

BUILTENVIRONMENTFORUMSCOTLAND

FINANCIALSTATEMENTS

FortheYearEnded31March2007

**CompanyNo:SC250970
CharityRegistrationNo:SC034488**



BUILT ENVIRONMENTFORUMSCOTLAND

FINANCIALSTATEMENTS

FortheYearEnded31March2 007

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BUILTENVIRONMENTFORUMSCOTLAND

REFERENCEANDADMINISTRATIVEINFORMATION

NameofCharity: BuiltEnvironmentForumScotland

CharityRegistrationNo: SC034488
CompanyRegistrationNo: SC250970

RegisteredOffice: 9ManorPlace
Edinburgh
EH37DN

CharityTrustees: RobinBurleyMBE(Chairman)
RobinTurner(ViceChairman)
SéanO'Reilly(Treasurer)
AndrewLeslie(Appointed27July2007)
GrahamU'ren
AndreaSmith (Resigned 29 September 2006)
CourtneyPeyton(Co -opted)(Appointed25August2006)

CompanySecretary: JoRobertson

ChiefExecutiveOfficer: JoRobertson(ForumCo -ordinatorandCompanySecretary)
JamesHenderson(InterimForumCo -ordinator -from 02.02.07 –
31.03.07)

Solicitors: AndersonStrathernWS
1RutlandCourt
Edinburgh
EH38EY

Bankers: CAFBankLimited
POBox289
WestMalling
Kent
ME194TA

Auditors: Chiene+Tait
61DublinStreet
Edinburgh
EH36NL

Structure, Governance, Management

Constitution

Built Environment Forum Scotland (BEFS) is a charitable company limited by guarantee, and is governed by its Memorandum and Articles of Association.

Board Recruitment and Training

Directors are drawn from a pool of representatives of the Member organisations. The Chairman may be drawn from the pool of representatives, or may be appointed independently. Appointments are made by ordinary resolution at the AGM. In addition, a maximum of two directors per year may be co-opted by the existing Board. Following appointment, a director is provided with an induction pack of key documents. A training budget has been established for directors.

Organisation Structure

Board meetings are held on a six/seven weekly cycle and General Meetings of the Member representatives take place on a quarterly basis. BEFS employs 1.5 members of staff to whom day to day administration of the company is delegated. Interdisciplinary Working Groups (comprising representatives from the Member organisations, Subscribers, Supporters and other parties with relevant expertise) may be established to explore strategic issues.

Related Parties

BEFS is a membership organisation – its stakeholders are therefore its Members. The Members are non-governmental organisations that operate at a national level within the built environment sector in Scotland, and whose objectives align with those of BEFS. Other organisations with a relevant interest may join BEFS as Subscribers, and individuals as Supporters.

Risk

The directors have conducted a review into the major risks to which the charity is exposed, and have established systems to mitigate those risks.

Objectives and Activities

Charity Objectives

BEFS seeks to promote a Scotland in which our enjoyment of the built environment is enhanced by successful placemaking, combining the best of our historic and contemporary surroundings to benefit our economy and our communities. Performing an intermediary role, BEFS exists to support its members by raising awareness of, and facilitating collaborative action on strategic issues of common interest; influencing and promoting relevant issues to policy-making and decision-making.

Aims

During the year 2006/07, BEFS aimed, as set out in its Implementation Plan (06/07) to: expand membership; develop communication methods within the Forum; respond strategically to issues of significance; proactively explore and promote issues of common interest; raise the profile of the Forum within the policy arena; diversify funding; and ensure good governance.

Significant Activities

Principal activities during the year comprised: quarterly General Meetings of Members; working groups; convening of workshops and seminars, and generating consultation responses; increasing financial management capacity through development of tools for a full cost recovery approach; increased parliamentary engagement activity; moving office; provision of information on policy matters and parliamentary monitoring.

Volunteers

The six Directors act in a voluntary capacity. A network of an additional 25 organisations and their nominated representatives and other staff or Board Members engage on a voluntary basis within the Forum and its associated activities.

Achievements and Performance – in relation to Implementation Plan 2006/07

Expand membership: BEFS welcomed 2 new Subscribers and 1 new Member during the year. Discussions were also held with 4 other potential member organisations. A draft Membership pack is in advanced stages of development. A membership development survey has been carried out which examined Members thinking about BEFS services and benefits, new areas for development, and structures for Member and Subscriber fees.

Develop and implement communication methods within the Forum: A wide range of workshops and consultation have been run this financial year; 6 in total including issues relating to the Historic Environment, the Voluntary Sector, Cairngorms National Park and Architectural Policy. As well as tackling the specific consultation issues they provide an opportunity for networking and informal working. The General Meetings of the Forum now include a seminar and likewise provide an opportunity for networking and informal working. The Urban Design Working Group (UDWG) is now embedded within BEFS and is considering the development of a Practitioner's Network. There is consideration too of a Historic Environment Working Group following a consultation workshop on the historic environment voluntary sector.

Continue to respond strategically to issues of significance: BEFS's has continued to respond to policy issues relevant to members including Scottish Ministers' vision and strategic policy, the Scottish Historic Environment Policy (SHEP), which will provide greater policy direction for Historic Scotland. Six consultation workshops were held: SHEPs 1 & 3; architecture policy; voluntary sector and Historic Scotland; the HEACS reports; the Cairngorms National Park Plan. BEFS also consulted on 3 other policy documents. The Bulletin has continued to supply policy information to Members; and plans to develop it into an E-Bulletin have been progressed with its start planned for May 07. BEFS developed with Members a BEFS Manifesto to use in the build-up to the Scottish Parliamentary Elections, and BEFS representatives met with policy researchers and then MSPs from the five main Scottish Political Parties. BEFS representatives have also been active on at least seven other Forums or Stakeholder Groups including the HEACS Infrastructure Working Group.

Proactively explore and promote issues of common interest: BEFS has developed its policy agenda through its parliamentary engagement work and manifesto, and through its consultation responses, workshops, working groups and the General Meeting seminar. The cumulative effect can be seen within the party manifestos of most of the main parties for the Scottish Parliament elections where issues relating to the historic environment, sustainable development and urban design were clearly integrated. The Board is now considering building further parliamentary capacity.

Raise the profile of the Forum within the policy arena: BEFS representatives have been active within stakeholder groups outside of the Forum including: the HEACS Infrastructure working group, the Knowledge Group (for Architecture); the Architecture Policy Progress Group; the Cross-Party Group on Architecture and the Built Environment; Ministerial Advisory Group on Marine and Coastal Strategy (AGMACS); the Landscape Forum; the Historic Environment Audit Stakeholder Advisory Group. BEFS meets or talks informally on a regular basis with civil servants from Historic Scotland, the Scottish Executive Architecture Policy Unit, and the Scottish Executive Development Department, and has met during this financial year with the Minister for Tourism, Culture and Sport. Its manifesto and discussions with MSPs and policy researchers from the five main Political Parties has increased profile within the Parliament. The full range of BEFS policy documents, consultation responses and research findings are made available via the BEFS website.

DIRECTORS' REPORT

For the Year Ended 31 March 2007

Diversify funding: BEFS has developed tools to implement a Full Cost Recovery approach and integrated this within the Business Plan for 2007/08. This places the organisation in a significantly stronger position to apply for new funding in the new financial year – where there are initial proposals for an Urban Design Practitioner's Network and a Parliamentary Officer to take forward. The work on the Membership Development Survey, the Membership Pack, and the new E-Bulletin also places BEFS in a significantly strong position to increase the number of Members and Subscribers during the new Financial Year.

Ensure good governance and operation of the Forum: BEFS continues to maintain strong governance including audited accounts, 4 General Meetings, 8 Board Meetings, an Annual Review and continued development of operational policy.

Financial Review

Relationship Expenditure and Objectives

Operational costs in support of the above objectives totalled £48,499 with £6,031 of costs incurred on outreach and education (events, research etc) as disclosed in note 4 and £351 on fixed assets as disclosed in note 5. During the year an additional grant of £1,765 was received from Historic Scotland. £999 of this was used to fund the development of four e-bulletins "Campaign Helper", £351 was used to purchase a colour printer/scanner and £415 was used towards installing the printer and purchasing consumables for the printer.

Policy on Reserves

The Corporate Plan 2006 – 2009 states BEFS' intention to build up a reserve of six months worth of operating costs over the three year period of the plan.

Future

Key activities identified for the year 2007/08 are as follows:

- Forum Support: General Meetings, Representative and Member support; continuing to expand the membership; annual review; develop a communications strategy; develop the website.
- Engaging with Policy: consultation workshops; consultation responses; information dissemination; network and awareness; delegate to strategic groups; monitoring impact; BEFS E-Bulletin; develop a parliamentary strategy.
- Promoting Policy Issues: campaigns; exploratory workshops; research; working groups support (Sustainable Development, Urban Design, Historic Environment Review Taskforce); develop a research strategy.
- Promoting Good Practice: campaigns; exploratory workshops; research; working groups support (Sustainable Development, Urban Design, Historic Environment Review Taskforce); develop a research strategy.
- Central Function: Finance; Governance; Human Resources; Office and Administration; Strategy.

Statement of Directors' Responsibilities

The directors are responsible for preparing the Directors Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and the profit or loss for that period. In preparing these financial statements the directors are required to:

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

BUILT ENVIRONMENT FORUM SCOTLAND

DIRECTORS' REPORT

For the Year Ended 31 March 2007

Statement of Directors' Responsibilities (continued)

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and 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.

The directors confirm that: -

- o as far as they are aware, there is no relevant audit information of which the company's auditors are unaware; and
- o each director has taken all the steps he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

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

2007



BUILT ENVIRONMENT FORUM SCOTLAND INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

This report is issued in respect of an audit carried out under section 235 of the Companies Act 1985 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005.

We have audited the financial statements of Built Environment Forum Scotland for the year ended 31 March 2007 set out on pages 7 to 12. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2005).

This report is made solely to the members, as a body, in accordance with Section 235 of the Companies Act 1985 and to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's directors 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 charitable company and its members as a body for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

The responsibilities of the directors for preparing the Directors Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards, (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standard on Auditing (UK and Ireland).

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, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006. We also report to you whether, in our opinion, the information given in the Directors' Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity 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 charity 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 International Standards on Auditing (UK and Ireland) 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: -

- o the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities, of the state of the company's affairs as at 31 March 2007 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- o the financial statements have been properly prepared in accordance with the Companies Act 1985, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; and
- o the information given in the Directors' Report is consistent with the financial statements.

CHIENE + T AIT
Chartered Accountants and Registered Auditors
61 Dublin Street
Edinburgh
EH3 6NL

2007

BUILTENVIRONMENTFORUMSCOTLAND**INCOMEANDEXPENDITUREACCOUNT****Fort heyarended31March2007**

	Note	2007 £	2006 £
Turnover		54,804	78,087
Outreachandadministrativeexpenses		(58,099)	(70,208)
Operating (deficit)/surplus	3	(3,295)	7,879
Interestreceivable		732	358
(Deficit)/surplusonordinaryactivitiesbeforea ndaftertaxation forthe year		(2,563)	8,237
Transferfromrestrictedcapitalfund s	8	975	2,069
Retained (deficit)/surplusforthe year	8	(1,588)	10,306

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.

es are recognised in the

The notes on pages 10 to 12 form part of these financial statements

BUILTENVIRONMENTFO RUMSCOTLAND

STATEMENTOFFINANCIALACTIVITIES

Fortheyearended31March2007

	Note	Unrestricted Funds £	Restricted Funds £	Restricted Capital Funds £	Total 2007 £	Total 2006 £
Incomingresources						
Incomingresourcesfromgeneratedfunds						
Voluntaryincome -grantsreceivable		-	46,414	351	46,765	46,410
Interestreceivable		732	-	-	732	358
Incomingresourcesfromcharitableactivities						
Projectincome		-	1,322	-	1,322	26,680
Membershipsuscriptions		7,068	-	-	7,068	6,407
Totalincomingresources		<u>7,800</u>	<u>47,736</u>	<u>351</u>	<u>55,887</u>	<u>79,855</u>
Resourcesexpended						
Charitableactivities		-	53,555	975	54,530	64,813
Governancecosts		-	3,569	-	3,569	5,395
Totalresourcesexpended	4	<u>-</u>	<u>57,124</u>	<u>975</u>	<u>58,099</u>	<u>70,208</u>
Net (outgoing)/incomingresources beforetransfers		7,800	(9,388)	(624)	(2,212)	9,647
Grosstransfer s betweenfunds		(9,388)	9,388	-	-	-
Netmovementoffundsintheyear		(1,588)	-	(624)	(2,212)	9,647
Totalfundsbroughtforward		19,774	-	2,079	21,853	12,206
Totalfundscarriedforward		<u>18,186</u>	<u>-</u>	<u>1,455</u>	<u>19,641</u>	<u>21,853</u>

Thestatementoffinancialactivitiesincludesallgainsandlossesrecognisedintheyear.

The notes on pages 10 to 12 form part of these financial statements

BUILTENVIRONMENT FORUM SCOTLAND**BALANCE SHEET****As at 31 March 2007**

	Note	2007	2006
		£	£
Fixed assets			
Tangible assets	5	1,843	2,467
Current assets			
Debtors	6	572	2,210
Cash at bank and in hand		20,911	34,650
		<u>21,483</u>	<u>36,860</u>
Creditors: amounts falling due within one year	7	3,685	17,474
		<u>17,798</u>	<u>19,386</u>
Net current assets		<u>19,641</u>	<u>21,853</u>
Net assets		<u><u>19,641</u></u>	<u><u>21,853</u></u>
Capital and reserves			
Unrestricted funds	8	18,186	19,774
Restricted funds	8	-	-
Restricted capital fund	8	1,455	2,079
		<u>19,641</u>	<u>21,853</u>

These financial statements were approved by the directors on their behalf by: -

2007

and are signed on

Robin Burley
Director

The notes on pages 10 to 12 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2007

1. Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Small Enterprises (effective January 2005) and the Statement of Recommended Practice: Accounting and Reporting by Charities (2005).

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. Support costs are allocated to the unrestricted and restricted funds in proportion to the charitable income received. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

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% straightline
Furniture	-	20% straightline

Items costing less than £300 are not capitalised in the balance sheet.

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

	2007	2006
	£	£
Wages and salaries	32,304	25,360
Social security costs	2,941	2,403
Pension costs	1,400	1,158
Staff training and recruitment	575	899
	-----	-----
	37,220	29,820
	=====	=====

The average number of employees during the year was 1 (2006: 1).

In accordance with the company's Articles of Association, no director received any remuneration in the year (2006: £nil). During the year Robin Burley, director, received reimbursed travel expenses of £ nil (2006: £346)

No employee received remuneration in excess of £60,000. (2006: £Nil)

3. Operating (deficit)/surplus

	2007	2006
	£	£
This is stated after charging:-		
Auditors' remuneration	2,078	1,653
Depreciation	975	1,989
	=====	=====

BUILTENVIRONMENTFORUMSCOTLAND

NOTES TOTHEFINANCIALSTATEMENTS (cont'd)

Fortheyearended31March2007

4. Resources expended	Charitable Activities	Governance Costs	Total 2007	Total 2006
	£	£	£	£
Outreach and education	6,031	-	6,031	24,378
Support costs				
Staff costs	37,220	-	37,220	29,820
Depreciation	975	-	975	1,989
Loss on disposal of fixed assets	-	-	-	80
Office and operational				
Auditor's remuneration	-	2,078	2,078	1,653
Meeting costs	-	1,255	1,255	950
Legal fees and consultancy	-	236	236	3,415
Other	10,304	-	10,304	7,923
	<u>48,499</u>	<u>3,569</u>	<u>52,068</u>	<u>45,830</u>
 Total resources expended	 <u>54,530</u>	 <u>3,569</u>	 <u>58,099</u>	 <u>70,208</u>

Depreciation is allocated to the restricted capital reserve on capital grant funded assets.

5. Tangible fixed assets

	Furniture	Computer Equipment	Total
	£	£	£
Cost			
At 1 April 2006	979	7,179	8,158
Additions	-	351	351
At 31 March 2007	<u>979</u>	<u>7,530</u>	<u>8,509</u>
 Depreciation			
At 1 April 2006	501	5,190	5,691
Charge for the year	196	779	975
At 31 March 2007	<u>697</u>	<u>5,969</u>	<u>6,666</u>
 Net book value			
At 31 March 2007	<u>282</u>	<u>1,561</u>	<u>1,843</u>
At 31 March 2006	<u>478</u>	<u>1,989</u>	<u>2,467</u>

6. Debtors

	2007	2006
	£	£
Historic Scotland Capital Grant	-	1,410
Project Income receivable	-	100
Subscriptions receivable	100	700
HMRC SMP refund	472	-
	<u>572</u>	<u>2,210</u>

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (cont'd)

For the year ended 31 March 2007

7. Creditors: amounts falling due within one year	2007	2006
	£	£
Social security and other taxes	-	441
Accruals	2,655	3,652
Other creditors	1,030	13,381
	<u>3,685</u>	<u>17,474</u>

8. Funds

	Unrestricted Funds	Restricted Funds	Restricted Capital Funds	Total
	£	£	£	£
At 1 April 2006	19,774	-	2,079	21,853
Surplus for the year after transfers	(1,588)	-	-	(1,588)
Capital grants received in the year	-	-	351	351
Capital grants released to income and expenditure account	-	-	(975)	(975)
	<u>18,186</u>	<u>-</u>	<u>1,455</u>	<u>19,641</u>

Funds represented by:

Fixed assets	388	-	1,455	1,843
Net current assets	17,798	-	-	17,798
	<u>18,186</u>	<u>-</u>	<u>1,455</u>	<u>19,641</u>

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.

9. 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 2007/08 which indicate the amount of grant and fundraising assistance required. The financial statements have been prepared on the going concern basis which assumes that adequate income will be received.

10. 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.

ANALYSISOFEXPENDITURE

Fortheyearended31March2007

	£	2007 £	£	2006 £
Outreacheducationalcosts				
Pub licity	1,272		1,562	
Mem bershipofotherbodies	150		190	
Seminar s,workshopsandevents	2,134		1,530	
Bulletindevelopment	999		-	
SDworkshop	-		873	
Mappingresearch	154		20,124	
Audit workshop	1,322		100	
		6,031		24,379
Staffcosts				
Salaries	32,304		25,360	
Employer'sNIC	2,941		2,403	
Pension	1,400		1,158	
Staff rainingandrecruitment	575		899	
		37,220		29,820
Officeandoperationalcosts				
Officerental	6,744		6,053	
Insurances	315		236	
Tel ecommunications	740		(82)	
Generaloperationalexpenses	3,344		2,665	
Printerconsumablesandinstallation (fundedbyHistoricSc otland)	416		-	
		11,559		8,872
Depreciation				
Depreciationoffixedassets	975		1,989	
Los sonsaleoffixedassets	-		80	
		975		2,069
Managementandadministrationcosts				
Audit andaccountancy	2,078		1,653	
C onsultancy	236		3,415	
		2,314		5,068
		58,099		70,208