

TRUSTEES ANNUAL REPORT

For

The DAVA WAY Association



**Year Ending
30 April 2020**

APPENDIX 1



Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	May	2019		30	April	2020

Office of the Scottish Charity Regulator

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 person (or body) entitled to appoint trustee (if any)
1	Neil Sinclair	Chair		The membership at the AMM or The Board of Trustees
2	Peter Mitchell			
3	Paul Barron	Treasurer		
4	Norman Thomson			
5	Trevor Thornley			
6	Malcolm Campbell	Secretary		
7	Clive Roberts	Vice Chair		
8	Michael Sutherland		From 5/Nov/19	

Reference and administration details

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
Doug Hartley	1/May/19 to 5/Nov/19

APPENDIX 1

Structure, governance and management

Type of governing document

The Dava Way Association, a Scottish Charitable Incorporated Organisation (SCIO) incorporated on 09 Apr 2014 and governed by a Constitution

Trustee recruitment and appointment

All Trustees stand down at the Annual Members Meeting (AMM) but can stand for reselection.
Appointment to trusteeship is open to members of the DWA who wish to become a trustee. (subject to scrutiny)
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.

Objectives and activities

Charitable purposes

The purposes of the DWA are:

- 1 to engage a volunteer workforce of sufficient capacity to improve, repair and maintain the path called the Dava Way and actively involve the Dava Way Association trustees and members in the physical effort and health benefits associated with such activities.
- 2 to promote the Dava Way as a long distance route, for the benefit of the Moray community and its visitors.
- 3 to advance the education of the public regarding the historical influences of the disused railway line.
- 4 to promote active outdoor recreation, in particular walking and cycling, as sustainable and healthy activities to benefit the Moray community and its visitors.

Summary of the main activities in relation to these purposes

- Regular major monthly work parties, supplemented by further intervening ad hoc volunteer work.
- Provision and maintenance of interpretation boards at frequent intervals along the route.
- Refurbishment of historical artefacts relating to the former railway line.
- Support to a local model railway group with touring displays of the former Dava railway station.
- Organisation of major walking events along the route.
- Contact with other Scottish path groups through nomination by Scottish Natural Heritage as one of Scotland's Great Trails.
- Publicity for all of the above by submissions to local and national press, talks and slide shows to local organisations, regular updates to Dava Way website and Facebook page, and distribution of the Dava Way Companion guidebook.

APPENDIX 1

Achievements and performance

Summary of the main achievements of the charity during the financial period

Successful in a bid to Berry Burn Community Fund who provided a grant of £2840 as a contribution towards the purchase of a new tipping trailer. The Association contributed £1106 for this purchase from our own financial resources.

Purchased a second hand ride on mower to improve efficiency of grass cutting operations.

Collaborated with 39 Engineer Regiment based at Kinloss Barracks to deliver a volunteer day to improve drainage and the path surface through the Clashdhu Cutting that involved use of mechanical diggers and 20 army volunteers.

Collaborated with Diageo to deliver a volunteer day for 12 of their employees, cutting back vegetation on Rafford Bank.

Major achievements of our work parties included;

- Path surface improvements north of Lynmore, Huntlys Cave, south of Dava and Clashdhu cutting.
- Drainage improvements on Dava Moor, Auchearn Cutting and Clashdhu cutting with the later including a new culvert installation.
- General vegetation work at numerous location along the length of the Dava Way
- Refurbishment of notice boards including the provision of new information panels at Edinkillie and Dulicht bridge

Financial review

Brief statement of the charity's policy on reserves

The Trustees are aware of the limitations of our reserve funding, which is nevertheless sufficient for normal day to day operation of the Association. However any significant future plans or projects can only be undertaken as and when reserves allow. The DWA is in a position of having more reserves at our disposal than in previous years. However, trustees intend to use any additional funds either to support collaborative opportunities with other grant funding bodies, in order to deliver significant upgrades to the path or to replace/upgrade important items of equipment should the need arise.

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 £1500 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 2020 the charity held £7168 at the bank as unrestricted funds and the trustees consider that this amount is appropriate to allow them to continue to support the charitable purposes and activities of the DWA in the foreseeable future.

Details of any deficit Donated facilities and services (if any)

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

APPENDIX 1

Other optional information

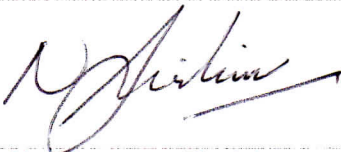
- Within the Summary of the Main Activities, volunteers spent 960 hours on work parties to maintain and improve the Dava Way. Other efforts by individuals especially Paul Douglas, not recorded by the DWA to keep vegetation growth in check are also recognised and appreciated by the Trustees.
- Towards the last quarter of 2019 an informal approach was made by the Finderne Development Trust (FDT) to the Dava Way Association (DWA) to explore any mutual areas where future development could take place. FDT is the anchor organisation and key driver of sustainable regeneration of Finderne, the rural area south of Forres. The Dava Way is a corridor through Finderne and therefore several partner projects were identified and a more formal partnership was proposed. A Memorandum of Understanding was developed and 6 main objectives were identified as follows
 - a) Promote the partnership FDT and DWA
 - b) Increase awareness of Dava Way
 - c) Increase footfall on Dava Way
 - d) Increase participation in Dava Way events
 - e) Increase the income stream of the DWA
 - f) Engage more of the local community in the Dava Way project

Due to Covid 19 and the community based work undertaken by FDT, the actions as described above have not progressed further but will hopefully recommence in 2020/21.

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	13 October 2020	



The Dava Way Association

SC030496

Receipts and payments accounts							
For the period from	Financial year			to	Financial year		
	01	05	2019		30	04	2020

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	2,201				2,201	1,847
Legacies					-	-
Grants		2,840			2,840	9,183
Receipts from fundraising activities	1,448				1,448	1,248
Gross trading receipts	402				402	408
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	4,051	2,840	-	-	6,891	12,686
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	1,500				1,500	
Proceeds from sale of investments					-	
A2 Sub total	1,500	-	-	-	1,500	-
Total receipts	5,551	2,840	-	-	8,391	12,686
A3 Payments						
Expenses for fundraising activities	1,994				1,994	408
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	3,490				3,490	14,685
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination	240				240	-
Preparation of annual accounts					-	-
Legal costs					-	-
AMM Costs	66				66	88
					-	-
A3 Sub total	5,790	-	-	-	5,790	15,181
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	1,706	2,840			4,546	-
Purchase of investments					-	-
A4 Sub total	1,706	2,840	-	-	4,546	-
Total payments	7,496	2,840	-	-	10,336	15,181
Net receipts / (payments)	(1,945)	-	-	-	(1,945)	(2,495)
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(1,945)	-	-	-	(1,945)	(2,495)

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	9,114	-			9,114	11,609
	Surplus / (deficit) shown on receipts and payments account	(1,945)	-			(1,945)	(2,495)
						-	
	Cash and bank balances at end of year	7,169	-	-	-	7,169	9,114

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

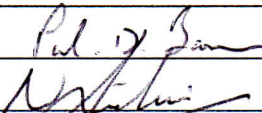
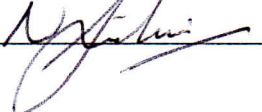
Categories	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
B2 Investments				
		Total		

Categories	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
B3 Other assets	Fixed Assets			7,883	5,000
	Badge Stock			90	112
	Companion Guide Stock			510	865
	Insurance Prepaid to 13 April 2020				367
		Total		8,483	6,344

Categories	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
B4 Liabilities	Accounts		200	200
		Total	200	200

Categories	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	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	13/10/20
	NEIL C SINCLAIR	13/10/20

Section C Notes to the Accounts

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

General Fund for charitable work
Berry Burn grant towards purchase of tipping trailer

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	541

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
Trustee	Sale of old trailer at trade in value offered against new trailer.	1,500	0

C6 Other information

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	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 £
Donations	1,422				1,422	1,411
Gift Aid	779				779	436
Total	2,201	-	-	-	2,201	1,847

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Berryburn (Grant for Equipment)		2,840	2,840	-
SNH (Squirrelneuk ramp)				9,183
Total	-	2,840	2,840	9,183

3 Gross receipts from other charitable activities

	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 £
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-

4 Payments relating directly to charitable activities

	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 £
Trustees Mileage and Expenses	541				541	806
Insurance	367				367	367
Sundries	108				108	108
General Project Work	2,474				2,474	2,376
SUSTRANS (Various Improvements)						595
Johnston and Carmichael Grant						250
SNH (Squirrelneuk ramp)						10,183
						-
						-
						-
Total	3,490	-	-	-	3,490	14,685

Additional analysis (2)

5 Breakdown of unrestricted funds

	Amount spent in funds & other uses of funds 2014-15	Amount spent in funds & other uses of funds 2013-14	Amount spent in funds & other uses of funds 2012-13	Amount spent in funds & other uses of funds 2011-12	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	2,201				2,201	2,201
Legacies					-	-
Grants					-	-
Receipts from fundraising activities	1,448				1,448	1,448
Gross trading receipts	402				402	402
Income from investments other than land and buildings					-	-
Rents from land & buildings					-	-
Gross receipts from other charitable activities					-	-
Sub total	4,051	-	-	-	4,051	4,051
Receipts from asset & investment sales						
Proceeds from sale of fixed assets	1,500				1,500	
Proceeds from sale of investments					-	
Sub total	1,500	-	-	-	1,500	-
Total receipts	5,551	-	-	-	5,551	4,051
Payments						
Expenses for fundraising activities	1,994				1,994	1,994
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	3,490				3,490	3,490
Grants and donations					-	-
Governance costs:						
Audit / independent examination	240				240	240
Preparation of annual accounts					-	-
Legal costs					-	-
AMM	66				66	66
Sub total	5,790	-	-	-	5,790	5,790
Payments relating to asset and investment movements						
Purchases of fixed assets	1,706				1,706	-
Purchase of investments					-	
Sub total	1,706	-	-	-	1,706	-
Total payments	7,496	-	-	-	7,496	5,790
Net receipts / (payments)	(1,945)	-	-	-	(1,945)	(1,739)
Transfers to / (from) funds					-	798
Surplus / (deficit) for year	(1,945)	-	-	-	(1,945)	(941)

Nature and purpose of funds

Agreed with Sustain that balance of unused grant could be use against other expenses, therefore balance of restricted funds transferred to general funds

The Dava Way Association

SC030496

Additional analysis (3)

6 Breakdown of restricted funds

	Restricted fund 1 - Berry Burn fund in 2019	Restricted fund 2 - other grants from 2019	Restricted fund 3 - other grants from 2019	Restricted fund 4 - other grants from 2019	Total restricted funds	Total restricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants	2,840				2,840	9,183
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	2,840	-	-	-	2,840	9,183
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	2,840	-	-	-	2,840	9,183
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	10,028
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	-	-	-	-	-	10,028
Payments relating to asset and investment movements						
Purchases of fixed assets	2,840				2,840	-
Purchase of investments					-	
Sub total	2,840	-	-	-	2,840	-
Total payments	2,840	-	-	-	2,840	10,028
Net receipts / (payments)	-	-	-	-	-	(845)
Transfers to / (from) funds	-	-	-	-	-	(798)
Surplus / (deficit) for year	-	-	-	-	-	(1,643)
Nature and purpose of funds						