

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

Registered number
SC024243

Registered charity number: SC015460

Report and Accounts
for the year ended
30 June 2002



C H A R T E R E D A C C O U N T A N T S

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The Scottish Rights of Way and Access Society
Reports and Accounts
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The Scottish Rights of Way and Access Society
Company Information

Directors

Dr D J Bennet (Honorary President)
Dr R Aitken (Honorary Vice President)
W B Logan (Chairman)
P Mackay (Vice Chairman)
G M Menzies (Vice Chairman)
R S Barron (appointed 31 Januray 2002)
J C Bartholomew (terminated office 10 novemebr 2001)
T W Boyd
I J G Carnegie
J B C Davidson
J Duberley
Miss M M Dymock (terminated office 10 November 2001)
W R Forsyth
W J Gay
D M Jenkins
P D Koch-Osborne (appointed 29 August 2001; terminated office 25 February 2002)
J Law
C F Y Lawson (appointed 10 November 2001; terminated office 5 June 2002)
J P Lawson
Mrs E D Stewart
A Sutherland
A Thin
Cllr H Anderson (appointed 12 July 2000)
Cllr G Urquhart

Director appointed subsequent to 30 June 2002
J C Craig (appointed 24 July 2002)

Secretary

A C H Valentine

Treasurer

Fred. Lawson
U M Ryalls

Registered Office

24 Annandale Street
Edinburgh
EH7 4AN

Bankers

Clydesdale Bank plc
22 Newington Road
Edinburgh EH9 1QS

Registered number

SCO24243

Solicitors

Lindsays WS
11 Atholl Crescent
Edinburgh
EH3 8HE

Registered Charity number

SCO15460

Reporting Accountants

Brown Campbell & Co
16 Great Stuart Street
Edinburgh
EH3 7TN

Investment managers

Bell Lawrie White
7 Drumsheugh Gardens
Edinburgh
EH3 7QH

The Scottish Rights of Way and Access Society Directors' Report

The directors present their report and accounts for the year ended 30 June 2002

Preparation of accounts

The accounts have been prepared in accordance with the Society's governing document and current statutory requirements.

Principal activities

The Society's principal activity during the year continued to be giving advice about rights of way to the public and to local councils in accordance with its memorandum of association. In addition the Society signposts rights of way both to show their routes and to help safeguard their status. Records of principal rights of way are also kept.

Review of activities

The Society has continued to act successfully in pursuit of its objects and the directors consider the year end position to be satisfactory.

Directors

The directors who served during the year were as follows:

Dr D J Bennet (Honorary President)
Dr R Aitken (Honorary Vice President)
W B Logan (Chairman)
P Mackay (Vice Chairman)
G M Menzies (Vice Chairman)
R S Barron (appointed 31 January 2002)
T W Boyd
I J G Carnegie
J B C Davidson
J T Duberley
W R Forsyth
W J Gay
D M Jenkins
P D Koch -Osborne (appointed 29 August 2001;terminated 25 February 2002)
J Law
C F Y Lawson (appointed 10 November 2001; terminated office 5 June 2002)
J P Lawson
Mrs E D Stewart
A Sutherland
A Thin
Cllr H Anderson
Cllr G Urquart

Director appointed subsequent to 30 June 2002

J C Craig (appointed 24 July 2002)

**The Scottish Rights of Way and Access Society
Directors' Report (continued)**

Constitution

The Society is a company limited by guarantee and is governed by a revised Memorandum and Articles of Association dated 4th October 1999. Each member of the company has undertaken to contribute an amount not exceeding £1 towards any deficit arising in the

Directors

Directors are appointed by the Society in general meeting.

Directors' responsibilities

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit for that period. In preparing those accounts, the directors are required to:

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

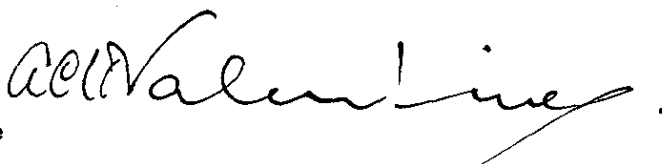
The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985.

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company special provisions

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

The report and accounts were approved on 1 November 2002



A C H Valentine
Secretary

**The Scottish Rights of Way and Access Society
Accountants' Report**

Accountants' report to the members on the unaudited accounts of The Scottish Rights of Way and Access Society

We report on the accounts for the year ended 30 June 2002 set out on pages 5 to 12.

Respective responsibilities of directors and reporting accountants

As described on page 3, the company's directors are responsible for the preparation of the accounts. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report.

These procedures provide only the assurance expressed in our opinion. These procedures do not constitute an audit. Accordingly, we do not express an audit opinion on the accounts. Therefore, our report does not provide any assurance that the accounting records and the accounts are free from material misstatement.

Opinion

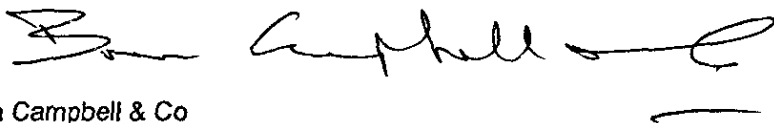
In our opinion:

(a) the accounts are in agreement with the accounting records kept by the company under Section 221 of the Companies Act 1985;

(b) having regard only to, and on the basis of, the information contained in those accounting records:

(i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and

(ii) the company satisfied the condition for exemption from an audit of the accounts for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section



Brown Campbell & Co
Chartered Accountants
Scrimgeours Building
4 Whitehall Street
Dundee
DD1 4AF

1 November 2002

SCOTTISH RIGHTS OF WAY AND ACCESS SOCIETY

Income and expenditure account for the year ended 30th June 2002

		2002	2001
Incoming Resources		£	£
Annual subscriptions		16,557	14,339
Life & joint life subscriptions		2,700	4,120
Corporate subscriptions		10,721	7,415
Donations		5,757	6,742
Income from Publications		4,923	13,797
Income from Bookshop		2,337	-
Interest received		1,517	2,405
Income tax recoverable New Gift Aid		3,731	3,312
Grants receivable		67,781	52,538
SNH CROW grant aid		13,633	-
Scottish Executive Core funding		15,000	-
Signposting income		39,148	-
Income from lawyers searches		5,115	4,068
Income from Walks		604	-
Commission on clothing sales		80	-
		<u>121,824</u>	<u>108,736</u>
 Resources expended			
Cost of publications used for resale		3,431	2,933
Signposts & bridge maintenance		26,767	19,589
Administrative expenses	4	84,688	80,529
Total resources expended		<u>114,886</u>	<u>103,051</u>
 Net surplus	3	<u>6,938</u>	<u>5,685</u>

Statement of financial activities

A statement of financial activities is shown as note 14 to the accounts

Continuing activities

The results for the year arose wholly from continuing activities

THE SCOTTISH RIGHTS OF WAY AND ACCESS SOCIETY

Balance sheet as at 30th June 2002

	Notes	2002	2001
Fixed assets		£	£
Office property at cost	5	103,765	103,765
Investments at cost	6	16,251	16,251
Market value 1/6802 £11,725.			
Office equipment at cost		11,201	10,923
Less depreciation		(9,734)	9,000
		<u>1,467</u>	<u>1,923</u>
Total fixed assets		121,483	121,939
Current Assets			
Stock	7	4,442	5,196
Debtors	8	4,652	7,607
Cash in bank and at hand		<u>48,363</u>	<u>34,397</u>
		57,457	47,200
Creditors - Amounts falling due within one year	9	(13,340)	(10,038)
		<u>44,117</u>	<u>37,162</u>
Net current assets		<u>44,117</u>	<u>37,162</u>
Total assets less current liabilities		165,600	159,101
Creditors due after one year, loan on office property		(17,135)	(17,574)
		<u>148,465</u>	<u>141,527</u>
Reserves			
Unrestricted funds	13	143,117	136,278
Restricted funds		<u>5,348</u>	<u>5,249</u>
Total reserves		<u>148,465</u>	<u>141,527</u>

The directors are satisfied that the company is entitled to exemption under section 249A(2) of the act and that no member or members has requested an audit pursuant to section 294B(2) of the act

The directors acknowledge their responsibility for:

(i) ensuring that the company keeps proper accounting records which comply with section 221 of 1985; and

(ii) preparing accounts which give a true and fair view of the state of affairs of the company as at 1 financial year and of its profit or loss for the financial year in accordance with the requirements of requirements of section 226 of the companies act 1985, and which otherwise comply with the req relating to accounts, so far as is applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part VII of the Cor relating to small companies and the financial Reporting Standard for Smaller entities.

W B Logan
Chairman

Approved by the board on 1 November 2002.

Scottish Rights of Way and Access Society
Notes to the accounts
The year ended 30 June 2002

Accounting policies

Accounting convention

The accounts have been prepared in accordance with applicable accounting standard under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice "Accounting by charities", except for the treatment of investments as noted below.

Income and expenditure

Income is accounted for on an accruals basis with the exception of legacies and donations, which are accounted for when received.

Expenditure is accounted for on an accruals basis.

Income and expenditure arose in the UK.

Memberships

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 which is an unrestricted fund applied in furtherance of the Society's objects.

Investments

Fixed asset investments are accounted for at cost. The Statement of Recommended Practice requires that such investments be accounted for at market value. In the opinion of the Directors it would be inappropriate for the Society to account for these investments at market value and to take into account unrealised gains and losses each year as the investments are held for the long term. The market value is disclosed in note 6.

Restricted and unrestricted funds

Restricted funds are those funds which are subject to specific conditions regarding their application. These conditions may have been specified by the donor of funds or may have arisen through other circumstances such as restrictive wording of an appeal.

Restricted funds are applied at the discretion of the Board of directors in furtherance of the objects of the Society.

Transfer from unrestricted funds to restricted funds is made annually to ensure that no restricted funds are in deficit at the balance sheet date.

Depreciation

Depreciation has been provided at the following annual rates in order to write off fixed assets over their estimated useful lives.

Office equipment	33.3% reducing balance
Mobile trailer	33.3% reducing balance
Heritable Property	nil

In the opinion of the directors, the residual value of the heritable property is not less than the carrying amount in the accounts, therefore no depreciation has been charged.

Scottish Rights of Way and Access Society
to the accounts (continued)
year ended 30 June 2002

is

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

tion

Society is recognised as a charity by the Inland Revenue and is therefore not liable to taxation on its income.

Directors' remuneration

Directors receive no remuneration for their services.

Surplus

2002	2001
£	£

is stated after charging:

Depreciation of owned fixed assets	734	961
Auditing accountants' remuneration	1,119	1,339

Management and administration expenses

2002	2001
£	£

Wages and salaries	58,293	47,295
Rates, insurance, management and mortgage interest	2,789	3,473
Postage, printing and stationery	11,445	13,494
Printing expenses	4,778	6,569
Phone, electricity, gas, and water	2,384	2,117
Postage fees	1,119	1,339
Postage fees	-	527
Conferences, courses	1,246	798
Subscriptions and donations	845	637
	128	116
Other	-	1,524
Depreciation	734	961
Repairs and maintenance	927	1,679
	84,688	80,529

Scottish Rights of Way and Access Society
to the accounts (continued)
for the year ended 30 June 2002

Management and administration expenditure for the year is analysed between restricted and unrestricted funds as follows:

	Unrestricted funds £	Restricted funds £	Total 2002 £
Wages and salaries	58,293	0	58,293
Rates, insurance and mortgage interest	2,789	0	2,789
Postage, printing and stationery	11,445	0	11,445
Printing expenses	4,778	0	4,778
Telephone, electricity, gas, and water	2,384	0	2,384
Accountancy fees	1,119	0	1,119
Bank fees		0	
Travel, conferences, courses	1,246	0	1,246
Subscriptions and donations	845	0	845
Interest	128	0	128
Miscellaneous		0	
Depreciation	734	0	734
Repairs and maintenance	927	0	926
	84,688	0	84,688

Intangible fixed assets

	Heritable property £	Office equipment £	Vehicle trailer £	Total £
At 1 July 2001	103,765	10,723	200	114,688
Transfers		278		278
Disposals				
At 30 June 2002	103,765	11,001	200	114,966
Depreciation				
At 1 July 2001		8,811	189	9,000
Charge for the year		730	4	734
Disposals		0	0	
At 30 June 2002		9,541	193	9,734
book value				
At 30 June 2002	103,765	1,460	7	105,232
At 30 June 2001	103,765	1,912	11	105,688

Scottish Rights of Way and Access Society
Notes to the accounts (continued)
For the year ended 30 June 2002

Investments

	Listed Investments	Total
	£	£
At 1 July 2001	16,251	16,251
Dividends	-	-
Realised gains/(losses)	-	-
At 30 June 2002	<u>16,251</u>	<u>16,251</u>
	2002	2001
	£	£
Fixed investments at market value	<u>11,725</u>	<u>14,683</u>

Fixed investments comprise shares in Scottish Investment Trust. Investments are held with a view to providing a reasonable but secure return in the medium to long term.

Stocks

Stocks consist entirely of goods for distribution to members and other interested parties.

	2002	2001
	£	£
Due to Debtors	4,652	7,607
	<u>4,652</u>	<u>7,607</u>

Debtors: amounts falling due within one year	2002	2001
	£	£
Trade creditors	-	1,600
Building Society Loan	1,099	1,076
Subscriptions in advance	7,244	5,502
Due to creditors	4,997	1,860
	<u>13,340</u>	<u>10,038</u>

Debtors: amounts falling due after one year	2002	2001
	£	£
Building Society Loan	<u>17,135</u>	<u>17,574</u>

The building society loan is secured by a standard security over the heritable property.

Scottish Rights of Way and Access Society
to the accounts (continued)
the year ended 30 June 2002

	2002 £	2001 £
Debtors include:		
payments falling due for payment after more than five years	<u>12,460</u>	<u>13,270</u>
Summary of funds	2002 £	2001 £
Restricted funds		
membership fund	27,101	25,827
general reserve	49,231	43,666
party fund	<u>66,785</u>	<u>66,785</u>
	<u>143,117</u>	<u>136,278</u>
Unrestricted funds		
Kerby bequest	1,291	1,246
George Cheyne memorial fund	1,581	1,527
the law project	<u>2,476</u>	<u>2,476</u>
	<u>5,348</u>	<u>5,248</u>
	<u>148,465</u>	<u>141,527</u>

Movement in funds

	Balance at 30 June 2001 £	Surplus/ deficit for the year £	Transfers between funds £	Balance at 30 June 2002 £
Restricted funds				
membership fund	25,827	2,700	(1,426)	27,101
general reserve	43,666	4,139	1,426	49,231
party fund	<u>66,785</u>			<u>66,785</u>
	<u>136,278</u>	<u>6,839</u>	<u>0</u>	<u>143,031</u>
Unrestricted funds				
Kerby bequest	1,246	45		1,291
George Cheyne memorial fund	1,527	54		1,581
the law project	<u>2,476</u>			<u>2,476</u>
	<u>5,249</u>	<u>99</u>		<u>5,348</u>
	<u>141,527</u>	<u>6,938</u>		<u>148,465</u>

Scottish Rights of Way and Access Society
Notes to the accounts (continued)
the year ended 30 June 2002

Statement of financial activities

	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
Income resources				
Annual subscriptions	16,557	0	16,557	14,339
Corporate subscriptions	2,700		2,700	4,120
Donations	10,721		10,721	7,415
Income from publications	5,757		5,757	6,742
Income from Bookshop	4,923		4,923	13,797
Interest received	2,338		2,338	
Income tax recoverable	1,418	99	1,517	2,405
Grants receivable	3,731		3,731	3,312
Scottish CROW grant aid				52,538
Scottish executive core funding	13,633		13,633	
Expediting income	15,000		15,000	
Donors' searches	39,148		39,148	
Income from walks	5,115		5,115	4,068
Commission on clothing sales	604		604	
	80		80	
Total incoming resources	121,725	99	121,824	108,735
Resources expended				
Cost of publications for resale	3,431		3,431	2,933
Postage & bridges	26,767		26,767	19,589
Administrative expenses	84,688		84,688	80,529
Total resources expended	114,886		114,886	103,051
Net incoming/(outgoing) resources	6,839	99	6,938	5,685
Funds at 1 July 2001	136,278	5,249	141,527	135,842
Funds at 30 June 2002	143,117	5,348	148,465	135,842