

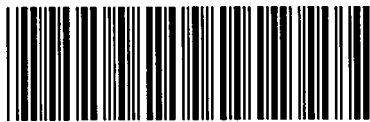
**The Scottish
Rights of Way and Access Society**
(A company limited by guarantee)

Registered Company Number SC024243

Registered Charity Number SC015460

Report and unaudited financial statements
for the year ended 30 June 2014

TUESDAY



S3KEKLPS

SCT

11/11/2014

#247

COMPANIES HOUSE

Henderson Loggie
34 Melville Street
Edinburgh
EH3 7HA
Tel: 0131 226 0200
Fax: 0131 220 3269

Contents

	Page
Company information	1
Directors' report	2
Independent examiner's report to the members on the unaudited financial statements	6
Statement of financial activities (incorporating the income and expenditure account)	7
Balance sheet	8
Notes to the financial statements	9

Company information

Honorary President

Vacant

Directors

R Aitken (Honorary Vice President)
J P Lawson (Honorary Vice President)
G M Menzies (Chairman)
H Anderson
R S Barron
P D Dixon
J Duberley (resigned 23 November 2013)
E Gotts
P S Hunter
J D Pope
KJ Ritchie
D Wright
P Wood (appointed 3 December 2013)
M Robertson (appointed 28 April 2014)

Company Secretary

G MacQuarrie

Registered Office

24 Annandale Street
Edinburgh
EH7 4AN

Registered Company Number

SC024243

Registered Charity Number

SC015460

Treasurer

A M Riddell

Bankers

Clydesdale Bank plc
29-30 Nicolson Square
Edinburgh
EH8 9BX

Independent examiner

Janet M Stevenson FCA
34 Melville Street
Edinburgh
EH3 7HA

Directors' report

Governing document

The Society is a company limited by guarantee and is governed by its Memorandum and Articles of Association. It is a Scottish Charity. Each member of the company 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 2014.

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 issued in January 2005.

External examination of the financial statements

The financial statements are subject to an independent examination as required by Company law and Charity legislation in Scotland. Due to the small size of the charitable company, the accounts are not required to be audited under either Company law or Charity law.

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 Memorandum and Articles of Association provide that Board members are appointed for a period of three years after which they may be re-appointed at the next AGM. At the AGM in November 2013, George Menzies and Eric Gotts completed a term of office and were re-appointed. In addition, Peter Wood, who has handled a number of IT projects, was also appointed to the Board on 2 December 2013 and Muriel Robertson, a chartered accountant, was appointed to the Board on 28 April 2014.

Board members have an interest in the outdoors, bring certain skills and qualities helpful to the organisation, and are representative and knowledgeable of user groups, such as walkers, cyclists, equestrians and people with disabilities. The Board meets at least quarterly and is responsible for overall policy and strategy, assisted by Committees such as the Executive and Finance Committees. The National Secretary is responsible for the day-to-day running of the Society, supported by other staff and volunteers, and acts as Company Secretary.

Objects, activities and achievements

The principal objects of the Society, as set out in the Memorandum of Association, are: preservation, defence, restoration and acquisition, for the public benefit, of public rights of access over land in Scotland, including public rights of way and their amenity.

Directors' report *(continued)*

Objects, activities and achievements *(continued)*

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 objective of defending these rights, and dealing directly with problems that emerge;
- the researching, recording and promoting of heritage paths throughout Scotland;
- the recording of rights of way and paths and making this available to interested parties;
- the signposting of paths and the giving of financial support to path improvement; and
- promoting better understanding of rights of access, rights of way and heritage paths by the production of written material, and by lectures and seminars.

The provision of advice and support about rights of access and of way continues to be the largest area of the Society's work. In the past year, enquiries consistently reached the office at the rate of several per day; mainly from members of the public, but also from local authority access officers, other access professionals, and from the press. Some of these only require a short response but others can require long-running case files. Advice is given where rights of way or access are potentially blocked by planning applications, and objections continued to be lodged against several proposals for wind farms where these impinge on rights of way, including at Earlsbaugh (Devil's Beef Tub). At a national policy level, the Society commented on the Law Commission Report on level-crossings and on privately constructed tracks.

The Fife Pilgrim Route Heritage Paths Project was officially completed on 31st March 2014. Approximately half the funding was supplied by the Central Scotland Green Network, with the balance supplied by Fife Coast and Countryside Trust, Fife Council and Fife Tourism Partnership. Scottish Pilgrimage Routes Forum and ScotWays provided support in-kind. ScotWays employed Andrew Easton to carry out the task, which he did with considerable success. There is a follow-on project, now led by Fife Council, to implement several of the recommended path works.

The work of the Society in maintaining CROW as a record of rights of way and other paths has continued enabling it to provide information to the public and to respond to over 600 requests from solicitors involved in property transactions. It is also the basis of comments made with regard to potential developments, especially wind farms, advising of the need to take landscape considerations into account and to protect rights of way from too closely sited turbines.

Signposting has, and will continue to be, an important part of the Society's work as indicated above, but installing and repairing other signs is also carried out.

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. The Society was represented at the Dundee Mountain Film Festival, a regular event, and provided speakers for talks to a range of local groups.

Directors' report *(continued)*

Objects, activities and achievements *(continued)*

The Society encourages membership by organising walks and other activities for members, distributing the Annual Report and Newsletters, and via the Society's website (www.scotways.com). The Society is also on Facebook and Twitter, with a healthy number of followers.

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

Whilst continuing to be actively supported by ScotWays, the Heritage Paths project is currently volunteer-run. www.heritagepaths.co.uk

Financial review

The Society made a surplus for the year of £13,657 (2013: £14,196) which is a very satisfactory result. Alison Riddell has worked with Ken Ritchie to produce a new process of financial reporting. The current financial climate continues to make funding hard to find and the Society will require continued support from members. The Society is very grateful for the response from those who have made donations to help us continue our activities.

Risk management

Directors considered an updated risk management review over several meetings. This has resulted in a much updated and improved policy document. Certain aspects of the application of the Data Protection Act to the Society are being clarified and internal procedures reviewed. Overall, Directors consider that all risks to the Society have been adequately assessed and pose no significant threat.

Reserves policy

The unrestricted funds represent the free reserves of the company and they are considered to be adequate to ensure the Society can continue to operate.

Investment policy

The Society has funds on deposit for ready access and units in Charifund, the collective investment vehicle designed for charities.

Plans for the future

The Society will continue to act in pursuit of its Objects in the coming year, as described above, and has been investigating sites for a suitable memorial for Donald Bennet.

Contribution of staff and volunteers

There was one staff change during the year. In February 2014, Lynda Grant started work as an Access Enquiries Assistant. The Directors also gratefully acknowledge the valuable contributions made during the year by all ScotWays staff and volunteers.

Directors' report *(continued)*

Contribution of staff and volunteers *(continued)*

Shortly after the financial year end, the National Secretary, George MacQuarrie, had to retire six months earlier than planned when health concerns were diagnosed. The Directors thank him for his excellent service over the last five years and for continuing to do as much as he can to ensure a smooth handover, and wish him well for the future. The vacant post was advertised immediately and several candidates interviewed. After consideration, the post of National Secretary was offered to our Treasurer, Alison Riddell, and she has accepted it. She will take up the post from 1st November 2014 and will continue in her role as Treasurer.

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 18th September 2014.

George M Menzies

GM Menzies
Chairman



HENDERSON LOGGIE

Chartered Accountants

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 2014 which comprise the statement of financial activities, the balance sheet 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 accounts with 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.

Janet M Stevenson FCA

18th September 2014

Statement of Financial Activities (incorporating the income and expenditure account)

for the year ended 30 June 2014

	Note	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Voluntary income	4	40,216	1,232	41,448	42,606
Investment income	5	587	-	587	1,402
		<u>40,803</u>	<u>1,232</u>	<u>42,035</u>	<u>44,008</u>
<i>Incoming resources from charitable activities</i>					
Provision of advice re Rights of Way	6	55,587	-	55,587	45,751
Heritage paths	6	-	31,724	31,724	40,295
Other income	6	-	-	-	832
		<u>55,587</u>	<u>31,724</u>	<u>87,311</u>	<u>86,878</u>
Total incoming resources		<u>96,390</u>	<u>32,956</u>	<u>129,346</u>	<u>130,886</u>
Resources expended					
<i>Costs of generating funds</i>					
Cost of generating voluntary income	7	(18,598)	-	(18,598)	(19,754)
<i>Charitable activities</i>					
Provision of advice re Rights of Way	8	(25,345)	-	(25,345)	(26,457)
Updating CROW and publications	8	(24,710)	-	(24,710)	(19,471)
Heritage Paths Project	8	-	(34,454)	(34,454)	(35,892)
Lockerby Bequest	8	-	-	-	(1,412)
		<u>(50,055)</u>	<u>(34,454)</u>	<u>(84,509)</u>	<u>(83,232)</u>
<i>Governance costs</i>	9	(14,943)	-	(14,943)	(17,763)
Total resources expended		<u>(83,596)</u>	<u>(34,454)</u>	<u>(118,050)</u>	<u>(120,749)</u>
Net incoming/(outgoing) resources before other recognised gains and losses					
Unrealised gains on investments	13	12,794	(1,498)	11,296	10,137
Realised gains on investments	13	2,361	-	2,361	214
		<u>-</u>	<u>-</u>	<u>-</u>	<u>3,845</u>
Net movement in funds		<u>15,155</u>	<u>(1,498)</u>	<u>13,657</u>	<u>14,196</u>
Transfer between funds	18	(5,949)	5,949	-	-
		<u>9,206</u>	<u>4,451</u>	<u>13,657</u>	<u>14,196</u>
Funds brought forward at 1 July 2013		225,861	(14,619)	211,242	197,046
Funds carried forward at 30 June 2014		<u>235,067</u>	<u>(10,168)</u>	<u>224,899</u>	<u>211,242</u>

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 2014

	Notes	2014 £	2014 £	2013 £	2013 £
Fixed assets					
Tangible assets	12		104,612		104,697
Investments at valuation	13		14,941		12,580
			119,553		117,277
Current assets					
Stock	14	3,777		4,055	
Debtors	15	9,223		9,726	
Cash in bank and at hand		96,929		85,111	
		109,929		98,892	
Creditors: amounts falling due within one year	16	(4,582)		(4,927)	
Net current assets			105,347		93,965
Total assets less current liabilities			224,900		211,242
Reserves					
Unrestricted funds	17	235,068		225,861	
Restricted funds	18	(10,168)		(14,619)	
			224,900		211,242

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 this 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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved and authorised for issue by the Board on 18th September 2014.

George M Menzies

GM Menzies
Chairman

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 for Smaller Entities (effective January 2008), 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 2005): 'Accounting and Reporting by Charities'. They 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 with the exception of legacies and donations, which are accounted for when received. Ordinary subscriptions are recognised in the year in which they are received. Grant income is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. 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:

- Costs of generating funds consist of costs relating to the raising of voluntary income;
- 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 and have been allocated to activity cost categories on a basis consistent with the staff salaries incurred on each activity.

Investments

Fixed asset investments are accounted for at market value.

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)

Depreciation

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.

Stock

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

Taxation

The Society is recognised as a charity by the HM Revenue & Customs and therefore enjoys significant tax exemption.

2 Directors' remuneration

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 1 director (2013: nil) was paid such expenses.

	2014 £	2013 £
Directors' expenses	53	-

3 Net incoming/outgoing resources

This is stated after charging:

	2014 £	2013 £
Depreciation of fixed assets	589	507
Independent examiner's remuneration	1,860	1,808

4 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Annual subscription	16,583	-	16,583	18,976
Life subscriptions	900	-	900	1,300
Corporate subscriptions	9,582	-	9,582	9,057
Donations	7,993	1,026	9,019	7,747
Bequests and legacies	-	-	-	250
Gift aid	5,158	206	5,364	5,276
	<u>40,216</u>	<u>1,232</u>	<u>41,448</u>	<u>42,606</u>

Notes (continued)

5 Investment income

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Dividends	-	-	-	1,004
Interest	587	-	587	398
	<u>587</u>	<u>-</u>	<u>587</u>	<u>1,402</u>

6 Incoming resources from charitable activities

	Advice £	Heritage Paths £	2014 £	2013 £
Fife Council	-	9,000	9,000	-
Central Scotland Green Network	-	22,724	22,724	-
SNH Grant	-	-	-	19,307
Brown Forbes Memorial Trust	-	-	-	11,400
Forth Valley and Lomond LEADER	-	-	-	4,688
Hugh Fraser Foundation	-	-	-	2,000
Gatliff Trust	-	-	-	1,000
ScotWays sign budget 2011/13	-	-	-	1,900
Lawyers' searches	50,270	-	50,270	39,242
Publications	4,862	-	4,862	5,925
Walks	455	-	455	584
Other income	-	-	-	832
	<u>55,587</u>	<u>31,724</u>	<u>87,311</u>	<u>86,878</u>

7 Costs of generating voluntary income

	2014 £	2013 £
Staff costs	8,138	8,588
Printing, postage and stationery	4,514	6,654
Support costs	5,946	4,512
	<u>18,598</u>	<u>19,754</u>

8 Charitable activities

	Direct costs £	Staff costs £	Support costs £	2014 £	2013 £
Advice	4,697	16,880	3,768	25,345	26,457
CROW and publications	2,206	18,489	4,015	24,710	19,471
Heritage Paths	17,891	15,517	1,046	34,454	35,892
Lockerby Bequest	-	-	-	-	1,412
	<u>24,794</u>	<u>50,886</u>	<u>8,829</u>	<u>84,509</u>	<u>83,232</u>

Notes (continued)

9 Governance costs

	2014 £	2013 £
Independent examiner's fees	1,859	1,808
Meeting expenses	803	914
Travel expenses	38	31
Preparation of annual report and AGM	2,379	3,860
Admin data expenses	2,407	2,131
Prior year accountancy support	-	1,605
Staff costs	2,394	2,820
Support costs	5,063	4,594
	<u>14,943</u>	<u>17,763</u>

10 Support costs

	Cost of generating voluntary income £	Charitable activities £	Governance costs £	2014 £	2013 £
Staff salaries	4,695	2,348	4,695	11,738	8,442
Premises, insurance & mortgage	449	2,329	132	2,910	2,043
Telephone, water, H&L	431	2,236	127	2,794	4,663
Computer costs	194	1,008	57	1,259	1,126
Subscriptions	85	439	25	549	283
Depreciation	92	470	27	589	507
	<u>5,946</u>	<u>8,830</u>	<u>5,063</u>	<u>19,839</u>	<u>17,064</u>

11 Employees

	2014 £	2013 £
Staff salaries	69,264	72,165
Employer's NIC	3,892	5,603
	<u>73,156</u>	<u>77,768</u>

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

The average number of employees was 5 (2013: 5) (full time equivalent 3 (2013: 3)).

Notes (continued)

12 Tangible fixed assets

	Heritable property £	Office equipment £	Total £
Cost			
At 1 July 2013	103,765	1,746	105,511
Additions	-	504	504
Disposals	-	-	-
At 30 June 2014	103,765	2,250	106,015
Depreciation			
At 1 July 2013	-	814	814
Charge for the year	-	589	589
Disposals	-	-	-
At 30 June 2014	-	1,403	1,403
Net book value			
At 30 June 2014	103,765	847	104,612
At 30 June 2013	103,765	932	104,697

13 Investments

	2014 £	2013 £
Listed investments		
Market value at 30 June 2013	12,580	8,521
Market value at 30 June 2014	14,941	12,580
Unrealised gain/(loss) during the year	2,361	214
Realised gain/(loss) during the year	-	3,845

Listed investments as at 30 June 2014 comprise a holding of 79 M&G Charifund units. The total cost of these units was £12,365.

14 Stock

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

	2014 £	2013 £
Stock in hand	3,776	4,055

Notes (continued)

15 Debtors

	2014 £	2013 £
Income tax recoverable	5,363	4,606
Prepayments	2,285	2,909
Other debtors	1,575	2,211
	<u>9,223</u>	<u>9,726</u>

16 Creditors: amounts falling due within one year

	2014 £	2013 £
Other creditors	1,860	2,186
Deferred income	2,722	2,741
	<u>4,582</u>	<u>4,927</u>

17 Unrestricted funds

	Life Membership Fund £	General Reserve £	Property Fund £	Total £
<i>Unrestricted funds</i>				
Balance at 1 July 2013	25,606	133,470	66,785	225,861
Incoming resources	900	95,490	-	96,390
Resources expended	-	(83,596)	-	(83,596)
Transferred between funds	(1,325)	1,325	-	-
Gains on investments	-	2,361	-	2,361
Transfer to restricted funds	-	(5,949)	-	(5,949)
	<u>25,181</u>	<u>143,101</u>	<u>66,785</u>	<u>235,067</u>
Balance at 30 June 2014	25,181	143,101	66,785	235,067

18 Restricted funds

	Fife Pilgrims Route £	Donald Bennet Fund £	Heritage Paths Fund £	Total £
<i>Restricted funds</i>				
Balance at 1 July 2013	-	-	(14,619)	(14,619)
Incoming resources	31,724	1,232	-	32,956
Resources expended	(33,437)	-	(1,017)	(34,454)
Transfer from unrestricted funds	1,713	-	4,236	5,949
	<u>-</u>	<u>1,232</u>	<u>(11,400)</u>	<u>(10,168)</u>
Balance at 30 June 2014	-	1,232	(11,400)	(10,168)

The Heritage Paths fund is in deficit because significant bridge expenditure has been made up front. A transfer of £4,236 has been made from unrestricted funds to cover irrecoverable costs. The balance is expected to be recovered from future incoming funds.

Notes (continued)

18 Restricted funds (continued)

- Donald Bennet Fund: funding received to fund projects in memory of Scotways former Chairman, Donald Bennet.
- Heritage Paths Fund: funding received to fund a project relating to Heritage Paths.
- The Fife Pilgrims Route project was funded by Fife Council and the Central Scotland Green Network to assist with the development of a path in Fife.

19 Analysis of net assets among funds

	Unrestricted funds	Restricted funds £	2014 £	2013 £
Fixed assets	119,553	-	119,553	117,277
Net current assets	115,514	(10,168)	105,346	93,965
	<u>235,067</u>	<u>(10,168)</u>	<u>224,899</u>	<u>211,242</u>

20 Ultimate controlling party

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