

REGISTERED CHARITY NUMBER: SC011337

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2017
for
Scotland's Gardens Scheme**

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for the Year Ended 31 December 2017**

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Reference and Administrative Details
for the Year Ended 31 December 2017

PRESIDENT	HRH The Duchess of Rothesay	
TRUSTEES	David Mitchell Sarah Landale Peter Yellowlees	Chairman Deputy Chairman Honorary Treasurer
	Max Ward Lady Erskine Minette Struthers	Charlotte Hunt Trish Kennedy Richard Burns
	Mark Hedderwick and Sally Lorimore retired during the year.	
NATIONAL ORGANISER	Terrill Dobson	
OFFICE MANAGER	Hazel Reid	
MARKETING OFFICER	Imogen McCaw	
CONTACT DETAILS		
Head Office:	23 Castle Street, Edinburgh, EH2 3DN	
Telephone:	0131 226 3714	
E-mail:	info@scotlandsgardens.co.uk	
Website:	www.scotlandsgardens.org	
PRINCIPAL ADDRESS	23 Castle Street Edinburgh EH2 3DN	
REGISTERED CHARITY NUMBER	SC011337	
INDEPENDENT EXAMINER	Douglas Home & Co Ltd Chartered Accountants 47-49 The Square Kelso Roxburghshire TD5 7HW	
BANKERS	Handelsbanken 18 Charlotte Square Edinburgh EH2 4DF	

**Reference and Administrative Details
for the Year Ended 31 December 2017**

SOLICITORS

J & H Mitchell WS
51 Atholl Road
Pitlochry
PH16 5BU

INVESTMENT MANAGERS

Adam & Company Investment Management Ltd
25 St Andrew Square
Edinburgh
EH2 1AF

**Report of the Trustees
for the Year Ended 31 December 2017**

The Trustees of the charity, present their report and the accounts of Scotland's Gardens Scheme for the year 1 January 2017 to 31 December 2017. The charity changed its name from Scotland's Gardens on 25 October 2017.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The purpose of the charity is to facilitate the opening of gardens of quality and character in Scotland to the public and to collect and distribute funds donated to it by the owners of those gardens for charitable purposes.

Scotland's Gardens Scheme strategy is to maximise the donations from garden openings by making the general public aware of the benefits and pleasure of visiting gardens which open under its umbrella. Increasing levels of public awareness of the charity and its gardens is vital in order to achieve growing numbers of visitors and revenues year by year.

In 2017 Scotland was divided into 25 different Districts which are overseen by volunteers. The Districts promote the opening of gardens locally by Garden Owners to visitors, develop a relationship with those Garden Owners, and collect the funds raised at those openings for distribution to charity.

Other income, in the form of sponsorship, donations, events, advertising revenues and the sale of the annual Guidebook, helps offset operational costs incurred by Scotland's Gardens Scheme and so assists in maximising the proportion of funds raised at gardens to be donated to beneficiaries.

Head Office co-ordinates Scotland's Gardens Scheme activities, supports its volunteers in the Districts, strives to manage its resources more efficiently and effectively and is responsible for the preparation of the annual Guidebook, the website and database.

The underlying objectives of the Trustees are to build on Scotland's Gardens Scheme reputation for the quality of its opening gardens, to develop and evolve the overall experience of its garden visitors and to improve its financial outturns.

Public benefit

Money raised from garden openings, net of expenses, is donated each year to charities. 40% of the income from garden openings, net of the owner's expenses, may be donated by the garden openers to charities of their choice. In 2017 Garden Owners donated £141,791 (2016: £118,057) to 250 charities. The balance of the garden gate income together with other sources of income, less costs, is donated by Scotland's Gardens Scheme to its beneficiaries.

The distribution policy of the Trustees is reviewed every three years with the next policy review due in 2018. Currently the Trustees have committed to donate a minimum of £25,000 each per annum to four national charities operating in Scotland, namely the Queens Nursing Institute Scotland (the QNIS), the Garden Fund of the National Trust for Scotland, Maggie's Centres and Perennial.

In deciding which charities to support and for how long, the Trustees will take into account the legacy of the historic links with the Queens Nursing Institute Scotland (which was the original and sole beneficiary of Scotland's Gardens when it was established in 1931) and with the National Trust for Scotland Garden Fund, Maggie's and Perennial. Further the Trustees are committed to supporting charities which are themselves committed to caring for others, nursing and gardening.

Total distributions made to Garden Owners' charities and to Scotland's Gardens Scheme beneficiaries in 2017 amounted to £309,791 (2016: £266,057).

Volunteers

Scotland's Gardens Scheme is reliant on a network of over 150 committed volunteers and helpers throughout its districts. Without their unstinting work, the charity would be unable to function and the Trustees would like to record their appreciation of all that they do.

ACHIEVEMENT AND PERFORMANCE

During the past twelve months the Charity has quietly continued to work to become more relevant to the communities we seek to support and fit for purpose in the 21st century. It has also carried out the normal day to day business in support of our 150 key volunteers supporting them in the opening of over 500 gardens. In addition, the Trustees and the staff have delivered successfully in the following six Strategic Areas.

**Report of the Trustees
for the Year Ended 31 December 2017**

ACHIEVEMENT AND PERFORMANCE

1. Governance

Using a professional facilitator the Trustees and the National Organiser completed a strategic review; this centred on detailed discussions with members of our internal and external community especially the volunteers, garden openers and stakeholders including representatives of our four nominated charities. This process provided an important present-day insight into the workings and values of the charity as a whole, ultimately redefining our four key objectives and the priorities used to guide our work.

Prior to a specialised charity training session provided by a leading legal expert in the field of charity law a new skills matrix and a revised job description was prepared for the Trustees. In addition a Trustee Working Group is currently undertaking a review of the Constitution plus our Core Beneficiaries and Nominated Charities. New policies and principles are also being developed and revised which will further improve the long-term governance of our reserves and investments. Work is also being carried out to ensure that we will be GDPR compliant by the May 2018 deadline.

2. Financial Performance

As the Trustees seek to implement a new strategic approach which will modernise and improve operational efficiency as well as our effectiveness, they also remain committed to delivering a low cost/income ratio whilst also making the necessary investment required to meet the specific needs of the organisation during a period of change. They are therefore pleased to be able to report that this ratio has continued to improve. The total gross unrestricted income in 2017 came to £459,983, an increase of £42,856 on 2016, while the increase in our unrestricted expenditure was limited to £929. The outcome of this is a cost/income ratio of 34%, an improvement of 3% on the previous year.

Donations by Garden Openers to 250 charities of their choice rose by 20% to £141,791 and donations to our own four beneficiaries rose by £20,000 to £168,000. This therefore resulted in an overall total of £309,791 being raised and given away in support of communities throughout Scotland, and means that for a second year running Scotland's Garden Scheme has donated more to charity than ever before. Even more wonderfully we have donated a combined total of £806,748 to charity in the past three years. The Trustees wish to extend a deep and sincere note of thanks to all who made this significant record-breaking achievement possible.

3. Volunteers & Garden Openers Support

Following a series of regional meetings and the strategic review process the Trustees listened to the opinions of our District Organisers and the Garden Openers in particular. This resulted in two significant decisions being implemented; firstly to revert back to our old name Scotland's Gardens Scheme rather than Scotland's Gardens in the hope that this will help to avoid further confusion with the newly emerging organisation which aims to promote garden tourism in Scotland namely Discover Scotland's Gardens.

Secondly having been assured that it would result in more gardens being willing to open on our behalf the Trustees also decided to support the request from the District Organisers and some Garden Openers to change the percentage balance of the gate takings from 60 / 40 in favour of our central operations and core charities to 60 / 40 in favour of the gardens owners chosen charity. Whilst the early signs around this decision are good, it does mean that we will need to maintain current opening levels and secure new openings year on year for the foreseeable future. It will also require the Trustees on-going vigilance and careful planning around the overall financial position for the long term with continual effort being made to keep costs as low as possible whilst improving income generation at every opportunity.

The Trustees felt that this change would also help the charity and its representatives strengthen existing links with communities as well as provide better opportunities to build new partnerships within them. In support of this wider objective the Chairman has begun an outreach programme its main aim being to listen and better understand the views of our stakeholders, user groups and volunteers.

4. Information Technology

This year has seen significant and vital upgrades to our database, something which was not only business critical but designed to improve our ability to handle and process information; enabling the National Organiser and the staff to better support our gardens, the volunteers and the charity operation as a whole. When this is combined with further upgrading of the computer hardware in the next few months it will make governance & financial control more streamlined and effective, improving reporting, thus ensuring that we are truly fit for purpose for the next five years at least.

**Report of the Trustees
for the Year Ended 31 December 2017**

ACHIEVEMENT AND PERFORMANCE

5. Marketing

The most public facing and noticeable achievement in this area of operation is our new updated "look" for both the guidebook and the website, something which aims to make the charity more accessible and friendly. We have also employed a Marketing Officer who has made great strides for us with social media. We now have regular newsletters, volunteer photographer support and some strong local-based Facebook pages as well as five day a week staff cover in the office.

The Executors of Kirsty Maxwell Stuart's Estate again very graciously contacted Scotland's Gardens Scheme inviting us to make a further application for funding. We were asked to state specifically how we would use any additional funding noting also the benefits we expected that this would bring to our success. After a lengthy discussion the Trustees and National Organiser concluded that any new funding received should be spent on supporting our Districts and Garden Openers with marketing materials for use at a local level. We are very pleased to say that the application was successful and the significant sum of £30K was received. The Trustees cannot overstate how significant this most generous second donation from Kirsty and her family will be in helping the charity to secure its long-term development plans and sustainability. We are very grateful to have received this special support.

6. Partners

The past year has seen the Charity continue to develop stronger partnerships with Perennial at Gardening Scotland and with the Queens Nursing Institute for Scotland through the reintroduced 'Queens Nurse' programme. The Trustees are also very pleased to be able to report that our existing partnership with Maggie's is going from strength to strength, especially in regard to the opening of Portrack, The Garden of Cosmic Speculation. Project support was provided to the Royal Horticultural Society enabling the delivery of a Scottish Youth Project for the training and education of young gardeners. Work also quietly began to investigate how we might better support horticultural training in Scotland, ideally in partnership with the National Trust for Scotland. Finally a new partnership with the Scottish Storytelling Centre has resulted in a six-month programme of events including participation in the Scottish International Storytelling Festival, all part of our contribution to the 2018 Year of Young People.

FINANCIAL REVIEW

Financial position

Net Garden gate income is the charity's principal source of income. Other income is made up of donations and legacies, sponsorship, profits from trading activities and investment income. In the year to 31 December 2017 net garden gate income rose to £266,088 (2016: £228,980) while other income of £69,852 (2016: £81,526) returned to a more normal level having been boosted by additional sponsorship in 2016 due to the 85th celebration.

By restricting our 2017 general fund costs to £155,658 (2016: £154,729), the increase in revenues enabled us to distribute a record amount of £309,791 (2016: £266,057) to Garden Owners charities and Scotland's Gardens Scheme beneficiaries.

Legacy funds and investment policy

In the past Scotland's Gardens Scheme has been the fortunate recipient beneficiary of a number of generous legacies, most notably from Gordon Bowes and the Cattenach Bequest. These are consolidated into one designated Legacy Fund. The funds have been invested in a mixture of quoted investments on the London Stock Exchange and cash deposits. All investment income arising from these investments is treated as distributable revenue by the charity. The Trustees believe it is prudent to retain a cushion of long term capital against the possibility of a substantial fall in garden gate income and a requirement for a substantial capital investment in the management of the charity. The Trustees wish to avoid having to meet unexpected running costs from donated garden gate income streams, thereby maximising the amount passed on to beneficiaries as well as maintaining their support for annual horticultural training grants to the National Trust for Scotland. They are currently consulting on the way these funds could further be used to support charities and horticultural activities.

The Trustees appointed Adam & Company Investment Management Ltd to manage the legacy portfolio on a discretionary basis as set out in an agreed Statement of Investment Principles, with the objective of maximising income growth and capital gain within a medium risk profile on a five year time horizon. The Investment Managers report to Scotland's Gardens on a quarterly basis and their appointment is reviewed annually.

The Investment portfolio produced a total return over the year to 31 December 2017 of 14.95% compared to the total return of the neutral benchmark (FTSE All-Share Index) of 13.10%. As shown at Note 12, the capital value of the invested portfolio at 31 December 2017 was £511,798.

**Report of the Trustees
for the Year Ended 31 December 2017**

FINANCIAL REVIEW

Reserves policy

The Trustees consider the financial position of the charity at 31 December 2017 is such that it will have sufficient assets to meet its forthcoming obligations. A balance is retained on the general fund sufficient to cover 9 months projected costs and thereby sustain the charity until revenue from the garden openings is generated.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Charity constitution

Scotland's Gardens Scheme is governed by its Constitution and Rules under the Constitution, amended in 2014 and 2017. Members of Scotland's Gardens Scheme are the Trustees of the Charity and the Trustees are its Members. The Rules stipulated that there will be between 11 and 15 Trustees. This was amended during 2017 to be between 9 and 11 Trustees. The Trustees have the duty of ensuring the Charity is managed responsibly, for strategic planning and implementation of policy, all financial matters including all statutory accounting and reporting, maintaining good lines of communication with its beneficiaries and agreeing the basis and amount of donations to charity. The Trustees must meet at least three times a year including the Annual General Meeting.

Recruitment and appointment of new trustees

The Trustees are appointed for terms of three years after which they will retire by rotation but may offer themselves for re-election. The Chair is elected for a period of five years after which he/she must stand down as a Trustee for at least one calendar year. New members are considered in light of the skills existing within the Board at the time, together with those considered desirable for the future.

Risk management

The Trustees continue to keep the Charity's activities under review, particularly with regard to any major strategic business and operational risks that may arise from time to time and to monitor steps which can be taken to best mitigate those risks.

Approved by order of the board of trustees on 22/3/2018..... and signed on its behalf by:


D R Mitchell - Trustee

Independent Examiner's Report to the Trustees of Scotland's Gardens Scheme

I report on the accounts for the year ended 31 December 2017 set out on pages eight to nineteen.

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's 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 the independent examiner's report

My examination was 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 seeking explanations from you as 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 connection with 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 to 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.


Carron McEwen FCCA
ACCA
Douglas Home & Co Ltd
Chartered Accountants
47-49 The Square
Kelso
Roxburghshire
TD5 7HW

Date: ...26 MARCH 2018.....

**Statement of Financial Activities
for the Year Ended 31 December 2017**

	Notes	Unrestricted funds £	Restricted funds £	31.12.17 Total funds £	31.12.16 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	414,143	30,294	444,437	381,951
Other trading activities	3	33,642	-	33,642	51,015
Investment income	4	12,199	-	12,199	11,136
Total		<u>459,984</u>	<u>30,294</u>	<u>490,278</u>	<u>444,102</u>
EXPENDITURE ON					
Raising funds	5	155,658	15,510	171,168	159,476
Charitable activities					
Gardener Training Grants		7,500	-	7,500	7,500
Distributions to Charities		309,791	-	309,791	266,057
Total		<u>472,949</u>	<u>15,510</u>	<u>488,459</u>	<u>433,033</u>
Net gains/(losses) on investments		<u>59,800</u>	<u>-</u>	<u>59,800</u>	<u>47,588</u>
NET INCOME		<u>46,835</u>	<u>14,784</u>	<u>61,619</u>	<u>58,657</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>642,083</u>	<u>22,228</u>	<u>664,311</u>	<u>605,654</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>688,918</u></u>	<u><u>37,012</u></u>	<u><u>725,930</u></u>	<u><u>664,311</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Scotland's Gardens Scheme

Balance Sheet
At 31 December 2017

	Notes	31.12.17 £	31.12.16 £
FIXED ASSETS			
Tangible assets	10	1,284	1,943
Investments	11	511,798	456,320
		<u>513,082</u>	<u>458,263</u>
CURRENT ASSETS			
Debtors	12	3,660	5,741
Cash at bank and in hand		387,208	367,548
		<u>390,868</u>	<u>373,289</u>
CREDITORS			
Amounts falling due within one year	13	(178,020)	(167,241)
NET CURRENT ASSETS			
		<u>212,848</u>	<u>206,048</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>725,930</u>	<u>664,311</u>
NET ASSETS			
		<u><u>725,930</u></u>	<u><u>664,311</u></u>
FUNDS			
15			
Unrestricted funds:			
General fund		124,500	74,092
Designated: The Legacy Fund		564,418	567,991
		<u>688,918</u>	<u>642,083</u>
Restricted funds:			
Archive Review		2,269	1,975
Kirsty Maxwell Stuart Legacy		4,743	20,253
Marketing Fund		30,000	-
		<u>37,012</u>	<u>22,228</u>
TOTAL FUNDS			
		<u><u>725,930</u></u>	<u><u>664,311</u></u>

The financial statements were approved by the Board of Trustees on 22/3/2018 and were signed on its behalf by:


D R Mitchell -Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 December 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities and Trustee Investment (Scotland) Act 2005. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office Equipment	- 10% on cost
Computer equipment	- 33% on cost

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions (<£500) are not capitalised.

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the statement of financial activities.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pensions

Pension contributions are made on behalf of 3 employees to employer's schemes. The schemes are money purchase schemes with the assets invested in an independent fund. Contributions are recognised in the income and expenditure account as they fall due.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

1. ACCOUNTING POLICIES - continued

Operating leasing commitments

Operating leases and the payments made under them are charged to the statement of financial activities on a straight-line basis over the lease term.

2. DONATIONS AND LEGACIES

	31.12.17	31.12.16
	£	£
Local Membership	2,198	2,835
Donations and Grants	32,254	3,230
Legacies	70	26,500
Net income from garden owners	407,879	347,037
Miscellaneous	2,036	2,349
	<u>444,437</u>	<u>381,951</u>

3. OTHER TRADING ACTIVITIES

	31.12.17	31.12.16
	£	£
Handbooks	19,074	21,712
Sponsorships	14,568	27,859
Coach tours commission	-	1,444
	<u>33,642</u>	<u>51,015</u>

Net contributions for the year to 31st December 2017 were Handbooks £6,528 (2016: £6,173), Coach Tours Commission £nil (2016: £1,444) and Sponsorship £14,568 (2016: £27,859).

In 2017 sponsorship included £12,068 (2016: £16,910) towards the cost of producing the Handbook. In 2016 it also included £10,000 towards our 85th Birthday Event.

4. INVESTMENT INCOME

	31.12.17	31.12.16
	£	£
Bank Interest and Dividends	12,199	11,136
	<u>12,199</u>	<u>11,136</u>

5. RAISING FUNDS

Raising donations and legacies

	31.12.17	31.12.16
	£	£
Support costs	154,301	129,737
	<u>154,301</u>	<u>129,737</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

5. RAISING FUNDS - continued

Other trading activities

	31.12.17	31.12.16
	£	£
Purchases	12,546	15,539
85th birthday event	-	10,413
	<u>12,546</u>	<u>25,952</u>

Investment management costs

	31.12.17	31.12.16
	£	£
Investment Management Costs	<u>4,321</u>	<u>3,787</u>

Aggregate amounts	<u>171,168</u>	<u>159,476</u>
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6. GRANTS PAYABLE

	31.12.17	31.12.16
	£	£
Gardener Training Grants	7,500	7,500
Distributions to Charities	309,791	266,057
	<u>317,291</u>	<u>273,557</u>

The total grants paid to institutions during the year was as follows:

	31.12.17	31.12.16
	£	£
Queen's Nursing Institute, Scotland	42,000	37,000
Gardens Fund of the National Trust for Scotland	42,000	37,000
Maggie's Centres	42,000	37,000
Perennial - Gardeners' Royal Benevolent Society	42,000	37,000
Other Charities of Owner's Choice	141,791	118,057
	<u>309,791</u>	<u>266,057</u>

Payments to other charities of owners choice of £141,791 to 250 Charities (2016: £118,057 to 238 Charities) have been made during the year under individual arrangements. Payments to core charities totalling £168,000 (2016: £148,000) will be made.

7. SUPPORT COSTS

	Management	Governance	Totals
	£	costs	£
		£	
Raising donations and legacies	<u>150,919</u>	<u>3,382</u>	<u>154,301</u>

Support costs, included in the above, are as follows:

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

7. SUPPORT COSTS - continued

Management

	31.12.17	31.12.16
	Raising donations and legacies	Total activities
	£	£
Salaries	67,581	60,413
Social security	2,172	1,131
Pensions	3,750	3,295
Website & Information Management Systems	15,584	2,854
Insurance	2,122	2,287
Office Rent and Costs	16,401	15,277
Postage and Telephone	3,927	4,548
Printing and Stationery (inc. posters, signs etc)	5,945	5,589
Advertising, Promotions and Publicity	10,432	10,176
Sundries	1,073	578
Travelling and Entertaining	2,281	1,684
Depreciation of tangible asset s	659	1,134
Loss on sale of tangible fixed assets	-	144
District expenses	18,992	10,347
	<u>150,919</u>	<u>119,457</u>

Governance costs

	31.12.17	31.12.16
	Raising donations and legacies	Total activities
	£	£
Auditors' remuneration	-	600
Independent Examiners' fee	2,322	2,694
Conference & meeting costs	510	5,696
Legal & professional fees	550	1,290
	<u>3,382</u>	<u>10,280</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016.

Trustees' expenses

One trustee received expenses of £746 for travel and accommodation in the year ended 31 December 2017 (2016: Two trustees £909).

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

9. STAFF COSTS

	31.12.17	31.12.16
	£	£
Wages and salaries	67,581	60,413
Social security costs	2,172	1,131
Other pension costs	3,750	3,295
	<u>73,503</u>	<u>64,839</u>

Staff costs include external consultant costs of £3,830 (2016: £1,965), and agency costs of temporary staff £2,150 (2016: £nil).

The average monthly number of employees during the year was as follows:

	31.12.17	31.12.16
Administrative	<u>3</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

Remuneration of key management personnel was £27,807 (2016: £22,807).

10. TANGIBLE FIXED ASSETS

	Office Equipment £	Computer equipment £	Totals £
COST			
At 1 January 2017 and 31 December 2017	<u>4,187</u>	<u>3,958</u>	<u>8,145</u>
DEPRECIATION			
At 1 January 2017	2,719	3,483	6,202
Charge for year	421	238	659
At 31 December 2017	<u>3,140</u>	<u>3,721</u>	<u>6,861</u>
NET BOOK VALUE			
At 31 December 2017	<u>1,047</u>	<u>237</u>	<u>1,284</u>
At 31 December 2016	<u>1,468</u>	<u>475</u>	<u>1,943</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

11. FIXED ASSET INVESTMENTS

	Listed investments £	Cash and settlements pending £	Totals £
MARKET VALUE			
At 1 January 2017	449,371	6,949	456,320
Additions	6,423	-	6,423
Disposals	(10,107)	(733)	(10,840)
Revaluations	59,888	7	59,895
	<u>505,575</u>	<u>6,223</u>	<u>511,798</u>
At 31 December 2017			
NET BOOK VALUE			
At 31 December 2017	<u>505,575</u>	<u>6,223</u>	<u>511,798</u>
At 31 December 2016	<u>449,371</u>	<u>6,949</u>	<u>456,320</u>

Adam & Company Investment Management Limited continued as the Charity's investment manager. The market value of the investments at 31 December 2017 was £511,798 (2016: £456,320). 69.57% of the portfolio (by value) is invested in securities listed on the UK Stock Exchange, 29.21% in overseas equities and 1.22% in cash.

The investments are primarily held to provide an investment return for the charity.

Individual investments which exceed 5% of the portfolio market value during the year are as follows:

	£	%
Old Mutual Investment Funds	50,316	9.83

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.17 £	31.12.16 £
Other debtors	-	2,393
Prepayments and accrued income	<u>3,660</u>	<u>3,348</u>
	<u>3,660</u>	<u>5,741</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.17	31.12.16
	£	£
Distributions to charities	168,000	148,365
Accruals and deferred income	10,020	18,876
	<u>178,020</u>	<u>167,241</u>

Deferred income relates to income received in advance for the following years handbook advertising and sales. The movement is as follows:

	£
Deferred Income as at 1st January 2017	10,788
Amounts released in year	(10,788)
Amounts deferred in year	2,927
Deferred income as at 31st December 2017	<u>2,927</u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	31.12.17 Total funds £	31.12.16 Total funds £
Fixed assets	1,284	-	1,284	1,943
Investments	511,798	-	511,798	456,320
Current assets	353,856	37,012	390,868	373,289
Current liabilities	(178,020)	-	(178,020)	(167,241)
	<u>688,918</u>	<u>37,012</u>	<u>725,930</u>	<u>664,311</u>

15. MOVEMENT IN FUNDS

	At 1.1.17 £	Net movement in funds £	Transfers between funds £	At 31.12.17 £
Unrestricted funds				
General fund	74,092	(1,144)	51,552	124,500
Designated: The Legacy Fund	567,991	47,979	(51,552)	564,418
	<u>642,083</u>	<u>46,835</u>	-	<u>688,918</u>
Restricted funds				
Archive Review	1,975	294	-	2,269
Kirsty Maxwell Stuart Legacy	20,253	(15,510)	-	4,743
Marketing Fund	-	30,000	-	30,000
	<u>22,228</u>	<u>14,784</u>	-	<u>37,012</u>
TOTAL FUNDS	<u>664,311</u>	<u>61,619</u>	-	<u>725,930</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	459,984	(461,128)	-	(1,144)
Designated: The Legacy Fund	-	(11,821)	59,800	47,979
	<u>459,984</u>	<u>(472,949)</u>	<u>59,800</u>	<u>46,835</u>
Restricted funds				
Archive Review	294	-	-	294
Kirsty Maxwell Stuart Legacy	-	(15,510)	-	(15,510)
Marketing Fund	30,000	-	-	30,000
	<u>30,294</u>	<u>(15,510)</u>	<u>-</u>	<u>14,784</u>
TOTAL FUNDS	<u><u>490,278</u></u>	<u><u>(488,459)</u></u>	<u><u>59,800</u></u>	<u><u>61,619</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

15. MOVEMENT IN FUNDS - continued

General Fund (Unrestricted)

The General Fund is maintained to provide working capital for the Charity throughout the forthcoming year, thereby enabling the bank account to remain in credit until revenue from garden owners is received.

The Legacy Fund (Designated)

Over the years, Scotland's Gardens Scheme has received a number of generous legacies, most notably from Gordon Bowes and the Cattanach Bequest. These had previously been shown as separate designated funds but the Trustees, for simplicity's sake, consolidated them into one Legacy Fund in 2016.

As part of the re-evaluation of where the charity is going, the Trustees are developing ideas as to what additional use these funds could be put to. They appreciate the need for a plan to use these funds constructively and it is hoped that the ideas that are being formulated will result in a positive strategy for the future.

Net assets applicable to this fund comprise of investments of £511,798 and cash at bank of £52,620.

Archive Review Fund (Restricted)

During the year the fund was boosted by gift aid on the donations received at our 85th birthday event. The fund will help to finance a review of our archives.

Net assets applicable to this fund comprise cash at bank of £2,269.

Kirsty Maxwell Stuart Legacy Fund (Restricted)

This fund was established by a legacy received from the estate of the late Kirsty Maxwell Stuart, Past Chairman of the Charity. The funds are to be used for office comforts and improvements.

During the year £15,510 was spent on reviewing how the office and indeed the charity is organised, and revamping the database.

Net assets applicable to this fund comprise cash at bank of £4,743.

Marketing Fund (Restricted)

During the year a grant of £30,000 was received towards promotional materials.

The full amount was still held at the balance sheet date and net assets applicable to this fund comprise cash at bank £30,000.

Transfers between funds

Income received into the Gordon Bowes and Cattanach funds from dividends and interest is transferred at the year end to the general fund to be distributed to the Scotland's Gardens designated charities. Other transfers for one off expenditure items are made as approved by the Trustees as they arise.

It was agreed at a Trustees meeting that the Designated Funds, namely the Bowes Bequest, the Cattanach Fund and the Macnab Fund will be consolidated into "The Legacy Fund" to simplify designated funds going forward.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

16. OTHER FINANCIAL COMMITMENTS

The Scheme has obligations under non-cancellable operating leases for each of the following periods:

	31/12/17	31/12/16
	£	£
Within one year	15,025	15,643
Between one and five years	17,567	32,592
In more than five years	-	-
Total future minimum lease payments	<u>32,592</u>	<u>48,235</u>

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2017.