

**Scottish Fair Trade Forum**  
**(A Company Limited by Guarantee)**  
**Report and Financial Statements**  
**For the Year Ended**  
**31 March 2017**

**Company Number: SC337384**

**Charity Number: SC039883**

## **Scottish Fair Trade Forum**

### **Report and Financial Statements For the Year Ended 31st March 2017**

<b>Contents</b>	<b>Pages</b>
Reference and Administrative Information	2
Report of the Trustees	3 – 6
Independent Examiner's Report	7
Statement of Financial Activities (including Income & Expenditure Account)	8
Balance Sheet	9
Accounting Policies	10
Notes to the Financial Statements	11 – 14

## Scottish Fair Trade Forum

### Reference and Administrative Information

**Company registration:** SC337384  
Company Limited by Guarantee

**Charity registration:** SC039883  
Scottish Charity

**Registered office and principal office address:** Robertson House  
152 Bath Street  
Glasgow  
G2 4TB

### **Trustees**

The following served as Trustees (directors of the company) during the year:

#### *Current Trustees:*

Jackie Arreaza (appointed 10/09/2016)  
Graeme Clark  
Angus Coull  
Rachel Farey  
Luke Harris  
Tracy Mitchell  
Chris Ross (appointed 16/03/2017)  
Rosie Rutherford  
Charles Sim  
Robin Stewart  
Senga Williamson Gall (appointed 10/09/2016)  
Hamish Wood

#### *Also serving in the year:*

Fiona Mailley (resigned 15/04/2016)  
Barbara Slater (resigned 28/06/2016)

**Bankers:** The Co-operative Bank  
Delf House  
Southway  
Skelmersdale  
WN8 6WT

**Independent Examiner:** Stanley Wynd ACIS FCIE  
Bonnington Mill  
72 Newhaven Road  
Edinburgh  
EH6 5QG

## **Scottish Fair Trade Forum**

### **Report of the Trustees (Directors' Report) For the Year Ended 31 March 2017**

The Trustees are pleased to present their report and the financial statements for the year ended 31st March 2017.

#### ***Structure, Governance and Management***

The Scottish Fair Trade Forum (the Forum) is a company limited by guarantee, with the liability of members limited to £1 each. The company is governed by the terms of its Memorandum and Articles of Association and is a registered Scottish charity. Trustees (who are directors of the company) are recruited from the membership. Up to three Trustees are elected by each section of the membership: the 'Individual Members', the 'Small Business and Organisation Members', the 'Medium Business and Organisation Members', the 'Large Business and Organisation Members' and up to three Trustees co-opted by the Board. One-third of the Trustees are subject to re-election each year.

Trustees continue to be encouraged to keep up to date with their responsibilities under charity and company law. A Trustee Handbook reflecting current best practice is issued to all Trustees. The Trustees meet a minimum of five times per year and are responsible for the strategic direction and policies of the charity. They are aware of the major risks affecting the charity and consider that, as far as possible, appropriate procedures are in place to mitigate those risks. The names of those who were members of the Board during the year are shown on page 2 together with other reference and administrative information.

The Forum continues to operate successfully from offices in Robertson House in central Glasgow. Robertson House is operated by the Robertson Trust as a hub for third sector organisations.

#### ***Objectives and Review of Activities***

The charitable purposes of the Forum are to relieve poverty by establishing, maintaining and promoting Scotland as a Fair Trade Nation, thereby to improve the work of the voluntary sector and effectiveness of charities forming part of the Fair Trade movement by: (a) supporting, building, extending and maintaining the Fair Trade movement in and throughout Scotland; (b) educating stakeholders and the public generally through the production of relevant information, marketing and promotion of Fair Trade at every level of Scottish society; (c) facilitating and exchanging knowledge and information between Scotland and other Fair Trade countries and communities; and (d) facilitating and exchanging knowledge and information between Scotland and Fair Trade producers in developing countries.

Having achieved Fair Trade Nation status for Scotland in February 2013, the Forum is now engaged with ensuring that the achievement is maintained and developed, working at all levels of society to increase awareness and understanding of Fair Trade. These accounts cover the third year of the Forum's three year business plan for 2014 to 2017.

The Forum's Mission, Vision and Aims are:

Vision: 'The Scottish Fair Trade Forum works to help make Scotland a nation which is a global leader in challenging global poverty and recognises the dignity and rights of producers through a commitment to fairness in international trading.'

Mission: 'The Scottish Fair Trade Forum exists to maintain Fair Trade Nation status for Scotland and build upon that achievement to embed the values of Fair Trade in all aspects of Scottish society.'

Aims:

1. To maintain and develop Fair Trade Nation status.
2. To integrate Fair Trade principles into decision-making and procedures at all levels of government in Scotland.
3. To encourage the business community to integrate Fair Trade principles and corporate accountability into all aspects of their business, and to encourage the growth of the Fair Trade sector in Scotland.

## **Scottish Fair Trade Forum**

### **Report of the Trustees (continued)**

#### ***Objectives and Review of Activities (continued)***

4. To develop and enable strategic partnerships with communities and activists.
5. To engage the broader public in Scotland's Fair Trade Nation campaign by raising awareness and encouraging understanding of the role of Fair Trade in creating a more sustainable world.
6. To strengthen links with producer communities and continue to promote awareness of the mutual benefits derived by consumers and producers from Fair Trade.

#### **Scottish Government, Scottish Parliament and the public sector**

The Scottish Government is still the Forum's main funder and a strong supporter of Scotland's Fair Trade Nation campaign. Regular communication with Scottish Government officials and consistent Ministerial support has enhanced work with Scottish public, private and voluntary sector organisations and partners in the international development sector. The Minister for International Development and Europe has supported the Forum over the last year including addressing our AGM and annual conference.

The Scottish Parliament Cross Party Group on Fair Trade was reconvened after the elections to the Scottish Parliament had taken place in May 2016. Colin Smyth MSP was elected Convenor and Gordon Lindhurst MSP was elected as Vice Convenor. The Cross Party Group meets regularly supported by the Forum as Secretariat for the Group.

The Forum continues to work with the Scottish Government's Procurement Directorate and public sector procurement officers with the aim of increasing procurement of Fair Trade goods by public sector bodies. The Forum hosted a seminar for public sector procurement officers in November 2016

The Forum has continued to develop its relationships with public sector organisations. It has continued to work closely with Scotland's local authorities and it has developed its links with other public sector organisations. The Forum works closely with the education sector at early years, school, college and university level. The Forum has been working closely with Development Education Centres to support their work in providing professional development for teachers and educational resources on Fair Trade. Two more colleges achieved Fairtrade status during the year.

#### **Supporting local Fair Trade groups and campaigners**

The Forum's ninth annual Fair Trade Campaigner Conference was held in Glasgow. This event incorporated the Forum's AGM to maximise attendance and participation in both events by campaigners from across the network. The conference was addressed by speakers from the Forum, the Fairtrade Foundation, Fairtrade Towns Netherlands, Fair Trade Wales and a Kenyan gold miner.

The Forum has offered support and assistance to local groups with media work, assistance in setting up new Fairtrade Town groups, events planning and general advice. Through the Forum website, use of social media and newsletters, we have regularly highlighted and publicised local Fair Trade events and some of the work that serves as examples of best practice. The Forum continues its small grants programme, the Community Grants Scheme, to support local community groups in promoting Fair Trade.

Two more local authority areas, Perth and Kinross and East Ayrshire were awarded Fairtrade Zone status by the Fairtrade Foundation during the year.

The Forum has continued to have coverage in the print and broadcast media and online. It has also developed its use of social media and website in order to promote itself as widely as possible. The Forum's wider supporter network through subscription to the e-newsletter and social media connections has again grown in the last year. Through the University of Aberdeen's Santander funded internship scheme, the Forum appointed a Communications Assistant for three months to develop our communications and a Research Assistant to undertake research for compiling the Fair Trade Nation re-assessment report.

The Forum hosted the fourth Scottish Fair Trade Awards, this year in Aberdeen, recognising the work of volunteers, campaigners and organisations in promoting Fair Trade across Scotland.

## **Scottish Fair Trade Forum**

### **Report of the Trustees (continued)**

#### ***Objectives and Review of Activities (continued)***

The Forum asked for applications for grants of up to £1,500 for projects that showed innovation in Fair Trade or helped towards making Fair Trade activity more sustainable. Six applications for these Innovation and Sustainability Grants were fully or partially successful accounting for £8,000 in total.

The Forum hosted Rudi Dalvai, President of the World Fair Trade Organisation to speak at the annual Fair Trade Nation Lecture on the theme: "The Metamorphosis of Fair Trade."

#### **Partners and stakeholders**

The Forum has maintained its close working relationship with the Fairtrade Foundation and Fair Trade Wales. The Fairtrade Foundation attended the Forum's AGM and Campaigner Conference. The Forum has developed over this year, a network of organisations globally interested in developing the model of Fair Trade Nations and Regions. The Forum hosted a seminar in Glasgow on this issue in September 2016 attended by representatives from the Northern Ireland, Wales, UK, Canada, Netherlands, Poland and Sweden. From this meeting, the Forum took the lead in agreeing a Memorandum of Understanding on Fair Trade Nations and Regions which is currently being consulted on globally.

The Forum has continued to work closely with a wide range of partner organisations including the Network of International Development Organisations in Scotland (NIDOS), the Scotland Malawi Partnership and the Development Education Centres.

#### **Producer tours and links**

During Fairtrade Fortnight 2017, the Forum hosted Bijumon Kurian from Plantrich Agritech, an Indian agribusiness which supplies sustainable products such as Fairtrade coffee, tea, cocoa and herbs and spices. During his visit he had events engaging with businesses, school pupils and students and Fair Trade campaigners in Montrose, Edinburgh, Glasgow, Kinross, Aberlour and Inverurie.

Also during Fairtrade Fortnight 2017, the Forum hosted Lousi Albadawi, a representative of the Oasis Centre in Palestine, which provides support for mentally and physically disabled people in Beit Sahour, Palestine and sells fairly traded handicrafts. She attended events and meetings in Edinburgh, Renfrewshire, North Berwick, Glasgow, South Ayrshire and Dunblane.

#### **Financial Review**

**Income/Fundraising:** The Forum continued to receive funding from the Scottish Government, alongside project grant funding from the The University of Aberdeen Santander Internship Scheme.

**Expenditure:** Expenditure levels were within budget with a planned spend of some of the reserves held.

The Forum's basic core costs remain those related to staff and office costs. These have increased at a reasonable rate as the organisation's work has grown, and reflect an increased capacity which has been maximised to maintain high outcomes with limited resources.

The Forum continues to gain support from hard-working, talented and enthusiastic volunteers. The commitment of these volunteers greatly increases the capacity of the Forum.

**Overall position:** With overall expenditure exceeding income by £35,416, the Forum ended the year with £17,389 to carry forward of which £2,811 is restricted to particular projects. The charity's 'free' reserves, represented by unrestricted funds less the value of tangible fixed assets were £12,742.

**Reserves policy:** It is our policy to hold 'free' reserves equivalent to at least 3 months' fixed costs, estimated at around £32,500 and at no point should these be more than 18 months' fixed costs. The trustees are aware of this shortfall and plans are in place to achieve this.

## **Scottish Fair Trade Forum**

### **Report of the Trustees (continued)**

#### ***Objectives and Review of Activities (continued)***

#### **Small Companies Provisions**

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees on 20 July 2017 and signed on its behalf by:

L Harris  
Trustee/Director

## **Independent Examiner's Report To the Trustees of the Scottish Fair Trade Forum**

I report on the accounts of the charity for the year ended 31 March 2017 which are set out on pages 8 to 14.

### **Respective responsibilities of directors 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. They consider that the audit requirement of Regulation 10(1) (a) to (c) 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 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 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.

Stanley Wynd ACIS FCIE  
Bonnington Mill  
72 Newhaven Road  
Edinburgh  
EH6 5QG

Date:

**Scottish Fair Trade Forum**

**Statement of Financial Activities ( including Income & Expenditure Account )**

**For the Year Ended 31 March 2017**

Income from:	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b><i>Donations and legacies:</i></b>					
Grants	1	-	144,350	144,350	161,600
Membership fees and donations		4,626	672	5,298	4,228
<b><i>Charitable activities:</i></b>					
Event and sales income		355	-	355	140
<b><i>Investments:</i></b>					
Interest earned		42	-	42	84
<b>Total</b>		<u>5,023</u>	<u>145,022</u>	<u>150,045</u>	<u>166,052</u>
<b>Expenditure on:</b>					
<b><i>Charitable activities</i></b>	<b>2</b>	33,940	151,521	<b>185,461</b>	170,306
<b>Total</b>		<u>33,940</u>	<u>151,521</u>	<u>185,461</u>	<u>170,306</u>
<b>Net income / (expenditure) for year</b>		(28,917)	(6,499)	<b>(35,416)</b>	(4,254)
<b>Transfers</b>		<u>(541)</u>	<u>541</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		(29,458)	(5,958)	<b>(35,416)</b>	(4,254)
<b>Funds brought forward</b>		<u>44,036</u>	<u>8,769</u>	<u>52,805</u>	<u>57,059</u>
<b>Funds carried forward</b>	<b>9</b>	<u>14,578</u>	<u>2,811</u>	<u>17,389</u>	<u>52,805</u>

The notes on pages 10 to 14 form part of these financial statements.

## Scottish Fair Trade Forum

### Balance Sheet at 31 March 2017

	Note	2017 £	2016 £
<b>Fixed Assets</b>			
Tangible assets	4	1,836	-
Investments	5	<u>5,000</u>	<u>5,000</u>
		<b>6,836</b>	<b>5,000</b>
<b>Current Assets</b>			
Debtors	6	235	657
Cash at bank and in hand		<u>14,391</u>	<u>49,720</u>
		<b>14,626</b>	<b>50,377</b>
<b>Creditors:</b>			
<i>Amounts due within one year</i>	7	<u>4,073</u>	<u>2,572</u>
<b>Net Current Assets</b>			
		<u>10,553</u>	<u>47,805</u>
<b>Net Assets</b>			
		<b>17,389</b>	<b>52,805</b>
<b>Funds</b>			
Restricted funds	9	2,811	8,769
Unrestricted funds	9	<u>14,578</u>	<u>44,036</u>
<b>Total Funds</b>	<b>10</b>	<b>17,389</b>	<b>52,805</b>

For the year ending 31st March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts on pages 8 to 14 were approved by the directors on 20 July 2017 and are signed on their behalf by:

**L Harris**  
**Director**

The notes on pages 10 to 14 form part of these financial statements.

## Scottish Fair Trade Forum

### Notes to the Accounts

#### Accounting policies

##### ***Basis of accounting***

The financial statements have been prepared under the historic cost convention and in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' - (referred to as 'the Charities SORP'), the 'Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102), the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015. The charity constitutes a public benefit entity as defined by FRS 102.

The charity has applied the alternative structure for smaller charities allowed by paragraph 4.22 of the Charities SORP and has not reported on an activity basis. Similarly, as a smaller charity, a cash flow statement has not been prepared.

This is the first year in which the financial statements have been prepared under FRS 102 and the Charities SORP (FRS 102) and the directors have considered whether any restatement of comparative figures is required under those standards. In the event no restatement has been required. Some reallocations have been made to the figures in accordance with the revised presentation in the accounts.

##### ***Incoming resources***

Grants and donations are recognised in full in the Statement of Financial Activities in the period in which they are receivable, provided any conditions for use of the grant or donation have been fulfilled. Where a grant or donation is received for a specific purpose, it is included within restricted income and any unexpended portion carried forward as a restricted fund.

##### ***Expenditure***

All expenditure is accounted for on an accruals basis.

##### ***Tangible fixed assets and depreciation***

Tangible fixed assets are stated at cost less depreciation. Depreciation is calculated by the straight line method to write off the cost of fixed assets over their estimated useful lives at the following rate:

Office equipment & furniture: 33% per annum

##### ***Debtors***

Debtors are recognised at the settlement amount due.

##### ***Creditors and provisions***

Creditors and provisions are recognised, at settlement amount, where the charity has a present obligation resulting from a past event, which is likely to result in the transfer of funds to a third party, and the amount due can be measured or estimated reliably.

##### ***Fund Accounting***

Unrestricted funds arise from donations without a specified purpose and other income generated and are available to be used for any of the objects of the charity at the discretion of the trustees.

Restricted funds are to be used for specific purposes as laid down by the donor or funder. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

##### ***Pensions***

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme

## Scottish Fair Trade Forum

### Notes to the Accounts (continued)

1. Income	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
<b>Grants:</b>				
Scottish Government	-	141,350	<b>141,350</b>	145,100
Santander	-	3,000	<b>3,000</b>	1,500
Souter Charitable Trust	-	-	-	5,000
Big Lottery Awards for All	-	-	-	10,000
<b>Total grants receivable</b>	<u>-</u>	<u>144,350</u>	<u><b>144,350</b></u>	<u>161,600</u>

2. Expenditure	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
<b>Charitable activities:</b>				
Staff costs	2,159	105,533	<b>107,692</b>	104,365
Campaign awareness	15,617	16,655	<b>32,272</b>	21,199
Producer tours and links	1,837	4,091	<b>5,928</b>	5,870
Volunteer expenses	-	1,594	<b>1,594</b>	2,110
Grants and donations made	9,924	1,530	<b>11,454</b>	11,422
Office premises	-	9,810	<b>9,810</b>	9,400
Office running costs	-	7,537	<b>7,537</b>	8,032
Insurance	-	488	<b>488</b>	464
Accountancy	-	900	<b>900</b>	780
Board meetings and training	-	1,067	<b>1,067</b>	1,563
Miscellaneous expenses	1,091	531	<b>1,622</b>	562
Professional support costs	2,394	1,785	<b>4,179</b>	4,340
Depreciation	918	-	<b>918</b>	199
<b>Total</b>	<u>33,940</u>	<u>151,521</u>	<u><b>185,461</b></u>	<u>170,306</u>

3. Staff costs	2017	2016
	£	£
Wages & salaries	<b>91,654</b>	87,087
Social security costs	<b>5,555</b>	6,323
Pensions costs	<b>3,392</b>	2,709
Training & recruitment	<b>180</b>	1,199
Travel & other costs	<b>6,911</b>	7,047
<b>Total staff costs</b>	<u><b>107,692</b></u>	<u>104,365</u>

The average number of employees in the year was 4 (2016: 4). There were no employees with emoluments above £60,000. The amount of employees benefits received by key management personnel - £35,605.

Volunteers assisted staff with campaign and communication work.

No remuneration was paid to any members of the Board of Trustees (2016: nil). Travel expenses totalling £39 were reimbursed to three members of the Board (2016: £154 - three members).

Independent Examiner	2017	2016
	£	£
Remuneration of independent examiner (inc vat)	<b>250</b>	240
Accountancy and other services (inc vat)	<b>650</b>	540

## Scottish Fair Trade Forum

### Notes to the Accounts (continued)

#### 4. Tangible Fixed Assets

	Office equipment
<b>Cost:</b>	<b>£</b>
At 1 April 2016	4,757
Additions	<u>2,754</u>
At 31 March 2017	<u>7,511</u>
<b>Depreciation:</b>	
At 1 April 2016	4,757
Charge for period	<u>918</u>
At 31 March 2017	<u>5,675</u>
<b>Net Book Value:</b>	
At 31 March 2017	<u><u>1,836</u></u>
At 31 March 2016	<u><u>-</u></u>

#### 5. Investments

	Social investments	Total
	£	£
Carrying (fair) value at 1 April 2016	5,000	5,000
Additions	-	-
Disposals	-	-
Revaluations	-	-
Carrying (fair) value at 31 March 2017	<u>5,000</u>	<u>5,000</u>

A programme related investment of £5,000 was made with Shared Interest Society, a mutual society that lends money to fair trade businesses all round the world to achieve positive social impact. Interest earned of £24 was donated to the Shared Interest Foundation and the value of this investment at the year end remained the same.

#### 6. Debtors

	2017	2016
	£	£
Other debtors	<u>235</u>	<u>657</u>

#### 7. Creditors

	2017	2016
	£	£
<i>Amounts falling due within one year:</i>		
Accruals & other creditors	<u>4,073</u>	<u>2,572</u>

#### 8. Grants and donations made

Scottish Fair Trade Forum made grants to local groups, charities and retailers totalling £11,180. During the year grants of £500 and over were given to the following organisations: City of Glasgow College (£1,500), Fair Trade Sports Balls - Bala (£1,500), Showcase the Street (£1,400), The Deveron Press (£1,400), Just Trading Scotland (£1,200), Forth Valley College (£1,000) and Hand Up Events (£750).

## Scottish Fair Trade Forum

### Notes to the Accounts (continued)

#### 8. Grants and donations made (continued)

	2017	2016
	£	£
Local group support	3,430	2,772
Innovation and sustainability grants	8,000	-
Retail grants	-	8,625
Other donations made	24	25
<b>Total</b>	<b><u>11,454</u></b>	<b><u>11,422</u></b>

#### 9. Movement on Funds

	At	Incoming	Outgoing	Transfers	At
	01/04/16	Resources	Resources	£	31/03/17
		£	£	£	
<b>Restricted funds:</b>					
Nurseries project (a)	8,769	-	(6,158)	-	2,611
Donations (b)	-	672	(472)	-	200
Scottish Government (c)	-	141,350	(141,891)	541	-
Santander (d)	-	3,000	(3,000)	-	-
<b>Total restricted funds</b>	<b><u>8,769</u></b>	<b><u>145,022</u></b>	<b><u>(151,521)</u></b>	<b><u>541</u></b>	<b><u>2,811</u></b>
<b>Unrestricted funds:</b>					
Souter Charitable Trust	5,081	-	(5,081)	-	-
General fund	38,955	5,023	(28,859)	(541)	14,578
<b>Total unrestricted funds</b>	<b><u>44,036</u></b>	<b><u>5,023</u></b>	<b><u>(33,940)</u></b>	<b><u>(541)</u></b>	<b><u>14,578</u></b>
<b>Total funds</b>	<b><u>52,805</u></b>	<b><u>150,045</u></b>	<b><u>(185,461)</u></b>	<b><u>-</u></b>	<b><u>17,389</u></b>

- (a) Fair Trade Nurseries is a project engaging with children in nursery education and developing resources for 3-5 year olds. The project was previously supported by Scotmid, SQA and Foundation Scotland and by donations. It also received a £10,000 grant from Big Lottery Awards for All in the 2015/16 financial year.
- (b) Small donations and sponsorship received towards the costs of producer tours and other events.
- (c) This is the Scottish Government grant awarded to support the Forum delivering its work in leading and co-ordinating activity to maintain and develop Scotland's Fair Trade Nation status. The transfer represents the cost of equipment moved to the general fund (£2,754) and excess costs met by the unrestricted funds transferred in (£3,295).
- (d) The Forum received funding from the University of Aberdeen's Santander Internship Scheme to recruit two student or graduate interns for three months to support the ongoing work to improve and develop external communications.

## Scottish Fair Trade Forum

### Notes to the Accounts (continued)

#### 10. Analysis of Net Assets Between Funds

	<b>Restricted Funds</b>	<b>General Fund</b>	<b>Total Funds</b>
	£	£	£
Fixed assets	-	1,836	<b>1,836</b>
Investments	-	5,000	<b>5,000</b>
Debtors	-	235	<b>235</b>
Cash at bank and in hand	5,193	9,198	<b>14,391</b>
Creditors	(2,382)	(1,691)	<b>(4,073)</b>
<b>Net assets at 31 March 2017</b>	<u>2,811</u>	<u>14,578</u>	<u><b>17,389</b></u>

#### 11. Statement of Financial Activities - Comparative figures by class for the year ended 31 March 2016

The following provides an analysis by class of the comparative figures in the SOFA as required by paragraph 4.2 of the Statement of Recommended Practice for Charities. Some reallocations have been made to the figures in accordance with the revised presentation in the accounts to 31 March 2017.

<b>Income from:</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2016</b>
	£	£	£
<b><i>Donations and legacies:</i></b>			
Grants	5,000	156,600	<b>161,600</b>
Membership fees and donations	4,228	-	<b>4,228</b>
<b><i>Charitable activities:</i></b>			
Event and sales income	140	-	<b>140</b>
<b><i>Investments:</i></b>			
Interest earned	84	-	<b>84</b>
<b>Total</b>	<u>9,452</u>	<u>156,600</u>	<u><b>166,052</b></u>
<b>Expenditure on:</b>			
<b><i>Charitable activities</i></b>	18,734	151,572	<b>170,306</b>
<b>Total</b>	<u>18,734</u>	<u>151,572</u>	<u><b>170,306</b></u>
<b>Net income / (expenditure)</b>	(9,282)	5,028	<b>(4,254)</b>
<b>Transfers</b>	<u>(150)</u>	<u>150</u>	<u>-</u>
<b>Net movement in funds</b>	(9,432)	5,178	<b>(4,254)</b>
<b>Funds brought forward</b>	<u>53,468</u>	<u>3,591</u>	<u><b>57,059</b></u>
<b>Funds carried forward</b>	<u>44,036</u>	<u>8,769</u>	<u><b>52,805</b></u>