



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	1	Sept	2014		31	August	2015

Reference and administration details

Charity name
 Other names charity is known by
 Registered charity number
 Charity's principal address

The Scotland-Russia Forum
SC038728
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	coopted 14 Jan 2015	
2	David Caldwell	Treasurer		
3	Sheila Sim	Secretary		
4	Joe Wake			
5	Helen Williams			
6	Alexandra Smith			
7	Margaret Tejerizo		from 8 December 2014	
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 acted if not for whole year
Jennifer Carr	resigned 8 Dec 2014

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 186.
Information: We promote events in Scotland related to Russia and her neighbours via our website, email bulletins and social media. Uptake of all media has steadily increased this year, and the number of website visits in particular grew rapidly after the introduction of a mobile-friendly site in March.

Work with schools: Russian is not currently taught in Scottish schools and the SQA national exams were phased out in 2015. In addition to taster classes in schools our main initiative this year was the launch of a website for children www.findoutaboutrussia.co.uk. A launch competition in the summer attracted over 100 entries from all over the UK, particularly Scotland.

Events: During 2014/15 we held a successful reception and exhibition in the Scottish Parliament in the autumn recognising the Lermontov anniversary, and two talks on Russian current affairs in the spring both attracted record numbers.

Library: The library continues to be available to borrowers and browsers and the librarian has just completed a major revision of our holdings. In view of the interests of readers we have expanded the collection of Russian literature, specialising in contemporary and popular fiction in both Russian and English, and maintained basic holdings of historical and other reference material. We hope to increase borrower numbers in 2016.

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. There were more candidates than ever in 2015 and so far one has been placed in a Russian university.

Financial review

Brief statement of the charity's policy on reserves

The charity seeks to maintain a balance sufficient to cover all expenditures for a period of at least one year, and to allow a margin for unforeseen expenditures. At 31 August 2015 the Forum held funds totalling £19,463, which satisfy this requirement, since anticipated future annual expenditures are expected to be similar to the total expenditure of £8,447 in 2014/15.

Details of any deficit

The Forum had a deficit of £2,173 in 2014/15. This arose because its activities during the year included three major and relatively expensive events, a parliamentary reception and two meetings with external speakers from some distance. This deficit was sustainable because of the healthy state of the Forum's reserves, and it is unlikely that a deficit at a similar level will arise in 2015/16 or in succeeding years.

Donated facilities and services (if any)

Other optional information

[Empty space for optional information]

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Jennifer Carr

Sheila Sim

Full name(s)

Jennifer Carr

Sheila Sim

Position (e.g. Chair)

Chairperson

Secretary

Date

28 October 2015

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	Sept	2014		31	August	2015

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	4,824				4,824	6,202
Legacies					-	-
Grants		600			600	-
Receipts from fundraising activities					-	28
Gross trading receipts	750				750	9,216
Income from investments other than land and buildings	65				65	89
Rents from land & buildings					-	-
Gross receipts from other charitable activities	35				35	155
					-	-
A1 Sub total	5,674	600	-	-	6,274	15,690
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	5,674	600	-	-	6,274	15,690
A3 Payments						
Expenses for fundraising activities					-	-
Gross trading payments					-	7,751
Investment management costs					-	-
Payments relating directly to charitable activities	5,465	2,782			8,247	5,804
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination	200				200	250
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	5,665	2,782	-	-	8,447	13,805
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	5,665	2,782	-	-	8,447	13,805
Net receipts / (payments)	9	(2,182)	-	-	(2,173)	1,885
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	9	(2,182)	-	-	(2,173)	1,885

Section B Statement of balances

Categories	Details	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 £
B1 Cash funds	Cash and bank balances at start of year	18,176	3,460			21,636	19,751
	Surplus / (deficit) shown on receipts and payments account	9	(2,182)			(2,173)	1,885
						-	-
						-	-
	Cash and bank balances at end of year	18,185	1,278	-	-	19,463	21,636
	(Agree balances with receipts and payments account(s))						

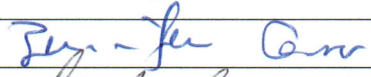

B2 Investments	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
		Total	-	-

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	28.10.15
	SHEILA SIM	28.10.15

Section C Notes to the Accounts

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

The balance brought forward on restricted funds was of a donation to help pay for accommodation. Rent paid during the year was charged to this fund. In addition the charity received a grant from the Scottish Government to help fund a children's competition. This was fully spent in the year.

Item	Accommodation	Children's competition	Total
Receipts	-	600	600
Payments	2182	600	2782
(Deficit) for year	(2182)	-	(2182)
Funds brought forward	3460	-	3460
Funds carried forward	1278	-	1278

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Children's competition prizes etc	Scottish Govt	1	600
Total			600

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

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

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

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	3,388				3,388	4,160
Donations	1,436				1,436	2,042
Total	4,824				4,824	6,202

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Scottish Government		600	600	
			-	
			-	
			-	
Total	-	600	600	-

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
Refund: unused postage stamps	14				14	
Reimbursement of cost of meal	21				21	
Total	35	-	-	-	35	155

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 inc rent	2,329	2,182			4,511	5,126
Scotland-Russia Institute running costs incl. wages						67
Lecture and events programme	3,136	600			3,736	611
Total	5,465	2,782	-	-	8,247	5,804

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						
Registered charity number	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
On the accounts of the charity for the period	1	September	2014	31	August	2015	
	Set out on pages 1-4, RP 1-4					(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner	<p>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.</p>						
Basis of independent examiner's statement	<p>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.</p>						
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention</p>						
	<p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <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 <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>						
Signed:	A.W. Scotland CA.				Date:	28 October 2015	
Name:	A.W. SCOTLAND						
Relevant professional qualification(s) or body (if any):	CA.						
Address:	10 Craighall Crescent						
	Edinburgh EH6 4RH						