

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

**FINANCIAL STATEMENTS AND ANNUAL REPORT**

For the Year Ended 31 March 2020

Company No: SC250970  
Charity Registration No: SC034488



**BUILT ENVIRONMENT FORUM SCOTLAND**

**FINANCIAL STATEMENTS**

For the Year Ended 31 March 2020

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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 (3<sup>rd</sup> Fl)  
Edinburgh  
EH2 4AD

Charity Trustees: Iain McDowall (Chair)  
Prof Ian Baxter (Vice Chair)  
Dr Peter Burman (resigned 4 December 2019)  
Nick Allan  
Jocelyn Cunliffe  
Torsten Haak (Honorary Treasurer) (resigned 4 December 2019)  
Sarah Kettles  
Nikola Devlin  
Bill Pagan (resigned 4 December 2019)  
Eila Macqueen  
Tom Addyman  
Stuart Beattie  
Kate Houghton  
Tyler Lott (appointed 4 December 2019)  
Calum Maclean (appointed 4 December 2019)  
Niall Murphy (appointed 4 December 2019)

Company Secretary: Fionnuala Douglas

Management Team: Euan Leitch (Director)  
Ailsa Macfarlane (Policy and Strategy Manager)  
Saskia Smellie (Communications Manager)  
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 2020

#### OBJECTIVES AND ACTIVITIES

**Charity Objectives:** BEFS' vision is that Scotland should achieve successful, sustainable place-making 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 2019-20, 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 and to ensure successful, sustainable, place-making.

**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 (BEFS) continued to provide its unique service of aggregating built environment policy news and consultations shared with stakeholders through 25 Bulletins in 2019-20 – going out to over 650 subscribers. At the end of the reporting period BEFS started producing an additional COVID-19 Bulletin which shares relevant funding information and advice across the sector. BEFS website remained well used and continued to be updated with news, events, contributed blogs and vacancies within the heritage sector; a new page for the Historic Environment Working Group was made to simplify the sharing of papers; a new Publications section was created to capture published reports to which BEFS has produced or contributed. The website also added new case studies for 2019-20 under the four themes in Scotland's historic environment strategy, Our Place in Time (OPiT), complementing the OPiT Annual Review. BEFS produced promotional materials as planned during this period.

Through 2019-20 BEFS events included those on further development of the Prioritisation work on behalf of the OPiT Built Heritage Investment Group, and developments related to the fourth iteration of the National Planning Framework (NPF4). BEFS supported the development of both the Historic Environment Scotland (HES) Corporate Plan, and the new Historic Environment Policy for Scotland (HEPS); both documents were released in 2019. BEFS continued to support the work of the Built Heritage Investment Group, working on the Policy overview, the Report issued during this period, and creating an overview of how the various OPiT groups' activities interrelate. The Prioritisation work, through workshop development, emerged as the Sustainable Investment Tool (SIT) which was due to be released for consultation, this is delayed due to COVID19.

BEFS held events with the Scottish Council on Archives, *Why Archives Matter*, which was opened by Cabinet Secretary Fiona Hyslop MSP; Scottish Ecological Design Association on *Sustainable Renovation*; and with Scottish Civic Trust and Under One Roof, *Tenements Today Tenements Tomorrow* – where Kevin Stewart, Minister with the remit for Housing responded to the recommendations of the Scottish Parliamentary Working Group on Maintenance of Tenement Scheme Property. For this conference, a short film was commissioned.

## BUILT ENVIRONMENT FORUM SCOTLAND

### TRUSTEES' REPORT (Continued)

#### For the Year Ended 31 March 2020

#### KEY ACHIEVEMENTS AND PERFORMANCE (Continued)

BEFS share the secretariat duties of the Scottish Parliamentary Working Group on Maintenance of Tenement Scheme Property with the Royal Institution of Chartered Surveyors. The group has continued cross party participation, recommendations were published in May 2019. In June 2019 there was a Parliamentary Debate in the Scottish Parliament. BEFS commissioned a further report from Douglas Robertson, *Why Flats Fall Down*, which was released in November 2019. The Scottish Government published their response and associated Workplan, in reply to the Recommendations in December 2019. BEFS responded on behalf of the group to the Scottish Government's consultation paper Housing to 2040.

BEFS submitted 13 consultation responses, responded to two Committee requests, contributed to a report on the United Nations – Sustainable Development Goals by Oxfam and the University of the West of Scotland, and issued two Parliamentary Briefing papers during this period. Consultations were: Climate Change Adaptation, Environmental Principles & Practice, Energy Efficient Scotland, HES Climate Change & Environmental Action Plan, Local Energy Policy Statement, Role of Public Sector Bodies in Tackling Climate Change, Principles of a Local Discretionary Transient Visitor Levy or Tourist Tax, Circular Economy, Permitted Development Rights, Replacement for European Union Structural Funds, Planning Performance and Fees and Housing to 2040.

BEFS Historic Environment Working Group has met four times in this period, using Member time to explore many of the topics to which BEFS submitted consultation responses. Additional areas covered NPF4 and further Prioritisation development. The working group also facilitated updates on Member activity and networking.

In 2019 BEFS was contracted by Members, the Church of Scotland General Trustees, to facilitate several events in relation to their surveying of views on how best to manage their estate. BEFS was asked to run and facilitate the consultation process, which included a series of workshops across Scotland (around 700 attendees across eight events), a webinar, an online survey (1,300 responses), and an event with the built environment sector. Feedback to the facilitated events was extremely positive, a detailed report was produced (DC Research providing the independent analysis) and the General Trustees praised BEFS work. The report is publicly available on the BEFS website.

BEFS Planning Bill Taskforce continued electronic communication and regular updates were issued to Members. BEFS issued a Briefing to all MSPs prior to the three days of debate prior to the Bill passing in June 2019. BEFS has continued to monitor developments and secondary legislative actions.

BEFS Chair attended the meeting of the Strategic Historic Environment Forum in December 2019 which is chaired by the Cabinet Secretary for Culture and External Affairs. BEFS Director was invited to join the OPiT Built Heritage Investment Plan Group and continues to sit on the Chief Executive Group, Climate Change Group and Skills & Expertise Group. BEFS also sat on the Scottish Landscape Alliance (formed 2019), became a member of the Climate Heritage Network steering group, and had regular Home Nations calls (Cadw, Historic England, The Heritage Alliance, the Northern Ireland Communities Directorate, and HES).

At the December 2019 AGM Peter Burman, Torsten Haak and Bill Pagan stood down from the Board. Niall Murphy was elected to the Board having been nominated by Glasgow City Heritage Trust, Calum Maclean was elected to the Board having been nominated by the Royal Incorporation of Architects in Scotland, and Tyler Lott was elected to the Board having been nominated by the Society for the Protection of Ancient Buildings. Trustee induction was held in January 2020. The National Lottery Heritage Fund joined as Associate Members.

#### FINANCIAL REVIEW

##### Relationship Expenditure and Objectives

BEFS received resources to the value of £199,386 (2019: £171,866).

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

Operational costs in support of the above objectives totalled £178,971 (2019: £157,947) of which £47,621 (2019: £30,633) costs were incurred on direct charitable activities (outreach and education) as disclosed in note 6.

The total surplus of income over expenditure is £19,866 (2019: £13,919 surplus).

## **BUILT ENVIRONMENT FORUM SCOTLAND**

### **TRUSTEES' REPORT (Continued)**

#### **For the Year Ended 31 March 2020**

### **FINANCIAL REVIEW (Continued)**

Total net assets at 31 March 2020 were £124,289 (2019: £104,423) consisting of unrestricted funds of £102,380 (2019: £96,967) and restricted funds of £21,909 (2019: £7,456).

#### **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 £102,000 in unrestricted reserves, which has been built up over 17 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 2019/20, the key risk remains dependency on one main income source. BEFS is moving into year three of a three-year programme grant-funded by Historic Environment Scotland that runs 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. BEFS has raised funds in this period through its facilitation service, a service it hopes to continue in 2020/21.

#### **Plans for the Future**

BEFS agility as a small organisation enables it to react nimbly to changing circumstances, such as the COVID-19 emergency. Reacting to sector need in relation to this and developing actions which best fits those needs will be central to BEFS work.

Whilst reactive flexibility will be the watchwords for 2020-21 continuing the push for maintenance and the place of heritage as part of a green recovery, providing skilled work, and economic benefit will be major themes for BEFS coming year. The changes within ecclesiastical heritage, workforce skills, and the Prioritisation/SIT work will continue to be explored within this framework.

## **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 2019/20 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.

## **BUILT ENVIRONMENT FORUM SCOTLAND**

### **TRUSTEES' REPORT (Continued)**

#### **For the Year Ended 31 March 2020**

#### **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.

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.

**BUILT ENVIRONMENT FORUM SCOTLAND**

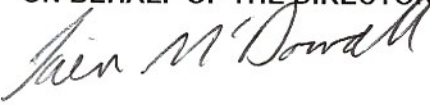
**TRUSTEES' REPORT (Continued)**

**For the Year Ended 31 March 2020**

**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**



**Iain McDowall**  
Director

14<sup>th</sup> JULY 2020





## **Opinion**

We have audited the financial statements of Built Environment Forum Scotland (the 'charitable company') for the year ended 31 March 2020 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).

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 2020, 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.

## **Material uncertainty related to going concern**

We draw attention to notes 13 and 15 in the financial statements, which disclose that as a consequence of the global Covid-19 pandemic the level of the charity's future funding is at present uncertain. Core funding for the financial year to 31 March 2021 has been confirmed and the directors have received no indication that this will be reduced in subsequent years. Confirmation of future funding levels is, however, not yet available. As stated in note 15, the uncertainty over the level of future core and other funding indicate that a material uncertainty exists that may cast significant doubt on the charity's ability to continue as a going concern. Our opinion is not modified in respect of this matter.

## **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.

**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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

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



**Use of our report**

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.

*Chiene + Tait LLP*

**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**

30 July 2020

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 2020

	<b>Note</b>	<b>2020</b> £	<b>2019</b> £
<b>Turnover</b>		199,303	171,585
Outreach and administrative expenses		179,520	157,947
<b>Operating surplus</b>		19,783	13,638
Interest receivable		83	281
<b>Retained surplus for the year</b>	3 / 10	19,866	13,919

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 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Income and endowments from:</b>					
Donations and legacies	4	5,710	-	5,710	5,925
Charitable activities	5	22,000	171,593	193,593	165,660
Investments		83	-	83	281
<b>Total</b>		<u>27,793</u>	<u>171,593</u>	<u>199,386</u>	<u>171,866</u>
<b>Expenditure on:</b>					
Charitable activities	6	23,880	155,640	179,520	157,947
<b>Total</b>		<u>23,880</u>	<u>155,640</u>	<u>179,520</u>	<u>157,947</u>
<b>Net income</b>		3,913	15,953	19,866	13,919
Gross transfers between funds		1,500	(1,500)	-	-
<b>Net movement in funds</b>		<u>5,413</u>	<u>14,453</u>	<u>19,866</u>	<u>13,919</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		96,967	7,456	104,423	90,504
<b>Total funds carried forward</b>	10	<u>102,380</u>	<u>21,909</u>	<u>124,289</u>	<u>104,423</u>

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

**BUILT ENVIRONMENT FORUM SCOTLAND****BALANCE SHEET****As at 31 March 2020**

	Note	£	2020 £	£	2019 £
<b>Fixed assets</b>					
Tangible assets	7		1,279		549
<b>Current assets</b>					
Debtors	8	41,459		3,410	
Cash at bank and in hand		98,764		104,040	
			140,223		107,450
<b>Creditors:</b> amounts falling due within one year	9		17,213		3,576
<b>Net current assets</b>			123,010		103,874
<b>Net assets</b>			124,289		104,423
<b>Capital and reserves</b>					
Unrestricted Funds	10		102,380		96,967
Restricted funds	10		21,909		7,456
			124,289		104,423

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 *11th JUNE* 2020 and are signed on their behalf by: -



**Iain McDowall**  
Director

Company number: SC250970

The notes on pages 13 to 19 form part of these financial statements

## **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 (3<sup>rd</sup> 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) (second edition – October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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 Scottish Traditional Building Forum, 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.

**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 2020**

<b>2. Staff costs and related party transactions</b>	<b>2020</b>	<b>2019</b>
	£	£
Wages and salaries	99,923	96,015
Social security costs	5,970	5,462
Employers contribution to defined contribution pension scheme	5,496	4,748
Staff training and recruitment	246	347
	-----	-----
	111,635	106,572
	=====	=====

The average number of employees during the year was 4 (2019: 4).

In accordance with the company's Articles of Association, no trustee received any remuneration in the year (2019: £nil). During the year, four trustees received reimbursed expenses of £282 (2019: three trustees £452).

No employee received remuneration in excess of £60,000 (2019: £Nil).

The total amount of employee benefits received by key management personnel (including Employers NI) is £48,323 (2019: £47,144). 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.

<b>3. Retained surplus for the year</b>	<b>2020</b>	<b>2019</b>
	£	£
This is stated after charging: -		
Auditors' remuneration – Audit	2,340	2,262
Operating lease payments	8,400	8,400
	=====	=====

<b>4. Donations and legacies income</b>	<b>2020</b>	<b>2019</b>
	£	£
Subscriptions	5,605	5,925
	=====	=====

<b>5. Income from charitable activities</b>	<b>2020</b>	<b>2019</b>
	£	£
Historic Environment Scotland core funding	143,093	140,288
Scottish Traditional Building Forum funding	28,500	15,000
Resourcing Scotland's Heritage funding (Heritage Lottery Fund)	-	1,500
Conference and workshops	10,000	2,272
Research and projects	12,000	6,600
	-----	-----
	193,593	165,660
	=====	=====

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

6. Expenditure	Charitable Activities £	Governance Costs £	Total 2020 £	Total 2019 £
Outreach and education	47,621	-	47,621	30,633
<b>Support costs</b>				
Staff costs	111,635	-	111,635	106,572
Office accommodation	9,488	-	9,488	9,947
Depreciation	481	-	481	-
<b>Overheads</b>				
Audit and advisory	-	2,340	2,340	2,262
Payroll processing	-	636	636	597
Meeting costs	-	1,636	1,636	3,028
Office consumables	5,596	-	5,596	4,778
Other expenditure	87	-	87	130
	-----	-----	-----	-----
	127,287	4,612	131,899	127,314
	-----	-----	-----	-----
<b>Total expenditure</b>	174,908	4,612	179,520	157,947
	=====	=====	=====	=====

Of the total charitable activities expenditure, £155,640 was restricted (2019: £152,060) and £19,268 was unrestricted (2019: £nil). All Governance costs are unrestricted.

**7. Tangible fixed assets**

	Computer Equipment £	Total £
<b>Cost</b>		
At 1 April 2019	4,337	4,337
Additions	1,211	1,211
	-----	-----
At 31 March 2020	5,548	5,548
	-----	-----
<b>Depreciation</b>		
At 1 April 2019	3,788	3,788
Charge for the year	481	481
On disposal	-	-
	-----	-----
At 31 March 2020	4,269	4,269
	-----	-----
<b>Net book value</b>		
At 31 March 2020	1,279	1,279
	-----	-----
At 31 March 2019	549	549
	=====	=====

**8. Debtors**

	2020 £	2019 £
Other debtors	735	3,410
Accrued income	40,724	-
	-----	-----
	41,459	3,410
	=====	=====

**BUILT ENVIRONMENT FORUM SCOTLAND**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2020**

9. Creditors: amounts falling due within one year	2020 £	2019 £
Accruals	4,391	2,568
Deferred Income	8,500	-
Tax and social security	3,666	517
Other creditors	656	491
	----- 17,213 =====	----- 3,576 =====

Deferred income relates to sponsorship income received in advance for events due to happen in the year to 31 March 2021.

10. Funds	Balance 1 April 2019 £	Incoming Resources £	Resources Expended £	Transfers £	Balance 31 March 2020 £
<b>Restricted funds</b>					
Historic Environment Scotland	5,456	143,093	(134,975)	-	13,574
Scottish Traditional Building Forum	2,000	28,500	(20,665)	(1,500)	8,335
	----- 7,456	----- 171,593	----- (155,640)	----- (1,500)	----- 21,909
<b>Unrestricted funds</b>	96,967	27,793	(23,880)	1,500	102,380
	----- 104,423 =====	----- 199,386 =====	----- (179,520) =====	----- - =====	----- 124,289 =====

	Balance 1 April 2018 £	Incoming Resources £	Resources Expended £	Transfers £	Balance 31 March 31 2019 £
<b>Restricted funds</b>					
Historic Environment Scotland	3,299	140,288	(138,131)	-	5,456
Resourcing Scotland's Heritage (HLF)	-	1,500	(1,500)	-	-
Scottish Traditional Building Forum	-	15,000	(13,000)	-	2,000
	----- 3,299	----- 156,788	----- (152,631)	----- -	----- 7,456
<b>Unrestricted funds</b>	87,205	15,078	(5,316)	-	96,967
	----- 90,504 =====	----- 171,866 =====	----- (157,947) =====	----- - =====	----- 104,423 =====

**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.
- (c) Scottish Traditional Building Forum – A grant from Historic Environment Scotland to enable a programme of STBF activities. A transfer of £1,500 has been made to the charity's unrestricted funds as a management fee for managing this project.

**BUILT ENVIRONMENT FORUM SCOTLAND**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2020**

**10. Funds (continued)**

Funds represented by:	Unrestricted Funds £	Restricted Funds £	Total £
<b>2020</b>			
Fixed assets	1,279	-	1,279
Net current assets	101,101	21,909	123,010
	-----	-----	-----
	102,380	21,909	124,289
	=====	=====	=====
<b>2019</b>			
Fixed assets	549	-	549
Net current assets	96,418	7,456	103,874
	-----	-----	-----
	96,967	7,456	104,423
	=====	=====	=====

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:

	2020 £	2019 £
Land and buildings – Not later than 1 year	2,100	2,100
	-----	-----

**12. Comparative Statement of Financial Activities**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £
<b>Income and endowments from:</b>			
Donations and legacies	5,925	-	5,925
Charitable activities	8,872	156,788	165,660
Investments	281	-	281
	-----	-----	-----
<b>Total</b>	15,078	156,788	171,866
	-----	-----	-----
<b>Expenditure on:</b>			
Charitable activities	5,316	152,631	157,947
	-----	-----	-----
<b>Total</b>	5,316	152,631	157,947
	-----	-----	-----
<b>Net income</b>	9,762	4,157	13,919
Gross transfers between funds	-	-	-
	-----	-----	-----
<b>Net movement in funds</b>	9,762	4,157	13,919
	-----	-----	-----
<b>Reconciliation of funds</b>			
Total funds brought forward	87,205	3,299	90,504
	-----	-----	-----
<b>Total funds carried forward</b>	96,967	7,456	104,423
	=====	=====	=====

**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 funding agreed to date together with the level of reserves currently held and their ability to reduce the charity's cost base if required, the Trustees are satisfied that they are able to meet all liabilities as they fall due for a period of 12 months from the approval of these financial statements and 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.

**15. Post balance sheet event**

Towards the end of March 2020, Covid-19 was having a huge effect on the local and global economy. For BEFS, this resulted in a number of events being cancelled/postponed. The Trustees believe that BEFS remains a Going Concern as they have confirmed they will still receive their funding for 2020-21 and events have only been postponed until a later date. However, the Trustees have yet to submit an application for funding for future years and whilst they remain confident that they will continue to receive funding, the level of future funding has yet to be confirmed.

## ANALYSIS OF EXPENDITURE

For the year ended 31 March 2020

	£	2020 £	£	2019 £
<b>Outreach and educational costs</b>				
Seminars	-		300	
Working Groups/Taskforces	-		855	
Consultation meetings	500		549	
HEWG	237		758	
Workshops	1,042		5,543	
Congress	11,500		-	
Membership and participation	2,015		2,725	
Networking	-		36	
Commissioned project	9,132		5,875	
Website development	678		600	
Publications	1,852		392	
Scottish Traditional Building Forum project	20,665		13,000	
		-----	-----	
		47,621		30,633
<b>Staff costs</b>				
Salaries	99,923		96,015	
Employer's NIC	5,970		5,462	
Pension	5,496		4,748	
Staff training and recruitment	246		347	
		-----	-----	
		111,635		106,572
<b>Overheads</b>				
Audit and accountancy	2,340		2,262	
Governance	2,272		3,625	
Office – accommodation	9,488		9,947	
Office – consumables	5,596		4,778	
Other expenditure	87		130	
Depreciation	481		-	
		-----	-----	
		20,264		20,742
		-----	-----	
		179,520		157,947
		=====		=====