Company No: SC250970
Charity Registration No: SC034488

BUILT ENVIRONMENT FORUM SCOTLAND
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS AND ANNUAL REPORT

For the Year Ended 31 March 2025

BUILT ENVIRONMENT FORUM SCOTLAND

FINANCIAL STATEMENTS

For the Year Ended 31 March 2025

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Management Information Only

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:
61 Dublin Street
Edinburgh
EH3 6NL

Charity Trustees:
Iain McDowall (Chair – resigned as Chair 4 December 2024)
Tyler Lott Johnston (Vice Chair to 3 December 2024, Interim Chair from 4 December 2024)
Peter Drummond
Sarah Kettles
Niall Murphy
Sonya Linskaill

Company Secretary: Ilona McAllister

Management Team:
Ailsa Macfarlane (Director; resigned 31 July 2024)
Hazel Johnson (Director; previously Policy & Strategy Manager. Appointed 2 September 2024)
Ilona McAllister (Head of Operations; previously Business Administrator. Appointed 1 August 2024)
Jonna Meredith (Communications & Policy Officer)
Malini Chakrabarty (Communications Lead)
Derek Rankine (Head of Policy and Strategy. Appointed 19 February 2025)

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:
Haines Watts Scotland
Accountants and Business Advisors
Q Court
Quality Street
Edinburgh
EH4 5BP

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 2024-25, 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 information and awareness-raising; directing working groups; sector communications; policy consultation; hosting events – workshops and conferences; facilitating workshops and meetings for Members

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 22 Bulletins in 2024-25. These went out to over 860 subscribers. BEFS website continues to be accessed by a large number of returning users and is updated daily with news, events, contributed blogs and vacancies within the heritage sector. Continued use of Microsoft 365, and the utilisation of the Teams function within this, with discreet Teams used for the working groups run by BEFS including, Places of Worship Forum (POWF), the Conservation Officers Group (COG), and a group for the sector strategy (HEWG), led by Historic Environment Scotland (HES).

OBJECTIVES AND ACTIVITIES

BEFS has been part of a number of productive partnerships and collaborations during the financial year.

Scotland's Strategy for the Historic Environment, Our Past Our Future, has been in place for two years (since 28 April 2023), and BEFS has continued to engage with our membership regarding the impact of this new strategy, as a member of the OPOF Steering Group which meets quarterly.

After BEFS Director spoke at SHEF in February 2023, on the policy landscape and how OPOF can and does interact across policy areas, the team in BEFS worked to complete a Policy Map for the sector, which was released and has been widely welcomed. BEFS has been identified as a key strategic partner in developing a Route Map for Net Zero for the sector.

SKILLS

Throughout 2024 BEFS continued to remain involved with the Masonry Working Group from an advocacy perspective, with BEFS Policy and Strategy Manger leading on this piece of work. BEFS Director sits on the HES chaired Skills and Expertise Group which oversees governance and delivery of the Skills Investment Plan

OBJECTIVES AND ACTIVITIES (continued)

(SIP) and alignment with Our Past Our Future (OPOF) delivery.

BEFS led on facilitation of the strand in relation to architectural, engineering, planning and surveying activity with conservation specialism and heritage focus. The SIP launched on 17 April 2024; the launch was well - attended and the then Minister, Kaukab Stewart, spoke effectively about the importance of skills and traditional skills across the sector. BEFS Director also attends regular meetings of the SIP working group on Architecture, Engineering, Planning and Surveying (AEPS), along with professional sector bodies RICS, RIAS and CIOB.

During 2024 BEFS remained involved with the Masonry Working Group from an advocacy perspective. BEFS Director also joined a short life working group co-ordinated by BEFS Members, The Ridge, set up to develop a stonemasonry skills manifesto for public relations and initiate lobbying actions.

A Pilot placement project within BEFS for The Society of Antiquities of Scotland's Communications Officer, Sally Pentecost, came to an end at the end of 2024. Full outcomes report and recommendations for BEFS Advocacy Toolkit have now been received.

In March 2025 BEFS launched a new and well-received regular blog series 'Joining the Dots', which explores: the interconnected nature of policy agendas for Scotland's built environment sector; how can strategic advocacy be amplified through joined-up thinking and cross-sector collaboration, towards legislation that delivers for our people and places.

EXISTING BUILDINGS

Tenement Maintenance: Graham Simpson MSP formally reconvened the Tenement Maintenance Working Group (TMWG) during Autumn 2023.Two meetings were held in this financial year.

A parliamentary event took place in May 2024, jointly hosted by the Group and the Scottish Law Commission to highlight the launch of the SLC discussion paper. The event was designed to ensure a wide awareness of the consultation/survey around this essential next step towards legislative change in relation to tenement maintenance. The consultation papers can be found here: SLC :Tenement Law Changes.

In August 2024 the Scottish Law Commission (SLC) consultation on the Discussion Paper on Compulsory Owners' Associations closed. On behalf of the TMWG, BEFS and Under One Roof (UoR) as secretariat submitted a statement welcoming the Scottish Law Commission (SLC) paper as a significant milestone and output of one of the recommendations made by the Group, towards action to improve the condition of tenement buildings in Scotland through a cohesive Owners Association management structure.

BEFS and UoR have supported the work of sub-groups working on building-passports and quinquennial survey frameworks. The Scottish Law Commission met with groups leading on developing a 5-yearly Tenement Maintenance Report, to support the work of Compulsory Owners Associations and ensure alignment with recommendations of SLC paper due in Spring 2026. Pilot projects testing the reports are underway.

BEFS and UoR attended a meeting of the Home Report Working Group, chaired by RICS, to present an update of work of TMWG and explore recommendations for additions to home reports logging existing Owners Associations and foregrounding useful information on repair and maintenance. Recommendations were received positively.

BEFS and UoR also met with Scottish Government Housing and Clean Heat teams to update on the work of TMWG and other areas of BEFS work. New focus on Just Transition Team will be Built Environment.

Retrofit: BEFS continue to support work with CIOB on the retrofit agenda. In June 2024 BEFS attended the Retrofit RoundTable parliamentary breakfast meeting, with the group presenting recommendations from the briefing paper – Meeting Scotland's Retrofit Challenge – for a parliamentary oversight group. This received cross party support in parliament. The Group also met with the Minister for Climate Action in September 2024. Ben Macpherson MSP was interested in submitting amendments to the Circular Economy Bill in relation to construction waste. BEFS, CIOB and RICS supported the work collaboratively. None of the amendments were passed at Committee but the issue of construction waste within the Bill was discussed in detail, with thoughts for potential ways to consider wider inclusion at Stage 3.

OBJECTIVES AND ACTIVITIES (continued)

POLICY & FORA

In May 2024 BEFS, on behalf of COG, wrote to the Minister for Public Finance and the Chief Planner to outline concerns and request a pause to the implementation of phase 3 of Permitted Development Rights (PDR) in relation to Conservation Areas, noting the serious economic and place-impacting unintended consequences of these amendments. A briefing paper detailing the group's concerns was sent alongside the letter and copied to key heritage and planning bodies. AHSS responded to the call and issued their own request.

BEFS submitted 17 policy responses this financial year. Topics addressed included: Energy Performance Certificate Register Fees; Industrial Transition For Scotland; Rural Delivery Plan: Vision, Objective & Key Performance Indicators; The Fourth National Planning Framework (Npf4) - Two Years On; Review Of Fire Safety In Building Regulations; Permitted Development Rights and the Housing Emergency; Equalities and Human Rights Mainstreaming Strategy; Protecting Built Heritage, Historic Environment Scotland's Corporate Plan 2025-28; Scottish Building Safety Lev; Climate Change Targets Bill; Pre Budget Scrutiny 2025-26: Funding For Culture; Scottish Law Commission Discussion Paper On Compulsory Owner's Associations; National Performance Framework; Investing In Planning, National Planning Framework And Development Plan Amendment Regulations; Masterplan Consent Area Regulations.

Throughout the financial year BEFS provided secretariat for key strategic working groups for the sector which meet quarterly:

- Historic Environment Working Group (HEWG) All previous papers/meeting notes can be found on the HEWG webpage.
- Conservation Officers Group (COG).
- Places of Worship forum (POWF)

All convened four times, demonstrated growing interest and regular attendance, as well as addressing the strategic and policy issues pertinent to the sector.

BEFS continues to meet regularly with the Scottish Government Culture Division, Sponsorship, Funding and Historic Environment Unit.

BEFS joined the Place Based Exchange which meets quarterly. The Place Based Exchange (PBE) Group brings together national bodies that focus on place-based improvements in their work, and the implementation of The Place Principle.
The key objectives are:

- To improve understanding of each other's programmes;
- To learn from each other's successes and challenges; and
- To collectively inform and influence policy and practice.

BEFS sat on the RAAC cross-sector working group, which has now concluded; following on from this the remit of the group has expanded and BEFS Director attended the inaugural meeting of the Cross Sector Working Group on Building Safety. This group will meet quarterly.

BEFS continues to support work with CIOB on the retrofit agenda. This group meets regularly and is currently focussing on skills shortages and was invited onto the National Retrofit Subgroup 1.

BEFS is also involved in the Cross-Party Working Group on Renewable Energy and Efficiency – currently as a corresponding member.

BEFS meets with Built Environment professionals regularly – including the SLC, IHBC, LI, RIAS, RICS, RTPI, SDS and CIOB.

BEFS and HES continue to engage with The Heritage Alliance, Historic England, Cadw, NI Communities Directorate, and the Historic Environment Forum on a regular basis, engaging on strategic matters from a UK-wide perspective, to discuss matters of policy importance to all Nations.

From the start of 2025 BEFS Head of Policy & Strategy, BEFS Communications & Policy Officer, and BEFS

OBJECTIVES AND ACTIVITIES (continued)

Director have undertaken one-to-one meetings with representatives from BEFS Member bodies. The purpose is to learn more about Members' work programmes and policy interests, with a view to informing a busy series of ongoing consultations and understanding Members' wider policy demands.

FACILITATION

Across the year BEFS has continued to develop our facilitation offer meeting emergent sector need through supporting development, such as taking engagement responsibility for a strand of facilitated work in relation to the Skills Investment Plan and OPOF delivery. In June 2024 BEFS facilitated a session on VAT in Listed Buildings, producing a report defining potential actions for HES in relation to VAT.

BEFS have also expanded our commercial facilitation. BEFS Director facilitated a successful two-day 'Towards a City of Culture' session for Fife Council in December 2024, providing a full report with key findings following the workshops. Feedback from Fife Council has been extremely positive with a fee of £3,275 received. BEFS look forward to continuing this area of work and sharing the team's skills with the sector to support further development of places and policies, whilst building our own knowledge and understanding of sector needs and aims.

BOARD

At the December 2024 AGM Iain McDowall stood down as Chair of the Board. Tyler Lott Johnston, vice Chair, is currently Interim Chair. Trustee recruitment began in March 2025 and is now complete. A forthcoming EGM will elect six new trustees and aim to fill both the Chair and Trustee vacancies.

The Scottish Historic Building Trust joined BEFS as a Member in April 2024 and one Associate Member, Planning Democracy, did not renew their annual Membership.

FINANCIAL REVIEW

Relationship Expenditure and Objectives
BEFS received resources to the value of £188,639 (2024: £224,942). BEFS is dependent on grants from Historic Environment Scotland (HES) and the National Lottery Heritage Fund (NLHF).

Operational costs in support of the above objectives totalled £220,142 (2024: £189,155) of which £43,573 £41,584) costs were incurred on direct charitable activities (outreach and education) as disclosed in note 6.

The total deficit is £31,503 (2024: Surplus £35,787).

Total net assets at 31 March 2025 were £158,370 (2024: £189,873) consisting of unrestricted funds of £153,467 (2024: £135,991) and restricted funds of £4,903 (2024: £53,882).

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 £153,467 in unrestricted reserves, which has been built up over 20 years of BEFS business. BEFS has invested £31,000 plus interest received in a 60-day notice investment account in order to secure bank interest. 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 2024/25, the key risk remains dependency on one main income source.

BEFS has now commenced a three-year programme grant-funded by Historic Environment Scotland that runs to 31 March 2028.

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

OBJECTIVES AND ACTIVITIES (continued)

funding bids to HES. In addition, the BEFS Fit for the Future project has resulted in a Business Development plan to generate the additional 15% income required for running costs that are not covered by funding.

BEFS is also dependent on a very small core staff team with risks involved when staff change.

PLANS FOR THE FUTURE

In March 2025 BEFS was awarded £574,075 by HES Partnership Fund for the period 2025-2028. New BEFS roles (Policy and Communications Officer and Head of Operations) created as part of Fit for the Future have been carried over into the BEFS partnership fund award.

BEFS Fit for the Future project formally concluded at the end of May 2025, with actions and activities resulting from business development being carried forward in BEFS core activity and incorporated in HES funding outcomes. This includes activity on income generation, a new Membership strategy and the development of an EEDI hub for the sector. The EEDI project is expected to involve an internal review of policy, training, and impact assessments, alongside an EEDI consultant. BEFS has continued to examine its strategic aims and expects refreshed strategic aims as part of BEFS ongoing development. BEFS will also, following training, develop an appropriate and effective framework for BEFS to continue our advocacy work in a way that better recognises and uplifts the innovation possible in a more diverse sector, and thereby champion a modern and solutions-focused approach to sector challenges.

At the start of March 2025 HES approved an Expression of Interest for BEFS application to the Historic Environment Grant fund for a three-year post within BEFS team, focussing on Net Zero. A full application has been submitted to HES and is awaiting formal approval. This role is being developed as a flexible post, working closely with OPOF deliverables and shaped by sector feedback and need. This role was initially included in the Partnership Fund application.

BEFS will continue to work as a strategic sector intermediary, advocating on the key issues, opportunities and challenges facing Scotland's built environment. Key areas of work will include - but are not limited to - Net Zero, Tenements, Skills, Planning, Places of Worship and Policy and Advocacy (across all areas).

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 2024/25 consisted of 5 (2 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.

OBJECTIVES AND ACTIVITIES (continued)

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 12 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

Haines Watts have been appointed auditors for the year ended 31 March 2025.

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

Tyler Lott Johnston
Director and Interim Chair

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND

MEMBERS OF BUILT ENVRONMENT FORUM SCOTLAND

Opinion

We have audited the financial statements of Built Environment Forum Scotland (the 'charitable company') for the year ended 31 March 2025 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 2025, 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

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the company and the industry in which it operates and considered the risk of acts by the company which were contrary to applicable laws and regulations, including fraud. These included but were not limited to the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

Our audit procedures were designed to respond to risks of material misstatement in the accounts, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion.

We focused on laws and regulations that could give rise to a material misstatement in the company's financial statements. Our tests included, but were not limited to:

- agreement of the financial statement disclosures to underlying supporting documentation;
- enquiries of management and the trustees;
- review of minutes of Trustee Meetings throughout the period; and
- obtaining an understanding of the control environment in monitoring compliance with laws and regulations.

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.

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.

Haines Watts Scotland

Craig Hunter (Senior Statutory Auditor)
For and on behalf of Haines Watts Scotland
Business Advisors, Accountants and
Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Q Court
3 Quality Street
Edinburgh
EH4 5BP

15/08/2025

BUILT ENVIRONMENT FORUM SCOTLAND

INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 March 2025

	Note	2025 £	2024 £
Turnover		186,189	222,308
Outreach and administrative expenses		(220,142)	(189,155)
Operating (deficit)/surplus		(33,953)	33,153
Interest receivable		2,450	2,634
Retained (deficit)/surplus for the year	3 / 10	(31,503)	35,787

All of the above results relate to continuing activities.

The notes on pages 14 to 20 form part of these financial statements

BUILT ENVIRONMENT FORUM SCOTLAND

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2025

	Note	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Income and endowments from:					
Donations and legacies	4	6,615	-	6,615	6,300
Charitable activities	5	10,700	168,874	179,574	216,008
Investments		2,450	-	2,450	2,634
Gain on sale of fixed assets		-	-	-	-
Total		19,765	168,874	188,639	224,942
Expenditure on:					
Charitable activities	6	(4,683)	(215,459)	(220,142)	(189,155)
Total		(4,683)	(215,459)	(220,142)	(189,155)
Net income/(expenditure)		15,082	(46,585)	(31,503)	35,787
Gross transfers between funds		2,394	(2,394)	-	-
Net movement in funds		17,476	(48,979)	(31,503)	35,787
Reconciliation of funds					
Total funds brought forward		135,991	53,882	189,873	154,086
Total funds carried forward	10	153,467	4,903	158,370	189,873

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

The notes on pages 14 to 20 form part of these financial statements

BALANCE SHEET

As at 31 March 2025

	Note		2025		2024
		£	£	£	£
Fixed assets					
Tangible assets	7		2,019		503
Current assets					
Debtors	8	39,299		35,552	
Cash at bank and in hand		130,092		173,892	
			169,391		209,444
Creditors: amounts falling due within one year	9		(13,040)		(20,074)
Net current assets			156,351		189,370
Net assets			158,370		189,873
Capital and reserves					
Unrestricted Funds	10		153,467		135,991
Restricted funds	10		4,903		53,882
			158,370		189,873

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 31/07/2025 and are signed on their behalf by: -

Tyler Lott Johnston
Director and Interim Chair

Company number: SC250970

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 61 Dublin Street, Edinburgh, EH3 6NL. 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 12 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 three restricted funds, Historic Environment Scotland, National Lottery Heritage Fund, and the 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

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.

2. Staff costs and related party transactions

	2025	2024
	£	£
Wages and salaries	137,222	116,286
Social security costs	8,288	5,964
Employers contribution to defined contribution pension scheme	7,476	6,311
Staff training and recruitment	7,492	1,300
	160,478	129,861

The average number of employees during the year was 5 (2024: 4).

In accordance with the company's Articles of Association, no trustee received any remuneration in the year (2024: £Nil). During the year, one trustee received reimbursed expenses of £107 (2024: one trustee £109).

No employee received remuneration in excess of £60,000 (2024: £none).

The total amount of employee benefits received by key management personnel (including Employers NI) is £16,253 (2024: £51,563). 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

	2025	2024
	£	£
This is stated after charging: -		
Auditors' remuneration – Audit	6,500	7,280

4. Donations and legacies income

	2025	2024
	£	£
Subscriptions	6,615	6,300

5. Income from charitable activities

	2025	2024
	£	£
Historic Environment Scotland core funding	130,122	135,025
National Lottery Heritage Fund	38,752	48,440
Scottish Traditional Building Forum funding	-	16,298
Historic Environment Scotland Project (restricted income)	-	11,900
Other activities (unrestricted income)	10,700	4,345
	179,574	216,008

Of the total income from charitable activities, £10,700 (2024: £4,345) is unrestricted and £168,874 (2024: £211,663) was restricted.

6. Expenditure	**Charitable Activities**	**Governance Costs**	**Total 2025**	**Total 2024**
	£	£	£	£
Outreach and education	43,573	-	43,573	41,584
Support costs				
Staff costs	160,478	-	160,478	129,861
Depreciation	694	-	694	1,639
Overheads				
Audit and advisory	-	6,500	6,500	7,280
Payroll processing	-	938	938	792
Meeting costs	-	1,445	1,445	2,817
Office consumables	5,858	-	5,858	4,589
Other expenditure	656	-	656	593
	167,686	8,883	176,569	147,571
Total expenditure	211,259	8,883	220,142	189,155

Of the total charitable activities' expenditure, £215,459 was restricted (2024: £184,069) and £4,683 was unrestricted (2024: £5,086).

7. Tangible fixed assets	**Computer Equipment**	**Total**
	£	£
Cost		
At 1 April 2024	7,708	7,708
Additions	2,307	2,307
Disposals	(1,850)	(1,850)
At 31 March 2025	8,165	8,165
Depreciation		
At 1 April 2024	7,205	7,205
Charge for the year	694	694
Eliminated on disposal	(1,753)	(1,753)
At 31 March 2025	6,146	6,146
Net book value		
At 31 March 2025	2,019	2,019
At 31 March 2024	503	503

8. Debtors	**2025**	**2024**
	£	£
Trade debtors	3,000	-
Other debtors	1,771	840
Prepayments and accrued income	34,528	34,712
	39,299	35,552

9. Creditors: amounts falling due within one year

	2025 £	2024 £
Accruals	8,169	8,925
Deferred Income	105	8,500
Tax and social security	4,363	2,649
Other creditors	403	-
	13,040	20,074

10. Funds

10. Funds	Balance 1 April 2024 £	Incoming Resources £	Resources Expended £	Transfers £	Balance 31 March 2025 £
Restricted funds					
Historic Environment Scotland	-	130,122	(130,122)	-	-
Historic Environment Scotland – SIT	516	-	-	-	516
National Lottery Heritage Fund	25,796	38,752	(57,767)	(2,394)	4,387
Scottish Traditional Building Forum	27,570	-	(27,570)	-	-
	53,882	168,874	(215,459)	(2,394)	4,903
Unrestricted funds	135,991	19,765	(4,683)	2,394	153,467
	189,873	188,639	(220,142)	-	158,370

	Balance 1 April 2023 £	Incoming Resources £	Resources Expended £	Transfers £	Balance 31 March 2024 £
Restricted funds					
Historic Environment Scotland	-	135,025	(135,025)	-	-
Historic Environment Scotland -SIT	-	11,900	(14,984)	3,600	516
National Lottery Heritage Fund	-	48,440	(22,644)	-	25,796
Scottish Traditional Building Forum	22,688	16,298	(11,416)	-	27,570
	22,688	211,663	(184,069)	-	53,882
Unrestricted funds	131,398	13,279	(5,086)	-	135,991
	154,086	224,942	(189,155)	-	189,873

Restricted funds

(a) Historic Environment Scotland – A grant to enable BEFS to deliver the intermediary function for the Scottish historic environment sector.

(b) Sustainable Investment Tool (SIT) – Financial Support provided by Historic Environment Scotland to project manage, re-design and publish the Sustainable Investment Tool which enables visualisation around decision making for projects and investment in built heritage.

(c) National Lottery Heritage Fund – A grant to enable BEFS to advocate and influence policy pertaining to the built environment.

(d) Scottish Traditional Building Forum (STBF) – A grant from Historic Environment Scotland and sponsorship from the Construction Industry Training Board (CITB) to enable a programme of STBF activities.

10. Funds *(continued)*

Funds represented by:	**Unrestricted Funds**	**Restricted Funds**	**Total**
	£	£	£
2025			
Fixed assets	2,019	-	2,019
Net current assets	151,448	4,903	156,351
	153,467	4,903	158,370
2024			
Fixed assets	503	-	503
Net current assets	135,488	53,882	189,370
	135,991	52,882	189,873

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. Comparative Statement of Financial Activities	**Unrestricted Funds**	**Restricted Funds**	**Total 2024**
	£	£	£
Income and endowments from:			
Donations and legacies	6,300	-	6,300
Charitable activities	4,345	211,663	216,008
Investments	2,634	-	2,634
Gain on sale of fixed assets	-	-	-
Total	13,279	211,663	224,942
Expenditure on:			
Charitable activities	(5,086)	(184,069)	(189,155)
Total	(5,086)	(184,069)	(189,155)
Net income	8,193	27,594	35,787
Gross transfers between funds	(3,600)	3,600	-
Net movement in funds	4,593	31,194	35,787
Reconciliation of funds			
Total funds brought forward	131,398	22,688	154,086
Total funds carried forward	135,991	53,882	189,873

12. Going concern

The charitable company depends upon grants from Historic Environment Scotland in order for it to meet its day to day working capital commitments. The existing agreement has been granted through until 31 March 2028.

The Trustees have reviewed the financial position of the charitable company and remain satisfied that with the funding in place to March 2025 together with the existing free reserves, 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.

13. 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.

ANALYSIS OF EXPENDITURE

For the year ended 31 March 2025

		2025		2024
	£	£	£	£
Outreach and educational costs				
Consultation meetings	141		47	
Workshops	662		3,996	
Membership and participation	1,167		1,290	
Lectures and networking	1,027		1,430	
Website development	767		751	
General Promotions	1,033		1,409	
Publications	1,409		1,602	
Scottish Traditional Building Forum project	27,570		11,416	
Projects expenditure	9,797		19,643	
		43,573		41,584
Staff costs				
Salaries	137,222		116,286	
Employer's NIC	8,288		5,964	
Pension	7,476		6,311	
Staff training and recruitment	7,492		1,300	
		160,478		129,861
Overheads				
Audit and accountancy	6,500		7,280	
Payroll fees	938		792	
Governance	1,445		2,817	
Office – consumables	5,858		4,589	
Other expenditure	656		593	
Depreciation	694		1,639	
		16,091		17,710
		220,142		189,155