



NORTH OF SCOTLAND ARCHAEOLOGICAL SOCIETY SCIO

Scottish Charity No SC044585

Annual Report & Financial Statements

For the Year to 31 August 2017

Trustees' Annual Report for the Year ended 31 August 2017

The Trustees have pleasure in presenting their report together with the financial statements and the Independent Examiner's report for the year ended 31 August 2017.

References & Administrative Information

Charity Name

North of Scotland Archaeological Society SCIO

Registered charity number

SC044585

Principal Address

7 Ruisaurie, Beauly, Inverness-shire, IV4 7AJ

Trustees on date of approval of Trustees' Annual Report

<u>Name</u>	<u>Office</u>	<u>Period</u>
Tim Blackie		from 15/10/2016
Anne Mary Cockroft		from 15/01/2014
Elizabeth Anne Coombs		from 15/01/2014
Joan Catherine Guest		from 15/01/2014
Rosemary Jones		from 15/10/2016
Duncan Kennedy		from 10/10/2015
Karen Kennedy		from 10/10/2015
Susan Elizabeth Kruse		from 15/01/2014
Meryl Mary Marshall		from 15/01/2014
James Bruce McComas	Secretary and Vice Chair	from 15/01/2014
Roland Spencer-Jones	Chair	from 15/01/2014
Alan Ross Thompson	Treasurer	from 15/01/2014
Sue Walker		from 10/10/2015

Other Trustees who retired during the year

David Findlay	15/01/2014 to 15/10/2016
Robert Edward Jones	15/01/2014 to 15/10/2016
Lachlan Iain McKeggie	15/01/2014 to 10/07/2017
Paul Hancock	15/10/2016 to 10/07/2017

Structure Governance and Management

Constitution

NOSAS SCIO was granted Charitable status by OSCR on 15 January 2014 and it is governed by the constitution which was approved at its formation and has not been amended.

Appointment of Trustees

Members of the management committee, which normally meets every two months, are the charity's trustees. Any member can be appointed as a trustee provided he/she is not an employee of the society. Trustees are elected at the Annual General Meeting which is normally held in October. Under the constitution, the number of Trustees should not exceed twenty and not be less than eight.

The committee may appoint any member to be a trustee. This appointment must be approved by the members at the next Annual General Meeting.

Trustees may not serve for more than six years without a break of at least one year.

Management

The Trustees are responsible for the management of the society. During the year we held six regular Committee (trustee) meetings. At each meeting, a financial report is received. We have a formal sub-committee structure and membership, and a report from each subcommittee is taken at each Committee meeting.

Objects & Activities

Charitable Purposes

The society is a membership based voluntary group that seeks to encourage people of all ages to learn about and engage with the archaeology of the North of Scotland, to enjoy it, and to protect it for the future. Its purposes are:

1. The advancement of education by arranging and supporting projects and events, formal and informal, which enable members and others to learn archaeological methods and associated techniques.
2. The advancement of the arts heritage, culture or science by
 - a. undertaking and supporting relevant archaeological projects which add to the public record of our heritage
 - b. promoting awareness and understanding of our heritage by arranging discussion sessions and exploratory walks, publications, and participating in public events.

Activities

The society has continued to be active throughout the year, with its members taking part in a large range of archaeological and heritage-related activities. These are described in further detail below.

Field Trips

Meryl Marshall and Anne Coombs have led the programme of field trips and outings over the darker months. An innovation during the last winter was a number of short-notice "ad-hoc" walks led by John Wombell. In addition, NOSAS members contributed three walks to Highland Council's October *Highland Archaeology Festival's (HAF)* programme of outings. The NOSAS field trips were:

- October 2 – Scatwell – led by Meryl Marshall. (A HAF walk)
- October 10 – Loch Fleet's Embo boats – led by Anne Coombs (A HAF walk)
- October 11 – Aigas Forest – led by Roland Spencer-Jones (A HAF walk)
- October 13 – Camore Woods - led by Anne Coombs (A HAF walk)
- November 6 – Struy Lead Mines – led by Meryl Marshall & Roland Spencer-Jones
- December 3 – Glen Banchor & The Highland Folk Museum – Anne Coombs and Meryl Marshall
- January 7 – Buntait in Glen Urquhart – led by James McComas
- January 28 – Around Kirkhill – led by Roland Spencer-Jones
- February 1 – Arbol settlement, and Portmahomack – led by John Wombell
- February 11 – Fort Augustus – led by Duncan Kennedy
- March 1 – Kinbeachie "Castle" site survey – led by Meryl Marshall

- March 12 – Telford Bridges, Kyle of Sutherland – led by Susan Kruse
- March 18 – Geanies House and estate – led by David Findlay
- April 7-10 – A 4-day field trip to Roman and WWII remains in Central Belt - led by Anne Cockcroft & Anne Coombs
- June 3-10 – a week's excursion to the archaeology of Tiree, Inner Hebrides – led by John Wombell and Roland Spencer-Jones
- June 25 – Fish Road to Garve – led by Meryl Marshall & Duncan Kennedy
- July 15 – Church Road from Clachan to Dundonnell – led by Meryl Marshall

It's heartening to see that, although a few people led many walks, a total of 9 people were involved in running all the walks.

Monthly Archaeological Discussion (MAD) Meetings

These continue to be lively and interactive meetings, during which a presentation from someone with an interest or expertise in a topic is followed by a discussion from the floor. The meetings, in Strathpeffer, are popular and well-attended, with usually 20-30 people taking part. The meetings over the last year were:

- November 22 – Oskar Sveinbjarnarson – Excavations at Burghead
- December 13 - John Wombell – The Kinlochhour Survey, NOSAS early years
- January 24 – Eric Grant – A Life in Archaeology
- February 21 – Tertia Barnett – The Scottish Rock Art Project
- March 21 – Strat Halliday – Reading the Landscape

Conferences

NOSAS members attend a range of local and national archaeological and heritage conferences during the year. Occasionally members are asked to present a paper or lecture.

The conferences attended last year included:

- October 1-16 - Highland Council's October *Highland Archaeology Festival* continues to be a focus of archaeological activity and presentation in the year. NOSAS members contributed four of the walks during the festival in 2016, see above. In addition, Alan Thompson and Roland Spencer-Jones presented skill-development workshops (photogrammetry and GPS route-tracking, respectively) on the afternoon before the weekend conference. Our sister organisation, *Archaeology for Communities in the Highlands (ARCH)*, won the contract to run HAF this year, and for the next two years.
- November 5-6 – Glasgow conference run jointly by Nautical Archaeological Society and SCAPE (Scottish Coastal Archaeology & the Problem of Erosion). John Wombell presented a paper on the early NOSAS survey of Kinlochhour. Several other NOSAS members attended.
- April 29 - Laggan Heritage Conference – attended by Anne Coombs, Duncan Kennedy, Susan Kruse
- May 19-21 - Archaeology Scotland's peripatetic *Summer School* came to the Highlands this year. The organisers recruited Alan Thompson and Anne Coombs to help with the planning. Despite early misgivings about the venue, the event was a great success. Alan Thompson made a presentation one evening about *Photogrammetry*, which provoked considerable interest and discussion.
- August 25 – Highlife Highland's Viking Conference, Inverness

Excavations

Over the years NOSAS members have developed considerable skill in excavation and site surveying. Accordingly they have contributed significantly to excavations over the last year, organised by a variety of different organisations. NOSAS members contributed to these excavations over the last year:

- September 3-11 – Rosemarkie Caves Project, a NOSAS project. This project is led by Simon Gunn, and has been surveying and excavating the caves east of Rosemarkie since 2010. The 2016 excavation was led by archaeologists and NOSAS members, Steve Birch and Mary Peteranna. The results were spectacular. Excavations in Learnie B cave uncovered evidence of metal working and a 5th-7th century skeleton of a man who was brutally killed.
- October 17 – November 4 – the Kirkmichael Mausoleum Project. This project developed as an ambitious project to renovate and restore the previously derelict chapel and mausoleum at Kirkmichael on the Black Isle. Highland Archaeology Services were contracted to conduct the dig, and NOSAS members were invited to contribute to the excavation of the two adjoining buildings before they were backfilled and reconstructed.
- May 22 – June 2 - Wilkhouse Inn – led by Nick Lindsay and Clyne Heritage Society, this excavation of the footings of an 18th century inn was organised by Guard Archaeology.
- June 20-July 10 – The Cairns broch, South Ronaldsay, Orkney, led by University of Highlands and Islands
- June 24-July 2 – Deer Abbey, Aberdeenshire.
- July 10 – September 30 – Clachtoll Broch – this excavation is organised by Historic Assynt, lead Gordon Sleight, with AOC contracted to lead the archaeology. The ruined broch will be excavated this year, and the conserved and consolidated over the next two seasons.
- July 15-16 – Findhorn Dunes – led by Michael Sharpe, archaeologist and NOSAS member, an exploration of a “blow-out” in a dune east of Findhorn
- August 11–September 4 – Rhynie & Tap O’Noth in Aberdeenshire, a dig led by Aberdeen University Department of Archaeology.
- August 21-31 – Links of Noltland – this long-term excavation of the spectacular Neolithic and Bronze Age site is led by EASE Archaeology.
- August 14-25 - Dun Deardail – excavation of a spectacular iron-age hillfort led by Forestry Commission Scotland and Nevis Landscape Partnership. The excavation was led by AOC’s Martin Cook.

Training & Skills Development

Training in archaeological skills is one of the original aims of NOSAS. Jonie Guest is lead for this area. Over the last year she helped organise:

- A series of evening meetings in which Malcolm Standing helped develop our skills in QGIS mapping software. This QGIS group has now evolved into a more general Technology Learning Group, which is essentially a forum whereby the participants will learn from each other, and Malcolm, about using technology in archaeology. The next season of these meetings starts in November 2017. (James McComas is now lead for this group)
- First Aid training, January 18, led by Zoe Newsam of First Aid Training Co-operative. This was a necessary update course for 12 NOSAS members, ensuring they have the skills to provide resuscitation and first aid on field trips.
- A lithics workshop with Eric Grant. May 24. In a hands-on session, Eric taught 12 NOSAS members the fundamentals of lithics identification.

NOSAS Projects

NOSAS has undertaken a number of surveys, excavations and similar projects over the years. These usually originate with a NOSAS member who seeks support, both in people and sometimes money, from the NOSAS Trustees to run a project. Projects still current in the last year include:

- *Survey of Aigas Community Forest*, winter 2015/6. This was led by Anne Coombs and Roland Spencer-Jones. The project was written up in September 2016, and presented in lectures to Groam House Museum and Aigas Community Forest.

- *Roads through Ross*, led by Allan Mackenzie and Cait McCullagh. The survey and interview work on this project was undertaken in 2008-10, and the write-up of the project should be completed by end-2017.
- *Rosemarkie Caves Project* – this has been described under *Excavations*
- *Tarradale through Time Project* – Field walking continued most Sundays during the winter of 2016/7, with a faithful band of walkers turning out most Sundays, whatever the weather. The TTT steering committee have successfully applied for funding to Historic Environment Scotland and the Heritage Lottery Fund for a larger outreach and archaeology project to start in Autumn 2017.
- *Scotland's Rock Art Project*. This major national project to survey and record Scotland's rock art is led by Historic Environment Scotland. Tertia Barnett is the HES national lead for the project. NOSAS is a partner in the project with a special role in piloting the field work and recording methods in 2017, the leads being John Wombell and Alan Thompson. Field trips and training activities during summer 2017 involved up to 20 NOSAS members. The aim of the pilot stage is to provide feedback on the project methodology and recording forms. The main ScRAP will launch throughout Scotland in early 2018.
- *Fort Augustus Road Project*. This project aims to survey and record in greater detail a newly discovered section of military road north west of Fort Augustus. Duncan Kennedy is lead for the project, which has been promised funding by the landowners: Forestry Commission Scotland

General Comments & other Activities

There has been so much activity over the last year, that it has been hard to capture all the events that NOSAS members have taken part in or contributed to. The membership is steady, and we try to ensure that new members are welcomed and kept up to date with what is available for them.

Our digital presence continues to grow, with an up-to-date Website, Facebook page and Blog. The website has had three webmasters during the year – Roland Spencer-Jones, Alan Thompson and now James McComas. James is also the lead for the FB page and Blog, which are read by NOSAS members but tend to have more of a following from the archaeological community on the internet. Our Facebook page currently has 933 followers, and the Blog is regularly read by >100 people.

Jonie Guest has collated three Newsletters over the last year. These represent a summary of NOSAS activities and are an important connection to our membership.

Susan Kruse continues to supervise and cherish our library, housed in Dingwall Library. She organised a stock-taking exercise during the year.

Sales of Meryl Marshall's two books (*Glenfeshie and Strathconon*) and Anna Welti's book (*Prehistoric Roundhouses*) continue to provide steady income to the society. We are particularly grateful to Anna Welti for passing over future sales and income from her book sales to NOSAS during the year.

Achievements & Performance

Governance

During the year we held six regular Trustee (Committee) meetings. Meetings are minuted and when approved made available on our website. At each meeting a financial report is received from the Treasurer.

Much of the work of NOSAS takes place in the subcommittees of the main Committee. A report from each subcommittee is usually circulated before each Committee meeting. The current subcommittees are, with leads in brackets:

- Projects & Finance Subcommittee (previously Duncan Kennedy, until his resignation as lead on 30.8.17)
- Website & IT (James McComas)
- Activities (Anne Coombs)

- Skills & Training (Jonie Guest)
- Resources (Susan Kruse)
- Newsletter (Jonie Guest)
- Membership (Anne Cockroft)

Strategy

We have consistently tried to provide activities which meet the wishes of our members, so fulfilling the aims of the organisation as enshrined in our constitution. The levels of attendance at all the activities listed above suggest that we are indeed providing appropriate activities.

The Society continues to grow slowly (now 123 members) This appears to be a viable and manageable size and we have not sought to grow more rapidly. Consistent with our strategy we have had positive contact with, and in many cases worked with, other organisations with common interests eg Historic Environment Scotland, ARCH, University of Aberdeen, Aigas Community Forest, Avoch Community Archaeology, Scottish Rock Art Project, Historic Assynt, Forestry Commission Scotland, Clyne Heritage Society, and the University of the Highlands and Islands.

We have also used NOSAS funding to support the training events (although participants usually contribute part of the cost) and for limited purchases of equipment. We budget to spend up to £200 per year on books and publications for the NOSAS library.

Future Projects and Funding

We have used NOSAS funds selectively to support projects. We are not in a position to become a major funder, and have chosen to use our limited funds to support our own projects with very limited financial needs eg the Aigas Forest survey. We also contributed some 'pump priming' funding to help progress what has now become a large project, eg Tarradale Though Time.

During the year we have been active in seeking funding for future projects. The successful application for the Tarradale through Time (TTT) project has provided NOSAS with the largest project it has managed for many years. This will involve many NOSAS members, and other members of the public, until Spring 2019.

People

The Society relies entirely on the enthusiasm and hard work of its members, particularly its Committee. Many people have contributed to the meetings, events, field trips and excavations that NOSAS has undertaken over the year. Some of them have been mentioned in the paragraphs above. We want to acknowledge all those whose names haven't been specifically mentioned. Without their input and enthusiasm, NOSAS would not be the organisation that it is.

We lost one member, tragically, in the last year. Steve Robinson died suddenly on the morning of May 25, the day after he had enthusiastically attended a lithics workshop at Tarradale. Although a member for only 16 months, his enthusiasm, challenging questions, and positive outlook on life impressed us, and are greatly missed.

Financial Review

The pattern of our core charitable activities was similar to previous years. Membership subscriptions totalled £1,694 (2016 £1,671). Sales of books at £862 (2016 £653) this year included sales of the Prehistoric Roundhouses book by Anna Welti. Anna has generously donated her remaining book stock and future book sales to NOSAS. Income from members contributions to training courses at £646 (2016 £94) reflected the first aid course and two QGIS courses which were well supported. Costs of Training at £1,235 (2016 £nil) partly reflect invoices received and paid from the previous year, and partly the support for training provided by the Society.

The Society received funds through grants and donations of £6,500 (2016 £3,000) to support the on-going Rosemarkie Caves project, and £47,220 to support the new Tarradale Through Time project.

The Society made a net surplus of £764 on our unrestricted charitable activities, and £43,894 on restricted funds, the latter almost entirely due to project funding being received late in the financial year. The overall surplus for the year was £44,658 (2016 £664)

Reserves Policy

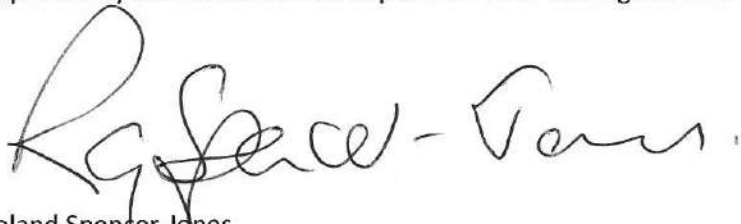
The policy of the Trustees is to maintain sufficient reserves to cover normal annual running costs and have sufficient funds to investigate, research and fund future projects. At the end of the year the society has reserves of £62,001 (2016 £17,343) of which £49,109 is restricted for expenditure on funded projects.

The Committee sees no reason to recommend a change to the membership fees.

Plans for Future Periods

The Trustees intend to continue to carry on with the core charitable purposes of the society and will continue to encourage members to promote relevant new projects and activities.

Approved by the trustees on 11 September 2017 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Roland Spencer-Jones', written over a horizontal line.

Roland Spencer-Jones
Chair

Independent Examiner's Report

For the year to 31 August 2017

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 state whether particular matters have come to my attention.

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 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.

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:
 - a. to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - b. to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts 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.

Signed: Heather B. McRae

Name: Heather B McRae

Date: 11/09/17

Address: Balnabruach, Portmahomack, Ross-shire

NORTH OF SCOTLAND ARCHAEOLOGICAL SOCIETY SCIO
SC044585

Receipts and Payments Accounts

Year ended 31 August 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds to 31/8/2017 £	<i>Period to 31/8/2016 £</i>
Receipts					
Donations	4	2,142	6,070	8,212	2,365
Grants	5	0	41,150	41,150	3,000
Gross trading receipts	6	1,508	0	1,508	746
Bank interest		3		3	7
Total receipts		3,653	47,220	50,873	6,118
Payments					
Trading payments	7	51	0	51	0
Costs of charitable activities	8	2,664	3,326	5,990	5,351
Governance costs					
Independent examination		50		50	50
Other	9	124	0	124	52
Total payments		2,889	3,326	6,215	5,454
Net Receipts/Payments		764	43,894	44,658	664
Surplus for period		764	43,894	44,658	664

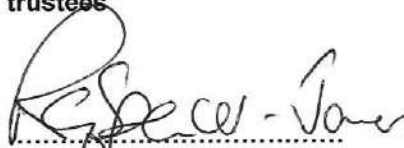
NORTH OF SCOTLAND ARCHAEOLOGICAL SOCIETY SCIO
SC044585

Statement of Balances

As at 31 August 2017

	Unrestricted Funds	Restricted Funds (notes 2,10)	Total Funds to 31/8/2017	<i>Period to 31/8/2016</i>
	£	£	£	£
Opening cash at bank	12,128	5,215	17,343	16,679
Surplus for year	764	43,894	44,658	664
Closing bank	12,892	49,109	62,001	17,343
 Bank balances				
Bank deposit account			14,876	16,272
Bank current account			6,729	1,071
TTT account			40,396	
Total bank balances			62,001	17,343

Signed by two trustees on behalf of all trustees


..... Roland Spencer-Jones

Date approval

11.09.17
.....


..... Alan Ross Thompson

11 SEPT 2017
.....

**NORTH OF SCOTLAND ARCHAEOLOGICAL SOCIETY SCIO
SC044585**

Notes to the accounts page 1

Year ended 31 August 2017

1. Basis of Accounting

These accounts have been prepared on the receipts and payments basis in accordance with the Charities and trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2007 (as amended)

2. Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in the furtherance of the objects of the charity.

Restricted funds may only be used for funded projects as specified by the donor. During the year £6,500 (2016 £3,000) was received for the Rosemarkie Caves Project, and £47,220 (2016 nil) was received for the Tarradale Through Time project. See note 10 for detail of Restricted Funds.

No separate bank account is maintained for restricted funds. A separate bank account is however maintained for the Tarradale Through Time project

3. Related party transactions

During the year NOSAS was awarded Heritage Lottery Funding for the Tarradale Through Time archaeological project. The project management team prepared and advertised briefs for contractors to provide services to the project. Tenders were received and formally assessed.

The archaeological community in the North of Scotland is small and all the contractors were known to us. With the approval of HLF, four contracts have been awarded where there is a declared relationship with NOSAS or the trustees of NOSAS or members of NOSAS. A contract for IT support for website and social media setup was awarded to James McComas. James is a trustee and currently Secretary and Vice-Chair of NOSAS. A contract for administrative and financial support was awarded to Alexander Gallacher. Alexander's mother, Susan Kruse, is a trustee of NOSAS. Two other contractors, AOC Archaeology Group, and Highland Archaeology Services, have close historic links with NOSAS but in the view of the trustees are not connected parties. In all cases the trustees of NOSAS are satisfied that these contracts have been awarded in an open fair and proper way and are consistent with our duties as a Charity.

No payments relating to these contracts were made in the year. There were no other related party transactions and no remuneration was paid to trustees or any connected parties during the year.

RECEIPTS

	Unrestricted Funds £	Restricted Funds £	Total Funds to 31/8/2017 £	<i>Period to 31/8/2016 £</i>
4. Donations				
Member subscriptions	1,694		1,694	1,671
Other donations	209	4,856	5,065	156
Gift Aid	239	1,214	1,453	538
Total Donations	2,142	6,070	8,212	2,365

NORTH OF SCOTLAND ARCHAEOLOGICAL SOCIETY SCIO
SC044585

Notes to the accounts page 2

Year ended 31 August 2017

	Unrestricted Funds £	Restricted Funds £	Total Funds to 31/8/2017 £	Period to 31/8/2016 £
5. Grants				
The Cromarty Trust		1,500	1,500	1,000
The Hunter Trust		3,000	3,000	
Black Isle Ward		2,000	2,000	2,000
HLF		34,650	34,650	
Total Grants	0	41,150	41,150	3,000
6. Gross trading receipts				
Gross income from sale of books	862		862	653
Training income	646		646	94
Total Gross trading income	1,508		1,508	746
PAYMENTS				
7. Trading payments				
Costs of book distribution	51		51	
	51	0	51	26
8. Costs of Charitable activities				
Funded project costs		3,326	3,326	3,499
Unfunded project costs	30		30	801
Equipment purchased	103		103	55
Training costs	1,235		1,235	0
Stationery post and consumables	306		306	39
Insurance	325		325	324
Discussion group hall and costs	409		409	220
Other expenses incl website	184		184	127
Outings (2015 Dinner)	0		0	144
Library books	72		72	143
Total costs of charitable activities	2,664	3,326	5,990	5,351
9. Other governance costs				
SCIO AGM, accounts etc	124		124	52
Total other governance costs	124	0	124	52

NORTH OF SCOTLAND ARCHAEOLOGICAL SOCIETY SCIO
SC044585

Notes to the accounts page 3

Year ended 31 August 2017

FUNDS

	Opening Balance £	Net Year £	Total Funds to 31/8/2017 £	<i>Total</i> <i>to 31/8/2016</i> £
10. Restricted Funds				
Rosemarkie Caves	3,230	3,550	6,780	3,230
Tarradale Through Time	0	40,396	40,396	0
Lochourn	390	(52)	338	390
Rock Art	385	0	385	385
Roads Through Ross	1,210	0	1,210	1,210
	5,215	43,894	49,109	5,215