularly and follows established systems and procedures policies.

Financial Planning

The Trustees assisted by the Finance and Audit Committee continue to scrutinise financial projections. The Scottish Civic Trust continues to enjoy positive relationships with the key donors who underpin its viability and through adaptation to digital platforms has demonstrated that its activities can benefit from the ease of access to our project and competition output.

It is anticipated that 2023/24 will maintain a hybrid operation, physical and digital, with continued retention of our property. The cost and revenues associated with the new ways of working will be reviewed as the year progresses. At this stage, the Trustees are confident that the current year will allow the Scottish Civic Trust to operate within its means overall, and to undertake new initiatives when matched funding can be secured.

SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023


Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in Scotland requires the charity Trustees to prepare financial statements for each 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 year.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity 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.

Approved by the Trustees and signed on their behalf by:

DocuSigned by:

Name: Sue Evans

Date: 5 July 2023

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF SCOTTISH CIVIC TRUST FOR THE YEAR ENDED 31 MARCH 2023

I report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 10 to 21.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity Trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.


Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respects the requirements:
 - to keep accounting records in accordance with Section 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:

DE20F2D1B2E544A...
Catherine Livingstone, CA, BAcc (Hons)
Wylie & Bisset LLP
168 Bath Street
Glasgow
G2 4TP

Date: 17 July 2023

SCOTTISH CIVIC TRUST**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2023**

(Including an Income and Expenditure account)

	Note	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Income and endowments from:							
Donations and legacies	4	5,491	1,400	6,891	6,225	-	6,225
Charitable activities	5	26,591	224,862	251,453	26,386	217,971	244,357
Investments	6	2,478	-	2,478	1,700	-	1,700
Total Income		34,560	226,262	260,822	34,311	217,971	252,282
Expenditure on:							
Investment management costs	8	234	-	234	228	-	228
Charitable activities	10	31,859	237,919	269,778	21,080	253,124	274,204
Total Expenditure		32,093	237,919	270,012	21,308	253,124	274,432
Net income and net movement in funds before gains and losses on investments							
		2,467	(11,657)	(9,190)	13,003	(35,153)	(22,150)
Net (loss)/gain on Investments		(1,084)	-	(1,084)	2,283	-	2,283
Net (expenditure)/income		1,383	(11,657)	(10,274)	15,286	(35,153)	(19,867)
Transfers between funds		-	-	-	-	-	-
Net movement in funds		1,383	(11,657)	(10,274)	15,286	(35,153)	(19,867)
Funds reconciliation							
Total Funds brought forward	19	180,078	115,392	295,470	164,792	150,545	315,337
Total Funds carried forward	19	181,461	103,735	285,196	180,078	115,392	295,470


The Statement of Financial Activities includes all gains and losses recognised in the year.

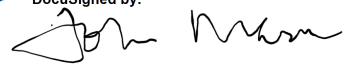
All income and expenditure derive from continuing activities.

SCOTTISH CIVIC TRUST**BALANCE SHEET AS AT 31 MARCH 2023**

	Note	Total Funds 2023 £	Total Funds 2022 £
Fixed assets:			
Tangible assets	14	148,207	149,413
Investments	15	46,147	47,230
Total Fixed Assets		194,354	196,643
Current assets:			
Debtors	16	11,194	37,463
Cash at bank and in hand		92,562	79,448
Total Current Assets		103,756	116,911
Liabilities:			
Creditors falling due within one year	17	(12,914)	(18,084)
Net Current Assets		90,842	98,827
Net Assets		285,196	295,470
The funds of the charity:			
Restricted income funds	19	103,735	115,392
Unrestricted funds	19	181,461	180,078
Total charity funds		285,196	295,470

Approved by the Trustees and signed on their behalf by:

DocuSigned by:

 A23C499AA4FB450...
 Name: Sue Evans

DocuSigned by:

 4AB6C6DF2A76405...
 Name: John K Mason

Date: 5 July 2023

SCOTTISH CIVIC TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting Policies

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

(b) Funds structure

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the Trustees, at their discretion, have created funds for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed, or through the terms of an appeal.

Further details of each fund are disclosed in note 19.

(c) Income recognition

Income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations, are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Income from government and other grants, whether 'capital' or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

SCOTTISH CIVIC TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting Policies (continued)

(d) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (e) below.

- Expenditure on charitable activities includes expenditure undertaken to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

(e) Allocation of support and governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination.

Governance costs have been apportioned to the cost of charitable activities.

(f) Tangible fixed assets and depreciation

All assets costing £2,500 are capitalised and valued at historical cost. Depreciation is charged as follows:

Furniture, Fittings	Basis 10%/25% reducing balance
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No depreciation is provided on heritable property on the grounds that the property is maintained to a high standard and consequently does not depreciate.

(g) Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The Charity does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

(h) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

SCOTTISH CIVIC TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting Policies (continued)

(i) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(j) Employee Benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

(k) Pensions

During the year the charity made payments in respect of pension contributions for eligible staff at a rate of 4.5%, to the People's Pension Fund. The charity also operates a salary sacrifice scheme whereby employees can agree to sacrifice part of their salary in return for a contribution to the People's Pension Fund, by the Employer, which matches the Salary Sacrifice amount.

(l) Financial instruments

The charity only has financial assets and financial 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.

(m) Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount 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 the revision and future periods if the revision affects both current and future periods.

The Trustees are satisfied that the accounting policies are appropriate and applied consistently. Key sources of estimation have been applied as follows;

Estimate

Depreciation & amortisation of fixed assets

Basis of estimation

Fixed assets are depreciated and amortised over the useful life of the asset. The useful lives of fixed assets are based on the knowledge of the operations team, with reference to assets expected life cycle.

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023****2. Legal status of the Charity**

The charity is a registered Scottish charity.

3. Related party transactions and Trustees' expenses and remuneration

The Trustees all give their time and expertise without any form of remuneration or other benefit in cash or kind (2022: £nil). During the year trustee travel expenses totaling £567 were reimbursed to 5 trustees (2022: £788). There were no Trustee expenses waived (2022: £nil).

During the year no Trustee had any personal interest in any contract or transaction entered into by the charity (2022: none).

4. Income from donations and legacies

	2023	2022
	£	£
Donations	6,891	6,225
	<u>6,891</u>	<u>6,225</u>

5. Income from charitable activities

	2023	2022
	£	£
Grants	224,862	217,971
Rental Income	25,911	25,146
Affiliation fee income	680	1,240
	<u>251,453</u>	<u>244,357</u>

6. Investment income

	2023	2022
	£	£
Dividends and interest on listed investments	1,966	1,695
Bank interest	512	5
	<u>2,478</u>	<u>1,700</u>

7. Investment management costs

	2023	2022
	£	£
Portfolio management charge	234	228
	<u>234</u>	<u>228</u>

8. Allocation of governance costs

	2023	2022
	£	£
Independent Examiners remuneration	2,052	2,100
Independent Examiners remuneration – under accrual in prior year	-	420
	<u>2,052</u>	<u>2,520</u>

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023****9. Analysis of expenditure on charitable activities**

	2023	2022
	£	£
Staff and Travel	196,678	175,130
Premises Expenses	16,634	13,081
Printing Promotions and Awards	21,365	14,946
Computer and Web costs	12,108	10,368
General Expenses	9,197	9,670
Contractor fees for My Place Mentoring	-	29,141
Professional fees	9,322	15,532
Memberships & Subscriptions	1,216	934
Conference costs	-	1,444
Depreciation	1,206	1,438
Governance Costs (Note 8)	2,052	2,520
	<u>269,778</u>	<u>274,204</u>

10. Analysis of staff costs and remuneration of key management personnel

	2023	2022
	£	£
Salaries and wages	161,009	148,907
Social security costs	7,518	7,418
Employer contributions to defined contribution pension schemes	21,820	12,866
Total staff costs	<u>190,347</u>	<u>169,191</u>
Key Management Personnel Remuneration	<u>-</u>	<u>-</u>

No employees had employee benefits in excess of £60,000 (2022: Nil).

	2023	2022
	No.	No.
The average weekly number of persons, by headcount, employed by the charity during the year was:	<u>8</u>	<u>9</u>

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023****11. Net income/(expenditure) for the year**

This is stated after charging:	2023	2022
	£	£
Depreciation	1,206	1,438
Independent Examiners' Remuneration	2,052	2,520
	<hr/>	<hr/>

12. Government Grants

Income from government grants comprises:

Scottish Government - £10,000 (2021: £40,000) was received to be spent on My Place Awards.

13. Tangible Fixed Assets

	Heritable Property £	Furniture & Fittings £	Total £
Cost			
At 1 April 2022	255,853	54,123	309,976
Additions	-	-	-
Disposals	-	-	-
At 31 March 2023	<hr/> 255,853	<hr/> 54,123	<hr/> 309,976
Depreciation			
At 1 April 2022	115,849	44,714	160,563
Charge for the year	-	1,206	1,206
Eliminated on disposals	-	-	-
At 31 March 2023	<hr/> 115,849	<hr/> 45,920	<hr/> 161,769
Net book value			
At 31 March 2023	<hr/> 140,004	<hr/> 8,203	<hr/> 148,207
At 31 March 2022	<hr/> 140,004	<hr/> 9,409	<hr/> 149,413

At 31 March 2023 all assets were used for charitable purposes.

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023****14. Fixed Asset Investments**

Movement in fixed asset listed investments	2023	2022
	£	£
Market value brought forward at 1 April 2022	47,230	44,947
Additions to investments at cost	-	-
Disposals at carrying value	-	-
Net (loss)/gain on revaluation	(1,084)	2,283
Market value as at 31 March 2023	<u>46,146</u>	<u>47,230</u>

15. Debtors

	2023	2022
	£	£
Trade debtors	1,775	11,706
Accrued income	423	324
Prepayments	6,385	6,233
Other debtors	2,611	19,200
	<u>11,194</u>	<u>37,463</u>

16. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	7,622	5,709
Deferred income (Note 17)	2,250	10,000
Other creditors	3,042	2,375
	<u>12,914</u>	<u>18,084</u>

17. Deferred income

	2023	2022
	£	£
Balance as at 1 April 2022	10,000	15,474
Amount released to income earned from charitable activities	(10,000)	(15,474)
Amount deferred in year	2,250	10,000
Balance as at 31 March 2023	<u>2,250</u>	<u>10,000</u>

Deferred income comprises grant income received in advance.

SCOTTISH CIVIC TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

18. Analysis of charitable funds

2022		Gain/Loss					
Analysis of Fund movements	Balance b/fwd £	Income £	Expenditure £	on Investment £	Transfers £	Fund c/fwd £	
Designated Funds							
Fixed Assets	49,601	-	(1,438)	-	-	48,163	
Capital Contribution Fund	25,000	-	-	-	5,000	30,000	
Total designated funds	74,601	-	(1,438)	-	5,000	78,163	
General Funds	90,191	34,311	(19,870)	2,283	(5,000)	101,915	
Total unrestricted funds	164,792	34,311	(21,308)	2,283	-	180,078	
Restricted funds							
Diverse Heritage formerly Civic							
Connections	2,269	47,063	(46,680)	-	-	2,652	
Doors Open Days	19,653	50,033	(67,091)	-	-	2,595	
Egyptian Halls	-	10,000	(10,000)	-	-	-	
Heritage	4,891	(1,219)	(3,672)	-	-	-	
Mentoring	19,626	65,112	(84,738)	-	-	-	
My Place Photography	2,536	1,982	(2,528)	-	-	1,990	
Our Place in Time	-	5,000	(5,000)	-	-	-	
Property Fund	101,250	-	-	-	-	101,250	
SCT Awards	320	40,000	(33,415)	-	-	6,905	
Total restricted funds	150,545	217,971	(253,124)	-	-	115,392	
TOTAL FUNDS	315,337	252,282	(274,432)	2,283	-	295,470	
2023		Gain/Loss					
Analysis of Fund movements	Balance b/fwd £	Income £	Expenditure £	on Investment £	Transfers £	Fund c/fwd £	
Designated Funds							
Fixed Assets	48,163	-	(1,206)	-	-	46,957	
Capital Contribution Fund	30,000	-	-	-	5,000	35,000	
Total designated funds	78,163	-	(1,206)	-	5,000	81,957	
General Funds	101,915	34,560	(31,971)	-	(5,000)	99,504	
Total unrestricted funds	180,078	34,560	(33,177)	-	-	181,461	
Restricted funds							
Diverse Heritage formerly Civic							
Connections	2,652	88,418	(91,070)	-	-	-	
Doors Open Days	2,595	92,001	(93,596)	-	-	1,000	
Egyptian Halls	-	8,468	(8,468)	-	-	-	
My Place Photography	1,990	6,217	(7,492)	-	-	715	
Our Place in Time	-	21,158	(21,158)	-	-	-	
Property Fund	101,250	-	-	-	-	101,250	
SCT Awards	6,905	10,000	(16,135)	-	-	770	
Total restricted funds	115,392	226,262	(237,919)	-	-	103,735	
TOTAL FUNDS	295,470	260,822	(271,096)	-	-	285,196	

SCOTTISH CIVIC TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

18. Analysis of charitable funds (cont.)

- a) The unrestricted funds are available to be spent for any of the purposes of the charity.

The designated fund for tangible fixed assets represents the net book value of tangible fixed assets at the year end.

The Capital Contribution Fund, is intended to provide for the long-term structural integrity of Scottish Civic Trust's ("the Trust") headquarter building, the "A" Listed Tobacco Merchant's House ("TMH").

- b) Restricted funds are held for the following purposes:

Diverse Heritage

This represents funds from Historic Environment Scotland granted over a one year period, towards Diverse Heritage Projects.

Doors Open Days

This represents funds from Historic Environment Scotland granted over a one year period, toward Doors Open Days.

My Place Photography Competition

This represents funds received from Historic Environment Scotland for a one year period, towards the My Place Photography Competition.

My Place Awards

This represents funds received from Scottish Government for a one year project called My Place Awards.

European Projects

This represents funding from the Council of Europe towards a specific Project called 'EHD Loves Wiki'. This is completed.

Make your Mark/Our Place in Time

This represents funding received from Historic Environment Scotland and Society of Antiquaries of Scotland towards a Project called Make Your Mark intended to increase volunteering in the Community.

Museums and Galleries Scotland

This represents funding from Museums and Galleries Scotland granted over a one year period, towards Doors Open Days.

Property Fund

The Property Fund contains the remaining unamortised balance of a grant of £187,500 received from The National Heritage Memorial Fund. The grant from the Memorial Fund was used to fund the purchase of the property at Miller Street.

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023****19. Net assets over funds**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Fixed assets	48,163	101,250	149,413
Investments	47,230	-	47,230
Debtors	8,263	29,200	37,463
Bank & Cash	84,506	(5,058)	79,448
Creditors due < 1 year	(8,084)	(10,000)	(18,084)
	<u>180,078</u>	<u>115,392</u>	<u>295,470</u>

	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Fixed assets	46,957	101,250	148,207
Investments	46,147	-	46,147
Debtors	(18,006)	29,200	11,194
Bank & Cash	109,277	(16,715)	92,562
Creditors due < 1 year	(2,914)	(10,000)	(12,914)
	<u>181,461</u>	<u>103,735</u>	<u>285,196</u>

20. Lease Commitments

At the balance sheet date, amounts due under operating lease commitments for equipment were as follows:

	2023 £	2022 £
Lease commitments falling due within 1 year	672	672
Lease commitments falling due within 2 – 5 years	1,344	1,176
	<u>2,016</u>	<u>1,848</u>