

## **Trustees of the Endowment Funds**

### **Minutes of the meeting on 16<sup>th</sup> September at 9.30am in Eglinton Room 1 / Microsoft Teams**

Present: Linda Semple (Chair) Jenny Wilson  
Sheila Cowan Tom Hopkins  
Derek Lindsay Liam Gallacher  
Neil McAleese Joyce White

In attendance: Fiona McGinnis  
Shirley Taylor (Minutes)

#### **1. Apologies for absence**

The chair welcomed everyone to the meeting. Apologies were received from Claire Burden, Ewing Hope, Jean Ford, Marie Burns and Lynne McNiven.

#### **2. Declaration of interests**

None noted.

#### **3. Draft minutes of the Trustees meeting held on 28 March 2024**

The minute was approved as an accurate record of the meeting.

#### **4. Action Log and Matters Arising**

It was confirmed that no response has been received as yet from Heartstart.

The Assistant Director of Finance advised that the Investment Advisors would be attending the December meeting. The charter will be reviewed taking into account ethical restrictions and risk tolerance. It was noted that the current ethical restrictions in place are similar to those in other charity funds.

#### **5. Minutes of Endowment Committee meeting held on 6 June 2024**

The approved minute was shared with the Trustees. One question was raised with regard to the transfer of the green health funding to the council however it was confirmed this funding is ring-fenced for the specific project only.

**Outcome:** *The trustees received the approved minute*

#### **6. Minutes of Endowment Committee meeting held on 5 September 2024**

The draft minute was shared with Trustees and it was highlighted that a clean audit opinion was received on the draft endowment accounts. One isolated instance of fraud was highlighted however this was identified and managed before the annual accounts audit process took place which was complimented by the auditors.

**Outcome:** *The Trustees received the draft minute*

## **7. Financial Position**

### **7.1 General Fund Expenditure**

The general fund budget for 2024/25 was approved at the last Trustee meeting at £311k. There has not been much spend to date however the Assistant Director of Finance confirmed that the patient amenities is generally utilised around the Christmas period for gifts and decorations, the Performing Rights Society fee is paid as one invoice around March and there has been two quarterly payments for Heartstart. Ayrshire Achieves has been completed and the Leadership Academy spend has not as yet been utilised although it was agreed by the Endowment Committee that this would be carried forward for this year only. It was agreed that feedback should be requested from the Chief Executive on the progress of this spend.

ACTION – Linda Semple

Discussion took place on the Investment Management fees which will also be required for the new Investment Managers once the fund is up and running. There is also some spend on the fund for items which were approved within the previous year but had not been invoiced before year end.

**Outcome:** *The trustees received the report*

### **7.2 Portfolio Performance**

The Assistant Director of Finance shared the Investment report received from Eden tree. It was noted that a detailed report has not been received since moving across to the pooled fund. The value of the fund is £8.2m at the end of June report. Around £90k per quarter is drawn down to cover general fund expenditure. It is hoped that a greater return will be received with the new investment managers in place and discussion will take place with Trustees in December to clarify how the money is invested.

**Outcome:** *The Trustees received the investment portfolio*

### **7.3 Restricted Fund Summary**

The Assistant Director of Finance presented the routine report noting the balance of all funds as at the end of July 2024 and funds with balances over £50k. There are currently 213 restricted funds in total with a value of £3.2m. 12 of these funds are over £50k with a value of £1.9m. There is a plan that each of the larger fundholders attend the Endowment Committee on a rotational basis to advise of spending plans for their funds. It was clarified that the remainder of the NHS Charities Together funding will be utilised over the next five to ten years to provide hospitality for the wellbeing centres.

**Outcome:** *The Trustees received the fund summary*

### **7.4 Donations above £50,000**

Since the last meeting one donation has been received in excess of £50k. This was a donation of £155k from the Crosshouse Hospital Volunteers. The trustees approved the donation and expressed their gratitude for the superb amount of money raised.

**Outcome:** *The trustees approved the donation*

## **8. Annual Accounts**

### **8.1 Annual Accounts for Endowment Funds 2023/24**

The Director of Finance present the draft Annual Accounts for 2023/24 which had been audited by the new Endowment Auditor William Duncan & Company. The accounts were presented by the auditor at the Endowment Committee on 05 September 2024 and a clean audit opinion was issued. Due to timing issues the Endowment Accounts were not audited before being consolidated into the Board accounts however this will be included again for 2024/25 with the accounts scheduled to be presented to Trustees in June 2025.

**Outcome:** *The trustees approved the annual accounts for 2023/24*

### **8.2 Letter of Management Representation**

The Director of Finance shared the letter of Management Representation which is sent to the auditors to provide assurance. Attention was drawn to 5.0 – Uncorrected Misstatements where a minor adjustment of £10k was noted. £9k of this was attributed to uncleared cheques however work is ongoing to deal with these.

Item 7.0 on the letter was also discussed and it was noted that any instances of fraud has been disclosed and this was discussed in more detail at the committee meeting.

**Outcome:** The trustees approved signature of the letter

## **9. Any other competent business**

No other business was discussed.

### **10 Date of next meeting**

The next meeting will take place on Thursday 19<sup>th</sup> December at 9.30am via Microsoft Teams.

Approved:

Date: