

Scottish Transport Studies Group
Annual Report and Accounts
For year ended 31 March 2008

Charity no SCO14720

Chair's Annual Report

Since taking over as Chair of STSG in September 2007 my aim has been to develop the reputation of STSG as Scotland's leading transport think tank. With over 150 members encompassing many of the organisations generating knowledge, STSG is uniquely placed to distil the knowledge, and promote its use in practice.

My thanks go to Steve Lockley the immediate past Chair Steve Lockley for starting the seminar programme which has flourished this year. I would like STSG to help to connect the accumulated knowledge over the 24 years of STSG from across the spectrum of Scottish transport, to support practical delivery partnerships.

Our most visible outputs are the regular publications. In most cases these summarise the discussions at our seminars and conferences where we seek to bring some clarity to topical transport debates. I am indebted to the many members of STSG who have contributed to these discussions and shared their thoughts through articles in STR. The choice of seminar programme and content of the publications has been steered by the STSG committee and my thanks go to all those who have given up their time to contribute, particularly Gordon Hill as Secretary and Tim Steiner as Treasurer.

As STSG moves forward into its 25th year, Scotland is set to play an even greater role in the transport knowledge economy. From 2010 to 2012 the European Transport Conference will be held in Glasgow, and STSG members has already worked closely with partners to secure this major event. Longstanding members of STSG include major transport operators, and some of the leading transport authorities in Europe. STSG is set to play an increasing role in knowledge transfer developing a better understanding of transport across all elements of Scotland's economy and society.

I hope that more members will participate in our regular seminar programme, join our committee meetings which take place before these seminars, and share their knowledge through Scottish Transport Review.

Derek Halden
Chair STSG
September 2008

Scottish Transport Studies Group Accounts

Charity no. SCO14720

Charity Information for the Year Ended 31st March 2008

Committee

Derek Halden (Chair from 27 September 2007)

Gordon Hill (Secretary from 27 September 2007)

Tim Steiner (Treasurer)

Stephen Lockley (Chair until 27 September 2007 and remains on committee)

Tom Hart

Sam Milliken

John Yellowlees

Bill Ure

Erl Wilkile

Alan Howes

Anne McGregor (until 27 September 2007)

Prof Ron McQuaid (until 27 September 2007)

Jonathan Butler (from 27 September 2007)

Kevin Cullinane (from 27 September 2007)

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Committee Report for the Year Ended 31st March 2008

The committee present their report together with the accounts of the year ended 31st March 2008.

Form and Purpose of the Charity

Scottish Transport Studies Group (STSG) was founded by a constitution last amended in September 2004. It was recognised by the Inland Revenue as a Scottish Charity on 6th May 1987 (Ref no SCO14720) and is thus exempt from most forms of taxation.

Principal Activity and Committee Objectives

The aim of the charity is to stimulate interest in and develop awareness of the transport function and its importance for Scotland, its economy and society. It encourages contacts between operators, public bodies, users and others interested in transport. It improves information provision and promotes research, issues publications and organises seminars to these ends.

Administrative Structure

Membership is open to public bodies, transport operators, other organisations and to individuals. A committee is elected at the Annual General Meeting to have executive power, and half the committee are re-elected each year. Details of the committee members are shown on page 2.

Review of Activities

During the year the charity produced four issues of the Scottish Transport Review, and organised a conference and several seminars on transport issues in Scotland. The charity aims to continue to develop awareness of transport problems and opportunities, and to stimulate discussion.

Reserves Policy

It is the policy of the committee to keep approximately six months expenditure as a reserve against decreases in membership and sponsorship, meaning that activities could continue for a period of time. At 31 March 2008, this aim was achieved.

Statement on Risk

The committee keeps under review the major risks to which the charity is exposed and is establishing procedures to mitigate those which are identifiable as a result of this review.

Statement of Committee Members' Responsibilities

Charity law requires committee members to prepare accounts that give a true and fair view of the state of affairs of the charity, and its incoming resources and application of resources including its surplus and deficit for that period. In doing so, the committee members are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume the charity will continue its activities.

The committee members are responsible for keeping accounting records which disclose at any time the charity's financial position and enable them to ensure that the accounts comply with charity law. The committee also have general responsibility for taking such steps as are reasonably open to it to safeguard the charity's assets and to prevent and detect fraud and other irregularities.

On behalf of the committee,

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Tim Steiner
Treasurer

3 October 2008

Statement of Financial Activities and Income and Expenditure Account for the Year Ended 31st March 2008

Incoming Resources	2006/07	2007/08
Membership fees	12,740	8,760
Scottish Transport		
Review		50
Sale		
Conferences & seminars	2,765	-
Attendance fees		
	1,000	-
Sponsorship		
Bank interest	572	716
Total incoming resources	17,077	9,526
Resources expended		
Cost of activities in furtherance of the charity's objectives		
Scottish Transport		
Review		1,500
STR Copy	1,125	
Design, printing & postage	5,563	6,740
Conference & seminar expenses	3,345	100
Agency fees	1,578	-
Website updates	400	635
Stationery and postage for general administration	256	734
Cost of membership enhancement	1,175	-
	13,442	9,709
Governance costs		
Committee expenses	252	20
Fees of the independent examiner	250	250
Total resources expended	13,944	9,979
Surplus (Deficit) on ordinary activities being net		
Incoming (outgoing) resources for year	3,133	(453)
Funds at 1 st April 2007	16,259	
Funds at 31 st March 2008 – unrestricted funds	16,259	15,806

The notes on page 7 form part of these accounts

Balance Sheet as at 31st March 2008

	2006/07	2007/08
Current assets		
Debtors – trade debtors	500	-
Bank and cash	19,235	19,168
	<hr/>	<hr/>
	19,735	19,168
Creditors – accounts due within one year		
Accrued charges and receipts in advance	3,476	3,363
	<hr/>	<hr/>
Net current assets	16,259	15,806
Represented by:		
Funds – Unrestricted funds	16,259	15,806

These accounts were approved by the committee on 3 October 2008 and signed on its behalf by

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Notes to the Accounts

1 Principal Accounting Policies

These accounts have been prepared in accordance with applicable accounting standards in the United Kingdom, the Charities Accounts (Scotland) Regulations 2006, the historical cost convention and under the guidelines laid down in the Statement of Recommended Practice – Accounting and Reporting by Charities – 2005 version.

Grants, bank interest and other income are recognised in the Statement of Financial Activities as they are received. Expenditure including VAT, which is unrecoverable, is accounted for an accruals basis.

All activities are dealt with in unrestricted funds.

2 Committee expenses and related party transactions

Members of the committee received travel expenses for committee meetings and conferences as disclosed in the statement of financial activities.

In addition, T Hart received £1,500 in fees for contributions to the Scottish Transport Review. In 2006/07 he had received £1,125 for contributions to the Review.

The website maintenance was partly sponsored by Derek Halden Consultancy (DHC), a company owned by Derek Halden, but £635 was paid to DHC to defray costs of web hosting/e-mail and a contribution towards fees for Gareth Evans.

Independent Examiner's Report to the Scottish Transport Studies Group on the accounts of the charity for the year ended 31 March 2008 set out in pages 5 to 7

Respective Responsibilities of the Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act 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 accounts 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 Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulation 2006. an examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts 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 accounts.

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 which accord with the accounting records and comply with Regulation 9 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 accounts to be reached.

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Date: 3 October 2008