

**THIS DOCUMENT IS IMPORTANT  
PLEASE RETAIN IT FOR YOUR RECORDS  
Please ensure all charity trustees are aware of this document**

Mr David Howdle  
Kemyshall  
Kirkton  
Dumfries  
DG1 1SX

Our ref: RS/STA/18-1028

23 January 2019

Dear Mr Howdle

**Decision on your application to become a Scottish Charitable Incorporated Organisation (SCIO)**

I am pleased to tell you that your application to become a Scottish Charitable Incorporated Organisation (SCIO) has been successful. The Office of the Scottish Charity Regulator (OSCR) is satisfied that the organisation meets the charity test and the legal requirements for being a SCIO, and has entered it in the Scottish Charity Register. This means it is now an incorporated body having charitable status under the Charities and Trustee Investment (Scotland) Act 2005.

The details of your charity's entry in the Register are set out below.  
**Please check these details and let us know of any errors.**

<b>Your SCIO's registered name is:</b>	<b>Dumfries &amp; Galloway Youth Orchestra SCIO</b>
<b>Your charity number is:</b>	<b>SC048972</b>
<b>Your SCIO was registered on:</b>	<b>22 January 2019</b>
<b>Your SCIO's 'known as' name is:</b>	<b>DGYO</b>
<b>Your principal contact address is:</b>	<b>Kemyshall Kirkton Dumfries DG1 1SX</b>

**Charities you can trust and that provide public benefit**

The Scottish Charity Regulator, Quadrant House, 9 Riverside Drive, Dundee DD1 4NY



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<b>Your charitable purposes are:</b>	<b>(b) the advancement of education (g) the advancement of the arts, heritage, culture or science</b>
<b>Your charitable objects are:</b>	<b>The principal purpose of the organisation is to advance musical education for young persons under the age of 19 who are ordinarily resident, or receive their education, in Dumfries &amp; Galloway (and on occasion elsewhere if deemed appropriate by the Trustees) by the provision of training in orchestral playing and the presentation of public concerts</b>
<b>Your SCIO's accounting reference date is:</b>	<b>31/01</b>

### **Charity trustees' duties and responsibilities**

The charity trustees of **Dumfries & Galloway Youth Orchestra SCIO** are jointly responsible for running the SCIO and managing its assets. The members of a SCIO also share some of the same duties of the charity trustees. Charity trustees and members should read our publication, [SCIOs: A Guide](#), for full details of their duties and responsibilities.

In summary, a SCIO must by law do certain things, including:

- **Publicise its status as a SCIO:** you must let people know that Dumfries & Galloway Youth Orchestra SCIO is a SCIO by including its charity name and (if the name does not already say so) the fact that it is a SCIO on its literature, emails and webpage's (where applicable), and also on documents issued by a third party on the SCIO's behalf. As a matter of good practice, you should also state your charity number on these documents. You must comply immediately with the duty to publicise your organisation's status as a SCIO.
- **Provide information to the public:** you must supply a copy of your accounts and constitution to anyone who asks for them.
- **Provide information to OSCR:** every year you must provide information to us about the activities of your charity and by law we must monitor all charities on the Register. Your charity must fill in an Online Annual Return and send this to us along with its accounts.

- **First accounting period for the SCIO:** The first period of accounts for the SCIO must start on the day on which the SCIO is registered (which can be found above). It can be for a period of no less than six months and no longer than 18 months. If there was a body in existence prior to the SCIO being registered then assets transferred to the SCIO must be shown as a donation in the first period of accounts. You can find out more about preparing your accounts and reporting to us on our website [www.oscr.org.uk](http://www.oscr.org.uk)
- **Get consent:** you need to get our consent before taking certain actions, and must tell us about certain decisions you have taken. You can find out when and how to do this on the 'Making changes to your charity' section on our website and in our publication, [SCIOs: A Guide](#).
- **Keep registers of charity trustees and of members:** you must keep a register of your current and former charity trustees and, if applicable, a register of your current and former members. We have attached a template (Appendix 1) which can be used to maintain your register of trustees. In certain circumstances, you must also supply a copy of these registers if you are asked for them. You can find out more about the registers of charity trustees and members in our publication, [SCIOs: A Guide](#).

### Next steps

We have sent a copy of this letter and the introductory leaflet 'Being a charity in Scotland' to all those trustees who have provided OSCR with an **email address**. Please distribute this letter and the introductory leaflet to any trustee who have not provided OSCR with this information.

You can contact us at [info@oscr.org.uk](mailto:info@oscr.org.uk) or on 01382 220446 if you have any questions.

Yours sincerely



June White  
Registration Team Case Officer  
01382 346894  
[june.white@oscr.org.uk](mailto:june.white@oscr.org.uk)

## **Appendix 1- Register of Trustees**

**Name of SCIO:**

**Charity Number:**

All SCIOs have a duty to keep a register of their charity trustees which must be updated within 28 days of any change being notified to the SCIO. The register must contain specific information about current charity trustees; **where a charity trustee is a corporate body rather than a natural person, some additional information is required. Please see 'SCIO's: A Guide' which can be downloaded from [www.oscr.org.uk](http://www.oscr.org.uk).**

Additionally, the SCIO's register must also retain some information about former charity trustees for at least six years from the date the person ceased to be a charity trustee.

There is no set format for the register of charity trustees but where the trustees are natural persons, it must contain the information contained in the table below:

Trustee 1	
Name	
Address	
Date of appointment	
Office the trustee holds in the SCIO	
Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	

Trustee 2	
Name	
Address	

Date of appointment	
Office the trustee holds in the SCIO	
Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	

Trustee 3	
Name	
Address	
Date of appointment	
Office the trustee holds in the SCIO	
Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	

Trustee 4	
Name	
Address	
Date of appointment	
Office the trustee holds in the SCIO	

Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	