

Charity Number: SC015850

**Scottish Local History Forum
Trustees' Annual Report and Financial Statements**

For the year ended 31 July 2013

Scottish Local History Forum

Report of the Trustees

The Trustees of Scottish Local History Forum submit their report and accounts for the year ended 31 July 2013.

Legal and Administrative Details

Trustees

John Irvine	Hon Chairperson
Don Martin	Hon Vice-Chairperson
Eric Graham	Hon Treasurer
Jan Bateman	Hon Secretary
Diane Webster	Events Secretary
Douglas Lockhart	
Finlay McKichan	
Malcolm Bangor Jones	
Susan Beckley	
Ken Bogle	

Resignations

There were no resignations during the year.

Contact address

Official Mailbox

Scottish Local History Forum
Box 103
12 South Bridge
Edinburgh
EH1 1DD

Treasurer

Scottish Local History Forum
c/o 5 Regent Terrace
Edinburgh
EH7 5BN

Bankers

Bank of Scotland
162a Fenwick Road
Giffnock
Glasgow
G46 6XF

Independent Examiner

Mr Mark Gallacher BA CA
EQ Accountants LLP
14 City Quay
Dundee
DD1 3JA

Scottish Local History Forum

Report of the Trustees

Governing Document

Scottish Local History Forum is a charitable unincorporated association and its purpose and administration arrangements are set out in the constitution. The constitution was adopted on 3rd September 1994 and last amended on 25th October 2012. The Forum is managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the Forum.

Recruitment and Appointment of Trustees

Scottish Local History Forum is a registered charity in Scotland. Trustees seeking re-election are elected at the AGM which shall be held no earlier than 1 August and no later than 30 November each year. Members shall elect a minimum of 6 and a maximum of 12 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

Management

The Trustees are responsible for the strategic direction and governance of the Forum. The Trustees Committee met six times in the year to 31st July 2014.

An Advisory Committee was created on 19th November, 2012 to facilitate consultation with organisational members of the Forum. It includes representatives of member organisations and meets approximately every six months and currently has 4 members (other than the Trustees). Further members are being sought.

The current active sub-committees are:

- **Publications Board** (responsible for editing the journal).

Charitable Purposes

The aims of The Forum are to advance the heritage of Scotland and education in Scottish local history, without distinction of political, religious or other opinions, by associating historical societies, local authorities, voluntary organisations, educational institutions and individuals in a common effort to pursue this object by the stimulation of public interest and encouragement of high standards in education through the medium of meetings, publications, exhibitions and conferences.

Activities and Achievements

The results for the year are set out in the attached accounts. Three issues of the journal and two conferences were produced during the year. Outlets for sales of the Journal (to improve visibility and increase membership) were achieved during the year and the Forum met its target in finding advertisers for the Journal. Membership numbers slightly increased during the year.

Trustee Remuneration and Expense

The trustees did not receive any remuneration during the year and expenses only to cover those incurred as a direct result of Forum business.

Financial Review

The results for the period are set out in the attached accounts which show a surplus of £3,903 (2012 -£931).

Reserves Policy

The Forum's current policy on reserves is to have funds equivalent to the costs of producing 2 copies of the journal and holding the AGM.

Plans for the Future

- Publications
 - 3 issues of Scottish Local History: Winter 2013, Spring 2014 and Summer 2014.
- Events
 - 1 conference and AGM in October 2013 in Glasgow "Trades and Crafts in Scotland - Medieval to Modern".
 - Workshop in collaboration with partner in Spring 2014.
- Website
 - Complete professional redevelopment to include expanded functionality and improved userability
- Expanding the membership
 - Build up a list of organisations to approach directly to become members (local societies, museums and academic institutions)
- Creation of post of Honorary President (not a Trustee) and appointment of first holder
- Increase number of Trustees and AC members.

Approved by the Trustees and signed on their behalf by:

.....
John Irvine, Chairperson

.....
Date

Independent Examiner's Report to the trustees of Scottish Local History Forum

I report on the accounts of the charity for the year ended 31 July 2013 which are set out on pages 5 and 6.

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) Act 2005 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 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 trustees concerning 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 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;

Scottish Local History Forum

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

Mr Mark Gallacher BA CA
EQ Accountants LLP
14 City Quay
Dundee
DD1 3JA

Date

**Receipts and Payments Accounts
For the year ended 31 July 2013**

	2013	2012
	Total	Total
	£	£
Receipts		
Proceeds of conference	3,767	2,840
Sale of journals and flyers	392	1,303
Membership income	7,902	7,615
Advertising income	2,063	598
Miscellaneous income	44	69
	<hr/>	<hr/>
	14,168	12,425
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Payments		
Payments for charitable activities:		
Journal - printing	6,355	7,055
Journal - postage	7	867
Journal - other	85	149
Conference costs	2,964	2,038
Administration	128	245
Postage	79	58
Insurance	65	58
Other	582	370
Web page	-	654
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Total payments for charitable activities	10,265	11,494
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Total payments	10,265	11,494
	<hr/>	<hr/>
Surplus for year	3,903	931
Reconciliation of funds		
Funds brought forward	7,336	6,405
	<hr/>	<hr/>
At 31 July 2013	11,239	7,336
	=====	=====

**Statement of Balances
As at 31 July 2013**

	2013	2012
	£	£
Bank and Cash in hand		
Opening balances	7,336	6,405
Surplus for year	3,903	931
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	11,239	7,336
	<hr/>	<hr/>
Funds		
Unrestricted funds	11,239	7,336
Restricted funds	-	-
	<hr/>	<hr/>
	11,239	7,336
	=====	=====

Approved by the trustees and signed on their behalf by:

.....
John Irvine, Chairperson

.....
Date