

Charity Trustees Report and Accounts

31st March 2022

Charity Trustees Report

Form and purpose of the charity

Lothian Community Health Initiatives' Forum (SCIO Charity # SCO23808) was founded by a constitution dated 16th April 2014. On 28th 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 Edinburgh by bringing together in association community based health initiatives.

Membership is open to any individual aged 18 and over responsible for an organisation in Edinburgh 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 principal address is 222 Leith Walk, Edinburgh EH6 5EQ. The charity trustees are Charlie Cumming, Maruska Greenwood, Marion Findlay, Emma Cormack and Catriona Windle. 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:

Once again the Forum has played a key role in the health inequalities strategy for Edinburgh. Stephanie Anne has worked closely with our health and social care partners and EVOC to ensure that member organisations were included in conversations and planning for a proposed new approach to funding of inequalities projects. We still have a lot of work to do to progress and develop this plan and it is only with the Forum's input we can be sure of having our ideas and our concerns heard, as individual organisations and collectively.

We were sad to lose our Development Worker, Katie Reid, last October, but were very pleased to welcome Daniel Richards to the post in December. Well done and thank you to him and Stephanie Anne for their hard work and dedication throughout the year.

We would like to thank once more NHS Lothian and Edinburgh Health and Social Care partnership for their ongoing support.

Edinburgh Community Health Forum remains in sound financial shape with no significant liabilities and a healthy reserve as at March 31st 2022.

Review of activities

The year 21/22 has seen the Forum continue in its online format as the world struggles to return to normality post pandemic. Forum meetings continued throughout the year, all online, utilising Zoom, where the numbers attending have remained strong. There were several themed member discussions including returning to service delivery post pandemic and increasing flexible working. The focus of the year was on the Edinburgh Wellbeing Pact, with the Forum being represented by Stephanie-Anne Harris, the Strategic Development Manager, on the planning group. Stephanie-Anne chaired several of the Pact's city wide meetings and workshops which helped to raise the profile of the Forum. Forum members attended many of the Pact sessions, with Forum members' priority being seeking clarity on the future of the Health and Social Care grants beyond 2023.

The Strategic Development Manager continued to work very closely with EVOC during the year, working jointly on the Pact, as well as facilitating Forum members' engagement with the Community Mental Health monies. The Strategic Development Manager has continued to represent the 3rd sector on the Strategic Planning Group of the IJB.

The Forum has continued to utilise the services of 'A Matter of Focus' who provided workshops for members using their evaluation software on capturing the experiences of members and their organisations on the impact of Covid

Duncan Wallace, consultant has continued to provide coaching and mentoring support for several Forum members. Members' training opportunities focused on the world of 'digital' and a series of digital workshops were delivered covering problem solving, policy making etc.

During the year, The Forum's Development Worker, Katie Reid, accepted a new role as social media officer for BEAT (the eating disorders charity;) Katie was replaced in January 2022 by Daniel Richards in a slightly revised role as the Forum's Member and Stakeholder Engagement Officer

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

Accounts

The charity trustees submit the accounts for the year ended 31st March 2022. The comparative figures cover the year ended 31st March 2021. The results are as set out in the accounts.

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 on 31st March 2021.

During the year a grant was received from EHSCP to fund general (core) costs. This grant is held in a restricted fund. A deficit was incurred and so a transfer to cover this was made from unrestricted funds.

Independent Examiner

The Trustees appointed Mr AW Scotland C A as Independent Examiner at the AGM held in September 2021. Very sadly, Mr AW Scotland died in the summer of July 2022 and was unable to complete his examination of the accounts. Mr C Hyslop was subsequently appointed by the Trustees. There will be a resolution to confirm his appointment at the AGM on 11th October and to appoint a new examiner.

The Independent Examiner's Report Edinburgh Community Health Forum (SCIO) on the accounts of the charity for the year ended 31st March 2022 are 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

During 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 Regulation 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.

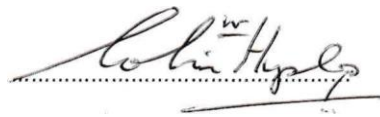
Mr C Hyslop

Date: 17 October 2022

14 Northfield Park

Edinburgh

EH8 7QX

A handwritten signature in black ink, appearing to read 'Colin Hyslop', written over a horizontal dotted line. The signature is cursive and includes a small 'w' above the 'i'.

Income and expenditure account and statement of financial affairs for the year ended 31st March 2022

Adjusted 2021	2022					2022
Total	Income	Restricted EHSCP	Restricted NHS HP	Total Restricted	Unrestricted funds	Total
52,296.00	Grant – Edinburgh Health & Social Care	48680.00	0.00	48,680.00	0.00	48,680.00
66,693.00	Scottish Government	0.00	0.00	0.00	0.00	0.00
0.00	Other	0.00	0.00	0.00	500.00	500.00
<u>118,989.00</u>	Total Incoming Resources	<u>48,680.00</u>	<u>0.00</u>	<u>48,680.00</u>	<u>500.00</u>	<u>49,180.00</u>
Total	Expenditure	Restricted EHSCP	Restricted NHS HP	Total Restricted	Unrestricted funds	Total
40,633.64	Employment costs, Salaries	40,352.09	0.00	40,352.09	0.00	40,352.09
2,144.47	Pension	1,786.70	0.00	1,786.70	0.00	1,786.70
265.76	Salary processing charges	233.86	0.00	233.86	0.00	233.86
230.00	Recruitment Fees	230.00	0.00	230.00	0.00	230.00
43,273.87	Employment Sub total	42,602.65	0.00	42,602.65	0.00	42,602.65
55,193.00	Grants	0.00	0.00	0.00	0.00	0.00
98.00	Travel and function expenses	58.25	0.00	58.25	0.00	58.25
4,36.00	Insurance	0.00	0.00	0.00	0.00	0.00
8,160.00	Workshops and training	0.00	2,820.00	2,820.00	0.00	2,820.00
12,000.00	Evaluation Framework Development	10,080.00	0.00	10,080.00	0.00	10,080.00
1,934.19	Office expenses and equipment	1,668.08	0.00	1668.08	0.10	1,668.18
121,095.06	Sub total before Governance costs	54,408.98	2,820.00	57,228.98	0.10	57,229.08
200.00	Governance Expenses Fees of the independent examiner	0.00	0.00	(0.00)	0.00	0.00
<u>121,295.06</u>	Total resources expended	<u>54,409.98</u>	<u>2,820.00</u>	<u>57,228.98</u>	<u>0.10</u>	<u>57,229.08</u>
(2,306.06)	Surplus/(deficit) of income over expenditure for year	(5,728.98.78)	(2,820.00)	(8,548.98)	<u>499.10</u>	(8049.08)
0.00	Transfers	5,728.98	0.00	5,728.98	(5,728.98)	0.00
(2,306.06)	Surplus (Deficit) after transfers	0.00	(2.820.00)	(2,820.00)	(5,229.08)	(8,049.08)

75,773.34	Funds at April 2021	0.00	26,149.17	26,149.17	47,318.11	73,467.28
73,467.28	Funds carried forward at 31st March 2022	0.00	23,329.17	23,329.27	42,089.03	65,418.20

Balance Sheet as at 31st March 2021

Adjusted 2021		2022
73,867.28	Current assets (Bank)	65,418.20
400.00	Less current liabilities (creditors, amounts falling due within one year, accruals)	0.00
73,467.28		65,418.20
	Represented by:	
47,318.11	Unrestricted funds	42,089.03
26,149.17	Restricted funds	23,329.17
73,467.28		65,418.20

These accounts were approved by the Executive Committee on 11th October 2022 and signed on behalf by:

Catrina Windle

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 31st March 2022. The comparative figures cover the year ended 31st March 2021.

Grants and Funds

The Forum's main activities were covered by a grant from the EHSC Partnership, topped up with monies held in the unrestricted funds. A transfer was made from unrestricted funds to cover the small deficit.