

Scottish Transport Studies Group

Accounts

For year ended 31 March 2012

Charity no SCO14720

Scottish Transport Studies Group Accounts

Charity no. SCO14720

Charity Information for the Year Ended 31st March 2012

Committee

Derek Halden, DHC (Chair)
Gordon Hill, Glenkens Transport Association (Secretary)
Tim Steiner, JMP (Treasurer)
Alan Howes, Independent Consultant
Barry Hutton, Independent Consultant
John Yellowlees, First Scotrail
Paul Finch AECOM
Alf Baird, Transport Research Institute, Napier University
Bill Ure
Stuart Turnbull, Jacobs
Dougie McDonald, MVA
George Mair, Confederation of Passenger Transport

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Independent Examiner

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Banker

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Committee Report for the Year Ended 31st March 2012

The committee present their report together with the accounts of the year ended 31st March 2012.

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 three issues of the Scottish Transport Review, and organised 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 2012, 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

11 December 2012

Statement of Financial Activities and Income and Expenditure Account for the Year Ended 31 March 2012

Incoming Resources	2010/11	2011/12
Membership fees	5,787	1,172
Bank interest	42	24
Total incoming resources	5,829	1,196
Resources expended		
Cost of activities in furtherance of the charity's objectives		
Scottish Transport STR Copy Review	600	500
Design, printing & postage	5,211	4,330
Conference & seminar expenses	816	-
Membership renewals administration & costs	-	-
Market research on MSPs' attitudes to transport	699	-
Stationery and postage for general administration	550	245
	7,876	5,075
Governance costs		
Committee expenses	154	-
Fees of the independent examiner	250	200
Total resources expended	8,280	5,275
Surplus (Deficit) on ordinary activities being net Incoming (outgoing) resources for year	(2,451)	(4,079)
Funds at 1 st April 2012		8,728
Funds at 31 st March 2012 – unrestricted funds		4,649

The notes on page 7 form part of these accounts

Balance Sheet as at 31 March 2012

	2010/11	2011/12
Current assets		
Debtors – trade debtors	-	-
Bank and cash	9,638	5,094
	<u>9,638</u>	<u>5,094</u>
Creditors – accounts due within one year		
Accrued charges and receipts in advance	910	445
	<u>910</u>	<u>445</u>
Net current assets	<u>8,728</u>	<u>4,649</u>
Represented by:		
Funds – Unrestricted funds	8,728	4,649

These accounts were approved by the committee on 11 December 2012 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 are able to claim travel expenses for committee meetings and conferences, but none did so during the financial year.

In addition former committee member Tom Hart received £500 (2010/11: £600) in fees for contributing copy for the Scottish Transport Review.

3 Note regarding membership income

Membership income is much lower for 2011/12 than in the previous year. As a result of declining income for the Group over a number of years, the Committee decided, at the AGM on 8 November 2010, to offer free membership to the Group for a trial period in order to stimulate additional interest in and activity by the Group, using some of the Group's reserves to fund this.

Independent Examiner's Report to the Scottish Transport Studies Group on the accounts of the charity for the year ended 31 March 2012 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) (d) 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: December 2012