



NORTH OF SCOTLAND ARCHAEOLOGICAL SOCIETY SCIO

Scottish Charity No SC044585

Annual Report & Financial Statements

For the Year to 31 August 2016

Trustees' Annual Report for the Year ended 31 August 2016

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 2016.

References & Administrative Information

Charity Name

North of Scotland Archaeological Society SCIO

Registered charity number

SC044585

Principal Address

Holly Cottage, Fearn, Tain, Ross-shire IV20 1TJ

Trustees on date of approval of Trustees' Annual Report

<u>Name</u>	<u>Office</u>	<u>Period</u>
Anne Mary Cockroft		from 15/01/2014
Elizabeth Anne Coombs		from 15/01/2014
David Findlay	Treasurer	from 15/01/2014
Joan Catherine Guest		from 15/01/2014
Robert Edward Jones		from 15/01/2014
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	from 15/01/2014
Lachlan Iain McKeggie		from 15/01/2014
Roland Spencer-Jones	Vice-Chair	from 15/01/2014
Alan Ross Thompson	Chair	from 15/01/2014
Sue Walker		from 10/10/2015

Other Trustees who retired during the year

Elizabeth Blackburn	15/01/2014 to 10/10/2015
Simon Gunn	15/01/2014 to 10/10/2015

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.

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 been very active throughout the year, the annual pattern of events being similar to previous years and closely reflecting members' wishes and enthusiasms.

Conferences

As usual we were active and contributing participants in the 2015 Highland Archaeology Festival, leading open walks of archaeological interest and the 'opening' of the Carn Glas cairn following the Adopt-a-Monument project. We had a display at the weekend conference, which many members attended, and NOSAS' contribution to other projects was mentioned in positive terms by several speakers.

Members also attended the SCAPE/SCHARP conference, following up our contributions to that project. We had a display at the Community Heritage Conference in Pitlochry, and a small contingent also attended the Archaeology Scotland Summer School.

Monthly Archaeological Discussions (MADs)

This format works well for the Society: our MADs were well attended and lively discussions ensued. The topics covered include: Coastal Communities and the Mesolithic Tsunami (Kristian Pedersen); Atlantic Roundhouses and the later prehistoric settlement archaeology of the Moray Firthlands

(Candy Hatherley); Short contributions from members (various); Rock Art (John Wombell); The Bronze Age (Anne Coombs); Bobbin Mills (Joanna Gilliatt).

Winter Walks

Our programme of 'winter walks', often incorporating a meal, is becoming increasingly popular, and included: Balintore (David Findlay); Slochd (Meryl Marshall); Erchless castle (Roland Spencer-Jones); Caledonian Canal (Bob Jones) and Craig Phadrig (Anne Cockroft); Moray (Lachlan McKeeggie); Brochs (Anne Coombs).

Special Events

In late April we had a very successful week on Islay, led by Jonie Guest and Sheila Clark. In May Lachlan McKeeggie arranged a private visit to the Celts exhibition in Edinburgh with an introduction by Fraser Hunter. In June Anne Coombs led us on a long weekend near Helmsdale.

Training and Skills Development

We make an effort to publicise relevant events being held by other organisations in our area, notably ARCH, Inverness Museum, and Groam House museum, and many members attend these. We also arrange our own events, which included: Plane tabling at Ormond castle, Spinningdale, and Brahan (Meryl Marshall); Plane tabling at Glen Strathfarrar (Roland Spencer-Jones); QGIS (Malcolm Standing); Photogrammetry (Alan Thompson); Pottery identification (Eric Grant).

Much learning also occurs in the context of projects, as noted below.

Projects

Our own projects active in the year were: Field walking at Tarradale, plus some limited test pitting and dating, and the Rosemarkie Caves project which has moved to its next phase.

An extensive survey was done jointly with the Aigas Community Forest organisation, and plane tabling and aerial survey jointly with Avoch Community Archaeology.

We also join in with and contribute in various ways to other projects such as the Cromarty Medieval Burgh Community Archaeology Project, and Aberdeen University's excavations at Garbeg.

Other activities

Other activities which support and promote the Society include: Newsletter (Anne Cockroft); blog (James McComas); website (Roland Spencer-Jones); Facebook page (Roland Spencer-Jones and James McComas); and our library (Susan Kruse).

Achievements & Performance

Governance

During the year we held six regular Committee (trustee) meetings, plus one special one to approve the submission of the Tarradale Through Time grant application. Meetings are minuted and when approved made available on our website. At each meeting a financial report is received.

We have formalised our sub-committee structure and membership, and a report from each subcommittee is taken at each Committee meeting. Much work is done within our sub-committees, the results of which are evident in the section above.

The Committee gained three new members at the 2015 AGM (Duncan Kennedy, Karen Kennedy and Sue Walker).

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

Strategy

We have continued to follow and develop the strategy set out in 2014. Now we are established as SCIO we are in a better position to apply for funding for larger projects, as we did for the first time this year. We have tried to provide activities which meet the wishes of our members, and the levels of attendance at all the activities listed above suggest that we are on the right lines. Indeed, we have had rather too many members at some of our winter walks and the Committee will need to consider how to deal with this.

The Society continues to grow gradually (now 120 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 HES, ARCH, University of Aberdeen, Aigas Community Forest, Avoch Community Archaeology, Scottish Rock Art project, Cromarty Medieval Burgh Community Archaeology Project, and UHI.

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 own projects with very limited financial needs eg Aigas survey, and as 'pump priming' funding to help progress what may become a large project to the stage where a major external funding application can be made eg Tarradale Though Time.

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

Future Projects and Funding

During the year we have been active in seeking funding for future projects. Specifically, we would like to put in place a two to three year project based at Tarradale ('Tarradale Through Time') which comprises a series of targeted excavations and aims to involve local groups and reveal a little more about what lies beneath the farmland of this remarkable location. We applied to SSE's Sustainable Development Fund but this was greatly over-subscribed and we were unsuccessful. We believe that we will have a better chance with HLF and other potential funders and we are preparing to apply again.

Early in the year we committed to support the Scottish Rock Art project as a partner undertaking the pilot field work. Substantial funding has now been secured from the Arts and Humanities Research Council by Edinburgh University and HES for this five year whole of Scotland project which we hope will start later this year.

We have a small number of incomplete projects on our 'books' and will continue to endeavour to finish or close them.

People

The Society relies entirely on the enthusiasm and hard work of its members, particularly its Committee. This year our long-serving treasurer David Findlay will stand down from the Committee.

Financial Review

Our ongoing source of funding is from membership subscriptions and these amount to £1,671 (2015 £1,478) in the year. We received grants of £3,000 for further test pitting and sample analysis for the Rosemarkie Caves Project and we continue to receive significant income from the sale of our two books, Glen Feshie and Strathconon. Book sales amounted to £653 (2015 £973) in the year.

Our expenditure for the year of £5,454 included funded projects at £3,499, unfunded (own) projects at £801, and covered our running costs and the costs of our charitable activities.

The net receipts for the year of £664 (2015 £4,179) represents a net payment for projects of £(499) and a surplus from charitable activities of £1,163 (2015 £763).

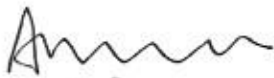
Reserves Policy

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 £17,343 of which £5,215 are restricted for expenditure on funded projects.

Plans for Future Periods

The Trustees intend to continue to carry on with the core charitable purposes of the society and would like to encourage new projects to be promoted by members.

Approved by the trustees on 14 September 2016 and signed on their behalf by:



Alan Ross Thompson

Chair

15 SEPT 2016

Independent Examiner's Report

For the year to 31 August 2016

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: 25/10/16

Address: Balnabruach, Portmahomack, Ross-shire

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Receipts and Payments Accounts

Year ended 31 August 2016

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds to 31/8/2016 £	Period to 31/8/2015 £
Receipts					
Donations	4	2,365	0	2,365	1,528
Grants	5	0	3,000	3,000	3,500
Gross trading receipts	6	746	0	746	973
Bank interest		7		7	5
Total receipts		3,118	3,000	6,118	6,006
Payments					
Trading payments	7	0	0	0	26
Costs of charitable activities	8	1,853	3,499	5,351	1,558
Governance costs					
Independent examination		50		50	50
Other	9	52	0	52	194
Total payments		1,955	3,499	5,454	1,828
Net Receipts/Payments		1,163	(499)	664	4,178
Surplus for period		1,163	(499)	664	4,178

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Statement of Balances

As at 31 August 2016

	Unrestricted Funds	Restricted Funds (notes 2,10)	Total Funds to 31/8/2016	<i>Period to 31/8/2015</i>
	£	£	£	£
Opening cash at bank	10,965	5,714	16,679	12,500
Surplus for year	1,163	(499)	664	4,179
Closing bank	12,128	5,215	17,343	16,679
Bank balances				
Bank deposit account			16,272	15,866
Bank current account			1,071	813
Total bank balances			17,343	16,679

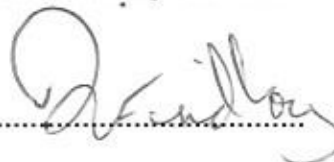
Signed by two trustees on behalf of all trustees

Date approval

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Alan Ross Thompson

15 SEPT 2016
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David Findlay

16/9/16
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Year ended 31 August 2016

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 2006 (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 £3,000 (2015 £3,500) was received for the Rosemarkie Caves Project. See note 10 for detail of Restricted Funds.

No separate bank account is maintained for restricted funds.

3. Related party transactions

There were no 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 31/8/2016 £	<i>Period to 31/8/2015 £</i>
4. Donations				
Member subscriptions	1,671		1,671	1,478
Other donations	156		156	50
Gift Aid	538		538	
Total Donations	2,365		2,365	1,528
5. Grants				
Black Isle ward		2,000	2,000	2,500
The Cromarty Trust		1,000	1,000	1,000
Total Grants		3,000	3,000	3,500
6. Gross trading receipts				
Gross income from sale of books	653		653	973
Training income	94		94	0
Total Gross trading income	746		746	973

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Year ended 31 August 2016

PAYMENTS

	Unrestricted Funds £	Restricted Funds £	Total Funds to 31/8/2016 £	<i>Period to 31/8/2015 £</i>
7. Trading payments				
Costs of book distribution	0		0	26
8. Costs of Charitable activities				
Funded project costs		3,499	3,499	
Unfunded project costs	801		801	56
Equipment purchased	55		55	161
Training costs	0		0	90
Stationery post and consumables	39		39	428
Insurance	324		324	287
Discussion group hall and costs	220		220	353
Other expenses incl website	127		127	134
Outings (2015 Dinner)	144		144	35
Library books	143		143	14
Total costs of charitable activities	1,853	3,499	5,351	1,558
9. Other governance costs				
Stationery post and consumables			0	99
SCIO AGM, accounts etc	52		52	95
Total other governance costs	52	0	52	194

FUNDS

	Opening Balance £	Net Year £	Total Funds to 31/8/2016 £	<i>Total to 31/8/2015 £</i>
10. Restricted Funds				
Rosemarkie Caves	3,698	(468)	3,230	3,698
Lochourn	390		390	390
Rock Art	416	(31)	385	416
Roads Through Ross	1,210		1,210	1,210
	5,714	(499)	5,215	5,714