

# **BROWNLEE OLD TOWN TRUST**

## **REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2016**

Contents	Page
Report of the Trustees	1
Receipts and payments account and balances	3
Notes to the financial statements	4
Independent Examiner's report	5

Applications for grants are welcomed from any organisation or individual for funds towards projects within or connected with the Old Town of Edinburgh of a social, educational or artistic nature involving or of benefit to young people.

Applications should be made by email or letter, giving details of the project, its timetable, cost and other sources of funding and sent by email to [brownlee@eota.org.uk](mailto:brownlee@eota.org.uk) or by post to The Brownlee Old Town Trust, c/o Rosemary Mann, 2 St Mary's Street, Edinburgh EH1 1SU

Brownlee Old Town Trust  
c/o Rosemary Mann, Trustee  
2 St Mary's Street  
Edinburgh  
EH1 1SU

Website: [www.eota.org.uk/what-we-do/brownlee-trust](http://www.eota.org.uk/what-we-do/brownlee-trust)  
Email: [brownlee@eota.org.uk](mailto:brownlee@eota.org.uk)

# BROWNLEE OLD TOWN TRUST

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2016

The objects of the Brownlee Old Town Trust are the advancement of education and other purposes beneficial to the Old Town of Edinburgh. To that end the Trust makes grants to projects of a social, educational or artistic nature involving or of benefit to young people.

**Main Activities and Achievements.** During the year the Trust paid out grants as follows:

- £100 to the Royal Mile Primary School for the 2015 Mary Whitfield Good Citizenship Prizes (annual expenditure),
- £322 to Edinburgh City Youth Café for a basic children's library and storage boxes for the books,
- £297 to the Scottish Poetry Library for books, puppets and furniture for the children's corner.

It proved impossible to source good quality, reasonably priced reproduction historical costumes for Huntly House and the Museum of Childhood so the £300 grant awarded to Edinburgh City Museums in August 2015 was withdrawn.

Trust has awarded but has yet to pay grants as follows:

- £250 to Justine Gordon-Smith towards the costs of her PhD project to create a documentary film about the lives of those living on the Royal Mile (April 2013).
- £300 to the Friends of Canongate Kirkyard for the reprinting of leaflets on the kirkyard (August 2015).
- £100 for the 2016 Mary Whitfield Good Citizenship Prizes (annual expenditure).

**Governance.** The Brownlee Old Town Trust is a charitable trust regulated by a trust deed dated 1 December 1994 (Scottish Charity Number SC023216, Inland Revenue Reference CR47224). The Trust commenced its activities on 1 April 1995 when it received the proceeds of a bequest made to the Edinburgh Old Town Association by the late Sybil Brownlee. The Trust has since received other funds which it has allocated to its capital endowment.

The day-to-day administration of the Trust is conducted by voluntary Trustees, at least 50% of whom must be members of the Executive Committee of the Edinburgh Old Town Association. Trustees may be appointed by resolution of the existing Trustees.

Trustees at the start of the year were Anja Amsel, Rosemary Mann, Naomi Richardson and Violet Laidlaw. Violet Laidlaw stood down as a Trustee on 1 December 2015. Eric Drake was appointed on 5 January 2016. Apart from Violet Laidlaw, all Trustees were also members of the Executive Committee of the Edinburgh Old Town Association.

During the year the trust's governing instrument was updated to change the requirement for an audit to a requirement for an independent examination of the accounts. The legal cost (£232) was met by the Edinburgh Old Town Association.

**Financial Review.** The results for the year are shown in the statements on pages 3 and 4. The accounts show a deficit of £414. Funds under the Trustees' control at 31 August 2016 were £33,016, £32,000 of which is the permanent endowment, £650 has been awarded as grants, leaving £366 as 'free' reserves.

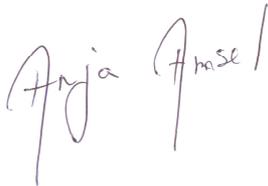
The running costs of the Trust (telephone, postage, stationery, etc.) are met by the Edinburgh Old Town Association which also gives the Trust a page on its website. This year, the OTA also met the legal costs of the variation to the Trust Deed. The Trustees are grateful for this support which enables all income to be used for grants. The Trustees are also grateful for donations from the Edinburgh Old Town Association which enables the Trust to offer more or larger grants than its income permits.

The Trustees are also most grateful to Geoghegans for undertaking the external examination of the accounts on a *pro bono* basis.

**Plans for Future Years.** The low level of income from interest on capital due to the current low level of interest rates is expected to continue to affect the number and value of grants that can be awarded. The Trust is confident, however, that it will be able to continue to call on the Edinburgh Old Town Association for support for grants for deserving causes.

The Brownlee Trustees welcome any suggestions for projects that might benefit from a (small) injection of funds. The Trustees would also welcome any grants, donations or legacies for disbursing as grants or to augment the capital of the Trust.

Authorised by the Trustees on 10 January 2017 and signed on their behalf by

A handwritten signature in blue ink that reads "Anja Amsel". The signature is written in a cursive style with a long vertical stroke at the end.

Anja Amsel  
Trustee

# BROWNLEE OLD TOWN TRUST

## RECEIPTS & PAYMENTS ACCOUNT FOR YEAR ENDED 31 AUGUST 2016

	2016 General £	2016 MWF £	2016 Total £	2015 Total £
<b>Receipts</b>				
Legal fees (donated services)	232		232	
Donations from Old Town Association	-	-	-	900
Interest on deposits (gross)	<u>205</u>	<u>100</u>	<u>305</u>	<u>315</u>
Total receipts	<u>437</u>	<u>100</u>	<u>537</u>	<u>1,215</u>
<b>Payments</b>				
Legal fees (donated services)	232		232	
Edinburgh World Heritage, storytelling garden	-	-	-	100
Books and boxes for City Youth Café	322	-	322	
Books, puppets and furniture for Scottish Poetry Library	297	-	297	
Royal Mile Primary School (Mary Whitfield prizes)	<u>-</u>	<u>100</u>	<u>100</u>	<u>-</u>
Total payments	<u>851</u>	<u>100</u>	<u>951</u>	<u>100</u>
<b>Surplus / (Deficit) for year</b>	<u>(414)</u>	<u>-</u>	<u>(414)</u>	<u>1,115</u>

## STATEMENT OF BALANCES AT 31 AUGUST 2016

	Balance in funds at start of year £	Receipts during year £	Payments during year £	Balance in funds at end of year £
Mary Whitfield Fund	9,500	100	100	9,500
General Fund	<u>23,930</u>	<u>205</u>	<u>619</u>	<u>23,516</u>
Total	<u>33,430</u>	<u>305</u>	<u>719</u>	<u>33,016</u>
Represented by				
Cheque account	1,392			795
Deposit accounts	<u>32,038</u>			<u>32,221</u>
	<u>33,430</u>			<u>33,016</u>

The notes on page 4 form an integral part of these accounts.

The Trust elects to prepare the simpler form of statements permitted by Regulation 10(1)(d) of the Charities Accounts (Scotland) Regulations 2006 (as amended). The statements were approved by the Trustees at their meeting on 10 January 2017 and signed on their behalf by

Rosemary Mann

Rosemary Mann  
Trustee

# BROWNLEE OLD TOWN TRUST

## NOTES TO THE FINANCIAL STATEMENTS

### 1 Connected Charity

Edinburgh Old Town Association (Scottish Charity No SC009217).

Under the terms of the trust deed of the Brownlee Old Town Trust at least 50% of the Trustees of the Brownlee Old Town Trust must be members of the Executive Committee of the Edinburgh Old Town Association.

### 2 Nature and Purpose of Funds

The General Fund (unrestricted) is administered at the discretion of the Trustees in furtherance of the general objectives of the Trust. The Mary Whitfield Fund (MWF) is used to fund the Mary Whitfield Citizenship Prizes awarded each year by the Royal Mile Primary School.

### 3 Uncashed cheques at end of year

	2016	2016	2016	2015
	General	MWF	Total	Total
EWHT Trinity Apse storytelling garden	<u>-</u>	<u>-</u>	<u>-</u>	<u>100</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>100</u>

### 4 Estimated commitments at end of year

	2016	2016	2016	2015
	General	MWF	Total	Total
City Youth Café, children's library	-	-	-	300
Edinburgh City Museums, reproduction costumes	-	-	-	300
Justine Gordon-Smith, Royal Mile documentary	250	-	250	250
Friends of Canongate Kirkyard, leaflets	300	-	300	300
Royal Mile Primary School (Mary Whitfield prizes)	<u>-</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total estimated commitments	<u>550</u>	<u>100</u>	<u>650</u>	<u>1,250</u>

### 5 Payments to trustees or connected persons

No trustee received remuneration or was reimbursed expenses during the year (2015: £nil).

There were no transactions with trustees or connected persons.

# BROWNLEE OLD TOWN TRUST

## INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Trust for the year ended 31 August 2016 which are set out on pages 4 and 5.

### **Respective responsibilities of Trustees and Examiner**

The 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 (as amended). The trustees consider that the audit requirement of Regulation 10(1)(d) 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 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the Trust and a comparison of the accounts presented with those records. It 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 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 9 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.



Paul Marshall CA  
Geoghegans  
Chartered Accountants  
6 St Colme Street  
Edinburgh, EH3 6AD

Date: 10 January 2017