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From:

[Redacted]

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To:

Cc:

Signorini D (David); [Redacted]

Subject:

RE: For Information: Capital Spending Review - NZET Settlement Letter - June 2021
Update 15 July 2021

[Redacted]

Scottish Forestry Capital allocation is therefore -

Purpose	FY 22/23 Allocation
Low carbon fund - Woodland Creation (on Scotland's national forests and land)	£17.2M
Spend to Meet EU Match funding obligations re Tree planting (net)	£22.0M
Total	£39.2M

Kind regards

[Redacted]

[Redacted]

**Head of Finance & Business Support
Scottish Forestry**

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BRAVE values are the roots that underpin Scottish Forestry, to create a workplace where our staff, and the people we work with, feel valued, supported and respected.

Be professional, Respect others, Act with honesty and integrity, Value teamwork and collaboration and Encourage innovation and creativity.



Scottish Forestry / Coilltearachd na h-Alba

Scottish Forestry is the Scottish Government agency responsible for forestry policy, support and regulation.

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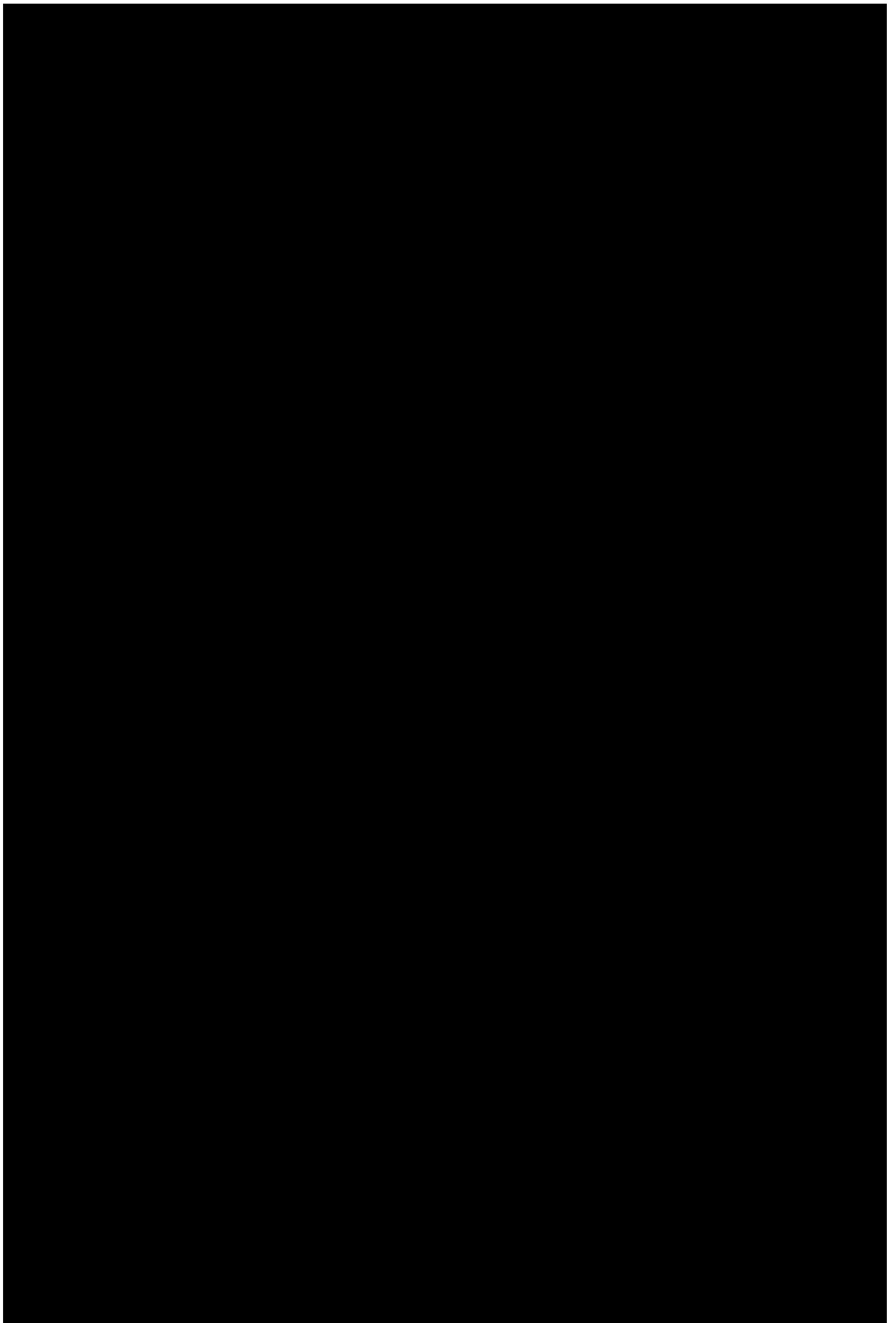
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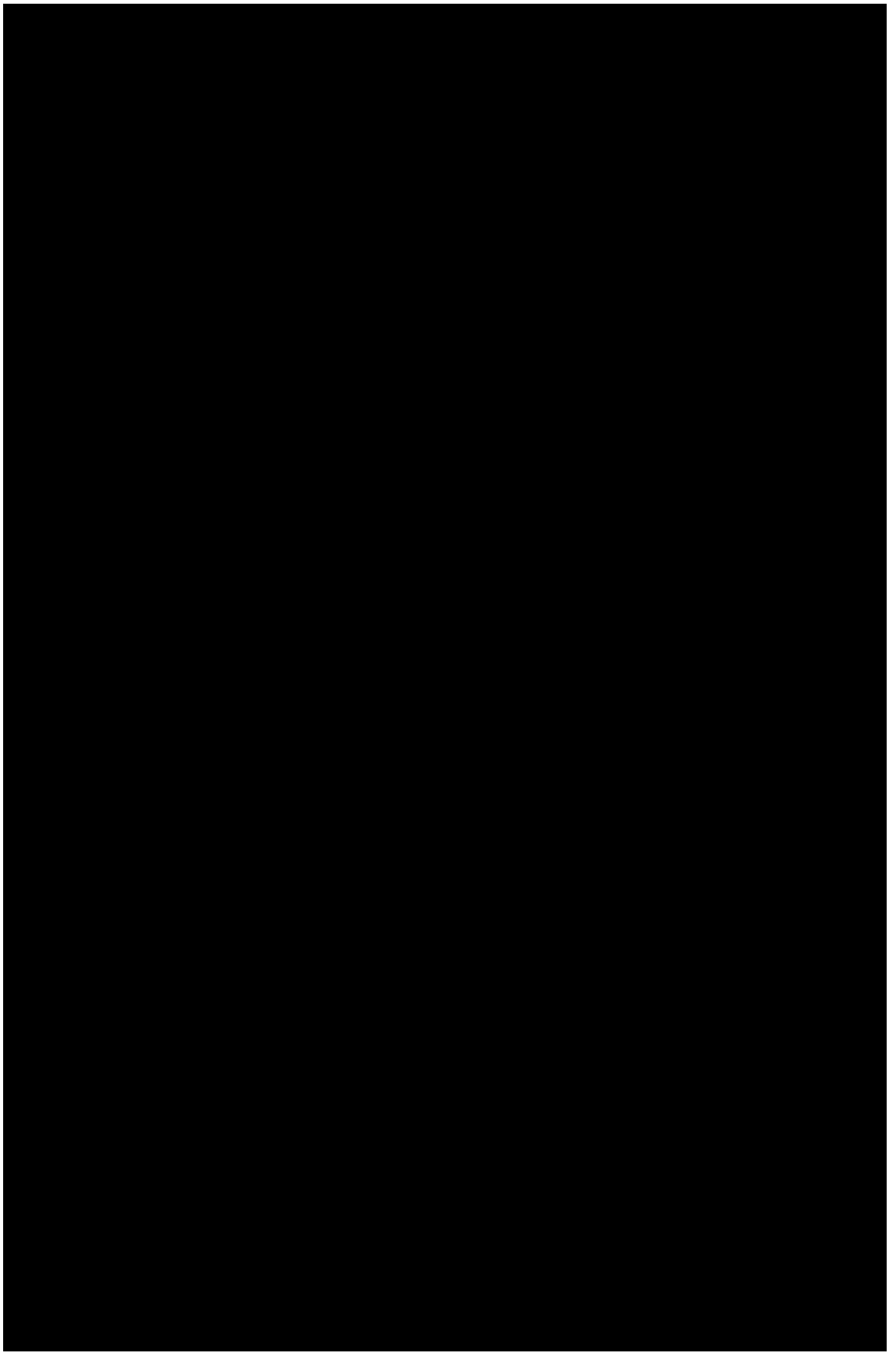


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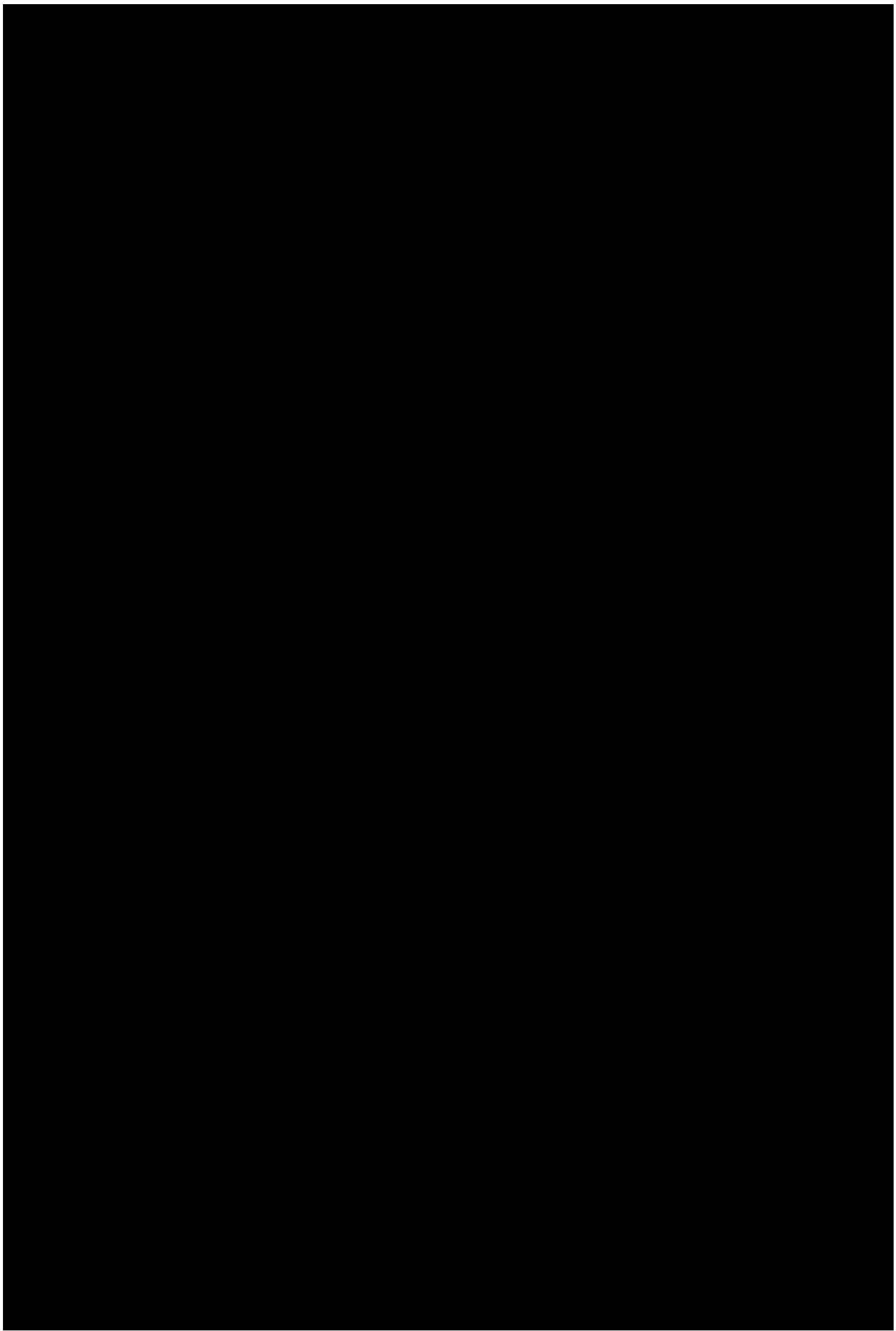


The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

Next, the document outlines the various methods used to collect and analyze data. It mentions the use of spreadsheets, databases, and specialized software to organize large volumes of information. The goal is to identify trends, patterns, and anomalies that can provide valuable insights into the organization's performance.

The third section focuses on the role of internal controls in preventing errors and fraud. It describes how a robust system of checks and balances can help ensure that all transactions are properly authorized and recorded. This includes separating duties, requiring approvals, and conducting regular audits.

Finally, the document concludes by highlighting the importance of transparency and communication. It stresses that clear reporting and open dialogue with stakeholders are essential for building trust and making informed decisions. The document serves as a guide for anyone involved in financial management, providing practical advice and best practices.



The first part of the document discusses the importance of maintaining accurate records in a business setting. It highlights how proper record-keeping can help in decision-making, legal compliance, and financial management. The text emphasizes that records should be organized, up-to-date, and easily accessible to relevant personnel.

Next, the document addresses the challenges of data management in the digital age. It notes that while digital storage offers convenience, it also introduces risks such as data loss, security breaches, and information overload. Solutions like cloud storage, encryption, and regular backups are suggested to mitigate these risks.

The third section focuses on the role of records in legal and regulatory contexts. It explains that businesses must adhere to various laws and regulations that require the retention of specific types of records for certain periods. Failure to do so can result in penalties and legal consequences.

Finally, the document concludes by stressing the long-term value of a well-maintained record system. It suggests that businesses should invest in training and technology to ensure their record-keeping practices are effective and efficient. Regular audits and updates to the system are also recommended to keep it relevant and secure.