

Scottish Fair Trade Forum
(A Company Limited by Guarantee)
Report and Financial Statements
For the Year Ended
31 March 2019

Company Number: SC337384

Charity Number: SC039883

Scottish Fair Trade Forum

**Report and Financial Statements
For the Year Ended 31 March 2019**

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Scottish Fair Trade Forum

Report of the Directors For the Year Ended 31 March 2019

The directors, who for the purposes of charity law are the trustees of the charity (hereinafter referred to as 'Trustees'), are pleased to present their report and the financial statements for the year ended 31 March 2019.

Objectives and Activities

The charitable purposes of the Scottish Fair Trade Forum (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.

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.
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.

Achievements and Performance

Having achieved Fair Trade Nation status in February 2013 and had that status successfully reassessed in February 2017, the Forum continues to be engaged with ensuring that the achievement is maintained and developed, working at all levels of society to increase awareness and understanding of Fair Trade.

In 2018/19, the Forum had a further one year's core funding from the Scottish Government linked to agreed activities, outputs and outcomes. This one-year funding was planned as an interim measure while the Scottish Government held a review of how it supported Fair Trade and it was anticipated that the Forum would return to multi-year funding arrangements in the future. The Forum has since had its current core funding from the Scottish Government extended until the end of the financial year 2019/20 and had a commitment of protected flat core funding for 2020 to 2022 followed by a return to a three year funding cycle.

Scottish Fair Trade Forum

Report of the Directors (continued)

Achievements and Performance (continued)

Organisational development and planning

The Forum continues to be committed to a programme of organisational development. In 2017/18 the Forum's Board established a Development Group of Board members and staff to work with a consultant to develop new income generation ideas and produce a draft ten year development plan. In 2018/19, this development plan has been the basis of consultation with funders, partners, members and supporters. Work has been taken forward to market test some of the new products and services. This work has taken longer than originally planned due to the thoroughness of the business planning involved. The Forum was successful in getting consultant support through the Scottish Government's Just Enterprise programme to work on business and financial planning. The first of the key products will be rolled out in 2019/20. The Trustees are firmly of the view that taking longer to develop this work has led to a more robust business plan for the longer term.

Scottish Government and Scottish Parliament

The Scottish Government is still currently 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 the Scottish public, private and voluntary sector organisations and partners in the international development sector. The Minister for Europe, Migration and International Development, Ben Macpherson MSP, has continued support for the Forum. The Cabinet Secretary for External Affairs, Fiona Hyslop MSP, attended the event in the Scottish Parliament to mark the Launch of the International Fair Trade Charter.

The Scottish Parliament Cross Party Group on Fair Trade has continued to meet throughout the year with Colin Smyth MSP as Convenor and Gordon Lindhurst MSP as Vice Convenor with presentations and discussions on Fairtrade Coffee production in Rwanda, Water Stewardship and Fairtrade Standards as well as Fair Trade farmer guest speakers from Palestine and Rwanda.

The Fair Trade market in Scotland

The Forum has continued to work with Fair Trade businesses in Scotland supporting them to promote their products and sales.

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 has produced case study examples of best practice which have been published and shared.

Key purchasers in the public sector, private sector, and the cultural and sports sector

The Forum works closely with the education sector at early years, school, college and university level. The Forum has continued to work closely with Development Education Centres through Memoranda of Understanding to support their work in providing professional development for teachers and educational resources on Fair Trade.

Scottish Fair Trade Forum

Report of the Directors (continued)

Achievements and Performance (continued)

Supporting local Fair Trade groups and campaigners

The Forum's eleventh annual Fair Trade Campaigner Conference was held in Dumfries. The conference incorporated the Forum's AGM to maximise attendance and participation in both events by campaigners from across the network. The theme for the conference was "Partnerships for Fair Trade," and the event was jointly delivered by the Scottish Fair Trade Forum and the Dumfries and Galloway Regional Fair Trade Steering Group. Webster Kita and Howard Msukwa, Chair and Vice Chair of the Kaporo Smallholders Farmers Association (KASFA) in Malawi, delivered the keynote speeches.

Through the Forum website, use of social media and newsletter, the Forum has 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. During the year, the Forum has established regional sessions for campaigner groups to facilitate the sharing of information and best practice and the provision of training and capacity building.

The Forum hosted the sixth Scottish Fair Trade Awards, this year in Milngavie in partnership with Gavin's Mill, recognising the work of volunteers, campaigners and organisations in promoting Fair Trade across Scotland. Ewan Reid, Director of Coffee at Glasgow-based Matthew Algie, delivered the Annual Fair Trade Nation Lecture, which took place this year at Dundee University on the subject of "Fairtrade – enabling sustainable, quality coffee from small-holder value chains."

Producer tours and links

The Forum once again participated in the UK-wide Fairtrade Fortnight. The Forum hosted a visit by Aimable Nshimiye, the Managing Director of the Sholi coffee cooperative in Rwanda. He participated in two coffee roadshows, which were organised in partnership with Challenges Worldwide as part of the Rwandan Coffee project. He also took part in community, parliamentary, educational and business events across Scotland. Two representatives of Zaytoun also visited Scotland for events as part of a UK-wide tour for Fairtrade Fortnight.

Partners and stakeholders

The Forum has maintained its close working relationship with the Fairtrade Foundation and Fair Trade Wales with regular conference calls. The Forum continued to develop a network of organisations globally interested in developing the model of Fair Trade Nations and Regions globally, co-hosting with Fair Trade Wales, two days of discussions and workshops in Cardiff with representatives from the UK, Sweden, Netherlands, Belgium and Lebanon along with representatives of the Fair Trade Advocacy Office and the International Fair Trade Towns Committee. The Forum has continued to work closely with a wide range of partner organisations including the Scottish International Development Alliance, the Scotland Malawi Partnership and the Development Education Centres (DECs).

Scottish Fair Trade Forum

Report of the Directors (continued)

Financial Review

The income and expenditure for the year is set out in the Statement of Financial Activities on page 9, which shows restricted and unrestricted funds in separate columns. This shows a decrease in funds of £9,990 during the year, with a decrease in unrestricted funds of £6,380 and in restricted funds of £3,610. The movement on each separate fund is shown in note 10 on page 15.

Income increased to £181,331 from £172,112, mainly due to an increase in grant income from Challenges Worldwide for the Rwanda coffee growers' project. Expenditure increased to £191,321 compared to £164,483 in the previous year. General campaign expenditure was reduced, while expenditure on the Rwanda project increased significantly as this project progressed during the year. A detailed analysis of expenditure is shown in note 3 on pages 12-13.

Total funds at the year end amounted to £15,028. The general unrestricted fund was £8,699, there was a designated fixed assets fund of £545, and restricted funds of £5,784 were held for the purposes outlined in note 10.

Reserves Policy

It is our policy to hold 'free' reserves equivalent to at least 3 months' fixed costs, estimated at around £31,375 and at no point should these be more than 18 months' fixed costs. At the end of the year, the charity held unrestricted free reserves, excluding those held as fixed assets, of £8,699. The Trustees are actively seeking ways to grow reserves through generating unrestricted income from donations and events and ensuring that all core and project expenditure remains within budgeted and funded levels.

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. A third of the Trustees are subject to re-election each year. Three trustees stepped down at the AGM and one new Trustee was elected. At the end of the financial year, there were nine Trustees.

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 served as Trustees during the year are shown below 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.

Scottish Fair Trade Forum

Report of the Directors (continued)

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 were in post as Trustees (directors of the company) at the date of this report:

Current Trustees:

Graeme Clark (Chair)
Rachel Farey (Vice-Chair)
Charles Sim (Vice-Chair)
Jackie Arreaza
Joshua Brown
Angus Coull
Senga Gall
Karena Jarvie (appointed 8 September 2018)
Elisabeth Manson

Also serving in the year:

Chris Ross (resigned 1 April 2018)
Luke Harris (Treasurer, resigned 8 September 2018)
Tracy Mitchell (resigned 8 September 2018)
Hamish Wood (resigned 8 September 2018)

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

Independent Examiner: Paul M Clelland CA
Suite 1, First Floor West
Clydeaway House
813 South Street
Glasgow
G14 0BX

Scottish Fair Trade Forum

Report of the Directors (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 5 July 2019 and signed on its behalf by:

G Clark
Director

Company Registration Number: SC337384

Report of the Independent Examiner To the Trustees of Scottish Fair Trade Forum

I report on the accounts of Scottish Fair Trade Forum for the year ended 31 March 2019, which are set out on pages 9 to 17.

Respective responsibilities of trustees and examiner

The directors, as trustees of the charity, are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006, as amended (the 2006 Accounts Regulations). They consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 2005 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 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 Regulationshave 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.

Paul M Clelland CA

Date:

Member of the Institute of Chartered Accountants of Scotland

Paul Clelland Accountancy
Suite 1, First Floor West
Clydeaway House
813 South Street
Glasgow
G14 0BX

Scottish Fair Trade Forum

Statement of Financial Activities (including Income & Expenditure Account)

For the Year Ended 31 March 2019

Income from:	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<i>Donations and legacies:</i>					
Grants	2	-	175,993	175,993	165,440
Membership fees and donations		3,481	404	3,885	5,825
<i>Charitable activities:</i>					
Event and sales income		1,453	-	1,453	834
<i>Investments:</i>					
Interest earned		-	-	-	13
Total		<u>4,934</u>	<u>176,397</u>	<u>181,331</u>	<u>172,112</u>
Expenditure on:					
<i>Charitable activities</i>	3	12,131	179,190	191,321	164,483
Total		<u>12,131</u>	<u>179,190</u>	<u>191,321</u>	<u>164,483</u>
Net (expenditure) / income for year		(7,197)	(2,793)	(9,990)	7,629
Transfers		817	(817)	-	-
Net movement in funds		(6,380)	(3,610)	(9,990)	7,629
Reconciliation of funds:					
Funds brought forward		<u>15,624</u>	<u>9,394</u>	<u>25,018</u>	<u>17,389</u>
Funds carried forward	10	<u><u>9,244</u></u>	<u><u>5,784</u></u>	<u><u>15,028</u></u>	<u><u>25,018</u></u>

The above statement includes all gains and losses recognised during the year.

All activities are regarded as continuing.

Comparative figures for the previous year by fund type are shown in Note 14 on page 17.

The notes on pages 11 to 17 form part of these financial statements.

Scottish Fair Trade Forum

Balance Sheet at 31 March 2019

	Note	2019 £	2018 £
Fixed Assets			
Tangible assets	6	545	918
Investments	7	<u>5,000</u>	<u>5,000</u>
		5,545	5,918
Current Assets			
Debtors	8	3,844	3,378
Cash at bank and in hand		<u>8,403</u>	<u>20,586</u>
		12,247	23,964
Creditors:			
Amounts due within one year	9	<u>2,764</u>	<u>4,864</u>
Net Current Assets			
		<u>9,483</u>	<u>19,100</u>
Net Assets			
		<u>15,028</u>	<u>25,018</u>
Funds:			
Unrestricted funds:			
General fund	10	8,699	14,706
Designated fixed asset fund	10	<u>545</u>	<u>918</u>
Total unrestricted funds		9,244	15,624
Restricted funds	10	<u>5,784</u>	<u>9,394</u>
Total Funds		<u>15,028</u>	<u>25,018</u>

For the year ended 31 March 2019 the company was entitled to exemption from an audit under sections 475 and 477 of the Companies Act 2006 ("the Act") relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

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.

C Sim
Director

Date:

The notes on pages 11 to 17 form part of these financial statements.

Scottish Fair Trade Forum

Notes to the Financial Statements for the Year Ended 31 March 2019

1. Accounting Policies

Basis of Accounting

The financial statements have been prepared on the historical cost basis and in accordance with the requirements of:

- the Companies Act 2006
- 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 (FRS102) issued on 16 July 2014 (Charities SORP (FRS102)); and
- the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The charity constitutes a public benefit entity as defined by FRS102.

The Trustees consider that there are no material uncertainties about the ability of the charity to continue as a going concern for the foreseeable future. Accordingly, the accounts have been prepared on a going concern basis.

Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Income received by way of grants and donations is included in full in the Statement of Financial Activities when receivable. Where entitlement is conditional on the delivery of a specific performance by the charity, grants are recognised when the charity earns the right to consideration by its performance. Where a grant or donation is given for a specific purpose, it is included in restricted income and any unexpended portion is carried forward as a restricted fund.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. The charity has opted not to report on the activity basis. Expenditure is instead reported by cost type.

Other Basic Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Taxation

The company is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. No charge to corporation tax arose during the year. The charity is not registered for VAT and accordingly any irrecoverable VAT incurred is included within the item of expenses to which it relates.

Pensions

The charity makes pension contributions to defined contribution pension schemes on behalf of its employees. Contributions are charged to expenditure as they become payable.

Leases

Rentals under operating leases are charged on a straight-line basis over the lease term.

Scottish Fair Trade Forum

Notes to the Accounts (continued)

1. Accounting Policies (continued)

Funds

Unrestricted funds can be used in accordance with any of the charitable objects at the discretion of the Directors.

Designated funds are set aside by the Directors out of unrestricted funds for specific future purposes or projects. There is also a designated fixed asset fund corresponding to the book value of tangible fixed assets.

Restricted funds can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

2. Income	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Grants:				
Scottish Government: Core grant	-	160,327	160,327	158,240
Challenges Worldwide <i>for Rwanda project</i>	-	14,166	14,166	6,700
Santander <i>for intern scheme</i>	-	1,500	1,500	-
Gordon Fraser Charitable Trust	-	-	-	500
Total grants receivable	<u>-</u>	<u>175,993</u>	<u>175,993</u>	<u>165,440</u>

3. Expenditure	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
Charitable activities:				
Staff costs	8,566	100,702	109,268	99,443
Staff training	-	188	188	982
General campaign work	1,317	26,199	27,516	31,897
Other projects:				
Rwanda coffee project	-	18,840	18,840	870
Year of Young People	-	500	500	-
Office premises	-	13,848	13,848	9,245
Office running costs	918	6,573	7,491	9,889
Compliance and governance costs	140	12,340	12,480	11,239
Depreciation	1,190	-	1,190	918
Total	<u>12,131</u>	<u>179,190</u>	<u>191,321</u>	<u>164,483</u>

Scottish Fair Trade Forum

Notes to the Accounts (continued)

3. Expenditure (continued)

Expenditure includes:

	2019	2018
	£	£
Governance costs:		
Independent examiner's remuneration for independent examination	750	750
for accountancy and other services	-	-
Board meetings, AGM and trustee expenses	768	768
	<u>1,518</u>	<u>1,518</u>
Employer's pension contributions	<u>2,714</u>	<u>3,397</u>
Operating lease payments	<u>13,848</u>	<u>9,245</u>

4. Staff costs and transactions with trustees

	£	£
Wages & salaries	95,979	89,927
Social security costs	6,276	5,819
Pensions costs	2,714	3,397
Recruitment costs	910	300
Total staff costs	<u>105,879</u>	<u>99,443</u>

The average number of staff employed on a headcount basis was 4 (2018: 4).

The total amount of employee benefits, including employer pension contributions, paid in respect of key management personnel was £38,510 (2018: £38,224). No employee had emoluments of more than £60,000.

Volunteers assisted staff with campaign and communication work.

Transactions with Trustees and Related Parties

No remuneration was paid to any trustees in the current or previous year. Travel expenses totalling £292 were reimbursed to four trustees (2018: £368 to six trustees).

5. Grants and donations made

During the year, grants were paid to institutions in furtherance of the charity's objectives as noted below:

	2019		2018	
	No. of recipients	£	No. of recipients	£
Local group support	12	2,789	16	3,342
Other donations made	0	-	1	13
Total	<u>12</u>	<u>2,789</u>	<u>17</u>	<u>3,355</u>

The majority of grant recipients were local Fair Trade groups, other community groups or schools. The maximum amount of grants awarded to any one recipient during the year was £300.

Scottish Fair Trade Forum

Notes to the Accounts (continued)

6. Tangible Fixed Assets

	Office equipment
Cost:	£
At 1 April 2018	7,511
Additions	817
At 31 March 2019	<u>8,328</u>
Depreciation:	
At 1 April 2018	6,593
Charge for period	1,190
At 31 March 2019	<u>7,783</u>
Net Book Value:	
At 31 March 2019	<u>545</u>
At 31 March 2018	<u>918</u>

7. Investments

	Social investments	Total
	£	£
Carrying (fair) value at 1 April 2018 and 31 March 2019	<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. No interest was earned on the investment during the year.

8. Debtors

	2019	2018
	£	£
Prepayments	3,597	3,378
Other debtors	247	-
	<u>3,844</u>	<u>3,378</u>

9. Creditors

<i>Amounts falling due within one year:</i>	£	£
Accruals & other creditors	<u>2,764</u>	<u>4,864</u>

Operating lease commitment

The charity has entered into a lease for office space which now runs on a month-to-month basis. The rental payable is £792 per month (2018: £770 per month).

Scottish Fair Trade Forum

Notes to the Accounts (continued)

10. Movement on Funds

		At 01/04/18	Income	Expenditure	Transfers	At 31/03/19
	Note	£	£	£	£	£
Restricted funds:						
Development Fund	(a)	-	404	-	-	404
Santander	(b)	-	1,500	(1,500)	-	-
Scottish Government	(c)	3,064	160,327	(158,350)	(817)	4,224
Challenges Worldwide	(d)	5,830	14,166	(18,840)	-	1,156
Gordon Fraser	(e)	500	-	(500)	-	-
Total restricted funds		<u>9,394</u>	<u>176,397</u>	<u>(179,190)</u>	<u>(817)</u>	<u>5,784</u>
Unrestricted funds:						
Fixed asset fund	(f)	918	-	(1,190)	817	545
General fund		14,706	4,934	(10,941)	-	8,699
Total unrestricted funds		<u>15,624</u>	<u>4,934</u>	<u>(12,131)</u>	<u>817</u>	<u>9,244</u>
Total funds		<u><u>25,018</u></u>	<u><u>181,331</u></u>	<u><u>(191,321)</u></u>	<u><u>-</u></u>	<u><u>15,028</u></u>

Notes on funds:

- (a) The development fund, arising from specific donations during the year, is for the purpose of building the capacity of the Forum to meet new challenges and develop the commitment to Scotland being a Fair Trade Nation. The balance carried forward will be spent in subsequent years.
- (b) The Santander fund relates to a grant received towards the cost of an intern, which was fully spent during the year.
- (c) The core Scottish Government grant is to support the Forum delivering its work in leading and co-ordinating activity to maintain and develop Scotland's Fair Trade Nation status. The balance on the fund is carried forward to be spent in the subsequent financial year with the agreement of the funder.
- (d) The Challenges Worldwide fund represents the charity's element of a Scottish Government grant to support coffee growers in Rwanda, for which Challenges Worldwide is the lead partner. The grant period runs for 5 years from April 2017. The balance carried forward will be spent in the subsequent financial year.
- (e) The Gordon Fraser Charitable Trust has awarded a grant to support work to promote Fairtrade amongst young people as part of the Year of Young People. The grant will be spent in the subsequent financial year.
- (f) Designated fixed asset fund: This corresponds to the net book value of fixed assets. The net book value at the start of the year has been transferred in to the fund. Annual depreciation is charged to this fund and the cost of any fixed assets purchased is transferred into the fund.

Scottish Fair Trade Forum

Notes to the Accounts (continued)

11. Analysis of Net Assets Between Funds

	Restricted Funds	Fixed Asset Fund	General Fund	Total Funds
	£	£	£	£
Fixed assets	-	545	-	545
Investments	-	-	5,000	5,000
Debtors	3,844	-	-	3,844
Cash at bank and in hand	4,704	-	3,699	8,403
Creditors	(2,764)	-	-	(2,764)
Net assets at 31 March 2019	5,784	545	8,699	15,028

12. Statement of Financial Activities - Prior Year

	Unrestricted Funds	Restricted Funds	Total 2018
	£	£	£
Income from:			
<i>Donations and legacies:</i>			
Grants	-	165,440	165,440
Membership fees and donations	5,825	-	5,825
<i>Charitable activities:</i>			
Event and sales income	834	-	834
<i>Investments:</i>			
Interest earned	13	-	13
Total	6,672	165,440	172,112
Expenditure on:			
<i>Charitable activities</i>	5,626	158,857	164,483
Total	5,626	158,857	164,483
Net income	1,046	6,583	7,629
Transfers	-	-	-
Net movement in funds	1,046	6,583	7,629
Reconciliation of funds:			
Funds brought forward	14,578	2,811	17,389
Funds carried forward	15,624	9,394	25,018

Scottish Fair Trade Forum

Notes to the Accounts (continued)

13. Movement on Funds - Prior Year

		At 01/04/17	Income	Expenditure	Transfers	At 31/03/18
		£	£	£	£	£
Restricted funds:						
Nurseries project	(a)	2,611	-	(2,611)	-	-
Donations	(b)	200	-	(200)	-	-
Scottish Government		-	158,240	(155,176)	-	3,064
Challenges Worldwide		-	6,700	(870)	-	5,830
Gordon Fraser		-	500	-	-	500
Total restricted funds		<u>2,811</u>	<u>165,440</u>	<u>(158,857)</u>	<u>-</u>	<u>9,394</u>
Unrestricted funds:						
Fixed asset fund		-	-	(918)	1,836	918
General fund		14,578	6,672	(4,708)	(1,836)	14,706
Total unrestricted funds		<u>14,578</u>	<u>6,672</u>	<u>(5,626)</u>	<u>-</u>	<u>15,624</u>
Total funds		<u><u>17,389</u></u>	<u><u>172,112</u></u>	<u><u>(164,483)</u></u>	<u><u>-</u></u>	<u><u>25,018</u></u>

Notes on funds (prior year):

- (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 grants from the Big Lottery Fund Awards for All, Scotmid, SQA and Foundation Scotland and by donations received in previous years. The fund has been fully spent during the year.
- (b) Small donations and sponsorship received in the previous year towards the costs of producer tours and other events. The fund was fully spent during the year.

14. Analysis of Net Assets Between Funds - Prior Year

	Restricted Funds	Fixed Asset Fund	General Fund	Total Funds
	£	£	£	£
Fixed assets	-	918	-	918
Investments	-	-	5,000	5,000
Debtors	3,238	-	140	3,378
Cash at bank and in hand	11,020	-	9,566	20,586
Creditors	(4,864)	-	-	(4,864)
Net assets at 31 March 2018	<u>9,394</u>	<u>918</u>	<u>14,706</u>	<u>25,018</u>