

REGISTERED COMPANY NUMBER: SC219768 (Scotland)  
REGISTERED CHARITY NUMBER: SC031702

Report of the Trustees and  
Unaudited Financial Statements for the Period 1 June 2015 to 30 November 2016  
for  
Scottish Parliament and Business  
Exchange



J S Accounting Services Limited  
13-15 Morningside Drive  
EDINBURGH  
EH10 5LZ



**Report of the Trustees  
for the Period 1 June 2015 to 30 November 2016**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the period 1 June 2015 to 30 November 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

**Scottish Parliament and Business  
Exchange**

**Report of the Trustees  
for the Period 1 June 2015 to 30 November 2016**

**OBJECTIVES AND ACTIVITIES**

**Significant activities**

In the following paragraphs I will provide an overview of the business and accounts for the Scottish Parliament & Business Exchange for the period ended 30 November 2016. The period under review concluded with the wind-up of the Exchange.

The period started with the Scottish Parliament & Business Exchange (from here on referred to as "the Exchange") in good general order with a financial surplus of £55,190 and a healthy membership by number and type of business.

In March 2016, however, the board received formal notification from the Scottish Parliament Corporate Body that it had decided to end its financial and administrative support for The Exchange after 15 years. In light of this material event the board reviewed prospects for The Exchange, focusing on-

- the financial surplus
- the risk to trading if there were any further changes to membership
- the financial impact of membership changes and ongoing fixed costs
- Specifically considering all of these aspects within the educational charitable framework that The Exchange was established under.

Whilst a normal operating business may have been able to take the risk of trading on against a period of uncertainty, the board was unanimous that such an approach was not appropriate for the Exchange's educational charitable framework. Following a consideration of all of the options, and discussions with stakeholders, a decision was taken to carry out an orderly wind-up of The Exchange.

This decision was communicated to all remaining members and I would like to take this opportunity to thank those members for their support, patience and understanding throughout this period.

The Exchange's only employee, Chief Executive Arthur McIvor, was made redundant as part of this process and this report offers me opportunity to thank Arthur for his hard work, enthusiasm and leadership on behalf of The Exchange over the previous 8 years.

Over its lifetime the Exchange has enabled business and Parliament to engage in an educational, non-lobbying and non-partisan environment; as one would expect given the changing environment this process and the people involved also changed but the core focus remained. In recent times member organisations with a turnover in excess of £300bn, but perhaps more importantly significant investment and jobs in Scotland were able to engage with the Parliament. Looking at this in people terms this accounted for an annual average of 210 business people engaged with an average of 140 MSPs. The shared understanding and knowledge from such engagement should not only be beneficial to the parties involved but I would hope also offered benefits to the wider economy and political and business environment.

Following the departure of the Chief Executive, the board have been working with JS Accounting regarding the administrative process of the orderly wind-up of The Exchange. One of the most significant factors in this process has been to decide on a use for the Exchange's financial surplus. The board considered a number of options and decided that the full outstanding surplus should be donated to charity. In selecting an appropriate charity, a decision was taken to find an educational based charity or charitable organisation that could advance business or parliament knowledge and/or engagement, echoing the original remit of The Exchange. Following a selection process the board agreed to support The Saltire Foundation (a registered charity - ref SCO38858) in a specific Scholar Sponsorship Programme that will fund penultimate year undergraduate students at Scottish Universities to undertake internships in Scotland and Internationally. Qualifying individuals (based on a process managed by Saltire) will be studying a politics or business degree and greater emphasis will be placed on wider access-criteria. At least 6 students will benefit from this scholarship and the programme is planned for the period from 2017 to 2019.

As the accounts show, there will be two payments to the Saltire Foundation: an initial payment of £30,000 and a residual payment of £5,901 which, following other closing items, brings the assets of The Exchange to nil.

In closing I would like to thank my fellow board members for their help and I would like to also pay particular tribute to Alex Johnstone MSP and board member of The Exchange who passed away during the year.

**Report of the Trustees**  
**for the Period 1 June 2015 to 30 November 2016**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

SC219768 (Scotland)

**Registered Charity number**

SC031702

**Registered office**

Forsyth House  
93 George Street  
EDINBURGH  
EH2 3ES

**Trustees**

J Moore	
A Johnstone MSP	- deceased 7.12.16
T Scott MSP	
C Brodie MSP	- resigned 9.5.16
M McCulloch MSP	- resigned 20.4.16
R H Cotton	
I Mullen	
M Hegarty	- resigned 23.3.16
J Martin	

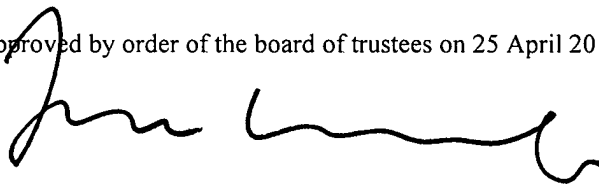
**Company Secretary**

JS Accounting Services Limited

**Independent examiner**

J S Accounting Services Limited  
13-15 Morningside Drive  
EDINBURGH  
EH10 5LZ

Approved by order of the board of trustees on 25 April 2017 and signed on its behalf by:



J Moore - Trustee

**Independent Examiner's Report to the Trustees of  
Scottish Parliament and Business  
Exchange**

I report on the accounts for the period 1 June 2015 to 30 November 2016 set out on pages five to eleven.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was 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 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 the view given by the accounts.

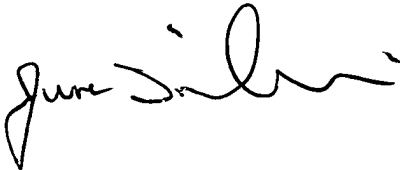
**Independent examiner's statement**

In connection with 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 to 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.



June Sinclair  
Institute of Chartered Accountants of Scotland  
J S Accounting Services Limited  
13-15 Morningside Drive  
EDINBURGH  
EH10 5LZ

25 April 2017

**Scottish Parliament and Business  
Exchange**

**Statement of Financial Activities  
for the Period 1 June 2015 to 30 November 2016**

	Notes	Period 1.6.15 to 30.11.16 Unrestricted fund £	Year Ended 31.5.15 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		88,105	89,226
<b>Total</b>		<b>88,105</b>	<b>89,226</b>
 <b>EXPENDITURE ON</b>			
Raising funds		47,782	45,283
<b>Charitable activities</b>			
Developing knowledge and understanding		73,262	27,000
Other		22,251	8,040
<b>Total</b>		<b>143,295</b>	<b>80,323</b>
 <b>NET INCOME/(EXPENDITURE)</b>		<b>(55,190)</b>	<b>8,903</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>55,190</b>	<b>46,287</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>-</b>	<b>55,190</b>

The notes form part of these financial statements

**Scottish Parliament and Business  
Exchange**

**Balance Sheet  
At 30 November 2016**

	Notes	30.11.16 Unrestricted fund £	31.5.15 Total funds £
<b>CURRENT ASSETS</b>			
Debtors	6	642	2,308
Cash at bank and in hand		38,431	83,840
		<u>39,073</u>	<u>86,148</u>
 <b>CREDITORS</b>			
Amounts falling due within one year	7	(39,073)	(30,958)
		<u>-</u>	<u>55,190</u>
<b>NET CURRENT ASSETS</b>			
		<u>-</u>	<u>55,190</u>
 <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>-</u>	<u>55,190</u>
 <b>NET ASSETS</b>			
		<u>-</u>	<u>55,190</u>
 <b>FUNDS</b>	8		
Unrestricted funds		-	55,190
 <b>TOTAL FUNDS</b>		<u>-</u>	<u>55,190</u>

The notes form part of these financial statements

**Balance Sheet - continued**  
**At 30 November 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 30 November 2016.

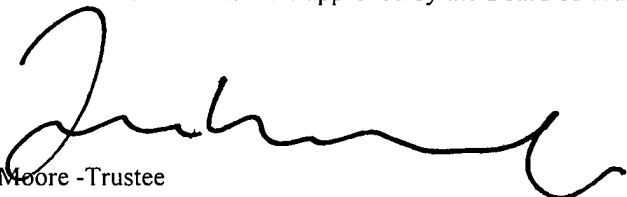
The members have not required the charitable company to obtain an audit of its financial statements for the period ended 30 November 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 25 April 2017 and were signed on its behalf by:

  
J Moore -Trustee



**Notes to the Financial Statements**  
**for the Period 1 June 2015 to 30 November 2016**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. 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.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the period ended 30 November 2016 nor for the year ended 31 May 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the period ended 30 November 2016 nor for the year ended 31 May 2015.

**Notes to the Financial Statements - continued  
for the Period 1 June 2015 to 30 November 2016**

**3. STAFF COSTS**

The average monthly number of employees during the period was as follows:

Period	Year Ended
1.6.15 to 30.11.16	31.5.15
-	2
<u>          </u>	<u>          </u>

No employees received emoluments in excess of £60,000.

**4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	89,226
<b>Total</b>	<u>89,226</u>
 <b>EXPENDITURE ON</b>	
Raising funds	45,283
<b>Charitable activities</b>	
Developing knowledge and understanding	27,000
Other	8,040
<b>Total</b>	<u>80,323</u>
 <b>NET INCOME/(EXPENDITURE)</b>	<u>8,903</u>
 <b>RECONCILIATION OF FUNDS</b>	
<b>Total funds brought forward</b>	46,287
 <b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>55,190</u></u>

**Notes to the Financial Statements - continued  
for the Period 1 June 2015 to 30 November 2016**

**5. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 June 2015 and 30 November 2016	1,470
<b>DEPRECIATION</b>	
At 1 June 2015 and 30 November 2016	1,470
<b>NET BOOK VALUE</b>	
At 30 November 2016	-
At 31 May 2015	-

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30.11.16 £	31.5.15 £
Trade debtors	-	1,500
Other debtors	642	808
	<u>642</u>	<u>2,308</u>

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30.11.16 £	31.5.15 £
Trade creditors	-	1,559
Taxation and social security	1,228	928
Other creditors	37,845	28,471
	<u>39,073</u>	<u>30,958</u>

**8. MOVEMENT IN FUNDS**

	At 1.6.15 £	Net movement in funds £	At 30.11.16 £
<b>Unrestricted funds</b>			
General fund	55,190	(55,190)	-
<b>TOTAL FUNDS</b>	<u>55,190</u>	<u>(55,190)</u>	<u>-</u>

**Notes to the Financial Statements - continued  
for the Period 1 June 2015 to 30 November 2016**

**8. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	88,105	(143,295)	(55,190)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>88,105</u>	<u>(143,295)</u>	<u>(55,190)</u>

**9. RELATED PARTY DISCLOSURES**

There were no related party transactions for the period ended 30 November 2016.