

APPENDIX 1



Trustees' Annual Report for the period

		Period start date			Period end date		
	Day	Month	Year		Day	Month	Year
From	1	Sept	2016	To	31	August	2017

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		
2	James Patterson	Treasurer	From 19.1.2017 (coopted before that)	
3	Sheila Sim	Secretary		
4	Joseph Wake		Resigned 19.1.2017 Coopted 22.2.2017	
5	Alexandra Smith			
6	Margaret Tejerizo			
7	David Brew		From 19 January 2017	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

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
Joseph Wake	Resigned 19.1.2017 Co-opted 22.2.2017
David Brew	From 19.1.2017

Structure, governance and management

Type of governing document

The Forum is a charitable incorporated 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 Forum was incorporated as an SCIO on 20 May 2016. The constitution was most recently altered on 28 October 2015 and can be found at https://www.scotlandrussiaforum.org/uploads/6/0/0/0/60006689/srf_scio_constitution_2015.pdf

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. Two members of the Committee stand down at each AGM and all members are invited to stand for election in their place.

Objectives and activities

Charitable purposes

Our purposes, as set out 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 the 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 Forum" twice a year, circulates a monthly information bulletin by email 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

1. Membership: At the end of the year membership stood at 180
2. Events: Our talks and were extremely well attended this year, with an average audience of 60+. Event partners included the University of Glasgow, National Library of Scotland, Edinburgh Filmhouse and the Europa Research Group (Edinburgh University).
Topics: the current situation in Ukraine (by former UK ambassador Robert Brinkley); the history of the Arctic Convoys (by Lt. Cmdr Dairmid Gunn, our Vice-President); opposition politics in Russia (Maxim Katz, Yabloko activist); photographs of Ukraine (Simon Crofts – speaking after our AGM); art and the Russian revolution (Margy Kinmonth, Q&A after the screening of her film “Revolution”).
3. Social programme: Monthly conversation group meetings, open to all, continued throughout the year. We held a Christmas party for members in December.
4. Information: Readership of our monthly e-bulletins continues to grow, as do follower numbers for both of our social media accounts. We published two issues of our biannual magazine “The Forum” which is available online to all and, where requested, in print to our members. Back copies of the e-bulletins and the magazine can be downloaded from <https://www.scotlandrussiaforum.org/archive.html#newsarchive>.
5. Websites: Both our websites (www.scotlandrussiaforum.org and www.findoutaboutrussia.co.uk) were substantially redesigned and relaunched during the year. They are regularly updated. Usage of www.scotlandrussiaforum.org almost doubled to around 1100 views pcm by August.
6. Russian in schools: We had a stand and ran a Russian class at the Language Show Live Scotland (SECC Glasgow) and an information stand at SCILT events for schools in Edinburgh, Dundee and Inverness, as well as the SALT conference.
7. Library. Books are loaned to members and our collection continues to grow, despite constraints on space. We held an Open Day for the library this year to encourage more use.
8. Scottish Parliament Cross Party Group on Russia: The Forum is one of the supporting members of this Group as initiated and chaired by Andy Wightman MSP. Following on the inaugural meeting of the CPG on 26 October 2016, there have been three further meetings since.

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 2017, the Forum held funds totalling £14,750, which satisfies these requirements, since the anticipated future annual expenditure is expected to be similar to the total expenditure of £6,250 for 2016/17 before taking into account the annual income from subscriptions of £3,495.

Details of any deficit

Whilst the Forum remains a going concern in the short term, the trustees expect the continuation of current activities to occasion an increased deficit of the order of some £2,000 in 2017-18, financed by reserves. In 2018, the trustees intend to review the charity's activities in the light of expected levels of income, particularly in the context of the apparent reducing membership numbers, to recommend appropriate action to the members.

Donated facilities and services (if any)

1. Social programme: All continued throughout the year. We held a Christmas party for members in December.
2. Information: Researcher's of our monthly e-bulletin continues to grow, as do Twitter and Facebook for both of our social media accounts. We published two issues of our financial magazine 'The Forum', which is available online to all and where requested, in print to our members. Back copies of the e-bulletin and the magazine can be downloaded from <http://www.scotlandscotland.org>.
3. Websites: Both our websites (www.scotlandscotland.org and www.scotlandscotland.org.uk) were substantially redesigned and relaunched during the year. They are regularly updated. Usage of www.scotlandscotland.org almost doubled to around 1100 views per day by August.
4. Russian in schools: We had a stand and ran a Russian class at the Language Show Live Scotland (SLSC) (25-26 August) and an information stand at SCILT events for schools in Edinburgh, Dundee and Inverness, as well as the SCILT conference.
5. Library: Books are loaned to members and our collection continues to grow, despite constraints on space. We held an Open Day for the library this year to encourage more use.
6. Scottish Parliament Cross Party Forum on Russia: The Forum is one of the supporting members of the group as initiated and chaired by Abby Wright MSP. Following on the inaugural meeting of the CRG on 26 October 2016, there have been three further meetings since.


APPENDIX 1

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	25.1.2018	30/1/18

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	September	2016		31	August	2017

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	4,584				4,584	5,370
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	4,584	-	-	-	4,584	5,370
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	4,584	-	-	-	4,584	5,370
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	5,870				5,870	8,398
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	200				200	200
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	6,070	-	-	-	6,070	8,598
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	6,070	-	-	-	6,070	8,598
Net receipts / (payments)	(1,486)	-	-	-	(1,486)	(3,228)
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	(1,486)	-	-	-	(1,486)	(3,228)

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	16,236				16,236	19,463
	Surplus / (deficit) shown on receipts and payments account	(1,486)				(1,486)	(3,228)
						-	
	Cash and bank balances at end of year	14,750	-	-	-	14,750	16,235

(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
<i>Jennifer Carr</i>	Jennifer Carr	25/6/18
<i>Sheila Sim</i>	Sheila Sim	30/1/18

Section C Notes to the Accounts

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

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)	
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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)	
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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 £
					-	
					-	
					-	
Total	-	-	-	-	-	-

reference error - - - reference reference

2 Grants

	Unrestricted funds to nearest £	Restricted 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 £
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-

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	3,846	-			3,846	5,188
Lecture and events programme	2,024				2,024	3,210
					-	
					-	
					-	
					-	
					-	
					-	
Total	5,870	-	-	-	5,870	8,398

Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total					-	
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total					-	
Total receipts					-	
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total					-	
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total					-	
Total payments					-	
Net receipts / (payments)					-	
Transfers to / (from) funds						
Surplus / (deficit) for year					-	
Nature and purpose of funds						

Additional analysis (3)

6 Breakdown of restricted funds

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total					-	
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total					-	
Total receipts					-	
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total					-	
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total					-	
Total payments					-	
Net receipts / (payments)					-	
Transfers to / (from) funds					-	
Surplus / (deficit) for year					-	

Nature and purpose of funds



Scottish Charity Regulator

Independent examiner's report on the accounts v2						
THE SCOTLAND-RUSSIA FORUM						
Registered charity number SC038728						
Period start date			Period end date			
Day	Month	Year	to	Day	Month	Year
1	September	2016		31	August	2017
Set out on pages 1 – 3					(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

In the course of 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 9 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.

Signed:

A.W. Scotland C.A.

Date:

30th Aug 2018

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.

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

INDEPENDENT EXAMINER'S REPORT ON THE

THE SCOTLAND-RUSSIA FORUM

Report to the trustees of the charity for the period

Registered charity number: SC038728

Period end date		Period start date	
Month	Year	Month	Year
August	2017	September	2016

Set out on pages 1 to 2

Respective responsibilities of trustees and examiner

Basis of independent examiner's statement

Independent examiner's statement

1. which gives me reasonable cause to believe that in any material respect the

- to keep accounting records in accordance with section 44(1) (a) of the 2006 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.

Signed: A.W. Scotland
 Name: A.W. Scotland
 Relevant professional qualification(s) or body (if any): C.A.
 Address: 10 Orisburgh Crescent, Edinburgh, EH6 4RY

Date: 12/11/17

* These details of the words in the brackets & they do not apply. If the words do apply, set out those words which have come to your attention on the