

**Company Number 06901868**

**Charity No: 1140576**

**ARK COMMUNITY TRANSPORT LTD**  
**(A company Limited by Guarantee and**  
**not having a share capital)**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MAY 2019**

**ARK COMMUNITY TRANSPORT LTD**

**REPORT OF THE DIRECTORS/TRUSTEES**

**YEAR ENDED 31 MAY 2019**

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**The following does not form part of the statutory accounts:**

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**ARK COMMUNITY TRANSPORT LTD**  
**REPORT OF THE DIRECTORS/TRUSTEES**  
**YEAR ENDED 31 MAY 2019**

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**1. Reference and administration details**

**Charity Number:** 1140576

**Company Number:** 6901868

**Principal office:** Beaufort house, Beaufort Road, Birkenhead, Merseyside. CH41 1HE

**Accountants:** Premier Taxation Services Limited, 143a High Street, Prestatyn, Denbighshire LL19 9AS

**Bankers:** HSBC, 38 Grange Road, West Kirby, Wirral. CH48 4EA

**Solicitors:** DDE Law, 32-40 Derby Road, Bootle, L20 3EG.

**Trustees:** Trustees who served during the year were:

Mr Allan Roger Lacey (See Note 2)

Mr John Derbyshire

Mrs Janine Ann Mouarkach

**Chief Executive:** Mr John Derbyshire

## **ARK COMMUNITY TRANSPORT LTD**

### **REPORT OF THE DIRECTORS/TRUSTEES**

**YEAR ENDED 31 MAY 2019**

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#### **2. Structure, governance and management**

##### **Governing Document**

The company is governed by its Memorandum and Articles of Association and is constituted as a company limited by guarantee, registration number 6901868.

The Charity is registered by the Charity Commissioners for England and Wales Registration number 1140576.

##### **History of Ark Community Transport Ltd**

The Company was formed in 2009 and registered with the Charity Commission in February 2011.

##### **Recruitment and Appointment of Trustees**

The trustees of the charity are also the directors for the purposes of company law. Under the requirements of the Memorandum and Articles of Association the number of trustees on the council shall not be less than three.

The charity has been actively seeking to recruit new trustees to add to the existing expertise and experience, particularly following the sad passing of Mr Allan Roger Lacey on 5<sup>th</sup> April 2019.

New trustees were appointed subsequently and they were made aware of their legal obligations under charity and company law.

Support sessions were held to acquaint new trustees with their obligations.

##### **Trustee Induction and Training**

New trustees will be invited to an induction to meet staff and learn about the workings of the Charity, including Board Policy and Procedures. An induction pack will be given out with full information of the company's history.

##### **Risk Management**

The trustees have reviewed the activities of the company and the risks it faces. From time to time the risks are re-assessed and managed as appropriate.

Internal controls, based upon appropriate lines of authority and a subdivision of tasks within the company are maintained. Health and Safety risks and operational risks rely upon the subdivision of responsibilities, proper training of personnel and regular maintenance of the company's assets, principally its vehicles and lifts. These controls are maintained on a continuous risk basis. Environmental, ethical and social risks are assessed as part of operational risks.

External financial risks relate principally to the company's future funding.

**ARK COMMUNITY TRANSPORT LTD**

**REPORT OF THE DIRECTORS/TRUSTEES**

**YEAR ENDED 31 MAY 2019**

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**Organisational Structure**

The Chief Executive is responsible to the Board of Directors. He is supported by a Finance function.

The Board meet on a regular basis with the Chief Executive/Company Secretary and receive input from the Finance function.

The Finance function is responsible to the Chief Executive for producing and monitoring all financial information.

**3 Objectives and Activities**

**Objectives and Activities**

The charity's objectives are to provide transport facilities in Merseyside for persons who have special need of such facilities because they are vulnerable children and adults with mental and/or physical disabilities.

We are constantly monitored and audited by Wirral Borough Council.

The company occasionally provide transport on a hire basis for disabled groups.

The trustees have paid due regard to the Charity Commission's guidance on Public Benefit and believe that the charity has complied with the duty in Section 17(5) of the Charities Act 2011. The charity has made no changes to the company's objectives or the policies needed to achieve them during the year.

**4 Achievements and performance**

The trustees have a policy of affording the highest possible standard of transport and working environment for both the users of its vehicles and its staff and consequently significant resources were used setting up premises, buying new vehicles adapted specially for transporting wheelchairs and recruiting drivers and attendants of the highest calibre, experience and training.

Regular servicing and update of vehicles are recorded.

When everything was in place contracts were negotiated with Wirral Borough Council to assist vulnerable children and adults with mental and/or physical disabilities who were housebound to attend day centres, affording some respite for their home carers and improving the individual's quality of life.

There are currently contracts in place with Wirral Borough Council. In addition and on request we provide transport for vulnerable adults and disabled children.

The Charity achieved in excess of 40,000 individual client journeys in the period (2018 35,000)



## **ARK COMMUNITY TRANSPORT LTD**

### **REPORT OF THE DIRECTORS/TRUSTEES**

**YEAR ENDED 31 MAY 2019**

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#### **5 Financial Review**

The charity recorded a deficit of £7355 during the year (2018 - a surplus of £4022). Total income amounted to £377364 (2018 - £330797), with £377299 (2017 - £330769) coming from service funding, £65 (2018 - £28) from other income. There were no donations received in either 2019 or 2018.

This allowed the charity to expend £384719 (2018 - £326775), on operating and governance matters during the year.

#### **Reserves Policy**

The reserves fund represents the unrestricted funds arising from past activities. The policy objective of the charity's management is that the unrestricted funds held should be between three and six months of predicted expenditure.

Based on 2019 expenditure levels, this would equate to between £96179 and £192359. Actual reserves at 31<sup>st</sup> May 2019 were £80029, so slightly short of the 3-month minimum target. This has been raised with the trustees, who are currently taking steps to build up the reserves position in order to be able to progress towards complying with the stated objective.

We are currently tendering for further contracts with Wirral Borough Council.

#### **6 Future Developments**

The charity intends to carry on with its contracts with Wirral Social Services possibly expanding the number of contracts and subsidising this side of its work by the provision of other commercial activities.

#### **7 Trustees' Responsibilities**

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing these financial statements, the trustees' are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, and in accordance with the Charity's Constitution. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**ARK COMMUNITY TRANSPORT LTD**

**REPORT OF THE DIRECTORS/TRUSTEES**

**YEAR ENDED 31 MAY 2019**

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**8 Directors/Trustees**

**The directors/trustees who served during this period were as follows:**

**Mr John Derbyshire**

**Mrs Janine Anne Mouarkach**

**Mr Allan Roger Lacey**

**Signed on behalf of the Board:**



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**John Derbyshire - Chairman**

**Dated: 13 April 2020**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED  
FINANCIAL STATEMENTS OF ARK COMMUNITY TRANSPORT LTD  
YEAR ENDED 31 MAY 2019**

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I report on the accounts for the year ended 31 May 2019, which are set out on pages 8 to 17.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention

**Basis of the Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statements**

In connection with my examination, no matter has come to my attention:

- Which gives me reasonable cause to believe that, in any material respect, the requirements:
  - To keep accounting records in accordance with section 386 of the Companies Act 2006,
  - To prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: \_\_\_\_\_

**Premier Taxation Services Ltd  
143a High Street, Prestatyn. LL19 9AS**



**ARK COMMUNITY TRANSPORT LTD****INCOME AND EXPENDITURE ACCOUNT****YEAR ENDED 31 MAY 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Donations and fundraising	Nil	Nil
Service Funding	377299	330769
Other Income	65	28
	<hr/>	<hr/>
	<b>377364</b>	<b>330797</b>
	<hr/>	<hr/>
<b>EXPENDITURE</b>		
Charitable Activities	358313	303463
Management and administration	26406	23312
	<hr/>	<hr/>
	<b>384719</b>	<b>326775</b>
	<hr/>	<hr/>
<b>SURPLUS ON ORDINARY ACTIVITIES</b>	<b>(7355)</b>	<b>4022</b>
Other interest payable & similar charges	-	-
	<hr/>	<hr/>
<b>NET SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES</b>	<b>(7355)</b>	<b>4022</b>
	<hr/>	<hr/>

**YEAR ENDED 31 MAY 2019**

<b>ALL UNRESTRICTED</b>	<b>Notes</b>	<b>2019</b>	<b>2018</b>
<b>INCOMING RESOURCES</b>			
Incoming resources from generated funds			
Voluntary income	2	Nil	Nil
Service funding	3	377299	330769
Other income	4	65	28
Total incoming resources		377364	330797
<b>RESOURCES EXPENDED</b>			
Costs of generating funds:			
Charitable activities	5	382569	324775
Governance costs	6	2150	2000
Other expenditure	7		
		384719	326775
<b>TOTAL RESOURCES EXPENDED</b>			
Net/Incoming Resources before transfers		(7355)	4022
Net Incoming resources for the year		(7355)	4022
Balance brought forward at 1 June 2018 (2017)		87384	83382
Balances carried forward at 31 <sup>st</sup> May 2019 (2018)		80029	87384

**ARK COMMUNITY TRANSPORT LTD**  
**BALANCE SHEET**  
**YEAR ENDED 31 MAY 2019**

	Notes	2019	2018
<b>FIXED ASSETS</b>			
Tangible assets	10	37506	41106
		<hr/>	<hr/>
<b>CURRENT ASSETS</b>			
Debtors	11	36425	30490
Cash at Bank and in hand		76365	81635
		<hr/>	<hr/>
<b>TOTAL CURRENT ASSETS</b>		112790	112125
<b>CREDITORS:Amounts falling</b>			
Due within one year	12	(70267)	(61250)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS/ (LIABILITIES)</b>		42523	50875
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		80029	91981
		<hr/>	<hr/>
<b>CREDITORS:Amounts falling</b>			
Due after more than one year	13	-	(4597)
		<hr/>	<hr/>
<b>NET ASSETS</b>		80029	87384
<b>FUNDS</b>			
Unrestricted funds	16	80029	87384
Restricted funds	15	<hr/>	<hr/>
		80029	87384
		<hr/>	<hr/>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for smaller Entities (effective April 2008).

Approved by the board on 13<sup>th</sup> April 2019 and were signed on its behalf by:

  
 J Derbyshire (Chairman)  
 ARK COMMUNITY TRANSPORT LTD

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MAY 2019**

### **1. ACCOUNTING POLICIES**

- **Basis of preparation**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standards for smaller Entities (effective April 2008) and the Companies Act 2006. The Financial statements incorporating a Statement of Financial Activities, have been prepared in accordance with Statement of Recommended Practice SORP 2005- "Accounting and Reporting by Charities".

- **Company Status**

The organisation is a registered Charity and a company limited by guarantee. The liability in respect of the guarantee as set out in the memorandum is limited to £1 per member of the company.

- **Fund Accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the organisation.

- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

All income and expenditure is shown in the Statement of Financial Activities.

The nature and purpose of each fund are full explained in note 16.

- **Income and Expenditure**

All income and expenditure is accounted for on the accruals basis.

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Incoming resources from charitable activities are received by way of transport fees. They are all credited to the statement of financial activities in accordance to the period they relate to, regardless of when actually received. Any amounts received in advance are treated as deferred income, and arrears are treated as debtors at the year end. Grants received for specific purposes are credited to the statement of financial activities on receipt and allocated to restricted funds.
- Donated goods are included at the value to the charity where this can be quantified.
- Income from investments is included in the statement of financial activities in the year in which it is receivable.



**ARK COMMUNITY TRANSPORT LTD**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MAY 2019**

• **Provisions**

Provisions are recognised in the balance sheet when there is present obligation as a result of a past event. The provision recognised is the best estimate of the expenditure required to settle the present obligation at the balance sheet date.

• **Fixed Assets**

Depreciation is calculated to write off the cost or valuation, less estimated residual values, of tangible fixed assets over their estimated useful lives to the charity. The annual depreciation rates and methods are as follows:

Property Improvements - 20 years

Motor vehicles - over the economic life of the asset

Assets are carried in the balance sheet at written down historical cost.

Gifted assets are capitalised if valued over £250 at the point of receipt.

Impairment reviews are carried out on assets where an indication is given that the recoverable amount is below the net book value. No assets have been subject to impairment to date.

**2. VOLUNTARY INCOME**

	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Donations	Nil	Nil	Nil	Nil
	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>

**3. SERVICE FUNDING**

Wirral Council Passenger Transport for Adult Services funding in the year amounted to £377299 (2018 - £330769)

**4. OTHER INCOME**

Sundry Income in the year amounted to £ 65 (2018 - £28)

## 5. RESOURCES EXPENDED- CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total 2019	Total 2018
	£	£	£	£
Salaries & associated costs	242786			189937
Motor Expenses	128584			122191
Premises Costs	4605			3717
Telephone	894			1212
Miscellaneous	1120			1807
Short leasehold depreciation	3600			3600
Bank charges and interest	280			401
Health & Safety	700			1930
	<hr/>		<hr/>	<hr/>
				<b>324795</b>

## 6. GOVERNANCE COSTS

	Unrestricted	Restricted	Total 2019	Total 2018
	£	£	£	£
Accountancy and Independent review	2150		2150	1980

**ARK COMMUNITY TRANSPORT LTD**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MAY 2019**

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**7. NET INCOMING RESOURCES FOR THE YEAR**  
This is stated after charging:

	2019	2018
	£	£
Depreciation and amortisation	3600	3600
Independent review	2150	1980

**8. STAFF COSTS**

	2018	2017
	£	£
The cost of employing staff, including trustees was:		
Wages and salaries	242786	189937

No employees received emoluments above £60,000

The average weekly number of employees during  
The period was:

	2019 No.	2018 No.
Management and trustees	3	3
Others	21	19
	<u>24</u>	<u>22</u>

**ARK COMMUNITY TRANSPORT LTD**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MAY 2019**

**9. TANGIBLE FIXED ASSETS**

	Property Improvements £		Total £
<b>COST</b>			
At 1 <sup>st</sup> June 2018	68,410		68,410
Additions at cost	-	-	-
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
<b>AT 31<sup>ST</sup> MAY 2018</b>	<b>68,410</b>	<b>-</b>	<b>68,410</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>AMORTISATION</b>			
At 1 <sup>st</sup> June 2018	27,304		27,304
Disposals	-		-
Charge for the period	3,600		3,600
	<hr/>	<hr/>	<hr/>
<b>AT 31<sup>ST</sup> MAY 2018</b>	<b>30,904</b>	<b>-</b>	<b>30,904</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>NET BOOK VALUE</b>			
At 31 <sup>st</sup> May 2018	37,506	-	37,506
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 <sup>st</sup> May 2017	41,106		41,106
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**10. DEBTORS**

	2019 £	2018 £
Trade debtors	23,762	21,710
Other debtors	12,663	8,780
Prepayments	-	-
	<hr/>	<hr/>
	<b>36,425</b>	<b>30,490</b>
	<hr/> <hr/>	<hr/> <hr/>



**ARK COMMUNITY TRANSPORT LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MAY 2019**

**11. CREDITORS: Amounts falling due within one year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade creditors	5,985	9,854
Taxes & Social security	18,001	5,311
Other creditors	42,481	43,685
Accruals	3,800	2,400
	<b>70,267</b>	<b>61,250</b>

**12. CREDITORS: Amounts falling due after more than one year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trustee Loan Accounts	-	4,597
	<b>-</b>	<b>4,597</b>

**ARK COMMUNITY TRANSPORT LTD  
DETAILED INCOME AND EXPENDITURE ACCOUNT**

**YEAR ENDED 31 MAY 2019**

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**13. RESTRICTED FUNDS**

There were no restricted funds during the year.

**14. UNRESTRICTED FUNDS**

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

**15. TAXATION**

The company is a Registered Charity and is not liable to UK Corporation Tax.

**ARK COMMUNITY TRANSPORT LTD****DETAILED INCOME & EXPENDITURE ACCOUNT****YEAR ENDED 31 MAY 2019**

	2019	2018
	£	£
<b>Income:</b>		
<b>Services</b>	<b>377299</b>	<b>330769</b>
<b>Donations</b>	<b>Nil</b>	<b>Nil</b>
<b>Other Income</b>	<b>65</b>	<b>28</b>
	<b>377,364</b>	<b>330,797</b>
<b>Expenditure:</b>		
<b>Salaries and associated costs</b>	<b>242786</b>	<b>189937</b>
<b>Motor Expenses</b>	<b>128584</b>	<b>122191</b>
<b>Premises Costs</b>	<b>4605</b>	<b>3717</b>
<b>Telephone</b>	<b>894</b>	<b>1212</b>
<b>Miscellaneous</b>	<b>1120</b>	<b>1807</b>
<b>Short leasehold depreciation</b>	<b>3600</b>	<b>3600</b>
<b>Bank charges and interest</b>	<b>280</b>	<b>401</b>
<b>Health &amp; Safety</b>	<b>700</b>	<b>1930</b>
<b>Accountancy/Independent Review</b>	<b>2150</b>	<b>1980</b>
<b>Net Profit/(Loss)</b>	<b>(7355)</b>	<b>4022</b>