

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

**FINANCIAL STATEMENTS AND ANNUAL REPORT**

**For the Year Ended 31 March 2019**

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



**BUILT ENVIRONMENT FORUM SCOTLAND**

**FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2019**

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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) (Appointed 5/12/2018)  
Dr Graeme Purves (Chair) (Retired 5/12/2018)  
Dr Peter Burman (Vice Chair)  
Nick Allan  
Jocelyn Cunliffe  
Torsten Haak (Honorary Treasurer)  
Sarah Kettles (Appointed 5/12/2018)  
Nikola Devlin  
Bill Pagan  
Eila Macqueen  
Prof Ian Baxter  
Tom Addyman  
Stuart Beattie  
Kate Houghton  
Fiona Stirling (Retired 5/12/2018)

Company Secretary: Fionnuala Douglas

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

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

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

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

## BUILT ENVIRONMENT FORUM SCOTLAND

### TRUSTEES' REPORT

For the Year Ended 31 March 2019

#### 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 2018-19, 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 continued to provide its unique service of aggregating built environment policy news and consultations shared with stakeholders through 26 Bulletins in 2018-19, reaching an audience of 850. BEFS website was well used with over 10,000 unique visitors, 65% of which were new. The website continued to be updated with news, events, contributed blogs and vacancies within the heritage sector. The website also presented 66 case studies under the four themes in Scotland's historic environment strategy, Our Place in Time (OPiT), complementing the OPiT Annual Review.

Through 2018-19 BEFS held workshops and seminars covering ecclesiastical heritage, land value capture/sharing, land reform and community empowerment. BEFS submitted responses to consultations on HES Policy, HES Corporate Plan, Energy Efficiency Standards, DCMS HLF Review, Scottish Land Commission's Scale and Concentration of Land Ownership, Barclay Review of Non-Domestic Tax Rates, Culture Strategy, HES Demolition, HES Managing Change, Climate Change Bill, HES Designations and charity law.

BEFS share the secretariat duties of the Scottish Parliamentary Working Group on Maintenance of Tenement Scheme Property with the RICS. The group met four times with continued cross party participation and interim recommendations published in January 2019. BEFS coordinated the informal consultation, engaging with various stakeholders from environmental health and housing to the legal and financial professions, producing an analysis report of the 80 submissions received. BEFS commissioned, raised sponsorship for and published research from Professor Douglas Robertson on *Common Provisions for Multi-Owned Property*. The working group will make final recommendations to the Scottish Parliament in June 2019. BEFS submitted evidence on behalf of the working group to the Infrastructure Commission for Scotland and responded to the Scottish Government's consultation paper Housing Beyond 2021.

BEFS Historic Environment Working Group has met four times in this period covering topics such as the Culture Strategy, Barclay Review, HES consultations and introducing the new HES Director of Development & Partnership. The working group also facilitated updates on Member activity and networking.

## **BUILT ENVIRONMENT FORUM SCOTLAND**

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

#### **For the Year Ended 31 March 2019**

#### **KEY ACHIEVEMENTS AND PERFORMANCE (Continued)**

BEFS Planning Bill Taskforce met twice, before and after Stage 2 examination of the Planning (Scotland) Bill and briefings were provided to MSPs on the Community and Local Government Committee throughout Stage 2 of the Planning (Scotland) Bill. BEFS provided continual electronic updates and analysis on the progress of the Bill to Members.

BEFS Chair attended the meeting of the Strategic Historic Environment Forum in April 2018 which is chaired by the Cabinet Secretary for Culture and External Affairs and following a review of the Membership the new Chair was invited to join, the next meeting being in June 2019. 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 lead an exploration on prioritisation of investment in heritage, contributing to the OPIT Built Heritage Investment Plan Group, with a workshop and a seminar. These events examined comparative methodologies and the principles that underlie how funding decisions may be made transparently and with clarity.

Dr Graeme Purves retired as Chair at the December 2018 AGM and Iain McDowall was elected as new Chair. Sarah Kettles was elected to the Board having been nominated by IHBC Scotland. Trustee induction was held in January 2018 and three Board Members have received further governance training. The General Trustees of the Church of Scotland and the Society for the Protection of Ancient Buildings have joined BEFS as Members and Groves-Raines Architects joined as Associate Members.

The legacy material for Resourcing Scotland's Heritage, the HLF funded partnership project with Archaeology Scotland, Arts & Business Scotland, Greenspace Scotland and Museums Galleries Scotland, was published in Autumn 2018. BEFS will continue to promote the Inspiring Fundraising online resource.

#### **FINANCIAL REVIEW**

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

BEFS received resources to the value of £171,866 (2018: £146,498).

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

Operational costs in support of the above objectives totalled £157,947 (2018: £139,157) of which £30,633 (2018: £20,041) costs were incurred on direct charitable activities (outreach and education) as disclosed in note 6.

The total surplus of income over expenditure is £13,919 (2018: £7,341 surplus).

Total net assets at 31 March 2019 were £104,423 (2018: £90,504) consisting of unrestricted funds of £96,967 (2018: £87,205) and restricted funds of £7,456 (2018: £3,299).

##### **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 £97,000 in unrestricted reserves, which has been built up over 15 years of BEFS business. BEFS has invested £30,000 in a 1-year investment account in order to secure bank interest. BEFS is located in a serviced office with a rolling one-year contract. The Board review BEFS reserve position annually.

##### **Principal risks and uncertainties**

The risk assessment is regularly reviewed by the Board. At the end of the financial year 2018/19, the key risk remains dependency on one main income source. BEFS is moving into year two 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 expand in 2019/20.

## **BUILT ENVIRONMENT FORUM SCOTLAND**

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

#### **For the Year Ended 31 March 2019**

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

Tenement Maintenance and the Future of Ecclesiastical Heritage will be two major themes for BEFS in 2019/20. Prioritisation will continue to be explored and we will work with Members on how the sector responds to the Climate Emergency.

There will be continued need for monitoring the progress of the Planning (Scotland) Bill and subsequent secondary legislation should it pass. HES policy revision will also require continued engagement.

BEFS will also produce printed promotional material.

#### **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 2018/19 consisted of 4 (3 FTE) members of staff. Activity is delegated to standing committees and ad hoc taskforces.

##### **Governance**

The governing document is the Articles of Association, revised during 2016. The governing body of BEFS is the Board of Trustees. Trustees (who are also Directors of the company for the purposes of company law) are largely drawn from the representatives of the Member organisations. The Chairman may be drawn from the pool of representatives, or may be elected independently. Appointments are made by election through ordinary resolution at the AGM, and co-options during the year are ratified at the AGM.

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

##### **Related parties**

BEFS is a membership organisation – its key stakeholders are therefore its Members. The Members are non-governmental organisations that operate within the built environment and whose objectives align with BEFS objects. Governmental bodies and organisations and individuals with a relevant interest may join BEFS as Associates.

##### **Volunteers**

The Board of Trustees acts in a voluntary capacity. In addition, each member organisation nominates up to two individuals to represent their organisation's interests and engage in the work of the Forum.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

These have been detailed on page 1.

#### **STATEMENT of TRUSTEES' RESPONSIBILITIES**

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

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

- select suitable accounting policies and apply them consistently;

## BUILT ENVIRONMENT FORUM SCOTLAND

### TRUSTEES' REPORT (Continued)

For the Year Ended 31 March 2019

#### STATEMENT of TRUSTEES' RESPONSIBILITIES (Continued)

- 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.

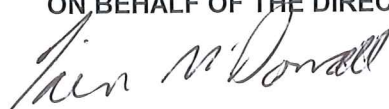
#### AUDITOR

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

#### 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

25th June 2019

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



**Opinion**

We have audited the financial statements of Built Environment Forum Scotland (the 'charitable company') for the year ended 31 March 2019 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 2019, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

**Basis for opinion**

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

**Conclusions relating to going concern**

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

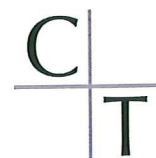
- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability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

**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.

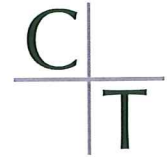
**Auditor's responsibilities for the audit of the financial statements**

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.

*Malcolm Beveridge*

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

25 June 2019

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 2019**

	<b>Note</b>	<b>2019</b> £	<b>2018</b> £
<b>Turnover</b>		171,585	146,247
Outreach and administrative expenses		157,947	139,157
<b>Operating surplus</b>		----- 13,638	----- 7,090
Interest receivable		281	251
<b>Retained surplus for the year</b>	3 / 10	----- 13,919 =====	----- 7,341 =====

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 2019**

	Unrestricted Note	Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>Income and endowments from:</b>					
Donations and legacies	4	5,925	-	5,925	4,570
Charitable activities	5	8,872	156,788	165,660	141,651
Investments		281	-	281	251
Other		-	-	-	26
<b>Total</b>		15,078	156,788	171,866	146,498
<b>Expenditure on:</b>					
Charitable activities	6	5,316	152,631	157,947	139,157
<b>Total</b>		5,316	152,631	157,947	139,157
<b>Net income</b>		9,762	4,157	13,919	7,341
Gross transfers between funds		-	-	-	-
<b>Net movement in funds</b>		9,762	4,157	13,919	7,341
<b>Reconciliation of funds</b>					
Total funds brought forward		87,205	3,299	90,504	83,163
<b>Total funds carried forward</b>	10	96,967	7,456	104,423	90,504

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

# BUILT ENVIRONMENT FORUM SCOTLAND

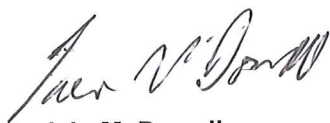
## BALANCE SHEET

As at 31 March 2019

	Note	£	2019 £	£	2018 £
<b>Fixed assets</b>					
Tangible assets	7		549		-
			-----		-----
<b>Current assets</b>					
Debtors	8	3,410		38,387	
Cash at bank and in hand		104,040		54,598	
			-----	-----	
			107,450		92,985
<b>Creditors: amounts falling due within one year</b>	9		3,576		2,481
			-----		-----
<b>Net current assets</b>			103,874		90,504
			-----		-----
<b>Net assets</b>			104,423		90,504
			=====		=====
<b>Capital and reserves</b>					
Unrestricted Funds	10		96,967		87,205
Restricted funds	10		7,456		3,299
			-----		-----
			104,423		90,504
			=====		=====

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 *25th June* 2019 and are signed on their behalf by: -



**Iain McDowall**  
Director

Company number: SC250970

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

## BUILT ENVIRONMENT FORUM SCOTLAND

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

#### 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

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

##### Going concern

The financial statements have been prepared on a going concern basis. The trustees have assessed the Charity's ability to continue as a going concern as detailed in note 13, and have reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus, they continue to adopt the going concern basis of accounting in preparing the financial statements.

##### Funds structure

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

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

##### Income

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

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

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

## BUILT ENVIRONMENT FORUM SCOTLAND

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

#### 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 2019**

<b>2. Staff costs and related party transactions</b>	<b>2019</b>	<b>2018</b>
	£	£
Wages and salaries	96,015	88,003
Social security costs	5,462	4,577
Employers contribution to defined contribution pension scheme	4,748	4,400
Staff training and recruitment	347	2,720
	-----	-----
	106,572	99,700
	=====	=====

The average number of employees during the year was 4 (2018: 4).

In accordance with the company's Articles of Association, no trustee received any remuneration in the year (2018: £nil). During the year, three trustees received reimbursed travel expenses of £452 (2018: three trustees £292).

No employee received remuneration in excess of £60,000 (2018: £Nil).

The total amount of employee benefits received by key management personnel (including Employers NI) is £47,144 (2018: £46,233). 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>2019</b>	<b>2018</b>
	£	£
This is stated after charging: -		
Auditors' remuneration – Audit	2,262	2,190
Operating lease payments	8,400	8,400
	=====	=====

<b>4. Donations and legacies income</b>	<b>2019</b>	<b>2018</b>
	£	£
Subscriptions	5,925	4,570
	=====	=====

<b>5. Income from charitable activities</b>	<b>2019</b>	<b>2018</b>
	£	£
Historic Environment Scotland core funding	140,288	132,451
Scottish Traditional Building Forum funding	15,000	-
Resourcing Scotland's Heritage funding (Heritage Lottery Fund)	1,500	3,600
Conference and workshops	2,272	1,084
Research and projects	6,600	4,516
	-----	-----
	165,660	141,651
	=====	=====

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

6. Expenditure	Charitable Activities £	Governance Costs £	Total 2019 £	Total 2018 £
Outreach and education	30,633	-	30,633	20,041
<b>Support costs</b>				
Staff costs	106,572	-	106,572	99,700
Office accommodation	9,947	-	9,947	9,683
<b>Overheads</b>				
Audit and advisory	-	2,262	2,262	2,190
Payroll processing	-	597	597	567
Meeting costs	-	3,028	3,028	2,002
Office consumables	4,778	-	4,778	3,613
Other expenditure	130	-	130	1,361
	-----	-----	-----	-----
	121,427	5,887	127,314	119,116
	-----	-----	-----	-----
<b>Total expenditure</b>	152,060	5,887	157,947	139,157
	=====	=====	=====	=====

7. Tangible fixed assets	Computer Equipment £	Total £
<b>Cost</b>		
At 1 April 2018	3,788	3,788
Additions	549	549
Disposal	-	-
	-----	-----
At 31 March 2019	4,337	4,337
	-----	-----
<b>Depreciation</b>		
At 1 April 2018	3,788	3,788
Charge for the year	-	-
On disposal	-	-
	-----	-----
At 31 March 2019	3,788	3,788
	-----	-----
<b>Net book value</b>		
At 31 March 2019	549	549
	=====	=====
At 31 March 2018	-	-
	=====	=====

8. Debtors	2019 £	2018 £
Other debtors	3,410	5,275
Accrued income	-	33,387
	-----	-----
	3,410	38,387
	=====	=====

BUILT ENVIRONMENT FORUM SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

9. Creditors: amounts falling due within one year

	2019 £	2018 £
Accruals	2,568	2,190
Tax and social security	517	-
Other creditors	491	291
	-----	-----
	3,576	2,481
	=====	=====

10. Funds	Balance 1 April 2018 £	Incoming Resources £	Resources Expended £	Transfers £	Balance 31 March 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
	=====	=====	=====	=====	=====

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

**Restricted funds**

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

**BUILT ENVIRONMENT FORUM SCOTLAND**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2019**

**10. Funds (continued)**

<b>Funds represented by:</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total £</b>
<b>2019</b>			
Fixed assets	549	-	549
Net current assets	96,418	7,456	103,874
	-----	-----	-----
	96,967	7,456	104,423
	=====	=====	=====
<b>2018</b>			
Net current assets	96,398	5,456	101,854
	=====	=====	=====

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:

	<b>2019 £</b>	<b>2018 £</b>
Land and buildings – Not later than 1 year	2,100	2,100
	=====	=====

**12. Comparative Statement of Financial Activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2018 £</b>
<b>Income and endowments from:</b>			
Donations and legacies	4,570	-	4,570
Charitable activities	5,600	136,051	141,651
Investments	251	-	251
Other	26	-	26
	-----	-----	-----
<b>Total</b>	10,447	136,051	146,498
	-----	-----	-----
<b>Expenditure on:</b>			
Charitable activities	6,405	132,752	139,157
	-----	-----	-----
<b>Total</b>	6,405	132,752	139,157
	-----	-----	-----
<b>Net income/(expenditure)</b>	4,042	3,299	7,341
Gross transfers between funds	-	-	-
	-----	-----	-----
<b>Net movement in funds</b>	4,042	3,299	7,341
<b>Reconciliation of funds</b>			
Total funds brought forward	83,163	-	83,163
	-----	-----	-----
<b>Total funds carried forward</b>	87,205	3,299	90,504
	=====	=====	=====

# BUILT ENVIRONMENT FORUM SCOTLAND

## NOTES TO THE FINANCIAL STATEMENTS

### For the year ended 31 March 2019

#### 13. Going concern

The company depends upon grants from Historic Environment Scotland in order for it to meet its day to day working capital commitments. An indicative three-year funding agreement has been agreed to 31 March 2021.

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

#### 14. Company status

The company is limited by guarantee and accordingly has no share capital. In accordance with the company's Memorandum of Association, every Member undertakes to contribute an amount not exceeding £1 in the event of the company being wound up.

#### 15. Funds received as agent

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

	£	Total 2019	£	Total 2018
<b>Funds held as agent at 1 April</b>		-		20,176
<b>Income from:</b>				
Historic Environment Scotland core funding grant	-		-	
Sponsorship & raising funds	-		-	
	-----	-	-----	-
<b>Expenditure on:</b>				
Staff costs	-		15,544	
Equipment & venue costs	-		4,604	
Office costs	-		28	
	-----	-	-----	20,176
<b>Net (expenditure)</b>		-		(20,176)
		=====		=====
<b>Funds held as agent at 31 March</b>		-		-
		=====		=====

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

## ANALYSIS OF EXPENDITURE

For the year ended 31 March 2019

	£	2019 £	£	2018 £
<b>Outreach and educational costs</b>				
Seminars	300		-	
Working Groups/Taskforces	855		1,235	
Consultation meetings	549		182	
HEWG	758		721	
Workshops	5,543		8,521	
Congress	-		2,703	
Membership and participation	2,725		1,171	
Networking	36		-	
Commissioned project	5,875		-	
Website development	600		500	
Lectures and debates	-		2,852	
General promotions	-		561	
Publications	392		1,336	
Governance meetings	-		259	
Scottish Traditional Building Forum project	13,000		-	
	-----	30,633	-----	20,041
<b>Staff costs</b>				
Salaries	96,015		88,003	
Employer's NIC	5,462		4,577	
Pension	4,748		4,400	
Staff training and recruitment	347		2,720	
	-----	106,572	-----	99,700
<b>Overheads</b>				
Audit and accountancy	2,262		2,190	
Governance	3,625		2,570	
Office – accommodation	9,947		9,683	
Office – consumables	4,778		3,613	
Other expenditure	130		1,360	
	-----	20,742	-----	19,416
		-----		-----
		157,947		139,157
		=====		=====