



# Trustees Report and Accounts

Year ended 28<sup>th</sup> February 2019

Company Registration No. SC267177



## CONTENTS

Governing Document	3
Recruitment and Appointment of Trustees	3
Trustees Induction and Training	3
Organisational Management	4
Relationship with Related Parties	5
Risk Management	5
Aims, Objectives and Principal Activities	6
Strategic Aim	6
Strategies for achieving objectives	7
Review of Achievements and Performance for the Year	7
Financial Review and Results for the Year	8
Financial management policies	8
Reserves Policy and Objectives	9
Future Plans	9
Chairman's Notes	10
Table 1. List of Projects	11
Accounts: Legal and Administrative Information	15
Structure, governance and management	16
Statement of Trustees' Responsibilities	17
Independent Auditor's Report	18-21
Statement of Financial Activities including Income and Expenditure	22
Balance Sheet	23
Notes to the Accounts	24-29

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## **Trustees' Report for the year ended 28 February 2019**

### **Scottish Aquaculture Research Forum**

The trustees present their report and the audited financial statements for the year ended 28 February 2019.

### **Structure, Governance & Management**

The charity is a company limited by guarantee.

### **Governing Document**

The company is governed by its Memorandum and Articles of Association, last amended 28 April 2004.



### **Recruitment and Appointment of Trustees**

From our 12 Member organisations listed below, 12 trustees, together with designated alternates, have been recruited. Trustees are also required to serve as members of the company under the Articles and are formally appointed as Company Directors, guaranteeing to contribute £1 in the event of the company being wound up. The Member organisation is responsible for selecting and nominating the candidates it wishes to serve on the SARF Board. Existing Board Members are informed of the nomination and, in the absence of substantive objection, the

individual is appointed. There is no fixed term for SARF trustees. The Chairman is an independent appointee of the Board and the position is reviewed annually.

SARF Trustees are drawn from a broad range of interest groups including:

- The Scottish Government – Marine Directorate
- Scottish Environment Protection Agency
- Scottish Natural Heritage
- Highlands and Islands Enterprise
- Marine Scotland Science
- Scottish Environment Link
- The Crown Estate Scotland
- Sea Fish Industry Authority
- British Trout Association
- Scottish Salmon Producers Organisation
- Scottish Salmon Education and Research Foundation
- Association of Scottish Shellfish Growers



### **Trustees Induction and Training**

At the time of their appointment, all trustees are provided with an information pack containing:

- The Role of the Charity Trustee (Liddell, 2011)<sup>1</sup>
- Memorandum and Articles of Association
- Standard SARF confidentiality agreement

<sup>1</sup> Liddell, C. (2011) – The Role of the Charity Trustee (Unpublished).

- The previous year's Board meeting and Annual General Meeting minutes
- The latest set of accounts
- The latest annual report
- OSCR Guidance at:  
<http://www.oscr.org.uk/charities/guidance/guidance-and-good-practice-for-charity-trustees>.

The Secretariat also provides an induction presentation providing details of the structure, function and status of SARF. Trustees are encouraged to attend workshops and training events relevant to their role with SARF. The Secretariat also provides specific advice and guidance to new trustees. In addition to its normal cycle of Board meetings, SARF has previously staged an internal workshop to encourage the development of specific areas of SARF business through designated task groups.

### **Organisational Management**

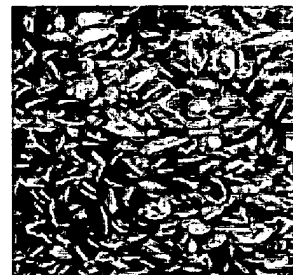
SARF is operated by a Board constituted by trustees who are also Company Directors. Board members are drawn from each of SARF's Member organisations and take overall responsibility for ensuring that SARF fulfils its stated aims and maintains the appropriate infrastructure for the effective, accountable and lawful conduct of the organisation. The Chairman is an independent appointee of the Board. The Company Secretary is J&H Mitchell Solicitors. Day to day management and administration of SARF is undertaken by the Secretariat, which has been Epsilon Resource Management Ltd since 31<sup>st</sup> January 2012. The daily rate remuneration for the two members of the Secretariat was stipulated by the trustees upon appointment in 2012, and reviewed annually by the Board and adjusted according to prevailing inflation (RPI). Since October 2015 the contract between Epsilon and SARF has contained an automatic uplift in remuneration in January of each year according to published RPI, subject to confirmation by the Chairman. This was approved by the Board at its meeting on 19<sup>th</sup> November 2015.

SARF accounts are audited by Johnston Carmichael LLP.

The Board consists of 12 trustees together with a similar number of designated alternates who may act on behalf of a specified trustee in their absence. The Board has agreed that other relevant bodies or individuals shall have observational or advisory status and be invited to participate in normal board meetings. Trustees are drawn from a diverse range of SARF Member organisations including Government, regulators, industry, and environmental non-governmental organisations (NGO's). As individuals the Trustees bring a combination of policy, technical and business expertise to the Board.

The Board meets at least twice each year: an AGM and Board Meeting usually take place in May with a further Board meeting in late Autumn. Sub-groups of the Board also meet on an *ad hoc* basis to address specific tasks agreed by the Board. Interim Board meetings also occur as required.

The Chairman and the Secretariat liaise regularly with respect to routine operational matters. All decisions related to policy, strategic development, project approvals and fundamental aspects of company business are referred to the Board. In the absence of Board consensus on an issue, decisions are carried on the basis of a simple majority with the Chairman holding a casting vote.



## Organisational Structure and Relationships

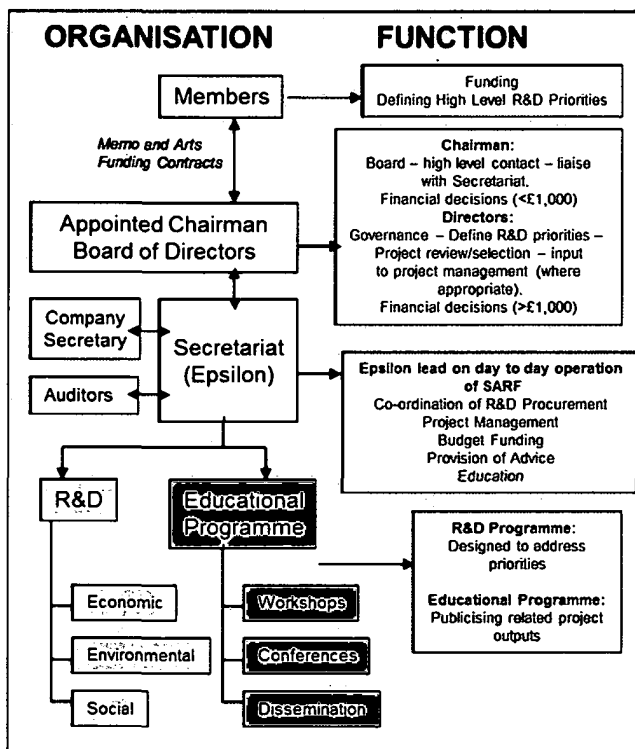


Figure 1. Organisational diagram of SARF operational structure and related functions.

### Relationship with Related Parties

The trustees, who are also Directors for the purposes of company law, are each drawn from SARF Member organisations. All trustees are formally requested to declare any potential conflict of interest prior to its discussion at a Board meeting. Exclusion of the Board member from further participation in discussions is at the Chairman's discretion. In instances where the Member organisation that a trustee represents has a vested interest in a research proposal, the trustee will remove themselves from the assessment and voting process in relation to that proposal. Directors are not permitted to be direct participants in a SARF project.



### Risk Management

The trustees have assessed the major risks to which the charity is exposed, the key risk being the lack of funding and the wider impact of the decision to wind down the charity. These risks are re-evaluated on an ongoing basis by the Secretariat and the Board is alerted to salient emerging issues. The Board retains insurance for "Professional and legal liability (charity)" and "Trustees and individual liability (charity)" with Hiscox Underwriting Limited.

POTENTIAL RISK	MITIGATION
<b>Governance Risks</b>	
Trustee body lacks relevant skills or commitment	<ul style="list-style-type: none"> <li>highly experienced Board of trustees</li> <li>high levels of meetings attendance and written feedback</li> </ul>
Conflicts of interest	<ul style="list-style-type: none"> <li>agree protocol for disclosure of potential conflicts of interest, remind trustees of this at every meeting</li> </ul>
Reporting to trustees (accuracy, timeliness and relevance)	<ul style="list-style-type: none"> <li>timely and accurate project reporting</li> <li>timely and accurate financial reporting</li> <li>assess and review projects and authorisation procedures</li> </ul>
<b>Operational Risks</b>	
Contract risk	<ul style="list-style-type: none"> <li>standardised contract + get regular professional advice on any issues that arise</li> </ul>
Competition from similar organisations	<ul style="list-style-type: none"> <li>review market and methods of service delivery</li> <li>regular meetings with similar organisations</li> </ul>
Procedural and systems documentation	<ul style="list-style-type: none"> <li>properly document policies and procedures</li> </ul>

<b>Financial Risks</b>	
Budgetary control and financial reporting	<ul style="list-style-type: none"> <li>• strict procedures for authorising payments</li> <li>• link budgets to business planning and objectives ensure adequate skills base to produce and interpret budgetary and financial reports</li> <li>• agree procedures to review and action budget/cash flow variances and monitor and control costs</li> <li>• regularly review reserves and investments</li> </ul>
Cash flow sensitivities	<ul style="list-style-type: none"> <li>• decision to wind up the charity; cash flow monitored with the aim to provide bursaries</li> </ul>
Fraud or error	<ul style="list-style-type: none"> <li>• segregate duties</li> <li>• set authorisation limits</li> </ul>
<b>External Risks</b>	
Public perception	<ul style="list-style-type: none"> <li>• ensure good quality reporting of the charity's activities and financial situation</li> <li>• regular presentations at public &amp; professional events</li> </ul>
Adverse publicity	<ul style="list-style-type: none"> <li>• agree proper review procedures for complaints</li> </ul>
<b>Compliance Risks</b>	
Compliance with legislation	<ul style="list-style-type: none"> <li>• identify key legal and regulatory requirements</li> <li>• allocate responsibility for key compliance procedures</li> <li>• put in place compliance monitoring and reporting</li> </ul>
Professional advice	<ul style="list-style-type: none"> <li>• identify and ensure access to professional advice</li> <li>• identify issues where advice is required</li> </ul>

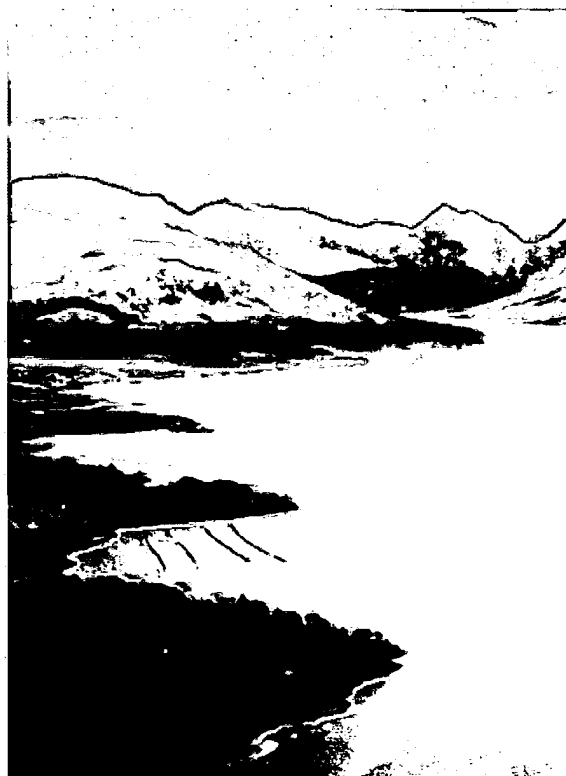
### ***Aims, Objectives and Principal Activities***

The aims of SARF are:

- To promote, encourage and support scientific research and development in aquaculture and related areas. This includes research in the fields of environmental, economic and social impacts, technical and biological cultivation and health and welfare science.
- To enhance public understanding of aquaculture through the dissemination of research results in the public domain. This will include research exhibitions and

on-line publications of investigations and results.

- SARF has a range of members including representatives from the aquaculture industry, government organisations, wild fish groups and environmental NGO's. The research undertaken is across a broad range of areas and is required to meet the collective needs of its members.



### ***Strategic Aim***

Through the support of research and the dissemination and publication thereof, promote and encourage a sustainable, diverse and economically viable aquaculture industry, based on the principles of stewardship, social responsibility and working within the carrying capacity of the environment, both locally and nationally and throughout its supply chain.

### ***Objectives for the year***

- Ensure the delivery of objective scientific research and development outputs from ongoing projects to underpin the sustainable development of aquaculture.
- Make preparations for the orderly wind-down of all SARF activities.

## ***Strategies for achieving objectives***

### ***Ensuring delivery***

Successful proposals are contracted through SARF and their progress monitored according to agreed protocols, especially the use of expert Project Steering Groups. Projects are encouraged to disseminate their results widely through appropriate media and fora. Final reports for projects are subject to internal and external peer review and, subject to commercial sensitivity, are published on the SARF website.



### ***Review of Achievements and Performance for the Year – 2018-19***

#### ***Operational Performance and Strategic Analysis of Commitments***

All the principal objectives for 2018-19 were achieved, with no new SARF project being commissioned within the reporting period.

Since its inception in 2004, SARF has developed a respected system for the procurement of high calibre applied research and development in the field of aquaculture. Between 2004 and the end of this reporting period, SARF in collaboration with its co-sponsors has committed a total of £7,202,050 in fulfilment of its charitable role, with direct SARF commitments (projects and operational costs) accounting for £5,006,449 (70%) of the total.

Research and Development projects are the greatest proportion (86%) of expenditure, with a total of £6,176,954 (£3,981,353 - 64% from SARF). A total of 97 projects have been commissioned.

Operational expenditure as a function of total commitment over the period 2004 to the end of this reporting period is 14.2% of the total SARF commitment. The SARF Secretariat deals with all the day-to-day management of SARF and its various projects, including contractual and financial management together with all processes connected with project monitoring and evaluation. The Secretariat is also responsible for taking forward the education and dissemination role of SARF.

In 2018-19 SARF continued to operate a separate project budget line to account for the provision of advice.

### ***Research and Development***

Table 1 provides a list of SARF sponsored research and development projects. Of the 97 research & development projects commissioned since the inception of SARF, 93 are complete and 6 are ongoing: 3 internal project codes, provision of advice and education; 3 external contracted research projects.

Since the start of the reporting period 2018-2019, SARF has not commissioned any new projects.

Whilst overall, the quality of project outputs is good, the Secretariat and the Board are aware of the need for some contractors to improve the provision of practical guidance and recommendations based on best available evidence.

### ***Education and Dissemination***

The SARF Secretariat has developed promotional material that is available to Member organisations, outlining SARF's role, remit and progress, together with a link to the SARF website.

The SARF application form which forms the basis of our research contracts requires that contractors define their plans to disseminate the outcomes of projects in appropriate formats, and also requires them to consider

the subsequent use and/or impacts resulting from their research.

#### *Representational Role*

The SARF Secretariat has increasingly been recognised as an important source for strategic aquaculture R&D related information and is developing a representational role in fora at UK and EU level. A member of the SARF Secretariat served on the Aquaculture Common Issues Group and the UK European Fisheries Fund Programme Monitoring Committee during part of the reporting period. Members of the SARF Board are also active participants in various fora where they actively promote the work of SARF.

#### *Contracts*

Additional clauses to the SARF standard R&D contract have been approved which will help to ensure that contractors record, archive and share the data they collect in appropriate formats and through nationally recognised Data Archive Centres.

#### *Finance*

A corporate level risk assessment pro-forma has been developed and adopted by the Board.

Assessment of research council and other funding source opportunities is ongoing.

#### *Factors outside the charity's control affecting objectives*

Members have agreed that they are no longer able to maintain sufficient financial commitment to SARF to allow it to continue to operate

#### ***Financial Review and Results for the Year***

The financial statements have been prepared on a basis other than going concern, following the trustees decision to wind-up the charity by 28 February 2020. Incoming funds

are donations from member organisations for core funding and specific additional project funding, in addition to investment income. In total, income amounted £30,605 in the year.

Total expenditure for the year amounted to £44,989 of which £5,243 related to grants paid towards research projects. Other expenditure included consultancy fees paid to the secretariat, administrative costs and governance costs.

It is anticipated that any reserves will be used to complete the final outstanding SARF contract (SP012) and to fund legacy projects in the forthcoming accounting period.

#### ***Financial management policies***

Since 31<sup>st</sup> January 2012 Epsilon Resource Management Ltd (Epsilon) has been responsible for the day-to-day management of SARF finance and responsibility for ensuring that an effective system of internal financial control is maintained and operated in respect of SARF accounts.

The system of internal financial control is based on a framework of regular management information, periodic audit, administrative procedures including segregation of duties, and a system of delegation and accountability. In particular, it includes:

- the existence of an appropriate control environment, such as clearly defined management responsibilities and evidence of reaction to control failures;
- regular monitoring of financial activity, on a weekly basis by Epsilon's financial controller and on a monthly basis all transactions of more than £1,000 are agreed by the SARF Chairman and one other designated signatory;
- contractual agreement for the allocation of SARF funds requiring the signature of two Directors;
- the Chairman also approves on a regular basis the expenses and fees generated by the Secretariat;
- a system of continuous cash flow control;

- all contractors invoices being checked prior to settlement and, under the terms of the standard SARF Agreement, the right to secure financial audit of contractors;
- Johnston Carmichael LLP independently audit the SARF accounts annually;
- the Directors of SARF are informed at biannual Board meetings of the financial status of the company;

The system of internal financial control is overseen by the Chairman, the SARF Board and the financial administrator who has responsibility for the development and maintenance of the financial control framework.

### ***Reserves Policy and Objectives***

It is the policy of SARF not to accrue reserves. Funds remaining at the end of FY 2019/2020 are intended to be used to support SARF bursaries.

Funds, net of debtors and creditors, held at the end of the reporting period amount to £94,811 – being solely unrestricted funds.

### ***Future Plans***

#### ***Winding Down***

At the Board meeting on the 21<sup>st</sup> May 2019, the Board decided that due to the absence of any prospect of further funding for SARF, the charity will be wound up by 28 February 2020.

The Board will request consent from OSCR to wind up the charity before distributing the remaining assets in accordance with the governing document. As such, the financial statements have been prepared on a basis other than going concern.

Consequently, over the coming year, in addition to completing the final research and development projects, SARF will:

- Work with an appointed scientific journalist to write and publish a book about the history, achievements and functioning of the organisation
- Consider whether there is sufficient

budget surplus to offer one or more modest bursaries

- Work with its professional advisors and Board to effect a proper closure of the charity.

### **Chairman's Notes**

During the reporting period 2018-19 SARF has been busy managing the remaining current external research projects, which relate to seal deterrence, sea lice, marine licensing and closed containment nursery systems. Two projects, SP010 and SARF112, were completed, peer reviewed and approved by the Board. The remaining three extant projects will be completed in the next financial period.

As predicted in the 2017-18 Annual Report, SARF's core income stream has continued to decline. This pattern of reduction was recognised in the 2014 Financial Year and a realistic contingency and options report was prepared by a Strategy Subgroup and accepted by the Board of Directors in May 2015. The current budgetary and operational situation is in line with the predictions in the 2015 Report and was presented to the AGM in May 2018. On the basis of this update the Board of Directors will be required to provide their advice and guidance on the direction and extent of SARF's activities in 2019-2020. A new Board 'Feasibility Subgroup' was appointed, and met to give its recommendations in January 2019. The Board considered these at its May 2019 AGM, and it was agreed that a managed wind-up of the charity is the only way forward.

The Secretariat continues to serve as a focal point for the provision of advice and other forms of assistance in activities that relate to the remit of SARF. As Chairman, I have been able to work closely with the Secretariat in participating in more meetings and events, including several research project progress and review meetings, than in previous years.

Finally, I wish to once again thank the secretariat for its hard work during the year, including its important role in providing the Chairman and Directors with timely financial and operational advice, often at short notice, in a range of situations that inevitably occur between formal meetings of the Board of Directors. All aspects of SARF operations continued to function smoothly and effectively, and I am pleased to record that SARF has maintained secretarial and other running costs below 15% of total funds committed since the charity was founded.



On behalf of the board of trustees:

Date:

**SCOTTISH AQUACULTURE RESEARCH FORUM**

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

**Table 1. List of Projects**

Project Code	Project Title	Start Date	End Date
SARF001	Prevention and management of <i>Ichthyophthirius multifiliis</i>	01/01/2005	31/07/2005
SARF003	Development of a GIS-based tool to assist planning of aquaculture developments	01/03/2005	28/02/2006
SARF004	Vaccine performance - efficacy in gadoids measured by cell mediated immune responses	01/05/2005	30/04/2008
SARF004a	BAC Library	01/09/2006	28/02/2007
SARF005	Site optimisation for aquaculture operations	20/01/2005	19/10/2005
SARF009	Coastal assimilative capacity for amalgamated fish farm chemicals/organic pollutants	01/04/2005	31/03/2008
SARF011	Review of Environmental Quality Standards (EQS) for use in assimilative capacity model development	01/06/2005	31/05/2006
SARF012	The development of modelling techniques to improve predictions of assimilative capacity of water bodies utilised for marine caged fish farming	01/07/2005	30/09/2007
SARF012a	Development of assimilative capacity and carrying capacity models for water bodies utilised for marine bivalve and caged fish farming	01/04/2008	30/09/2010
SARF013 & 13a	Identification of sources of faecal pollution in Scottish coastal waters to help clarify causes of recent deterioration in the quality of Shellfish Harvesting waters ( to be associated with the EU REDRISK Project)	14/11/2005	13/11/2007
SARF014	Cod broodstock nutrition, and specifically the role of essential fatty acids such as arachidonic acid.	01/10/2005	30/09/2007
SARF015	The aetiology and epidemiology of Pancreas Disease (PD) and similar pathologies - Heart and Skeletal Muscle Inflammation (HSMI) and Cardiomyopathy Syndrome (CMS) - in Scotland	01/11/2005	30/11/2007
SARF016	Rainbow Trout Gastro Enteritis	01/05/2006	31/03/2009
SARF017	A rationale for the identification of sea lochs with isolated deep water, to help assess the risk of widespread basin de-oxygenation.	01/12/2005	30/11/2006
SARF021	The development of practical but meaningful welfare indices for cod on-growing.	01/03/2006	11/06/2009
SARF022	Novel species risk to biodiversity assessments study: as discussed within the Scottish Biodiversity Strategy Implementation plans	05/01/2006	05/07/2006
SARF023	Review of sea lice bath treatment model	12/06/2006	17/08/2007
SARF024	A Review of Fish Farm Environmental Impact Assessments	01/09/2006	31/03/2007
SARF025	Consumer attitudes to aquaculture feed sustainability	01/02/2007	30/09/2007
SARF026	Evaluation of copper concentrations around marine cage fish farms.	01/02/2007	01/11/2009
SARF027	Stock management strategies to optimise growth potential in on-growing of marine fish.	01/02/2007	31/01/2010
SARF027a	CON008 - continuation/extension of SARF027	15/02/2010	31/05/2011

**SCOTTISH AQUACULTURE RESEARCH FORUM**

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

SARF028	Development of a system for sentinel fish farm monitoring.	01/03/2007	01/02/2009
SARF030	Assessment of the rate of sedimentary ecosystem recovery following the removal of marine fish farm cages or the cessation of farming.	01/07/2007	30/09/2010
SARF031	Assessment of appropriate thresholds for the potential triggers for Environmental Impact Assessments (EIA) for shellfish farms.	15/01/2007	30/09/2007
SARF035	Determination of the fate of chemical/faecal material which is transported beyond the Allowable Zone of Effects (AZE).	26/02/2007	31/08/2007
SARF036	Establishing the effects of fish farm discharges on Biodiversity Action Plan (BAP) habitats and assessing their recoverability.	01/08/2007	31/12/2009
SARF037	Strategic waste management and minimisation in aquaculture – a detailed review of current status and future options.	19/02/2007	30/09/2007
SARF038	International Symposium	01/04/2007	01/04/2010
SARF039	SARF Education and Dissemination Programme	01/04/2007	Ongoing
SARF040	Review of Marine Fish Farm EIA Thresholds	10/03/2008	14/02/2009
SARF040a	Completion of SARF040	25/09/2009	27/11/2009
SARF040b	PDR	12/04/2010	30/06/2010
SARF041	Developing practical strategies for reducing the spread of harmful organisms during the transportation of live fish	01/04/2008	31/03/2009
SARF042	Assessment of the potential to reduce the infaunal species list required to give an indication of stress in sediments.	07/02/2008	06/06/2008
SARF043	Improving understanding of species specific requirements for marine finfish cultivation	01/03/2008	30/06/2012
SARF044	Assessment of the impacts and utility of acoustic deterrent devices	01/03/2008	31/12/2009
SARF045	Assessment of evidence that fish farming impacts on tourism.	08/02/2008	28/02/2009
SARF046	Socio-economic assessment of potential impacts of new and amended legislation on the cultivation of fish and shellfish species of current commercial importance.	08/02/2008	30/04/2009
SARF053	A systematic assessment of the environmental impact of Scottish shellfish farms, including benthos, water column and relevant special interactions	01/02/2009	30/06/2011
SARF054	Assessment of protocols and development of best practice contingency guidance to improve stock containment at cage and land based sites.	01/04/2009	01/10/2009
SARF055	Validation of OECD-model for predicted impact of freshwater cage production on in loch total phosphorus concentration	01/02/2009	31/03/2010
SARF056	Development and delivery of a proposal for re-establishment, on a pilot scale, of a native oyster population in Scotland	05/01/2009	30/09/2009

**SCOTTISH AQUACULTURE RESEARCH FORUM**

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

SARF057	Development of improved management strategies for Red Mark Syndrome (RMS)	01/02/2010	01/08/2011
SARF063-01	Overcoming bottlenecks in the intensive commercial production of native oyster spat	01/01/2010	30/06/2012
SARF063-02	Establishment and development of a national broodstock of the European hake, <i>Merluccius merluccius</i>	04/01/2010	30/12/2012
SARF064	<i>Mytilus trossulus</i> : Managing impact on sustainable mussel production in Scotland	04/01/2010	31/08/2011
SARF065	Trials to enhance oyster depuration with respect to norovirus	01/03/2010	31/10/2010
SARF066	Practical trials and cost-benefit analysis for industry of reduced depuration times for the mussel <i>Mytilus edulis</i>	01/08/2010	30/01/2011
SARF068	Optimising sea lice treatment regimes to minimise the development of resistance - altered to - Management of sea lice numbers with wrasse and maintaining wrasse welfare - April/May 2011	01/03/2010	01/09/2012
SARF069	Evaluation of sensitivity to chemotherapeutants in successive generations of <i>Lepeophtheirus salmonis</i> from a resistant population	01/01/2010	28/02/2011
SARF070	Development of a risk evaluation system for the establishment of <i>Gyrodactylus salaris</i> in Scottish river systems	01/03/2010	30/09/2010
SARF071	Preliminary tests of the behavioural responses of seals to electric fields in sea water	01/10/2010	30/06/2012
SARF072	Independent Review of SARF	20/08/2010	15/12/2010
SARF073	Engineering Standards	01/12/2010	31/07/2011
SARF075	SARF/Telford Workshop	28/02/2010	28/02/2010
SARF076	Provision of Advice	01/10/2009	Ongoing
SARF077	Macro/Micro Algae	22/11/2010	22/05/2011
SARF078	Carbon Lifecycle	01/12/2010	30/06/2011
SARF079	Tourism Project - ISLAD	01/04/2011	30/09/2011
SARF080	Applications for external funding	Ongoing	Ongoing
SARF081	Multi Trophic Aquaculture - IMTA	13/12/2010	25/03/2011
SARF082	Scottish Aquaculture's Utilisation of Environmental Resources	01/05/2012	31/05/2013
SARF084	SARF Session on Fish Migration Assessment at WFC	11/05/2012	11/05/2012
SARF085	Sediment Sulphide Response to Organic Loading	01/03/2012	31/11/2013
SARF087	Monitoring and Eradication of Invasive and Non-native Species in Aquaculture Units	01/02/2012	31/07/2012
SARF088	Student Dissertations		On website
SARF088b	Student Dissertations		On website
SARF090	Impacts of salmonid pen aquaculture on hard substrates	01/03/2013	15/01/2014
SARF091	Use of algal and other non-fish oils in refined edible products	03/01/2013	03/07/2013
SARF093	Renewable power generation on aquaculture sites	15/01/2013	31/10/2013
SARF094	RMS	07/01/2013	31/12/2014
SARF094b	RMS	01/01/2015	30/06/2017
SARF096	New approaches to mussel seedstock acquisition	08/04/2013	31/10/2013
SARF097	Plugging the Gaps: Improving Our knowledge of How	15/10/2013	30/06/2016

**SCOTTISH AQUACULTURE RESEARCH FORUM**

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

	Predators Impact Salmon Farms		
SARF098	PAMP Refreshment Study	20/01/2014	24/07/2015
SARF098C	PAMP Refreshment (C)	01/05/2016	June 2017
SARF099	Survey of Pacific oyster in Scotland	01/03/2014	30/11/2014
SARF100	Novel Treatments for Freshwater Aquaculture	06/01/2014	06/10/2014
SARF103	Aquaculture R&D Database 2013		25/10/2013
SARF104	Sea Lice Research Feasibility Study	23/09/2013	20/12/2013
SARF104a	Expert Assistance for SARF104	23/09/2013	20/12/2013
SARF105	STS Write-up	01/02/2014	31/12/2014
SARFSP001	Assessment of the viability of the different life stages of <i>Lepeophtheirus salmonis</i> following exposure to hydrogen peroxide	01/02/2014	15/05/2015
SARFSP005	Assessment of the viability of <i>Neoparamoeba perurans</i> following exposure to hydrogen peroxide	01/02/2014	31/01/2015
SARFSP006	Availability and use of freshwater resources in Scotland	13/01/2014	13/07/2014
SARFSP007	Production of high quality, healthy farmed salmon from a changing raw material base, with special reference to a sustainable Scottish industry	01/06/2014	31/03/2015
SARFSP008	Modelling of the potential for shortening the pen-based phase of the salmon on-growing cycle	01/02/2014	31/05/2015
SARF106	Mariculture	15/09/2014	31/05/2015
SARF108	Sea Lice Predation	01/11/2014	31/01/2015
SARF109	Load Cells	01/04/2015	07/05/2017
SARF110	Locational Regulation of Shellfish Aquaculture	01/01/2015	01/03/2016
SARFSP010	Piloting a network for determining spatial and temporal variation in marine survival of Atlantic salmon and effects of anti-sea lice agents	01/05/2015	28/02/2019
SARF112	Influence of low frequency ADDs on cetaceans in Scottish coastal waters	15/06/2016	28/02/2019
SARFSP011	Closed containment	01/02/2018	31/03/2019
SARFSP012	Bath Dispersion	01/03/2018	30/10/2019
SARF113	Marine Licensing	01/02/2018	31/03/2019

**SCOTTISH AQUACULTURE RESEARCH FORUM**  
**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**  
***FOR THE YEAR ENDED 28 FEBRUARY 2019***

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**Accounts: Legal and Administrative Information**

<b>Chairman</b>	Professor William Ritchie
<b>Secretary</b>	J & H Mitchell LLP
<b>Charity number (Scotland)</b>	SC035745
<b>Company number</b>	SC267177
<b>Registered office</b>	PO Box 7223 PITLOCHRY PH16 9AF
<b>Auditor</b>	Johnston Carmichael LLP 66 Tay Street Perth PH2 8RA
<b>Bankers</b>	The Royal Bank of Scotland plc 84 Atholl Road PITLOCHRY PH16 5BU
<b>Solicitors</b>	J & H Mitchell LLP 51 Atholl Road Pitlochry Perthshire PH16 5BU
<b>Secretariat</b>	Epsilon Resource Management Ltd Briarlea Holmnhead Auldgirth Dumfries DG2 0XL

The trustees present their report and financial statements for the year ended 28 February 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

# SCOTTISH AQUACULTURE RESEARCH FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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### Structure, governance and management

The charitable company is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr A W Adrian  
Mr C A Burton  
Mr P R Hart  
Dr N C Lake  
Mr I I Sutherland  
Mr D A Sandison  
Dr R G Lees  
Mr A J Mitchell  
Mr D S Sinclair  
Mr R S Raynard  
Mr D A McLeod  
Mr I K Berrill

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

### Auditor

The auditor, Johnston Carmichael LLP, is deemed to be reappointed under section 487(2) of the Companies Act 2006.

### Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Trustees' report was approved by the Board of Trustees.



**Mr A W Adrian**

Trustee

Dated: 21/10/2019



**Dr N C Lake**

Trustee

Dated: 22/10/19

# **SCOTTISH AQUACULTURE RESEARCH FORUM**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 28 FEBRUARY 2019***

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The trustees, who are also the directors of Scottish Aquaculture Research Forum for the purposes of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. 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 (FRS 102);
- make judgements and 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; and
- 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 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, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

# SCOTTISH AQUACULTURE RESEARCH FORUM

## INDEPENDENT AUDITOR'S REPORT

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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### Opinion

We have audited the financial statements of Scottish Aquaculture Research Forum (the 'charitable company') for the year ended 28 February 2019 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 28 February 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of matter - financial statements prepared on a basis other than going concern

We draw attention to note 1.2 to the financial statements which explains that the trustees intend to liquidate the charitable company and therefore do not consider it to be appropriate to adopt the going concern basis of accounting in preparing the financial statements. Accordingly the financial statements have been prepared on a basis other than going concern as described in note 1.2. Our opinion is not modified in respect of this matter.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' report, (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

# SCOTTISH AQUACULTURE RESEARCH FORUM

## INDEPENDENT AUDITOR'S REPORT

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

### **Responsibilities of trustees**

As explained more fully in the statement of Trustees' responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under the Companies Act 2006 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

# SCOTTISH AQUACULTURE RESEARCH FORUM

## INDEPENDENT AUDITOR'S REPORT

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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### **Auditor's responsibilities for the audit of the financial statements (continued)**

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

# SCOTTISH AQUACULTURE RESEARCH FORUM

## INDEPENDENT AUDITOR'S REPORT

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and 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 charitable company, the charitable company's members as a body, and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**Jean Main (Senior Statutory Auditor)**  
for and on behalf of Johnston Carmichael LLP

22.10.2019.

**Chartered Accountants**  
**Statutory Auditor**

66 Tay Street  
Perth  
PH2 8RA

Johnston Carmichael LLP is eligible to act as auditor in terms of section 1212 of the Companies Act 2006.

# SCOTTISH AQUACULTURE RESEARCH FORUM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

	Notes	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
<b><u>Income from:</u></b>					
Donations and legacies	3	30,208	-	30,208	56,875
Investments	4	397	-	397	150
<b>Total income</b>		<b>30,605</b>	<b>-</b>	<b>30,605</b>	<b>57,025</b>
<b><u>Expenditure on:</u></b>					
Raising funds	5	-	-	-	180
Charitable activities	6	10,878	34,111	44,989	260,283
<b>Total expenditure</b>		<b>10,878</b>	<b>34,111</b>	<b>44,989</b>	<b>260,463</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>19,727</b>	<b>(34,111)</b>	<b>(14,384)</b>	<b>(203,438)</b>
<b><u>Reconciliation of Funds</u></b>					
Fund balances at 1 March 2018		75,084	34,111	109,195	312,633
<b>Fund balances at 28 February 2019</b>		<b>94,811</b>	<b>-</b>	<b>94,811</b>	<b>109,195</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# SCOTTISH AQUACULTURE RESEARCH FORUM

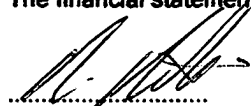
## BALANCE SHEET

AS AT 28 FEBRUARY 2019

	Notes	2019 £	£	2018 £	£
<b>Current assets</b>					
Debtors	12	1,250		-	
Cash at bank and in hand		310,874		387,796	
		<u>312,124</u>		<u>387,796</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(217,313)</u>		<u>(278,601)</u>	
<b>Net current assets</b>			<u>94,811</u>		<u>109,195</u>
<b>The Funds of the Charity</b>					
Restricted funds	15		-		34,111
Unrestricted funds			<u>94,811</u>		<u>75,084</u>
			<u>94,811</u>		<u>109,195</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 22/10/2019



Mr A W Adrian  
Trustee



Dr N C Lake  
Trustee

Company Registration No. SC267177

# SCOTTISH AQUACULTURE RESEARCH FORUM

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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### **1 Accounting policies**

#### **Charity information**

Scottish Aquaculture Research Forum is a private company limited by guarantee incorporated in Scotland. The company is also a charity registered in Scotland with the Scottish Charity Regulator. The registered office is PO Box 7223, PITLOCHRY, PH16 9AF.

#### **1.1 Accounting convention**

These financial statements have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The charitable company is a Public Benefit Entity as defined by FRS 102.

The charity has availed itself of S396 of the Companies Act 2006, as permitted in paragraph 4(1) of Schedule 1 of SI 2008 No 409, and adapted the Companies Act formats to reflect the special nature of the charity's activities.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

A decision has been made by the board of trustees, subject to OSCR approval, that the charitable company will be wound up by 28 February 2020 therefore the financial statements have been prepared on a basis other than a going concern. The trustees believe that given their ability to have an orderly wind down, no significant adjustment needs to be reflected within the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Deferred income represents grants received in the current financial year for future periods. This is released to income in the period in which entitlement passes to the charity.

Investment income and interest are recognised on a cash basis; there is no material difference between the basis and the accruals method. Bank interest is included gross of income and tax.

# SCOTTISH AQUACULTURE RESEARCH FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 28 FEBRUARY 2019

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#### 1 Accounting policies

##### 1.5 Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category and include irrecoverable VAT. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the period end are noted as a commitment, but not accrued as expenditure.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include consultancy fees, governance costs, and administrative costs. They are incurred directly in support of expenditure on the objects of the charity.

##### 1.6 Cash and cash equivalents

Cash and cash equivalents include deposits held at call with banks.

##### 1.7 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

##### **Basic financial assets**

Basic financial assets, which include debtors and bank balances, are measured at transaction price including transaction costs.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors are recognised at transaction price.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

##### 1.8 Taxation

The company is recognised as a charity by HM Revenue and Customs under section 479 CTA 2010; no provision is made for taxation.

# SCOTTISH AQUACULTURE RESEARCH FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 FEBRUARY 2019

### 2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis.

The trustees consider there to be no critical accounting estimates and judgements.

### 3 Donations and legacies

	2019	2018
	£	£
Donations and gifts	<u>30,208</u>	<u>56,875</u>

All donations and gifts in the current and comparative year are in respect of unrestricted funds.

### 4 Investments

	2019	2018
	£	£
Interest receivable	<u>397</u>	<u>150</u>

All interest receivable in the current and comparative year are in respect of unrestricted funds.

### 5 Raising funds

	2019	2018
	£	£
Advertising	<u>-</u>	<u>180</u>

All raising funds in the comparative year are in respect of unrestricted funds.

# SCOTTISH AQUACULTURE RESEARCH FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 FEBRUARY 2019

### 6 Charitable activities

	Secretariat and admin	Grants to Institutions	Total 2019	Total 2018
	£	£	£	£
Consultancy fees	30,576	-	30,576	39,230
Programme expenses and referee payments	941	-	941	710
Insurance	1,680	-	1,680	1,524
Postage & Stationery	478	-	478	657
Conference and seminars	1,458	-	1,458	2,437
Dues and subscriptions	-	-	-	290
Sundry expenses	1,103	-	1,103	1,167
Legal and professional fees	-	-	-	3,679
Audit fees (see note 8)	3,510	-	3,510	3,980
	<u>39,746</u>	<u>-</u>	<u>39,746</u>	<u>53,674</u>
Grant funding of activities (see note 7)	-	5,243	5,243	206,609
	<u>39,746</u>	<u>5,243</u>	<u>44,989</u>	<u>260,283</u>
<b>Analysis by fund</b>				
Unrestricted funds	10,878	-	10,878	105,328
Restricted funds	28,868	5,243	34,111	154,955
	<u>39,746</u>	<u>5,243</u>	<u>44,989</u>	<u>260,283</u>

### 7 Grants payable

	2019 £	2018 £
Grants to institutions:		
Marine Scotland	-	5,000
The Scottish Association for Marine Sciences	(101)	79,955
Provision for advice and other	5,344	11,921
University of Stirling	-	70,000
	<u>-</u>	<u>39,733</u>
	<u>5,243</u>	<u>206,609</u>

**SCOTTISH AQUACULTURE RESEARCH FORUM**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

**8 Auditor's remuneration**

The analysis of auditor's remuneration is as follows:

<b>Fees payable to the auditors:</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Audit of the annual accounts	<u>5,008</u>	<u>3,980</u>

**9 Trustees**

None of the trustees or key management personnel (or any persons connected with them) received any remuneration or reimbursement of expenses during the year.

**10 Employees**

There were no employees during the year.

<b>11 Financial instruments</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	<u>312,124</u>	<u>387,796</u>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	<u>214,813</u>	<u>275,893</u>

<b>12 Debtors</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Trade debtors	<u>1,250</u>	<u>-</u>

<b>13 Creditors: amounts falling due within one year</b>		<b>2019</b>	<b>2018</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
Deferred income	<b>14</b>	2,500	2,708
Trade creditors		61,046	3,288
Accruals		<u>153,767</u>	<u>272,605</u>
		<u>217,313</u>	<u>278,601</u>

**SCOTTISH AQUACULTURE RESEARCH FORUM**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 28 FEBRUARY 2019**

**14 Deferred income**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Total deferred income at 1 March 2018	2,708	2,083
Amounts credited to statement of financial activities	(26,458)	(13,125)
Amounts deferred in year	<u>26,250</u>	<u>13,750</u>
<b>Total deferred income at 28 February 2019</b>	<u><u>2,500</u></u>	<u><u>2,708</u></u>

**15 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	<b>Balance at 1 March 2018</b>	<b>Movement in funds</b>		<b>Balance at 28 February 2019</b>
	<b>£</b>	<b>Income</b>	<b>Expenditure</b>	<b>£</b>
Special Projects 2013	34,111	-	(34,111)	-
	<u>34,111</u>	<u>-</u>	<u>(34,111)</u>	<u>-</u>

Special Projects 2013 - funding from Marine Scotland, The Crown Estate and Scottish Salmon Producers Organisation towards strategic research to support sustainable growth of Scottish farmed fish and shellfish.

**SCOTTISH AQUACULTURE RESEARCH FORUM**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 28 FEBRUARY 2019**

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**16 Related party transactions**

The trustees, who are also the directors for the purposes of company law, each represent one of the sponsor organisations of the company.

In instances where the organisation that a trustee represents has a vested interest in a research proposal, the trustee will remove themselves from the evaluation and voting process in relation to that proposal.

Total donations received from sponsor organisations during the year amounted to £30,000 (2018 - £57,500). These donations are to be used for projects that further the charitable objectives of the company.

Marine Scotland Science, a company that the trustee Alastair Mitchell is a director of, is currently carrying out two projects under Special Projects 2013. Costs on these projects during the year amounted to £nil (2018 - £5,000).

Epsilon Resource Management Limited is a company owned by Richard Slaski, the co-ordinator for Scottish Aquaculture Research Forum, and acts as the Secretariat for the company. During the year secretariat costs amounted to £33,554 (2018 - £41,746).

The Chairman, Professor Ritchie, who is not a trustee, received an honorarium of £2,000 (2018 - £2,000) and travel expenses reimbursed amounting to £366 (2018 - £594).

**17 Post balance sheet events**

At the meeting of the Board of Trustees on 21 May 2019, a decision was made that, subject to OSCR approval, the charitable company will be wound up by 28 February 2020.