

# **FRIENDS OF THE RIVER ALMOND WALKWAY**

**Annual Report & Financial Statements**

**For the year ended**

**28 February 2018**



# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2018

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# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2018

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The trustees present their report and financial statements together with the independent examiner's report for the year ended 28 February 2018.

## REFERENCE AND ADMINISTRATIVE DETAILS

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<b>Charity Name</b>	Friends of the River Almond Walkway (also known as FRAW)		
<b>Charity Number</b>	SC045077		
<b>Contact Address</b>	C/o Euan Drysdale 27 Cammo Grove Edinburgh EH4 8EX		
<b>Website Address</b>	<a href="http://www.friendsoftheriveralmondwalkway.org.uk/">http://www.friendsoftheriveralmondwalkway.org.uk/</a>		
<b>Current Trustees</b>	Richard Adlington		Chair
	John Kerr		Secretary
	Euan Drysdale	Elected 20/03/2017	Treasurer
	Isla Browning		
	John Crutchfield		
	Robin White		
<b>Other Trustees who served during the year</b>	Carol Anderson	Resigned 20/03/2017	
	Lee McPherson	Resigned 13/02/2017	
<b>Bankers</b>	Royal Bank of Scotland plc 239 St John's Road Edinburgh EH12 7XA		
<b>Independent Examiner</b>	Michael Brougham 3 Lyne Grove Crossford Dunfermline KY12 8YB		

## STRUCTURE GOVERNANCE AND MANAGEMENT

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### Governing Document

The charity is a Scottish Charitable Incorporated Organisation incorporated on 26 August 2014 and governed by its constitution effective from that date.

### Appointment of Trustees

Trustees are appointed at the Annual General Meeting of the charity. In addition the Board of Trustees may appoint other trustees at any time, subject to there being a minimum of three and a maximum of fifteen trustees.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2018

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## Organisational Structure

The organisation consists of members and trustees. Membership is open to any individual who is interested in helping the organisation to achieve its aims. The members are responsible for electing trustees at the organisation's AGM.

The trustees, who meet regularly, are responsible for the day-to-day management and administration of the charity.

## OBJECTS & ACTIVITIES

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### Objects

The purpose of the organisation is to improve, promote and enhance the heritage and the natural environment of the River Almond Walkway, which it seeks to do by:

- promoting the well-being of the residents of the area and working together as residents regardless of age, ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences.
- involving local people in improving the area.
- carrying out both environmental improvement and practical conservation, to encourage and support the local population in environmental practice by working with statutory and non-statutory agencies.

### Activities

- Regular Work Parties were held to improve access and condition of the Walkway including the control of overgrown areas, the removal of invasive species and the improvement of the path.
- Altogether 270 hours were spent on the various tasks over the course of the year.

## ACHIEVEMENTS & PERFORMANCE

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- Contact was maintained with our members via public meetings, newsletters and regular email messages. Our membership numbers 314 individuals from 193 households.
  - Successful liaison with the Natural Heritage Service of Edinburgh Council was maintained.
  - Liaison and cooperation with other local groups has been successfully maintained and the Cramond Collaborative Group continues to meet regularly.
  - Membership of and participation in the Edinburgh Friends of Parks Forum was maintained, we also chair the group.
  - Development of our Community Woodland continued with maintenance of the site and path laying involving both members and youths from the local Scout group.
  - We initiated a project with Cramond Primary School to enable P7 pupils to assist with the preparation, planting and maintenance of a Wildflower Garden.
  - Support and funding was extended to the Cramond Interpretation Group towards the design and erection of a programme of orientation and interpretation signs in the area.
  - Contact was regularly maintained with Councillors and Officials of the City of Edinburgh Council to promote and progress a large scheme to replace the Salvesen Steps with a disability compliant low level facility. As an interim measure, temporary steps were installed to replace the existing steps which had been condemned.
  - We continued to monitor the fish ladder construction and further plans by the River Life Project and other bodies to improve fish passage on the river.
  - The long-term aspiration to promote public access through land currently occupied by the MOD was advanced.
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# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2018

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## FINANCIAL REVIEW

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### Overview

Our finances remained strong and adequate for our likely expenses. We received grant funding from the Almond Neighbourhood Partnership for the Cramond Primary Wildflower Project and from Historic Environment Scotland for the Interpretation signs.

Receipts and Payments for the year were £5,268 (2017: £2,121) and £7,324 (2017: £801) respectively resulting in a deficit of £2,056 (2017: surplus £1320). The deficit, which was expected, largely resulted from spending the proceeds of grant funding received in previous years.

### Donated Facilities & Services

The Natural Heritage Service of Edinburgh Council kindly supplied wood chippings from felled trees for our path laying in the Community Woodland.

### Reserves Policy

The trustees consider £800 - £1,000 is an appropriate level of reserves to hold to meet the day-to-day running costs of the charity, excluding project costs which are largely grant funded. Reserves at the end of the year, including unclaimed Gift Aid, were £4,805 (2017: £6,850), which is higher than the target range. The trustees plan to utilise the additional funds in further project work on the Walkway.

## FUTURE PLANS

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The Cramond Primary P7 project is due to recommence in March, and the go ahead for the outline costing design for the replacement of the Salvesen Steps has been agreed. We will be keeping a close eye on progress to ensure that it proceeds to the next stage without any delays.

Work parties will continue on path maintenance where appropriate, and on further improvements to the Community Woodland.

We will also be keeping in touch with the River Life project plans and developments for the alterations/removal of the weir at Dowies Mill to secure the best outcome.

## APPROVAL

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This report was approved by the trustees on 05 March 2018 and signed on their behalf by:

**Richard Adlington**

Chair

# **INDEPENDENT EXAMINER'S REPORT**

FOR THE YEAR ENDED 28 FEBRUARY 2018

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## **Independent Examiner's Report to the Trustees of Friends of the River Almond Walkway**

I report on the accounts of the charity for the year ended 28 February 2018, which are set out on pages 7 to 10.

### **Respective responsibilities of 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) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(d) of the 2006 Regulations does not apply.

It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 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 2006 Regulations. 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 view given by the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matter came 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 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave 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.

### **Michael Brougham, MCIBS FCIE**

3 Lyne Grove  
Crossford  
Dunfermline  
KY12 8YB  
09 March 2018

## STATEMENT OF RECEIPTS & PAYMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2018

	Note	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
		£	£	£	£
<b>Receipts</b>					
Donations					
Membership Fees		380	-	<b>380</b>	400
Other Donations		1,414	-	<b>1,414</b>	1,721
Gift Aid		344	-	<b>344</b>	-
Grants		-	3,130	<b>3,130</b>	-
		<u>2,138</u>	<u>3,130</u>	<u><b>5,268</b></u>	<u>2,121</u>
<b>Payments</b>					
Charitable Activities	5	1,809	5,410	<b>7,219</b>	685
Governance Costs					
AGM & Members Meetings		105	-	<b>105</b>	116
		<u>1,914</u>	<u>5,410</u>	<u><b>7,324</b></u>	<u>801</u>
<b>Net movement in funds</b>		224	(2,280)	(2,056)	1,320
Transfers between funds		(403)	403	-	-
<b>Surplus/(Deficit) for year</b>		<u>(179)</u>	<u>(1,877)</u>	<u>(2,056)</u>	<u>1,320</u>

The Notes on pages 9 to 10 form an integral part of these accounts.

# STATEMENT OF BALANCES

AS AT 28 FEBRUARY 2018

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
<b>Funds Reconciliation</b>	£	£	£	£
Balance as at 01 March 2017	4,631	1,877	<b>6,508</b>	5,188
Surplus/(Deficit) for year	(179)	(1,877)	<b>(2,056)</b>	1,320
Balance as at 28 February 2018	<b>4,452</b>	-	<b>4,452</b>	6,508
<b>Bank &amp; Cash Balances</b>				
Cash at Bank	4,452	-	<b>4,452</b>	6,508
Cash in Hand	-	-	-	-
	<b>4,452</b>	-	<b>4,452</b>	6,508
Gift Aid due	353	-	<b>353</b>	342
Tools and Equipment	500	-	<b>500</b>	500
	<b>853</b>	-	<b>853</b>	842
<b>Liabilities</b>	-	-	-	-

The Notes on pages 9 to 10 form an integral part of these accounts.

These accounts were approved by the trustees on 05 March 2018 and signed on their behalf by:

**Richard Adlington**  
Chair

**Euan Drysdale**  
Treasurer

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2018

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## 1. Basis of Preparation

These accounts have been prepared on the receipts & payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

There have been no changes to the basis of preparation or to the previous year's accounts.

## 2. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 8.

## 3. Taxation

- (a) The charity is not liable to corporation tax or capital gains tax on its charitable activities.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.

## 4. Transactions with trustees and related parties

- (a) No remuneration was paid to trustees during the year (2017: £Nil).
- (b) No expenses were reimbursed to the trustees during the year (2017: £Nil).
- (c) There no transactions with related parties during the year (2017: £Nil).

## 5. Payments for Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Walkway Projects	1,102	5,410	<b>6,512</b>	308
Equipment	310	-	<b>310</b>	11
Insurance	161	-	<b>161</b>	78
Printing	95	-	<b>95</b>	161
Subscriptions	93	-	<b>93</b>	38
Website	48	-	<b>48</b>	89
	<b>1,809</b>	<b>5,410</b>	<b>7,219</b>	<b>685</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2018

### 6. Movements in Funds

	As at 28/02/2017	Receipts	Payments	Transfers	As at 28/02/2018
	£	£	£	£	£
<u>Unrestricted Funds</u>					
General Fund	4,631	2,138	(1,914)	(403)	<b>4,452</b>
<u>Restricted Funds</u>					
Community Woodland	1,877	-	(2,130)	253	-
Cramond Interpretation	-	2,500	(2,500)	-	-
Cramond Primary School	-	630	(780)	150	-
	<u>1,877</u>	<u>3,130</u>	<u>(5,410)</u>	<u>403</u>	<u>-</u>
Total Funds	<u>6,508</u>	<u>5,268</u>	<u>(7,324)</u>	<u>-</u>	<u><b>4,452</b></u>

### 7. Transfers between Funds

- (a) £253 was transferred from the General Fund to the Community Woodland Fund to meet the costs not covered by grant funding.
- (b) £150 was transferred from the General Fund to the Cramond Primary School Fund to meet the costs not covered by grant funding.

### 8. Purpose of Funds

General Fund	An unrestricted fund that can be expended at the discretion of the trustees in furtherance of the objects of the charity.
Community Woodland	Grant funding received from Edinburgh Airport in June 2015 towards the cost of development of the Woodland Area adjacent to the Walkway, originally known as "Woodland Compartment 3".
Cramond Interpretation	Grant funding received from Historic Environment Scotland towards the cost of interpretation boards to explain the social history of Cramond Village and Harbour.
Cramond Primary School	Grant funding received from the Almond Neighbourhood Partnership towards the cost of Primary 7 pupils at Cramond Primary School creating a small wildflower meadow adjacent to the Walkway.