

Swansea Environmental Forum

Report of the Executive Committee
and financial statements

31 March 2008

Swansea Environmental Forum

Report of the Executive Committee and financial statements

<i>Contents</i>	<i>Page</i>
Legal and administrative information	2
Report of the Executive Committee	3 - 6
Report of the independent examiner	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 - 13

Swansea Environmental Forum

Legal and administrative information

Executive Committee	D Hill S Brown J Edwards S Charles H Grey J Griffiths P Jones R Jones S Jones J Llewellyn P Marks E May P McDonnell T Nash R Owen E Roberts T Scales A Sennett K Shadrack K Sinclair R Wright
Principal address	c/o The Environment Centre Pier Street Swansea SA1 1RY
Bankers	The Co-operative Bank 34 The Kingsway Swansea SA1 5LG
Independent examiner	Alun Walters Llanddewi Castle Llanddewi Reynoldston Swansea SA3 1AU

Swansea Environmental Forum

Report of the Executive Committee

The Executive Committee presents its annual report and financial statements for the year ended 31 March 2008. The Executive Committee has adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (revised 2005) in preparing the annual report and financial statements of the charity.

Objects and activities

Swansea Environmental Forum is established as an unincorporated association under a Constitution. Although not a registered charity the Forum operates along charitable lines.

The association is established to:

- i. develop communication and collaboration between statutory and voluntary bodies, business and industry for the benefit of the environment;
- ii. encourage working towards sustainable development by the environmental, economic, social and other sectors;
- iii. promote environmental awareness, education and training;
- iv. encourage and support groups involved in environmental action.

The principal activity of the association currently is to operate as lead partner in the Swansea Sustainability Trail project which aims to make a significant and long-lasting contribution to changing Swansea into a more sustainable place to live, work and visit and developing more environmentally sustainable communities.

Organisational structure

The policy and general management of the affairs of the association are directed by an Executive Committee. Meetings of the Committee take place not less than five times a year. The Committee may appoint such special or standing committees as it deems necessary.

The Committee has a Sustainable Swansea Manager and a Project Officer to deliver the Sustainable Swansea Initiative. Management and administrative support for these workers is provided by The Environment Centre Limited, at the premises of which the staff are based.

Subject to the approval of the Executive Committee, membership of the Forum is open to individuals and voluntary or other non-profit distributing organisations with an interest in furthering the work of the association.

Achievements and performance

This year has proved to be incredibly busy for the Forum and its executive. The putting on of the Earth from the Air (EFTA) exhibition dominated the summer with a very successful programme of high profile events and activities. During this financial year SEF has further developed its Environment Strategy and the Forum's Sustainable Swansea project.

There were less full Forum meetings than usual; because of time spent delivering EFTA the July meeting was cancelled. The AGM was held in October and a thought-provoking Full Forum evening discussing Sustainable Construction was held in November. The spring Forum meeting took place in early April 2008 and explored "What would a zero-carbon Swansea look like?".

Swansea Environmental Forum

Report of the Executive Committee (*continued*)

Achievements and performance (*continued*)

Members continue to build links with other forums and strategic bodies and contribute to the Community Planning process and other local and national strategic processes and consultations.

In early spring the Forum commissioned Hall Aitken Consultants to undertake a strategic review of the Forum's structure and role. Their report had a list of recommendations and raised a number of issues which will be further explored in the next financial year.

Sustainable Swansea

A new member of staff joined us in October to run the new Planet Penlan project. Kathryn Tate had already worked with the project on Green Map developments and the Trailblazer summer activities. Lisa Kirman left the project at the end of January.

Green Maps

A new edition of the Swansea Green Map leaflet has been printed and distributed. The new Interactive Swansea Green Map has been launched with over 300 locations highlighted.

Trailblazers summer activities 2007

A programme of environmental activities was designed for children aged 8 to 14 during the first two weeks of the summer holidays. These activities were run at different sites on the Swansea Sustainability Trail: Red Café, Wildfowl and Wetlands Centre, Gower Heritage Centre, Plantasia and Crymlyn Bog, Swansea Community Farm, Bishops Wood and Rosehill Quarry. The scheme was very successful with 76 places filled and two volunteers involved.

Planet Penlan

Planet Penlan was a seven-months pilot project funded by Communities@1 and Calouste Gulbenkian Foundation, and working in partnership with Penlan Communities First. The project combined free training in ICT with education about sustainability, working specifically in Penlan Swansea. Participants in the project helped to create content for a Green Map leaflet and an internet-based interactive Green Map of Penlan. These maps are key resources for the residents of Penlan, highlighting the excellent range of community assets in the area and showing people how to take action for sustainability locally. The project overall was very successful with all targets met or exceeded.

Earth from the Air

This outdoor exhibition ran from 26 May until 29 July 2007. It was a huge success with an estimated 100,000 people visiting! This nationally acclaimed collection of 120 unique large-scale aerial photographs of astonishing natural landscapes, taken by French photographer Yann Arthus-Bertrand, took pride of place outside the National Waterfront for its Welsh debut. One of the reasons for the show being such a resounding success has to be the partnership that was formed with more than 20 organisations supporting the project, not just financially but also in-kind, many providing much needed staff time. At the exhibition and associated events, which included the BBC Breathing Cities festival and the Live Earth Weekend, thousands of visitors, local people and community groups made pledges to live more sustainably. The Environment Centre and SCVS also joined forces to run a hugely successful volunteer scheme which saw 60 volunteer stewards clock up the equivalent of 220 full-time days. A report for the exhibition was written and is available at <http://www.environmentcentre.org.uk/sef/EarthfromtheAirFinalReportforPublic.pdf>.

Swansea Environmental Forum

Report of the Executive Committee (*continued*)

Achievements and performance (*continued*)

The Swansea Environment Strategy

With further funding from the Countryside Council for Wales a comprehensive review of the environment strategy and action plan was undertaken this year by Phillip McDonnell (PM Developments) who had co-ordinated the production of the strategy and action plan, both launched in 2006. The process involved interviewing representatives of over 40 organisations and council service units in reviewing the structure, application and impact of the strategy, and providing a progress report on each action, milestone and target in the action plan. The review also involved considering the viability of each proposed indicator and providing baseline data where available, and also a brief research project which looked at the potential for using ecological footprinting and sustainability indicator tools in support of the environment strategy and community planning process. The review report contained several recommendations, particularly about future action plans and indicators.

Phillip then went on to develop a new action plan for the period 2008-10 which was again carried out through a series of meetings with key stakeholders relevant to each theme or sub theme within the strategy and action plan. This second action plan was published in May 2008. Posters were also produced this year using material from the strategy and the engagement of the public and organisations in practical actions to support the strategy and environmental improvement. These bilingual posters, one for individuals and families and the other for organisations and businesses, were produced in partnership with Swansea University's Community Participation Project and each offers ten ideas for helping the target audience to "do their bit" for a more sustainable future.

Reserves policy

As substantially all the Forum's activities are externally funded the Executive Committee's policy is to maintain reserves of the order of £1,000 to enable it to fund meeting, administration and governance costs.

Executive Committee

The following were members of the Executive Committee during the year:

D Hill	Chair Executive Committee
S Brown	Chair Swansea Environmental Forum
J Edwards	Treasurer Swansea Environmental Forum
S Charles	(appointed 11 October 2007)
H Grey	
J Griffiths	
P Jones	(appointed 11 October 2007)
R Jones	
S Jones	
J Llewellyn	
P Marks	
E May	
P McDonnell	
T Nash	
R Owen	
M Ridgeway	(resigned 11 October 2007)
E Roberts	(appointed 11 October 2007)

Swansea Environmental Forum

Report of the Executive Committee (*continued*)

Executive Committee (*continued*)

P Roberts (resigned 11 October 2007)
T Scales
A Sennett
K Shadrack (appointed 11 October 2007)
K Sinclair (appointed 11 October 2007)
D Whitehead (resigned 11 October 2007)
R Wright

Members of the Executive Committee are elected at Annual General Meetings of the association, initially for a three year period. Honorary Officers, including the Chairperson, Vice-Chairperson and Treasurer are ex-officio members of the Committee. The Committee may co-opt further members on an annual basis provided only that the number of such co-opted members shall not exceed one-third of the total membership of the Committee.

By order of the Executive Committee

S Brown
Chair Swansea Environmental Forum

Pier Street
Swansea
SA1 1RY

18 September 2008

Independent examiner's report to the Executive Committee of Swansea Environmental Forum

I report on the accounts of Swansea Environmental Forum for the year ended 31 March 2008, which are set out on pages 8 to 13.

Respective responsibilities of the Executive Committee and examiner

The Executive Committee consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed and has decided that, although the Forum is not a registered charity, such an independent examination should proceed as though the Forum did have charitable status.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the seeking of explanations from the Executive Committee 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 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 Executive Committee has not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Alun Walters
Chartered Accountant
18 September 2008

Llanddewi Castle
Llanddewi
Reynoldston
Swansea
SA3 1AU

Swansea Environmental Forum

Statement of financial activities for the year ended 31 March 2008

	<i>Note</i>	Unrestricted funds £	Restricted funds £	2008 Total £	2007 Total £
Incoming resources					
Voluntary income	3	11,181	160,105	171,286	112,265
Investment income					
Bank interest		786	-	786	171
		-----	-----	-----	-----
Total incoming resources		11,967	160,105	172,072	112,436
		-----	-----	-----	-----
Resources expended					
Costs of generating funds		150	-	150	-
Charitable activities	4	-	142,701	142,701	86,231
Governance costs	5	9,096	-	9,096	303
Other resources expended		20	-	20	28
		-----	-----	-----	-----
Total resources expended		9,266	142,701	151,967	86,562
		-----	-----	-----	-----
Net incoming resources for the year		2,701	17,404	20,105	25,874
Balance brought forward		795	36,944	37,739	11,865
		-----	-----	-----	-----
Balance carried forward		3,496	54,348	57,844	37,739
		-----	-----	-----	-----

Swansea Environmental Forum

Balance sheet at 31 March 2008

	<i>Note</i>	2008	2007
		£	£
Fixed assets			
Tangible assets	6	556	1,354
Current assets			
Debtors	7	3,621	523
Cash at bank		70,522	47,844
		<hr/>	<hr/>
		74,143	48,367
Creditors: amounts falling due within one year	8	(16,855)	(11,982)
		<hr/>	<hr/>
Net current assets		57,288	36,385
		<hr/>	<hr/>
Net assets		57,844	37,739
		<hr/>	<hr/>
Funds			
Unrestricted funds		3,496	795
Restricted funds	9	54,348	36,944
		<hr/>	<hr/>
Total funds	10	57,844	37,739
		<hr/>	<hr/>

The financial statements were approved by the Executive Committee on 18 September 2008 and were signed on its behalf by

J Edwards
Treasurer

Swansea Environmental Forum

Notes to the accounts

1 Basis of accounting

The financial statements have been prepared on the basis of historic cost in accordance with the Statement of Recommended Practice (SORP 2005) "Accounting and Reporting by Charities".

2 Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material to the association's financial statements:

Fund accounting

Unrestricted funds are funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. The cost of administering such funds are charged against the specific fund. Details of the restricted fund are set out in the notes to the financial statements.

Grants and donations

Grants and donations are only included in the Statement of Financial Activities when the charity has unconditional entitlement to the resources.

Resources expended

All expenditure is accounted for on an accruals basis.

Fixed assets and depreciation

Equipment is capitalised and depreciated on a straight line basis over its estimated useful economic life of 3 years.

3 Voluntary income

	Unrestricted funds	Restricted funds	2008 Total	2007 Total
	£	£	£	£
Sustainable Swansea				
New Opportunities Fund/Big Lottery	-	41,741	41,741	62,943
City & County of Swansea	-	35,841	35,841	28,500
Environment Agency	-	15,000	15,000	-
SCVS	-	19,400	19,400	-
Wales Co-operative Centre	-	29,700	29,700	-
DVLA	-	10,000	10,000	-
Calouste Gulbenkian Trust	-	-	-	15,000
Arena Network	-	-	-	500
	<hr/>	<hr/>	<hr/>	<hr/>
	-	151,682	151,682	107,943
	<hr/>	<hr/>	<hr/>	<hr/>

Swansea Environmental Forum

Notes to the accounts (*continued*)

3 Voluntary income (*continued*)

	Unrestricted funds £	Restricted funds £	2008 Total £	2007 Total £
Environmental Strategy City & County of Swansea	-	8,423	8,423	4,322
Other				
City & County of Swansea	8,577	-	8,577	-
Swansea Faiths Forum	2,504	-	2,504	-
Others	100	-	100	1,000
	11,181	-	11,181	1,000
Total voluntary income	11,181	160,105	171,286	112,265

4 Charitable activities

	Unrestricted funds £	Restricted funds £	2008 Total £	2007 Total £
Sustainable Swansea				
Cost of charitable activities	-	126,478	126,478	73,832
Support costs	-	8,352	8,352	5,400
Depreciation	-	798	798	827
	-	135,628	135,628	80,059
Environmental Strategy				
Cost of charitable activities	-	7,073	7,073	6,172
	-	142,701	142,701	86,231

Swansea Environmental Forum

Notes to the accounts (*continued*)

5 Employee and other costs

Total staff remuneration in the year for three employees, two of whom were employed for only part of the year, was as follows:

	2008	2007
	£	£
Salaries	44,411	40,588
Social security costs	4,126	3,570
Other pension costs	1,707	-
	<hr/>	<hr/>
	50,244	44,158
	<hr/>	<hr/>

No members of the Executive Committee received any remuneration or expenses from the association. During the year payments totalling £6,300 were made to PM Developments in respect of consultancy services provided by P McDonnell, a member of the Executive Committee.

The cost of a consultants report on the future development of the Forum, amounting to £7,634, is included in governance costs, as is the independent examiner's fee of £250 (2007: £250).

6 Tangible fixed assets - equipment

	£
Cost	
At 31 March 2007 and 2008	2,713
	<hr/>
Depreciation	
At 31 March 2007	1,359
Charge for the year	798
	<hr/>
At 31 March 2008	2,157
	<hr/>
Net book value	
At 31 March 2008	556
	<hr/>
At 31 March 2007	1,354
	<hr/>

7 Debtors

	2008	2007
	£	£
Other debtors and prepayments	3,621	523
	<hr/>	<hr/>

Swansea Environmental Forum

Notes to the accounts (*continued*)

8 Creditors: amounts falling due within one year

	2008	2007
	£	£
Trade creditors and accruals	12,855	11,982
Payments in advance	4,000	-
	<hr/>	<hr/>
	16,855	11,982
	<hr/>	<hr/>

9 Restricted funds

	2007	Incoming resources	Outgoing resources	2008
	£	£	£	£
Sustainable Swansea	36,944	151,682	(135,628)	52,998
Environmental Strategy	-	8,423	(7,073)	1,350
	<hr/>	<hr/>	<hr/>	<hr/>
	36,944	160,105	(142,701)	54,348
	<hr/>	<hr/>	<hr/>	<hr/>

10 Analysis of net assets between funds

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted funds	-	3,496	3,496
Restricted funds	556	53,792	54,348
	<hr/>	<hr/>	<hr/>
	556	57,288	57,844
	<hr/>	<hr/>	<hr/>