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Graham & Company  
Chartered Certified Accountants  
& Business Advisers

**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM****A REGISTERED CHARITY COMPANY  
LIMITED BY GUARANTEE**

**Report of the Trustees and  
Financial Statements for the Year Ended 31 December 2018**

THURSDAY



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COMPANIES HOUSE

**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
LIMITED BY GUARANTEE**

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for the Year Ended 31 December 2018**

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**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
LIMITED BY GUARANTEE**

**Report of the Trustees  
for the Year Ended 31 December 2018**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The principal objectives of the charitable company are to promote the conservation and sustainability of the natural and built environments of the City and County of Kingston upon Hull, the East Riding of Yorkshire Council, North East Lincolnshire Council and, North Lincolnshire Council being Unitary Authorities in England and to advance the education of the public in all matters relating to environmental conservation and sustainability.

**Significant activities**

The main activity during the year under review was the delivery of mobile public surgeries for Hull City Council. These events onboard a converted bus give residents the opportunity to meet local councillors and other agencies to raise issues in their area. Separately, the charity organized public transport for Driffeld Show and arranged publicity and vehicles for the annual Education Day held at The Showground, Driffeld.

Further survey work was undertaken for East Riding of Yorkshire Council and arranging meetings for Parish Transport Champions. Continued public transport engagement was undertaken in North East Lincolnshire and various transport surgeries throughout the Humber region.

Finally, the charity continued to deliver public engagement work with a new energy from waste power station currently being constructed in Hull,

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The results for the year and financial position of the company are as shown in the annexed financial statements. The directors are pleased to report that the company has generated sufficient funds received, without any grant income to cover overheads. There is a surplus for this year of £127 (2017 - £473).

**FINANCIAL REVIEW**

**Principal funding sources**

The charitable company has maintained its move towards contracting rather than grants or Service Level Agreements and now receives the majority of funding from this source. The Charity has arranged bank overdraft facilities for £5,000 to assist its cashflow management.

**Reserves policy**

The Trustees continue to work toward maintaining reserves of unrestricted funds to provide a minimum of three months outgoing resources to allow for exit costs on a cessation of activity.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

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

**Recruitment and appointment of new trustees**

The charitable company seeks to attract trustees with skills and experience which will compliment those the existing board and add stability to its future management. All new trustees are offered an education programme highlighting the charitable company's history, objectives and the role of its trustees.

**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
LIMITED BY GUARANTEE**

**Report of the Trustees  
for the Year Ended 31 December 2018**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

The directors of the Company form an executive committee who meet on a regular basis. Appointment of directors is confirmed at the Annual General Meeting. Directors receive no remuneration for their duties, in accordance with the provisions of both its Memorandum and Articles of Association and the Charities Act, but are reimbursed the costs of attending meetings.

**Related parties**

The charitable company's activities have not required working relationships with any other parties during this year.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03623588 (England and Wales)

**Registered Charity number**

1075172

**Registered office**

12 Duesbery Street  
KINGSTON UPON HULL  
East Yorkshire  
HU5 3QD

**Trustees**

Martin Deane  
William Rigby  
Matthew Thomas

**Company Secretary**

Adam Fowler

**Independent examiner**

Kevin Cawkwell FCCA  
G & C Professionals Limited  
trading as Graham & Company  
Chartered Certified Accountants  
& Business Advisers  
Cleveland House  
1-10 Sitwell Street  
KINGSTON UPON HULL  
East Yorkshire  
HU8 7BE

**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
LIMITED BY GUARANTEE**

**Report of the Trustees  
for the Year Ended 31 December 2018**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

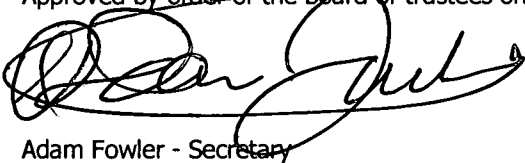
The trustees (who are also the directors of THE CITY OF HULL AND HUMBER ENVIRONMENT FORUM for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally 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 period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 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.

Approved by order of the board of trustees on 17 September 2019 and signed on its behalf by:



Adam Fowler - Secretary

**Independent Examiner's Report to the Trustees of  
THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A Registered Charity Company  
Limited By Guarantee**

**Independent examiner's report to the trustees of THE CITY OF HULL AND HUMBER ENVIRONMENT FORUM ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2018.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



Kevin Cawkwell FCCA  
G & C Professionals Limited  
trading as Graham & Company  
Chartered Certified Accountants  
KINGSTON UPON HULL  
HU8 7BE

20 September 2019

**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
LIMITED BY GUARANTEE**

**Statement of Financial Activities  
for the Year Ended 31 December 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	31,738	-	31,738	45,358
Other trading activities	3	26,849	-	26,849	22,896
<b>Total</b>		58,587	-	58,587	68,254
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Staff costs		29,372	-	29,372	34,099
Other support costs		1,433	-	1,433	1,682
Accountancy		925	-	925	900
Gifts in kind		26,730	-	26,730	31,100
<b>Total</b>		58,460	-	58,460	67,781
<b>NET INCOME</b>		127	-	127	473
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		2,018	-	2,018	1,545
<b>TOTAL FUNDS CARRIED FORWARD</b>		2,145	-	2,145	2,018

The notes form part of these financial statements

**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
LIMITED BY GUARANTEE**

**Balance Sheet  
At 31 December 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	18	-	18	18
<b>CURRENT ASSETS</b>					
Debtors	9	6,715	-	6,715	5,355
Cash at bank		3,846	-	3,846	93
		<u>10,561</u>	<u>-</u>	<u>10,561</u>	<u>5,448</u>
<b>CREDITORS</b>					
Amounts falling due within one year	10	(8,434)	-	(8,434)	(3,448)
<b>NET CURRENT ASSETS</b>		<u>2,127</u>	<u>-</u>	<u>2,127</u>	<u>2,000</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>2,145</u>	<u>-</u>	<u>2,145</u>	<u>2,018</u>
<b>NET ASSETS</b>		<u><u>2,145</u></u>	<u><u>-</u></u>	<u><u>2,145</u></u>	<u><u>2,018</u></u>
<b>FUNDS</b>	11				
Unrestricted funds				<u>2,145</u>	<u>2,018</u>
<b>TOTAL FUNDS</b>				<u><u>2,145</u></u>	<u><u>2,018</u></u>

The notes form part of these financial statements



**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
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**Balance Sheet - continued  
At 31 December 2018**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 17 September 2019 and were signed on its behalf by:



Martin Deane -Trustee

Matthew Thomas -Trustee

William Rigby -Trustee

**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
LIMITED BY GUARANTEE**

**Notes to the Financial Statements  
for the Year Ended 31 December 2018**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

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

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

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

Fixtures and fittings	- 20% on cost
Computer equipment	- 33% on cost

**Taxation**

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

**Fund accounting**

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

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

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

**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
LIMITED BY GUARANTEE**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2018**

**2. DONATIONS AND LEGACIES**

	2018	2017
	£	£
Subscriptions	8	8
Donated services and facilities	5,000	14,250
Gifts in kind	26,730	31,100
	<u>31,738</u>	<u>45,358</u>

**3. OTHER TRADING ACTIVITIES**

	2018	2017
	£	£
Fees and charges	24,609	20,069
Employment allowance	2,240	2,827
	<u>26,849</u>	<u>22,896</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs	Totals
	£	£	£
Staff costs	29,372	-	29,372
Other support costs	1,433	-	1,433
Gifts in kind	26,730	-	26,730
Accountancy	-	925	925
	<u>57,535</u>	<u>925</u>	<u>58,460</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees remuneration or other benefits for the year ended 31 December 2018 nor for the year ended 31 December 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2018 nor for the year ended 31 December 2017.

**6. STAFF COSTS**

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

	2018	2017
Community Environment Officer	<u>1</u>	<u>1</u>

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

**THE CITY OF HULL AND HUMBER  
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**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2018**

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

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	45,358	-	45,358
Other trading activities	22,896	-	22,896
<b>Total</b>	68,254	-	68,254
<b>EXPENDITURE ON Charitable activities</b>			
Staff costs	34,099	-	34,099
Other support costs	1,682	-	1,682
Accountancy	900	-	900
Gifts in kind	31,100	-	31,100
<b>Total</b>	67,781	-	67,781
<b>NET INCOME</b>	473	-	473
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	1,545	-	1,545
<b>TOTAL FUNDS CARRIED FORWARD</b>	2,018	-	2,018

**8. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 January 2018 and 31 December 2018	1,215	9,393	10,608
<b>DEPRECIATION</b>			
At 1 January 2018 and 31 December 2018	1,208	9,382	10,590
<b>NET BOOK VALUE</b>			
At 31 December 2018	7	11	18
At 31 December 2017	7	11	18

**THE CITY OF HULL AND HUMBER  
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**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2018**

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

	2018	2017
	£	£
Operating debtors	6,519	5,134
Prepayments	196	221
	<u>6,715</u>	<u>5,355</u>

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

	2018	2017
	£	£
Operating creditors	953	300
Social security and other taxes	99	-
Other creditors	6,431	2,216
Accrued expenses	951	932
	<u>8,434</u>	<u>3,448</u>

**11. MOVEMENT IN FUNDS**

	At 1/1/18 £	Net movement in funds £	At 31/12/18 £
<b>Unrestricted funds</b>			
General fund	2,018	127	2,145
	<u>2,018</u>	<u>127</u>	<u>2,145</u>
<b>TOTAL FUNDS</b>			
	<u>2,018</u>	<u>127</u>	<u>2,145</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	58,587	(58,460)	127
	<u>58,587</u>	<u>(58,460)</u>	<u>127</u>
<b>TOTAL FUNDS</b>			
	<u>58,587</u>	<u>(58,460)</u>	<u>127</u>

**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
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**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2018**

**11. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1/1/17 £	Net movement in funds £	Transfers between funds £	At 31/12/17 £
<b>Unrestricted Funds</b>				
General fund	(455)	473	2,000	2,018
Designated fund : Salary arrears	2,000	-	(2,000)	-
	<u>1,545</u>	<u>473</u>	<u>-</u>	<u>2,018</u>
<b>TOTAL FUNDS</b>	<u>1,545</u>	<u>473</u>	<u>-</u>	<u>2,018</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	68,254	(67,781)	473
<b>TOTAL FUNDS</b>	<u>68,254</u>	<u>(67,781)</u>	<u>473</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2018.

**THE CITY OF HULL AND HUMBER  
ENVIRONMENT FORUM  
A REGISTERED CHARITY COMPANY  
LIMITED BY GUARANTEE**

**Detailed Statement of Financial Activities  
for the Year Ended 31 December 2018**

	2018 £	2017 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Subscriptions	8	8
Donated services and facilities	5,000	14,250
Gifts in kind	26,730	31,100
	<u>31,738</u>	<u>45,358</u>
<b>Other trading activities</b>		
Fees and charges	24,609	20,069
Employment allowance	2,240	2,827
	<u>26,849</u>	<u>22,896</u>
<b>Total incoming resources</b>	58,587	68,254
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Staff salaries	24,477	28,636
Social security	2,240	2,827
Pensions	2,655	2,636
Office running costs	658	957
Campaign costs	175	125
Consultancy	600	600
Volunteers donated time	26,730	31,100
	<u>57,535</u>	<u>66,881</u>
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy fees	925	900
	<u>58,460</u>	<u>67,781</u>
<b>Total resources expended</b>	58,460	67,781
<b>Net income</b>	<u>127</u>	<u>473</u>

This page does not form part of the statutory financial statements