

TRUSTEES ANNUAL REPORT

For

The DAVA WAY Association



**Year Ending
30 April 2016**



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	May	2015	To	30	April	2016

Reference and administration details

Charity name	Dava Way Association						
Other names charity is known by	DWA						
Registered charity number	SC030496						
Charity's principal address	20 Tolbooth Street						
	Forres						
	Moray						
	Postcode IV36 1PH						

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of body entitled to appoint trustee
1	Neil Sinclair	Chairman		The Membership at the AMM The Board of Trustees
2	Peter Mitchell	Secretary		
3	Paul Barron	Treasurer		
4	Norman Thomson			
5	Trevor Thornley			
6	Malcolm Campbell			
7	Clive Roberts	Vice Chairman		
8	Doug Hartley		From 03/11/15	
9				

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
Nil	

Structure, governance and management

Type of governing document	<p>The Dava Way Association, a Scottish Charitable Incorporated Organisation (SCIO) governed by a Constitution</p> <p>This SCIO was incorporated on 09/04/2014 as a result of the conversion of a charitable company (Company Number: SC248592 Company Name: THE DAVA WAY ASSOCIATION)</p>
Trustee recruitment and appointment	<p>All Trustees stand down at the Annual Members Meeting (AMM) but can stand for reselection.</p> <p>Appointment to trusteeship is open to members of the DWA who wish to become a trustee. (subject to scrutiny)</p> <p>Trustees are appointed at the AMM by those members present at the meeting or subsequently by the board of trustees in accordance with the Constitution.</p>

Objectives and activities

Charitable purposes	<ol style="list-style-type: none"> 1 to advance community development by: <ul style="list-style-type: none"> • encouraging volunteering in improving, maintaining and promoting the Dava Way as a long distance route and strategic link between Strathspey and the Moray Firth. • encouraging public participation by organising and supporting a variety of events along the route • seeking opportunities, through its path maintenance and improvement activities, to maintain or enhance the environment alongside the route. 2 to provide outdoor recreation facilities for the benefit of the Moray community and its visitors through outdoor recreation, in particular walking and cycling. 3 to advance the education of the public concerning the environment along the route and the historical influences of the Highland Railway line on the communities along the route.
Summary of the main activities in relation to these purposes	<ul style="list-style-type: none"> • Regular monthly work parties are arranged throughout the year, supplemented by summer evening work parties for groups of volunteers to become involved in ad hoc work as required, to improve and maintain the path. • Scouts in both Forres and Grantown on Spey are now undertaking regular litter picking and minor vegetation control work at both ends of the Dava Way • Supporting the Moray Walking Festival including the Moray Way 5 day challenge that utilises the entire length of the Dava Way. • As part of the Moray Walking Festival the Association organised the overnight Ghost Train Walk along the Dava Way with over 100 participants. • Agreement has been reached with Seafield Estate to both realign the route away from the A 939 road near Lynmore, and surface upgrading to a dusted sub-base construction. Design of improvements and planning approval was completed by the Cairngorm Outdoor Access Trust using a grant from the Big Lottery. • A further grant from Sustrans (a sustainable transport charity) to commence construction works for the Lynmore improvement works was also successfully obtained and this grant will be extended into 2016/17 to allow completion of this improvement. • Co-operation with and from Moray Council to advance the core path network. • Support from the Cairngorm Outdoor Access Trust. • Support to the Dava Project model railway group promoting their layout of Dava Station and other layouts at displays and in return they promote the Dava Way around the UK. • The Dava Way was publicised in local media newspapers several times this year including the Forres Gazette, and Northern Scot and this included a special feature in the Active Outdoors supplement.

Achievements and performance

SUSTRANS	Funding was obtained from SUSTRANS to commence construction works on improvements to the Dava Way at Lynmore.
COAT	<u>Cairngorm Outdoor Access Trust</u> a charity and training organisation is currently working with the Dava Way Association to supervise improvements at Lynmore having previously completed the design and planning approval necessary to bring this project to the point of being shovel ready.
Moray Walking Festival	For the <u>Moray Walking Festival</u> a 5 day, 95 mile Moray Way Circular walk along with other walks and events were organised and led by the Dava Way Association.

Financial review

Brief statement of the charity's policy on reserves

The Trustees are fully aware of the lack of any substantial reserve funding and any future plans or projects can only be undertaken as and when funds allow. This is not seen as problematic as the charity has limited liabilities.

The charity holds reserves to cover both known annual liabilities such as public liability insurance and to have money set aside to cover any unforeseen events or situations. The charity trustees have adopted a figure of £1000 as the minimum level of reserves to be held by the charity, below which all work activities incurring expenditure would be suspended.

Unrestricted funds represent income earned but not yet utilised in supporting the activities of the charity. At 30th April 2016 the charity held £4257 at the bank as unrestricted funds and the trustees consider that this amount is appropriate to allow them to continue to support the charitable activities of the DWA in the foreseeable future.

Details of any deficit

Donated facilities and services (if any)

Tools Web Site Accounts Publishing

Storage, maintenance and servicing of the Dava Way Association tipping trailer, motorised and hand tools.
Maintaining and updating of the Dava Way Website
Maintaining the Dava Way Accounts
All administrative work involved with running the charity and associated projects, including preparation of published material.

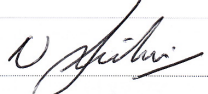
Other optional information

Within the Summary of the Main Activities, volunteers spent 1200 person hours on work parties to maintain and improve the Dava Way. Other efforts by individuals not recorded by the DWA to keep vegetation growth in check are also recognised and appreciated by the Trustees.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	NEIL CAMERON SINCLAIR	
Position (e.g. Chair)	CHAIR	
Date	5/1/16	

The Dava Way Association
SC030496

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
		01	05		2015		30

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	3,110				3,110	2,718
Legacies					-	
Grants		40,000			40,000	7,030
Receipts from fundraising activities	2,947				2,947	815
Gross trading receipts	442				442	420
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	6,499	40,000	-	-	46,499	10,983
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	6,499	40,000	-	-	46,499	10,983
A3 Payments						
Expenses for fundraising activities	1,656				1,656	764
Gross trading payments	175				175	
Investment management costs					-	
Payments relating directly to charitable activities	3,439	46,001			49,440	6,132
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	120				120	150
Preparation of annual accounts					-	
Legal costs					-	
AGM Costs	101				101	136
					-	
A3 Sub total	5,491	46,001	-	-	51,492	7,182
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
A4 Sub total	-	-	-	-	-	-
Total payments	5,491	46,001	-	-	51,492	7,182
Net receipts / (payments)	1,008	(6,001)	-	-	(4,993)	3,801
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	1,008	(6,001)	-	-	(4,993)	3,801

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	3,250	6,080			9,330	5,529
	Surplus / (deficit) shown on receipts and payments account	1,008	(6,001)			(4,993)	3,801
	Cash and bank balances at end of year	4,258	79	-	-	4,337	9,330

(Agree balances with receipts and payments account(s))

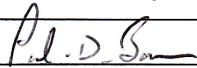
Categories	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
	Total		-	-

Categories	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets	Fixed Assets	General		4,300	7,566
	Prepaid Deposit for 2015 Fundraising				250
	Insurance prepaid			300	
	Badge Stock			150	
	Total		-	4,750	7,816

Categories	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Accounts	General	120	150
	COAT Lynmore Prep Work	Restricted		5,850
	Lynmore Prep Work (Mileage Exps)	Restricted	79	
	Total		199	6,000

Categories	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
	Total		-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	PAUL D SARRON	5/11/16

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

General fund for general charitable work

Big Lottery Grant for design work and planning application for improvements at Lynmore with grant carried forward from the 14/15 financial year

SUSTRANS Grant (1st installment) for construction and supervision work at Lynmore. Further grant installments will be available in the 16/17 financial year

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

X

C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

C4b Trustee expenses - details

	Number of trustees	£
Travel and Mileage Costs	1	724

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below General	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	3,110				3,110	2,718
Legacies					-	
Grants					-	
Receipts from fundraising activities	2,947				2,947	815
Gross trading receipts buildings	442				442	420
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	6,499	-	-	-	6,499	3,953
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	6,499	-	-	-	6,499	3,953
Payments						
Expenses for fundraising activities	1,656				1,656	764
Gross trading payments	175				175	
Investment management costs					-	
Payments relating directly to charitable activities	3,439				3,439	5,182
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	120				120	150
Preparation of annual accounts					-	
Legal costs					-	
AMM	101				101	136
Sub total	5,491	-	-	-	5,491	6,232
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	5,491	-	-	-	5,491	6,232
Net receipts / (payments)	1,008	-	-	-	1,008	(2,279)
Transfers to / (from) funds					-	
Surplus / (deficit) for year	1,008	-	-	-	1,008	(2,279)
Nature and purpose of funds						

The Dava Way Association

SC030496

Additional analysis (3)**6 Breakdown of restricted funds**

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
	Big Lottery (Lynmore)	SUSTRANS (Lynmore)				
Receipts						
Donations					-	
Legacies					-	
Grants		40,000			40,000	7,030
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	-	40,000	-	-	40,000	7,030
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	40,000	-	-	40,000	7,030
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	6,001	40,000			46,001	950
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	6,001	40,000	-	-	46,001	950
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	6,001	40,000	-	-	46,001	950
Net receipts / (payments)	(6,001)	-	-	-	(6,001)	6,080
Transfers to / (from) funds					-	
Surplus / (deficit) for year	(6,001)	-	-	-	(6,001)	6,080

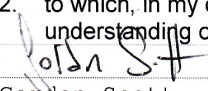
Nature and purpose of funds

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APPENDIX 3

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Office of the Scottish Charity Regulator

		Independent examiner's report on the accounts								v2
Report to the trustees/members of	Charity name	The Dava Way Association								
Registered charity number		SC030496								
On the accounts of the charity for the period	Period start date					Period end date				
	Day	Month	Year		Day	Month	Year			
	01	05	2015	to	30	04	2016			
Set out on pages	5 to 10						(remember to include the page numbers of additional sheets)			
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) 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) Regulations 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 [other than that disclosed on the attached page*]									
	<ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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 <p>have not been met, or</p> <ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 									
Signed:							Date: 7-11-16			
Name:	Gordon Scott									
Relevant professional qualification(s) or body (if any):	CA (ICAS)									
Address:	34 Ferryhill Forres IV36 2GY									

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

**Give here brief details of
any items that the
examiner wishes to
disclose**