

**ABERDEEN FORWARD LIMITED**  
**ANNUAL REPORT AND ACCOUNTS**

**YEAR ENDED 31 MARCH 2008**

**Company Registration Number**  
**200999 (Scotland)**

**Charity Number: SC034866**

**RITSON SMITH**  
Chartered Accountants & Registered Auditors  
16 Carden Place  
Aberdeen  
AB10 1FX

**ABERDEEN FORWARD LIMITED**  
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**YEAR ENDED 31 MARCH 2008**

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## **ABERDEEN FORWARD LIMITED**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

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#### **DIRECTORS AND TRUSTEES**

The directors of the charitable company ("the charity") are its directors for the purposes of charity law and throughout this report are collectively referred to as directors.

The directors who served the charity during the year were as follows:

Martin Greig - appointed 5 June 2007  
P Lawrence - resigned 2 October 2007  
M R J Brown  
T Lloyd  
Reverend T Curtis - resigned 15 April 2008  
D Scott  
Jennifer Stewart - appointed 5 June 2007  
P Stephen - resigned 5 June 2007  
D Falconer - resigned 5 June 2007  
G Keenan - appointed 1 November 2007  
H Carnegie - appointed 1 November 2007

<b>SECRETARY</b>	J G MacEachran
<b>MANAGER</b>	L Smith
<b>REGISTERED OFFICE</b>	Town House Broad Street Aberdeen AB10 1AQ
<b>AUDITORS</b>	Ritson Smith Chartered Accountants 16 Carden Place Aberdeen AB10 1FX
<b>SOLICITORS</b>	Aberdeen City Council Legal Services Town House Broad Street Aberdeen
<b>BANKERS</b>	Bank of Scotland 54 John Street Aberdeen AB25 1LL
<b>PRINCIPAL OFFICE</b>	2 Poynerook Road Aberdeen AB11 5RW
<b>CHARITY NUMBER</b>	SCO34866

## **ABERDEEN FORWARD LIMITED**

### **DIRECTORS' REPORT**

**YEAR ENDED 31 MARCH 2008**

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The directors present their report with the accounts of the charity for the year ended 31 March 2008. The directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (revised 2005).

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

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.

Aberdeen Forward Limited was set up by Forward Scotland, 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 who are its trustees for the purposes of charity law. New directors are nominated at Board Meetings or by Aberdeen City Council and approved at Board Meetings.

The Board of Directors meets every two months to administer the company's activities. The day to day running of the company is the responsibility of the manager, Ms Lynn Smith. The manager reports to the Board on a regular basis.

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

Induction and training of directors is viewed as an ongoing process. Directors have attended relevant seminars and received regular presentations. Additional information and training will be provided as required.

#### **OBJECTIVES AND ACTIVITIES**

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, environmental workshops 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 may cover any aspect of sustainable development and as such are likely to cover such areas as sustainable waste management, energy conservation, wildlife gardening or the development of urban amenities. 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 grant applications from community groups, which are sanctioned at its Board Meetings every two months.

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## **ABERDEEN FORWARD LIMITED**

### **DIRECTORS' REPORT**

#### **YEAR ENDED 31 MARCH 2008**

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To assist with its projects the Aberdeen Forward Limited enlist the assistance of volunteers. On the Real Nappy project these volunteers are rewarded with gift vouchers according to the number of hours they spend on the varying activities they are involved in. The costs of these vouchers are disclosed in the accounts.

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

### **ACHIEVEMENTS AND PERFORMANCE**

#### **MASTER COMPOSTER PROGRAMME**

The aim of this project is to help promote home composting and food digestion (green cones) across Aberdeenshire through the help of volunteers. Sales of compost units was taken over by WRAP in April 2007. Three events of note were run at Easter Anguston Farm, Benholm Mill and Pitcaple Environmental Project, where presentations on composting were well attended - with local MSP Mike Rumbles attending the Benholm event. Volunteers were recruited at these.

#### **Future Plans 2008/09**

To generate more volunteers and more volunteer hours to help create better coverage of Aberdeenshire. To run more Master Composter training courses. Help promote/co-ordinate sales of green cones through Aberdeenshire Council. Attend and develop events over the year.

The total income included in the accounts for the above project for the current year is £18,728 (2007 : £22,536).

### **COMMUNITY COMPOSTING INITIATIVE**

This project worked in partnership with Aberdeen City Council to develop and support a network of community composting sites across the city. The aim is to establish sustainable waste management on site and to involve local volunteers in the scheme through the creation of training places and support. The project has developed sites at Garthdee, Slopefield, Grampian Gardens and Gladstone Place. This work has been funded by Aberdeen City Council through the Scot Exec SWF150 Scheme.

Community composting takes place at Garthdee Allotments, Slopefield Allotments, Gray Street Allotments, Grampian Gardens, Dyce and Middlefield Community Garden.

Finished compost that had been sieved with the help of volunteers, was well received at Garthdee, with a greater uptake of it being used by plot holders. 3 allotments holders have helped turn compost - a new development.

Grampian Gardens - made 3 leaf mould bins to help divert leaves from compost bins. Some compost spread - used as a mulsh.

Gray Street is as yet undeveloped.

## ABERDEEN FORWARD LIMITED

### DIRECTORS' REPORT

YEAR ENDED 31 MARCH 2008

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#### Future Plans 2008/09

To use the allotment plot at Garthdee to help complete the compost cycle. To use it as a "live" demonstration area with compost bins, small bays and community bays all working and providing hands on training. Gray Street - bins to be placed and composting to get underway.

#### 2007/8 Achievements

Tonnes Diverted	150.5
Volunteers	5
Volunteer Hours	40
Events	6

The total income included in the accounts for the above project for the current year is £25,814 (2007 : £7,831).

#### GREEN TEAM (Development of the City Composting Work)

A grant from Increase was made to Aberdeen Forward last year for the purchase of a truck to assist with the development of a composting green team for the above sites.

There is a significant amount of work required at the allotment sites in relation to general maintenance and this funding will allow development of Aberdeen Forward's social and work placement programme.

#### GRAMPIAN REAL NAPPY PROJECT

The main project aim is to promote Real Nappies as a choice to new and expectant parents and to educate the public on their benefits. The project offers advice and practical help with Real Nappies while recognising the perceived benefits of disposables to busy modern parents.

2007-08 has been a successful year with lends and nappy sales increasing. Funding has been secured from October 2008 to March 2011. This will provide funding for one Project Officer and one Administration Officer who will provide advice and information on Real Nappies.

#### 2007/8 Achievements

Tonnes Diverted	250
Volunteers	21
Number of leaflets/packs distributed	1,000
Awareness/Training events	48
Lends	280
Nappy Sales	£10,121

The total income included in the accounts for the above project for the current year is £69,550 of funding and £10,121 of trading income (2007 : £52,900 – funding, £4,782 – trading income).

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## **ABERDEEN FORWARD LIMITED**

### **DIRECTORS' REPORT**

**YEAR ENDED 31 MARCH 2008**

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#### **CREATIVE WASTE EXCHANGE**

The Creative Waste Exchange collects unwanted resources from companies and businesses around the North East. These unwanted resources include office furniture, stationery, arts and craft materials and other interesting bits and bobs.

Community groups and individuals sign up as members and gain access to all the low cost, good quality resources. Complementary in house workshops are also on offer including upholstery, back to basics sewing and seasonal craft classes. Outreach workshops are aimed at youth groups and primary schools and cover a range of environmental issues such as energy, water, food, composting, waste, endangered species and pollution.

#### **2007/8 Achievements**

<b>TONNES DIVERTED</b>	48.4 tonnes
<b>VOLUNTEERS</b>	16 Volunteers 2 Groups (Garden Craft and University Dirty Weekenders) and 8 Social Placements
<b>VOLUNTEER HOURS</b>	1,617.5 hours

#### **Future Aims**

It is our aim to make the Creative Waste Exchange entirely self financing by 2011. This will be achieved by concentrating on marketing and sales with an emphasis on recruiting new members from schools, community organisations, small businesses and the voluntary sector. With the move to our new premises in late 2008 there will be greater opportunity to run in-house workshops and carry a wider range of goods thereby allowing us to provide increased value for money for members.

The income included in the accounts for this project is £nil funding and £19,460 of trading income (2007 : £27,152 – funding, £16,835 – trading income) from the sale of the reusable materials and £184 (2007 : £637) of bank interest.

#### **COMMUNITY COMPOSTING – ABERDEENSHIRE**

This project has established a network of community composting sites where garden waste from the local area is taken to the site for composting rather than going to landfill where it takes up valuable space and creates methane which collects in the bottom of the site.

Compost sites were built at five of the six pilot project sites using recycled timber from businesses in Aberdeen which would otherwise have gone to landfill.

## **ABERDEEN FORWARD LIMITED**

### **DIRECTORS' REPORT YEAR ENDED 31 MARCH 2008**

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#### **Key Targets/Achievements:**

- Divert 154 tons of garden waste from going to landfill.
- Distribute 500 Green Waste bags to householders.
- Developed 6 composting projects.
- Created 197 volunteer hours.

#### **Future Plans 2008/09:**

Continue developing the project and expanding the scheme:

- Introduce 2 new sites.
- Increase bag sales.
- Increase tonnage diverted.
- Increase householder participation.

Income included in the accounts for this project is £38,735 of funding and £3,922 of trading income (2007 : £13,268 – funding, £nil – trading income)..

#### **THE REAL FOOD PROJECT**

The Real Food Project hosted a highly successful launch event in May 2006 at Aberdeen College. Local chefs came together to prepare a three course meal using local, seasonal food. Over 40 invited guests attended the event and heard from invited speakers, about the good environmental reasons for cooking with seasonal produce.

A food directory was launched highlighting the best places to source produce from locally.

Income included in the accounts for this project is £5,000 (2007 : £4,230).

Aberdeen Forward Limited is therefore constantly evolving to meet the environmental and social needs of the city and surrounding areas. The challenge is to continue to develop and support sustainable development projects thereby bringing environmental and social benefits to the area.

#### **FINANCIAL REVIEW**

The surplus for the year amounted to £71,447 (2007 : £14,167) resulting in total charity funds at the year end of £513,215 (2007 : £443,880).

Note 15 to the accounts gives further details of the surplus/(deficit) for each individual project fund.

General funds represent the free funds of the charity which are not designated for particular purposes. The Creative Waste Exchange project is classed as an unrestricted designated fund in order that its progress may be easily tracked.

Restricted funds comprise the funds of the current projects: Community Composting, North East Master Composter, Real Nappy, Landfill tax, Community Composting – Aberdeenshire, Green Team and Real Food.

## **ABERDEEN FORWARD LIMITED**

### **DIRECTORS' REPORT YEAR ENDED 31 MARCH 2008**

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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.

The principal funding sources for the company this year have been Increase Programme, SITA UK, Aberdeen City Council and Aberdeenshire Council.

Expenditure in the year has continued to support the key objectives of the charity.

#### **PLANS FOR FUTURE PERIODS**

Aberdeen Forward Limited is aiming to become a sustainable community business and is looking to the Creative Waste Exchange to increase unrestricted funds through the generation of sales. Additional opportunities for generating income for project development and management will be explored during the current financial year.

Future projects will focus on the three pillars of sustainable development namely, environment, social and economic. They are likely to involve partnership working and social regeneration.

Specific projects currently in development include:

#### **Sustainable Communities Centre**

Aberdeen Forward is in the process of purchasing 2-4 Poynerook Road, Aberdeen. This will give the company financial security by reducing overhead costs and by securing a capital asset. See note 17 to the accounts for further details.

The Sustainable Communities Centre will form an environmental and social hub for the citizens of Aberdeen and Aberdeenshire. The building will house the Creative Waste Exchange and provide information on a wide range of social and environmental projects. Display space will be provided for organisations working in these areas and workshops will be run for schools and community groups. There will be space available for rent for small businesses, community organisations, charities etc. and administration cover where required.

## **ABERDEEN FORWARD LIMITED**

### **DIRECTORS' REPORT**

**YEAR ENDED 31 MARCH 2008**

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#### **DIRECTORS' RESPONSIBILITIES**

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those accounts, the directors are required to select suitable accounting policies, as described on pages 13 and 14, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with UK Generally Accepted Accounting Practice, the Companies Act 1985, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006. The directors are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the directors are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

Registered office:  
Town House  
Broad Street  
ABERDEEN

Signed on behalf of the Board

Martin Greig  
Director

Approved by the Board on 16 December 2008

## **INDEPENDENT AUDITORS REPORT TO THE MEMBERS AND THE TRUSTEES OF ABERDEEN FORWARD LIMITED**

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This report is issued in respect of an audit carried out under section 235 of the Companies Act 1985 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005.

We have audited the accounts of Aberdeen Forward Limited for the year ended 31 March 2008 on pages 11 to 20. These accounts have been prepared in accordance with the accounting policies set out therein.

This report is made exclusively to the members, as a body, in accordance with Section 235 of the Companies Act 1985 and to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the members and the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity, its members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS**

The responsibilities of the trustees (who are directors of the charity for the purposes of company law) for preparing the Annual Report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006. We also report to you if, in our opinion, the information given in the Report of the Directors is consistent with the accounts, if the charity has not kept proper accounting records, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed, or if we have not received all the information and explanations we require for our audit.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

### **BASIS OF AUDIT OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

**INDEPENDENT AUDITORS REPORT TO  
THE MEMBERS AND THE TRUSTEES OF ABERDEEN FORWARD LIMITED**

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**OPINION**

In our opinion the accounts:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 March 2008 and of its incoming resources and application of resources including its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Companies Act 1985, the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of the Charities Accounts (Scotland) Regulations 2006;
- the information given in the Report of the Directors is consistent with the accounts.

RITSON SMITH  
Registered Auditors  
16 Carden Place  
Aberdeen  
AB10 1FX

Date: 16 December 2008

**ABERDEEN FORWARD LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
YEAR ENDED 31 MARCH 2008**

	Note	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
<b>Incoming resources</b>					
Voluntary income	2	49,673	245,530	295,203	258,330
Activities for generating funds					
Sale of donated and bought in goods	3	30,302	3,922	34,224	23,349
Investment income		9,333	7,841	17,174	12,820
<b>Total incoming resources</b>		<u>89,308</u>	<u>257,293</u>	<u>346,601</u>	<u>294,499</u>
<b>Resources expended</b>					
Costs of generating funds					
Cost of selling donated and bought in goods	4	5,753	612	6,365	9,465
Charitable activities	5	127,017	134,843	261,860	261,506
Governance costs	6	6,929	-	6,929	9,361
<b>Total resources expended</b>		<u>139,699</u>	<u>135,455</u>	<u>275,154</u>	<u>280,332</u>
<b>Net (outgoing)/incoming resources</b>		<u>(50,391)</u>	<u>121,838</u>	<u>71,447</u>	<u>14,167</u>
<b>Transfer from/(to) other funds</b>		16,216	(16,216)	-	-
<b>Total funds brought forward</b>		<u>352,846</u>	<u>91,034</u>	<u>443,880</u>	<u>429,713</u>
<b>Total funds at 31 March 2008</b>		<u>318,671</u>	<u>196,656</u>	<u>515,327</u>	<u>443,880</u>

The Statement of Financial Activities includes all gains – losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes form part of these accounts

**ABERDEEN FORWARD LIMITED****BALANCE SHEET****31 MARCH 2008**

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	<b>Note</b>	<b>£</b>	<b>2008</b> <b>£</b>	<b>£</b>	<b>2007</b> <b>£</b>
<b>FIXED ASSETS</b>					
Tangible assets	9		29,254		40,232
<b>CURRENT ASSETS</b>					
Stock		4,698		2,586	
Debtors	10	116,326		81,187	
Cash at bank		388,840		334,161	
		<u>509,864</u>		<u>417,934</u>	
<b>CREDITORS: Amounts falling due within one year</b>	11	<u>(23,791)</u>		<u>(14,286)</u>	
<b>NET CURRENT ASSETS</b>			486,073		403,648
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>515,327</u>		<u>443,880</u>
<b>FUNDS</b>					
Restricted funds			196,656		91,034
Unrestricted fund			318,671		352,846
<b>TOTAL CHARITY FUNDS</b>	15		<u>515,327</u>		<u>443,880</u>

These accounts are prepared in accordance with special provisions of Part VII of the Companies Act 1985 relating to Small Companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

These accounts were approved by the trustees on 16 December 2008 and are signed on their behalf by:

Martin Greig  
Director

The notes form part of these accounts

# **ABERDEEN FORWARD LIMITED**

## **NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2008**

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### **ACCOUNTING CONVENTION**

#### **1 ACCOUNTING POLICIES**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (revised 2005) and the Companies Act 1985.

#### **INCOMING RESOURCES**

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

- when donors specify that donations and grants given to the 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.

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

#### **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 trustees. 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 includes the cost of compost bins for the Master Composter Programme and costs of nappies for resale. 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.

## **ABERDEEN FORWARD LIMITED**

### **NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2008**

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Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees.

#### **PENSIONS**

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

#### **STOCK**

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.

#### **TANGIBLE FIXED ASSETS**

All assets costing more than £150 are capitalised.

Depreciation is provided at the following annual rates in order to write off each asset:

Computer equipment	-	25% on cost
Plant and equipment	-	25% on cost
Motor vehicles	-	25% on cost
Fixtures and fittings	-	25% on cost

#### **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 trustees.

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 company and can only be used for particular restricted purposes of these projects. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### **LEGAL STATUS**

The charity is a company limited by guarantee and not having share capital. The members' liability is limited by guarantee not exceeding £1 per member.

**ABERDEEN FORWARD LIMITED**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2008**

<b>2 VOLUNTARY INCOME</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
<b>Grants and sponsorship</b>				
Aberdeen City Council	9,900	14,731	24,631	19,776
Transforming Waste Scotland	-	-	-	3,713
Shell	4,000	-	4,000	4,000
CRNS	1,815	-	1,815	-
Increase Programme	19,205	99,296	118,501	111,981
Aberdeenshire Council	1,369	45,884	47,253	29,665
NHS Grampian	-	-	-	3,000
General donations	3,871	-	3,871	2,078
Landfill tax	9,513	85,619	95,132	84,117
<b>Total</b>	<u>49,673</u>	<u>245,530</u>	<u>295,203</u>	<u>258,330</u>

**3 SALE OF DONATED AND BOUGHT IN GOODS**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
Trading income	<u>30,302</u>	<u>3,922</u>	<u>34,224</u>	<u>23,349</u>

Trading income comprises income derived from the Creative Waste Exchange Project sales of reusable materials, sales of compost bags and sales of real nappies.

**4 COST OF SELLING DONATED AND BOUGHT IN GOODS**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
Compost bins	-	-	-	4,210
Nappies for resale	5,753	-	5,753	5,255
Compost bags	-	612	612	-
	<u>5,753</u>	<u>612</u>	<u>6,365</u>	<u>9,465</u>

Aberdeen City Council has taken over the service of providing composting bins.

There are no costs of selling donated and bought in goods figures for Creative Waste Exchange trading income as the goods recycled or exchanged are originally donated.

**ABERDEEN FORWARD LIMITED**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2008**

**5 CHARITABLE ACTIVITIES**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
<b>Activities undertaken directly</b>				
Salaries	25,314	102,185	127,499	117,267
Pension	1,260	-	1,260	1,450
Travel and subsistence	3,314	9,836	13,150	10,529
Telephone	1,887	991	2,878	2,992
Rent	17,116	-	17,116	9,675
Building maintenance and security	242	-	242	941
Heat and light	1,380	-	1,380	501
Printing, postage and stationery	912	-	912	2,886
Incentive vouchers	-	10,084	10,084	14,924
Volunteer costs	-	1,455	1,455	1,266
Sundry costs	6,221	5,879	12,100	11,774
	<u>57,646</u>	<u>130,430</u>	<u>188,076</u>	<u>174,205</u>
<b>Grant funding</b>				
Green Tracks Environmental Services	11,539	-	11,539	21,922
	<u>11,539</u>	<u>-</u>	<u>11,539</u>	<u>21,922</u>
<b>Support costs</b>				
Salaries	43,090	-	43,090	49,138
Pension	1,500	-	1,500	1,500
Computer supplies and maintenance	2,276	-	2,276	1,538
Insurance	2,414	-	2,414	2,299
Depreciation	7,963	4,413	12,376	10,507
Bank charges	589	-	589	397
	<u>57,832</u>	<u>4,413</u>	<u>62,245</u>	<u>65,379</u>
<b>Total</b>	<u><u>127,017</u></u>	<u><u>134,843</u></u>	<u><u>261,860</u></u>	<u><u>261,506</u></u>

Grant funding represents Aberdeen Forward's contribution to third party projects involved in similar aims and objectives to their own.

**ABERDEEN FORWARD LIMITED**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2008**

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**6 GOVERNANCE COSTS**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds 2008 £</b>	<b>Total funds 2007 £</b>
Legal fees	956	-	956	2,500
Audit/accountancy fees	5,973	-	5,973	6,861
	<u>6,929</u>	<u>-</u>	<u>6,929</u>	<u>9,361</u>

**7 NET INCOMING RESOURCES**

	<b>2008 £</b>	<b>2007 £</b>
Net incoming resources is stated after charging:		
Staff pension contributions	2,760	2,950
Depreciation	12,376	10,507
Audit fee	4,453	4,224
	<u>19,589</u>	<u>17,681</u>

**8 TRUSTEES AND EMPLOYEES**

	<b>2008 £</b>	<b>2007 £</b>
No payments were made to trustees in the year. (2007 : nil). Trustees were not reimbursed for any of their expenses in the year (2007 : nil)		
Average weekly number of employees in the year	10	9
	<u>10</u>	<u>9</u>
Staff costs for the above were:		
Wages	156,685	153,298
Social security costs	13,904	13,107
Other pension costs	2,760	2,950
	<u>173,349</u>	<u>169,355</u>

No employees were paid more than £60,000 in the year.

**ABERDEEN FORWARD LIMITED**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2008**

**9 TANGIBLE FIXED ASSETS**

	Plant & equipment £	Motor vehicles £	Computer equipment £	Fixtures & fittings £	Total £
<b>COST</b>					
At 1 April 2007	17,229	24,706	14,503	1,809	58,247
Additions	1,398	-	-	-	1,398
	<u>18,627</u>	<u>24,706</u>	<u>14,503</u>	<u>1,809</u>	<u>59,645</u>
<b>DEPRECIATION</b>					
At 1 April 2007	4,836	5,322	7,146	711	18,015
Charge for year	4,335	4,846	2,743	452	12,376
	<u>9,171</u>	<u>10,168</u>	<u>9,889</u>	<u>1,163</u>	<u>30,391</u>
<b>NET BOOK VALUE</b>					
At 31 March 2008	<u>9,456</u>	<u>14,538</u>	<u>4,614</u>	<u>646</u>	<u>29,254</u>
At 31 March 2007	<u>12,393</u>	<u>19,384</u>	<u>7,357</u>	<u>1,098</u>	<u>40,232</u>

**10 DEBTORS: Amounts falling due within one year**

	2008 £	2007 £
Prepayments and accrued income	116,326	81,187
	<u>116,326</u>	<u>81,187</u>

**11 CREDITORS: Amounts falling due within one year**

	2008 £	2007 £
Trade creditors	1,153	1,029
Other taxes and social security	1,697	-
Accruals and deferred income	20,941	13,257
	<u>23,791</u>	<u>14,286</u>

**12 OPERATING LEASE COMMITMENTS**

	2008 £	2007 £
The following operating lease payments are committed to be paid within one year		
Land and buildings: operating leases which expire within 2 to 5 years	8,195	16,391
	<u>8,195</u>	<u>16,391</u>

**ABERDEEN FORWARD LIMITED****NOTES TO THE ACCOUNTS****YEAR ENDED 31 MARCH 2008****13 FINANCIAL COMMITMENTS**

The charity has awarded grants totalling £nil (2007 - £11,688) which are payable upon the recipients meeting agreed criteria.

**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
Tangible fixed assets	-	29,254	29,254
Current assets	322,462	187,402	509,864
Current liabilities	(3,791)	(20,000)	(23,791)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Net assets at 31 March 2008</b>	<b>318,671</b>	<b>196,656</b>	<b>515,327</b>
	<u>          </u>	<u>          </u>	<u>          </u>

**15 MOVEMENT IN FUNDS**

	<b>At 1 April 2007 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>At 31 March 2008 £</b>
<b>Restricted funds</b>					
Community composting	12,220	25,814	(19,323)	-	18,711
Landfill tax	64,500	93,460	(1,903)	-	156,057
North East Master Composter	-	18,728	(14,735)	-	3,993
Real Nappies	-	69,550	(56,059)	(13,491)	-
Community Composting – Aberdeenshire	-	42,657	(40,223)	-	2,434
Green Team	10,669	2,084	(2,725)	(2,725)	7,303
Real Food Project	3,645	5,000	(487)	-	8,158
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total restricted funds</b>	<b>91,034</b>	<b>257,293</b>	<b>(135,455)</b>	<b>(16,216)</b>	<b>196,656</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Unrestricted funds</b>					
Designated fund - Creative					
Waste Exchange	(6,845)	19,644	(41,680)	-	(28,881)
General funds	359,691	69,664	(98,019)	16,216	347,552
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total unrestricted funds</b>	<b>352,846</b>	<b>89,308</b>	<b>(139,699)</b>	<b>16,216</b>	<b>318,671</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total funds</b>	<b>443,880</b>	<b>346,601</b>	<b>(275,154)</b>	<b>-</b>	<b>515,327</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Transfers between funds primarily represent the reallocation of Real Nappies surplus to unrestricted funds and a transfer of the equivalent of depreciation on the Green Team vehicle to unrestricted funds.

Restrictions on landfill tax monies have been amended by ENTRUST and the charity now has the authority to use these monies towards the purchase of new premises. For further details see Note 17 to the accounts.

**ABERDEEN FORWARD LIMITED**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2008**

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**16 RELATED PARTY TRANSACTIONS**

The charity received income of £24,361 (2007 : £19,776) from Aberdeen City Council during the year and incurred expenses of £18,922 (2007 : £14,110) from Aberdeen City Council.

**17 POST BALANCE SHEET EVENT**

The charity is planning to enter into a joint purchase of the remaining 142 years of a 150 year lease of 2-4 Poynerook Road, Aberdeen. The total cost of the lease is expected to be approximately £800,000. The charity will finance its share by using landfill tax monies and a bank loan which has been secured but not yet drawn down. At the date of signing the accounts the legal paperwork for this transaction is still being clarified and therefore has not been completed.