

COMPANY REGISTRATION NUMBER: SC175839

CHARITY REGISTRATION NUMBER: SC027467

Forth Estuary Forum
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2019

Forth Estuary Forum
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2019

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Forth Estuary Forum

Company Limited by Guarantee

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

Year ended 31 March 2019

The trustees, 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 2019.

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 trustees

R F Briggs	
I Angus	
T Brock	
I R Howarth	
D J McGlashan	
I M Rennick	
J Bury	(Appointed 28 September 2018)
B Shafe	(Appointed 7 January 2019)

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

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

Year ended 31 March 2019

Structure, governance and management *(continued)*

Governance

Directors' meetings take place quarterly and meetings were held in June, September, December 2018 and February 2019.

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.

After 10 years in the role, Ruth Briggs stood down as Chair at the AGM in September; Ian Rennick was acting chair for the December board meeting. The Forum recruited John Bury as a new Director with substantial experience of leading the terrestrial planning function in major local authorities in September 2018 and Barry Shafe was recruited as the new Chair in January 2019 with extensive experience of collaborating with multiple councils to help achieve shared goals.

During 2018/19 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 2018/19 was reflected in the business plan for 2018/19

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 £50,000. This provides sufficient funds to cover twelve 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 twelve 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.

Forth Estuary Forum

Company Limited by Guarantee

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

Year ended 31 March 2019

Structure, governance and management *(continued)*

Recruitment and appointment of management committee

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.

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.

Forth Estuary Forum

Company Limited by Guarantee

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

Year ended 31 March 2019

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. (For the purpose of this Article 4, "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; and
- Create links with national and international estuarine groups to promote the Principal Objective and good practice and integrated action generally.

Forth Estuary Forum

Company Limited by Guarantee

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

Year ended 31 March 2019

Achievements and performance

To support stakeholders in the integrated and sustainable use of the Forth

The Forum works with stakeholders who have a social, economic or environmental interest or impact in the Forth marine or coastal area to encourage integrated, sustainable development and use of the Forth. Activities in 2018-19 included:

- An event focused on Inshore Fisheries Management was held in December 2018 with presentations by the North & East Coast Region Inshore Fisheries Group (NECRIFG), Scottish Natural Heritage and an expert marine biologist who is also an active fisherman from St.Andrews;
- A Management Group Business Planning Workshop was held in March 2019 as part of stakeholder consultations ahead of developing a new business plan for 2019/20;
- We participated in all quarterly meetings of the Marine Tourism & Recreational Boating Cross Party Group at the Scottish Parliament plus an additional joint meeting with the general Tourism Cross Party Group;
- We participated in Edinburgh and Fife Local Biodiversity Action Plan steering groups, where we communicated to both groups on Forum activity and progress with regional and national marine planning.

To increase understanding of issues on and around the Forth

The Forum uses a variety of communication methods to increase public understanding of issues in the Forth marine and coastal area to those of all interests, and included:

- We held a Members event at RSPB Skinflats near Grangemouth on April 2018 with a presentation on managed re-alignment, the process that allows an area that was not previously exposed to flooding by the sea to become flooded by removing coastal protection. This process is usually in low-lying estuarine areas and almost always involves flooding of land that has at some point in the past been claimed from the sea. The presentation was followed by a tour of the site;
- A full day conference organised jointly with the Tay Estuary Forum held in September 2018 at the National Museum of Scotland venue themed: "Community Approaches to Coastal and Marine Planning". This included speakers from St.Abbs and Eyemouth Voluntary Marine Reserve, Fidra environmental charity, Tayside Biodiversity Partnership, SEPA, Red Rock Power, Marine Scotland and the Marine Management Organisation;
- A report prepared by the Forum on coastal and marine issues in Local Development Plans was published on our website;
- The Forthright newsletter was published in Autumn 2018 & Spring 2019;
- Email news bulletins were published monthly and frequent updates were published to our Twitter and Facebook social media.

Forth Estuary Forum

Company Limited by Guarantee

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

Year ended 31 March 2019

Achievements and performance *(continued)*

To work with communities around the Forth to encourage stewardship

The Forum supports coastal communities to take stewardship of their coastal area and protect the wider marine environment. Activities in 2018-19 included:

- Refurbishment of interpretation panels along the Edinburgh Waterfront first erected in 2011 by ourselves in partnership with the Edinburgh Shoreline Project and the Royal Botanic Gardens of Edinburgh;
- Publicised the SCRAPbook aerial marine litter project to our subscribers and encouraged them to volunteer to help identify litter 'hot spots' through an online database of aerial photographs.

To contribute to the development of the Forth & Tay Scottish Marine Region and regional marine planning.

The Forum is preparing for the development of the Forth & Tay Scottish Marine Region and contributes to the debate on the structure and formation of a Marine Planning Partnership and the introduction of regional marine planning. In 2018-19:

- The Forum submitted a bid in November 2018 for funding from the European Maritime and Fisheries Fund (EMFF) for a "State of the Scotland's East Coast" Review Project jointly with Tay Estuary Forum, East Grampian Coastal Partnership and Moray Firth Partnership;
- A document produced jointly with the Tay Estuary Forum was submitted to Marine Scotland in November 2018: "Forth and Tay Estuary Fora: Options for Marine Planning in the South East Scottish Marine Region";
- We assisted Dr. Tim Stojanovic at St. Andrews University with the work of an intern to explore governance baseline work ('Long Term Ecosystem Trends for the Forth and Tay Marine Region');
- We updated the Forum's report on alignment of Local Development Plans, Strategic Development Plans and City Region Deals with the National Marine Plan.

Representation and participation at specialist agency and significant sector events, including:

- Scottish Coastal Forum events that brought together all Local Coastal Fora and Marine Planning Partnerships and addressed major issues such as sector outputs, working with the Regional Inshore Fisheries Management Groups, and the Scottish Themed Year of Coasts and Waters 2020;
- Scottish International Marine Conference organised by Marine Scotland in March 2019;
- Scottish Environmental Protection Agency (SEPA) Forth Local Advisory Group;
- SeaScotland Conference in June 2018 where the Forum Manager chaired the session on 'What are the changing opportunities for citizens, communities and young people?' with representatives from community groups, fishing industry, marine planning partnerships, voluntary organisations and Island Councils;
- Scottish Marine Tourism Conference in March 2019;
- Visit East Lothian Destination Tourism Business event in March 2019.

Forth Estuary Forum

Company Limited by Guarantee

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

Year ended 31 March 2019

Financial review

The Forum reported a small surplus for the year ended 31 March 2019 of £358 (2018 : £675 deficit).

The directors are satisfied with the financial results for the year ended 31 March 2019 as detailed in the statement of financial activities. Total funds at the year ended 31 March 2019 were £58,886 (2018 : £58,528) as shown on the statement of financial position as at 31 March 2019.

Forum Staff 2018/19

Forum Manager	Christopher Cutts
Office Administrator	Sharon Waugh

Business Plan

The Business Plan for 2018/19 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 2018/19 was agreed by the Directors in June 2018.

Membership

Membership fees for 2018/19 were not increased. Membership numbers were static but income was up from £11,196 to £14,186 due to the delayed payment of a corporate member of their subscription from 2017/18.

	2018/19	2017/18
	£	£
Ordinary	29	29
Research/Charities	6	6
Corporate	5	5
Stat/Local authority/other	4	4
	<u>44</u>	<u>44</u>

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 Baltic House, Central Dock Road, Grangemouth, FK3 8TY continued to be generously provided as an 'in kind' donation by Forth Ports Limited.

Forth Estuary Forum

Company Limited by Guarantee

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

Year ended 31 March 2019

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 2018	Edinburgh Council - Waverley House Edinburgh;
August 2018	Crown Estate Scotland - Bells Brae, Edinburgh;
November 2018	RSPB - Skinflats Reserve;
February 2019	Stirling Council, Endrick House, Stirling.

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 into 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

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

Year ended 31 March 2019

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 trustees' annual report was approved on 30 October 2019 and signed on behalf of the board of trustees by:



B Shafe
Chair

Forth Estuary Forum

Company Limited by Guarantee

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

Year ended 31 March 2019

I report to the trustees on my examination of the financial statements of Forth Estuary Forum ('the charity') for the year ended 31 March 2019.

Responsibilities and basis of report

As the trustees 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 Trustees of Forth Estuary Forum *(continued)*

Year ended 31 March 2019

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

Date: 30 October 2019

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 2019

		2019		2018	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	12,740	-	12,740	12,065
Charitable activities	6	50,186	-	50,186	47,196
Other trading activities	7	1,895	-	1,895	1,770
Investment income	8	82	-	82	17
Total income		<u>64,903</u>	<u>-</u>	<u>64,903</u>	<u>61,048</u>
Expenditure					
Expenditure on charitable activities	9,10	64,545	-	64,545	61,723
Total expenditure		<u>64,545</u>	<u>-</u>	<u>64,545</u>	<u>61,723</u>
Net income/(expenditure) and net movement in funds		<u>358</u>	<u>-</u>	<u>358</u>	<u>(675)</u>
Reconciliation of funds					
Total funds brought forward		<u>57,397</u>	<u>1,131</u>	<u>58,528</u>	<u>59,203</u>
Total funds carried forward		<u>57,755</u>	<u>1,131</u>	<u>58,886</u>	<u>58,528</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 14 to 21 form part of these financial statements.

Forth Estuary Forum
Company Limited by Guarantee
Statement of Financial Position

31 March 2019

	Note	2019 £	£	2018 £
Current assets				
Cash at bank and in hand		62,299		61,721
Creditors: amounts falling due within one year	16	<u>3,413</u>		<u>3,193</u>
Net current assets			58,886	58,528
Total assets less current liabilities			<u>58,886</u>	<u>58,528</u>
Net assets			<u>58,886</u>	<u>58,528</u>
Funds of the charity				
Restricted funds			1,131	1,131
Unrestricted funds			<u>57,755</u>	<u>57,397</u>
Total charity funds	18		<u>58,886</u>	<u>58,528</u>

For the year ending 31 March 2019 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 30 October 2019, and are signed on behalf of the board by:



B Shafe
Chair

The notes on pages 14 to 21 form part of these financial statements.

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2019

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in Scotland. The address of the registered office is Quatermile 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 2019

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 2019

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.

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.

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

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 2019 £	Unrestricted Funds £	Total Funds 2018 £
Donations				
Donations	-	-	65	65
Gifts				
Forth Ports Limited - Gifts in kind	12,240	12,240	12,000	12,000
Sponsorship				
Inch Cape Offshore sponsorship	500	500	-	-
	<u>12,740</u>	<u>12,740</u>	<u>12,065</u>	<u>12,065</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Grants				
Grants	36,000	36,000	36,000	36,000
Membership fees				
Membership fees	14,186	14,186	11,196	11,196
	<u>50,186</u>	<u>50,186</u>	<u>47,196</u>	<u>47,196</u>

7. Other trading activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Conference fees				
Conference fees	1,895	1,895	1,770	1,770

8. Investment income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Bank interest receivable				
Bank interest receivable	82	82	17	17

Forth Estuary Forum
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2019

9. Expenditure on charitable activities by fund type

	Unrestricted Funds	Total Funds 2019	Unrestricted Funds	Total Funds 2018
	£	£	£	£
Core	60,932	60,932	57,740	57,740
Support costs	3,613	3,613	3,983	3,983
	<u>64,545</u>	<u>64,545</u>	<u>61,723</u>	<u>61,723</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2019	Total fund 2018
	£	£	£	£
Core	<u>60,932</u>	<u>3,613</u>	<u>64,545</u>	<u>61,723</u>

11. Analysis of support costs

	Analysis of support costs	Total 2019	Total 2018
	£	£	£
Staff costs	2,108	2,108	2,064
General office	305	305	292
Governance costs	1,200	1,200	1,627
	<u>3,613</u>	<u>3,613</u>	<u>3,983</u>

12. Independent examination fees

	2019	2018
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,200</u>	<u>1,572</u>

13. Staff costs

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

	2019	2018
	£	£
Wages and salaries	39,445	36,406
Employer contributions to pension plans	3,520	4,888
	<u>42,965</u>	<u>41,294</u>

Forth Estuary Forum
Company Limited by Guarantee
Notes to the Financial Statements (continued)
Year ended 31 March 2019

13. Staff costs (continued)

The average head count of employees during the year was 2 (2018: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2019 No.	2018 No.
Number of staff	1	1

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

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 £386 (2018: £244) was paid to one director as reimbursement of expenses.

15. Tangible fixed assets

	Equipment £
Cost	
At 1 Apr 2018 and 31 Mar 2019	1,133
Depreciation	
At 1 Apr 2018 and 31 Mar 2019	1,133
Carrying amount	
At 31 Mar 2019	-
At 31 Mar 2018	-

16. Creditors: amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	2,544	2,313
Social security and other taxes	583	566
Other creditors	286	314
	<u>3,413</u>	<u>3,193</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 £3,520 (2018: £4,888).

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

18. Analysis of charitable funds

Unrestricted funds

	At 1 Apr 2018	Income	Expenditure	At 31 Mar 2019
	£	£	£	£
General funds	57,397	64,903	(64,545)	57,755

	At 1 Apr 2017	Income	Expenditure	At 31 Mar 2018
	£	£	£	£
General funds	58,072	61,048	(61,723)	57,397

Restricted funds

	At 1 Apr 2018	Income	Expenditure	At 31 Mar 2019
	£	£	£	£
Beach cleans	604	-	-	604
Marine Leisure Project	527	-	-	527
	<u>1,131</u>	<u>-</u>	<u>-</u>	<u>1,131</u>

	At 1 Apr 2017	Income	Expenditure	At 31 Mar 2018
	£	£	£	£
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.

Forth Estuary Forum
Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

19. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2019
	£	£
Current assets	62,299	62,299
Creditors less than 1 year	(3,413)	(3,413)
Net assets	<u>58,886</u>	<u>58,886</u>
	Unrestricted Funds	Total Funds 2018
	£	£
Current assets	61,721	61,721
Creditors less than 1 year	(3,193)	(3,193)
Net assets	<u>58,528</u>	<u>58,528</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 2019

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 2019

	2019 £	2018 £
Income and endowments		
Donations and legacies		
Donations	–	65
Forth Ports Limited - Gifts in kind	12,240	12,000
Inch Cape Offshore sponsorship	500	–
	<u>12,740</u>	<u>12,065</u>
Charitable activities		
Grants	36,000	36,000
Membership fees	14,186	11,196
	<u>50,186</u>	<u>47,196</u>
Other trading activities		
Conference fees	1,895	1,770
	<u>1,895</u>	<u>1,770</u>
Investment income		
Bank interest receivable	82	17
	<u>82</u>	<u>17</u>
Total income	<u>64,903</u>	<u>61,048</u>

Forth Estuary Forum
Company Limited by Guarantee
Detailed Statement of Financial Activities (continued)
Year ended 31 March 2019

	2019	2018
	£	£
Expenditure		
Expenditure on charitable activities		
Wages and salaries	39,445	36,406
Pension costs	3,520	4,888
Rent	12,240	12,000
Staff training and recruitment	344	396
Payroll bureau fees	408	408
Repairs and maintenance	–	124
Insurance	584	578
Staff mileage payments	556	490
Travelling and subsistence	511	206
Legal and professional fees	202	192
Telephone	577	596
Printing, postage and stationery	384	341
Independent examiner's fee	1,200	1,627
Management and directors' meeting expenses	103	100
Bank charges	109	115
Website costs	247	169
AGM expenses	3,455	2,114
Networking workshop	535	604
Miscellaneous	125	369
	<u>64,545</u>	<u>61,723</u>
Total expenditure	<u>64,545</u>	<u>61,723</u>
Net income/(expenditure)	<u>358</u>	<u>675</u>

Forth Estuary Forum
Company Limited by Guarantee
Notes to the Detailed Statement of Financial Activities
Year ended 31 March 2019

	2019	2018
	£	£
Expenditure on charitable activities		
Core		
<i>Activities undertaken directly</i>		
Wages and salaries	37,513	34,586
Pension costs	3,344	4,644
Rent	12,240	12,000
Staff training and recruitment	344	396
Payroll bureau fees	408	408
Repairs and maintenance	–	124
Insurance	584	578
Staff mileage payments	556	490
Travelling and subsistence	511	206
Telephone	577	596
Printing, postage and stationery	384	341
Bank charges	109	115
Website costs	247	169
AGM expenses	3,455	2,114
Networking workshop	535	604
Miscellaneous	125	369
	60,932	57,740
<i>Support costs</i>		
Wages and salaries	1,932	1,820
Pension costs	176	244
Legal and professional fees	202	192
Independent examiner's fee	1,200	1,627
Management and directors' meeting expenses	103	100
	3,613	3,983
Expenditure on charitable activities	64,545	61,723