

Charity Number: SC015850

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

For the year ended 31 July 2017

Report of the Trustees

The Trustees of Scottish Local History Forum submit their report and accounts for the year ended 31 July 2017.

Legal and Administrative Details

Trustees

John Irvine	Hon Chairperson
Don Martin	Hon Vice-Chairperson
Jan Bateman	Hon Secretary & Hon Treasurer
Graham Clark	Events Secretary
Diane Webster	
Douglas Lockhart	
Finlay McKichan	
Anthony Cooke	
Bill Sadler	
Graeme Cruickshank	
Paul Bishop	

Resignations

Eric Graham

Contact address

Official Mailbox

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

Treasurer

Scottish Local History Forum
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

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 12th November 2010. 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 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 each AGM but may stand for re-election. Consultation with representatives of member societies is achieved through an Advisory Committee (nominated by the member societies and appointed by the Trustees) which meets twice a year. It currently consists of:

- Linda Clark (North Kessock and District Local History Society)
- Helena Koumbouzis (Milngavie and Bearsden Historical Society)
- Alan Provan (Elie and Earlsferry History Society)
- Graham Roberts (Dumfries Archives)
- David Smith (LOCSCOT)
- Jennifer Giles (NLS)
- James Kennedy (Loch Ard History Group).

Management

The trustees are responsible for the strategic direction and governance of the Forum. The Trustees Committee met five times in the year to 31st July 2017.

A new committee structure was established from March 2011, with various smaller sub-committees and working groups formed as required to focus on particular topics. Sub-committees' members are trustees and/or volunteer members. The sub-committees active during the year were:

- **Publications Board - Journal** (responsible for editing the journal)
- **Publications Board - E-newsletter** (responsible for editing the e-newsletter)
- **Website Sub-Committee** (responsible for development of and administration of the website)
- **Advisory Committee** (providing input and advice to the Trustees from member societies).

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 financial results for the year are set out in the attached accounts.

Three colour issues of the journal were produced during the year and six e-newsletters (which are despatched to members by email; and also available to everyone to download from the Forum's website). The Forum organised two seminars/ guided walks (in Dumfries and Milngavie), although the Dumfries one was cancelled due to lack of take-up. The Forum also held its annual conference in October 2016: "Safe as Houses - Scotland's Defensive Buildings Through Time" in Perth.

The Forum continues to offer its service to member societies of promoting, taking orders and online payments for their publications. We currently offer 26 books and one CD.

The membership figures remain good, despite the economic climate, cut backs in spending by public bodies such as libraries and archives, and the inevitable “ageing” of our individual membership base.

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 £24811 (2016 was a surplus of £924).

The Forum was the recipient of a very generous bequest of £22,668 by a member. Excluding that bequest, revenue for the year was slightly higher (£14727 compared with £14175 last year) whilst expenditure was also slightly lower (despite the paying of book commission relating to income posted to the previous year and the paying of postbox fees for five years in advance) so that the Forum ended the financial year contributing further to the reserves, even without taking the bequest into account.

Reserves Policy

The Forum’s current policy on reserves is to have funds equivalent to the costs of producing 2 issues of the journal and holding an EGM.

Plans for the Future

- Publications
 - 3 issues of Scottish Local History in August and December 2017 and February 2018.
 - Five or six issues of the e-newsletter
 - Expanding the number of outlets for the journals by one or two
- Events
 - An annual conference & AGM at Perth in October 2017 (“Fairs, Fetes & Festivals”).
 - A seminar and guided walk in June at Glasgow’s Tall Ship/ Fairfield Heritage Centre.
- Projects
 - The Forum, in collaboration with the National Library of Scotland and LOCSCOT has launched a project to produce an online directory of Scottish local history sources, to be hosted on the Forum’s website. The project utilises workplacement librarian students from the University of Strathclyde. The project began in September 2017 and the initial launch of the first phase is expected in April 2018.
- Expanding the membership
 - Aiming to contact past members and overseas organisations (now that online payment is possible)
 - Attending history fayres and events around the country to promote the Forum.

Approved by the trustees and signed on their behalf by:

.....
John Irvine, Chairperson

.....
Date

7/2/2018

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 2015 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;
- 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

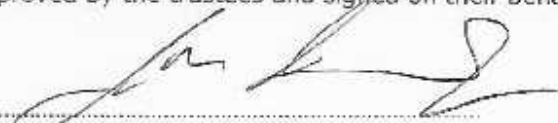
Receipts and Payments Accounts
For the year ended 31 July 2017

	2017	2016
	Total	Total
	£	£
Receipts		
Subscriptions	11135	9585
Proceeds of Events	1823	2352
Sale of Journals	1514	1981
Book sales	195	-
Advertising Income	60	250
Miscellaneous Income - donations	22688	8
Gift Aid	-	-
Total Income	37415	14176
Expense		
Website/Post box	1600	1257
Journal production incl postage	9007	10094
Book Royalties	304	135
Other Postage	182	17
Events	1104	1404
Administration	223	203
Insurance	65	65
Other	119	77
Total Expenses	12604	13252
Surplus for year	24811	924

Statement of Balances
As at 31 July 2017

	2017	2016
	£	£
Bank and Cash in hand		
Opening balances	11767	10843
Surplus for year	24811	924
	<u>36578</u>	<u>11,767</u>
Funds		
Unrestricted funds	36578	11767
Restricted funds	-	-
	<u>36578</u>	<u>11767</u>
	=====	=====

Approved by the trustees and signed on their behalf by:


.....
John Irvine, Chairperson

7/2/2018
.....
Date