

Scottish Transport Studies Group
Annual Report and Accounts
For year ended 31 March 2010

Charity no SCO14720

Chair's Annual Report

STSG continues to bring together diverse transport interests and promote evidence led transport delivery.

The publication of occasional papers has been re-introduced this year and helped to focus debate on topics of interest to groups within the STSG network.

Links with Transport Planning Society and Chartered Institute of Logistics and Transport have been consolidated. With the strengthening of more organisations within the transport debate this is set to continue. If STSG activities can be streamlined within those of partner organisations then both networks and engagement with wider networks can be improved.

STSG continues to spend more on printing and events than is received in income. However, STSG continues to offer events and publications free of charge to members, and depends largely on voluntarily activities to write articles, host seminars, and support the administration of the group.

I will continue to seek to support partnerships and reduce dependence on subscriptions helping to focus voluntary time at professional rather than administrative issues.

Derek Halden
Chair STSG
September 2010

Scottish Transport Studies Group Accounts

Charity no. SCO14720

Charity Information for the Year Ended 31st March 2009

Committee

Derek Halden (Chair)
Gordon Hill (Secretary)
Tim Steiner (Treasurer)
John Yellowlees
Alan Howes
Bill Ure
Kevin Cullinane
John Nelson
John Halliday
Dougie McDonald
Paul Finch (from 15 October 2009)
Stephen Lockley (to 15 October 2009)
Tom Hart (to 15 October 2009)
Erl Wilkle (to 15 October 2009)
Sam Milliken (to 15 October 2009)
Andrew Davidson (to 20 January 2010)

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Independent Examiner

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Banker

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Committee Report for the Year Ended 31st March 2010

The committee present their report together with the accounts of the year ended 31st March 2010.

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 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 2010, 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

21 September 2010

Statement of Financial Activities and Income and Expenditure Account for the Year Ended 31 March 2010

Incoming Resources	2008/09	2009/10
Membership fees	8,960	7,593
Bank interest	502	6
Total incoming resources	9,462	7,599
Resources expended		
Cost of activities in furtherance of the charity's objectives		
Scottish Transport STR Copy Review	1,050	900
Design, printing & postage	6,940	6,940
Conference & seminar expenses	1,775	852
Membership renewals administration & costs	-	145
Stationery and postage for general administration	770	856
	10,535	9,693
Governance costs		
Committee expenses	518	441
Fees of the independent examiner	250	250
Total resources expended	11,303	10,385
Surplus (Deficit) on ordinary activities being net		
Incoming (outgoing) resources for year	(1,841)	(2,786)
Funds at 1 st April 2009		13,965
Funds at 31 st March 2010 – unrestricted funds		11,179

The notes on page 7 form part of these accounts

Balance Sheet as at 31 March 2009

	2008/09	2009/10
Current assets		
Debtors – trade debtors	-	-
Bank and cash	16,765	15,383
	<u>16,765</u>	<u>15,383</u>
Creditors – accounts due within one year		
Accrued charges and receipts in advance	2,800	4,204
	<u>2,800</u>	<u>4,204</u>
Net current assets	<u>13,965</u>	<u>11,179</u>
Represented by:		
Funds – Unrestricted funds	13,965	11,179

These accounts were approved by the committee on 21 September 2010 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, Tom Hart received £900 (2008/09 £1,050) in fees for contributions to the Scottish Transport Review.

Independent Examiner's Report to the Scottish Transport Studies Group on the accounts of the charity for the year ended 31 March 2010 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: 21 September 2010