

**Edinburgh Community Health Forum**  
**(formally Lothian Community Health Initiatives Forum)**  
(SCIO)

**Charity Trustees Report and Accounts**

31<sup>st</sup> March 2019  
Charity # SCO23808

## Charity Trustees Report

Year ended 31<sup>st</sup> March 2019

### *Form and purpose of the charity*

Lothian Community Health Initiatives' Forum (SCIO) was founded by a constitution dated 16th April 2014. On 28<sup>th</sup> August 2019, its name changed to Edinburgh Community Health Forum. The organisation has been recognised as a Scottish Charitable Incorporated Organisation (SCIO) by OSCR and is generally exempt from taxation.

The charity's main objective is to advance education and community development and to preserve and protect the good health of the people living in the Lothians by bringing together in association community based health initiatives.

Membership is open to any individual aged 18 and over responsible for an organisation in the Lothians which has clientele status and whose main objectives are the advancement of health using a community development approach.

The members elect the Board of Charity Trustees at every annual meeting. They administer the charity. Its principle address is Canaan Park, Astley Ainslie Hospital, 133 Grange Road, Edinburgh, EH9 2HL. The charity trustees are Fiona Cross, Charlie Cumming, Maruska Greenwood, Iain Stewart and Catriona Windle. Fiona Cross and Iain Stewart resigned as Trustees during the year. The day to day running of the Forum is delegated to its strategic development manager, Stephanie-Anne Harris.

As a SCIO the members have no liability for the debts of the organisation.

### *Chairpersons Message*

The Forum continues to go from strength to strength under the management of Stephanie-Anne and Grace who have both continued to embrace their work with enthusiasm and commitment. This past year, funding has again been at the forefront of all of our minds as the IJB completed its review of the Health Inequalities Grants, with a new grant scheme being launched in July 2018. Thankfully, the Forum was successful with its application to this new scheme and secured core funding for the next 3 years. Stephanie-Anne continues to be a member of the IJB's Strategic Planning Group which has been reviewing the current IJB Strategic Plan and developing a new plan for 2019-2022. This has been and will continue to be, a huge amount of work, but keeps Forum members up to date with a good understanding of any changes ahead.

The role of the Forum continues to be crucial as maintaining and strengthening at strategic level is vitally important to the services being delivered by the Forum members. Our partnership work with EVOG has increased and I now represent the Forum on their 3rd Sector interface Group, with support from Stephanie-Anne. I would like to take this opportunity of thanking Suzanne Lowden, Sarah Bryson and Liz Simpson; all of whom continue to support Forum members and advocate for addressing health inequalities across the city.

## Edinburgh Community Health Forum (SCIO)

### *Review of activities*

The year 18/19 has seen the Forum continue to meet on a monthly basis to discuss issues of concerns as well as hearing from a variety of guest speakers. The annual training programme has reduced, mainly due to the number of courses being offered by other providers such as EVOC.

From end of September to early December, Stephanie-Anne was very involved in the assessment of the applications to the new Health and Social Care Grant fund. Whilst many Forum members were successful in their applications, some were not, and as a result there has been a change in membership of the Forum. Work is ongoing with 'A Matter of Focus' on developing a new evaluation framework for both the forum and its member organisations.

Social media through the Forum's website, Facebook and Twitter continues to be important to the Forum in promoting its work.

Work at locality level continues to be developed with Grace in particular attending locality meetings and meeting regularly with members to provide support.

## Edinburgh Community Health Forum (SCIO)

### *Accounts*

The charity trustees submit the accounts for the year ended 31<sup>st</sup> March 2019. The comparative figures cover the year ended 31<sup>st</sup> March 2018.

The Charity Trustees consider the financial position of the SCIO to be satisfactory. The results are set out in the accounts. It is the policy to retain at least 3 months expenditure as unrestricted reserves. The aim was achieved at 31<sup>st</sup> March 2019.

The charity also did not receive a grant of £7,058 relating to 2018/19 until after 31<sup>st</sup> March 2019. This will be dealt with in the 2019/20 accounts

During the year a further grant was received for training; money was spent and the balance carried forward in a restricted fund.

### *Independent Examiner*

The Trustees have appointed Mr AW Scotland as Independent Examiner. A resolution to reappoint him will be put to the Annual General meeting.

### *Accounts*

**BY ORDER OF THE CHARITY TRUSTEES**

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Director  
27th August 2019

**Edinburgh Community Health Forum (SCIO)**

*Independent Examiner's Report Edinburgh Community Health Forum (SCIO) on the accounts of the charity for the year ended 31st March 2019 set out in pages 4 to 6.*

**Respective Responsibilities of the Trustees and Examiner**

The Charity trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Account (Scotland) Regulations 2006. The Charity trustees consider that the audit requirements 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 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:
  - a. to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - b. to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationhave 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.

A.W. Scotland CA  
10 Craighall Crescent  
Edinburgh  
EH6 4RY

Date: 27th August 2019

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**Edinburgh Community Health Forum (SCIO)**

*Income and expenditure account and statement of financial affairs for the year ended 31st March 2019*

2018	2019			
Total	Income	Unrestricted funds	Restricted Funds	Total
£		£	£	£
38,325.00	Grant, NHS Lothian Core	61,176.00		61,176.00
38,325.00	Total Incoming resources	61,176.00		61,176.00
2018	2019			
Total	Expenditure	Unrestricted funds	Restricted funds	Total
£		£	£	£
31,086.14	Employment costs, Salaries	31,501.30		31,501.30
1,957.94	Pension	1,891.44		1,891.44
400.00	Recruitment Costs	-		-
536.76	Salary processing charges	232.80		232.80
<u>33,980.84</u>		<u>33,625.54</u>		<u>33,625.54</u>
598.82	Travel and function expenses	1,890.77		1,890.77
374.52	Insurance	402.96		402.96
4,892.39	Workshops and training		4275.25	4275.25
	Evaluation Framework Development	7,440.00		7,440.00
528.00	Website	5,070.00		5,070.00
1,519.42	Office expenses and equipment	612.28		612.28
<u>41,893.99</u>		<u>49,041.55</u>	<u>4275.25</u>	<u>53,316.80</u>
	Governance costs			0.00
200.00	Fees of the Independent Examiner	200.00		200.00
<u>42,093.99</u>	Total resources expended	<u>49,241.55</u>	<u>4275.25</u>	<u>53516.80</u>
(3768.99)	Surplus/(deficit) of income and expenditure for year	11,934.45	(4275.25)	7,659.20
	Funds brought forward	34,023.38	18,422.39	52,445.77
	Funds carried forward at 31st March 2019	45,957.83	14,147.14	60,104.97

Edinburgh Community Health Forum (SCIO)

Balance sheet as at 31st March 2019

2018		2019
£		£
53631.39	Current assets (Bank)	60,304.97
<b>53631.39</b>		<b>60,304.97</b>
1185.62	Less current liabilities (creditors, amounts falling due within one year, accruals)	200.00
<b>52445.77</b>		<b>60,104.97</b>
	Represented by:	
34023.38	Unrestricted funds	45,957.83
18422.39	Restricted funds	14,147.14
<b>52445.77</b>		<b>60,104.97</b>

These accounts were approved by the Executive Committee on 27th August 2019 and signed on behalf by:

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*Notes to the Accounts*  
*Accounting Convention*

The accounts are prepared under the historical cost convention.

**Accounting Policies**

The Accounts are prepared in accordance with Statement of Recommended Practice Number 2 – Accounting for Charities, effective January 2015 and the Financial Reporting Standard for Smaller Enterprises (effective 2015). No separate Statement of Financial Activities has been prepared as this is the same as the Income and Expenditure account.

Income is credited as it is received. Expenditure is charged as it is incurred. A separate grant has been received to provide training and it is held in a restricted fund.

**Executive Committee Members and Employees**

The Executive Committee Members received no remuneration during the period. There was an average of two employees during the year. No Executive Committee member was reimbursed for travel expenses. Contributions to personal pension schemes were made during the period on behalf of 2 employees.

**Period of Accounts**

The accounts cover the year ended 31<sup>st</sup> March 2019. The comparative figures cover the year ended 31<sup>st</sup> March 2018.

**Funds**

A grant for training and support hours has been received by the charity during previous years, money has been spent and the balance carried forward in a restricted fund.

A grant for 2018/19 for unrestricted funds of £7,059 was not received until after 31<sup>st</sup> March 2019. This grant will be dealt with in the 2019/20 accounts.