

APPENDIX 1

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Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
From 1	Sept	2015	To 31	August	2016

Office of the Scottish Charity Regulator

Reference and administration details

Charity name	The Scotland-Russia Forum
Other names charity is known by	
Registered charity number	SC038728
Charity's principal address	Summerhall 1 Summerhall Edinburgh Postcode EH9 1PL

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jennifer Carr	Chairperson	From 28 Oct 2015 (coopted before that)	
2	James Patterson	Treasurer	From 21 June 2016 (coopted to committee)	
3	Sheila Sim	Secretary		
4	Joe Wake			
5	Alexandra Smith			
6	Margaret Tejerizo			
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## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
Eric Wishart	From 28 Oct 2015 to 20 June 2016 (resigned)
David Caldwell	Until 28 Oct 2015 (resigned)
Helen Williams	Until 28 Oct 2015 (resigned)

## Structure, governance and management

### Type of governing document

The Forum is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution. Recognition as a Scottish Charity was gained on 20 September 2007. The constitution was most recently altered on 16 December 2010. The Forum was incorporated as an SCIO on 20 May 2016 following an application to change by the then Unincorporated Association.

### Trustee recruitment and appointment

The Forum's Trustees (Committee) are appointed or reappointed by the members at our annual general meeting. The Committee has the power to co-opt up to two members of the Forum to the Committee.

## Objectives and activities

### Charitable purposes

Our purposes, as recorded in our constitution, are to advance education through the promotion of a clear understanding in Scotland, Russia, and the countries of the Former Soviet Union, of the respective ways of life, history, heritage and the cultural and commercial activities and voluntary services of the said countries and through the creation of educational and cultural contacts of all kinds between the peoples of these countries.

## Summary of the main activities in relation to these objects

The Forum arranges lectures and exhibitions, publishes a magazine 'The Scotland Russia Review' twice a year, circulates a monthly information bulletin by e-mail and provides information through its website and social media. The Forum's events, language classes and library are managed from office accommodation in Edinburgh's Summerhall arts complex.

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### Achievements and performance

#### Summary of the main achievements of the charity during the financial period

1. Membership. At the end of the year membership stood at 181.
2. Events. Our talks programme covered a variety of topics: Russian popular music, politics (by a former UK ambassador), Arctic travel and military archives. Partners were the Univ of Edinburgh, the Asia-Scotland Institute, the RSGS and the NLS.
3. Social programme. Monthly conversation group meetings continued all year, with an outing in the summer.
4. Information. Readership of our monthly e-bulletins continues to grow, as do follower numbers for both our social media accounts. We published two issues of our biannual magazine, changing the name from "Scotland Russia Review" to "The Forum" for the second issue, and substantially revising the content. The magazine is available in print to all members and some others and online to anyone interested.
5. Websites. Both our websites ([www.scotlandrussiaforum.org](http://www.scotlandrussiaforum.org) and [www.findoutaboutrussia.co.uk](http://www.findoutaboutrussia.co.uk)) were substantially redesigned and relaunched during the year.
6. Russian in schools. We had a stand and ran a taster class at Language Show Live Scotland (SECC Glasgow) in March.
7. Charitable status. We successfully changed the charitable status of the SRF from an unincorporated Scottish charity to a SCIO.
8. Library. We have reorganized our library in order to close down the store. A large number of books were sold at a Sale in Edinburgh University Student Assn, others were sold or donated to other individuals and organisations.

### Financial review

**Brief statement of the charity's policy on reserves**

The charity seeks to maintain a balance sufficient to cover all expenditures for a period of at least one year, and to allow a margin for unforeseen expenditures. As at 31 August 2016, the Forum held funds totalling £16,235, which satisfy this requirement, since anticipated future annual expenditures are expected to be similar to or less than the total expenditure of £9,184 for 2015/16.

**Details of any deficit**

The Forum had a deficit of £3,228 in 2015/16 and it was enhanced by an atypical expenditure arising from a water ingress incident impacting on office equipment. This deficit was sustainable because of the healthy state of the Forum's reserves. It is anticipated that a deficit at a level of around £2,100 will arise in 2016/17 and will be containable.

**Donated facilities and services (if any)**

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**Other optional information**

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Jennifer Carr	Sheila Sim
<b>Position (e.g. Chair)</b>	Chairperson	Secretary
<b>Date</b>	19 January 2017	

