

COMPANY REGISTRATION NUMBER: SC175839
CHARITY REGISTRATION NUMBER: SC027467

Forth Estuary Forum
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2018

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Chartered Accountants

Forth Estuary Forum
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2018

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Forth Estuary Forum

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2018

The directors, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2018.

Reference and administrative details

Registered charity name	Forth Estuary Forum
Charity registration number	SC027467
Company registration number	SC175839
Principal office and registered office	Quartermile Two 2 Lister Square Edinburgh EH3 9GL

The directors

R F Briggs
I Angus
T Brock
I R Howarth
D J McGlashan
I M Rennick

Independent examiner	Neil Robson C.A.
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Structure, governance and management

The company is governed by its Memorandum and Articles of Association. The Directors, Management Group and Office Bearers of the Forum are appointed in accordance with the terms and conditions as detailed in the Memorandum and Articles of Association. Nominations of persons to become Directors, members of the Management Group and Office Bearers are proposed and seconded by members of the Forum at the Annual General Meeting. Persons are elected for a period of three years after which they are eligible for re-election every three years.

The company is limited by guarantee, limited to £1 per member. The company is non-profit making and is a registered charity (Charity Number SC027467).

Forth Estuary Forum

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Structure, governance and management *(continued)*

Governance

Directors' meetings take place quarterly and meetings were held in June, September, November 2017 and February 2018.

The Directors are responsible for, and monitor progress with, the Forum's business plan. They monitor the Forum's financial position, budget and other resources. During the year the Directors gave consideration to maintaining sufficient reserves to allow the Forum to continue in the short term if funding became unavailable or inadequate. The Forum has a contingency plan which allocates costs and outlines steps to be taken in the event that the Forum has to cease operating.

During 2017/18, as in 2016/17, an agreed level of core funding was received from Marine Scotland. The associated requirement to consider how the Forum could carry out marine planning projects on behalf of Marine Scotland during 2017/18 was reflected in the business plan for 2017/18.

Reserves policy

It is the policy of the company to maintain unrestricted funds, which are the free reserves of the company, at a level sufficient to sustain current expenditure without creating a deficit. The level of reserves deemed to be appropriate is approximately £25,000. This provides sufficient funds to cover three months management and administration costs and potential one-off costs incurred if the Company was to wind up. It also provides a contingency sum to cover office rental costs for nine months should the current arrangement, where fully serviced office accommodation is provided free as an in-kind contribution by one of the partners, come to an end. Unrestricted funds were maintained at or above this level throughout the year.

Risk Management

The Directors assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems are in place to mitigate the exposure to the major risks. The Forum's Risk Register is reviewed at least annually by Directors.

Recruitment and appointment of Management Group

The Forum shall, in addition to the directors, have a Management Group, whose role shall be to identify issues related to the objects of the Forum and establish groups (Topic Groups or Sub-groups) to assess those issues, subject to terms of reference agreed by the Management Group prior to the establishment of the group concerned and to provide advice to the directors and the Forum on such issues. A Topic Group or Sub-group shall where practicable include at least one member of the Management Group, who shall report the proceedings of the group to the Management Group, and the representative of organisations on such groups may be a person other than the person appointed to represent the relevant member at voting meetings of the Forum as deemed appropriate by the group and the relevant member. The Management Group shall consist of not less than two and not more than 18 persons or such other number as may from time to time be determined by the Forum in general meeting.

Forth Estuary Forum

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Structure, governance and management *(continued)*

Fixed assets policy

The trustees have agreed that only assets costing or valued at £500 or greater will be capitalised as fixed assets of the Forum and depreciated accordingly over their useful economic life. Any assets below £500 will be expensed to the appropriate heading within the charitable costs of the Forum.

Objectives and activities

The objects for which the Forum is established are for the benefit of the local communities living and working within the area of the tidal waters of the Forth (whether River, Estuary or Firth) and the public generally to advance the education of those local communities in particular and the public as a whole in the wise and sustainable use and conservation of the coastal, environmental and natural heritage of the Forth, and (where it has an impact on the foregoing) the land surrounding the Forth. ("the Forth" shall include the Isle of May (being that part of the Forth extending from its tidal limit at Stirling to a line between Fifeness on the north side of the Forth to Dunbar on the south side of the Forth)) (hereinafter called "the Principal Objective"); and (but without prejudice to the foregoing generality) to:-

- observe common principles of operation laid down by the Forum from time to time in order to obtain and sustain the commitment of parties interested in pursuing the Principal Objective
- improve the communication and exchange of information relating to the Principal Objective by bringing together representatives or organisations with an interest in the Principal Objective;
- develop, maintain and implement a management strategy (or management recommendations) that will identify and assess issues and opportunities and reconcile any problems in the achievement of the Principal Objective;
- collect and disseminate information on all matters relevant to the work of the Forum in relation to the Principal Objective or any of the other objects of the company;
- encourage joint initiatives amongst the members of the Forum in respect of the Principal Objective;
- promote environmental education opportunities to extend awareness and understanding of issues related to the Principal Objective;
- monitor and review progress of work initiated by the Forum in furtherance of its objects; ;
- create links with national and international estuarine groups to promote the Principal Objective and good practice and integrated action generally.

Achievements and performance

Regional Marine Planning

As part of the funding agreement with Marine Scotland, the Forum carried out research into regional marine planning for the presumptive Forth and Tay Scottish Marine Region. A draft document on the links between Local Development and Strategic planning and marine planning was completed during 2017/18, and was distributed to interested parties and published on the website.

Forth Estuary Forum

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Achievements and performance *(continued)*

Annual Conference 2017

The Forum's 24th annual conference was held at the West Park Conference Centre, Dundee, on 15th September 2017. Sixty five people attended to hear a series of presentations on 'Preparing in Partnership for Marine Planning in the Forth-Tay Scottish Marine Region', more than the 53 who attended the previous year's event. Copies of the speakers' presentations were published on the Forum website. This was the first conference to be held jointly with the Tay Estuary Forum, with partial sponsorship from Red Rock Power.

The Annual General Meeting of the Forum was held separately on 23rd November 2017 at the Queensferry Hotel, North Queensferry.

By the end of the financial year, preparations were well underway for the second joint Forth and Tay Estuary Forums annual conference, to be held in Edinburgh on 28th September 2018.

Website and social media

The Forum's existing website is updated as required, and continues to be updated with ongoing news and publications etc.

Our Twitter feed @ForthEstuary is regularly updated and at the end of the financial year had 431 followers, up from 300 followers at the end of 2016/2017.

A Forum Facebook page (<https://www.facebook.com/ForthEstuaryForum>):

The Forum's eNews Bulletins were issued monthly, and sent out to all emails on the Forum's circulation list. The Bulletins provided brief details of news and events from the Forum and around the Forth, and have proved popular and a good way to get more people interested in the work of the Forum.

Newsletter

Two editions of the Forum's newsletter Forth Sight were published this year: the Winter (2017) edition (No. 29 published January 2017) featured articles on the Communities Along the Carron Association; SEPA Flood Management; the Firth of Forth Lobster Hatchery; the Save Wemyss Ancient Caves Society; the Inchcolm Project; Coastal Climate Change Adaptation in the Forth; and Forum News.

The Autumn (2017) Edition (No. 30 published November 2017) featured articles on Rowing the John Muir Way; Greening Coastal Defences; Improvement Works at the Cramond Weir; the Kincardine Charrette; and Forum News.

The newsletters were distributed to around 500 email addresses including community councils.

Forth Estuary Forum

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Achievements and performance *(continued)*

Forum Member Events

Two events for members were held during the year. On the 25th January 2018, members were invited to participate in a marine spatial planning Challenge game which allowed them to simulate various marine planning scenarios. This was held at the Forth Bridges Visitor Centre, South Queensferry. This was facilitated by Rhona Fairgrieve of the Scottish Coastal Forum.

The second event was a visit to the RSPB Skinflats Reserve on the Inner Forth on the 12th April 2018 to learn about managed realignment, facilitated by David Anderson of the RSPB; although taking place just outside the reporting period, planning for the event took place within 2017/18.

Forum Workshops

The Forum held two workshops during the financial year: The first workshop was held at Forth Valley College, Stirling on 25th April 2017, on 'Coastal Tourism on the Inner Forth' and the second was held at Cramond Kirk Hall on 22nd March 2018 on 'Barriers to Fish Migration in the Forth'. Both were very well attended.

Local Coastal Partnerships in Scotland

The Forth Estuary Forum is one of five Local Coastal Partnerships (LCPs) in Scotland. The Local Coastal Partnerships (LCPs) are represented on the Scottish Coastal Forum (SCF) which is a grouping of all national interests around the coast of Scotland.

The Forum Manager and some of the other LCP officers meet under the auspices of SCF to share ideas and information and on 22nd June 2017 attended a Marine Planners Practitioners meeting along with colleagues from Orkney, Shetland and the Clyde to discuss marine planning issues; furthermore, on 29th September 2017 LCP officers attended a SCF-mediated event on reviewing the Scottish Marine Plan, which the Forum Manager helped facilitate.

Financial review

The Forum reported a small deficit for the year ended 31 March 2018 of £675 (2017 : surplus of £1,052).

The directors are satisfied with the financial results for the year ended 31 March 2018 as detailed in the statement of financial activities. Total funds at the year ended 31 March 2018 were £58,528 (2017 : £60,030) as shown on the balance sheet as at 31 March 2018.

Forth Estuary Forum

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Financial review *(continued)*

Forum Staff 2017/18

Forum Manager Christopher Cutts

Office Administrator Sharon Waugh

Business Plan

The Business Plan for 2017/18 supported the Forum's strategic aims and took account of the need to undertake projects as a prelude to regional marine planning, as required by the funding agreement with Marine Scotland. The Management Group and Directors had input to the draft Plan and the Business Plan 2017/18 was agreed by the Directors in June 2017.

The Business Plan is published on the Forum website.

Membership

Membership fees for 2017/18 were not increased. Membership numbers were slightly up but income was down from £12,474 to £11,196 due to the delayed payment of a corporate member (this payment for 2017/18 was later made in the financial year 2018/19).

	2017/18	2016/17
Ordinary	29	29
Research/Charities	6	4
Corporate	5	5
Stat/Local authority/other	4	4
	-----	-----
	44	42
	=====	=====

Funding

Membership subscriptions make up around one third of the Forum's core income. The remainder of the Forum's core funding comes from grant aid provided by Marine Scotland. Marine Scotland provides funding on a year by year basis and is contingent on the receipt of an approved annual business plan. Additional funding for specific time limited projects is also obtained as and when projects are developed.

The Forum's fully serviced office accommodation at Rosyth Dockyard up to February 2018 continued to be provided as an 'in kind' donation by Forth Ports Limited. In February 2018, the Forum relocated to another fully serviced office at Baltic House, Central Dock Road, Grangemouth FK3 8TY, and is also provided by Forth Ports Limited as an 'in kind' contribution.

Forth Estuary Forum

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Financial review *(continued)*

Management Group

The Forum's Management Group met on four occasions during the year, meetings being hosted by members or invited organisations:

May 2017	Fife Council - Pittencrieff Park, Dunfermline;
August 2017	SNH - Silvan House, Edinburgh;
October 2017	Crown Estate Scotland - Bells Brae, Edinburgh
February 2018	Falkirk Council, Abbotsford House, Falkirk.

The Management Group provided guidance on the role and direction of the Forum and advice on projects. A valuable aspect of the meetings is the opportunity for members to update the Group on coastal and marine issues relevant to their own organisations.

Plans for future periods

The Forum will continue to provide workshops and conferences on matters of relevance to the Forth Estuary, organise members events and disseminate relevant information through newsletters, the website and social media. Of particular note, we will continue to provide research and support for regional marine planning in partnership with the Tay Estuary Forum and relevant organisations, notably on condition assessments for the Forth and Tay Estuaries and South East Scotland.

Forth Estuary Forum

Company Limited by Guarantee

Directors' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2018

Trustees' responsibilities statement

The trustees (who are also the directors of Forth Estuary Forum for the purposes of company law) are responsible for preparing the Trustees Annual 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 of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and accounting 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 accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The directors' annual report was approved on04.09.18..... and signed on behalf of the board of trustees by:



R F Briggs
Chairperson

Forth Estuary Forum

Company Limited by Guarantee

Independent Examiner's Report to the Directors of Forth Estuary Forum

Year ended 31 March 2018

I report to the directors on my examination of the financial statements of Forth Estuary Forum ('the charity') for the year ended 31 March 2018.

Responsibilities and basis of report

As the directors of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 44(1)(c) of the 2005 Act. In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Independent examiner's statement

Since the charity is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of ICAS which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act, section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; or
2. the financial statements do not accord with those records or with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Forth Estuary Forum

Company Limited by Guarantee

Independent Examiner's Report to the Directors of Forth Estuary Forum *(continued)*

Year ended 31 March 2018

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Neil Robson C.A.
Independent Examiner

07/09/2018

For and on behalf of
Paterson Boyd & Co
Chartered Accountants
18 North Street
Glenrothes
Fife
Scotland
KY7 5NA

Forth Estuary Forum
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)

Year ended 31 March 2018

		2018		2017	
	Unrestricted	Restricted	Total funds	Total funds	
	funds	funds	£	£	
Note	£	£	£	£	£
Income and endowments					
Donations and legacies	5	12,065	–	12,065	10,730
Charitable activities	6	47,196	–	47,196	48,674
Other trading activities	7	1,770	–	1,770	820
Investment income	8	17	–	17	22
Total income		<u>61,048</u>	<u>–</u>	<u>61,048</u>	<u>60,246</u>
Expenditure					
Expenditure on charitable activities	9,10	61,723	–	61,723	60,021
Total expenditure		<u>61,723</u>	<u>–</u>	<u>61,723</u>	<u>60,021</u>
Net (expenditure)/income and net movement in funds					
		<u>(675)</u>	<u>–</u>	<u>(675)</u>	<u>225</u>
Reconciliation of funds					
Total funds brought forward		58,072	1,131	59,203	58,978
Total funds carried forward		<u>57,397</u>	<u>1,131</u>	<u>58,528</u>	<u>59,203</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 13 to 20 form part of these financial statements.

Forth Estuary Forum
Company Limited by Guarantee
Statement of Financial Position

31 March 2018

	Note	2018 £	£	2017 £
Current assets				
Cash at bank and in hand		61,721		62,562
Creditors: amounts falling due within one year	16	<u>3,193</u>		<u>3,359</u>
Net current assets			<u>58,528</u>	<u>59,203</u>
Total assets less current liabilities			<u>58,528</u>	<u>59,203</u>
Net assets			<u>58,528</u>	<u>59,203</u>
Funds of the charity				
Restricted funds			1,131	1,131
Unrestricted funds			<u>57,397</u>	<u>58,072</u>
Total charity funds	18		<u>58,528</u>	<u>59,203</u>


For the year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 04.07.18, and are signed on behalf of the board by:



R F Briggs
Chairperson

The notes on pages 13 to 20 form part of these financial statements.

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2018

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is Quartermile Two, 2 Lister Square, Edinburgh, EH3 9GL.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The charity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

(a) No cash flow statement has been presented for the charity.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

3. Accounting policies *(continued)*

Fund accounting

Funds held by the charity are either:-

Unrestricted funds - these are funds that can be used in accordance with the charitable objects at the discretion of the directors.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor.

Incoming resources

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial Activities when receivable. Where legacies have been notified to the charity but the criteria for income recognition have not been met, the legacy is treated as a contingent asset and disclosed if material. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

- Investment income is included when receivable.
- Income from charitable trading activity is accounted for when earned.
- Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred and attributed directly to grant earning income as disclosed in the Statement of Financial Activities. Expenditure includes attributable VAT which cannot be recovered as the charity is not VAT registered. All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, as set out in the notes to the accounts.

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

3. Accounting policies *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - straight line over three years

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

3. Accounting policies *(continued)*

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at the carrying value plus accrued interest less repayments. The financing charge to expenditure is at a constant rate calculated using the effective interest method.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The company is limited by guarantee and therefore has no share capital. Each member's guarantee liability is limited to £1.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Donations				
Donations	65	65	130	130
Gifts				
Forth Ports Limited - Gifts in kind	12,000	12,000	10,600	10,600
	<u>12,065</u>	<u>12,065</u>	<u>10,730</u>	<u>10,730</u>

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Grants	36,000	–	36,000
Membership fees	11,196	–	11,196
	<u>47,196</u>	<u>–</u>	<u>47,196</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Grants	36,000	200	36,200
Membership fees	12,474	–	12,474
	<u>48,474</u>	<u>200</u>	<u>48,674</u>

7. Other trading activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Conference fees	<u>1,770</u>	<u>1,770</u>	<u>820</u>	<u>820</u>

8. Investment income

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Bank interest receivable	<u>17</u>	<u>17</u>	<u>22</u>	<u>22</u>

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Core	57,740	57,740	55,931	55,931
Support costs	3,983	3,983	4,090	4,090
	<u>61,723</u>	<u>61,723</u>	<u>60,021</u>	<u>60,021</u>

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

10. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2018	Total fund 2017
	£	£	£	£
Core	<u>57,740</u>	<u>3,983</u>	<u>61,723</u>	<u>60,021</u>

11. Analysis of support costs

	Analysis of support costs activity 1	Total 2018	Total 2017
	£	£	£
Staff costs	2,064	2,064	2,026
General office	292	292	403
Governance costs	<u>1,627</u>	<u>1,627</u>	<u>1,621</u>
	<u>3,983</u>	<u>3,983</u>	<u>4,050</u>

12. Independent examination fees

	2018	2017
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,572</u>	<u>1,572</u>

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2018	2017
	£	£
Wages and salaries	36,406	36,549
Employer contributions to pension plans	<u>4,888</u>	<u>4,797</u>
	<u>41,294</u>	<u>41,346</u>

The average head count of employees during the year was 2 (2017: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2018	2017
	No.	No.
Number of staff	<u>1.5</u>	<u>1.5</u>

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity were received by the trustees. During the year a total of £206 (2017: £244) was paid to one director as reimbursement of expenses.

15. Tangible fixed assets

	Equipment £
Cost	
At 1 April 2017 and 31 March 2018	<u>1,133</u>
Depreciation	
At 1 April 2017 and 31 March 2018	<u>1,133</u>
Carrying amount	
At 31 March 2018	<u>–</u>
At 31 March 2017	<u>–</u>

16. Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals and deferred income	2,313	2,543
Social security and other taxes	566	529
Other creditors	314	287
	<u>3,193</u>	<u>3,359</u>

17. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £4,888 (2017: £5,623).

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2017 £	Income £	Expenditure £	At 31 March 2018 £
General funds	<u>58,072</u>	<u>61,048</u>	<u>(61,723)</u>	<u>57,397</u>

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

18. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2017	Income	Expenditure	At 31 March 20 18
	£	£	£	£
Beach cleans	604	–	–	604
Marine Leisure Project	527	–	–	527
	<u>1,131</u>	<u>–</u>	<u>–</u>	<u>1,131</u>

A description of the activities performed for the above funds is stated in the directors' report.

19. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£
Current assets	61,721	61,721	62,562
Creditors less than 1 year	(3,193)	(3,193)	(3,359)
Net assets	<u>58,528</u>	<u>58,528</u>	<u>59,203</u>

20. Related parties

For the whole of the financial year the charity was under the control of its directors as listed on page 1 of the financial statements.

Forth Estuary Forum
Company Limited by Guarantee
Management Information
Year ended 31 March 2018

The following pages do not form part of the financial statements.

Forth Estuary Forum
Company Limited by Guarantee
Detailed Statement of Financial Activities
Year ended 31 March 2018

	2018 £	2017 £
Income and endowments		
Donations and legacies		
Donations	65	130
Forth Ports Limited - Gifts in kind	12,000	10,600
	<u>12,065</u>	<u>10,730</u>
Charitable activities		
Grants	36,000	36,200
Membership fees	11,196	12,474
	<u>47,196</u>	<u>48,674</u>
Other trading activities		
Conference fees	1,770	820
	<u>1,770</u>	<u>820</u>
Investment income		
Bank interest receivable	17	22
	<u>17</u>	<u>22</u>
Total income	<u><u>61,048</u></u>	<u><u>60,246</u></u>

Forth Estuary Forum

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

Year ended 31 March 2018

	2018	2017
	£	£
Expenditure		
Expenditure on charitable activities		
Wages and salaries	36,406	36,549
Pension costs	4,888	4,797
Rent	12,000	10,600
Rates and water	396	–
Light and heat	408	420
Repairs and maintenance	124	127
Insurance	578	537
Motor vehicle expenses	490	642
Other motor/travel costs	206	244
Legal and professional fees	192	240
Telephone	596	387
Other office costs	341	564
Independent examiners fee	1,627	1,621
Management and directors meeting expenses	100	162
Bank interest and charges	115	106
Website costs	169	312
AGM expenses	2,114	1,686
Networking workshop	604	1,027
Miscellaneous	369	–
	<u>61,723</u>	<u>60,021</u>
Total expenditure	<u>61,723</u>	<u>60,021</u>
Net (expenditure)/income	<u>675</u>	<u>225</u>

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2018

	2018	2017
	£	£
Expenditure on charitable activities		
Core		
<i>Activities undertaken directly</i>		
Wages/salaries	34,586	34,722
Pension costs	4,644	4,557
Rent	12,000	10,600
Staff training & recruitment	396	–
Payroll bureau fees	408	420
Repairs & maintenance	124	127
Insurance	578	537
Staff mileage payments	490	642
Travelling & subsistence	206	244
Telephone	596	387
Printing, postage & stationery	341	564
Bank charges	115	106
Website costs	169	312
AGM expenses	2,114	1,686
Networking workshop	604	1,027
Miscellaneous	369	–
	<u>57,740</u>	<u>55,931</u>
<i>Support costs</i>		
Wages/salaries	1,820	1,827
Pension costs	244	240
Legal and professional fees	192	240
Independent examiner's fee	1,627	1,621
Management and directors' meeting expenses	100	162
	<u>3,983</u>	<u>4,090</u>
Expenditure on charitable activities	<u><u>61,723</u></u>	<u><u>60,021</u></u>