

COMPANY REGISTRATION NUMBER: SC175839
CHARITY REGISTRATION NUMBER: SC027467

Forth Estuary Forum
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2017

Forth Estuary Forum
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2017

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Forth Estuary Forum
Company Limited by Guarantee
Directors' Annual Report
Year ended 31 March 2017

The charity's directors, who are also the trustees for the purposes of charity law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2017.

Reference and administrative details

Registered charity name	Forth Estuary Forum
Charity registration number	SC027467
Company registration number	SC175839
Registered office	Quartermile Two 2 Lister Square Edinburgh EH3 9GL
Principal address	Exmouth Building Port of Rosyth KY11 2XP
The directors	R F Briggs T Brock I R Howarth D J McGlashan I M Rennick I Angus (Appointed 11 November 2016) HJS Henderson (Resigned 11 November 2016)
Independent examiner	Paterson Boyd & Co Chartered Accountants 18 North Street Glenrothes Fife KY7 5NA
Bankers	The Royal Bank of Scotland 36 St Andrew Square Edinburgh EH2 2YB
Solicitors	Morton Fraser Solicitors Quartermile Two 2 Lister Square Edinburgh EH3 9GL

Forth Estuary Forum

Company Limited by Guarantee

Directors' Annual Report *(continued)*

Year ended 31 March 2017

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).

Governance

Directors' meetings take place quarterly and meetings were held in June, September, December 2016 and March 2017.

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 2016/17, as in 2015/16, 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 2016/17 was reflected in the business plan for 2016/17.

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 one years running costs. This provides sufficient funds to cover three months management and administration costs and potential one-off costs incurred if the Company was to wind up. It also provides a contingency sum to cover office rental costs for nine months should the current arrangement, where fully serviced office accommodation is provided free as an in-kind contribution by one of the partners, come to an end. Unrestricted funds were maintained at or above this level throughout the year.

Risk Management

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

Forth Estuary Forum

Company Limited by Guarantee

Directors' Annual Report *(continued)*

Year ended 31 March 2017

Structure, governance and management *(continued)*

Recruitment and appointment of management committee

The Forum has, in addition to the directors, a Management Group whose role is 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, where practicable include at least one member of the Management Group, who reports 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 consists 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.

Objectives and activities

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

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

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Directors' Annual Report *(continued)*

Year ended 31 March 2017

Achievements and performance

Regional Marine Planning

As part of the funding agreement with Marine Scotland, the Forum carried out preliminary research into regional marine planning for the presumptive Forth and Tay Scottish Marine Region. A draft document on the links between Local Development and Strategic planning and marine planning was prepared during 2016/17, for distribution to interested parties during 2017/18.

Annual Conference 2016

The Forum's 23rd annual conference was held at the Queensferry Hotel, North Queensferry, on 17th November 2016. Fifty three people attended to hear a series of presentations on 'Climate Change Adaptation and Mitigation on the Forth'. Copies of the speakers' presentations were published on the Forum website. The Annual General Meeting of the Forum was held on 17th November 2016 immediately before the conference.

By the end of the financial year, preparations were well underway for the first joint Forth and Tay Estuary Forums annual conference, to be held in Dundee on 15 September 2017.

Website and social media

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

Our Twitter feed @ForthEstuary was regularly updated and at the end of the financial year had approximately 300 followers.

A Forum Facebook page (<https://www.facebook.com/Forth-Estuary-Forum-639137326270817/>) was set up in February 2017.

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

Newsletter

Two editions of the Forum's newsletter Forth Sight were published this year. The Spring (2016) edition (No. 28) featured articles on the National Marine Plan Interactive; marine planning through ecosystem services; Capturing our Coast; the Ports of Gellertshire; Burntisland and North Queensferry Heritage Trusts; and Living Landscapes.

The Winter (2017) edition (No. 29) featured articles on the Communities Along the Carron Association; SEPA Flood Management; the Firth of Forth Lobster Hatchery; the Save Wemyss Ancient Caves Society; the Inchcolm Project; Coastal Climate Change Adaptation in the Forth; and Forum News.

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

Forth Estuary Forum

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Directors' Annual Report *(continued)*

Year ended 31 March 2017

Achievements and performance *(continued)*

Beach Cleans

The Forum carried out one beach clean in the year. In partnership with Business in the Community (Scotland) (BitCS), a team of 20 people cleaned Wardie Bay, Granton in May 2016 as part of BitCS' Give and Gain Day.

Forum Member Events

One event for members was held during the year. On the 12 August 2016, members were given a tour and presentation of the Aircraft Carrier Alliance visitor centre at the Port of Rosyth, where they were given an insight into the building of the two aircraft carriers

Forum Workshops

The Forum held one workshop during the financial year. The workshop topic was coastal erosion and was held in Dunbar on 2 June 2016. It was very well attended and focused on beach erosion around Dunbar with three presentations by experts in the field.

A second workshop was in preparation during the financial year on Inner Forth Coastal Tourism to be held at Forth Valley College; however this took place outside the reporting period in April 2017.

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 July 2016 as part of a two day event including other marine planning practitioners from the Clyde, Shetland and Orkney.

Financial review

The Forum reported a small surplus for the year ended 31 March 2017 of £225 (2016: £6,339).

The directors are satisfied with the financial results for the year ended 31 March 2017 as detailed in the statement of financial activities. Total funds at the year ended 31 March 2017 were £59,203 (2016: £58,978) as shown on the statement of financial position as at 31 March 2017.

Forum Staff 2016/17

Forum Manager Christopher Cutts

Office Administrator Sharon Waugh

Business Plan

The Business Plan for 2016/17 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 2016/17 was agreed by the Directors in June 2016.

The Business Plan is available on the Forum website.

Forth Estuary Forum

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Directors' Annual Report *(continued)*

Year ended 31 March 2017

Financial review *(continued)*

Membership

Membership fees for 2016/17 were not increased. Membership numbers were broadly static but income was down from £13,309 to £12,474 due to the loss of a Local Authority member and the recruitment of a Corporate member.

	2016/17	2015/16
Ordinary	29	28
Research/Charities	4	4
Corporate	5	4
Stat/Local authority/other	4	5
	-----	-----
	42	41

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 or invited organisations:

May 2016	East Lothian Council - Brunton Hall, Musselburgh
August 2016	Fife Council - Pittencrieff Park, Dunfermline
November 2016	Edinburgh Council - Waverley Court, Edinburgh
February 2017	Marine Scotland - Victoria Quay, 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.

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Directors' Annual Report *(continued)*

Year ended 31 March 2017

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.

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.

Small company provisions

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

The directors' annual report was approved on 11 September 2017 and signed on behalf of the board of trustees by:

R F Briggs
Chairperson



Forth Estuary Forum

Company Limited by Guarantee

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

Year ended 31 March 2017

I report on the financial statements for the year ended 31 March 2017, which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

Respective responsibilities of directors and examiner

The charity's directors (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. 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 accounts 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 report

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the directors 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 accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) 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 accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations
- have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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

Date: 11 September 2017

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

31 March 2017

		2017		2016	
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	10,730	–	10,730	13,169
Charitable activities	6	48,474	200	48,674	50,903
Other trading activities	7	820	–	820	440
Investment income	8	22	–	22	33
Total income		<u>60,046</u>	<u>200</u>	<u>60,246</u>	<u>64,545</u>
Expenditure					
Expenditure on charitable activities	9,10	60,021	–	60,021	58,206
Total expenditure		<u>60,021</u>	<u>–</u>	<u>60,021</u>	<u>58,206</u>
Net income and net movement in funds		<u>25</u>	<u>200</u>	<u>225</u>	<u>6,339</u>
Reconciliation of funds					
Total funds brought forward		58,047	931	58,978	52,639
Total funds carried forward		<u>58,072</u>	<u>1,131</u>	<u>59,203</u>	<u>58,978</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 11 to 19 form part of these financial statements.

Forth Estuary Forum
Company Limited by Guarantee
Statement of Financial Position

31 March 2017

		2017		2016
		£	£	£
Current assets				
Cash at bank and in hand		62,562		62,005
Creditors: amounts falling due within one year	16	<u>3,359</u>		<u>3,027</u>
Net current assets			<u>59,203</u>	<u>58,978</u>
Total assets less current liabilities			<u>59,203</u>	<u>58,978</u>
Net assets			<u>59,203</u>	<u>58,978</u>
Funds of the charity				
Restricted funds			1,131	931
Unrestricted funds			<u>58,072</u>	<u>58,047</u>
Total charity funds	18		<u>59,203</u>	<u>58,978</u>

For the year ending 31 March 2017 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 charity 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 11 September 2017, and are signed on behalf of the board by:



R F Briggs
Chairperson

The notes on pages 11 to 19 form part of these financial statements.

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2017

1. General information

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

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities and Trustee Investment (Scotland) Act 2005 and the Charity Accounts (Scotland) Regulations 2006 (as amended).

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.

Transition to FRS 102

The entity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015. Details of how FRS 102 has affected the reported financial position and financial performance is given in note 21.

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.

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

3. Accounting policies *(continued)*

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.

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.

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

3. Accounting policies *(continued)*

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.

Tangible assets

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

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

Depreciation

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

Equipment - straight line over three years

Impairment of fixed assets

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

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

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

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

3. Accounting policies *(continued)*

Financial instruments

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

Defined contribution plans

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

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

4. Limited by guarantee

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

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Donations				
Donations	130	130	–	–
Gifts				
Forth Ports Limited - Gifts in kind	10,600	10,600	10,600	10,600
Sponsorship				
Mainstream Renewables sponsorship	–	–	2,569	2,569
	<u>10,730</u>	<u>10,730</u>	<u>13,169</u>	<u>13,169</u>

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

6. Charitable activities

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

	Unrestricted Funds	Restricted Funds	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>

7. Other trading activities

	Unrestricted Funds	Total Funds 2017	Unrestricted Funds	Total Funds 2016
	£	£	£	£
Conference fees	820	820	440	440

8. Investment income

	Unrestricted Funds	Total Funds 2017	Unrestricted Funds	Total Funds 2016
	£	£	£	£
Bank interest receivable	22	22	33	33

Forth Estuary Forum
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Notes to the Financial Statements (continued)
Year ended 31 March 2017

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Core	55,931	–	55,931
Support costs	4,090	–	4,090
	<u>60,021</u>	<u>–</u>	<u>60,021</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Core	53,316	1,089	54,405
Support costs	3,801	–	3,801
	<u>57,117</u>	<u>1,089</u>	<u>58,206</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2017 £	Total fund 2016 £
Core	<u>55,931</u>	<u>4,090</u>	<u>60,021</u>	<u>58,206</u>

11. Analysis of support costs

	Analysis of support costs activity 1 £	Total 2017 £	Total 2016 £
Staff costs	2,067	2,067	1,762
General office	402	402	346
Governance costs	1,621	1,621	1,693
	<u>4,090</u>	<u>4,090</u>	<u>3,801</u>

12. Independent examination fees

	2017 £	2016 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,572</u>	<u>1,572</u>

Forth Estuary Forum

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

13. Staff costs

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

	2017	2016
	£	£
Wages and salaries	35,723	32,826
Employer contributions to pension plans	5,623	2,429
	<u>41,346</u>	<u>35,255</u>

The average head count of employees during the year was 2 (2016: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2017	2016
	No.	No.
Number of staff	1.5	1.4
	<u>1.5</u>	<u>1.4</u>

No employee received employee benefits of more than £60,000 during the year (2016: 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 £244 (2016: £351) was paid to one director as reimbursement of expenses.

15. Tangible fixed assets

	Equipment £
Cost	
At 1 April 2016 and 31 March 2017	1,133
Depreciation	
At 1 April 2016 and 31 March 2017	1,133
Carrying amount	
At 31 March 2017	<u>—</u>

16. Creditors: amounts falling due within one year

	2017	2016
	£	£
Accruals and deferred income	2,543	1,717
Social security and other taxes	529	852
Other creditors	287	458
	<u>3,359</u>	<u>3,027</u>

Forth Estuary Forum

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

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 £5,623 (2016: £2,429).

18. Analysis of charitable funds

Unrestricted funds

	At 01.04.16	Income	Expenditure	At 31.03.17
	£	£	£	£
General funds	<u>58,047</u>	<u>60,046</u>	<u>(60,021)</u>	<u>58,072</u>

Restricted funds

	At 01.04.16	Income	Expenditure	At 31.03.17
	£	£	£	£
Beach cleans	404	200	–	604
Marine Leisure Project	<u>527</u>	<u>–</u>	<u>–</u>	<u>527</u>
	<u>931</u>	<u>200</u>	<u>–</u>	<u>1,131</u>

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

19. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2017
	£	£	£
Current assets	61,431	1,131	62,562
Creditors less than 1 year	<u>(3,359)</u>	<u>–</u>	<u>(3,359)</u>
Net assets	<u>58,072</u>	<u>1,131</u>	<u>59,203</u>

20. Related parties

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

21. Transition to FRS 102

These are the first financial statements that comply with FRS 102. The charity transitioned to FRS 102 on 1 April 2015.

No transitional adjustments were required in the retained funds or income or expenditure for the year.

Forth Estuary Forum
Company Limited by Guarantee
Management Information
Year ended 31 March 2017

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

Forth Estuary Forum
Company Limited by Guarantee
Detailed Statement of Financial Activities
31 March 2017

	2017	2016
	£	£
Income and endowments		
Donations and legacies		
Donations	130	–
Forth Ports Limited - Gifts in kind	10,600	10,600
Mainstream Renewables sponsorship	–	2,569
	<u>10,730</u>	<u>13,169</u>
Charitable activities		
Grants	36,200	37,493
Membership fees	12,474	13,410
	<u>48,674</u>	<u>50,903</u>
Other trading activities		
Conference fees	820	440
	<u>820</u>	<u>440</u>
Investment income		
Bank interest receivable	22	33
	<u>22</u>	<u>33</u>
Total income	<u>60,246</u>	<u>64,545</u>

Forth Estuary Forum

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

31 March 2017

	2017	2016
	£	£
Expenditure		
Expenditure on charitable activities		
Wages and salaries	35,723	32,826
Pension costs	5,623	2,429
Rent	10,600	10,600
Staff training	–	1,036
Payroll bureau fees	420	347
Repairs and maintenance	127	183
Insurance	537	517
Staff mileage costs	642	493
Travel and subsistence	244	351
Legal and professional fees	240	180
Telephone	387	506
Printing, postage and stationery	564	408
Independent examiner's fees	1,621	1,693
Management and directors' meeting expenses	162	166
Bank interest and charges	106	106
Website costs	312	1,848
Beach cleaning expenses	–	1,089
AGM expenses	1,686	2,800
Networking workshop	1,027	603
Miscellaneous	–	25
	<u>60,021</u>	<u>58,206</u>
Total expenditure	<u>60,021</u>	<u>58,206</u>
Net income	<u>225</u>	<u>6,339</u>

Forth Estuary Forum

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities

31 March 2017

	2017	2016
	£	£
Expenditure on charitable activities		
Core		
<i>Activities undertaken directly</i>		
Wages/salaries	33,937	31,185
Pension costs	5,342	2,308
Rent	10,600	10,600
Staff training & recruitment	–	1,036
Payroll bureau fees	420	347
Repairs & maintenance	127	183
Insurance	537	517
Staff mileage payments	642	493
Travelling & subsistence	244	351
Telephone	387	506
Printing, postage & stationery	564	408
Bank charges	106	106
Website costs	312	1,848
Beach cleaning expenses	–	1,089
AGM expenses	1,686	2,800
Networking workshop	1,027	603
Miscellaneous	–	25
	55,931	54,405
<i>Support costs</i>		
Wages/salaries	1,786	1,641
Pension costs	281	121
Legal and professional fees	240	180
Independent examiner's fee	1,621	1,693
Management and directors' meeting expenses	162	166
	4,090	3,801
Expenditure on charitable activities	60,021	58,206