

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

FINANCIAL STATEMENTS AND ANNUAL REPORT

For the Year Ended 31 March 2017

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



BUILT ENVIRONMENT FORUM SCOTLAND

FINANCIAL STATEMENTS

For the Year Ended 31 March 2017

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BUILT ENVIRONMENT FORUM SCOTLAND

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity: Built Environment Forum Scotland

Charity Registration No: SC034488

Company Registration No: SC250970

Registered Office: 125 Princes Street (3rd Fl)
Edinburgh
EH2 4AD

Charity Trustees: Dr Graeme Purves (Chairman)
Dr Peter Burman (Vice Chairman)
Nick Allan
Dr Simon Gilmour (Retired 8/12/2016)
Jocelyn Cunliffe
Torsten Haak (Honorary Treasurer)
Terry Levinthal
Nikola Miller
Bill Pagan
Eila Macqueen
Prof Ian Baxter
Julia Frost
John Pelan
Fiona Stirling

Company Secretary: Jo Robertson

Management Team: Euan Leitch (Director)
Jo Robertson (Senior Policy Officer – Historic Environment)
Saskia Smellie (Communications Officer – Historic Environment)
Fionnuala Douglas (Office Manager)

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

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

BUILT ENVIRONMENT FORUM SCOTLAND

TRUSTEES' REPORT

For the Year Ended 31 March 2017

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.

Strategic Activities: During the year 2016-17, BEFS continued to pursue its five Strategic Plan Objectives:

1. **INFORM:** What's happening?

Stakeholders are kept up to date with the latest developments in policy and practice affecting the historic environment, so that all can operate in an informed way.

2. **DISCUSS:** How do we deliver?

Stakeholders share and develop perspectives on delivering strategic policy issues and improving practice.

3. **EVALUATE:** What is working and what is not?

Stakeholders are increasingly able to explain the benefit of the historic environment as delivered through collective effort across the sector and more widely.

4. **ADVOCATE:** Getting our messages across.

Stakeholders shape legislation and policy priorities in a collaborative way, to enable improved management of the historic environment.

5. **GOVERNANCE:** Operating effectively.

Ensure good governance of BEFS to improve its ability to operate as a membership-led forum of practitioners working to secure Scotland's historic environment for public benefit.

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

KEY ACHIEVEMENTS AND PERFORMANCE

In 2016-17 Built Environment Forum Scotland kept stakeholders informed through 21 Bulletins, a unique service that gathers information relating to built environment policy and reaches around 700 people twice a month. BEFS website was refreshed during the year making it device optimal and easier to manage, and it was viewed by 7,500 unique users, 63% of which were new. The website is updated with cases studies, discussion of developing policy themes and introducing new Members. BEFS held a workshop in May 2016 for the working groups associated with Our Place in Time (OPIT) with the explicit objective of helping to communicate their agenda better.

BEFS held 10 workshops across the year on topics such as the National Performance Indicator for the historic environment, HES grant review, ecclesiastical heritage, the Scottish Historic Environment Audit, heritage data and the review of the Scottish Planning system. BEFS historic Environment Working Group met quarterly and as well as providing policy updates covered issues such as HES Grants Review, implications of Brexit on the heritage sector, Planning Review OPIT and introducing HES new CEO, Alex Paterson to Members. BEFS has also set up two taskforces, one on Brexit and one to address anticipated planning legislation. BEFS annual conference was organised in partnership with Heritage Lottery Fund Scotland and the Princes Regeneration Trust exploring "Financing the Historic Environment" across two days in March 2017 with a range of speakers from the public, private and charitable sectors and over 100 attendees and addressing a subject highlighted as important by the Scottish Historic Environment Forum. The Measuring Success Steering Group, chaired by BEFS, met twice, working on research into volunteering and the SHEA. It continues to exist as a virtual group supporting the evaluation work of the new OPIT working groups.

BEFS continues to collate Member's submissions to policy consultations providing analysis of collective interests while also monitoring the interest of parliamentarians' in the historic environment and keeping Members informed of this. BEFS held a husting in advance of the 2016 Scottish Parliamentary election in partnership with the RICS, RTPi Scotland and ICE Scotland. Subsequently, interns shared with PAS provided additional research on the built environment interests of newly elected MSPs that was shared with the Membership.

Resourcing Scotland's Heritage completed its third year with BEFS, in partnership with Archaeology Scotland, Arts & Business Scotland, Greenspace Scotland and Museums Galleries Scotland, delivering three training sessions and attending the advisory group's quarterly meetings. Six BEFS Members attending training sessions this year.

BUILT ENVIRONMENT FORUM SCOTLAND

TRUSTEES' REPORT (Continued)

For the Year Ended 31 March 2017

KEY ACHIEVEMENTS AND PERFORMANCE (Continued)

Two new organisations joined BEFS, the SCAPE Trust and Institute of Civil Engineers Scotland, as did one commercial practice, Craigerne Consulting Ltd. Four members of BEFS Board undertook governance training and revised Articles of Association were approved 6 Board Members were elected at the AGM in December 2016.

BEFS continues to be a conduit for information for stakeholders in the sector with well attended events and the ability to take information to decision-makers. BEFS met with the Cabinet Secretary for Culture, Tourism and External Affairs once and the Minister for Local Government and Housing twice, discussing issues relating to the planning review and building maintenance. BEFS submitted evidence to a Scottish Parliament's committee on the implications of the UK exiting the EU for the heritage sector and introduced HES to research being undertaken in England on EU funding that will now be replicated for Scotland. BEFS' new website facilitated in the launch of an Advocacy Toolkit for use in advance of the 2017 local authority elections and shaped HES designations search to include political boundary details. Three of BEFS staff are trained in facilitation and this remains of value not only for BEFS workshops but also in helping Member organisations to address internal governance issues. BEFS has been working with its Members and HES on finding a more satisfactory National Performance Indicator for the historic environment since October 2014 and this was finally achieved in March 2017.

Due to the merger of Historic Scotland and RCAHMS to create Historic Environment Scotland (HES), BEFS' funding agreement underwent a name change on 1st October 2015.

FINANCIAL REVIEW

Relationship Expenditure and Objectives

BEFS received resources to the value of £152,722 (2016: £139,399).

BEFS is dependent on grants from Historic Environment Scotland (HES)

Operational costs in support of the above objectives totalled £148,197 (2016: £138,594) of which £29,025 (2016: £26,621) costs were incurred on direct charitable activities (outreach and education) as disclosed in note 6.

The total surplus of income over expenditure is £4,525 surplus (2016: £805 Surplus).

Total net assets at 31 March 2017 were £83,163 (2016: £78,638) consisting of unrestricted funds of £83,162 (2016: £78,638) and restricted funds of £nil (2016: £nil).

Policy on reserves

The policy on reserves is to maintain six months-worth of operating costs (agreed by the Board on 2 July 2015).

BEFS has approximately £83,000 in unrestricted reserves, which has been built up over 10 years of BEFS business. BEFS has invested £20,000 in a 1-year investment account in order to secure bank interest. BEFS is located in a serviced office with a rolling one-year contract. The Board review BEFS reserve position annually.

Principal risks and uncertainties

The risk assessment is regularly reviewed by the Board. At the end of the financial year 2016/17, the key risk remains dependency on one main income source. BEFS is in the final year of a three-year programme grant-funded by Historic Environment Scotland, running to 31 March 2018. The Board recognises the high dependency on income from one major funder and has identified partnerships and priorities across the sector with a view to avoiding duplication of effort and maximising the success of funding bids to HES. BEFS currently has sufficient funds in place for the business to continue running for six months after this date.

BUILT ENVIRONMENT FORUM SCOTLAND

TRUSTEES' REPORT (Continued)

For the Year Ended 31 March 2017

FINANCIAL REVIEW (Continued)

Plans for the Future

BEFS is in the planning stage for its next funding bid in 2017/18. BEFS will continue to explore the issue of Heritage & Diversity in relation to the governance of Scotland's civic sector and work with the Membership on what leaving the EU will mean for the built environment sector. Building maintenance, draft Scottish planning legislation and heritage policy will also be key priorities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisation Structure and Management:

Built Environment Forum Scotland ('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 2016/17 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 2016. 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 fifteen and (unless otherwise determined by a special resolution) the minimum number of Directors is six. Of these, a maximum of three 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 within the built environment and whose objectives align with BEFS objects. Governmental bodies and organisations and individuals with a relevant interest may join BEFS as Associates.

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.

REFERENCE AND ADMINISTRATIVE DETAILS

These have been detailed on page 1.

BUILT ENVIRONMENT FORUM SCOTLAND

TRUSTEES' REPORT (Continued)

For the Year Ended 31 March 2017

STATEMENT of TRUSTEES 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 13 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.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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.

AUDITOR

Chiene + Tait LLP have indicated their willingness to continue as auditor.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

ON BEHALF OF THE DIRECTORS



Dr Graeme Purves
Director

22 JUNE 2017

We have audited the financial statements of Built Environment Forum Scotland for the year ended 31 March 2017 which comprise the Income and Expenditure Account, the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006, and to the charitable company'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 charitable company's members and its 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

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate.

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 2017 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; 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 matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

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' Report and take advantage of the small companies' exemptions from the requirement to prepare a strategic report.

Malcolm Beveridge

Malcolm Beveridge BA CA (Senior Statutory Auditor)
For and on behalf of
CHIENE + TAIT LLP
Chartered Accountants and Statutory Auditor
61 Dublin Street
Edinburgh, EH3 6NL

22 June 2017

Chiene + Tait LLP 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 2017

	Note	2017 £	2016 £
Turnover		152,495	139,257
Outreach and administrative expenses		148,197	138,594
Operating surplus		4,298	663
Interest receivable		227	142
Retained surplus for the year	3 / 10	4,525	805

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 17 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND**STATEMENT OF FINANCIAL ACTIVITIES****For the year ended 31 March 2017**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Income and endowments from:					
Donations and legacies	4	4,750	-	4,750	4,486
Charitable activities	5	10,191	137,554	147,745	134,088
Investments		227	-	227	142
Other		-	-	-	683
Total		15,168	137,554	152,722	139,399
Expenditure on:					
Charitable activities	6	10,633	137,564	148,197	138,594
Total		10,633	137,564	148,197	138,594
Net income/(expenditure)		4,535	(10)	4,525	805
Gross transfers between funds		(10)	10	-	-
Net movement in funds		4,525	-	4,525	805
Reconciliation of funds					
Total funds brought forward		78,638	-	78,638	77,833
Total funds carried forward	10	83,163	-	83,163	78,638

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

The notes on pages 11 to 17 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND

BALANCE SHEET

As at 31 March 2017

	Note	£	2017 £	£	2016 £
Fixed assets					
Tangible assets	7		-		-
			-----		-----
Current assets					
Debtors	8	9,981		-	
Cash at bank and in hand		76,870		81,584	
		-----		-----	
			86,851		81,584
Creditors: amounts falling due within one year	9		3,688		2,946
			-----		-----
Net current assets			83,163		78,638
			-----		-----
Net assets			83,163		78,638
			=====		=====
Capital and reserves					
Unrestricted Funds	10		83,163		78,638
Restricted funds	10		-		-
			-----		-----
			83,163		78,638
			=====		=====

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

These financial statements were approved by the directors on 22 JUNE 2017 and are signed on their behalf by: -



Dr Graeme Purves
Director

Company number: SC250970

The notes on pages 11 to 17 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

1. Accounting policies

General information

The Charity constitutes a public benefit entity as defined by FRS 102 and is a company limited by guarantee, registered in Scotland. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is 125 Princess Street (3rd fl) Edinburgh EH2 4AD. The nature of the charity's operations and principal activities are detailed in the Trustees' Report on page 2.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement.

This is the first year that the financial statements have been prepared under FRS 102. See note 16 for transition details.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value.

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 as detailed in note 13, 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.

Funds structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created funds for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor. There were two restricted funds, Historic Environment Scotland and Resourcing Scotland's Heritage, as detailed in note 10.

Income

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has received notification of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Grants received are reflected in the Statement of Financial Activities when relevant conditions for entitlement have been met, it is probable they will be received, and the amounts can be quantified with sufficient reliability. Where donors specify that grants are for particular purposes, this income is included in incoming resources within restricted funds when receivable. Grants of a revenue nature are credited to the Statement of Financial Activities in the period to which they relate. Grant income with specific restrictions on utilisation in terms of timing or service provision are deferred in accordance with the terms provided by the donor as appropriate.

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

1. Accounting policies (Continued)

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable unrestricted and restricted funds in the Statement of Financial Activities 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.

Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

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.

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 Statement of Financial Activities.

Debtors

Short term debtors are measured at transaction price, less any impairment.

Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

2. Staff costs and related party transactions	2017	2016
	£	£
Wages and salaries	87,495	81,045
Social security costs	4,530	5,100
Employers contribution to defined contribution pension scheme	4,373	4,612
Staff training and recruitment	1,731	1,320
	-----	-----
	98,129	92,077
	=====	=====

The average number of employees during the year was 4 (2016: 3).

In accordance with the company's Articles of Association, no trustee received any remuneration in the year (2016: £nil). During the year, three trustees received reimbursed travel expenses of £463 (2016: three trustees £373).

No employee received remuneration in excess of £60,000 (2016: £Nil).

The total amount of employee benefits received by key management personnel (including Employers NI) is £45,311 (2016: £44,400). The Charity considers its key management personnel comprise the Trustees and the Director.

The contributions to the defined contribution pension scheme for both years have been allocated to the Historic Environment Scotland restricted fund on the basis of this being the core funding for the Charity in each year.

The charity has insurance to indemnify the Trustees against the consequences of neglect or default on their part.

No Trustee or a person related to a Trustee had any personal interest in any contract or transaction entered into by the Charity in the year.

3. Retained surplus/(deficit) for the year	2017	2016
	£	£
This is stated after charging: -		
Auditors' remuneration - Audit	2,130	2,070
Auditors' remuneration - Advisory	240	240
Depreciation	-	538
Operating lease payments	8,400	8,400
	=====	=====

4. Donations and legacies income	2017	2016
	£	£
Subscriptions	4,750	4,486
	=====	=====

5. Income from charitable activities	2017	2016
	£	£
Historic Environment Scotland core funding	130,554	128,028
Resourcing Scotland's Heritage funding (Heritage Lottery Fund)	7,000	6,000
Conference	10,191	60
	-----	-----
	147,745	134,088
	=====	=====

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

6. Expenditure	Charitable Activities £	Governance Costs £	Total 2017 £	Total 2016 £
Outreach and education	29,025	-	29,025	26,621
Support costs				
Staff costs	98,129	-	98,129	92,077
Office accommodation	9,290	-	9,290	9,007
Depreciation	-	-	-	538
Overheads				
Audit and advisory	-	2,370	2,370	2,642
Payroll processing	-	552	552	540
Meeting costs	-	1,542	1,542	1,953
Office consumables	5,313	-	5,313	3,264
Other expenditure	1,976	-	1,976	1,952
	-----	-----	-----	-----
	114,708	4,464	119,172	111,973
	-----	-----	-----	-----
Total expenditure	143,733	4,464	148,197	138,594
	=====	=====	=====	=====

7. Tangible fixed assets	Computer Equipment £	Total £
Cost		
At 1 April 2016	7,923	7,923
Disposal	(4,135)	(4,135)
	-----	-----
At 31 March 2017	3,788	3,788
	-----	-----
Depreciation		
At 1 April 2016	7,923	7,923
Charge for the year	-	-
On disposal	(4,135)	(4,135)
	-----	-----
At 31 March 2017	3,788	3,788
	-----	-----
Net book value		
At 31 March 2016 and 31 March 2017	-	-
	=====	=====

8. Debtors	2017 £	2016 £
Other debtors	9,981	-
	=====	=====

9. Creditors: amounts falling due within one year	2017 £	2016 £
Accruals	2,646	2,670
Other creditors	1,042	276
	-----	-----
	3,688	2,946
	=====	=====

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

10. Funds	Balance 1 Apr 2016	Incoming Resources	Resources Expended	Transfers	Balance 31 Mar 2017
	£	£	£	£	£
Restricted funds					
Historic Environment Scotland	-	130,554	(130,564)	10	-
Resourcing Scotland's Heritage (HLF)	-	7,000	(7,000)	-	-
	-----	-----	-----	-----	-----
	-	137,554	(137,564)	10	-
	-----	-----	-----	-----	-----
Unrestricted funds	78,638	15,168	(10,633)	(10)	83,163
	-----	-----	-----	-----	-----
	78,638	152,722	(148,197)	-	83,163
	=====	=====	=====	=====	=====

Restricted funds

- (a) Historic Environment Scotland – A grant to enable BEFS to deliver the intermediary function for the Scottish historic environment sector.
- (b) Resourcing Scotland's Heritage (HLF) – A partnership agreement is in relation to stage 2 applications for the management of the delivery of a programme of fundraising capacity building and support for the frontline Scottish heritage organisations.

Funds represented by:	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Net current assets	83,163	-	83,163
	-----	-----	-----
	83,163	-	83,163
	=====	=====	=====

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.

11. Commitments under operating lease agreements

The company had total future commitments under non-cancellable operating leases as set out below:

	2017	2016
	£	£
Land and buildings – Not later than 1 year	2,100	2,100
	=====	=====

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

12. Comparative Statement of Financial Activities

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Income and endowments from:			
Donations and legacies	4,486	-	4,486
Charitable activities	60	134,028	134,088
Investments	142	-	142
Other	683	-	683
Total	5,371	134,028	139,399
Expenditure on:			
Charitable activities	4,715	133,879	138,594
Total	4,715	133,879	138,594
Net income/(expenditure)	656	149	805
Gross transfers between funds	149	(149)	-
Net movement in funds	805	-	805
Reconciliation of funds			
Total funds brought forward	77,833	-	77,833
Total funds carried forward	78,638	-	78,638

13. Going concern

The company depends upon grants from Historic Environment Scotland in order for it to meet its day to day working capital commitments. A three-year funding agreement has been agreed to 31 March 2018. Discussions regarding funding beyond this date are ongoing.

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

14. 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 £1 in the event of the company being wound up.

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

15. Funds received as agent

During the year, the charity took on the administrative function for the Scottish Traditional Building Forum (STBF). The analysis of funds received and paid by the charity as agent to STBF is set out below:

	£	Total 2017 £
Income from:		
Historic Environment Scotland core funding grant	30,000	
Sponsorship & raising funds	1,800	
	-----	31,800
Expenditure on:		
Staff costs	9,418	
Equipment & venue costs	2,132	
Office costs	74	
	-----	11,624
Net income		----- 20,176 =====
Funds held as agent at 31 March 2017		20,176 =====

In accordance with the SORP, funds received by the charity (BEFS) as agent have not been recognised as an asset in the financial statements as the funds are not within BEFS control. Likewise, the receipt of funds has not been recognised as BEFS income nor its distribution recognised as BEFS expenditure.

16. Transition to FRS 102

These financial statements for the year ended 31 March 2017 are the first prepared under FRS 102. The date of transition is 1 April 2015, with the financial statements for the year ended 31 March 2016 being the last prepared under the old UK GAAP.

The transition to FRS 102 has not resulted in any significant changes to accounting policies and has not resulted in any changes to the comparative figures from the prior year financial statements.

In carrying out the transition to FRS 102, the company has not applied any of the optional exemptions as permitted by Section 35 "Transition to this FRS".

ANALYSIS OF EXPENDITURE

For the year ended 31 March 2017

	£	2017 £	£	2016 £
Outreach and educational costs				
Seminars	392		-	
Working Groups/Taskforces	259		70	
HEWG	864		518	
Workshops	2,889		5,029	
Congress	13,659		5,681	
Membership and participation	834		648	
Networking	18		764	
Commissioned project	3,000		5,000	
Website development	1,330		2,022	
Lectures and debates	5,314		6,434	
General promotions	435		310	
Governance meetings	31		145	
	-----	29,025	-----	26,621
Staff costs				
Salaries	87,495		79,720	
Employer's NIC	4,530		5,100	
Pension	4,373		3,962	
Staff training and recruitment	1,731		1,320	
Consultant staff	-		1,975	
	-----	98,129	-----	92,077
Overheads				
Audit and accountancy	2,370		3,182	
Governance	2,094		1,907	
Office – accommodation	9,290		9,007	
Office – consumables	5,313		3,264	
Other expenditure	1,976		1,998	
	-----	21,043	-----	19,358
Depreciation				
Depreciation of fixed assets	-		538	
	-----	-	-----	538
		-----		-----
		148,197		138,594
		=====		=====