

The Scottish  
Rights of Way and Access Society  
(A company limited by guarantee)

Registered Company Number SC024243

Registered Charity Number SC015460

**Report and unaudited financial statements**  
*for the year ended 30 June 2017*

## Contents

	Page
Company information	1
Directors' report	2
Independent examiner's report to the members on the unaudited financial statements	7
Statement of financial activities (incorporating the income and expenditure account)	8
Balance sheet	9
Statement of cash flows	10
Notes to the financial statements	11

## Company information

### Honorary President

Vacant

### Honorary Vice President

R Aitken

### Directors

R Aitken

H Anderson (resigned 12 December 2016)

R S Barron

P D Dixon

R J Elliot (appointed 19 November 2016)

E M Gotts

P S Hunter

D Langworth

G M Menzies (Chairman) (resigned 19 November 2016)

J D Pope

M Robertson (Chair)

P Wood

D Wright

### Company Secretary

A M Riddell

### Registered Office

24 Annandale Street

Edinburgh

EH7 4AN

### Bankers

Clydesdale Bank plc

83 George Street

Edinburgh

EH2 3ES

### Registered Company Number

SC024243

### Independent examiner

James Davidson CA

Henderson Loggie

34 Melville Street

Edinburgh

EH3 7HA

### Registered Charity Number

SC015460

## **Directors' report**

### **Governing document**

The Society is a company limited by guarantee and is governed by its Articles of Association. New Articles were adopted at the Annual General Meeting on 19 November 2016. It is a Scottish Charity. Each member of the Society has undertaken to contribute an amount not exceeding £1 towards any deficit arising in the event of the Society being wound up.

The Directors present their report and accounts for the year ended 30 June 2017.

### **Preparation of financial statements**

The financial statements have been prepared in accordance with the Society's governing document, current statutory requirements and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102).

### **External examination of the financial statements**

The Directors' Report and Accounts because of the Society's small size can be, and are, subject to an independent examination, as provided by Charitable and Company legislation, rather than the more expensive option of an audit.

### **Structure, governance and management**

#### ***Board of Directors***

Directors of the Society are also charity trustees for the purposes of charity law and are listed on page 1. The Articles of Association provide that any director who has held office for a period of three years since their last appointment shall retire from office and may seek re-appointment. Directors may not seek re-appointment if they have held office for a continuous period of nine years in which case, they may stand for appointment again at or after the next following AGM.

The Directors are appointed by the members at the annual general meeting and the Chair is appointed by the Directors from among their number.

The Directors all have an interest in the outdoors and in rights of access, bring a useful range of skills helpful to the organisation and are representative and knowledgeable of access takers needs including walkers, cyclists, equestrians and the general public. This enables them to give assistance to the Staff as well as serving on the Finance and Risk Committees. The National Secretary is responsible for the day to day running of the Society, supported by other staff and volunteers, and also acts as Company Secretary.

### **Objects, activities and achievements**

The principal objects of the Society, as set out in the Articles of Association, are:

The preservation, defence, restoration and acquisition, for the public benefit, of public rights of access in Scotland, including public rights of way, and related amenity.

The Society's principal activities in pursuit of these objects during the year were:

- the giving of advice about rights of access and rights of way to the public, local councils and other interested parties, with the aim of defending these rights, and dealing directly with access problems that emerge;
- the recording of rights of way and paths and making this available to interested parties;
- the signposting of paths, and assistance to keep routes open through replacement of bridges damaged by flood;
- the promotion of better understanding of rights of access, rights of way and heritage paths by the production of written material, and by lectures and seminars; and
- the development of its network of volunteers to assist with its charitable activities.

## **Directors' report** *(continued)*

### **Objects, activities and achievements** *(continued)*

The provision of advice and support about rights of access and of way continues at a similar level as previous years and is the largest area of the Society's work. Enquiries derive mainly from members of the public, but the Society also works closely with local authority access officers and other access professionals. Some of these enquiries only require a short response but others can require long-running case files which form an important resource for the Society's work together with the National Catalogue of Rights of Way (CROW).

The maintenance of CROW as a record of public rights of way and other paths continues, and refinements are made regularly as new search requests prompt discussions with the appropriate local authority access officers. CROW supports the Society's work in providing information to the public and responding to requests from solicitors, developers and consultants involved in property transactions. It is also the basis of comments made regarding potential developments, advising of the need to protect rights of way from encroachment and to take landscape considerations such as recreational amenity into account. The Society welcomes feedback from members and others on the condition of any rights of way they use.

A reduced number of requests this year in connection with wind farm developments is likely to be the result of the UK Government's decision to end new public subsidies for onshore wind farms with effect from 1 April 2017, just as there was a flurry of activity prior to the cut-off date.

Larger scale developments in which the Society has been involved include the dualling of the A9 (in which the work of John Pope, one of the Society's directors, has been particularly appreciated) and this is informing our response, with the able assistance of two volunteers, to the A96 dualling project and also more recently major work at the Sheriffhall roundabout on the A720, the Edinburgh City bypass.

In recent years, the Scottish Government has been promoting a rural land use strategy. The idea was launched back in 2010 and a *Land Use Strategy for Scotland* has been published and revised. We have attended meetings and responded to consultations over the years since the launch. As open-air recreation is an important use of Scotland's outdoors, we should attempt to influence policies that affect our interests. One significant output from the Land Reform (Scotland) Act is a new Scottish Land Commission, and along with other recreation bodies, we recently met its Chairman Andrew Thin to debate issues and problems arising from access legislation.

The Society regrets that, due to circumstances out with its control, it is still unable at the time of writing to report completion of the work to be undertaken by the National Trust for Scotland as a memorial for Donald Bennet. The works include the replacement of the upper bridge over the Quoich and other path and abutment works at the bridge over the Derry Burn. Directors continue their efforts to bring the project to a conclusion.

Working with Stirling Council, the Society has helped Kippen Community Council to repair a damaged bridge over the Dasher Burn and to improve access to the associated right of way that crosses it. The Society obtained funding from the Brown Forbes Trust and Kippen Community Council also received funds from the Clackmannanshire and Stirling Enterprise Trust.

The Society contributes to policy formulation at the National Access Forum and various SNH/NGO Liaison Groups. It continues to be represented on most Local Access Forums and participates in the annual workshop organised by recreational bodies. During the year, the Society was represented at a range of events organised by groups including Ramblers (Scotland), the Duke of Edinburgh's Award Scheme, the British Horse Society Scotland, the Borders Walking Festival and also the annual Dundee Mountain Film Festival, much of which arose from the work of the development officer. It also provided talks to a range of local groups and participates in the Scottish Outdoor Access Network.

During the year, Ordnance Survey has been working with a number of Scottish organisations, including the Society, to consider the possibilities of including core paths on their popular maps. They are currently preparing a trial map sheet for review.

## **Directors' report** *(continued)*

### **Objects, activities and achievements (continued)**

George Menzies and Judith Lewis attended the Sheriff Appeal Court in October 2016 and prepared a short summary of the main points of interest in the Appeal by Loch Lomond and Trossachs National Park Authority v Renyana Stahl Anstalt ("Drumlean") after the decision was issued in March this year. The Sheriff found in favour of the National Park Authority but the landowner has been granted leave to appeal. Two other case reports were also updated and all are available on the Court Cases section of the website.

During the year we have given five talks on access and the work of the Society to a range of audiences, including students at Scotland's Rural College and the Clackmannanshire Local Access Forum. Our new PowerPoint format gives us a high degree of flexibility in fine-tuning the talk to the interests and needs of different groups. We welcome invitations to speak, particularly to our corporate members and cognate groups with an interest in access issues.

The Society encourages membership by organising walks for members, distributing the Annual Report and Newsletters, and via the Society's website ([www.scotways.com](http://www.scotways.com)). The Society is on Facebook where we have a steadily increasing number of followers from all over the world. Some of our individual posts are reaching over 1,000 people. We are also on Twitter where we have over 3,000 followers and our tweets are seen by over 10,000 people, on average, per month.

<http://www.facebook.com/ScotWays> and <http://twitter.com/scotways>

The Heritage Paths project [www.heritagepaths.co.uk](http://www.heritagepaths.co.uk) continues to be updated by our volunteers as new information becomes available.

In January 2017 the directors, staff and two honorary advisors took part in a Strategy Day. Papers were prepared in advance and presented on the day covering the range of the Society's activities and the environment in which we operate. This day brought forward a number of initiatives and themes which have influenced our decisions during the rest of the year. A primary conclusion was that we should strive to be the leader in Access whilst always seeking mutually beneficial cooperation with other bodies with a mutual interest in Access.

### **Financial review**

The Society's surplus for the year is £48,886 (2016: £281,176). The surplus for both years reflects significant and generous donations, particularly from the Brown Soutar legacy – a first instalment of £250,000 received on 30 June 2016 and a second and final instalment of £47,000 in January 2017. The Society is very grateful for the support of lifetime donations and legacy bequests which have contributed so much to its reserves in the last two years. The surplus on unrestricted reserves is £49,368 (2016: £275,823) and the deficit on restricted reserves is £482 (2016: £5,353 surplus).

The Board is aware of funding pressures in charities generally and also in the access sector – not least in local authorities where the number of access officers is falling. The Society's income sources from memberships, donations and legal searches are not guaranteed and calls on the Society may increase as other access resources reduce. Accordingly, these surpluses will be deployed over a number of years. The Society is budgeting for a net deficit in the coming two financial years and will monitor its use of cash carefully – some will be invested with a view to keeping pace with inflation and some used on the Society's imminent plans as described below in Plans for the Future.

### **Reserves policy**

The unrestricted funds represent the free reserves of the Society. The Board has reviewed the Society's reserves and concluded that a proportion of the cash might reasonably be invested for the longer term so as to maintain its purchasing power. The Board has decided that cash reserves of approximately 12 months expenditure are both sufficient and reasonable. In general, reserves are required to bridge gaps between meeting expenditure and generating income, to protect the Society from unexpected changes in income without immediately putting at risk its pool of experienced staff and to allow it the capacity to develop.

## **Directors' report** *(continued)*

### **Reserves policy** *(continued)*

The unrestricted reserves after deducting for the reserves financing fixed assets, amount to £435,151. The Board considers it appropriate to hold the equivalent of 12 months annual core expenditure of £109,000 and has already committed to additional expenditure to fund development officer activities of £22,500 per annum until Autumn 2019. In addition, the receipt of the Brown Soutar legacy has allowed the Society to embark on new initiatives as set out below in Plans for the Future.

### **Risk management**

During the year a review of risk management has taken place using the latest guidance for charities issued by the Institute of Risk Management. As a result, the Board has approved a revised Risk Policy, a new Risk Register and updated policies covering the range of the Society's activities. The risk policy and register will be kept under regular review by the Finance and Risk Committee and will be formally reviewed each year by the Board.

During the year changes have been made to the IT systems which would enable all of the functions of the Society to continue to operate from remote locations in the event of a major incident affecting the office. This has been a precursor to proceeding with the documentation of a full Business Continuity Plan.

Further steps have been taken during the year to reduce the volume of stored paper in the small office and this will continue.

### **Investment policy**

In light of the recent bequests, the Society appointed Investec Wealth and Investment Limited in September 2017 to advise it on the gradual investment of part of its cash balance. The agreed investment objective is to maintain the real value of the portfolio over time as well as provide an income. The investment powers of the Society are general ones conferred by its Articles of Association.

### **Plans for the future**

The Society will continue to act in pursuit of its Objects in the coming year, as described above.

The development officer post continues until at least Autumn 2019 and, with appropriate funding, may extend beyond that date. The principal areas of responsibility are currently working with volunteers to create a strong network capable of enduring well into the future and building relationships with other organisations where combined effort can achieve more than a single organisation working in isolation.

The Society has commissioned the writing of a new guide to the law of access in Scotland and hopes to bring that project to a conclusion in the year 2017/18.

The Society is in the course of a project to digitise its records which include over 1,400 case files. Case files may contain correspondence, plans and evidence gathered in the course of access queries, disputes and the identification of public rights of way. The Board is pleased to be securing them using latest technologies to BS10008 (Legal Admissibility and Evidential Weight of Documents Stored Electronically). The information will be fully indexed making the information much more usable and available to all staff on their desk tops.

The strategy meeting, previously referred to, considered the Society's involvement with signposting. It has been an activity of the Society since 1845 and there are still signs dating from the 1880s to be found in the countryside. The Society has never had a policy or specific approach to signposting. Given the more active approach of access authorities and others to signposting, the strategy meeting decided to review our priorities. This process is now underway and will be reported on as it progresses.

Richard Barron, an access professional with 30 years' experience and a director of the Society since 2002, is retiring as a director at the AGM in 2017. The Board is pleased to announce that it has secured a contract for Richard's services to bring his expertise to several areas identified at the strategy day and which are out with the normal duties of the staff team.

## **Directors' report** *(continued)*

### **Contribution of staff and volunteers**

The Directors acknowledge the efforts put in by staff and volunteers in helping the Society to achieve as much as it does and I, as Chair, would like to express my gratitude for the expertise and hard work of the members of the Board and the Society's Honorary Advisers this year.

### **Small company special provisions**

The report of the Directors has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

This report was approved by the Board on 14 September 2017.

**M Robertson**

*Chair*



34 Melville Street  
Edinburgh  
EH3 7HA  
United Kingdom

## **Independent examiner's report to the members of the Scottish Rights of Way and Access Society**

I report on the financial statements of the charity for the year ended 30 June 2017 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the related notes.

### **Respective responsibilities of directors and examiner**

The charity's directors are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**James Davidson CA**

14 September 2017

## Statement of financial activities (incorporating the income and expenditure account)

for the year ended 30 June 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>Income from:</b>					
Donations and legacies	3	100,814	8,150	108,964	295,928
Charitable activities	4	72,793	181	72,974	83,451
Investments	5	816	-	816	763
<b>Total</b>		<b>174,423</b>	<b>8,331</b>	<b>182,754</b>	380,142
<b>Expenditure on:</b>					
Charitable activities	6	(131,077)	(10,535)	(141,612)	(99,401)
<b>Total</b>		<b>(131,077)</b>	<b>(10,535)</b>	<b>(141,612)</b>	(99,401)
Unrealised gains on investments	11	7,744	-	7,744	435
<b>Net income</b>		<b>51,090</b>	<b>(2,204)</b>	<b>48,886</b>	281,176
Transfers between funds		(1,722)	1,722	-	-
<b>Net movement in funds</b>		<b>49,368</b>	<b>(482)</b>	<b>48,886</b>	281,176
Funds brought forward at 1 July 2016		540,531	30,951	571,482	290,306
<b>Funds carried forward at 30 June 2017</b>		<b>589,899</b>	<b>30,469</b>	<b>620,368</b>	571,482

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

**Balance sheet**  
**as at 30 June 2017**

	Notes	2017 £	2017 £	2016 £	2016 £
<b>Fixed assets</b>					
Tangible assets	10		<b>105,191</b>		104,821
Investments at valuation	11		<b>49,557</b>		41,813
			<hr/>		<hr/>
			<b>154,748</b>		146,634
<b>Current assets</b>					
Stock	12	<b>1,680</b>		2,488	
Debtors	13	<b>15,018</b>		17,388	
Cash in bank and at hand		<b>465,780</b>		420,665	
		<hr/>		<hr/>	
		<b>482,478</b>		440,541	
<b>Creditors:</b> amounts falling due within one year	14	<b>(16,858)</b>		(15,693)	
		<hr/>		<hr/>	
<b>Net current assets</b>			<b>465,620</b>		424,848
			<hr/>		<hr/>
<b>Total assets less current liabilities</b>			<b>620,368</b>		571,482
			<hr/>		<hr/>
<b>Reserves</b>					
Unrestricted funds	15		<b>589,899</b>		540,531
Restricted funds	16		<b>30,469</b>		30,951
			<hr/>		<hr/>
			<b>620,368</b>		571,482
			<hr/>		<hr/>

The directors are satisfied that the company is entitled to exemption under section 477 of the Companies Act 2006 and that the members have not required the company to obtain an audit of its financial statements in accordance with the provisions in section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 396 of the Companies Act 2006, and which otherwise comply with the requirements of the Act relating to financial statements, so far as is applicable to the company.

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

These financial statements were approved and authorised for issue by the Board on 14 September 2017.

**P Wood**  
Director

## Statement of cash flows

For the year ended 30 June 2017

	2017 £	2017 £	2016 £	2016 £
<b>Net income for year per the statement of financial activities</b>		<b>48,886</b>		281,176
<i>Adjustments for:</i>				
Gains on investments		<b>(7,744)</b>		(435)
Depreciation		<b>828</b>		1,227
Income from investments		<b>(816)</b>		(763)
Decrease/(increase) in stock		<b>808</b>		(512)
Decrease/(increase) in debtors		<b>2,370</b>		(1,210)
Decrease/(increase) in creditors		<b>(3,835)</b>		8,338
		<hr/>		<hr/>
<b>Net cash provided by operating activities</b>		<b>45,497</b>		287,821
		<hr/> <hr/>		<hr/> <hr/>
<b>Investing activities</b>				
Purchase of office equipment	<b>(1,198)</b>		(470)	
Dividends, interest and rents from investments	<b>816</b>		763	
	<hr/>		<hr/>	
<b>Net cash (used in)/provided by investing activities</b>		<b>(382)</b>		293
		<hr/>		<hr/>
<b>Change in cash and cash equivalents in the year</b>		<b>45,115</b>		288,114
<b>Cash and cash equivalents at the beginning of the year</b>		<b>420,665</b>		132,551
		<hr/>		<hr/>
<b>Total cash and cash equivalents at the end of the year</b>		<b>465,780</b>		420,665
		<hr/> <hr/>		<hr/> <hr/>

## Notes to the financial statements

(forming part of the financial statements)

### 1 Accounting policies

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

#### **Basis of preparation**

The financial statements have been prepared in accordance with Financial Reporting Standard 102, the Companies Act 2006, The Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Statement of Recommended Practice (SORP FRS 102): 'Accounting and Reporting by Charities'. The charity is a Public Benefit Entity. They are compliant with the charity's constitution and have been prepared under the historical cost convention as modified by the revaluation of fixed asset investments.

The directors consider that the financial statements should be drawn up on a going concern basis as any shortfall from expected expenditure over anticipated income can be met from unrestricted reserves for at least 12 months from the date of approval of these financial statements.

#### **Incoming resources**

Income is accounted for on an accruals basis including ordinary subscriptions which are recognised in the year to which they relate. Legacies, donations and grant income are recognised when there is entitlement, the amount can be estimated with sufficient accuracy and receipt is probable. Income is only deferred when the donor specifies that the grant or donation must be used in future accounting periods, or when the donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### **Life memberships**

Life membership subscriptions are recognised as income in the year of receipt and allocated to the life membership fund. Each year 5% of this fund is transferred to the general reserve.

#### **Resources expended**

Expenditure is accounted for on an accruals basis and is inclusive of any VAT which cannot be recovered:

- Charitable activities include expenditure associated with one of the charity's objects and principal activities in the provision of advice regarding rights of way and access; the cataloguing of known rights of way; and in signposting rights of way and other routes.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions.

#### **Restricted and unrestricted funds**

Restricted funds are those funds which are subject to specific conditions regarding their application. These conditions have been specified by the donors of funds.

Unrestricted funds are applied at the discretion of the Board of Directors in furtherance of the objectives of the Society.

Transfers from unrestricted funds to restricted funds are made when required in order to finance deficits arising on restricted projects.

**Notes** (continued)

**1 Accounting policies** (continued)

**Fixed Assets**

Fixed assets are capitalised at cost. Depreciation has been provided at the following annual rates in order to write off fixed assets over their useful lives:

Office equipment	33.3% straight line
Heritable property	nil

In the opinion of the directors, which is based on an informal valuation from a qualified surveyor, the residual value of the heritable property is not less than the carrying amount in the financial statements, therefore no depreciation has been charged.

**Investments**

Fixed asset investments are accounted for at market value.

**Operating leases**

Rentals in respect of operating leases are charged to the statement of financial activities as incurred.

**Stock**

Stock is valued at the lower of cost and net realisable value.

**Financial Instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Debtors**

Other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash at bank and monies held in short term deposits.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

**Taxation**

The Society is recognised as a charity by HMRC and therefore enjoys significant tax exemption.

**2 Net incoming resources**

	2017	2016
	£	£
This is stated after charging:		
Depreciation of fixed assets	828	1,227
Independent examination fee	1,700	1,832
	<u>          </u>	<u>          </u>

**Notes** (continued)

**3 Income from donations and legacies**

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Annual subscription	16,604	-	16,604	14,933
Life subscriptions	-	-	-	800
Corporate subscriptions	8,964	-	8,964	9,567
Donations	7,010	150	7,160	10,951
Gatliff Trust	-	-	-	1,000
East Lothian Council	-	-	-	1,000
Scottish Borders Council	-	-	-	1,000
East Lothian Tourism Fund	-	-	-	996
Gifford Community Council	-	-	-	200
Browns Forbes Trust	-	8,000	8,000	-
Bequests and legacies	63,768	-	63,768	250,500
Gift aid	4,468	-	4,468	4,981
	<u>100,814</u>	<u>8,150</u>	<u>108,964</u>	<u>295,928</u>

In 2016 income from donations and legacies was split £287,827 unrestricted and £8,101 restricted.

**4 Income from charitable activities**

	2017 £	2016 £
Lawyers' searches	68,009	78,240
Sale of publications	4,186	3,781
Walks	565	650
Other income	214	780
	<u>72,974</u>	<u>83,451</u>

In 2016 all income from charitable activities was unrestricted.

**5 Income from investments**

	2017 £	2016 £
Interest	816	763
	<u>816</u>	<u>763</u>

In 2016 all income from investments was unrestricted.

**6 Expenditure on charitable activities**

	Unrestricted Funds £	Restricted Funds £	2017 £	2016 £
Staff costs	96,279	-	96,279	71,563
Staff costs - Lammermuirs project	-	-	-	2,000
Travel costs	1,970	-	1,970	-
Publications	2,330	-	2,330	2,135
Project costs	410	10,535	10,945	3,322
Bad debts	259	-	259	(2,160)
Support costs (note 7)	23,600	-	23,600	17,563
Governance costs (note 8)	6,229	-	6,229	4,978
	<u>131,077</u>	<u>10,535</u>	<u>141,612</u>	<u>99,401</u>

In 2016 expenditure on charitable activities was split £96,653 unrestricted and £2,748 restricted.

## Notes (continued)

### 7 Support costs

	2017 £	2016 £
Premises and insurance	3,655	2,702
Telephone, water, heat and light	1,791	1,634
Printing and postage	7,923	7,725
Computer costs	1,160	1,434
Subscriptions	574	420
Depreciation	828	1,227
Maps	848	947
Advertising	723	640
Property costs	783	1,125
Bank charges	374	412
Travel	506	85
Sundry	249	89
VAT	575	(877)
Meeting expenses	700	-
Professional fees in relation to autoenrollment set up	1,050	-
Accountancy (support costs)	1,861	-
	<u>23,600</u>	<u>17,563</u>

### 8 Governance costs

	2017 £	2016 £
Independent examiner's fees	1,700	1,832
Meeting expenses	782	905
Preparation of annual report and AGM	2,199	2,241
Legal advice on Articles of Association	1,548	-
	<u>6,229</u>	<u>4,978</u>

### 9 Employees

	2017 £	2016 £
Staff salaries	90,475	70,568
Employer's NIC	3,740	2,995
Pension	1,573	-
Death in service	491	-
	<u>96,279</u>	<u>73,563</u>

No employee earned more than £60,000 in either year.

The average number of employees was 5 (2016: 4) (full time equivalent 4 (2016: 3)).

The directors receive no remuneration for their services, but may be paid travelling, subsistence and other expenses properly incurred by them in connection with the discharge of their duties. In the current year 2 directors (2016: 3) were paid such expenses of £155 (2016: £180).

The National Secretary and Access Enquiries Officer are considered the key management of the organisation. The total remuneration of key management in the year was £54,960 (2016: £49,500).



**Notes** (continued)

**10 Tangible fixed assets**

	<b>Heritable property £</b>	<b>Office equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 July 2016	103,765	4,496	108,261
Additions	-	1,198	1,198
Disposals	-	(604)	(604)
	<hr/>	<hr/>	<hr/>
At 30 June 2017	103,765	5,090	108,855
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 July 2016	-	3,440	3,440
Charge for the year	-	828	828
Charge on disposals	-	(604)	(604)
	<hr/>	<hr/>	<hr/>
At 30 June 2017	-	3,664	3,664
	<hr/>	<hr/>	<hr/>
<b>Net book value At 30 June 2017</b>	<b>103,765</b>	<b>1,426</b>	<b>105,191</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 30 June 2016	103,765	1,056	104,821
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**11 Investments**

	<b>2017</b>	2016
	<b>£</b>	£
<i>Listed investments</i>		
Market value at 30 June 2016	<b>41,813</b>	41,378
Unrealised gain during the year	<b>7,744</b>	435
	<hr/>	<hr/>
Market value at 30 June 2017	<b>49,557</b>	41,813
	<hr/> <hr/>	<hr/> <hr/>
Historical cost	37,365	37,365
	<hr/> <hr/>	<hr/> <hr/>

**12 Stock**

Stock consists entirely of goods for distribution to members and other interested parties.

	<b>2017</b>	2016
	<b>£</b>	£
Stock in hand	<b>1,680</b>	2,488
	<hr/> <hr/>	<hr/> <hr/>

**13 Debtors**

	<b>2017</b>	2016
	<b>£</b>	£
Gift aid recoverable	<b>4,210</b>	4,967
Prepayments	<b>1,905</b>	2,227
Other debtors	<b>8,903</b>	10,194
	<hr/>	<hr/>
	<b>15,018</b>	17,388
	<hr/> <hr/>	<hr/> <hr/>

**Notes** (continued)

**14 Creditors: amounts falling due within one year**

	2017 £	2016 £
Other creditors	9,503	8,414
Deferred income	2,488	3,425
VAT	4,867	3,854
	<u>16,858</u>	<u>15,693</u>

**15 Unrestricted funds**

	Life Membership Fund £	General Reserve £	Property Fund £	Revaluation Reserve £	Total £
<b>Unrestricted funds</b>					
Balance at 1 July 2016	23,937	445,361	66,785	4,448	540,531
Incoming resources	-	174,423	-	-	174,423
Resources expended	-	(131,077)	-	-	(131,077)
Gains on investments	-	-	-	7,744	7,744
Transfer between funds	-	(1,722)	-	-	(1,722)
	<u>23,937</u>	<u>486,985</u>	<u>66,785</u>	<u>12,192</u>	<u>589,899</u>
Balance at 30 June 2017	<u>23,937</u>	<u>486,985</u>	<u>66,785</u>	<u>12,192</u>	<u>589,899</u>

**16 Restricted funds**

	Lammermuirs Project £	Donald Bennet Fund £	Heritage Paths Fund £	Dasher Bridge Fund £	Total £
<b>Restricted funds</b>					
Balance at 1 July 2016	532	29,503	916	-	30,951
Incoming resources	181	150	-	8,000	8,331
Resources expended	(2,435)	-	(100)	(8,000)	(8,035)
Transfer between funds	1,722	-	-	-	1,722
	<u>-</u>	<u>29,653</u>	<u>816</u>	<u>-</u>	<u>30,469</u>
Balance at 30 June 2017	<u>-</u>	<u>29,653</u>	<u>816</u>	<u>-</u>	<u>30,469</u>

- Lammermuirs Project: funding received towards the creation of a leaflet promoting the Lammermuir hills and sign posting in and around the Lammermuir hills.
- Donald Bennet Fund: funding received to fund projects in memory of the Society's former Chairman, Donald Bennet.
- Heritage Paths Fund: funding received to fund a project relating to Heritage Paths.
- Dasher Bridge Fund: funding to repair a bridge over the Dasher Burn and improve access to the associated right of way.

**17 Analysis of net assets among funds**

	Unrestricted funds £	Restricted funds £	2017 £	2016 £
Fixed assets	154,748	-	154,748	146,634
Net current assets	435,151	30,469	465,620	424,848
	<u>589,899</u>	<u>30,469</u>	<u>620,368</u>	<u>571,482</u>

**Notes** (continued)

**18 Operating lease commitments**

The society was committed to making the following non-cancellable lease payments as at 30 June 2017:

	2017 £	2016 £
Within 1 year	1,788	1,788
2-5 years	4,477	6,265
	<u>6,265</u>	<u>8,053</u>

**19 Related parties**

David Langworth, a director, provided cartography services in the year to the Society to the value of £750. This transaction was in line with the charity's memorandum and articles of association.

**20 Ultimate controlling party**

The company is controlled by the board, who are elected by its members.