

The Scottish Flag Trust Report of the Trustees for the year ended 31 December 2019

The Trustees present their annual report and accounts for the year ended 31 December 2019. The legal and administrative information on page 1 forms part of this report.

Legal and Administrative Information

Patron	Dr Winifred M Ewing	
Trustees	David Williamson	Chairman and Saltire Society Member
	Robin MacCormick	Saltire Society Member
	David M S Johnston	
	Rina Moore	Saltire Society Member
	Sheena M Richardson	
	Fraser Thompson	
	Kenneth S Stewart	Honorary Treasurer (up to 1 June 2019)
	Moray Cattanach	Honorary Treasurer (from 1 June 2019)

Charity Number SC002778

Registered Office	The Scottish Flag Trust 3 Rosebery Place Dunbar EH42 1AQ	
Bankers	Royal Bank of Scotland, West End Branch, Edinburgh	
Independent Examiner	Louise Tobin CA 17-21 East Mayfield Edinburgh EH9 1SE	
Trust Contacts	Honorary Treasurer General Trust Website	finance@scottishflagtrust.com info@scottishflagtrust.com www.scottishflagtrust.com

Structure, Governance & management

Governing Document

The Scottish Flag Trust is governed by its constitution dated 29 October 2011. As a charity it is registered with the Office of the Scottish Charity Regulator (OSCR) Reference SC002778

Appointment of Trustees

With the Trust's founders, the St Andrew Society, having been wound up in 2012, this was the seventh year of the Trust operating as an independent body. In line with the Trust's constitutional requirement, a number of Trustees are members of the Saltire Society.

Trustee induction and Training

The Scottish Flag Trust continue to actively recruit suitably skilled trustees and office Bearers to strengthen and refresh the Board. New trustees undergo induction and training in line with our Constitution and OSCR guidelines

Organisation

The Trust is an unincorporated association with a maximum of 8 trustees 2 of whom must be members of the Saltire Society. Trustees have 3 board meetings to attend each year one at the start of the season, one part way through the year where the annual accounts are approved and a final meeting at the end of the season.

The Scottish Flag Trust
Report of the Trustees for the year ended 31 December 2019 (continued)

Risk Management

Trustees regularly review policies and assess risks at board level ensuring sufficient funding to maintain the heritage centre.

The Trustees are aware of the need to be GDPR compliant and have ensured that records are secure.

Objectives and Activities

The purposes of the Fund, at the discretion of the Trust aforementioned, will be:-
the advancement of the heritage of the birthplace of Scotland's national flag the St Andrew's Cross or Saltire - including the maintenance and upkeep of the Saltire Memorial and associated floodlighting and the Flag Heritage Centre located within Athelstaneford Kirkyard, East Lothian.

The advancement of public education and Scots in particular as to the origins of Scotland's national flag, and the encouragement of the proper use of the flag, both within and out with Scotland

Achievements and Performance

In April VisitScotland carried out its biennial inspection of the Flag Heritage Centre, unannounced, and the Trustees were delighted to subsequently receive confirmation that the Centre's 4 star visitor attraction status had been retained.

In early summer, new direction signs to the Heritage Centre were erected close to Drem Station, and these will assist visitors arriving at the station, whether on foot or cycling. The Trust had worked closely on this project with East Lothian Community Rail Partnership to whom thanks are due. In June the Saltire flown on St Andrew's Day together with a signed certificate was successfully auctioned and this raised over £300.

On 24 November the annual St Andrew service in Athelstaneford Church taken by interim minister, Rev Mike Watson, proved to be a great success. The Trust had taken the lead role in organising the service and thanks are due to the Haddington Pipe Band who led the parade; to Arthur Greenan who organised the horse riders for the presentation of the flags; and to the ladies of the church who organised the catering.

Over the latter part of the year the Trustees have started to work up proposals with a view to help restore and refresh the centre and its environment to help boost future visitor numbers. We will be looking for funding for the capital costs from a variety of sources. This work arose directly from the VisitScotland report which had identified specific issues and made several recommendations. Addressing these has been considered closely by the Trustees and are deemed vital for the Flag Heritage Centre to retain its 4-star rating and for the future of the Centre. The proposals comprise the following:

- Upgrade the pathway network through the Churchyard to make it accessible for wheelchair users, incorporating an interpretive timeline telling the history and adoption of the Saltire;
- New landscaping and engraved paving around the Saltire Memorial and telling the history of St Andrew and Scottish Societies across the globe;
- Re-harling and fresh limewashing of the Hepburn Doocot
- A new immersive audio-visual experience in the Heritage Centre telling the story of the Battle of Athelstaneford and the adoption of Scotland's national flag.

The Scottish Flag Trust

Report of the Trustees for the year ended 31 December 2019 (continued)

On St Andrews day, 30 November 2019, an appeal including Crowdfunding was launched to raise funds that will allow these proposals to be implemented. The appeal was successful to the tune of £1780 raised by 39 supporters in 69 days. The Trustees plan to continue work on this to boost the appeal fund even more. On 6th December a supporter said "The Flag Heritage Centre plays an important part in Scotland's history and is entirely dependent on the generosity of the people who believe in it. Let us enhance and preserve it for future generations."

The opening and closing of the Heritage Centre daily during the 2019 visitor season has only been possible thanks to the contribution of custodians Jenny and Francis Newman, and similarly thanks are due to Tara Moffat for the upkeep of the toilet facilities attached to the Church.

We have recruited new volunteers; a Trustee and an Honorary Treasurer and their skills have added to the regeneration of the way we work. There have been new financial safeguarding procedures put in place, a computerised accounting system introduced, and we are working towards using digital banking. Our new Trustee has been updating our Facebook page <https://www.facebook.com/ScottishFlagTrust/> and website <https://scottishflagtrust.com/> making them more accessible & user friendly.

The Scottish Flag Trust encourages school class visits to Athelstaneford – birthplace of Scotland's flag. A school visit to Athelstaneford can be undertaken either on its own, or in conjunction with a visit to another nearby attraction such as the Museum of Flight or the Scottish Seabird Centre. To facilitate visits, the Trust has had prepared a Schools Pack for primary schools containing:

- ☐ Four Fact Sheets entitled The Flag of Scotland; St Andrew – Scotland's Patron Saint; Flags of the World; and Proper Use of the Saltire.
- ☐ Four Task Sheets with questions for children to complete as they visit the Heritage Centre, the Churchyard, and the Church.
- ☐ Three Teachers Sheets setting out background information and site details, together with answers to the Task Sheet questions.

Each of the School Pack sheets can be downloaded from the webpage. In addition, hard copies of the full School Pack in a presentation folder can be made available on request at no cost – contact The Scottish Flag Trust by email at info@scottishflagtrust.com.

As the centre is unmanned, we do not have a way of accurately recording visitor numbers but do have a visitors' book that is left open and encourages people to leave their comments about their visits. We will be able to record the number of website 'hits' we get and the Facebook interactions and use these to monitor and evaluate improvements as they happen.

We do keep accurate records of all the Scottish Flag Trust Friends who pay an annual subscription. Our Treasurer has recently updated this record and it is now kept digitally making it easier to review. The number currently stands at 97 'Friends' and we will be able to record new Friends more accurately.

Financial Review

The charity recorded a loss on unrestricted funds of £(450) (2018 - £2,389). There was a surplus on the new restricted fund of £565 for the year.

Reserves Policy

The charity hopes to use the reserves:

- To complete the upgrade and refurbishment of the premises and hold sufficient funds to enable the property to be kept in good repair.

**The Scottish Flag Trust
Independent Examiner's Report to the Management Committee
For the year 31 December 2019**

I report on the accounts of the charity for the period ended 31 December 2019 which are set out on pages 4 to 6.

Respective responsibilities of directors and examiner

The charity's Directors 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's Directors 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 Directors 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 respect 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 Regulations

have 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.

L. Tobin

**Louise Tobin, Chartered Accountant
Helen Lowe Ltd
Chartered Accountants
17-21 East Mayfield,
Edinburgh
EH9 1SE**

2 July 2020
Date

Scottish Flag Trust
Receipts and Payments Account
Year ended 31 December 2019

Receipts	2019			2018
	Restricted	Unrestricted	Total	Unrestricted
Voluntary				
Donations	565	487	1,052	1,656
Subscriptions	-	2,406	2,406	2,147
Gift Aid	-	1,077	1,077	379
	<u>565</u>	<u>3,969</u>	<u>4,534</u>	<u>4,182</u>
Charitable activities and fund-raising				
Sale of flags	-	4	4	65
	-	4	4	65
Investment income	-	18	18	9
	<u>565</u>	<u>3,991</u>	<u>4,556</u>	<u>4,256</u>
Payments				
Charitable activities				
Premises	-	909	909	1,164
Electricity	-	252	252	247
Audio-visual	-	884	884	1,553
Catering	-	150	150	50
Flags and flagpole maintenance	-	296	296	938
Scottish Battlefield Trust	-	-	-	25
	-	<u>2,491</u>	<u>2,491</u>	<u>3,977</u>
Administration				
Staff cost: Custodian	-	1,300	1,300	1,300
Toilet Cleaning	-	-	-	261
Printing & postage	-	418	418	559
Visit Scotland	-	160	160	348
Sundry	-	72	72	200
	-	<u>1,950</u>	<u>1,950</u>	<u>2,668</u>
Surplus/(Deficit) for the year	<u>565</u>	<u>(450)</u>	<u>115</u>	<u>(2,389)</u>
Fund balance brought forward	-	10,303	10,303	12,692
Fund balance carried forward	<u>565</u>	<u>9,853</u>	<u>10,418</u>	<u>10,303</u>

Scottish Flag Trust
Statement of Balances
Year ended 31 December 2019

	2019	2018
Assets		
Bank - interest account	9,306	9,038
Bank - current account	1,113	1,265
	<u>10,418</u>	<u>10,303</u>

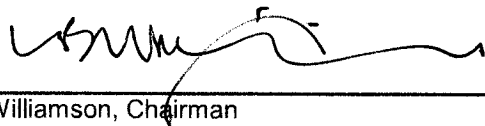
Represented by:

Unrestricted funds	9,853	10,303
Restricted funds	565	-
	<u>10,418</u>	<u>10,303</u>

These accounts were approved on:

20 June 2020

and signed on their behalf by David Williamson, Chairman



David Williamson, Chairman

Scottish Flag Trust
Notes to accounts
Year ended 31 December 2019

1 Basis on which accounts have been prepared

The Trusts accounts have been prepared on the Receipts and Payments basis, which is applicable to charities with an income below £250,000

The Trust is entirely dependent on the continuing support of its subscribing member donations, both individual and corporate, Gift Aid recovered and public donations.

2 Taxation

As a registered charity, the Trust is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value added tax is not recoverable by the Trust and is therefore included in relevant costs.

If upon wind up or dissolution of the Trust there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having objects similar to those of the Trust

3 Remuneration and expenses for Trustees

The Executive Committee, who are Trustees, receive neither remuneration nor round-sum expenses. A Trustee making a necessary payment for Trust purposes is only reimbursed for receipted approved expenditure.

4 Endowment Funds

The Trust has no endowment funds at 31 December 2020

5 Restricted Funds

On 30th November 2019, the Trust started a campaign to raise funds for necessary renovations. The balance on this fund at 31 December 2019 was £565