

Charity number: SC017854
Company number: SC129935 (converted to SCIO on 5 March 2015)

Bute Conservation Trust

Trustees' report and financial statements

For the year ended 5 April 2018

Bute Conservation Trust
(A Scottish Charitable Incorporated Organisation)

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Bute Conservation Trust

(A Scottish Charitable Incorporated Organisation)

Legal and administrative information

Charity Number	SC017854	
Company registration number	SC129935 (converted to SCIO on 5 March 2015)	
Business address	Stable Cottage Mount Stuart Isle of Bute PA20 9LP	
Trustees	Willian Stein Margaret Grey Shields Isobel Christine Strong Susan Majorie Hothersall James Stewart McMillan Len Scoullar Donald Blackadder Kinnear William Peter Shields Donald Owen Williams Isabella Cameron McArthur Ian Hopkins	Chair Treasurer/Secretary
Secretary/Treasurer	Margaret Grey Shields	
Accountants	Ross & Company Chartered Accountants 20 Tower Street Rothesay PA20 OBZ	
Bankers	Bank of Scotland	

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Report of the Trustees

For the year ended 5 April 2018

The trustees present their report and the financial statements for the year ended 5 April 2018. The trustees who served during the year and up to date of this report are set out on page 3.

Structure, governance and management

Organisation

As of 5 March 2015, the charity, which was a company limited by guarantee, was registered as a Scottish Charitable Incorporated Organisation. These accounts have been prepared on a "receipts & payments" basis as permitted by charity law.

The company is managed by the Board of Trustees, who are appointed at the Annual General Meeting. The trustees meet regularly throughout the year to monitor, evaluate and control the activities of the trust. There are eleven Trustees as of 5 April 2018.

Reserves Policy

It is the policy of the company to maintain funds of the company at a level which provides sufficient funds to cover management, administration and support costs for a reasonable period of time.

Risk Policy

The BCT has a comprehensive Risk Register originally prepared by the DBLPS project and updated regularly by the Trustees.

Investment of funds

Under the charity's constitution, the company has wide powers of investment within the objectives set.

Objectives and activities

Objectives

The objects of the charity are to seek the preservation and maintenance of the historical, architectural and natural heritage of the Island of Bute.

Achievements in the past year

- The manufacture and installation on the West Island Way of new oak finger posts and waymarkers (with the WIW logo).
- We have taken the opportunity presented by the new signage to put the emphasis on the high level Stage 4 of the Way route from Shalunt to Edinbeg & Hilton rather than the low-level main road from Rhubodach. This has involved the installation of many additional waymarkers and the commissioning of 3 new boardwalk bridges to make this scenic moorland route safer and more pleasant for walkers.
- We have constructed a new Map and Information Board shelter (on site but not yet erected) for the North end to highlight the option for walkers of the way to take the Balnakailly Loop to Rhubodach rather than the forestry track.
- Month by month we have carried out repairs and upgrading to the bird hides, gates, paths, signage and boardwalks.
- We have continued with the installation of self-closing bridle gates on some sections of the Way and other walks.
- We have a significant quantity of tools and equipment, including chain saws and timber, with this being stored in the garages and sheds of our members. We decided that the time had come to rent some proper storage and we now have a secure container in the yard of Bute Signs.
- We are now supporting the 'Bute Island Alliance' organisation and attending their monthly meetings with a view to contributing when topics and projects are relevant to BCT Aims.
- A dedicated 'West Island Way' website has been created.
- Social media accounts have also been created for the West Island Way - Facebook, Twitter, Instagram.
- We have tried to keep the BCT website fresh by regularly updating and posting news items and pictures.
- It is helpful to know the extent to which our paths are being used and, at some future date, the information may be of value in funding applications. We have footfall counters at various points on our pathways. We have had some problems with some counters. We now have an agreement with

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a contractor to take quarterly reading and to carry out maintenance and repairs. So, going forward we expect to have more reliable usage data.

- We have continued to support the educational work of Woodwatch Heritage – Jessica Herriot and Gordon Stevenson will give some insights into that work in a short presentation at the AGM.
- We have provided the map publisher, Stirling Surveys, with the information to produce an updated edition (plus now on waterproof paper) of the 'Discover the Isle of Bute' paper map West Island Way. BCT continue to receive 50p per copy sold.

Plans for next year:

- Ongoing maintenance and repairs.
- Renovating signage to all our 'other walks'.
- Marking the end in August of 2018 of the formal DBLPS 10 year 'legacy period'. This will provide an opportunity to review and reflect on what has been achieved and the focus of the Trust going forward.

Financial Review

The BCT is in a financially sound position and funds are available to cover all costs of current and foreseen maintenance work and also that of current new projects.

Some words of thanks

The view from the Chair is a little bit different from that of a Member, or even a Trustee. For one thing, it has made me extra-aware that this is an organisation that relies on volunteers – whether round the table planning and organising, or out around the island getting things done. Or simply expressing support for the Trust by becoming a Member and perhaps by attending this AGM. All our volunteers are much appreciated but I must emphasise the contribution of the Trustees in ensuring that ideas are generated, work is done, done wisely and accounted for in the proper way. We have 6 meetings per year, each covering a lot of ground, always with enthusiastic contributions from all trustees.

I should add that that thanks are also due to our partner organisations and contractors who contribute much to getting projects and repairs done.

If I may be allowed to single out one indispensable trustee for special thanks it is our efficient secretary and treasurer Margaret Shields. Last but not least I would also like to single out our professional cartographer trustee, Don Williams who has for a long time given most generously of his expertise in updating existing maps and creating new ones (e.g. for the new information board at the Balnakailly Loop). Also for drafting the specifications and accurate positioning of all our new signage.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law.

This report was approved by the trustees on 7 September 2018 and signed on their behalf by

William Stein
Trustee

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Independent examiner's report

To the Trustees on the unaudited financial statements of Bute Conservation Trust.

I report on the accounts for the year ended 5 April 2018 set out in pages 4 to 10.

This report is made to the charity's Trustees, in accordance with the terms of my engagement. My work has been undertaken to enable me to prepare the financial statements on behalf of the charity's Trustees and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees, as a body, for my work or this report.

Respective responsibilities of trustees and independent 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 Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's 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 sections 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 (as amended). 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 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 proper 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.

.....

James R B Ross BA CA
Independent Examiner

7 September 2018

Ross & Company CA
20 Tower Street
Rothesay
PA20 OBZ

Bute Conservation Trust**(A Scottish Charitable Incorporated Organisation)****Statement of Receipts & Payments**

For the year ended 5 April 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 Total £	2017 Total £
Income from:					
Grants, donations & legacies	2	540	-	540	622
Fundraising, events & rents	3	1,730	-	1,730	887
Investment Income		930	-	930	1,674
		-----	-----	-----	-----
		3,200	-	3,200	3,183
		=====	=====	=====	=====
Expenditure on:					
Establishment costs		665	-	665	648
Accountancy		504	-	504	840
Communications, IT & Website		-	-	-	-
Cost of trustees' meetings		117	-	117	147
Trust Core – Office costs, newsletter, printing		91	-	91	56
Legacy Maintenance		-	20,595	20,595	54,832
		-----	-----	-----	-----
		1,377	20,595	21,972	56,523
		=====	=====	=====	=====
Net incoming/(outgoing) resources		1,823	(20,595)	(18,772)	(53,340)
Total funds brought forward		79,670	67,300	146,970	200,310
		-----	-----	-----	-----
Total funds carried forward		81,493	46,705	128,198	146,970
		=====	=====	=====	=====

The notes on pages 9 to 10 form an integral part of these financial statements

Bute Conservation Trust**(A Scottish Charitable Incorporated Organisation)****Statement of Balances**

As at 5 April 2018

Funds Balances	2018 Unrestricted £	2018 Restricted £	2018 Total £	2017 Total £
Opening balances	79,670	67,300	146,970	200,310
Receipts per Income & Expenditure	3,200	-	3,200	3,183
Transfers between funds	-	-	-	-
Payments per Income & Expenditure	(1,377)	(20,595)	(21,972)	(56,523)
	-----	-----	-----	-----
Closing bank/fund balances	81,493	46,705	128,198	146,970
	=====	=====	=====	=====
Bank Balances				
General Purpose Investments			2018	2017
			-----	-----
Secure Trust Bank 120 day Account			75,000	75,000
			=====	=====
Restricted Purpose Investments				
All restricted funds are held in the readily accessible bank account				
Bank of Scotland Treasurers Account			53,198	71,970
			=====	=====
Liabilities at the year end				
Ordinary creditors/accruals			400	400
			=====	=====

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Signed on behalf of the Trustees
Margaret Shields

.....
7 September 2018

The notes on pages 9 to 10 form an integral part of the financial statements.

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Notes to financial statements

For the year ended 5 April 2018

1. Accounting Policies

The principal accounting policies are summarised below.

1.1. Basis of accounting

The financial statements are prepared under the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended), on a Receipts & Payments basis.

1.2. Incoming Resources

All incoming resources are included in the receipts & payments account when received. Income from investments is included in the year in which it is received.

1.3. Resources expended

Expenditure is recognised when payment is made. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

2. Grants, donations & legacies

	Unrestricted Funds £	2018 Total £	2017 Total £
Donations	140	140	202
Membership subscriptions	400	400	420
	-----	-----	-----
	540	540	622
	=====	=====	=====

3. Fundraising, events & rents

	Unrestricted Funds £	2018 Total £	2017 Total £
Weighbridge rental	600	600	600
Other income	1,130	1,130	287
	-----	-----	-----
	1,730	1,730	887
	=====	=====	=====

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Notes to financial statements

For the year ended 5 April 2018

4. Employees

Employment costs

No salaries or wages have been paid to employees, including the trustees, during the year.

Number of employees

The Trust had no employees in 2018 (2017; none)

No trustee/director received any remuneration, benefits in kind, or reimbursement of expenses during the year.

5. Analysis of net assets between funds

	Unrestricted Funds £	Restricted funds £	Total funds £
Fund balances at 5 April 2018 as represented by: Current Assets	81,493 =====	46,705 =====	128,198 =====

6. Unrestricted funds	At 6 April 2017 £	Incoming Resources £	Outgoing Resources £	At 6 April 2018 £
Unrestricted funds	79,670 =====	3,200 =====	1,377 =====	81,493 =====

7. Restricted funds	At 6 April 2017 £	Outgoing resources £	At 5 April 2018 £
DBLPS Legacy fund	67,300 =====	20,595 =====	46,705 =====