

**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 2005*

Henderson Loggie  
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## **Company information**

### **Honorary President**

JC Bartholomew

### **Directors**

Dr R Aitken (Honorary Vice President)

GM Menzies (Chairman)

P Mackay (Vice Chairman)

H Anderson

RS Barron

DJ Bennett (resigned 20 November 2004)

JC Craig

JBC Davidson

J Duberley

WR Forsyth

Cllr Eric Gotts

JD Graham

Cllr FM Grant (resigned 21 March 2005)

KM Griffiths (appointed 1 August 2005)

DM Jenkins

J Law (resigned 20 November 2004)

JP Lawson

WB Logan

JW MacKay (appointed 6 July 2005)

Mrs ED Stewart

A Sutherland (resigned 20 November 2004)

ACH Valentine

### **Secretary**

TA Titterton

### **Treasurer**

UM Ryalls

### **Registered Office**

24 Annandale Street

Edinburgh

EH7 4AN

### **Bankers**

Clydesdale Bank plc

29-30 Nicolson Square

Edinburgh

EH8 9BX

### **Registered Number**

SC024243

### **Reporting Accountants**

Henderson Loggie

10 Great Stuart Street

Edinburgh

EH3 7TN

### **Registered Charity Number**

SC015460

## **Directors' report**

The Directors present their report and accounts for the year ended 30 June 2005.

### **Preparation of accounts**

The Accounts 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 October 2000.

### **Principal activities**

The Society's principal activity during the year continued to be giving advice about rights of access and 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 and paths to show their routes and to help safeguard their status. Records of principal rights of access and paths 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. The Society was pleased to welcome John Bartholomew as its new Honorary President.

During the year the Society participated in the Scottish Executive's Consultations on matters linked to implementation of Part I of the Land Reform (Scotland) Act 2003.

Professor Paisley advised on a new Law Guide for Rights of Way and Access in Scotland, soon to be published.

A revised Fourth Edition of Scottish Hill Tracks was published and has been well received. A map/leaflet of "Hill Tracks in the Cairngorms" was published with financial support from Scottish National Heritage and LEADER+.

There was a steady, but modest, flow of new members during the year.

Work on sign posting rights of way and other paths continued.

The Society's influence on Access policy was enabled through membership of the National Access Forum. Representation on various forums was maintained and articles appeared in newspapers and Law Society Journal.

Grants from Scottish Executive and Scottish National Heritage and the support of members both in subscriptions and bequests allowed the Society to meet its objectives for the year.

### **Honorary President**

JC Bartholomew (appointed 20 November 2004).

### **Directors**

The organisation is headed by a Board of Directors who are advised by relevant sub-committees.

The Directors who served during the year were as follows:

Dr R Aitken (Honorary Vice President)  
GM Menzies (Chairman)  
P Mackay (Vice Chairman)  
H Anderson  
RS Barron  
DJ Bennett (resigned 20 November 2004)  
JC Craig

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

### **Directors** *(continued)*

JBC Davidson  
J Duberley  
WR Forsyth  
Cllr Eric Gotts  
JD Graham  
Cllr FM Grant (resigned 21 March 2005)  
DM Jenkins  
J Law (resigned 20 November 2004)  
JP Lawson  
WB Logan  
Mrs ED Stewart  
A Sutherland (resigned 20 November 2004)  
ACH Valentine

KM Griffiths was appointed on 1 August 2005 and JW MacKay was appointed on 6 July 2005.

### **Constitution**

The Society is a company limited by guarantee and is governed by a revised Memorandum and Articles of Association. 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.

### **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 judgments and estimates that are reasonable and prudent;
- 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.

### **Risk management**

*The Board have reviewed the risks faced by the organisation and have developed an action plan to manage them. The risk register is subject to regular review and updating.*

### **Reserves policy**

The unrestricted fund represents the free reserves of the company and they are considered to be adequate to ensure the Society can continue to operate if the current funding sources cease and new funding has to be sourced.

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

### **Investment policy**

The Society has one listed investment of which it has regular valuations from a stockbroker. Other funds are maintained in high interest accounts.

### **Contribution of volunteers**

The Directors gratefully acknowledge the valuable contribution made by all Scotways' volunteers during the year.

### **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.

This report was approved by the Board on 21 September 2005



**TA Titterton**  
*Secretary*



# HENDERSON LOGGIE

Chartered Accountants  
10 Great Stuart Street  
Edinburgh  
EH3 7TN  
United Kingdom

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

### **Respective responsibilities of directors and reporting accountants**

As described on page 3, the company's directors are responsible for the preparation of 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 purpose 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 of the company for the financial year in question 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 in those accounting records, those accounts have been drawn up in a manner consistent with the provisions of the Act as specified in subsection (6) of section 249C, so far as applicable to the company; and
- (c) having regard to, and on the basis of, the information in the accounting records, the company satisfied the requirements of section 249A(4), for the financial year in question, and did not fall within section 249B(1)(a) to (f) at any time within that financial year.

*Henderson Loggie*

**Henderson Loggie**  
Chartered Accountants

*21 September 2005*

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

*for the year ended 30 June 2005*

	Note	Unrestricted Funds £	Restricted Funds £	Total 2005 £	Restated Total 2004 £
<b>Incoming resources</b>					
<i>Donations, legacies and similar incoming resources</i>					
Annual subscriptions		17,594	-	17,594	16,798
Life and joint life subscriptions		550	-	550	2,400
Corporate subscriptions		8,193	-	8,193	10,367
Donations		5,058	-	5,058	4,760
Bequests and legacies		21,693	-	21,693	14,659
Income tax recoverable gift aid		4,277	-	4,277	6,351
<i>Incoming resources from operating activities in furtherance of the charity's objects</i>					
Income from publications		6,073	-	6,073	6,026
Income from bookshop		1,823	-	1,823	1,482
SNH CROW grant aid		-	18,159	18,159	15,779
Scottish Executive Core funding		16,500	-	16,500	16,500
Signposting		15,271	-	15,271	39,786
Income from lawyers searches		9,516	-	9,516	11,134
Income from walks		487	-	487	373
Commission on clothing sales		24	-	24	40
<i>Investment income</i>					
Interest received		2,761	99	2,860	2,013
<b>Total incoming resources</b>		<b>109,820</b>	<b>18,258</b>	<b>128,078</b>	<b>148,468</b>
<i>Cost of activities in furtherance of charitable objectives</i>					
	4	(83,399)	(18,159)	(101,558)	(110,829)
Management and administration	5	(11,916)	-	(11,916)	(11,872)
<b>Total resources expended</b>		<b>(95,315)</b>	<b>(18,159)</b>	<b>(113,474)</b>	<b>(122,701)</b>
Unrealised gain on investments	8	14,505 2,275	99 -	14,604 2,275	25,767 700
<b>Net incoming resources for the year</b>		<b>16,780</b>	<b>99</b>	<b>16,879</b>	<b>26,467</b>

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 2005

	Notes	2005 £	2005 £	Restated 2004 £
<b>Fixed assets</b>				
Tangible assets	7	106,545		107,843
Investments at valuation	8	12,215		9,940
		<hr/>		<hr/>
		118,760		117,783
<b>Current assets</b>				
Stock	10	3,398	3,527	
Debtors	11	6,350	10,325	
Cash in bank and at hand		90,763	73,015	
		<hr/>	<hr/>	
		100,511	86,867	
<b>Creditors: amounts falling due within one year</b>	12	(4,587)	(6,816)	
		<hr/>	<hr/>	
<b>Net current assets</b>		95,924		80,051
		<hr/>		<hr/>
<b>Total assets less current liabilities</b>		214,684		197,834
<b>Creditors: due after one year, loan on office property</b>	13 & 14	(1,122)		(1,151)
		<hr/>		<hr/>
		213,562		196,683
<b>Reserves</b>				
Unrestricted funds	15 & 16	210,421		191,165
Restricted funds	15 & 16	3,141		5,518
		<hr/>		<hr/>
		213,562		196,683
		<hr/>		<hr/>

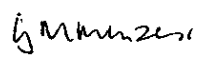
The directors are satisfied that the company is entitled to exemption under section 249A(2) of the Companies Act 1985 and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985; and
- (ii) preparing accounts 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 226 of the Companies Act 1985, and which otherwise comply with the requirements of the this Act relating to accounts, so far as is applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and the financial Reporting Standards for smaller entities.

These accounts were approved by the Board on 21 September 2005

  
**GM Menzies**  
*Chairman*

## **Notes to the accounts** *(forming part of the accounts)*

### **1 Accounting policies**

#### ***Accounting convention***

The financial statements have been prepared in accordance with Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) issued in October 2000. They have been prepared under the historical cost convention as modified by the revaluation of fixed asset investments.

#### ***Income and expenditure***

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.

Expenditure is accounted for on an accruals basis.

All income and expenditure arose in the UK.

#### ***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.

#### ***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 may have been specified by the donor of funds or may have arisen through other circumstances such as the restrictive wording of an appeal.

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

#### ***Depreciation***

Depreciation has been provided at the following annual rates in order to write off fixed asset over their useful lives:

Office equipment	33.3% reducing balance
Vehicle trailer	33.3% reducing balance
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 accounts, therefore no depreciation has been charged.

#### ***Stocks***

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

#### ***Taxation***

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

**Notes (continued)**

**2 Directors' remuneration**

The directors receive no remuneration for their services, but may be paid traveling, subsistence and other expenses properly incurred by them in connection with the discharge of their duties. In the current year 8 directors were paid such expenses.

	2005	2004
	£	£
Directors' expenses	547	534

**3 Net surplus**

This is stated after charging:

	2005	2004
	£	£
Depreciation of owned fixed assets	1,396	2,392
Reporting accountants' remuneration	1,175	1,296

**4 Costs in furtherance of charitable activities**

	2005	2004
	£	£
Cost of publication used for resale	1,314	950
Scottish Hill Tracks stock purchases	3,494	-
Cairngorms maps	243	-
CROW expenses	872	-
Signposts, materials and bridge maintenance	10,858	26,554
Wages and salaries	62,674	60,184
Employers' National Insurance Contributions	4,495	4,601
Travel and reimbursement expenses	6,669	8,207
Printing and postage	10,851	10,333
Other	88	-
	<u>101,558</u>	<u>110,829</u>

**5 Management and administration expenses**

	2005	2004
	£	£
Rates, insurance, management and mortgage interest	1,948	1,768
Telephone, electricity, gas and water	3,862	4,114
Accountancy and other financial fees	1,279	1,296
AGM, conferences, courses	1,507	1,014
Subscriptions and donations	270	212
Maps	56	56
Depreciation	1,396	2,392
Repairs and maintenance	554	373
Bank charges	-	40
Deficit on walks	-	75
Computer and equipment consumables	25	308
Equipment maintenance	1,019	224
	<u>11,916</u>	<u>11,872</u>

**Notes (continued)**

**6 Employees**

	2005 £	2004 £
Staff salaries	62,674	60,184
Employers' NIC contributions	4,495	4,601
Expenses	6,122	7,673
	<u>73,291</u>	<u>72,458</u>

No employee earned more than £50,000 in either year.

The average number of full time equivalent employees was 3 (2004: 3).

**7 Tangible fixed assets**

	Heritable property £	Office equipment £	Vehicle trailers £	Total £
<b>Cost</b>				
At 1 July 2004	103,765	13,581	662	118,008
Additions	-	115	-	115
Disposals	-	(50)	-	(50)
	<u>103,765</u>	<u>13,646</u>	<u>662</u>	<u>118,073</u>
At 30 June 2005	103,765	13,646	662	118,073
<b>Depreciation</b>				
At 1 July 2004	-	9,711	454	10,165
Charge for the year	-	1,327	69	1,396
On disposals	-	(33)	-	(33)
	<u>-</u>	<u>11,005</u>	<u>523</u>	<u>11,528</u>
At 30 June 2005	-	11,005	523	11,528
<b>Net book value</b>				
At 30 June 2005	<u>103,765</u>	<u>2,641</u>	<u>139</u>	<u>106,545</u>
At 30 June 2004	<u>103,765</u>	<u>3,870</u>	<u>208</u>	<u>107,843</u>

**8 Investments**

	Listed Investments £	
<b>Cost</b>		
At 1 July 2004 and 2005	<u>16,251</u>	
	<u>2005 £</u>	<u>2004 £</u>
<b>Market value</b>		
Listed investments at market value	<u>12,215</u>	<u>9,940</u>

## Notes (continued)

### 8 Investments (continued)

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

	2005	Restated 2004
	£	£
Market value at 30 June 2004	9,940	9,240
Market value at 30 June 2005	12,215	9,940
	<hr/>	<hr/>
Unrealised gain on investments	2,275	700
	<hr/>	<hr/>

### 9 Prior year adjustment

Prior year adjustments have resulted from the following changes in accounting policy:

#### *Investments*

The investments have been carried at cost. To bring the accounts in line with the Statement of Recommended Practice (SORP 2000), the investments have been restated at market value. The effect on the opening balance of reserves at 30 June 2003 was to reduce them by an unrealised loss of £7,011, being the difference between cost of £16,251 and the market value at 30 June 2003 of £9,240. The opening balance of reserves at 30 June 2004 was also increased by the unrealised gain on the investment in 2004 (£700).

#### *Ordinary subscriptions*

Ordinary subscriptions were recognised in the period to which they related. To bring the accounts in line with the Statement of Recommended Practice (SORP 2000), ordinary subscriptions are now recognised in the year in which they are received. The effect on the opening balance of reserves at 30 June 2004 is to increase these by £6,861 (the amount of ordinary subscriptions previously deferred at that date).

### 10 Stocks

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

	2005	2004
	£	£
Stock in hand	3,398	3,527
	<hr/>	<hr/>

### 11 Debtors

	2005	2004
	£	£
Scottish Executive Grant	4,125	4,125
Other debtors	2,225	6,200
	<hr/>	<hr/>
	6,350	10,325
	<hr/>	<hr/>

**Notes** (continued)

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

	2005 £	Restated 2004 £
Other creditors	4,587	6,816

**13 Creditors: amounts falling due after one year**

	2005 £	2004 £
Building Society loan	1,122	1,151

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

**14 Loans**

	2005 £	2004 £
<i>Creditors include</i>		
Amounts falling due for payment after more than five years	500	550

**15 Summary of funds**

	2005 £	Restated 2004 £
<i>Unrestricted funds</i>		
Life membership fund	27,972	28,894
General reserve	113,188	95,486
Property fund	66,785	66,785
Case Law project	2,476	-
	210,421	191,165
<i>Restricted funds</i>		
Lockerby bequest	1,412	1,367
George Cheyne memorial fund	1,729	1,675
Case law project	-	2,476
CROW fund	-	-
	3,141	5,518

Balances on restricted funds are wholly represented by cash held.

## Notes (continued)

### 16 Movement in funds

	Life Membership Fund £	Case Law Project £	General Reserve £	Property Fund £	Total £
<i>Unrestricted funds</i>					
At 30 June 2004 (as previously reported)	28,894	-	94,936	66,785	190,615
Prior year adjustments (note 9):					
Investments	-	-	(6,311)	-	(6,311)
Ordinary subscriptions	-	-	6,861	-	6,861
Balance at 30 June 2004 (as restated)	28,894	-	95,486	66,785	191,165
Surplus for the year	550	-	16,230	-	16,780
Transfer between funds	(1,472)	2,476	1,472	-	2,476
	<u>27,972</u>	<u>2,476</u>	<u>113,188</u>	<u>66,785</u>	<u>210,421</u>
		Balance at 30 June 2004 £	Surplus/ deficit for the year £	Transfers between funds £	Balance at 30 June 2005 £
<i>Restricted funds</i>					
Lockerby bequest		1,367	45	-	1,412
George Cheyne memorial fund		1,675	54	-	1,729
Case law project		2,476	-	(2,476)	-
SNH Crow Grant Aid		-	-	-	-
		<u>5,518</u>	<u>99</u>	<u>(2,476)</u>	<u>3,141</u>

The balance on the case law project has been agreed as surplus on the project which can be spent as the Society wishes. It has been transferred to Unrestricted Funds but earmarked by the Trustees for work on publications.

### 17 Leasing commitments

Annual commitments under non-cancelable leases are as follows:

	Other 2005 £	Other 2004 £
Operating leases which expire:		
Within 1 year	-	-
In second to fifth years inclusive	1,204	1,204
Within 1 year	-	-
	<u>1,204</u>	<u>1,204</u>