

COMPANY REGISTRATION NUMBER SC200999

**ABERDEEN FORWARD LIMITED**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**31 MARCH 2013**

Charity Number SC034866

SATURDAY



SCT      \*S2N7G210\*      #1438  
14/12/2013  
COMPANIES HOUSE

**WILLIAMSON & DUNN**

Chartered Accountants  
3 West Craibstone Street  
Bon Accord Square  
Aberdeen  
AB11 6YW

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

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# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

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**Registered charity name** Aberdeen Forward Limited

**Charity number** SC034866

**Company registration number** SC200999

2 Poynerook Road  
Aberdeen  
Scotland  
AB11 5RW

**Registered office** 2 Poynerook Road  
Aberdeen  
Scotland  
AB11 5RW

**Trustees** M Greig  
K Begg  
G Penny  
D Riddell  
K McKenzie  
J Anderson  
F Poustie  
A Finlayson  
W Cormie

**Secretary** Bryan Keenan

**Independent examiner** Graeme R Pyle CA  
Williamson & Dunn CA  
3 West Craibstone Street  
Aberdeen  
AB11 6YW

**Bankers** Bank of Scotland  
54 John Street  
Aberdeen  
AB1 8DQ

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**Solicitors** Ledingham Chalmers  
Johnstone House  
52- 54 Rose Street  
Aberdeen  
AB10 1HA

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# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT**

### **YEAR ENDED 31 MARCH 2013**

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The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2013.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

#### **THE TRUSTEES**

The trustees who served the charity during the period were as follows:

M Greig  
K Begg  
G Penny  
D Riddell  
K McKenzie

J Anderson	(Appointed 27 April 2012)
F Poustie	(Appointed 27 April 2012)
A Finlayson	(Appointed 12 June 2012)
W Cormie	(Appointed 12 June 2012)

H Carnegie	(Resigned 11 December 2012)
S Rudge	(Resigned 9 October 2012)

C Wainman was appointed as a member of the committee on 11 June 2013.

K Begg resigned as a member of the committee on 11 June 2013.

G Penny resigned as a member of the committee on 11 June 2013.

W Cormie resigned as a member of the committee on 11 June 2013.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Aberdeen Forward Limited is a company limited by guarantee and governed by its Memorandum and Articles of Association. It is an environmental registered charity which was granted charitable status by HMRC on 29 August 2003.

##### **Recruitment and appointment of new trustees**

Aberdeen Forward Limited was set up by Forward Scotland (now known as Future Balance), Shell UK Limited and Aberdeen City Council in 1999 to help reduce the amount of waste going to the city's landfill sites. It is administered by a Board of Directors. New directors are nominated at Board Meetings or by Aberdeen City Council and approved at Board Meetings.

##### **Induction and training of new trustees**

Induction and training of directors is viewed as an ongoing process. Directors have attended relevant seminars and received regular presentations. Training on our Zero Waste objectives and other operational issues is available on an ongoing basis.

##### **Organisational structure**

The Board of Directors meets every two months to administer the company's activities. The day to day running of the charity is the responsibility of the Chief Executive (non-board), Ms Lynn Smith. The Chief Executive (non-board) reports to the Board on a regular basis.

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2013**

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### **Risk management**

The directors have reviewed the major risks to which the charity is exposed and systems are in place to manage those risks.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The company's stated objectives are to carry out, or to secure, promote or assist in the carrying out, of any or all of the Landfill Tax Regulations approved objects within the area of Aberdeen City Council and to secure, promote, assist and support, by financial means and otherwise, the development and implementation of initiatives connected with the promotion of sustainability, provided those initiatives are likely to be of benefit to the people of Aberdeen.

In the past Aberdeen Forward Limited used money from the Landfill Tax Credit Scheme (LTCS) to develop and support a number of innovative waste management projects. Money has gone direct to the community to help deliver a range of initiatives such as furniture recycling, development of community gardens and a trial of animal bedding made from waste paper.

With changes to the LTCS in 2005 Aberdeen Forward widened its remit to support and develop projects across the whole field of sustainable development, with partner organisations from the private and public sector and the local community. Projects cover any aspect of sustainable development and as such are likely to cover such areas as sustainable reuse initiatives, increasing volunteering opportunities or the development of community gardens. The company's role in these projects will vary to include some or all of the following, project planning, fundraising and project management.

The company also considers Landfill Community Fund grant applications under Object D from community groups, which are sanctioned at its Board Meetings every two months. Interested groups with an idea are encouraged to approach the Chief Executive with a view to developing the project through to application stage. Aberdeen Forward is also able to help with project management and certain operational activities with a number of projects.

To assist with its projects Aberdeen Forward Limited enlist the assistance of volunteers. All volunteers may be rewarded with gift vouchers for long service, outstanding achievements etc. The costs of these vouchers are disclosed in the financial statements.

There are no restrictions in the charity's power to invest. The directors have the power to invest in such assets as they see fit.

# ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2013

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### ACHIEVEMENTS AND PERFORMANCE

#### Charitable activities

##### The ZWV programme

The Zero Waste Scotland Volunteer Programme runs throughout Aberdeen City, Aberdeenshire and Moray. The main aim of the project is to recruit a team of volunteers who can provide information and advice to householders about five waste reduction and minimisation messages; Recycle for Scotland, Love Food Hate Waste, home composting, peat free compost and Stop the Drop. Building on the success of the previous years the ZWS programme has built up a solid volunteer base so has been able to attend more events throughout the region and talk to more people.

##### 2012/13 Achievements

Number of volunteers - 74

Number of volunteer hours - 1240.5

Number of events - 221

Number of people spoken to - 4454

##### Roots and Shoots

There is a recognised need in society to deal with short term offending and the cycle of behaviour associated with the prison system. This project looks to break the revolving door of offending, which is all too common and so disruptive to the lifestyles of all involved. Groups of up to 6 prisoners are recruited onto the project while serving their sentences at HMP Aberdeen. They follow a flexible work based training programme which is designed to prepare them for working with Aberdeen Forward on release. Once released from prison the ex-offenders come to work for Aberdeen Forward for a period of six months. The work was originally designed to be gardening focused but the scope has widened and we now cover reuse and recycling work, giving practical transferable skills in warehousing, collections and deliveries and visual merchandising as well as landscaping and gardening. The first group of Roots and Shoots employees joined us in early 2012 and are working with the project team to ensure high quality training and job experience to help provide the greatest chances of onward employment. The aim is to work directly with 70 people throughout the course of the project, which is funded from December 2011 for three and a half years. This equates to the number of prisoners who will take part in the project programme. It is estimated that 10 prisoners will start the training in early 2012, moving through to 20 in each of the following years.

	2011/12	2012/13	2013/14	2014/15
Prison modules	10	20	20	20
Work placement	0	12	12	12
Overall	36 work placements 70 training opportunities			

Between the months of April 2012 - March 2013 the project has taken on many different projects. Business Recycling through ACE in Alloa ran during this period. They also helped to maintain and restore allotments at Easter Anguston Farm, and begin the work on St.Fitticks Community Garden in Torry. The Recycling and the CWE were the main workload for the boys from Roots and Shoots. Below are the statistics for the project covering year 2012/2013.

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT (continued)**

**YEAR ENDED 31 MARCH 2013**

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### **Roots and Shoots (continued)**

#### **2012/2013 Achievements:**

No of intake in HMP Aberdeen:	18
No from prison to community:	14
No completing 6 month placement:	5
No completing 3 months:	4
Ongoing placements:	3
Returned to custody (Remand or sentenced)	7

Training Courses passed:	
CSCS	9
Banksman Slinger	2
Forklift	3

Smaller training opportunities were given throughout the year including CV work, interview Skills, John Muir Awards, First Aid at work, budgeting, overdose training, horticulture specific training, Zero Waste Scotland training and Merchandise Training.

#### **Composting at Schools/Council Premises**

Throughout 2011/12 Aberdeen Forward worked with Aberdeenshire Council to develop a new project borne from the previously funded Climate Challenge Fund Composting at Council workplaces. Agreement was reached at the end of the calendar year to fund a 12 month programme to introduce in-vessel composting at a number of council premises in the region including schools. Development work began in December 2012 and a project officer started to take this forward in April 2013. A variety of Aberdeenshire Council premises (primary schools, care homes, day centres, Council offices) were scoped for suitability for the food waste composting project. Of these, 22 sites opted to participate in the project, and most have been successfully separating and composting their food waste in special in-vessel composting equipment provided by Aberdeenshire Council, with support from the Project Officer. The Food Waste Separation & Composting Project serves both the environment and economies of certain Aberdeenshire Council sites, and is responsive to the Scottish Government's mandate to reduce organic waste to landfill to 5% by 2025. The project has been instrumental in helping sites reduce organic waste to landfill by turning food waste on-site into a useable compost product, and simultaneously reducing or negating the additional cost of trade waste collection.

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2013**

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### **Hobby and Nappy Clubs**

The hobby club has gone from strength to strength and due to funding from the Change Fund we have increased the number of hobby clubs we have to two. The funding from the Change Fund means we can provide more tutors to come in and teach arts and craft, health and well being and much more. There are 15 attendees who come every week. Both hobby clubs are volunteer led and have helped a number of people through depression and confidence issues.

### **2012/13 Achievements**

15 attendees at the Wednesday morning hobby club  
5 attendees at the Wednesday afternoon hobby club  
Change Fund funding

The Real Nappy project aims to promote the development of a real nappy support network across the North East. It is funded through the Zero Waste Scotland Volunteer Programme and relies on volunteers to drive it forward. The project has enjoyed success with the creation of a nappy lending service to allow parents the opportunity to "try before they buy" and establishing a monthly nappy club coffee morning where new and expectant parents can find out about the practicalities of using real nappies from experienced volunteers.

### **2012/13 Achievements**

Monthly Nappy Club coffee morning  
Pop up nappy shops  
Volunteers - 2

### **Creative Waste Exchange**

This is a project which aims to reuse materials from the commercial sector within the community sector. The Creative Waste Exchange began trading in 2005 from rented premises in Dyce. Now firmly established in our Sustainable Communities Centre base in Poyrnook Road there have been several changes: to the way the Exchange operates. Aberdeen Forward joined the Revolve Network and as part of the national reuse programme supported by Zero Waste Scotland. Revolve is Scotland's national reuse quality standard and as such Aberdeen Forward has been working through the programme to achieve EFQM accreditation from Quality Scotland. There has also been significant investment through Revolve in retail training and customer care. As a direct result of this work the decision was taken to change the Exchange from a membership only club to one where members of the public can purchase directly. Membership still exists and brings with it the benefit of a 20% discount on all goods and classes. There are now 130 community members and numerous businesses donating unwanted materials, helping us divert over 180 tonnes of waste from landfill. Stock includes office stationery, furniture, arts and craft materials and other interesting bits and bobs. The base of volunteers is also growing, with people helping out in different capacities including driving, entering data into the stock control system, tidying the warehouse and leading craft classes. The Exchange also takes in work and social placements from various organisations. Placements are both looking for simple work related activities or need experience to get back into the employment sector and we can offer both.

### **2012/13 Achievements**

Tonnes diverted - 11.1 tonnes  
Community members - 130 members

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2013**

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### **Volunteering - Aberdeen Forward**

Aberdeen Forward's volunteering program goes from strength to strength each year with over 100 volunteers across all Aberdeen Forward projects. This strength is emphasised by Aberdeen Forward gaining the nationally recognised Investing in Volunteers award in 2010. Volunteering has always been and will always be an important element of Aberdeen Forward as volunteers bring their skills, experience and enthusiasm making a positive contribution to a growing charity and social enterprise. Aberdeen Forward is an equal opportunities provider of volunteer opportunities and as such always welcomes different ages, abilities, availabilities and ethnicities to volunteer across a range of different tasks.

### **2012/13 Achievement**

Number volunteers over the year - 132

Volunteer hours - 3246

### **St Fitticks**

Work has begun at St Fittick's Farm site, which is being developed into a community permaculture garden providing a range of gardening activities for community groups with funding from Landfill Community Funds. The construction of the 9 raised beds has taken place over the summer with the Roots and Shoots team working alongside Police Cadets and members of the local community. The project has taken longer than planned as building rubble beneath the hardcore surface meant that large granite blocks had to be excavated to allow postholes for the frames to be sunk in to a suitable depth. Miller Developments donated 75 tonnes 3 of topsoil from the Agricultural Trial Plots at SRUC Craibstone which are part of the development close to Aberdeen Airport. Once the soil is in the beds the next phase of the project will start which is laying paths to allow access for less able members of the community. Other areas for development include the creation of a Picnic Garden, terraced garden and orchard on the site. The site will be used as a community growing and training space for the residents of Torry. It will provide a venue for people to meet and enjoy the enhanced landscaping and scenery. There will be on site training and communal growing plots which can be used by individual residents and/or groups, as well as picnic space and seating. The site will be open to the public with no access restrictions placed upon entry. The fencing will act only as a deterrent for vandals and to establish boundaries. The project is a community initiative and will be marketed as such. Information will be placed on Aberdeen Forward's website and in local community resources. The Torry Development group will market the venue and press releases will be produced detailing activities and promoting volunteering.

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2013**

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### **Workshops and Events**

Aberdeen Forward set up the Sustainable Communities Centre in 2009 and to this day, the Centre is a one-stop-shop for the communities of Aberdeen and Aberdeenshire, providing information and advice on a whole range of environmental and social issues. The Centre continues to operate the existing projects, including the Creative Waste Exchange, which continues to give access to low cost goods for individuals, businesses and schools in the community. However, the centre also serves to provide advice and support to members of the community and the Sustainable Communities centre itself continues as a welcoming and supportive space for various groups and individuals in Aberdeen. In addition, the Sustainable Communities Centre offers low cost, high quality office rentals to charities, social enterprises and business start-ups. In addition to physical office space we offer virtual offices which gives new businesses the benefit of a professional business address, mailbox service and telephone answering all at low cost.

Workshop space is also available and provides schools and community groups with an outreach centre where classes can visit and develop practical skills. In addition to this, we run and host our own classes from the centre and from upholstery and sewing to knitting and composting, there really is a diverse range of class based activity at the centre. Aberdeen Forward is also expanding the range of classes offered and to that end, have been working closely with local start-up 'Rocking Stitch'. Aberdeen Forward hosts the 'Rocking Stitch' classes from the centre and the sessions themselves provide a one-stop-shop for any ability to engage in a huge range of sewing, knitting and craft activity.

The Sustainable Communities Centre also serves as a base for our range of events which run both within and outside the Aberdeen Forward HQ, including our famous Big Giveaway Day which acts as an excellent, low cost community activity. Recent weeks have also seen the event undergo development by the team and Aberdeen Forward now places a much bigger emphasis on the day as a community event. The event will now include a raffle with an extensive range of prizes and in addition, there will be a number of local organisations and groups holding stands at the event; aside from generating a helpful stand fee per table, this also heightens the interest in the event. Aside from these current events, Aberdeen Forward is involved in the hosting of swishing events (a clothes swap-shop event), festive themed craft events and real nappy events. Outside of the sustainable communities centre, Aberdeen Forward hosts community days around existing projects, primarily, the Roots and Shoots community garden project. The days are designed to attract help from volunteers & community groups, help raise awareness of the garden, promote ownership of the planter beds from community groups and generally encourage engagement with the Aberdeen Forward activity in the area.

### **Landfill Community Fund Projects Funded during 2012/13**

#### **Peterculter Heritage Feature**

The Culter in Bloom committee approached Aberdeen Forward for funding to create an attractive feature to welcome visitors coming in to Peterculter from Royal Deeside. The feature will consist of a sculptural figure made of overlapping metal plates, which has been designed to symbolise the historical influences which created the village. It will be surrounded by a low wall bearing the village name and a planted area tended by Culter in Bloom. It will be located at the Western entrance to Peterculter in what is at present a neglected grassy area. As well as improving the area the feature will enhance the image of Peterculter and also Aberdeen to residents and tourists alike.

#### **Refurbishment of Denburn Parish Church**

An application has been approved for the provision of community facilities at a local church. It will provide a drop in facility for teenage children and offer community outreach events. Work will include the alteration and refurbishment of the buildings including, hall, toilets, meeting rooms and sanctuary space. The advertising will be done through the Aberdeen Council for Voluntary Organisations weekly bulletin, and their word of month. There are community visits and leaflet drops in place. There will be adverts placed in the local free press and posters for suitable venues.

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2013**

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### **Oldmachar Playgroup**

The garden at the community centre has been a cause for concern for a few years and has been in desperate need of upgrading. The playgroup is inspected annually and every year the outdoor area receives the poorest rating and outlines areas for improvement. The biggest and costliest part is the replacement of the existing fencing. The fencing is dangerous in parts and is unsafe for the children to be near. The staff have to make sure the children keep away from these parts and have put bamboo screening up to cover the biggest holes as a temporary measure. In addition there is a need for a new container to securely store all the outdoor equipment and toys. There is also a cost in for weed membrane to be installed around the building to provide a low maintenance garden which can be looked after by the groups and general public. The garden will be utilised by the playgroup, yoga groups, general public and residents of the nearby old folks homes. It will provide a much need green oasis in the suburban area of Bridge of Don.

### **Cults**

Cults Primary School is at the heart of the Cults/ Bielside community, and use of the playground is encouraged (and enjoyed by many) outside school hours. Cults Primary School is the largest in Aberdeen, with 17 primary classes, 4 nursery classes and a special needs unit. For such a large school, the current playground facilities are inadequate. There is no shelter in the playground, and much of the existing play equipment is old, damaged and/or badly installed. Following a community survey during late 2010, the PTA established that the school community believed that significant investment was required in the playground. During 2011, they spent time clarifying requirements for the playground. Playdale were engaged to assist with viability and pricing of the required work, and the PTA directed their fundraising efforts on the playground. After consultation with the pupils, parents, staff and the local community, the planned equipment includes a large jungle climber, aimed at P6-7 children - to enable them to take managed risks and keep physically active at playtime. They have plenty open space in the P1-5 playground, which is great for those who enjoy football and games of "tag". However, the children have specifically asked for a stage and seating areas where they can chat, practise and put on shows etc. They also plan to install a Log Cabin, which will encourage pretend play as well as physical play (it is also a climbing frame). The teachers have asked for a large shelter which could be used by a whole class, so that they can take lessons outside where appropriate. This will also offer greater outside access for when the weather is more inclement.

### **Recycling Collection from Business**

During 2012/13 Aberdeen Forward developed a recycling from commercial premises partnership with Alloa Community Enterprise (ACE). This project was run by ACE and was part of their wider business programme. Although well received by the customers in the North East it was deemed to be unprofitable and activity ceased in early 2013.

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2013**

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### **FINANCIAL REVIEW**

#### **Reserves policy**

It is the policy of the company to maintain within general funds a level of uncommitted funds which would meet one year's operating costs.

#### **Funds**

General funds represent the free funds of the charity which are not designated for particular purposes. These include Creative Waste Exchange, Community Composting - Aberdeenshire and Nappy sale transactions.

Restricted funds comprise the funds of the current projects: Community Composting City, Landfill Tax, Zero Waste Volunteer Programme, Real Nappy, Third Sector, Transition, Composting at Schools, Cove Allotments, Doonies Farm, and Cults Primary Playground Improvements.

#### **Review**

The surplus for the year amounted to £59,837 (2012: £95,292) resulting in total charity funds at the year-end of £908,244 (2012: £848,407).

#### **Principal funding sources**

The principal funding sources for the charity this year have been SITA UK, The Big Lottery and Zero Waste Scotland. The charity has also received income from its office accommodation rentals. Expenditure in the year has continued to support the key objectives of the charity.

### **PLANS FOR FUTURE PERIODS**

#### **Future Developments**

Through the Revolve, national reuse quality standard, Aberdeen Forward is working towards EFQM accreditation with Quality Scotland and will look to achieve this in 2013. In addition to this work there is a linked Revolve accreditation for the retail element which will also be undertaken in 2013. Aberdeen Forward is continually looking to the future to serve the community and make full use of the Landfill Community Fund monies. Funding surgeries in conjunction with Aberdeen Greenspace are planned with a view to working with ACVO to engage and publicise more widely across the whole of the Third Sector. Plans for 2013/14 include the development of a Garden Share scheme with The Market Stall Allotment Project, opening a Baby Shop to trade in second hand baby equipment and the expansion of the highly successful craft class programme. In addition Aberdeen Forward works to promote Social Enterprise through membership of the Aberdeen Social Enterprise Network and builds links with other similar organisations through its membership of Community Resource Network Scotland (CRNS).

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2013**

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### **RESPONSIBILITIES OF THE TRUSTEES**

The trustees (who are also the directors of Aberdeen Forward Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **INDEPENDENT EXAMINER**

Graeme R Pyle CA has been re-appointed as independent examiner for the ensuing year.

Registered office:  
2 Poynermook Road  
Aberdeen  
Scotland  
AB11 5RW

Signed on behalf of the trustees



M Greig  
Trustee

8 October 2013

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF ABERDEEN FORWARD LIMITED YEAR ENDED 31 MARCH 2013**

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I report on the accounts of the charity for the year ended 31 March 2013 set out on pages 13 to 23.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER**

The charity's trustees (who are also the directors of Aberdeen Forward Limited for the purposes of company law) 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's trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to state, on the basis of my examination as required under section 44(1)(c) of the Act, whether particular matters have come to my attention.

### **BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

My examination was carried out in accordance with the 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 seeking explanations from you as 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 whether the accounts present a 'true and fair view'.

### **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 of the 2006 Accounts Regulations have not been met, or

- to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- 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.

*Graeme R. Pyle CA.*

Graeme R Pyle CA  
Independent examiner  
Williamson & Dunn CA  
3 West Craibstone Street  
Aberdeen  
AB11 6YW

8 October 2013

# ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2013

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	31,659	361,019	392,678	336,854
Activities for generating funds	3	17,187	—	17,187	38,613
Investment income	4	30,991	—	30,991	29,024
Incoming resources from charitable activities	5	10,375	—	10,375	6,957
<b>TOTAL INCOMING RESOURCES</b>		<u>90,212</u>	<u>361,019</u>	<u>451,231</u>	<u>411,448</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Fundraising trading: cost of goods sold and other costs	6	(408)	—	(408)	(507)
Charitable activities	7/8	(150,067)	(237,751)	(387,818)	(311,176)
Governance costs	9	(3,168)	—	(3,168)	(4,385)
Other resources expended	10	—	—	—	(88)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(153,643)</u>	<u>(237,751)</u>	<u>(391,394)</u>	<u>(316,156)</u>
<b>NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR</b>	13	(63,431)	123,268	59,837	95,292
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>182,976</u>	<u>665,431</u>	<u>848,407</u>	<u>753,115</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>119,545</u>	<u>788,699</u>	<u>908,244</u>	<u>848,407</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 15 to 23 form part of these financial statements.

# ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET

31 MARCH 2013

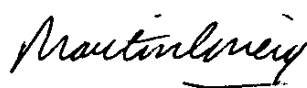
	Note	2013 £	2012 £
<b>FIXED ASSETS</b>			
Tangible assets	15	453,753	468,561
<b>CURRENT ASSETS</b>			
Stocks	16	2,776	3,184
Debtors	17	59,642	141,018
Cash at bank and in hand		404,099	251,969
		466,517	396,171
<b>CREDITORS: Amounts falling due within one year</b>	18	(12,026)	(16,325)
<b>NET CURRENT ASSETS</b>		454,491	379,846
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		908,244	848,407
<b>NET ASSETS</b>		908,244	848,407
<b>FUNDS</b>			
Restricted income funds	19	788,699	665,431
Unrestricted income funds	20	119,545	182,976
<b>TOTAL FUNDS</b>		908,244	848,407

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act.

The trustees acknowledge their responsibilities for:

- ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements were approved by the members of the committee on the 8 October 2013 and are signed on their behalf by:

  
M GREIG

Company Registration Number: SC200999

The notes on pages 15 to 23 form part of these financial statements.

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

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### **1. ACCOUNTING POLICIES**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006.

#### **Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

#### **Incoming resources**

Income is included in incoming resources when receivable, except as follows:

When donors specify that donations and grants given to charity must be used in future accounting periods, the income is deferred until those periods;

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met;

Gifts in kind are included in donations at the charity's best estimate of value;

Management fee income is deducted from the funding received from the various providers and reallocated to general funds income.

Voluntary income includes grants and sponsorship which provide the core funding for the company.

Incoming resources from charitable activities which include income from service level agreements.

Activities for generating funds represents the income received from selling donated and bought in goods.

#### **Fund accounting**

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the directors.

Unrestricted designated funds - these are funds which are set aside from unrestricted funds for specific purposes.

Restricted funds - these are funds of the individual projects being administered by the charity and can only be used for the particular restricted purposes of these projects. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

# ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

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### 1. ACCOUNTING POLICIES *(continued)*

#### Resources expended

Resources expended are included on an accruals basis, inclusive of any VAT which cannot be recovered.

Grants payable are included when approved by the directors. The value of such grants unpaid at the year end is accrued. Grants where the beneficiary has to meet certain conditions before the grant is released are not accrued, but are noted as financial commitments.

The financial records of the company are now maintained in such a way that expenditure on the individual projects is readily identifiable and is separately recorded. This results in little or no need for reallocation or reapportionment of costs between projects.

Costs of generating funds include cost of nappies for resale and advertising costs for Give & Take days. There are no such costs for the Creative Waste Exchange Project as goods are donated.

Charitable activities include all costs relating to activities where the primary aim is part of the objects of the company, together with the support costs of the company and grants paid.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees. Grants offered subject to conditions which have not been met at the year end are noted as commitments but are not accrued as expenditure.

#### Fixed assets

All fixed assets are initially recorded at cost. All assets costing more than £150 are capitalised.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer equipment	- 25% straight line
Plant and equipment	- 25% straight line
Motor vehicles	- 25% reducing balance
Fixtures and fittings	- 25% straight line

Leasehold improvements - 33% straight line

Leasehold property over the period of the lease - 141 years

#### Stocks

Bought in goods are valued at the lower of cost and net realisable value. Unsold donated items are not included in closing stock since their cost is nil and their value is uncertain until sold.

#### Operating lease agreements

Rentals paid under operating leases are charged to the SOFA as incurred.

# **ABERDEEN FORWARD LIMITED** **COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

### **1. ACCOUNTING POLICIES *(continued)***

#### **Pension costs**

The charity operates an employee stakeholder pension scheme. The assets of the scheme are held separately from those of the charity. Pension costs charged in the SOFA represent the contributions payable by the charity.

### **2. VOLUNTARY INCOME**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>Donations</b>				
General donations	13,507	—	13,507	5,226
<b>Grants receivable</b>				
Landfill tax	—	149,633	149,633	189,189
CRNS	—	—	—	1,060
WRAP	—	—	—	7,088
Keep Scotland Beautiful	—	—	—	500
Aberdeenshire Council	—	25,646	25,646	10,532
Fairer Scotland	—	4,500	4,500	4,500
Scottish Council for Voluntary Organisations	18,152	—	18,152	3,252
Zero Waste Scotland	—	46,305	46,305	36,342
The Big Lottery Fund	—	133,636	133,636	53,053
Other grants	—	1,299	1,299	26,112
	<u>31,659</u>	<u>361,019</u>	<u>392,678</u>	<u>336,854</u>

The grant received from The Big Lottery Fund is to finance the Roots & Shoots project. Included in the total is the sum of £15,112 to purchase a minibus used in this project.

### **3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Trading income	17,187	17,187	38,613

Trading income comprises income derived from the Creative Waste Exchange Project, sales of reusable materials, Give & Take days and sales of real nappies.

### **4. INVESTMENT INCOME**

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Rental income	30,705	30,705	28,901
Bank interest receivable	286	286	123
	<u>30,991</u>	<u>30,991</u>	<u>29,024</u>

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

### **5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds	Total Funds 2013	Total Funds 2012
	£	£	£
Training and teaching	<u>10,375</u>	<u>10,375</u>	<u>6,957</u>

### **6. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS**

	Unrestricted Funds	Total Funds 2013	Total Funds 2012
	£	£	£
Nappies for resale	<u>408</u>	<u>408</u>	<u>507</u>

### **7. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds	Restricted Funds	Total Funds 2013	Total Funds 2012
	£	£	£	£
Charitable activities	25,614	237,751	263,365	357,586
Support costs	124,453	—	124,453	(46,410)
	<u>150,067</u>	<u>237,751</u>	<u>387,818</u>	<u>311,176</u>

### **8. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Activities undertaken directly	Grant funding activities	Support costs	Total Funds 2013	Total Funds 2012
	£	£	£	£	£
Charitable activities	<u>224,947</u>	<u>38,418</u>	<u>124,453</u>	<u>387,818</u>	<u>311,176</u>

### **9. GOVERNANCE COSTS**

	Unrestricted Funds	Total Funds 2013	Total Funds 2012
	£	£	£
Independent examination fee	2,170	2,170	4,269
Financial advice	998	998	—
Legal fees	—	—	116
	<u>3,168</u>	<u>3,168</u>	<u>4,385</u>

### **10. OTHER RESOURCES EXPENDED**

	Total Funds 2013	Total Funds 2012
	£	£
Loss on disposal of tangible fixed assets	<u>—</u>	<u>88</u>

# **ABERDEEN FORWARD LIMITED** **COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

### **11. ANALYSIS OF SUPPORT COSTS**

	<b>Total 2013</b>	<b>Total 2012</b>
	<b>£</b>	<b>£</b>
Wages	76,082	87,412
Employers NIC	5,704	6,819
Pensions	2,253	2,760
Repairs	16	—
Insurance	6,145	—
Motor expenses	1,646	11,860
Accountancy fees	2,754	—
IT costs	3,679	—
Depreciation	14,810	12,510
Sundry costs	11,364	—
	<u>124,453</u>	<u>121,361</u>

### **12. ANALYSIS OF GRANTS**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
<b>Grants to institutions</b>		
Oldmachar Community Playgroup Garden	7,837	—
Cults Primary Playground Improvements	30,000	—
Culter in Bloom	581	—
VSA Easter Anguston Farm	—	47,745
	<u>38,418</u>	<u>47,745</u>
Total grants	<u>38,418</u>	<u>47,745</u>

### **13. NET INCOMING RESOURCES FOR THE YEAR**

This is stated after charging:

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Staff pension contributions	4,836	2,760
Depreciation	14,809	12,510
Independent examiners' remuneration:		
- independent examination of the financial statements	<u>2,170</u>	<u>4,269</u>

### **14. STAFF COSTS AND EMOLUMENTS**

Total staff costs were as follows:

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Wages and salaries	198,313	127,530
Social security costs	13,017	10,155
Other pension costs	4,836	2,760
	<u>216,166</u>	<u>140,445</u>

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

### **14. STAFF COSTS AND EMOLUMENTS (continued)**

#### **Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2013 No	2012 No
Number of staff	<u>12</u>	<u>6</u>

No employee received remuneration of more than £60,000 during the year (2012 - Nil).

### **15. TANGIBLE FIXED ASSETS**

	Computer equipment £	Plant and machinery £	Fixtures & fittings £	Motor vehicles £	Leasehold property £	Total £
<b>COST</b>						
At 1 Apr 2012 and 31 Mar 2013	<u>24,188</u>	<u>22,082</u>	<u>1,809</u>	<u>15,112</u>	<u>470,501</u>	<u>533,692</u>
<b>DEPRECIATION</b>						
At 1 Apr 2012	20,810	19,524	1,809	22,986	65,129	120,258
Charge for the year	<u>2,388</u>	<u>973</u>	<u>-</u>	<u>13,778</u>	<u>97,671</u>	<u>114,810</u>
At 31 Mar 2013	<u>23,198</u>	<u>20,497</u>	<u>1,809</u>	<u>36,764</u>	<u>30,657</u>	<u>112,925</u>
<b>NET BOOK VALUE</b>						
At 31 Mar 2013	<u>990</u>	<u>1,585</u>	<u>-</u>	<u>11,334</u>	<u>439,844</u>	<u>453,753</u>
At 31 Mar 2012	<u>3,378</u>	<u>2,558</u>	<u>-</u>	<u>15,112</u>	<u>447,515</u>	<u>468,563</u>

The charity owns a share of a leasehold interest, 141 years of a 150 year lease, in 2-4 Poynerook Road, Aberdeen. The leasehold interest is shared with CFINE. The proportion of liability towards the common property is Aberdeen Forward Limited - 63%, CFINE - 37%. The property was bought in accordance with Entrust regulations and the building is registered as a Landfill Communities Fund project under Object D. As such it is held on a Landfill Communities Fund asset register and any future sale would see money returned to Landfill Communities Fund for further distribution in accordance with current regulations.

The motor vehicle was purchased with a grant from The Big Lottery Fund for use in the Roots & Shoots project.

### **16. STOCKS**

	2013 £	2012 £
Stock	<u>2,776</u>	<u>3,184</u>

**ABERDEEN FORWARD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

**17. DEBTORS**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Trade debtors	11,986	—
Prepayments and accrued income	—	134,932
Other debtors	45,962	6,086
Prepayments	1,694	—
	<u>59,642</u>	<u>141,018</u>

**18. CREDITORS: Amounts falling due within one year**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Trade creditors	2,147	2,368
PAYE and social security	3,453	3,594
Accruals	6,426	10,363
	<u>12,026</u>	<u>16,325</u>

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

### **19. RESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2012 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2013 £
Community Composting - City	31,982	—	—	—	31,982
Landfill Tax	289,469	149,633	(5,265)	(65,556)	368,281
Aberdeen Sustainable Community Centre	240,599	—	—	—	240,599
Third Sector Transition	21,409	—	—	—	21,409
	(381)	—	—	—	(381)
Zero Waste Volunteer Programme	35,562	50,805	(47,846)	—	38,521
Composting at Schools	709	25,646	(19,548)	—	6,807
Cove Allotments	2,513	—	(432)	—	2,081
Compost Doctor	1,020	—	—	—	1,020
Transition Mearns	3,181	1,299	(227)	—	4,253
Roots & Shoots	35,791	133,636	(98,877)	—	70,550
St Fitticks	6,259	—	(4,622)	4,622	6,259
Doonies Farm	5,132	—	(22,516)	22,516	5,132
Princess Park	(7,814)	—	—	—	(7,814)
Oldmachar Community Playgroup Garden	—	—	(7,837)	7,837	—
Cults Primary Playground Improvements	—	—	(30,000)	30,000	—
Culter in Bloom	—	—	(581)	581	—
	<u>665,431</u>	<u>361,019</u>	<u>(237,751)</u>	<u>—</u>	<u>788,699</u>

The Aberdeen Sustainable Community Centre fund represents the landfill tax monies which were used toward the purchase of new premises. Any future sale of the premises would see the monies returned to the Landfill Communities Fund for further distribution in line with current regulations. The other funds represent the various projects ongoing. Transfers represent monies transferred from Landfill Tax income to certain projects.

### **20. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2012 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2013 £
General Funds	<u>182,976</u>	<u>90,212</u>	<u>(153,643)</u>	<u>119,545</u>

# **ABERDEEN FORWARD LIMITED** **COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2013**

### **21. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Tangible fixed assets £</b>	<b>Net current assets/ (liabilities) £</b>	<b>Total £</b>
<b>Restricted Income Funds</b>	12,888	775,811	788,699
<b>Unrestricted Income Funds</b>	440,865	(321,320)	119,545
<b>Total Funds</b>	<u>453,753</u>	<u>454,491</u>	<u>908,244</u>

### **22. OTHER FINANCIAL COMMITMENTS**

The charity has awarded grants totalling £13,600 (2012: £107,834) which are payable upon the recipients meeting agreed criteria.

### **23. RELATED PARTY TRANSACTIONS**

The charity received income of £210 (2012: £379) from Aberdeen City Council during the year and incurred expenses of £882 (2012 - £14,757) to Aberdeen City Council.

### **24. COMPANY LIMITED BY GUARANTEE**

The members' liability is limited by guarantee and does not exceed £1 per member. At 31 March 2013 the company had 3 members.

**ABERDEEN FORWARD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**MANAGEMENT INFORMATION**

**YEAR ENDED 31 MARCH 2013**

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**The following pages do not form part of the statutory financial statements  
which are the subject of the independent examiner's report on page 12.**

**ABERDEEN FORWARD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2013**

	2013 £	2012 £
<b>INCOMING RESOURCES</b>		
<b>VOLUNTARY INCOME</b>		
General donations	13,507	5,226
Landfill tax	149,633	189,189
CRNS	-	1,060
WRAP	-	7,088
Keep Scotland Beautiful	-	500
Aberdeenshire Council	25,646	10,532
Fairer Scotland	4,500	4,500
Scottish Council for Voluntary Organisations	18,152	3,252
Zero Waste Scotland	46,305	36,342
The Big Lottery Fund	133,636	53,053
Other grants	1,299	26,112
	<u>392,678</u>	<u>336,854</u>
<b>ACTIVITIES FOR GENERATING FUNDS</b>		
Trading income	17,187	38,613
<b>INVESTMENT INCOME</b>		
Rental income	30,705	28,901
Deposit account interest	286	123
	<u>30,991</u>	<u>29,024</u>
<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>		
Training and teaching	10,375	6,957
<b>TOTAL INCOMING RESOURCES</b>	<u>451,231</u>	<u>411,448</u>

# **ABERDEEN FORWARD LIMITED COMPANY LIMITED BY GUARANTEE**

## **DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2013**

	2013 £	2012 £
<b>CHARITABLE ACTIVITIES</b>		
<i>Activities undertaken directly</i>		
Material purchases	44,145	37,227
Wages and salaries	122,231	40,118
Employer's NIC	7,313	3,336
Pension costs	2,583	-
Rent	-	1,680
Rates & water	2,416	-
Light & heat	6,033	6,474
Repairs & maintenance	-	245
Motor and travel costs	2,630	4,758
Entrust fees	5,265	3,823
Telephone	2,104	2,468
Workshops	8,731	7,220
Building maintenance and security	4,239	7,919
Printing, postage and stationery	346	2,201
Advertising, promotion and website	3,687	6,109
Incentive vouchers	-	2,481
Volunteer costs	1,515	243
Sundry costs	-	6,596
Training	10,461	1,549
Bad debts	11,248	7,623
	<u>224,947</u>	<u>142,070</u>
<i>Grant funding activities</i>		
Grants to institutions	38,418	47,745
<i>Support costs</i>		
Wages and salaries	76,082	87,412
Employer's NIC	5,704	6,819
Pension costs	2,253	2,760
Repairs & maintenance	16	-
Insurance	6,145	8,532
Motor vehicle expenses	1,646	3,241
Accountancy fees	2,754	-
IT costs	3,679	87
Depreciation	14,809	12,510
Sundry costs	11,336	-
Training	29	-
	<u>124,453</u>	<u>121,361</u>
	<u>387,818</u>	<u>311,176</u>

**ABERDEEN FORWARD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2013**

	<b>2013 £</b>	<b>2012 £</b>
<b>FUNDRAISING TRADING: COST OF GOODS SOLD</b>		
Nappies for resale	<u>408</u>	<u>507</u>
<b>GOVERNANCE COSTS</b>		
Independent examination fee	2,170	4,269
Financial advice	998	—
Legal fees	<u>—</u>	<u>116</u>
	<u>3,168</u>	<u>4,385</u>
<b>OTHER RESOURCES EXPENDED</b>		
Loss on disposal of tangible fixed assets	<u>—</u>	<u>88</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>391,394</u>	<u>316,156</u>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>	<u>59,837</u>	<u>95,292</u>