

CHARITY NO: SC012569

**SCOTTISH CIVIC TRUST
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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SCOTTISH CIVIC TRUST

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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 Prince Charles, Duke of Rothesay, KG, KT, GCB, OM, AK, QSO, PC, ADC
President	Professor Sir James Dunbar-Nasmith CBE
Trustees:	S Evans (Chair appointed 3.09.2020) C McLean (Resigned 3.09.2020) S Andrew (Resigned 3.09.2020) JM Di Ciacca (Resigned 3.06.2021) JM Gibson (Resigned 3.09.2020) A Laird C McAlpine Scott H Sim (Resigned 2.09.2021) F Sinclair P Smaill (Resigned 2.09.2021) E Taylor A Brown (Appointed 3.09.2020) I Leith (Appointed 4.06.2020) J Mason (Appointed 4.06.2020) J Masters (Appointed 4.06.2020) E Styles (Appointed 3.12.2020)
Director:	S O'Connor
Independent Examiners:	Wylie & Bisset LLP Chartered Accountants 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 OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report and financial statements of the charity for the year ended 31 March 2021.

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.

A Message from the Chair

A year of change

As I write, I have been Chair of the Scottish Civic Trust for ten months. Due to the COVID-19 pandemic, I have yet to meet my fellow Trustees or staff team in person or host a meeting in our headquarters. Our ability to keep going with the day-to-day business is down to the efforts of our Director, Dr Susan O'Connor and our staff. A package of Covid financial aid from Glasgow City Council meant that, in turn, we were able to support our tenants. Like most other organisations, we changed the way we work and how we engaged with others; by and large this was a positive experience, and our future is likely to lie with a blend of in-person and digital offerings.

In December 2020, we hosted our annual conference. This year's theme was Race and Heritage in Scotland; relevant in the time of Black Lives Matter and the growing realisation of Scotland's role in slavery (recordings of each talk and a Scottish heritage anti-racism reading list are available on our website).

Our Diverse Heritage programme is an area which we will continue to focus on, and in 2021/22, we will aim to update interpretation of our own Tobacco Merchant's House to recognise its history.

Our outgoing Chair, Colin Maclean, tasked Trustees with the challenge of developing a project which would evidence our commitment to Scotland's heritage. Our Director scoped out such a project and in March 2021, the Board gave Susan the go ahead to establish a charitable body to spearhead a new attempt to save Glasgow's A-listed Egyptian Halls. Despite being a work of artistic genius by one of Scotland's greatest architects, Egyptian Halls was recently shortlisted as one of Europe's most endangered buildings.

I would like to thank our outgoing Chair and Trustees for their efforts in ensuring the viability of the organisation, welcome new Trustees and thank our funders without whom we would not be able to operate. Lastly, I would like to thank all the heritage bodies and individuals who work tirelessly with us, or alone, to ensure Scotland's heritage is looked after and enjoyed.

Sue Evans, MBE. Chair

SCOTTISH CIVIC TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Structure, Governance and Management Governing Document:

The organisation is an unincorporated charitable trust governed by its constitution which was registered with the Office of Scottish Charity Regulator on 27th September 1966.

Recruitment and Appointment of Trustees to the Board:

Trustees of the Scottish Civic Trust are appointed for two three-year terms, with further eligibility depending on the discretion of other Trustees. 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
- Technical Committee

The Trust had 13 Trustees and an executive staff of 9 at the end of the reporting period. Trustees are unremunerated and meet on a quarterly basis.

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 educated 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.

Our Activities This Year

The Scottish Civic Trust had an unexpectedly challenging year in 2020, as we dealt with the impact of the Covid-19 pandemic on our activities. At a difficult time, we pivoted quickly to moving our programmes online, while still caring for our Georgian townhouse from afar.

During lockdown, we developed new activities to remotely engage with our audiences. Our #WhatsOotMaWindae campaign invited social media audiences to share photos of the local built environment they could see from their windows. We received 45 submissions from across the country and responded with interesting facts and stories about the areas and architecture. We also released *Cut • Fold • Build*, a pack of 11 paper models of Scottish buildings that can be printed off and made at home.

SCOTTISH CIVIC TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Our Activities This Year (continued)

Our **My Place Mentoring** programme, which provides guidance to community groups at an economic or geographic disadvantage, helped groups from all over Scotland to develop their plans for heritage. We delivered this almost entirely remotely for the first time and were pleasantly surprised by how effective this proved as a mechanism for support. Although nothing can compete with face-to-face interactions when developing ideas, we look forward to incorporating more digital conversations into our support for the final year of this programme.

In keeping with our planning remit, we commented on a wide range of planning applications that had a national impact. On behalf of our member groups, we raised issues relating to planning reform to the Scottish Government, and we also supported them in commenting on planning submissions related to their local area.

As leaders in inclusive heritage practice, we are guiding the development of the **Make Your Mark in Volunteering campaign**, which aims to increase the number and diversity of heritage volunteers in Scotland. By opening up heritage volunteering to all, the sector can strengthen communities and recruit new stewards to care for and promote our heritage.

We coordinated several high-profile national celebrations of our heritage and the people who support it, including **Doors Open Days**, the **My Place Awards**, and **My Place Photography Competition**. By managing and promoting these events, we encourage greater awareness of the architecture and places that contribute to the visual and civic identity of Scotland.

Doors Open Days is Scotland's largest architecture and culture festival and biggest heritage volunteering event, taking place every September. Doors Open Days 2020 responded to the restrictions of the global pandemic by going virtual; we asked venues to go digital, and they responded by taking their programmes online, offering a virtual Festival accessed from the safety and comfort of each visitor's home. We invited visitors to explore Scotland from their armchair, through films, tours, talks, webinars, and more. A part time Digital Content Officer joined the team to support venues and regional coordinators in the shift to a digital programme, combating isolation and lack of access across their audiences. This resulted in new audiences with cultural or physical access issues engaging with the festival for the first time, and we look forward to supporting a blend of physical and digital access as a core part of our offering from now on.

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 buildings, restoration projects, landscape designs and other placemaking projects that have had a positive impact for a local neighbourhood. In 2020, three projects were shortlisted and during a virtual ceremony in October Strontian community was announced as the winner for safeguarding the future of their Highland village by building a new school with flexibility for current and future uses.

Our **My Place Photography Competition** is a Scotland-wide built environment photography competition for young people 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. 2020's judging panel met before national lockdown, but the exhibition and winner announcements took place online.

SCOTTISH CIVIC TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Our Activities This Year (continued)

The online announcements were held over three days, with short films by members of the judging panel, Colin McLean (our Chair at the commencement of the year) and Alex Paterson (Chief Executive of Historic Environment Scotland), as well as from Fiona Hyslop MSP (then Cabinet Secretary for Economy, Fair Work and Culture). The period included launching the online exhibition with all competition entries, releasing a winners information leaflet and sharing information across our social channels.

Our **Diverse Heritage** project built upon the activities and relationships developed during the past year to engage under-represented groups in active participation in Scotland's local heritage. This includes supporting the multicultural Glendale Women's Café to create activities for Doors Open Days, hosting mapping workshops in Edinburgh and Glasgow to record and celebrate Scotland's queer heritage, partnering with the University of St Andrews and disabled persons' organisations to create virtual tours of some of Scotland's best buildings, and working with young people from Strengthening Communities for Racial Equality Scotland (SCORE) to create content for Black History Month. This fed into our well-received *Race and Heritage in Scotland* conference, held in December.

The Scottish Civic Trust has a long history of finding solutions to difficult buildings and sites, and in recognition of this, we took the decision to take action in relation to the future of Egyptian Halls in Glasgow. This A-listed building has been a cause of concern for a number of years. We have set up a working group to take forward proposals for the building and hope to have it constituted as a charity in the very near future. To find out more visit saveegyptianhalls.com.

Finally, we launched our legacy campaign to ensure the future of our much-loved Tobacco Merchant's House. 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/>

All of our activities took place thanks to the generous support of our main funders, including Historic Environment Scotland, the Heritage Fund, the Scottish Government, the William Grant Foundation, the Council of Europe and the Jennie S Gordon Trust. We are also grateful to our smaller donors, whose contributions and in-kind support is hugely valuable to our continued work.

Our Plans for Next Year

Foremost in our minds is ensuring a smooth transition for our events and programmes to a mixture of physical and digital delivery. One of our key findings from the pandemic has been the increase in accessibility of heritage that has been facilitated by the switch to digital, and we are keen to sustain that as far as possible, but without excluding our traditional audiences, across our My Place Mentoring, Doors Open Days and My Place Awards programmes.

We have developed a full plan for COP26, happening in Glasgow in November 2021. Our focus will be on the intersection of heritage, equity and the climate crisis, and we have a diverse range of lectures - including one looking at the situation in Scotland - planned for digital release. We are also creating a series of other activities that we hope will provide a fresh perspective on the impact of climate on heritage.

SCOTTISH CIVIC TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Our Plans for Next Year (continued)

Related to our plans for COP26 is our anticipated package of repair works to the Tobacco Merchant's House, as we seek to future-proof it against the increased impact of weathering conditions. We hope to start these in early 2022. We will also continue progressing our involvement with the Egyptian Halls in Glasgow.

We look forward to returning to the office and to inspiring conversations with colleagues, a return to casual creativity, and enjoying our beautiful building once more.

Financial Review

During the year ended 31 March 2021 Scottish Civic Trust's activities generated income of £294,381 (2020: £358,982) and incurred expenditure of £275,869 (2020: £354,926). The surplus, before taking into account fluctuations in value of the investment portfolio, was £18,512 (2020: £4,056). The unrealised gain on investments was £8,195 (2020: unrealised loss of £8,330).

During the year £19,000 was transferred from general reserves to the designated Capital Contribution Fund. 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").

During the year, agreement was reached with The National Lottery Heritage Fund ("NLHF") which effectively terminates the clawback arrangements originally constituted by contract on 17 June 1997. The new Capital Contribution Fund, by enhancing the resilience of the Trust in respect of future major building requirements, effectively fulfils the original objectives of NLHF. Finalisation of the legal and accounting implications, which will simplify the legal and accounting position of the Trust, are expected to be reflected in the Trust's accounts for the year ending 31 March 2022.

The Capital Contribution Fund will receive a minimum of £5,000 annually and the Trustees are mindful that the relevant 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 continues to be undertaken and expensed as appropriate.

The Trust took up its entitlement to COVID- related support in relation to staff and property impacts during the pandemic period, while maintaining operations at a reduced level due to the restrictions which affected the use of TMH. This support included £40,000 in charity-related income from Glasgow City Council.

The Trust is grateful for these resources and for the continuing financial input from Historic Environment Scotland (£145,453) and the Heritage Lottery Fund (£37,040). We were also pleased to have private sector support from the William Grant Fund, in the form of a generous £20,000 contribution to funds.

SCOTTISH CIVIC TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Financial Review (continued)

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 in relation to preservation of 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 2021 was £177,623 and the Trustees are confident that activities can be supported in the current year notwithstanding the continuing restrictions due to the pandemic at the commencement of the financial year ending 31 March 2021.

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 £90,000 in liquid assets to provide a buffer against unexpected expenditure requirements. As stated, the new Capital Contribution Fund will in addition require annual allocations represented by liquid assets. The Trustees through its 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 Audit Committee continue to scrutinise financial projections and have in 2020/21 appointed new Trustees with extensive experience of accounting matters and charitable governance. The 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 2021/22 will evolve towards a hybrid operation, physical and digital, with continued retention of TMH. The cost and revenues associated to the new ways of working will be the subject of scrutiny as the year develops. At this stage the Trustees, conscious of the coming to a close of special support measures, are nonetheless confident that the current year will allow the Trust to operate within its means overall, and to undertake new initiatives when matched funding can be secured.

SCOTTISH CIVIC TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Financial Planning (continued)

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. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 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:

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Name: Sue Evans

Date: 2 September 2021

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF SCOTTISH CIVIC TRUST FOR THE YEAR ENDED 31 MARCH 2021

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 10 to 22.

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:



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Jenny Simpson BSc (Hons) FCA DChA

Wylie & Bisset LLP

Chartered Accountants

168 Bath Street

Glasgow

G2 4TP

Date: 2 September 2021

SCOTTISH CIVIC TRUST**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2021**

(Including an Income and Expenditure account)

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Unrestricted Funds 2020 £	Restricted Funds 2020 £	As Restated Total Funds 2020 £
Income and endowments from:							
Donations and legacies	4	6,030	-	6,030	6,831	9,275	16,106
Charitable activities	5	74,686	210,847	285,533	27,882	312,888	340,770
Investments	6	1,609	-	1,609	2,106	-	2,106
Other income	7	-	1,209	1,209	-	-	-
Total Income		82,325	212,056	294,381	36,819	322,163	358,982
Expenditure on:							
Investment management costs	8	220	-	220	-	-	-
Charitable activities	10	41,126	234,523	275,649	46,138	308,788	354,926
Total Expenditure		41,346	234,523	275,869	46,138	308,788	354,926
Net income and net movement in funds before gains and losses on investments							
		40,979	(22,467)	18,512	(9,319)	13,375	4,056
Net Gain/(Loss) on Investments		8,195	-	8,195	(8,330)	-	(8,330)
Net income/(expenditure)		49,174	(22,467)	26,707	(17,649)	13,735	(4,274)
Transfers between funds		-	-	-	3,750	(3,750)	-
Net movement in funds		49,174	(22,467)	26,707	(13,899)	9,625	(4,274)
Funds reconciliation							
Total Funds brought forward	19	109,618	179,012	288,630	129,517	163,387	292,904
Prior year adjustment	22	6,000	(6,000)	-	-	-	-
Total funds brought forward as restated	19	115,618	173,012	288,630	129,517	163,387	292,904
Total Funds carried forward	19	164,792	150,545	315,337	115,618	173,012	288,630

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 2021

	Note	Total Funds 2021 £	As Restated Total Funds 2020 £
Fixed assets:			
Tangible assets	14	150,851	152,580
Investments	15	44,947	36,752
Total Fixed Assets		195,798	189,332
Current assets:			
Debtors	16	10,625	53,983
Cash at bank and in hand		132,676	54,989
Total Current Assets		143,301	108,972
Liabilities:			
Creditors falling due within one year	17	(23,762)	(9,674)
Net Current Assets		119,539	99,298
Net Assets		315,337	288,630
The funds of the charity:			
Restricted income funds	19	150,545	173,012
Unrestricted funds	19	164,792	115,618
Total charity funds		315,337	288,630

Approved by the Trustees and signed on their behalf by:

DocuSigned by:

Susan A Evans

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Name: Sue Evans

DocuSigned by:

Aileen Brown

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Name: Aileen Brown

Date: 2 September 2021

SCOTTISH CIVIC TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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) 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 2021

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:

	Basis
Furniture, Fittings	10%/25% reducing balance
Heritable Property	No depreciation

During the year the Trustees decided to change the depreciation rate in relation to heritable property from 2% per annum to 0% per annum, on the grounds that the property is maintained to a high standard and consequently does not depreciate. The depreciation charge under the old rate would have been £5,117 for the year.

(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 2021

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 at a rate of 4.5% to the People's Pension Fund.

(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.

2. Legal status of the Charity

The charity is a registered Scottish charity.

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021****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 (2020: £nil). During the year there were no Trustee expenses reimbursed or waived (2020: £nil).

During the year no Trustee had any personal interest in any contract or transaction entered into by the charity (2020: none).

4. Income from donations and legacies

	2021	2020
	£	£
Donations	6,030	16,106
	<u>6,030</u>	<u>16,106</u>

5. Income from charitable activities

	2021	2020
	£	£
Grants	257,720	310,733
Rental Income	24,988	26,483
Consultancy fee income	700	-
Affiliation fee income	1,240	1,140
Conference ticket income	885	2,414
	<u>285,533</u>	<u>340,770</u>

6. Investment income

	2021	2020
	£	£
Dividends and interest on listed investments	1,606	2,106
Bank interest	3	-
	<u>1,609</u>	<u>2,106</u>

7. Other Income

	2021	2020
	£	£
CJRS Grant	1,209	-
	<u>1,209</u>	<u>-</u>

8. Investment management costs

	2021	2020
	£	£
Portfolio management charge	220	-
	<u>220</u>	<u>-</u>

9. Allocation of governance costs

	2021	2020
	£	£
Auditors remuneration - under accrual in prior year	2,220	2,220
Independent Examiners remuneration	1,794	-
Professional fees	-	11,499
Subscriptions and Memberships	-	1,917
	<u>4,014</u>	<u>15,636</u>

Governance costs are allocated to Expenditure on charitable activities.

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021****10. Analysis of expenditure on charitable activities**

	2021	2020
	Total	Total
	£	£
Staff and Travel	223,847	198,822
Premises Expenses	9,995	7,634
Printing Promotions and Awards	7,795	70,905
Computer and Web costs	12,128	12,892
General Expenses	6,222	38,407
Enabling Grant Expenses	-	3,387
Professional fees	9,185	-
Memberships & subscriptions	734	-
Depreciation	1,729	7,213
Governance Costs (Note 9)	4,014	15,636
	<u>275,649</u>	<u>354,926</u>

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

	2021	2020
	£	£
Salaries and wages	198,247	179,075
Social security costs	13,273	11,437
Employer contributions to defined contribution pension schemes	10,320	5,615
Total staff costs	<u>221,840</u>	<u>196,127</u>
Key Management Personnel Remuneration	<u>-</u>	<u>-</u>

No employees had employee benefits in excess of £60,000 (2020: Nil).

	2021	2020
	No.	No.
The average weekly number of persons, by headcount, employed by the charity during the year was:	<u>10</u>	<u>10</u>

12. Net income/(expenditure) for the year

This is stated after charging:	2021	2020
	£	£
Depreciation	1,729	7,213
Auditors Remuneration - under accrual in prior year	2,220	2,220
Independent Examiners' Remuneration	<u>1,794</u>	<u>-</u>

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021****13. Government Grants**

Income from government grants comprises:

Community Fund - £10,000 (2020: £nil) was received to be spent on Doors Open Days.

Glasgow City Council - £40,000 (2020: £nil) of unrestricted income was received and the Trustees opted to designate £15,000 towards the Capital Contribution Fund.

UK Government - £1,209 (2020: £nil) was received and as part of the Coronavirus Job Retention Scheme. The purpose of the grant is to ensure employers can pay and retain staff during the COVID-19 pandemic.

14. Tangible Fixed Assets

	Heritable Property £	Furniture & Fittings £	Total £
Cost			
At 1 April 2020	255,853	54,123	309,976
Additions	-	-	-
Disposals	-	-	-
At 31 March 2021	<u>255,853</u>	<u>54,123</u>	<u>309,976</u>
Depreciation			
At 1 April 2020	115,849	41,547	157,396
Charge for the year	-	1,729	1,729
Eliminated on disposals	-	-	-
At 31 March 2021	<u>115,849</u>	<u>43,276</u>	<u>159,125</u>
Net book value			
At 31 March 2021	<u>140,004</u>	<u>10,847</u>	<u>150,851</u>
At 31 March 2020	<u>140,004</u>	<u>12,576</u>	<u>152,580</u>

At 31 March 2021 all assets were used for charitable purposes.

15. Fixed Asset Investments

Movement in fixed asset listed investments	2021 £	2020 £
Market value brought forward at 1 April 2020	36,752	45,082
Additions to investments at cost	-	-
Disposals at carrying value	-	-
Net gain/(loss) on revaluation	8,195	(8,330)
Market value as at 31 March 2021	<u>44,947</u>	<u>36,752</u>

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021****16. Debtors**

	2021	2020
	£	£
Trade debtors	1,907	-
Accrued income	5,617	51,024
Prepayments	2,387	2,959
Other debtors	714	-
	<u>10,625</u>	<u>53,983</u>

17. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	1,182	304
Deferred income (Note 18)	15,474	7,656
Other creditors	7,106	1,714
	<u>23,762</u>	<u>9,674</u>

18. Deferred income

	2021	2020
	£	£
Balance as at 1 April 2020	7,656	35,193
Amount released to income earned from charitable activities	(7,656)	(35,193)
Amount deferred in year	15,474	7,656
Balance as at 31 March 2021	<u>15,474</u>	<u>7,656</u>

Deferred income comprises grant income received in advance.

SCOTTISH CIVIC TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

19. Analysis of charitable funds

2020 Analysis of Fund movements	Balance b/fwd £	As restated Income £	Expenditure £	Gain/Loss on Investment £	Transfers £	As restated Fund c/fwd £
Designated Funds						
Fixed Assets	54,793	-	(7,213)	-	3,750	51,330
Capital Contribution Fund	-	6,000	-	-	-	6,000
Total designated funds	57,330	-	(7,213)	-	-	57,330
General funds	74,724	30,819	(38,925)	(8,330)	-	58,288
Total unrestricted funds	129,517	36,819	(46,138)	(8,330)	3,750	115,618
Restricted funds						
Civic Connections	5,374	38,340	(35,695)	-	-	8,019
Doors Open Days	12,837	120,939	(131,113)	-	-	2,663
European Projects	2,793	11,499	(3,311)	-	-	10,981
Heritage	-	15,000	(8,954)	-	-	6,046
Mentoring	25,585	96,315	(91,504)	-	-	30,396
My Place Photography	1,465	1,415	(2,410)	-	-	470
Property Fund	105,000	-	-	-	(3,750)	101,250
Scottish Heritage Angel Awards	1,271	-	(70)	-	-	1,201
SCT Awards	9,062	20,000	(17,232)	-	-	11,830
Tenement Conference	-	18,655	(18,499)	-	-	156
Total restricted funds	163,387	328,163	(308,788)	(8,330)	(3,750)	173,012
TOTAL FUNDS	292,904	358,982	(354,926)	(8,330)	-	288,630

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021****19. Analysis of charitable funds (continued)**

2021 Analysis of Fund movements	As restated Balance b/fwd £	Income £	Expenditure £	Gain/Loss on Investment £	Transfers £	Fund c/fwd £
Designated Funds						
Fixed Assets	51,330	-	(1,729)	-	-	49,601
Capital Contribution Fund	6,000	-	-	-	19,000	25,000
Total designated funds	57,330	-	(1,729)	-	19,000	74,601
General Funds	58,288	82,325	(39,617)	8,195	(19,000)	90,191
Total unrestricted funds	115,618	82,325	(41,346)	8,195	-	164,792
Restricted funds						
Diverse Heritage formerly Civic						
Connections	8,019	40,145	(45,895)	-	-	2,269
Doors Open Days	2,663	59,576	(42,586)	-	-	19,653
European Projects	10,981	2,896	(13,877)	-	-	-
Heritage	6,046	-	(1,155)	-	-	4,891
Mentoring	30,396	91,164	(101,934)	-	-	19,626
My Place Photography	470	2,066	-	-	-	2,536
Our Place in Time	-	15,000	(15,000)	-	-	-
Property Fund	101,250	-	-	-	-	101,250
Scottish Heritage Angel						
Awards	1,201	-	(1,201)	-	-	-
SCT Awards	11,830	-	(11,510)	-	-	320
Tenement Conference	156	-	(156)	-	-	-
UK Government - CJRS	-	1,209	(1,209)	-	-	-
Total restricted funds	173,012	212,056	(234,523)	-	-	150,545
TOTAL FUNDS	288,630	294,381	(275,869)	8,195	-	315,337

- 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:

Civic Connections/Diverse Heritage

This represents funds from Historic Environment Scotland granted over a three year project.

SCOTTISH CIVIC TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

19. Analysis of charitable funds (continued)

b) Restricted funds are held for the following purposes:

Doors Open Days

This represents funds from Historic Environment Scotland granted over a three year project, toward Doors Open Days, also funds from the National Lottery Community Fund for digital outputs at Doors Open Days.

European Projects

This represents funding from the Council of Europe towards two specific Projects, the launch of European Doors Open Days in 2019 and a Project called 'We are Culture'. Both are now completed.

Heritage (SSS)

This represents funds from the Scottish Rural Development Programme celebrating the Architecture of Scottish Islands.

Mentoring

This represents funds received from Historic Environment Scotland and Heritage Lottery Fund towards a three year Project Mentoring Community Groups involved in Built Heritage.

My Place Photography

This represents funds received from Historic Environment Scotland for a three year project called My Place Photography Awards.

Our Place in Time

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

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 Heritage Angel Awards

This represents funds received from Andrew Lloyd Webber Foundation. The Trust is no longer involved with this award.

SCT Awards (This is My Place Awards)

This represents funding received from The Scottish Government towards the My Place Awards.

Tenement Conference

This represents funds received from Glasgow City Heritage Trust in relation to a Project called 'The Tenements Conference', held in September 2019.

UK Government – CJRS Grant

Funding towards salary costs as a result of the Coronavirus.

SCOTTISH CIVIC TRUST**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021****20. Net assets over funds**

2020	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Fixed assets	51,330	101,250	152,580
Investments	36,752	-	36,752
Debtors	33,983	20,000	53,983
Bank & Cash	(678)	55,667	54,989
Creditors due < 1 year	(5,769)	(3,905)	(9,674)
	<u>115,618</u>	<u>173,012</u>	<u>288,630</u>

2021	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Fixed assets	49,601	101,250	150,851
Investments	44,947	-	44,947
Debtors	9,911	714	10,625
Bank & Cash	68,621	64,055	132,676
Creditors due < 1 year	(8,288)	(15,474)	(23,762)
	<u>164,792</u>	<u>150,545</u>	<u>315,337</u>

21. Contingent Liability

The balance in the Property Fund relates to a grant of £187,500 received from The National Heritage Memorial Fund which was used to fund the purchase of the property at Miller Street. Under the terms of the award, the grant becomes repayable should the Trust breach the conditions attached.

22. Prior year adjustment

On preparation of the financial statements it became apparent unrestricted income of £6,000 was reported as restricted income in the 2020 accounts. As a result a prior year adjustment has been processed to correct this. The impact of the adjustments was an increase in unrestricted funds and a decreased in restricted funds carried forward. There was nil effect on the net deficit for the year.