

Company registration number SC175839

**Forth Estuary Forum**

**(A company limited by guarantee)**

**Directors' report and unaudited financial statements  
for the year ended 31 March 2015**

Charity registration number: SC027467

18 North Street  
GLENROTHES  
Fife  
KY7 5NA  
Tel No: 01592 610388  
Fax No: 01592 611113

8 Mitchell Street  
LEVEN  
Fife  
KY8 4HJ  
Tel No: 01333 425250  
Fax No: 01333 425655

**PATERSON BOYD & Co.**  
Chartered Accountants

**Forth Estuary Forum**  
**Financial statements**  
**for the year ended 31 March 2015**

**CONTENTS**

	<b>Page</b>
Charity information	1
Directors' report	2-6
Independent examiner's report to the directors	7
Statement of financial activities	8
Income and expenditure account	9
Balance sheet	10-11
Notes to the financial statements	12-17
<b>The following pages do not form part of the financial statements</b>	
Detailed statement of financial activities	18-19

**Forth Estuary Forum**  
**Charity information**  
**for the year ended 31 March 2015**

<b>Scottish charity number</b>	SC027467
<b>Company registration number</b>	SC175839
<b>Directors</b>	R F Briggs (Chairperson) T Brock (Director) HJS Henderson (Director) I R Howarth (Director) D J McGlashan (Director) I M Rennick (Director)
<b>Secretary/ Treasurer</b>	Frances Edwards
<b>Registered office</b>	Quartermile Two 2 Lister Square Edinburgh EH3 9GL
<b>Principal address</b>	Exmouth Building Port of Rosyth KY11 2XP
<b>Management group</b>	R Christie R Broadley M Brown D McGlashan R Fairgrieve J Dewar P Bancks J Willi M Fraser G Russell D Anderson
<b>Bankers</b>	The Royal Bank of Scotland plc 36 St Andrew Square Edinburgh EH2 2YB
<b>Independent examiner</b>	Neil Robson CA Paterson Boyd & Co Chartered Accountants 18 North Street Glenrothes KY7 5NA
<b>Solicitors</b>	Morton Fraser Solicitors Quartermile Two 2 Lister Square Edinburgh EH3 9GL

**Forth Estuary Forum**  
**Directors' report**  
**for the year ended 31 March 2015**

The directors present their report and the unaudited financial statements of the charity for the year ended 31 March 2015.

**Reference and administrative details**

Reference and administrative details are shown in the schedule of charity information on page 1 of the financial statements.

**Directors**

The directors who served during the year were as follows:-

R F Briggs  
T Brock (appointed 06.11.14)  
HJS Henderson  
I R Howarth  
D J McGlashan  
I M Rennick

**Principal activity**

The company's principal activity is to promote the wise and sustainable use of the Firth of Forth. This entails working closely with a wide range of people and organisations that use the Forth.

**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 the directors, 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: SC02467).

**Review of activities**

**Governance**

Directors' meetings take place quarterly and meetings were held in June, September, December 2014 and March 2015.

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 2014/15, as in 2013/14, 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 2014/15 was reflected in the business plan for 2014/15.

**Forth Estuary Forum**  
**Directors' report**  
**for the year ended 31 March 2015**

**Review of activities (continued).....**

**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.

**Reserves policy**

It is the policy of the Forum to maintain unrestricted funds, which are the free reserves of the charitable 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 3 months' management and administration costs and potential one off costs incurred if the charitable company was to wind up. It also provides a contingency sum to cover office rental costs for 9 months should the current arrangement, where fully serviced office accommodation continues to be 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.

**Fixed assets policy**

The directors 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.

**Financial review**

The Forum reported a small surplus for the year ended 31 March 2015 of £1,669 compared to the surplus in 2014 of £6,537.

The directors are satisfied with the financial results for the year ended 31 March 2015 as detailed in the statement of financial activities. Total funds at that year ended 31 March 2015 were £52,639 (2014: £50,970) as shown on the balance sheet as at 31 March 2015.

**Forum staff 2014-15**

Forum Manager	Frances Edwards	
Office Administrator	Sam Roger	(resigned 31 December 2014)
	Sharon Waugh	(appointed 23 March 2015)

**Business plan**

The business plan for 2014/15 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 2014/15 was agreed by the directors in May 2014.

The business plan is available on the Forum website.

**Forth Estuary Forum**  
**Directors' report**  
**for the year ended 31 March 2015**

**Review of activities (continued) .....**

**Membership**

Membership fees for 2014/15 were not increased. There was an increase in overall membership numbers and income from £12,865 to £13,925.

	2014/15	2013/14
Ordinary	30	22
Research/Charities	5	5
Corporate	4	5
Stat/Local authority/other	5	4
	<hr/>	<hr/>
	44	36
	<hr/> <hr/>	<hr/> <hr/>

**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 continues to be provided as an 'in kind' donation by Forth Ports Limited.

**Management group**

The Forum's management group met on four occasions during the year, meetings being hosted by members:

May 2014	FTNS, Forth Ports – Grangemouth
August 2014	The Crown Estate – Bells Brae, Edinburgh
November 2014	East Lothian Council – John Muir House, Haddington
February 2015	Scottish Natural Heritage – Silvan House, Edinburgh

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.

**Projects and events**

**Annual conference 2013-14**

The Forum's 21st annual conference was held at the Craiglockhart Campus, Napier University, Edinburgh on 6th November 2014. Around 50 people attended to hear a series of presentations on 'Defending the Forth: the legacy of war for people, places and wildlife'. The Forum obtained conference sponsorship from Mainstream Renewables. Copies of some of the speakers' presentations were published on the Forum website. The Annual General Meeting of the Forum was held on 6th November 2014 immediately before the conference.

**Website**

In December 2014 a contract was awarded to Glowfish-Creative to redesign the Forum's website. Work on this project continued beyond the end of the financial year. The Forum's existing website was updated as required.

**Forth Estuary Forum**  
**Directors' report**  
**for the year ended 31 March 2015**

**Projects and events (continued) .....**

**Newsletter**

Two editions of the Forum's newsletter Forth Sight were published this year. The Autumn 2014 edition (No 26) featured articles on: the Forth Midsummer Challenge; the proposed Cockerzie Energy Park; the National Marine Plan interactive (NMPi); recent changes to marine nature conservation designations and development of a section of the John Muir Way. The Spring 2015 edition (No 27) featured articles on: an update from Marine Scotland on national and regional marine planning; a clean up of Inchkeith beaches; new prevention work by RNLi; plans for Underground Coal Gasification in the Forth; CruiseForth's work to welcome passengers and promote local businesses; plans to improve the visitor experience on Lamer Island, Dunbar. The newsletters were distributed to around 500 email addresses including community councils.

**eNews Bulletin**

Ten editions of the Forum's eNews Bulletin were issued this year, 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. The bulletins have proved popular and a good way to get more people interested in the work of the Forum.

**Beach Cleans**

The Forum carried out two beach cleans in the year. One, at Pathhead and Ravenraig beaches in Fife, was in partnership with Lloyds Bank staff through Scottish Business in the Community. The Forum was able to charge Scottish Business in the Community for beach cleans carried out with them. For the second event, the Forum led a partnership of organisations to clean up beaches on Inchkeith, an important island for wildlife in the Forth. As a local coastal partnership the Forum was well placed to bring together the elements needed to manage the logistical challenges and significant costs of accessing and clearing the island, with the permission of the landowner. Funding was provided by The Crown Estate and Repsol and reports of the event were used to raise the Forum's profile around the Forth.

**Forum Member Events**

Two events for members were held during the year. The first, in April 2014 and hosted by Falkirk Council, was a guided tour of the Helix Park and the Kelpies, as the finishing touches were being made before they opened to the public. The second, in September 2014, was a visit to the Forth and Tay Navigation Service at Grangemouth. Here members gained an insight into the work of the service, which is to ensure a safe and efficient passage of all commercial and naval shipping in the Forth.

**Report on the Governance of the Forth and Tay Scottish Marine Region and Marine Planning Partnership**

The Forum's report on 'Governance of the Forth & Tay SMR and MPP', prepared as part of the funding arrangement with Marine Scotland, was completed. The report considered relevant factors affecting how regional marine planning could be delivered in the Forth, via a Marine Planning Partnership. The report was published on the Forum's website and presentations on the report were given at the Annual Conference and Local Coastal Partnership officers' meeting.

**Local Coastal Partnerships in Scotland**

The Forth Estuary Forum is one of several 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 all other LCP officers met under the auspices of SCF to share ideas and information in August 2014.

**Forth Estuary Forum**  
**Directors' report**  
**for the year ended 31 March 2015**

**Projects and events (continued) .....**

**Responsibilities of the directors**

The directors (who are also the trustees of Forth Estuary Forum for the purposes of charity law) are responsible for preparing the Directors 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 directors 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 directors are required to:-

- select suitable accounting policies and then 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 charitable company will continue in operation

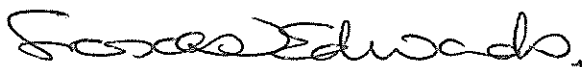
The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The directors 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.

**Independent examiner**

Neil Robson of Paterson Boyd & Co has been appointed as independent examiner for the ensuing year.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the board:



**Frances Edwards**  
**Secretary**

**Date: 08 September 2015**



**Forth Estuary Forum**  
**Independent examiner's report to the directors of Forth Estuary Forum**  
**for the year ended 31 March 2015**

I report on the financial statements of the charity for the year ended 31 March 2015 set out on pages 8 to 17. The financial statements have been prepared under the historic cost convention and the accounting policies set out on pages 12 and 13.

**Respective responsibilities of directors and examiner**

The charity's directors (who are also the trustees of the company for the purposes of charity law) are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity directors consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44 (1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention

a) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met, or

b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Neil Robson C.A.  
Paterson Boyd & Co  
Chartered Accountants  
18 North Street  
Glenrothes  
Fife  
KY7 5NA

Date: 08 September 2015

**Forth Estuary Forum**  
**Statement of financial activities**  
**for the year ended 31 March 2015**

	Notes	Unrestricted Funds <u>2015</u> £	Restricted Funds <u>2015</u> £	Total <u>2015</u> £	Total <u>2014</u> £
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Voluntary income	2	61,183	228	61,411	62,789
Activities for generating funds	3	505	-	505	530
Investment income		31	-	31	25
		<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
<b>Total incoming resources</b>		<u>61,719</u>	<u>228</u>	<u>61,947</u>	<u>63,344</u>
<b>Resources expended</b>					
Charitable activities	4	(55,638)	(1,092)	(56,730)	(53,243)
Governance costs	5	(3,548)	-	(3,548)	(3,564)
		<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
<b>Total resources expended</b>		<u>(59,186)</u>	<u>(1,092)</u>	<u>(60,278)</u>	<u>(56,807)</u>
Net incoming/ (outgoing) resources in the year before transfers					
		2,533	(864)	1,669	6,537
Transfers between funds					
		(864)	864	-	-
		<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
<b>Net incoming / (outgoing) resources for the year</b>		1,669	-	1,669	6,537
Reconciliation of funds					
Total funds brought forward					
		50,443	527	50,970	44,433
		<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
<b>Total funds carried forward</b>		<u>52,112</u>	<u>527</u>	<u>52,639</u>	<u>50,970</u>

The statement of financial activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

**Forth Estuary Forum**  
**Income and expenditure account**  
**at 31 March 2015**

Notes	<u>2015</u> £	<u>2014</u> £
<b>Income</b>	61,916	63,319
	-----	-----
<b>Total income</b>	61,916	63,319
<b>Total expenditure</b>	(60,278)	(56,807)
	-----	-----
<b>Operating surplus/ (deficiency)</b>	1,638	6,512
<b>Other income</b>		
Income from other fixed asset investments	31	25
	-----	-----
<b>Retained surplus/ (deficit) for the Financial Year</b>	<u>1,669</u>	<u>6,537</u>

The income and expenditure account includes gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

**Forth Estuary Forum**  
**Balance sheet**  
for the year ended 31 March 2015

		<u>2015</u>		<u>2014</u>	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		-		347
<b>Current assets</b>					
Cash at bank		55,378		52,949	
		-----		-----	
		55,378		52,949	
<b>Creditors: amounts falling due within one year</b>	10	(2,739)		(2,326)	
		-----		-----	
<b>Net current assets</b>			52,639		50,623
			-----		-----
<b>Total assets less current liabilities</b>			52,639		50,970
			-----		-----
<b>Net assets</b>			<u>52,639</u>		<u>50,970</u>
<b>Funds</b>					
Restricted funds	12		527		527
Unrestricted funds	13		52,112		50,443
			-----		-----
<b>Total funds</b>			<u>52,639</u>		<u>50,970</u>

**The balance sheet continues on the following page.**  
The notes on pages 12-17 form part of these financial statements.

**Forth Estuary Forum**  
**Directors' statements required by Section 475(2) and (3)**  
**for the year ended 31 March 2015**

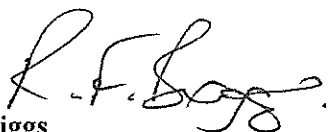
For the year ended 31 March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These accounts were approved by the directors on 08 September 2015, and are signed on their behalf by:



**R Briggs**  
**Director / Chairperson**

**Company Registration Number SC175839**

**Forth Estuary Forum**  
**Notes to the financial statements**  
**for the year ended 31 March 2015**

**1. Accounting policies**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

**Going concern**

The accounts have been prepared on the going concern basis. The company has received core funding from Marine Scotland to March 2015.

**Donations and similar incoming resources**

Donations, funding and similar incoming resources are included in the period in which they are received which is when the company becomes entitled to the resource.

**Local authority funding and grants received**

Local authority funding and grants received are included in the period in which they are received which is when the company becomes entitled to the resource.

**Fund accounting**

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 company. Restrictions arise when specified by the donor.

**Resources expended**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the company to the expenditure. The company is not registered for VAT and accordingly expenditure is shown as gross.

**Depreciation**

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

Computer equipment – Reducing balance – 33%

**Fixed asset capitalisation**

Assets costing or valued at £500 or greater will be capitalised as fixed assets of the charity and will be 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.

**Pension costs**

The charity facilitates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities.

**Forth Estuary Forum**  
**Notes to the financial statements**  
**for the year ended 31 March 2015**

1. **Accounting policies (continued) .....**

**Allocation of support costs**

The only allocation of support costs from charitable activities to governance held to be of relevance and material relates to the employment costs. The allocation of £1,826 (2014 - £1,792) has been calculated on a time apportionment.

**Gifts in kind**

The fully serviced premises continue to be provided by Forth Ports Limited free of charge. The figure in the accounts is estimated open market value.

2. **Voluntary income**

	Unrestricted Funds <u>2015</u> £	Restricted Funds <u>2015</u> £	Total <u>2015</u> £	Total <u>2014</u> £
<b>Gifts</b>				
Forth Ports Limited – Gifts in kind	10,600	-	10,600	10,600
<b>Grants receivable</b>				
Marine Scotland	36,000	-	36,000	36,000
<b>Other income</b>				
Membership and donations	13,935	-	13,935	12,865
Mainstream Renewables sponsorship	648	-	648	2,874
Scottish Business in the Community	-	228	228	450
	<u>61,183</u>	<u>228</u>	<u>61,411</u>	<u>62,789</u>

3. **Incoming resources from activities for generating funds**

Conference fees	<u>505</u>	<u>530</u>
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**Forth Estuary Forum**  
**Notes to the financial statements**  
**for the year ended 31 March 2015**

**4. Costs of charitable activities**

	Unrestricted Funds <u>2015</u> £	Restricted Funds <u>2015</u> £	Total <u>2015</u> £	Total <u>2014</u> £
Charitable activity	<u>55,638</u>	<u>1,092</u>	<u>56,730</u>	<u>53,243</u>

**5. Governance costs**

	Unrestricted Funds <u>2015</u> £	Total <u>2015</u> £	Total <u>2014</u> £
Salaries	1,554	1,554	1,584
Employer's NIC	135	135	127
Pension costs (employers)	137	137	81
Independent examiner's remuneration	1,452	1,452	1,500
Legal & professional fees	180	180	180
Management & directors' meetings	90	90	92
	<u>3,548</u>	<u>3,548</u>	<u>3,564</u>

**6. Net incoming/ (outgoing) resources for the year**

This is stated after charging:-

	<u>2015</u> £	<u>2014</u> £
Staff pension contributions	3,483	2,326
Depreciation	347	378
	<u>3,830</u>	<u>2,704</u>

**7. Staff costs and emoluments**

Total staff costs were as follows:-

	<u>2015</u> £	<u>2014</u> £
Wages and salaries	31,078	31,676
Employer's NIC	2,698	2,537
Pension costs	3,483	2,326
	<u>37,259</u>	<u>36,539</u>



**Forth Estuary Forum**  
**Notes to the financial statements**  
**for the year ended 31 March 2015**

**7. Staff costs and emoluments (continued) .....**

	<b>Total 2015 £</b>	<b>Total 2014 £</b>
General/core	35,433	34,747
Governance	1,826	1,792
	<u>37,259</u>	<u>36,539</u>

The Forum manager and office administrator's costs have been split on an estimated time basis between core work and involvement with governance. This results in £1,826 allocated to governance (2014: £1,792).

**Particulars of employees**

The average number of employees during the year, calculated on the basis of full-time equivalents was, as follows:-

	<b>2015 No.</b>	<b>2014 No.</b>
Number of staff	<u>1.4</u>	<u>1.3</u>

No employee received remuneration of more than £60,000 during the year.

**8. Directors and volunteers**

Directors and volunteers are not remunerated; however one director was reimbursed for expenses incurred while performing her duties. These expenses totalled £380 (2014- £304) and covered travel and subsistence costs.

**Forth Estuary Forum**  
**Notes to the financial statements**  
**for the year ended 31 March 2015**

**9. Tangible fixed assets**

	<u>Computer Equipment</u> £
<b>Cost</b>	
At 1 April 2014	1,133
	<hr/>
At 31 March 2015	<u>1,133</u>
<b>Depreciation</b>	
At 1 April 2014	786
Charge for the year	347
	<hr/>
At 31 March 2015	<u>1,133</u>
<b>Net book value</b>	
At 31 March 2015	<u><u>-</u></u>
At 31 March 2014	<u><u>347</u></u>

**10. Creditors: amounts falling due within one year**

	<u>2015</u> £	<u>2014</u> £
PAYE and social security	717	433
Other creditors	290	248
Accruals and deferred income	1,732	1,645
	<hr/>	<hr/>
	<u>2,739</u>	<u>2,326</u>

**11. Capital commitments**

There are no capital commitments, either authorised or contracted, at 31 March 2015. (2014 – Nil).

**Forth Estuary Forum**  
**Notes to the financial statements**  
**for the year ended 31 March 2015**

12. Restricted funds	<u>At</u> <u>01.04.14</u> £	<u>Incoming</u> <u>resources</u> £	<u>Outgoing</u> <u>resources</u> £	<u>Transfers</u> £	<u>At</u> <u>31.03.15</u> £
Beach cleans	-	228	(1,092)	864	-
Marine Leisure Project	527	-	-	-	527
	<u>527</u>	<u>228</u>	<u>(1,092)</u>	<u>864</u>	<u>527</u>

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

13. Unrestricted funds	<u>At</u> <u>01.04.14</u> £	<u>Incoming</u> <u>resources</u> £	<u>Outgoing</u> <u>resources</u> £	<u>Transfers</u> £	<u>At</u> <u>31.03.15</u> £
General funds	<u>50,443</u>	<u>61,719</u>	<u>(59,186)</u>	<u>( 864)</u>	<u>52,112</u>

14. Analysis of net assets between funds

	<u>Fixed</u> <u>assets</u> £	<u>Net current</u> <u>assets</u> £	<u>Total</u> £
Unrestricted funds	-	52,112	52,112
Restricted funds	-	527	527
Total funds	<u>-</u>	<u>52,639</u>	<u>52,639</u>

15. Company limited by guarantee

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

16. Related parties

For the whole of the financial year the charity was under the control of its directors.

During the year a total of £380 was paid to R Briggs in reimbursement of expenses.

**Forth Estuary Forum**

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

**Forth Estuary Forum**  
**Detailed statement of financial activities**  
**for the year ended 31 March 2015**

	<u>2015</u>	<u>2014</u>
	£	£
<b>Incoming resources</b>		
<b>Voluntary income</b>		
Forth Ports Limited - Gifts in kind	10,600	10,600
Marine Scotland	36,000	36,000
Scottish Business in the Community	228	450
Memberships and donations	13,935	12,865
Mainstream Renewables sponsorship	648	2,874
	<u>61,411</u>	<u>62,789</u>
 <b>Activities for generating funds</b>		
Conference fees	<u>505</u>	<u>530</u>
 <b>Investment income</b>		
Investment income	<u>31</u>	<u>25</u>
 <b>Total incoming resources</b>	<u>61,947</u>	<u>63,344</u>

**Forth Estuary Forum**  
**Detailed statement of financial activities**  
**for the year ended 31 March 2015**

	<u>2015</u>	<u>2014</u>
	£	£
<b>Resources expended</b>		
<b>Charitable activities</b>		
Wages and salaries	29,524	30,092
Employer's NIC	2,563	2,410
Pension costs	3,346	2,245
Staff training	633	816
Payroll bureau fees	480	617
Rent	10,600	10,600
Insurance	511	434
Travel and subsistence	1,257	968
Telephone	320	419
Printing, postage, stationery	306	229
Repairs & maintenance	110	277
Beach cleaning expenses	1,092	119
Bank charges	119	125
Networking workshop	208	-
Depreciation	347	378
AGM expenses	3,074	640
Conference costs	422	2,874
Website costs	1,800	-
Miscellaneous costs	18	-
	<u>56,730</u>	<u>53,243</u>
<b>Governance costs</b>		
Salaries	1,554	1,584
Employer's NIC	135	127
Pension costs (employers)	137	81
Accountants' remuneration	1,452	1,500
Legal and professional fees	180	180
Management & directors' meetings	90	92
	<u>3,548</u>	<u>3,564</u>
<b>Total resources expended</b>	<u>60,278</u>	<u>56,807</u>
<b>Net incoming / (outgoing) resources for the year</b>	<u>1,669</u>	<u>6,537</u>