

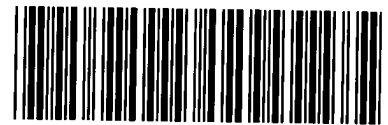
**BUILT ENVIRONMENT FORUM SCOTLAND
(A Company Limited by Guarantee)**

FINANCIAL STATEMENTS AND ANNUAL REPORT

For the Year Ended 31 March 2018

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

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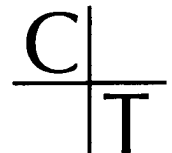
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BUILT ENVIRONMENT FORUM SCOTLAND

FINANCIAL STATEMENTS

For the Year Ended 31 March 2018

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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 (Chair)
Dr Peter Burman (Vice Chair)
Nick Allan
Jocelyn Cunliffe
Torsten Haak (Honorary Treasurer)
Terry Levinthal (Retired 6/12/2017)
Nikola Miller
Bill Pagan
Eila Macqueen
Prof Ian Baxter
Julia Frost (Retired 8/3/2018)
John Pelan (Retired 6/12/2017)
Fiona Stirling
Tom Addyman (Appointed 6/12/2017)
Kate Houghton (Appointed 6/12/2017)
Stuart Beattie (Appointed 6/12/2017)

Company Secretary: Fionnuala Douglas

Management Team: Euan Leitch (Director)
Ailsa Macfarlane (Policy and Advocacy Officer)
Saskia Smellie (Communications and Policy Support Officer)
Fionnuala Douglas (Office Manager)

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

Shawbrook Bank Limited
Lutea House
Warley Hill Business Park
The Drive
Great Warley
Brentwood
Essex
CM13 3BE

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 2018

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 2017-18, 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

Built Environment Forum Scotland continued to provide the unique service of aggregating built environment policy news and consultations shared with stakeholders through 26 Bulletins in 2017-18, reaching over 700 readers. BEFS website was well used with over 7,500 unique visitors, 60% of which were new. The website continued to be updated with news, events, contributed blogs and a new page detailing vacancies in the sector was added. BEFS researched case studies for the next Scottish Historic Environment Audit and has looked at how it will support the publication on the website in 2018.

Through 2017-18 BEFS held 9 workshops and training events covering community engagement in planning, community right to buy, implications of the Lobbying Act and General Data Protection Regulation for Members, governance and diversity and the review of Historic Environment Scotland Policy Statement.

BEFS hosted a round-table meeting of stakeholders on tenement maintenance in July 2017 to discuss a more coordinated approach to improving the condition of Scotland's buildings. Through collaborative effort this resulted in a cross-party working group being established in March 2018 with the purpose of making recommendations to be followed through by the 2021 Scottish Parliament. BEFS, along with the RICS, provide the secretariat for the working group and sit on the sub-group examining Tenement Inspection.

BEFS Historic Environment Working Group has met four times in this period covering topics such as the Culture Strategy, Buildings at Risk Register and the review of the Heritage Lottery Fund as well as updates on Member activity. The Planning Bill Taskforce met once to provide the content for the response to the stage 1 examination of the Planning (Scotland) Bill which resulted in BEFS being invited to give oral evidence to the Local Government and Communities Committee of the Scottish Parliament. The Brexit Taskforce continued to be kept up to date electronically.

BEFS Chair has attended the meetings of the Strategic Historic Environment Forum which is chaired by the Cabinet Secretary for Culture and External Affairs. The Our Place in Time committee structure was refreshed by Historic Environment Scotland and BEFS sits on the Chief Executive Group, Climate Change Group and Skills & Expertise Group.

BUILT ENVIRONMENT FORUM SCOTLAND

TRUSTEES' REPORT (Continued)

For the Year Ended 31 March 2018

KEY ACHIEVEMENTS AND PERFORMANCE (Continued)

The Scottish Confucius Institute for Business and Communication has joined BEFS as a Member and the Scottish Regeneration Forum, Cockburn Association and Planning Democracy joined as Associate Members. Three new Board members were elected at the December 2017 AGM with induction training in January 2018 and three Board Members have received governance training. BEFS Board Away Day identified the need to lead on longer term areas of research, for BEFS to operate as a think tank on built environment policy areas.

BEFS continued its partnership in Resourcing Scotland's Heritage along with Archaeology Scotland, Art's & Business Scotland, Greenspace Scotland and Museums Galleries Scotland, attending four meetings of the advisory group and delivering three training sessions. The Heritage Lottery Fund has agreed that the conference and legacy material should be completed by the end of June 2018.

FINANCIAL REVIEW

Relationship Expenditure and Objectives

BEFS received resources to the value of £146,498 (2017: £152,722).

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

Operational costs in support of the above objectives totalled £139,157 (2017: £148,197) of which £20,041 (2017: £29,025) costs were incurred on direct charitable activities (outreach and education) as disclosed in note 6.

The total surplus of income over expenditure is £7,341 (2017: £4,525 surplus).

Total net assets at 31 March 2018 were £90,504 (2017: £83,163) consisting of unrestricted funds of £87,205 (2017: £83,163) and restricted funds of £3,299 (2017: £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 £87,000 in unrestricted reserves, which has been built up over 15 years of BEFS business. BEFS has invested £30,000 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 2017/18, the key risk remains dependency on one main income source. Subsequent to the year end, BEFS have entered into a new three-year programme grant-funded by Historic Environment Scotland, running to 31 March 2021. 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. At the 31 March 2018 BEFS has sufficient funds in place for the business to continue running for six months after this date.

Plans for the Future

BEFS will continue to engage in ongoing changes to planning legislation and historic environment policy and seek further opportunity to explore the issue of Heritage & Diversity. Aside from responding to policy consultations the three main themes to be investigated are tenement maintenance, future of religious heritage and the need for prioritisation in the historic environment.

BUILT ENVIRONMENT FORUM SCOTLAND

TRUSTEES' REPORT (Continued)

For the Year Ended 31 March 2018

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 2017/18 consisted of 4 (3 FTE) 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 Trustees 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.

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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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.

BUILT ENVIRONMENT FORUM SCOTLAND

TRUSTEES' REPORT (Continued)

For the Year Ended 31 March 2018

STATEMENT of TRUSTEES RESPONSIBILITIES (Continued)

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.

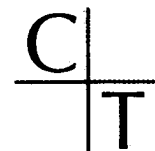
ON BEHALF OF THE DIRECTORS



Dr Graeme Purves
Director

14 JUNE 2018

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



Opinion

We have audited the financial statements of Built Environment Forum Scotland (the 'charitable company') for the year ended 31 March 2018 which comprise the Income and Expenditure Account, the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and 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 charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

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 2018, 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 requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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



Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions 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 (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

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

- adequate and proper accounting records have not been kept, 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 directors' 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' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on pages 4 and 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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



Auditor's responsibilities for the audit of the financial statements

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 objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Malcolm Beveridge

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

28 June 2018

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 2018

	Note	2018 £	2017 £
Turnover		146,247	152,495
Outreach and administrative expenses		139,157	148,197
Operating surplus/(loss)		7,090	4,298
Interest receivable		251	227
Retained surplus/(loss) for the year	3 / 10	7,341	4,525

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.

BUILT ENVIRONMENT FORUM SCOTLAND

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Income and endowments from:					
Donations and legacies	4	4,570	-	4,570	4,750
Charitable activities	5	5,600	136,051	141,651	147,745
Investments		251	-	251	227
Other		26	-	26	-
Total		10,447	136,051	146,498	152,722
Expenditure on:					
Charitable activities	6	6,405	132,752	139,157	148,197
Total		6,405	132,752	139,157	148,197
Net income		4,042	3,299	7,341	4,525
Gross transfers between funds		-	-	-	-
Net movement in funds		4,042	3,299	7,341	4,525
Reconciliation of funds					
Total funds brought forward		83,163	-	83,163	78,638
Total funds carried forward	10	87,205	3,299	90,504	83,163

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

The notes on pages 12 to 18 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND

BALANCE SHEET

As at 31 March 2018

	Note	£	2018 £	£	2017 £
Fixed assets					
Tangible assets	7		-		-
Current assets					
Debtors	8	38,387		9,981	
Cash at bank and in hand		54,598		76,870	
			92,985		86,851
Creditors: amounts falling due within one year	9		2,481		3,688
Net current assets			90,504		83,163
Net assets			90,504		83,163
Capital and reserves					
Unrestricted Funds	10		87,205		83,163
Restricted funds	10		3,299		-
			90,504		83,163

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 their behalf by: -

2018 and are signed on



Dr Graeme Purves
Director

14 JUNE 2018

Company number: SC250970

The notes on pages 12 to 18 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

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.

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 Charity's ability to continue as a going concern as detailed in note 13, and have reasonable expectation that the Charity 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 2018

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 2018

2. Staff costs and related party transactions	2018	2017
	£	£
Wages and salaries	88,003	87,495
Social security costs	4,577	4,530
Employers contribution to defined contribution pension scheme	4,400	4,373
Staff training and recruitment	2,720	1,731
	-----	-----
	99,700	98,129
	=====	=====

The average number of employees during the year was 4 (2017: 4).

In accordance with the company's Articles of Association, no trustee received any remuneration in the year (2017: £nil). During the year, three trustees received reimbursed travel expenses of £292 (2017: three trustees £463).

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 £45,631 (2017: £45,311). 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 for the year	2018	2017
	£	£
This is stated after charging: -		
Auditors' remuneration – Audit	2,190	2,130
Auditors' remuneration – Advisory	-	240
Operating lease payments	8,400	8,400
	=====	=====

4. Donations and legacies income	2018	2017
	£	£
Subscriptions	4,570	4,750
	=====	=====

5. Income from charitable activities	2018	2017
	£	£
Historic Environment Scotland core funding	132,451	130,554
Resourcing Scotland's Heritage funding (Heritage Lottery Fund)	3,600	7,000
Conference	1,084	10,191
Research and projects	4,516	-
	-----	-----
	141,651	147,745
	=====	=====

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

6. Expenditure	Charitable Activities £	Governance Costs £	Total 2018 £	Total 2017 £
Outreach and education	20,041	-	20,041	29,025
	-----	-----	-----	-----
Support costs				
Staff costs	99,700	-	99,700	98,129
Office accommodation	9,683	-	9,683	9,290
	-----	-----	-----	-----
Overheads				
Audit and advisory	-	2,190	2,190	2,370
Payroll processing	-	567	567	552
Meeting costs	-	2,002	2,002	1,542
Office consumables	3,613	-	3,613	5,313
Other expenditure	1,361	-	1,361	1,976
	-----	-----	-----	-----
	114,357	4,759	119,116	119,172
	-----	-----	-----	-----
Total expenditure	134,398	4,759	139,157	148,197
	=====	=====	=====	=====

7. Tangible fixed assets	Computer Equipment £	Total £
Cost		
At 1 April 2017	3,788	3,788
Disposal	-	-
	-----	-----
At 31 March 2018	3,788	3,788
	-----	-----
Depreciation		
At 1 April 2017	3,788	3,788
Charge for the year	-	-
On disposal	-	-
	-----	-----
At 31 March 2018	3,788	3,788
	-----	-----
Net book value		
At 31 March 2017 and 31 March 2018	-	-
	=====	=====

8. Debtors	2018 £	2017 £
Other debtors	5,275	9,981
Accrued income	33,112	-
	-----	-----
	38,387	9,981
	=====	=====

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

9. Creditors: amounts falling due within one year	2018	2017
	£	£
Accruals	2,190	2,646
Other creditors	291	1,042
	-----	-----
	2,481	3,688
	=====	=====

10. Funds	Balance	Incoming	Resources	Transfers	Balance
	1 April	Resources	Expended	£	31 March
	2017	£	£	£	2018
	£	£	£	£	£
Restricted funds					
Historic Environment Scotland	-	132,451	(129,152)	-	3,299
Resourcing Scotland's Heritage (HLF)	-	3,600	(3,600)	-	-
	-----	-----	-----	-----	-----
	-	136,051	(132,752)	-	3,299
	-----	-----	-----	-----	-----
Unrestricted funds	83,163	10,447	(6,405)	-	87,205
	-----	-----	-----	-----	-----
	83,163	146,498	(139,157)	-	90,504
	=====	=====	=====	=====	=====

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	Restricted	Total
	Funds	Funds	£
	£	£	£
Net current assets	87,205	3,299	90,504
	=====	=====	=====

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:

	2018	2017
	£	£
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 2018

12. Comparative Statement of Financial Activities	Unrestricted Funds £	Restricted Funds £	Total 2017 £
Income and endowments from:			
Donations and legacies	4,750	-	4,750
Charitable activities	10,191	137,554	147,745
Investments	227	-	227
Total	15,168	137,554	152,722
Expenditure on:			
Charitable activities	10,633	137,654	148,197
Total	10,633	137,654	148,197
Net income/(expenditure)	4,535	(10)	4,525
Gross transfers between funds	(10)	10	-
Net movement in funds	4,525	-	4,525
Reconciliation of funds			
Total funds brought forward	78,638	-	78,638
Total funds carried forward	83,163	-	83,163

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. An indicative three-year funding agreement has been agreed to 31 March 2021.

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 2018****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 2018	£	Total 2017
Funds held as agent at 1 April		20,176		-
Income from:				
Historic Environment Scotland core funding grant	-		30,000	
Sponsorship & raising funds	-		1,800	
	-----		-----	
		-		31,800
Expenditure on:				
Staff costs	15,544		9,418	
Equipment & venue costs	4,604		2,123	
Office costs	28		74	
	-----		-----	
		20,176		11,624
Net (expenditure)/income		----- (20,176) =====		----- 20,176 =====
Funds held as agent at 31 March		-		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.