

Charity Number: SC015850

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

For the year ended 31 July 2016

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 2016.

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	
Anthony Cooke	
Graham Clark	
Bill Sadler	
Graeme Cruickshank	

Resignations

David Ritchie

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)
- Seamus Coleman (Croy Historical 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).

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 2016.

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.

The revenue for the year was about the same as last year whilst expenditure was slightly higher (mainly due to increased cost of Journal production and post) but the Forum still ended the financial year contributing further to the reserves.

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 Edinburgh and Inverness) as well

Scottish Local History Forum

as the annual conference in October 2015: "Down to the Sea in Ships: Water Transport in Scotland Through Time".

Following the trial last year, the Forum has extended its service to member societies of promoting, taking orders and online payments for their publications. We now offer 28 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 £924 (2015 was a surplus of £2721).

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 2016 and February 2017.
 - 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 in October 2016 ("Safe as Houses - Scotland's Defensive Buildings Through Time").
 - A seminar and guided walk in April/May in Dumfries and Glasgow
- 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

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 2016**

	2016	2015
	Total	Total
	£	£
Receipts		
Subscriptions	9585	8533
Proceeds of Conference	2352	2460
Sale of Journals and Flyers	1981	1907
Advertising Income	250	1591
Miscellaneous Income	8	147
Gift Aid	0	0
	<hr/>	<hr/>
Total Income	14176	14638
 Expense		
Web page	1257	491
Journal : Printing	9924	9718
Journal : Postage	98	191
Journal : Other	72	0
Book Royalties	135	0
Postage	17	0
Conference Payments	1404	1257
Administration	203	195
Insurance	65	0
Other	77	65
	<hr/>	<hr/>
Total Expenses	13252	11917
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Surplus for year	<u>924</u>	<u>2721</u>

**Statement of Balances
As at 31 July 2016**

	2016	2015
	£	£
Bank and Cash in hand		
Opening balances	10,843	8122
Surplus for year	924	2721
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	11,767	10,843
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Funds		
Unrestricted funds	11,767	10,843
Restricted funds	-	-
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Approved by the trustees and signed on their behalf by:

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John Irvine, Chairperson

.....
Date