

**Scottish Transport Studies Group**  
**Annual Report and Accounts**  
**For year ended 31 March 2009**

Charity no SCO14720



***Promoting exchange in Scottish Transport since 1984***

## **Chair's Annual Report**

STSG celebrates its 25<sup>th</sup> anniversary this year. Consistent with the goals of those who established it in 1984, the group continues to bring together diverse transport interests and promote evidence led transport messages.

STSG publications are increasingly referenced from across the globe. They are also regularly used in the Scottish media to help develop transport debates. From major infrastructure to social needs, STSG has sought to highlight the best available evidence on the most important issues for the Scottish economy and society.

For the second year in a row we have spent slightly more on printing and events than we have received in income. STSG subscriptions have not changed for a decade so we are proposing a small increase in subscriptions for individuals and small businesses. This will ensure that STSG can continue to offer events and publications free to members.

Subscriptions are however a very small part of the resources needed to make the group function. As Chair I am very grateful to all those who have worked hard giving their time voluntarily to write articles, host seminars, and support the administration of the group, particularly Tim Steiner as Treasurer and Gordon Hill as Secretary.

**Derek Halden**  
Chair STSG  
October 2009

## **Scottish Transport Studies Group Accounts**

Charity no. SCO14720

### **Charity Information for the Year Ended 31<sup>st</sup> March 2009**

#### **Committee**

Derek Halden (Chair)  
Gordon Hill (Secretary)  
Tim Steiner (Treasurer)  
Stephen Lockley  
Tom Hart  
Sam Milliken  
John Yellowlees  
Bill Ure  
Erl Wilkle  
Alan Howes  
Kevin Cullinane  
Andrew Davidson (from 3 October 2008)  
Dougie McDonald (from 3 October 2008)  
John Nelson (from 3 October 2008)  
John Halliday (from 3 October 2008)

#### **Office**

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#### **Independent Examiner**

A W Scotland C.A.  
10 Craighall Crescent  
Edinburgh  
EH6 4RY

#### **Banker**

Bank of Scotland  
The Mound  
Edinburgh  
EH1 1YZ



*Promoting exchange in Scottish Transport since 1984*

## **Committee Report for the Year Ended 31<sup>st</sup> March 2009**

The committee present their report together with the accounts of the year ended 31<sup>st</sup> March 2009.

### **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 6<sup>th</sup> 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 2009, 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**

15 October 2009

**Statement of Financial Activities and Income and Expenditure Account for the Year Ended 31 March 2009**

<b>Incoming Resources</b>	<b>2007/08</b>	<b>2008/09</b>
Membership fees	8,760	8,960
Scottish Transport Sales	50	-
Review		
Bank interest	716	502
<b>Total incoming resources</b>	9,526	9,462
<b>Resources expended</b>		
Cost of activities in furtherance of the charity's objectives		
Scottish Transport STR Copy	1,500	1,050
Review		
Design, printing & postage	6,740	6,940
Conference & seminar expenses	100	1,775
Website updates	635	-
Stationery and postage for general administration	734	770
	9,709	10,535
Governance costs		
Committee expenses	20	518
Fees of the independent examiner	250	250
<b>Total resources expended</b>	9,979	11,303
Surplus (Deficit) on ordinary activities being net		
Incoming (outgoing) resources for year	(453)	(1,841)
Funds at 1 <sup>st</sup> April 2008	15,806	
Funds at 31 <sup>st</sup> March 2009 – unrestricted funds		13,965

The notes on page 7 form part of these accounts

## Balance Sheet as at 31 March 2009

	2007/08	2008/09
Current assets		
Debtors – trade debtors	-	-
Bank and cash	19,168	16,765
	<hr/>	<hr/>
	19,168	16,765
Creditors – accounts due within one year		
Accrued charges and receipts in advance	3,363	2,800
	<hr/>	<hr/>
Net current assets	15,806	13,965
Represented by:		
Funds – Unrestricted funds	15,806	13,965

These accounts were approved by the committee on 15 October 2009 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 £1,050 in fees for contributions to the Scottish Transport Review. In 2007/08 he had received £1,500 for contributions to the Review.



**Independent Examiner's Report to the Scottish Transport Studies Group on the accounts of the charity for the year ended 31 March 2009 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: 15 October 2009