



The Scotland-Russia Forum Форум Шотландия – Россия

www.scotlandrussiaforum.org

Registered charity no. SC038728

Summerhall
1 Summerhall
Edinburgh
EH9 1PL

3 March 2015

OSCR
2nd floor
Quadrant House
9 Riverside Drive
Dundee
DD1 4NY

Dear Sir / Madam

Annual Report and Accounts 2013-14

I am pleased to enclose a signed and dated original copy of the Scotland-Russia Forum's Annual Report and Accounts, including the report of the Independent Examiner, for the period 1 September 2013 to 31 August 2014.

Please advise if you require any further information.

Yours faithfully

David Caldwell
Treasurer, The Scotland-Russia Forum



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period

Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	1	Sept	2013	To	31	August	2014

Reference and administration details

Charity name	The Scotland-Russia Forum
Other names charity is known by	
Registered charity number	SC038728
Charity's principal address	Summerhall 1 Summerhall Edinburgh Postcode EH9 1PL

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jennifer Carr	Chairperson		
2	David Caldwell	Treasurer	From 11 Dec 2013	
3	Sheila Sim	Secretary		
4	Joe Wake			
5	Helen Williams			
6	Alexandra Smith			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates noted if not for whole year
Ian McGowan	To 11 December 2013
Andrei Rogatchevski	To 11 December 2013
Varvara Bashkirova	To 11 December 2013

Structure, governance and management

Type of governing document

The Forum is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution. Recognition as a Scottish Charity was gained on 20 September 2007. The constitution was most recently altered on 16 December 2010.

Trustee recruitment and appointment

The Forum's Trustees (Committee) are appointed or reappointed by the members at our annual general meeting. The Committee has the power to co-opt up to two members of the Forum to the Committee.

Objectives and activities

Charitable purposes

Our purposes, as recorded in our constitution, are to advance education through the promotion of a clear understanding in Scotland, Russia, and the countries of the Former Soviet Union, of the respective ways of life, history, heritage and the cultural and commercial activities and voluntary services of the said countries and through the creation of educational and cultural contacts of all kinds between the peoples of these countries.

Summary of the main activities in relation to these objects

The Forum arranges lectures and exhibitions, publishes 'The Scotland Russia Review' twice a year, circulates a monthly information bulletin by e-mail and provides information through its website and social media. The Forum's events, language classes and library are managed from office accommodation in Edinburgh's Summerhall arts complex.

Achievements and performance

Summary of the main achievements of the charity during the financial period

Members: At the end of the year the Forum's membership stood at 209.

Information: Our use of online media (website, email bulletins, social media) has increased considerably, promoting any Russia (etc)-related events across Scotland. Uptake of all media has grown substantially and is now relatively high compared to many organisations in our field. We hope this compensates to some extent for the visitors we lost when the Institute closed.

Work with schools: Russian is not currently taught in Scottish schools and the SQA national exams will be phased out in 2015. We offer taster classes in schools, support for teachers, and promote the need for Russian in a variety of ways.

Events: We have arranged 2 events this year, both aimed at a wide public: a panel discussion of LGBT issues, within the framework of a programme of talks and films organised by partner organisations; and a week-long exhibition and closing reception for 100 guests, both at the Scottish Parliament, to celebrate the Lermontov bicentenary.

Library: The library continues to be available to borrowers and browsers. A small collection, due to lack of space, it contains a good collection of Russian literature, specialising in contemporary and popular fiction, as well as a range of non-fiction and student material. A recent survey of SRF members showed that this facility is highly valued.

Publications: The SRF journal *The Scotland Russia Review* is published twice yearly, 500 copies per issue and distributed widely via universities and bookshops as well as to SRF members.

Language classes for adults: We continue to teach Russian at all levels. Feedback from students is extremely good.

English language assistant programme: We work with a variety of Russian universities and continue to find good candidates for language assistant posts. Unfortunately last year no candidates were placed last year.

Financial review

Brief statement of the charity's policy on reserves

As a result of the surplus of £1985 in unrestricted funds for the year, the Forum held unrestricted funds of £18176 at the year end which will support the Forum's general activities in the coming year. The Forum held a total surplus of £3460 in restricted funds, which will allow it to maintain its activities supported by donors. In order to maintain reserves, a modest increase in subscriptions was introduced from September 2011, but there is no intention to increase subscriptions further in the immediate future.

Details of any deficit



Donated facilities and services (if any)

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jennifer Carr	Sheila Sim
Position (e.g. Chair)	Chairperson	Secretary
Date	8 December 2014	

Receipts and payments accounts						
For the period from				to		
	1	Sept	2013		31	August

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	6,202				6,202	5,104
Legacies					-	-
Grants					-	-
Receipts from fundraising activities	28				28	486
Gross trading receipts	9,216				9,216	11,866
Income from investments other than land and buildings	89				89	136
Rents from land & buildings					-	-
Gross receipts from other charitable activities	155				155	1,534
					-	-
A1 Sub total	15,690		-	-	15,690	19,126
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	15,690	-	-	-	15,690	19,126
A3 Payments						
Expenses for fundraising activities					-	58
Gross trading payments	7,751				7,751	7,821
Investment management costs					-	-
Payments relating directly to charitable activities	5,804				5,804	20,421
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination	150	100			250	250
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	13,705	100	-	-	13,805	28,550
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	13,705	100	-	-	13,805	28,550
Net receipts / (payments)	1,985	(100)	-	-	1,885	(9,424)
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	1,985	(100)	-	-	1,885	(9,424)

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	16,191	3,560			19,751	29,175
	Surplus / (deficit) shown on receipts and payments account	1,985	(100)			1,885	(9,424)
						-	-
						-	-
	Cash and bank balances at end of year	18,176	3,460	-	-	21,636	19,751

(Agree balances with receipts and payments account(s))

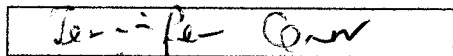

B2 Investments	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
		Total	-	-

B3 Other assets	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
		Total	-	-	-

B4 Liabilities	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
		Total	-	-

B5 Contingent liabilities	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
		Total	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JENNIFER CARR	8.12.2014
	SHEILA SIM	8.12.2014

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

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C2 Grants

Type of activity or project supported	Individual / Institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	x
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	x
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C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

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Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Subscriptions	4,160				4,160	3,386
Donations	2,042				2,042	1,619
Total	6,202				6,202	6,104

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
Total	-	-			-	-

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Refunds: gas and electricity	155				155	1,534
Total	155	-	-	-	155	1,534

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Office and secretarial expenses	5,126				5,126	3,338
Scotland-Russia Institute running costs incl. wages	67				67	12,229
Lecture and events programme	611				611	2,518
Return of unspent Russia Mir funds						2,336
Total	5,804		-	-	5,804	20,421

OSCR

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts

Report to the trustees/members of	Charity name THE SCOTLAND-RUSSIA FORUM							
	Registered charity number SC038728							
On the accounts of the charity for the period	Period start date				to	Period end date		
	Day	Month	Year			Day	Month	Year
	1	September	2013		31	August	2014	
Set out on pages	1-4, RP 1-4						(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner	The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1) (d) of the 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 statement	My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 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 accounts.							
Independent examiner's statement	In the course of my examination, no matter has come to my attention							
	<ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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 9 of the 2006 Accounts Regulations 							
	have not been met, or							
	<ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 							
Signed:	<i>A.W. Scotland</i>					Date:	8 December 2014	
Name:	A W SCOTLAND							
Relevant professional qualification(s) or body (if any):	CA							
Address:	10 Craighall Court Edinburgh EH6 6RT							

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose