

BUILT ENVIRONMENT FORUM SCOTLAND
FINANCIAL STATEMENTS AND ANNUAL REPORT

For the Year Ended 31 March 2010

Company No: SC250970
Charity Registration No: SC034488

BUILT ENVIRONMENT FORUM SCOTLAND

FINANCIAL STATEMENTS

For the Year Ended 31 March 2010

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BUILT ENVIRONMENT FORUM SCOTLAND

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity: Built Environment Forum Scotland

Charity Registration No: SC 034488

Company Registration No: SC 250970

Registered Office: 9 Manor Place
Edinburgh
EH3 7DN

Charity Trustees: Robin Burley MBE (Chairman)
Robin Turner (Vice Chairman)
Graham U'ren (Treasurer)
Simon Gilmour
Séan O'Reilly
John Sode-Woodhead (Resigned 30 April 2009)
Audrey Dakin (Appointed 27 Aug 2009. From 25 March 2010 instead co-opted to the Board)
Andrew Leslie (co-opted 9 October 2009)
Terry Levinthal (appointed 9 October 2009)
Charles Strang (appointed 9 October 2009, resigned 20 May 2010)
Jonathan Wordsworth (appointed 9 October 2009)

Company Secretary: Jo Robertson, until 5 Aug 2009
Pernilla Rinsell, from 5 Aug 2009

Chief Executive Officer: Jo Robertson (Forum Co-ordinator): until 12 June 2009, from 31 March 2010 until 1 June 2010
Pernilla Rinsell (Forum Co-coordinator Maternity Cover) 12 June 2009 – 31 March 2010
Craig Stirrat (Director): from 1 June 2010

Solicitors: Morton Fraser
Quatermile Two
2 Lister Square
Edinburgh
EH3 9GL

Bankers: CAF Bank Limited
PO Box 289
West Malling
Kent
ME19 4TA

Auditors: Chiene + Tait
Chartered Accountants and Registered Auditors
61 Dublin Street
Edinburgh
EH3 6NL

BUILT ENVIRONMENT FORUM SCOTLAND

DIRECTORS' REPORT

For the Year Ended 31 March 2010

1/ 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 the representatives of the Member organisations. The Chairman may be drawn from the pool of representatives, or may be appointed independently. Director appointments are made by ordinary resolution at the AGM or by resolution of the Board of Directors. In addition, a maximum of two directors per year may be co-opted by the Board of Directors. Following appointment, a Director is provided with an induction pack of key documents and a training budget is in place for Directors.

Organisation Structure: Board meetings, meetings of office bearers, and General Meetings of the Member Representatives, all take place on a quarterly basis. During 2009-10 BEFS has employed 1.4 (FTE equivalent) members of staff to whom day to day administration of the company is delegated. A working group focusing on historic environment issues is currently active. The intention is to develop one or two further standing working groups and have staffing in place to support these groups. Taskforces address ad hoc issues. Consultation is open to members, and workshops to wider audience.

Related Parties: BEFS is a membership organisation – its key 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 may join as Supporters.

Volunteers: The Board of Directors act in a voluntary capacity. In addition, each member organisation nominates up to two individuals to represent their organisation's interests and engage in the work of the Forum. An assessment of this contribution in kind for the year 09-10 calculated its value, in terms of time committed, at approx. £47,500.

Risk: The risk assessment is reviewed by the Board on a quarterly basis, and action taken to mitigate those risks accordingly. At the end of the financial year 09-10, key risk areas comprise dependency on one main income source and the spread of views within the membership about the organisation's role. Both risk areas are being addressed.

2/ Objectives and Activities

Charity Objectives: BEFS' vision is to achieve successful, sustainable place-making in Scotland that reflects the passion and skill of those caring for, and creating, good places for people. Our mission is to support organisations in pursuing excellence in place-making by providing a forum for understanding, promoting and influencing the dynamic relationship between the historic environment, new design and sustainable development.

Aims: During the year 2009-10, BEFS continued to pursue its five goals of: building capacity within the forum structure; providing focus on strategic issues; enabling dialogue within cross-disciplinary membership; championing policies and practices; representing collective views of members to decision-makers.

Significant Activities: Principal activities during the year comprised: General Meetings of members; Working Group and Taskforce activity, Consultation and Workshop activity, Information services, and Development activity.

3/ Key achievements and performance

During the year BEFS facilitated three well-received workshops enabling stakeholders to get involved in Scottish Government policy proposals: *Amending Scotland's heritage legislation – an effective toolkit*; *Historic Environment (Amendment) Bill: Certificates not to List and Conservation Areas*; and *Managing Change in the Historic Environment*.

BUILT ENVIRONMENT FORUM SCOTLAND

DIRECTORS' REPORT

For the Year Ended 31 March 2010

BEFS has submitted responses to 6 consultations: *The consolidated Scottish Planning Policy; the Historic Environment (Amendment) Bill; Implementation of the Removal of the Duty of Planning Authorities to Notify Historic Scotland on Certain Types of Listed Building Consent Application; Mineral dredging in Harbours (by the Marine Bill Historic Environment Task Force); Managing Change in the Historic Environment; and Permitted Development Rights for Domestic Micro-Wind Turbines and Air-Source Heat Pumps.*

General Meetings have provided opportunity for members to raise issues, learn about each others' priorities and contribute to BEFS strategic development. Speakers at General Meetings have provided a starting point for discussions on Place-making and Townscape.

The Historic Environment Working Group has had regular meetings throughout the year, including one meeting, focusing on the Historic Environment Bill, open to all BEFS members. Key issues raised this year have been: Government consultations and policy revisions, Historic Environment (Amendment) Bill, Marine Bill, VAT, NTS strategic review, Climate Change Act and sustainable land-use strategy, buildings at risk, Infrastructure and funding of the Historic Environment sector, Recession and impact on the sector.

The Marine Bill Historic Environment Taskforce has led engagement on historic environment aspects of the Scottish Marine Bill, submitted written evidence on the Marine Bill and submitted a consultation response.

In February BEFS established a new Historic Environment Bill Taskforce, which will lead on BEFS work in relation to the Historic Environment (Amendment) Bill.

BEFS has continued to provide information on Government consultations, publications, news, parliamentary activity, events etc via its regular e-Bulletin. During the year the number of bulletin subscribers has increased from 120 in April 2009 to 217 in March 2010.

Representatives from the Forum have met with the Minister for Europe, External Affairs and Culture and Historic Scotland. BEFS staff and members have also acted as representatives at other fora such as: SCVO intermediaries' network, the Cross-party group on Architecture and the Built Environment, Town Centres and Local High Streets Learning Network: External Advisory Group and Scotland's Housing Expo.

Organisational development:

In addition to the above activities, BEFS has undertaken work aimed at developing the organisation as the intermediary body for the Scottish Historic Environment. With the support of Historic Scotland BEFS commissioned research into the delivery of intermediary functions for the Scottish Historic Environment sector, with the aim to gather evidence about what support historic environment organisations want and how they think it should best be provided. Following the results of that research and in consultation with BEFS members, BEFS developed a three-year business plan.

BEFS has also expanded its Board of Directors from five to ten.

Financial Review

Relationship Expenditure and Objectives

Operational costs in support of the above objectives totalled £62,299 with £4,231 of costs incurred on outreach and education (events, research etc) as disclosed in note 4.

Policy on Reserves

The Board sees it is a key financial objective to manage risk responsibly and the general reserve represents 3 months budgeted operating costs which is viewed as a minimum level to enable it to meet the Charity's responsibilities if operations were to be drawn to a close. The increased turnover forecast by the new business plan will carry higher levels of financial risk, particularly in relation to staffing levels, and within that business plan period the Board has set a new financial objective to increase the reserve year on year between now and 2013 to a level which represents a minimum of 3 months operating costs.

BUILT ENVIRONMENT FORUM SCOTLAND

DIRECTORS' REPORT

For the Year Ended 31 March 2010

4/ Future

BEFS has been awarded a three year grant from Historic Scotland. With the aid of this funding BEFS aims to rapidly develop its historic environment intermediary role within its wider remit. During 2010-11 BEFS intends to increase its level of staffing with 2 new posts to a total of 4 persons or 2.6 FTE.

BEFS activities over the next three years will be focused on 5 strategic objectives: Collective Expertise, Communication, Membership Support, Organisational Development and Outreach.

BEFS will also seek additional financial support to expand its work into areas such as climate change, sustainable development and new design.

5/ 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.

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:-

- as far as they are aware, there is no relevant audit information of which the company's auditors are unaware; and
- 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.

6/ 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

16th June 2010

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES
AND MEMBERS OF BUILT ENVIRONMENT FORUM SCOTLAND**

We have audited the financial statements of Built Environment Forum Scotland for the year ended 31 March 2010 set out on pages 6 to 12. The financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006, 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 members and the charity's trustees those matters 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 charity, its members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

We have been appointed auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report to you in accordance with those Acts.

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

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities and have been prepared in accordance with the Companies Act 2006, 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 Trustees' Annual Report is consistent with those financial statements.

We also report to you if, in our opinion, the charity has not kept adequate and proper accounting records, if the charity's financial statements are not in agreement with these accounting records, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

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

Basis of audit opinion

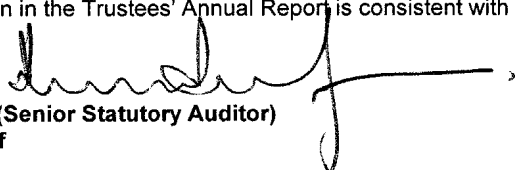
We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 charity's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities;
- the financial statements have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.



Kenneth McDowell (Senior Statutory Auditor)

For and on behalf of

CHIENE + TAIT

Chartered Accountants and Statutory Auditor

61 Dublin Street

Edinburgh, EH3 6NL

29 June 2010

BUILT ENVIRONMENT FORUM SCOTLAND

INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 March 2010

	Note	2010 £	2009 £
Turnover		73,898	57,318
Outreach and administrative expenses		(66,530)	(57,628)
Operating surplus / (deficit)	3	7,368	(310)
Interest receivable		39	669
Surplus on ordinary activities before and after taxation for the year		7,407	359
Transfer from restricted capital funds	7	-	659
Retained Surplus for the year	7	7,407	1,018

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 notes on pages 9 to 12 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2010

	Unrestricted Note Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Incoming resources				
Incoming resources from generated funds				
Voluntary income - grants receivable	-	62,800	62,800	43,615
Interest receivable	39	-	39	669
Incoming resources from charitable activities				
Other Income	201	-	201	113
Membership subscriptions and workshops	8,704	2,143	10,847	13,490
Bulletin income	50	-	50	100
Total incoming resources	<u>8,994</u>	<u>64,943</u>	<u>73,937</u>	<u>57,987</u>
Resources expended				
Charitable activities	-	64,062	64,062	55,651
Governance costs	-	2,468	2,468	1,977
Total resources expended	4 <u>-</u>	<u>66,530</u>	<u>66,530</u>	<u>57,628</u>
Net incoming/(outgoing) resources before transfers	8,994	(1,587)	7,407	359
Gross transfers between funds	<u>(1,587)</u>	<u>1,587</u>	<u>-</u>	<u>-</u>
Net movement of funds in the year	7,407	-	7,407	359
Total funds brought forward	<u>22,330</u>	<u>-</u>	<u>22,330</u>	<u>21,971</u>
Total funds carried forward	<u><u>29,737</u></u>	<u><u>-</u></u>	<u><u>29,737</u></u>	<u><u>22,330</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 9 to 12 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND**BALANCE SHEET****As at 31 March 2010**

	Note	£	2010 £	£	2009 £
Fixed assets					
Tangible assets	5		123		249
Current assets					
Cash at bank and in hand		31,256		24,457	
			31,256		24,457
Creditors: amounts falling due within one year	6		1,642		2,376
Net current assets			29,614		22,081
Net assets			29,737		22,330
Capital and reserves					
Unrestricted Funds	7		29,737		22,330
			29,737		22,330

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Small Entities (effective April 2008).

These financial statements were approved by the directors on *3rd June*, 2010 and are signed on their behalf by:-



Robin Burley
Director

The notes on pages 9 to 12 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2010

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 April 2008), the Charities Accounts (Scotland) Regulations 2006 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% straight line
Furniture - 20% straight line
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.

Pension Costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

2. Staff costs

	2010	2009
	£	£
Wages and salaries	33,502	31,069
Social security costs	2,713	2,585
Pension costs	2,541	1,306
Staff training and recruitment	242	562
	<u>38,998</u>	<u>35,522</u>

The average number of employees during the year was 3 (2009: 2).

In accordance with the company's Articles of Association, no director received any remuneration in the year (2009: £nil). During the year Robin Burley, director, received reimbursed travel expenses of £494 (2009: £248)

No employee received remuneration in excess of £60,000. (2009: £Nil)

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2010

3. Operating surplus **2010**
£ **2009**
£

This is stated after charging:-

Auditors' remuneration	2,064	1,755
Depreciation	126	798
	2,190	2,553

4. Resources expended

	Charitable Activities £	Governance Costs £	Total 2010 £	Total 2009 £
Outreach and education	4,231	-	4,231	5,046
Support costs				
Staff costs	38,998	-	38,998	35,522
Office accommodation	5,640	-	5,640	6,011
Depreciation	126	-	126	798
Overheads				
Auditor's remuneration	-	2,064	2,064	1,755
Meeting costs	-	404	404	222
Office consumables	2,647	-	2,647	2,246
Profile/publicity	1,554	-	1,554	1,731
Computer equipment	1,860	-	1,860	3,670
Website Development	1,087	-	1,087	-
Projects	7,500	-	7,500	-
Other expenditure	419	-	419	627
	59,831	2,468	62,299	52,582
Total resources expended	64,062	2,468	66,530	57,628

5. Tangible fixed assets

	Furniture £	Computer Equipment £	Total £
Cost			
At 1 April 2009 and 31 March 2010	979	7,530	8,509
Depreciation			
At 1 April 2009	970	7,290	8,260
Charge for the year	9	117	126
At 31 March 2010	979	7,407	8,386
Net book value			
At 31 March 2010	-	123	123
At 31 March 2009	9	240	249

BUILT ENVIRONMENT FORUM SCOTLAND**NOTES TO THE FINANCIAL STATEMENTS** (cont'd)**For the year ended 31 March 2010**

6. Creditors: amounts falling due within one year	2010	2009
	£	£
Social security and other taxes	-	720
Accruals	1,642	1,656
	<u>1,642</u>	<u>2,376</u>

7. Funds

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
At 1 April 2009	22,330	-	22,330
Surplus for the year after transfers	7,407	-	7,407
At 31 March 2010	<u>29,737</u>	<u>-</u>	<u>29,737</u>

Funds represented by:

Fixed assets	123	-	123
Net current assets	29,614	-	29,614
	<u>29,737</u>	<u>-</u>	<u>29,737</u>

The unrestricted funds represent the general reserves of the company for use in accordance with its charitable Objects and constitute 3 months worth of budgeted operating costs, which is in line with the policy on reserves in the Directors' Report above.

For the year ended 31 March 2010

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. Historic Scotland has entered into a 3-year funding agreement with BEFS from 1 April 2010.

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.

ANALYSIS OF EXPENDITURE

For the year ended 31 March 2010

	£	2010 £	£	2009 £
Outreach and educational costs				
General Meetings	457		1,207	
Working Groups	237		266	
Consultation	158		530	
Information	1,171		1,295	
Workshops	2,204		1,748	
		4,231		5,046
Staff costs				
Salaries	33,502		31,069	
Employer's NIC	2,713		2,585	
Pension	2,541		1,306	
Staff training and recruitment	242		562	
		38,998		35,522
Overheads				
Audit and accountancy	2,064		1,755	
Governance	404		222	
Office - accommodation	5,640		6,011	
Office - consumables	2,647		2,246	
Profile/publicity	1,554		1,731	
Computer equipment	1,860		3,670	
Other expenditure	419		627	
Projects	7,500		-	
Website Development	1,087		-	
		23,175		16,262
Depreciation				
Depreciation of fixed assets	126		798	
		126		798
		<u>66,530</u>		<u>57,628</u>