

BUILT ENVIRONMENT FORUM SCOTLAND

FINANCIAL STATEMENTS

For the year ended 31 March 2005

**Company No: SC250970
Charity Registration No: SC034488**

BUILT ENVIRONMENT FORUM SCOTLAND

FINANCIAL STATEMENTS

For the year ended 31 March 2005

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BUILT ENVIRONMENT FORUM SCOTLAND

REFERENCE AND ADMINISTRATIVE INFORMATION

BOARD Robin Burley (Chair)
Terry Levinthal (Vice-Chair)
Seán O'Reilly (Treasurer)
Graham U'ren
Robin Turner

ADMINISTRATOR Jo Robertson

OFFICE ADDRESS 33 Barony Street
Edinburgh
EH3 6NX

SOLICITORS Anderson Strathern WS
1 Rutland Court
Edinburgh
EH3 8EY

BANKERS CAF Bank Ltd
PO Box 289
West Malling
Kent
ME19 4TA

AUDITORS Chiene & Tait, CA
61 Dublin Street
Edinburgh
EH3 6NL

COMPANY NUMBER SC250970

CHARITY NUMBER SC034488

BUILT ENVIRONMENT FORUM SCOTLAND

DIRECTORS' REPORT

For the year ended 31 March 2005

The directors present their report and the financial statements for the year ended 31 March 2005.

Principal activity

The Built Environment Forum Scotland is a network of non-governmental organisations in Scotland's built environment sector. As an intermediary body, BEFS seeks to support its members by facilitating joint working on strategic issues of common interest. Through collaborative action, BEFS influences and promotes relevant issues to policy- and decision-makers. The Built Environment Forum Scotland is a charitable company limited by guarantee: (company number 250970, charity number SC034488).

Principle activities comprise:

- General Meetings: these provide a forum for discussing relevant current policy activity and for sharing information.
- Workshops and Seminars: these bring together members and other stakeholders to discuss issues. The outcome is usually a consultation response, a statement or publication, or a summary report.
- Providing views from the sector on relevant policy matters: most views are directed towards the Scottish Executive.
- Information: providing information to members on current policy issues and circulation of a fortnightly Bulletin to members and other key stakeholders.
- Research: defining research needs and managing research projects.

Review of activities and future developments

During the period, BEFS facilitated workshops and seminars for its members and wider stakeholders on relevant issues, and circulated reports from the discussions. This included joint work with the Historic Environment Advisory Council for Scotland (HEACS) to facilitate stakeholder engagement on the issue of heritage protection legislation. BEFS continued to provide a fortnightly Bulletin on relevant policy and parliamentary matters and issue information on policy developments as they arose. Phase 1 of an exercise to map built environment interests and activity in Scotland was completed.

A significant achievement was the preparation, and launch in June 2004, of an advocacy document called 'The Bigger Picture – Investing in Scotland's Historic Environment'. Advocating the views of 26 stakeholder organisations which had been gathered via a series of workshops, the document called for the creation of a Scottish Historic Environment Auditing Framework. The document was submitted to HEACS, which went on to make a case to the Minister for Culture for the development of an ongoing process of audit.

The Board has met monthly and the Members quarterly; with presentations at the quarterly General Meetings on Architecture & Design Scotland, Rights of Appeal in Planning, Voluntary Sector Funding and Historic Scotland's Corporate Plan. Delegates from BEFS have participated in other fora – for example on the architecture policy and on renewable energy.

The total number of members increased to 23 (17 Members, 5 Subscribers, 1 Supporter). The AGM was held on 27 August 2004 at which Robin Turner and Graham U'ren were re-appointed to the Board. George McNeill stood down as Chair in February 2005 and Robin Burley MBE took his place. Sebastian Tombs resigned as a Director in February 2005.

Priority areas for the year 2005-6 are on developing relationships with other stakeholders; promoting BEFS within the membership in order to increase capacity; and identifying project opportunities to broaden the funding base.

BUILT ENVIRONMENT FORUM SCOTLAND

DIRECTORS' REPORT *(Cont'd)*

For the year ended 31 March 2005

Directors

During the year the Board was as follows:-

Robin Burley (Chair) - appointed 25 February 2005
George McNeill (Former Chair) - resigned 25 February 2005
Terry Levinthal (Vice-Chair)
Seán O'Reilly (Treasurer)
Graham U'ren
Robin Turner
Sebastian Tombs - resigned 25 February 2005

Board meetings are held monthly to manage and review the Forum's activities.

Risk management

The directors have conducted their own review of the major risks to which the Forum is exposed and systems are being established to mitigate those risks. Progress is formally reviewed and approved by the directors on an ongoing basis.

Reserves

Restricted funds represent grants received from Historic Scotland, and other donations, for the payment of defined Forum administration and support costs together with capital funding for certain fixed assets. For the year under review a transfer of £1,806 is made from unrestricted to restricted funds to settle the accumulated excess of expenditure over grants and donations received.

Unrestricted funds represent the surplus of members' subscriptions.

Statement of directors' responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business. The going concern basis of preparation is explained further in note 8 to the financial statements.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

Chiene & Tait have indicated their willingness to continue as auditors and a resolution for their re-appointment will be put to the Members at the Annual General Meeting.

ON BEHALF OF THE DIRECTORS

Robin Burley
Director

16 August 2005



INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

We have audited the financial statements of Built Environment Forum Scotland for the year ended 31 March 2005 set out on pages 5 to 10. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's Members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's Members those matters that we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's Members as a body for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Directors and Auditors

As described on page 3, the Directors (who are also the trustees of Built Environment Forum Scotland for the purposes of charitable activities) are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Directors' remuneration and transactions with the company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2005 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

CHIENE & TAIT, CA
Registered Auditors
61 Dublin Street
Edinburgh
EH3 6NL

16 August 2005

BUILT ENVIRONMENT FORUM SCOTLAND

INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 March 2005

	Note	2005 £	2004 £
Turnover		52,417	40,363
Outreach and administrative expenses		(49,830)	(44,356)
Operating surplus/(deficit)	3	2,587	(3,993)
Interest receivable		290	106
Surplus/(deficit) on ordinary activities before and after taxation for the year		2,877	(3,887)
Transfer from restricted capital funds	7	1,912	1,570
Retained surplus/(deficit) for the year	7	4,789	(2,317)

All of the above results relate to continuing activities.

A statement of total recognised gains and losses is not shown as all gains and losses are recognised in the income and expenditure account.

The comparative results are for the period from 11 June 2003 to 31 March 2004.

The notes on pages 8 to 10 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND**STATEMENT OF FINANCIAL ACTIVITIES****For the year ended 31 March 2005**

	Unrestricted funds	Restricted funds	Restricted capital funds	Total 2005	Total 2004
	£	£	£	£	£
Incoming resources					
Grants receivable from Historic Scotland	-	44,862	138	45,000	36,223
Membership subscriptions	6,305	-	-	6,305	4,834
Project income	-	1,250	-	1,250	200
Interest receivable	290	-	-	290	106
	-----	-----	-----	-----	-----
Total incoming resources	6,595	46,112	138	52,845	41,363
	-----	-----	-----	-----	-----
Resources expended					
Charitable expenditure:					
- Costs of activities in furtherance of the charity's objects					
Outreach and educational costs	-	3,831	-	3,831	7,686
- Support costs					
Staff costs	-	29,001	-	29,001	22,624
Office and operational costs	-	10,327	-	10,327	8,232
Depreciation	-	-	1,912	1,912	1,570
- Management and administration costs	-	4,759	-	4,759	4,244
	-----	-----	-----	-----	-----
Total resources expended	-	47,918	1,912	49,830	44,356
	-----	-----	-----	-----	-----
Net incoming/(outgoing) resources before transfers	6,595	(1,806)	(1,774)	3,015	(2,993)
Transfer between funds	(1,806)	1,806	-	-	-
	-----	-----	-----	-----	-----
Net movement in funds	4,789	-	(1,774)	3,015	(2,993)
Total funds brought forward	4,679	-	4,512	9,191	12,184
	-----	-----	-----	-----	-----
Total funds carried forward	9,468	-	2,738	12,206	9,191
	=====	=====	=====	=====	=====

All incoming resources and resources expended relate to activities in the furtherance of the company's objectives.

A transfer of £1,806 is made from unrestricted to restricted funds to settle the excess of expenditure over restricted funds received.

The comparative results are for the period from 11 June 2003 to 31 March 2004.

The notes on pages 8 to 10 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND**BALANCE SHEET****As at 31 March 2005**

	Note	£	2005 £	£	2004 £
Fixed assets					
Tangible assets	4		2,738		4,512
Current assets					
Debtors	5	100		-	
Cash at bank and in hand		11,947		8,562	
		-----		-----	
		12,047		8,562	
Creditors: amounts falling due within one year	6	2,579		3,883	
		-----		-----	
Net current assets			9,468		4,679
			-----		-----
Net assets			12,206		9,191
			=====		=====
 Capital and reserves					
Unrestricted funds	7		9,468		4,679
Restricted funds	7		-		-
Restricted capital fund	7		2,738		4,512
			-----		-----
			12,206		9,191
			=====		=====

These financial statements were approved by the directors on 16 August 2005 and are signed on their behalf by:

Robin Burley
Director

The notes on pages 8 to 10 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2005

1. Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2000).

Incoming resources

Incoming resources are included in the financial statements when receivable.

Resources expended

All expenditure is included on an accruals basis inclusive of VAT and is recognised when there is a legal or constructive obligation to pay for expenditure.

Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset evenly over its expected useful economic life at the following annual rates:

Computer equipment	-	33% straight line
Furniture	-	20% straight line

Grants

Revenue grants are recognised in the year of receipt and allocated to restricted or unrestricted funds as appropriate. Capital grants are recognised in the year of receipt and treated as restricted funds with depreciation on such assets charged directly to the restricted fund in the statement of financial activities.

Taxation

The company is a charity for the purposes of section 505 ICTA 1988 and is exempt from taxation on the whole of its income.

2. Staff costs

	2005	2004
	£	£
Wages and salaries	25,535	19,650
Social security costs	2,060	1,470
Pension costs	1,000	909
Staff training and recruitment	406	595
	-----	-----
	29,001	22,624
	=====	=====

The average number of employees during the year was 2 (2004: 2).

In accordance with the company's Articles of Association, no director received any remuneration in the year (2004: £nil).

During the year Robin Burley, director, received reimbursed travel expenses of £31 (2004: £Nil) and George McNeill, former director, received reimbursed travel expenses of £487 (2004: £682).

3. Operating surplus/(deficit)

	2005	2004
	£	£
This is stated after charging:-		
Auditors' remuneration	1,498	1,175
Depreciation	1,912	1,570
	=====	=====

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (Cont'd)

For the year ended 31 March 2005

4. Tangible fixed assets

	Furniture	Computer equipment	Total
	£	£	£
Cost			
At 1 April 2004	869	5,575	6,444
Additions	110	28	138
	-----	-----	-----
At 31 March 2005	979	5,603	6,582
	=====	=====	=====
Depreciation			
At 1 April 2004	134	1,798	1,932
Charge for the year	171	1,741	1,912
	-----	-----	-----
At 31 March 2005	305	3,539	3,844
	=====	=====	=====
Net book value			
At 31 March 2005	674	2,064	2,738
	=====	=====	=====
At 31 March 2004	735	3,777	4,512
	=====	=====	=====

5. Debtors

	2005	2004
	£	£
Subscriptions receivable	100	-
	=====	=====

6. Creditors: amounts falling due within one year

	2005	2004
	£	£
Social security and other taxes	576	711
Accruals	2,003	3,172
	-----	-----
	2,579	3,883
	=====	=====

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (Cont'd)

For the year ended 31 March 2005

7. Funds

	Unrestricted funds £	Restricted funds £	Restricted capital funds £	Total £
At 1 April 2004	4,679	-	4,512	9,191
Surplus for the year after transfers	4,789	-	-	4,789
Grants received in the year	-	-	138	138
Grants released to income and expenditure account	-	-	(1,912)	(1,912)
	-----	-----	-----	-----
At 31 March 2005	9,468	-	2,738	12,206
	=====	=====	=====	=====

Funds represented by:-

Fixed assets	-	-	2,738	2,738
Net current assets	9,468	-	-	9,468
	-----	-----	-----	-----
	9,468	-	2,738	12,206
	=====	=====	=====	=====

The unrestricted funds represent the general reserves of the company for use in accordance with its charitable objects.

Restricted capital funds represent monies received for capital purchases which have been recorded in the company's balance sheet. Depreciation on funded assets is charged to the restricted capital fund in the statement of financial activities. Capital grants releases are recognised as transfers to the income and expenditure account.

8. Going concern

The company depends upon grants from Historic Scotland and subscriptions from Members in order for it to meet its day to day working capital commitments. The directors have prepared projected accounts for 2005/06 which indicate the amount of grant and fundraising assistance required. The financial statements have been prepared on the going concern basis which assume that adequate income will be received.

9. Company status

The company is limited by guarantee and accordingly has no share capital. In accordance with the company's Memorandum of Association, every Member undertakes to contribute an amount not exceeding £10 in the event of the company being wound up.