

APPENDIX 1

OSCr

Trustees' Annual Report for the period

Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	1	Sept	2015	To	31	August	2016

Office of the Scottish Charity Regulator

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	From 28 Oct 2015 (coopted before that)	
2	James Patterson	Treasurer	From 21 June 2016 (coopted to committee)	
3	Sheila Sim	Secretary		
4	Joe Wake			
5	Alexandra Smith			
6	Margaret Tejerizo			
7				
8				
9				
10				
11				

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
Eric Wishart	From 28 Oct 2015 to 20 June 2016 (resigned)
David Caldwell	Until 28 Oct 2015 (resigned)
Helen Williams	Until 28 Oct 2015 (resigned)

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. The Forum was incorporated as an SCIO on 20 May 2016 following an application to change by the then Unincorporated Association.

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 a magazine '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.

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Achievements and performance

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

1. Membership. At the end of the year membership stood at 181.
2. Events. Our talks programme covered a variety of topics: Russian popular music, politics (by a former UK ambassador), Arctic travel and military archives. Partners were the Univ of Edinburgh, the Asia-Scotland Institute, the RSGS and the NLS.
3. Social programme. Monthly conversation group meetings continued all year, with an outing in the summer.
4. Information. Readership of our monthly e-bulletins continues to grow, as do follower numbers for both our social media accounts. We published two issues of our biannual magazine, changing the name from "Scotland Russia Review" to "The Forum" for the second issue, and substantially revising the content. The magazine is available in print to all members and some others and online to anyone interested.
5. Websites. Both our websites (www.scotlandrussiaforum.org and www.findoutaboutrussia.co.uk) were substantially redesigned and relaunched during the year.
6. Russian in schools. We had a stand and ran a taster class at Language Show Live Scotland (SECC Glasgow) in March.
7. Charitable status. We successfully changed the charitable status of the SRF from an unincorporated Scottish charity to a SCIO.
8. Library. We have reorganized our library in order to close down the store. A large number of books were sold at a Sale in Edinburgh University Student Assn, others were sold or donated to other individuals and organisations.

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. As at 31 August 2016, the Forum held funds totalling £16,235, which satisfy this requirement, since anticipated future annual expenditures are expected to be similar to or less than the total expenditure of £9,184 for 2015/16.

Details of any deficit

The Forum had a deficit of £3,228 in 2015/16 and it was enhanced by an atypical expenditure arising from a water ingress incident impacting on office equipment. This deficit was sustainable because of the healthy state of the Forum's reserves. It is anticipated that a deficit at a level of around £2,100 will arise in 2016/17 and will be containable.

Donated facilities and services (if any)



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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	22 February 2017	

Receipts and payments accounts

For the period
from

Period start date

Day	Month	Year
1	September	2015

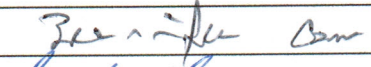
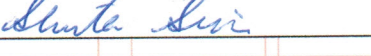
to

Period end date

Day	Month	Year
31	August	2016

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	5,370				5,370	4,824
Legacies					- 0	
Grants					- 0	600
Receipts from fundraising activities					- 0	
Gross trading receipts					- 0	750
Income from investments other than land and buildings					- 0	65
Rents from land & buildings					- 0	
Gross receipts from other charitable activities					- 0	35
					- 0	
A1 Sub total	5,370	- 0	- 0	- 0	5,370	6,274
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					- 0	
Proceeds from sale of investments					- 0	
					- 0	
A2 Sub total	- 0	- 0	- 0	- 0	- 0	- 0
Total receipts	5,370	- 0	- 0	- 0	5,370	6,274
A3 Payments						
Expenses for fundraising activities					- 0	
Gross trading payments					- 0	
Investment management costs					- 0	
Payments relating directly to charitable activities	7,120	1,278			8,398	8,247
Grants and donations					- 0	
Governance costs:					- 0	
Audit / independent examination	200				200	200
Preparation of annual accounts					- 0	
Legal costs					- 0	
Other					- 0	
					- 0	
A3 Sub total	7,320	1,278	- 0	- 0	8,598	8,447
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					- 0	
Purchase of investments					- 0	
					- 0	
A4 Sub total	- 0	- 0	- 0	- 0	- 0	- 0
Total payments	7,320	1,278	- 0	- 0	8,598	8,447
Net receipts / (payments)	(1,950)	(1,278)	-	-	(3,228)	(2,173)
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(1,950)	(1,278)	-	-	(3,228)	(2,173)

THE SCOTLAND-RUSSIA FORUM						SC038728	
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	18,185	1,278			19,463	21,636
	Surplus / (deficit) shown on receipts and payments account	(1,950)	(1,278)			(3,228)	(2,173)
						-	
	Cash and bank balances at end of year	16,235	-	-	-	16,235	19,463
	(Agree balances with receipts and payments account(s))						
	Details			Fund to which asset belongs		Market valuation to nearest £	Last year to nearest £
B2 Investments							
				Total	-	-	
	Details			Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets							
					Total	-	-
	Details			Fund to which liability relates		Amount due to nearest £	Last year to nearest £
B4 Liabilities							
					Total	- 0	- 0
	Details			Fund to which liability relates		Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities							
				Total	-	-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name			Date of approval		
		JENNIFER CARR			22.02.17		
		SHEILA SIM			22.02.17		

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. Some of the rent paid during the year was charged to this fund. The fund was fully spent during the year.

	Type of activity or project supported	Individual / institution	Number of grants made	£
C2 Grants				
			Total	- 0

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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	Authority under which paid	£
C3b Trustee remuneration - details		

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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	Number of trustees	£
C4b Trustee expenses - details		

	Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
C5 Transactions with trustees and connected persons				

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 £
					- 0	
					- 0	
					- 0	
					- 0	
Total	- 0	- 0	- 0	- 0	- 0	- 0

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Scottish Government			- 0	600
			- 0	
			- 0	
			- 0	
Total	- 0	- 0	- 0	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					- 0	2
Refund: unused postage stamps					- 0	12
Reimbursement of cost of meal					- 0	21
					- 0	
					- 0	
					- 0	
					- 0	
Total	- 0	- 0	- 0	- 0	- 0	35

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 including rent	3,910	1,278			5,188	4,511
Lecture and events programme	3,210	-			3,210	3,736
					- 0	
					- 0	
					- 0	
					- 0	
					- 0	
					- 0	
					- 0	
					- 0	
Total	7,120	1,278	- 0	- 0	8,398	8,247

OSCR

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts v2																						
Report to the trustees/ members of	THE SCOTLAND-RUSSIA FORUM																					
Registered charity number	SC038 728																					
On the accounts of the charity for the period	<table border="1"> <thead> <tr> <th colspan="3">Period start date</th> <th></th> <th colspan="3">Period end date</th> </tr> <tr> <th>Day</th> <th>Month</th> <th>Year</th> <th></th> <th>Day</th> <th>Month</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>September</td> <td>2015</td> <td>to</td> <td>31</td> <td>August</td> <td>2016</td> </tr> </tbody> </table>	Period start date				Period end date			Day	Month	Year		Day	Month	Year	1	September	2015	to	31	August	2016
	Period start date				Period end date																	
	Day	Month	Year		Day	Month	Year															
1	September	2015	to	31	August	2016																
Set out on pages	1 - 4 including Additional analysis (1) (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 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	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</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:	<i>A.W. Scotland C.A.</i> Date: 22nd February 2017																					
Name:	A. W. Scotland																					
Relevant professional qualification(s) or body (if any):	C.A.																					

Address: 10 Craighall Crescent

Edinburgh

EH6 4RY

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.