

**BUILT ENVIRONMENT FORUM SCOTLAND**  
**(A Company Limited by Guarantee)**

**FINANCIAL STATEMENTS AND ANNUAL REPORT**

**For the Year Ended 31 March 2014**

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

**BUILT ENVIRONMENT FORUM SCOTLAND**

**FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2014**

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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: Emeritus Professor Cliff Hague (Chairman)  
Simon Gilmour (Vice Chairman)  
Peter Burman  
Lucy Blackburn (resigned 4 October 2013)  
Jocelyn Cunliffe  
Terry Levinthal  
Craig McLaren  
Séan O'Reilly  
Bill Pagan  
Jonathan Wordsworth  
Nick Allan (appointed 4 October 2013)

Company Secretary: Jo Robertson

Management Team: John Pelan (Director)  
Jo Robertson (Senior Policy Officer – Historic Environment)  
Anne Wilkinson (Office Manager)  
Euan Leitch (Advocacy and Communications Officer) (appointed 1 July 2013)

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

Auditor: Chiene + Tait  
Chartered Accountants and Statutory Auditor  
61 Dublin Street  
Edinburgh  
EH3 6NL

# BUILT ENVIRONMENT FORUM SCOTLAND

## TRUSTEES' REPORT

### For the Year Ended 31 March 2014

#### 1/ Structure, Management, Governance

##### **Organisation Structure and Management:**

BEFS is a membership organisation inaugurated at a General Meeting of members on 29 August 2002 and incorporated as a limited company on 11 June 2003. The elected Board meets at least quarterly to provide strategic direction to the staff team. Operational management is delegated by the Board to the executive Director and Management Team, which during 2013-14 consisted of 2.6 (FTE equivalent) members of staff. Activity is delegated to standing committees and ad hoc taskforces.

##### **Governance**

The governing document is the Articles of Association, revised during 2011. The governing body of BEFS is the Board of Trustees. Trustees (who are also Directors of the company for the purposes of company law) are largely drawn from the representatives of the Member organisations. The Chairman may be drawn from the pool of representatives, or may be elected independently. Appointments are made by election through ordinary resolution at the AGM, and co-options during the year are ratified at the AGM.

The maximum number of Trustees is fourteen and (unless otherwise determined by a special resolution) the minimum number of Directors is six. Of these, a maximum of two Trustees per year may be co-opted by the existing Board. Following appointment, a Trustee is provided with an induction pack of key documents and a training budget is in place for Trustees.

##### **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 Associates, and individuals as Supporters.

The Director is seconded to BEFS on a part-time basis under the terms of a service agreement between BEFS and the Scottish Civic Trust (SCT). SCT is a member organisation of BEFS but does not currently have a place on the BEFS Board. This service agreement was renewed in April 2014. The arrangement has been approved by both the BEFS and SCT Boards.

##### **Volunteers**

The Board of Trustees acts 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.

##### **Risk**

The risk assessment is regularly reviewed by the Board, and action taken to mitigate those risks accordingly. At the end of the financial year 2013/14, key risk areas comprise dependency on one main income source and perception/communication of 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. These objectives are charitable under the categories of Advancement of Heritage, Culture, Science and the Environment.



# BUILT ENVIRONMENT FORUM SCOTLAND

## TRUSTEES' REPORT

### For the Year Ended 31 March 2014

#### **Strategic Activities**

During the year 2013 - 14, BEFS continued to pursue its five Strategic Plan Objectives:

1. COLLECTIVE EXPERTISE - To be recognised as the organisation that offers collective informed independent opinion on issues affecting the historic and contemporary built environment
2. COMMUNICATION - To communicate information, opinion and good practice about the historic and built environment effectively with members, their constituents and across the sector
3. MEMBERSHIP SUPPORT - To support member organisations to build their capacity and operate more strategically and efficiently
4. ORGANISATIONAL DEVELOPMENT - To develop a viable organisation by ensuring there is a responsive structure with appropriate skills and resources to deliver the outputs required to realise the vision
5. OUTREACH - To work with members to develop and promote better understanding of how the historic and built environment contributes to public benefit.

#### **Significant Activities**

Significant activities consist of facilitating workshops and meetings; information and awareness-raising; communications; policy consultation; conference.

#### **3/ Key achievements and performance**

During the year BEFS supported its members by providing regular information on strategic policy matters and facilitating discussion and debate on a wide range of historic and built environment issues. BEFS is guided by its five Strategic Plan Objectives (see Item 2) and by a set of targets and outcomes agreed with its principal funder, Historic Scotland. BEFS reviews its performance on a quarterly and annual basis.

Activity in the year 2013/14 included:

##### **Workshops**

BEFS organised workshops on a number of themes including: Historic Scotland/Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) merger, Community Empowerment, SPP & NPF3, Small Towns Initiative and Built Environment research framework.

##### **Consultation responses**

BEFS responded to a number of consultations including: SPP, NPF3, Community Empowerment, Historic Environment Strategy and HS/ RCAHMS merger.

##### **Historic Environment Strategy**

BEFS had ongoing dialogue with the newly –established Historic Environment Policy Unit (HEPU) on drafting of the new historic environment strategy and its delivery and implementation. BEFS ran three successful workshops (Edinburgh, Glasgow and Perth) involving a wide range of people from across the built environment and voluntary sectors. A task force was established to monitor and inform the merger bill as it moves through the Parliamentary process.

##### **Annual Congress**

BEFS ran a successful annual congress on the theme Mainstreaming the Historic Environment (a theme set out in the Scottish Government's consultation on the Historic Environment Strategy for Scotland), in Linlithgow, attracting around 85 delegates. The Congress featured presentations from representatives from Scottish Government, local authorities, practitioners and developers with an opportunity to learn how other sectors have successfully influenced policy making.

## **BUILT ENVIRONMENT FORUM SCOTLAND**

### **TRUSTEES' REPORT**

#### **For the Year Ended 31 March 2014**

##### **Small Towns Initiative**

The BEFS Small Towns Initiative, led by Chairman Professor Cliff Hague (started in 2012) culminated in a workshop in Helensburgh and a new microsite on the BEFS website featuring reports, links and resources.

##### **Communications**

BEFS continue to develop its new website at [www.befs.org.uk](http://www.befs.org.uk) which offers greater functionality. The appointment of a new full-time Advocacy and Communications Officer has greatly enhanced the organisation's capacity to communicate with members, government (national and local) and the wider built environment sector. BEFS uses its website, social networking presence and regular e-bulletins to promote key messages, events and policy announcements.

##### **Annual Lecture**

BEFS held a very successful inaugural Annual Lecture in February with Scotland's Chief Medical Officer on the theme of 'Health and the Built Environment', attracting almost 200 delegates.

##### **Working Groups**

The Historic Environment Working Group (HEWG) met regularly to discuss policy initiatives and the historic environment strategy/merger bill in particular. The Architecture and Place Group met once to discuss themes and possible events and speakers for the year ahead.

##### **Development**

BEFS has developed an outline HLF grant submission which has been granted first stage approval for a full application. If successful this will generate a new revenue stream for the organisation.

BEFS is a partner in the successful HLF-funded 'Resourcing Scotland's Heritage' project which will build capacity amongst the historic environment sector to generate income from private sources.

The BEFS Director and Senior Policy Officer started a six-day course in facilitation skills training with a view to marketing BEFS's facilitation services to more external organisations.

#### **4/ Financial Review –**

##### **Relationship between Expenditure and Objectives**

BEFS received resources to the value of £139,054. Operational costs in support of the above objectives totalled £124,271 of which £119,426 costs were incurred on charitable activities (outreach and education), £1,783 is a repayment of underspent grant and £3,062 is on governance costs, as disclosed in note 4 to the financial statements.

##### **Policy on Reserves**

The policy on reserves is to achieve four months-worth of operating costs (agreed by the Board on 26/01/12).

#### **5/ Plans for the Future**

BEFS is at half way through a 2 Year programme grant-funded by Historic Scotland, running to 31 March 2015, with the option to extend the grant for a further year. BEFS is also actively looking at ways of generating additional revenue from other sources including sponsorship and grants. BEFS is reviewing its staffing structure and investment in staff development to enhance its capacity to deliver desired outcomes in future.



## BUILT ENVIRONMENT FORUM SCOTLAND

### TRUSTEES' REPORT

For the Year Ended 31 March 2014

#### 6/ Statement of Trustee responsibilities

The trustees (who are also directors of Built Environment Forum Scotland for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 charity will continue in operation. The going concern basis of preparation is disclosed further in note 8 to the financial statements.

The trustees are responsible for keeping adequate accounting records, that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

#### 7/Auditor

Chiene + Tait have indicated their willingness to continue as auditor and a resolution for their reappointment will be put to the Members at the Annual General Meeting.

ON BEHALF OF THE DIRECTORS

Dr Simon Gilmour  
Director

..... 18<sup>th</sup> Dec 2014



## **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 2014 which comprise the Statement of Financial Activities, the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 (as amended). 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**

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- 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 (as amended).

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

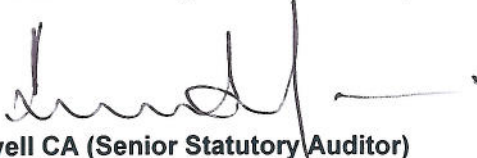


**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF BUILT ENVIRONMENT FORUM SCOTLAND (contd.)**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.



**Kenneth McDowell CA (Senior Statutory Auditor)**  
For and on behalf of  
**CHIENE + TAIT**  
Chartered Accountants and Statutory Auditor  
61 Dublin Street  
Edinburgh, EH3 6NL

19 JUNE 2014

Chiene and Tait is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006.

**BUILT ENVIRONMENT FORUM SCOTLAND**

**INCOME AND EXPENDITURE ACCOUNT**

**For the year ended 31 March 2014**

	<b>Note</b>	<b>2014</b> £	<b>2013</b> £
<b>Turnover</b>		139,054	139,329
Outreach and administrative expenses		(124,271)	(134,078)
<b>Operating surplus</b>	3	14,783	5,251
Interest receivable		100	93
<b>Retained Surplus for the year</b>	8	14,883	5,344

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 11 to 14 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2014

	Note	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income - grants receivable	4	-	128,358	128,358	127,308
Interest receivable		100	-	100	93
<b>Incoming resources from charitable activities</b>					
Other Income		486	-	486	314
Membership subscriptions and events		10,210	-	10,210	11,707
<b>Total incoming resources</b>		<u>10,796</u>	<u>128,358</u>	<u>139,154</u>	<u>139,422</u>
<b>Resources expended</b>					
Charitable activities		894	118,532	119,426	117,562
Repayment of underspent grant		-	1,783	1,783	13,472
Governance costs		-	3,062	3,062	3,044
<b>Total resources expended</b>	5	<u>894</u>	<u>123,377</u>	<u>124,271</u>	<u>134,078</u>
<b>Net incoming resources before transfers</b>		<u>9,902</u>	<u>4,981</u>	<u>14,883</u>	<u>5,344</u>
Gross transfers between funds		-	-	-	-
Net movement of funds in the year		<u>9,902</u>	<u>4,981</u>	<u>14,883</u>	<u>5,344</u>
Total funds brought forward		<u>63,271</u>	-	<u>63,271</u>	<u>57,927</u>
<b>Total funds carried forward</b>		<u><u>73,173</u></u>	<u><u>4,981</u></u>	<u><u>78,154</u></u>	<u><u>63,271</u></u>

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

The notes on pages 11 to 14 form part of these financial statements



**BUILT ENVIRONMENT FORUM SCOTLAND**

**BALANCE SHEET**

**As at 31 March 2014**

	Note	£	2014 £	£	2013 £
<b>Fixed assets</b>					
Tangible assets	6		1,721		1,307
<b>Current assets</b>					
Debtors		-		750	
Cash at bank and in hand		79,959		76,357	
			<u>79,959</u>	<u>76,357</u>	
<b>Creditors: amounts falling due within one year</b>	7		3,526		15,143
			<u>3,526</u>		<u>15,143</u>
<b>Net current assets</b>			<u>76,433</u>		<u>61,964</u>
<b>Net assets</b>			<u>78,154</u>		<u>63,271</u>
<b>Capital and reserves</b>					
Unrestricted Funds	8		73,173		63,271
Restricted funds	8		4,981		-
			<u>78,154</u>		<u>63,271</u>

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 *18th June* 2014 and are signed on their behalf by:-

**Dr Simon Gilmour**  
Director

Company number: SC250970

The notes on pages 11 to 14 form part of these financial statements

# BUILT ENVIRONMENT FORUM SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS

### For the year ended 31 March 2014

#### 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).

#### Going concern

The financial statements have been prepared on a going concern basis. The trustees have assessed the Company's ability to continue as a going concern and have reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 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 as practically as possible. 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

	2014	2013
	£	£
Wages and salaries	70,771	62,855
Social security costs	14,438	8,242
Pension costs	1,626	1,608
Staff training and recruitment	2,293	753
	<u>89,128</u>	<u>73,458</u>

**BUILT ENVIRONMENT FORUM SCOTLAND**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2014**

**2. Staff costs (contd.)**

The average number of employees during the year was 4 (2013: 4).

In accordance with the company's Articles of Association, no trustee received any remuneration in the year (2013: £nil). During the year, 3 trustees received reimbursed travel expenses of £1,318 (2013: Two trustees £808).

No employee received remuneration in excess of £60,000 (2013: £Nil).

The Director is seconded to BEFS on a part-time basis under the terms of a service agreement between BEFS and the Scottish Civic Trust (SCT). SCT is a member organisation of BEFS but does not currently have a place on the BEFS Board. This service agreement was renewed in April 2013. The arrangement has been approved by both the BEFS and SCT Boards.

<b>3. Operating surplus</b>	<b>2014</b>	<b>2013</b>
	£	£
This is stated after charging:-		
Auditors' remuneration	1,605	1,555
Depreciation	1,181	770
	<u>          </u>	<u>          </u>

<b>4. Voluntary income</b>	<b>2014</b>	<b>2013</b>
	£	£
Historic Scotland core funding	127,308	127,308
Resourcing Scotland's Heritage funding (Heritage Lottery Fund)	1,050	-
	<u>          </u>	<u>          </u>
	<u>128,358</u>	<u>127,308</u>

<b>5. Resources expended</b>	<b>Charitable</b>	<b>Governance</b>	<b>Total</b>	<b>Total</b>
	<b>Activities</b>	<b>Costs</b>	<b>2014</b>	<b>2013</b>
	£	£	£	£
Outreach and education	11,565	-	11,565	12,999
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Support costs</b>				
Staff costs	89,128	-	89,128	73,458
Contract staff	3,296	-	3,296	12,960
Office accommodation	8,637	-	8,637	8,570
Depreciation	1,181	-	1,181	770
<b>Repayment of underspent grant</b>	1,783	-	1,783	13,472
<b>Overheads</b>				
Auditor's remuneration	-	1,605	1,605	1,555
Payroll processing	-	815	815	783
Meeting costs	-	642	642	706
Office consumables	3,372	-	3,372	4,088
Other expenditure	2,247	-	2,247	4,717
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total resources expended	<u>121,209</u>	<u>3,062</u>	<u>124,271</u>	<u>134,078</u>



BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2014

**6. Tangible fixed assets**

	Furniture £	Computer Equipment £	Total £
<b>Cost</b>			
At 1 April 2013	1,099	6,328	7,427
Additions	-	1,595	1,595
	<u>1,099</u>	<u>7,923</u>	<u>9,022</u>
At 31 March 2014	<u>1,099</u>	<u>7,923</u>	<u>9,022</u>
<b>Depreciation</b>			
At 1 April 2013	895	5,225	6,120
Charge for the year	61	1,120	1,181
	<u>956</u>	<u>6,345</u>	<u>7,301</u>
At 31 March 2014	<u>956</u>	<u>6,345</u>	<u>7,301</u>
<b>Net book value</b>			
At 31 March 2014	<u>143</u>	<u>1,578</u>	<u>1,721</u>
At 31 March 2013	<u>204</u>	<u>1,103</u>	<u>1,307</u>

**7. Creditors: amounts falling due within one year**

	2014 £	2013 £
Accruals	1,743	1,671
Other creditors	1,783	13,472
	<u>3,526</u>	<u>15,143</u>

**8. Funds**

	Balance 1 Apr 2013 £	Incoming Resources £	Resources Expended £	Transfers £	Balance 31 Mar 2014 £
<b>Restricted funds</b>					
Historic Scotland	-	127,308	(122,327)	-	4,981
Resourcing Scotland's Heritage (HLF)	-	1,050	(1,050)	-	-
	<u>-</u>	<u>128,358</u>	<u>(123,377)</u>	<u>-</u>	<u>4,981</u>
<b>Unrestricted funds</b>	<u>63,271</u>	<u>10,796</u>	<u>(894)</u>	<u>-</u>	<u>73,173</u>
	<u>63,271</u>	<u>139,154</u>	<u>(124,271)</u>	<u>-</u>	<u>78,154</u>

## BUILT ENVIRONMENT FORUM SCOTLAND

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2014

#### 8. Funds (contd.)

Funds represented by:

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed assets	1,721	-	1,721
Net current assets	71,452	4,981	76,433
	<u>73,173</u>	<u>4,981</u>	<u>78,154</u>

The unrestricted funds represent the general reserves of the company for use in accordance with its charitable objects and constitute 6 months worth of budgeted operating costs, which is greater than the policy on reserves in the Trustees' Report above.

The restricted funds represent unspent grant funding from Historic Scotland. It is anticipated that these funds will be utilised in the forthcoming year.

#### 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 company is one year into a two year funding agreement with Historic Scotland which ends on 31 March 2015. Preliminary discussions to extend this beyond 31 March 2015 have already commenced although there is uncertainty surrounding the future funding of the organisation as a result of the forthcoming merger between Historic Scotland and Royal Commission on Ancient and Historic Monuments.

On the basis of the above and the levels of reserves currently held, the directors consider it appropriate to prepare the financial statements on the going concern basis.

#### 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.

## ANALYSIS OF EXPENDITURE

For the year ended 31 March 2014

	£	2014 £	£	2013 £
<b>Outreach and educational costs</b>				
Working Groups/Taskforces	551		176	
Seminars	-		138	
HEWG	218		469	
Consultation	-		90	
Information/Bulletin	1,172		1,020	
Workshops	4,525		4,663	
Congress	3,145		3,142	
Governance meetings	-		8	
Multi Party Dialogue/Party Fringe Events	-		40	
Membership & Participation	484		615	
Publications and website	717		2,638	
Networking	495		-	
Commissioned Project	258		-	
	<u>11,565</u>		<u>12,999</u>	
<b>Staff costs</b>				
Salaries	74,067		75,815	
Employer's NIC	14,438		8,242	
Pension	1,626		1,608	
Staff training and recruitment	2,293		753	
	<u>92,424</u>		<u>86,418</u>	
Repayment of underspent grant	1,783		13,472	
<b>Overheads</b>				
Audit and accountancy	2,420		2,338	
Governance	642		706	
Office - accommodation	8,637		8,570	
Office - consumables	3,372		4,088	
Other expenditure	2,247		4,717	
	<u>17,318</u>		<u>20,419</u>	
<b>Depreciation</b>				
Depreciation of fixed assets	1,181		770	
	<u>1,181</u>		<u>770</u>	
		<u>124,271</u>		<u>134,078</u>