

**Charity Number: SC015850**

**Scottish Local History Forum  
Trustees' Annual Report and Financial Statements  
For the year ended 31 July 2014**

## ***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 2014.

### **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	
David Ritchie (elected at the 2013 AGM)	
Anthony Cooke (elected at the 2013 AGM)	

#### Resignations

The following Trustees did not seek re-election at the 2013 AGM:

Ken Bogle  
Malcolm Bangor Jones  
Susan Beckley

### **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

## **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 3<sup>rd</sup> September 1994 and last amended on 12<sup>th</sup> 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).

#### **Management**

The trustees are responsible for the strategic direction and governance of the Forum. The Trustees Committee met seven times in the year to 31<sup>st</sup> July 2014.

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. The Forum organised a seminar/ guided walk as well as the annual conference in October 2013 "Trades and Crafts in Scotland – Medieval to Modern Day". The Forum continued to attract advertisers in its Journal which helped fund the website development and makes it possible to produce a high quality colour Journal and has expanded the number of outlets for distributing its Journal.

As planned, the Forum utilised some of its accumulated reserves for a long overdue investment in the redevelopment of the website which now takes online orders and credit card payments for events, membership and back-issues. We expect the ability to pay online to attract overseas members. The revenue for the year was slightly up compared with last year and despite the

## **Scottish Local History Forum**

significant investment in the website (and late payment of several large invoices which will therefore fall into the next financial year), the Forum ended the financial year with comfortable reserves.

In addition an e-newsletter was launched this year which is emailed to members approximately every two months (and is available online in our website).

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 deficit of £3,117 (2013 was surplus of £3,903).


### **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 the AGM.

### **Plans for the Future**

- Publications
  - 3 issues of Scottish Local History in August and December 2014 and February 2015.
- Events
  - An annual conference & AGM in October 2014 ("On the Wrong Side of the Law – 300 years of Crime and Punishment in Scotland").
- Website
  - Further Development depending on result of grant application or funding availability.
- Expanding the membership
  - Aiming to contact past members and overseas organisations (now that online payment is possible).

Approved by the trustees and signed on their behalf by:

  
.....  
John Irvine, Chairperson

21/4 / 2014  
.....  
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 2014 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.

*Mark Gallacher C.A.*

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

Date *22nd October 2014*

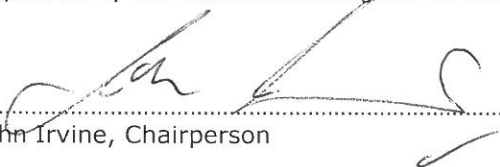
**Receipts and Payments Accounts  
For the year ended 31 July 2014**

	<b>2014 Total £</b>	<b>2013 Total £</b>
<b>Receipts</b>		
Proceeds of conference	2,768	3,767
Sale of journals and flyers	1,668	392
Membership income	8,366	7,902
Gift aid received	1,763	-
Advertising income	185	2,063
Miscellaneous income	95	44
	<u>14,845</u>	<u>14,168</u>
<b>Payments</b>		
Payments for charitable activities:		
Journal - printing	8,923	6,355
Journal - postage	192	7
Journal - other	12	85
Conference costs	2,173	2,964
Administration	202	128
Postage	-	79
Insurance	65	65
Other	610	582
Website	5,785	-
Total payments for charitable activities	<u>17,962</u>	<u>10,265</u>
<b>Total payments</b>	<u>17,962</u>	<u>10,265</u>
Surplus/(Deficit) for year	(3,117)	3,903
Reconciliation of funds		
Funds brought forward	11,239	7,336
<b>At 31 July 2014</b>	<u>8,122</u> =====	<u>11,239</u> =====

**Statement of Balances**  
**As at 31 July 2014**

	<b>2014</b> £	<b>2013</b> £
<b>Bank and Cash in hand</b>		
Opening balances	11,239	7,336
Surplus/ (Deficit) for year	(3,117)	3,903
	<hr/> 8,122	<hr/> 11,239
<b>Funds</b>		
Unrestricted funds	8,122	11,239
Restricted funds	-	-
	<hr/> 8,122	<hr/> 11,239
	=====	=====

Approved by the trustees and signed on their behalf by:

  
.....  
John Irvine, Chairperson

21/4/2014  
.....  
Date