

Company registration number SC175839

Forth Estuary Forum
(A company limited by guarantee)

Directors' report and unaudited financial statements
for the year ended 31 March 2016

Charity registration number: SC027467

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PATERSON BOYD & Co.
Chartered Accountants

Forth Estuary Forum
Financial statements
for the year ended 31 March 2016

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Forth Estuary Forum
Charity information
for the year ended 31 March 2016

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

Forth Estuary Forum
Directors' report
for the year ended 31 March 2016

The directors present their report and the unaudited financial statements of the charity for the year ended 31 March 2016.

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
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).

Governance

Directors' meetings take place quarterly and meetings were held in June, September, December 2015 and March 2016.

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 2015/16, as in 2014/15, 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 2015/16 was reflected in the business plan for 2015/16.

Forth Estuary Forum
Directors' report
for the year ended 31 March 2016

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 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 2016 of £6,339 compared to the surplus in 2015 of £1,669.

The directors are satisfied with the financial results for the year ended 31 March 2016 as detailed in the statement of financial activities. Total funds at the year ended 31 March 2016 were £58,978 (2015: £52,639) as shown on the balance sheet as at 31 March 2016.

Forum staff 2015-16

Forum Manager	Frances Edwards	(resigned September 2015)
	Christopher Cutts	(appointed November 2015)

Office Administrator	Sharon Waugh
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Business plan

The business plan for 2015/16 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 2015/16 was agreed by the directors in June 2015.

The business plan is available on the Forum website.

Forth Estuary Forum
Directors' report
for the year ended 31 March 2016

Membership

Membership fees for 2015/16 were not increased. There was a decrease in overall membership numbers and income from £13,925 to £13,410.

	2015/16	2014/15
Ordinary	28	30
Research/Charities	4	5
Corporate	4	4
Stat/Local authority/other	5	5
	<hr/>	<hr/>
	41	44
	<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 2015	Falkirk Council - Abbotsford House, Falkirk
August 2015	Marine Scotland – Victoria Quay, Edinburgh
November 2015	Marine Scotland – Victoria Quay, Edinburgh
February 2016	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.

Achievements and Performance

Annual conference 2015

The Forum's 22nd annual conference was held at the Inchyra Grange Hotel, Falkirk on 19th November 2015. Around 50 people attended to hear a series of presentations on 'Routes of the Forth'. Copies of some of the speakers' presentations were published on the Forum website. The Annual General Meeting of the Forum was held on 19th November 2015 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 into 2015/16. The Forum's existing website was updated as required, and continues to be updated with ongoing news and publications *etc.*

Forth Estuary Forum
Directors' report
for the year ended 31 March 2016

Newsletter

Two editions of the Forum's newsletter Forth Sight were published this year. 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. Due to a change in staff, the next newsletter was published the following spring (2016). No. 28 featured articles on National Marine Plan Interactive; marine planning through ecosystem services; Capturing our Coast; the Ports of Gelletshire; Burntisland and North Queensferry Heritage Trusts; and Living Landscapes. The newsletters were distributed to around 500 email addresses including community councils.

eNews Bulletin

The Forum's eNews Bulletin was 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.

Beach Cleans

The Forum carried out one beach clean in the year: the Forum led a partnership of organisations to clean up beaches on Inchkeith, an important island for wildlife in the Forth for the second time in September 2015 (the first clean up was carried out in the previous financial year). 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 September 2015 and hosted by Scottish Power, was a tour of Longannet Power Station. The second, in February 2016, was a tour of the National Museums of Scotland Collections Centre in Granton, Edinburgh. Here members gained an insight into the extent of the natural history collections not usually on display to the public.

Forum Workshops

The Forum hosted a workshop on Dredging and Sedimentation in Dunfermline in July 2015. This meeting was planned to support harbour trusts and boat clubs who are required to dredge, but all were welcome. There were short presentations and then the opportunity for open discussion between everyone, to share best practice and get answers from experts, including representatives from Marine Scotland Licensing, Scottish Natural Heritage and the Institute of Estuarine and Coastal Studies.

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 December 2015.

Forth Estuary Forum
Directors' report
for the year ended 31 March 2016

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.

Small company provisions

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:



R Briggs
Director / Chairperson

Date: 6 September 2016

Forth Estuary Forum
Independent examiner's report to the directors of Forth Estuary Forum
for the year ended 31 March 2016

I report on the financial statements of the charity for the year ended 31 March 2016 set out on pages 8 to 18. The financial statements have been prepared under the historic cost convention and the accounting policies set out on pages 11 and 12.

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 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: 6 September 2016

Forth Estuary Forum
Statement of Financial Activities (Incorporating the
Income and Expenditure account)
for the year ended 31 March 2016

	Notes	Unrestricted Funds <u>2016</u> £	Restricted Funds <u>2016</u> £	Total <u>2016</u> £	Total <u>2015</u> £
Income and Endowments					
Donations and legacies	2	13,169	-	13,169	11,258
Income from charitable activities	3	49,410	1,493	50,903	50,153
Other trading activities	4	440	-	440	505
Investment income	5	33	-	33	31
		<u>63,052</u>	<u>1,493</u>	<u>64,545</u>	<u>61,947</u>
Expenditure					
Expenditure on charitable activities	6	(57,117)	(1,089)	(58,206)	(60,278)
		<u>(57,117)</u>	<u>(1,089)</u>	<u>(58,206)</u>	<u>(60,278)</u>
Total expenditure		(57,117)	(1,089)	(58,206)	(60,278)
Net income before transfer		5,935	404	6,339	1,669
Transfers between funds		-	-	-	-
		<u>5,935</u>	<u>404</u>	<u>6,339</u>	<u>1,669</u>
Net income for the year		5,935	404	6,339	1,669
Reconciliation of funds					
Total funds brought forward		52,112	527	52,639	50,970
		<u>52,112</u>	<u>527</u>	<u>52,639</u>	<u>50,970</u>
Total funds carried forward		58,047	931	58,978	52,639

The Statement of Financial Activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

Forth Estuary Forum
Balance sheet
for the year ended 31 March 2016

		<u>2016</u>		<u>2015</u>	
	Notes	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fixed assets					
Tangible assets	11		-		-
Current assets					
Cash at bank		62,005		55,378	
		<u>62,005</u>		<u>55,378</u>	
Creditors: amounts falling due within one year	12	<u>(3,027)</u>		<u>(2,739)</u>	
Net current assets			<u>58,978</u>		<u>52,639</u>
Total assets less current liabilities			<u>58,978</u>		<u>52,639</u>
Net assets			<u>58,978</u>		<u>52,639</u>
Funds of the charity					
Restricted funds	14		931		527
Unrestricted funds	15		58,047		52,112
Total charity funds			<u>58,978</u>		<u>52,639</u>

The balance sheet continues on the following page.
The notes on pages 11-18 form part of these financial statements.

Forth Estuary Forum
Directors' statements required by Section 475(2) and (3)
for the year ended 31 March 2016

For the year ended 31 March 2016 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 January 2015).

These accounts were approved by the directors on 6 September 2016, 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 2016

1. Accounting policies

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Income

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.

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.

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.

Forth Estuary Forum
Notes to the financial statements
for the year ended 31 March 2016

1. Accounting policies (continued)

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%

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.

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 £1,762 (2015 - £1,826) 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.

Going concern

The accounts have been prepared on the going concern basis. The company has received core funding from Marine Scotland to March 2017.

2. Donations and Legacies

	Unrestricted Funds <u>2016</u> £	Total Unrestricted Funds <u>2016</u> £	Funds <u>2015</u> £	Total Funds <u>2015</u> £
Gifts				
Forth Ports Limited – Gifts in kind	10,600	10,600	10,600	10,600
Other income				
Mainstream Renewables sponsorship	2,569	2,569	648	648
Donations	-	-	10	10
	<u>13,169</u>	<u>13,169</u>	<u>11,258</u>	<u>11,258</u>

Forth Estuary Forum
Notes to the financial statements
for the year ended 31 March 2016

3. Income from charitable activities

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £
Grants	36,000	1,493	37,493
Membership fees	13,410	-	13,410
	<u>49,410</u>	<u>1,493</u>	<u>50,903</u>

	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £
Grants	36,000	228	36,228
Membership fees	13,925	-	13,925
	<u>49,925</u>	<u>228</u>	<u>50,153</u>

4. Other trading activities

	Unrestricted Funds 2016 £	Total Funds 2016 £	Unrestricted Funds 2015 £	Total Funds 2015 £
Conference fees	<u>440</u>	<u>440</u>	<u>505</u>	<u>505</u>

5. Investment income

	Unrestricted Funds 2016 £	Total Funds 2016 £	Unrestricted Total 2015 £	Total Funds 2015 £
Bank interest receivable	<u>33</u>	<u>33</u>	<u>31</u>	<u>31</u>

Forth Estuary Forum
Notes to the financial statements
for the year ended 31 March 2016

6. Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	Total
	<u>2016</u>	<u>2016</u>	<u>2016</u>
	£	£	£
Wages and salaries	31,185	-	31,185
Pension Contributions	2,308	-	2,308
Staff training and recruitment	1,036	-	1,036
Payroll bureau fees	347	-	347
Staff mileage costs	493	-	493
Travel and subsistence	351	-	351
Rent	10,600	-	10,600
Insurance	517	-	517
Telephone	506	-	506
Printing, postage and stationery	408	-	408
Repairs and maintenance	183	-	183
Website costs	1,848	-	1,848
Beach cleaning expenses	-	1,089	1,089
Bank interest and charges	106	-	106
AGM expenses	2,800	-	2,800
Networking workshop	603	-	603
Miscellaneous	25	-	25
Depreciation	-	-	-
Support costs (see note 7)	3,801	-	3,801
	<u>57,117</u>	<u>1,089</u>	<u>58,206</u>

Forth Estuary Forum
Notes to the financial statements
for the year ended 31 March 2016

6. Cost of Charitable Activities (continued)

	Unrestricted Funds <u>2015</u> £	Restricted Funds <u>2015</u> £	Total <u>2015</u> £
Wages and salaries	32,087	-	32,087
Pension Contributions	3,346	-	3,346
Staff training and recruitment	633	-	633
Payroll bureau fees	480	-	480
Staff mileage costs	877	-	877
Travel and subsistence	380	-	380
Rent	10,600	-	10,600
Insurance	511	-	511
Telephone	320	-	320
Printing, postage and stationery	306	-	306
Repairs and maintenance	110	-	110
Website costs	1,800	-	1,800
Beach cleaning expenses	-	1,092	1,092
Bank interest and charges	119	-	119
AGM expenses	3,496	-	3,496
Networking workshop	208	-	208
Miscellaneous	18	-	18
Depreciation	347	-	347
Support costs (see note 7)	3,548	-	3,548
	<u>59,186</u>	<u>1,092</u>	<u>60,278</u>

7. Support Costs

	Unrestricted Funds <u>2016</u> £	Total Funds <u>2016</u> £	Unrestricted Total <u>2015</u> £	Total Funds <u>2015</u> £
Wages and salaries	1,641	1,641	1,689	1,689
Pension contributions	121	121	137	137
Independent examiner's fee	1,693	1,693	1,452	1,452
Legal and professional fees	180	180	180	180
Management and directors' meeting expenses	166	166	90	90
	<u>3,801</u>	<u>3,801</u>	<u>3,548</u>	<u>3,548</u>

Forth Estuary Forum
Notes to the financial statements
for the year ended 31 March 2016

8. Net incoming/ (outgoing) resources for the year

This is stated after charging:-

	<u>2016</u> £	<u>2015</u> £
Staff pension contributions	2,429	3,483
Depreciation	-	347
	<u>2,429</u>	<u>3,830</u>

9. Staff costs and emoluments

Total staff costs were as follows:-

	<u>2016</u> £	<u>2015</u> £
Wages and salaries	32,521	31,078
Employer's NIC	305	2,698
Pension costs	2,429	3,483
	<u>35,255</u>	<u>37,259</u>
	Total <u>2016</u> £	Total <u>2015</u> £
General/core	33,493	35,433
Governance	1,762	1,826
	<u>35,255</u>	<u>37,259</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 £1,762 allocated to governance (2015: £1,826).

Particulars of employees

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

	<u>2016</u> No.	<u>2015</u> No.
Number of staff	<u>1.4</u>	<u>1.4</u>

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

Forth Estuary Forum
Notes to the financial statements
for the year ended 31 March 2016

10. Directors and volunteers

Directors and volunteers are not remunerated; however one director was reimbursed for expenses incurred while performing her duties. These expenses totalled £351 (2015 - £380) and covered travel costs.

11. Tangible fixed assets

	<u>Computer Equipment</u> £
Cost	
At 1 April 2015	1,133
	<hr/>
At 31 March 2016	<u>1,133</u>
Depreciation	
At 1 April 2015	1,133
Charge for the year	-
	<hr/>
At 31 March 2016	<u>1,133</u>
Net book value	
At 31 March 2016	<u><u>-</u></u>
At 31 March 2015	<u><u>-</u></u>

12. Creditors: amounts falling due within one year

	<u>2016</u> £	<u>2015</u> £
PAYE and social security	852	717
Other creditors	458	290
Accruals and deferred income	1,717	1,732
	<hr/>	<hr/>
	<u>3,027</u>	<u>2,739</u>

13. Capital commitments

There are no capital commitments, either authorised or contracted, at 31 March 2016 (2015: £Nil).

Forth Estuary Forum
Notes to the financial statements
for the year ended 31 March 2016

14. Restricted funds	<u>At</u> <u>01.04.15</u> £	<u>Incoming</u> <u>resources</u> £	<u>Outgoing</u> <u>resources</u> £	<u>Transfers</u> £	<u>At</u> <u>31.03.16</u> £
Beach cleans	-	493	(89)	-	404
Litter	-	1,000	(1,000)	-	-
Marine Leisure Project	527	-	-	-	527
	<u>527</u>	<u>1,493</u>	<u>(1,089)</u>	<u>-</u>	<u>931</u>

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

15. Unrestricted funds	<u>At</u> <u>01.04.15</u> £	<u>Incoming</u> <u>resources</u> £	<u>Outgoing</u> <u>resources</u> £	<u>Transfers</u> £	<u>At</u> <u>31.03.16</u> £
General funds	<u>52,112</u>	<u>63,052</u>	<u>(57,117)</u>	<u>-</u>	<u>58,047</u>

16. Analysis of net assets between funds

	<u>Fixed</u> <u>assets</u> £	<u>Net current</u> <u>assets</u> £	<u>Total</u> £
Unrestricted funds	-	58,047	58,047
Restricted funds	-	931	931
Total funds	<u>-</u>	<u>58,978</u>	<u>58,978</u>

17. 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.

18. Related parties

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

During the year a total of £351 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 2016

	<u>2016</u> £	<u>2015</u> £
Incoming resources		
Donations and legacies		
Forth Ports Limited - Gifts in kind	10,600	10,600
Mainstream Renewables sponsorship	2,569	648
Donations	-	10
	<u>13,169</u>	<u>11,258</u>
Income from charitable activities		
Marine Scotland	36,000	36,000
Memberships and donations	13,410	13,925
Inchcape Offshore	1,493	-
Scottish Business in the Community	-	228
	<u>50,903</u>	<u>50,153</u>
Activities for generating funds		
Conference fees	<u>440</u>	<u>505</u>
Investment income		
Investment income	<u>33</u>	<u>31</u>
Total income	<u>64,545</u>	<u>61,947</u>

Forth Estuary Forum
Detailed statement of financial activities
for the year ended 31 March 2016

	<u>2016</u>	<u>2015</u>
	£	£
Expenditure		
Charitable activities		
Wages and salaries	30,895	31,524
Employer's NIC	290	563
Pension costs	2,308	3,346
Staff training	1,036	633
Payroll bureau fees	347	480
Rent	10,600	10,600
Insurance	517	511
Travel and subsistence	844	1,257
Telephone	506	320
Printing, postage, stationery	408	306
Repairs & maintenance	183	110
Beach cleaning expenses	1,089	1,092
Bank charges	106	119
Networking workshop	603	208
Depreciation	-	347
Conference expenses	2,800	3,496
Website costs	1,848	1,800
Miscellaneous costs	25	18
	<u>54,405</u>	<u>56,730</u>
Governance costs		
Salaries	1,626	1,554
Employer's NIC	15	135
Pension costs (employers)	121	137
Accountants' remuneration	1,693	1,452
Legal and professional fees	180	180
Management & directors' meetings	166	90
	<u>3,801</u>	<u>3,548</u>
Total expenditure	<u>58,206</u>	<u>60,278</u>
Net incoming resources for the year	<u>6,339</u>	<u>1,669</u>