

LITTLE GREEN BUS LIMITED

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 2020

Wyre Accountancy Services
Accountants & Business Advisors
Lancashire

Little Green Bus Limited
Financial Accounts
For The Year Ended 31st March 2020

DIRECTORS & TRUSTEES

C Cunliffe
M Robinson
R Sherras
M Sutcliffe
D Morris

REGISTERED CHARITY NUMBER

1140118

REGISTERED OFFICE

Unit 3 Hawthorn Industrial Estate
Upbrooks
Clitheroe
Lancashire
BB7 1PL

COMPANY NUMBER

7475336

ACCOUNTANTS

Wyre Accountancy Services
Accountants & Business Advisors
4 Brockholes Way
Claughton on Brock
Preston
PR3 0PZ

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Little Green Bus Limited
Trustees Report
For The Year Ended 31st March 2020

1. Little Green Bus Ltd - Report of the trustees for the year ending 31 March 2020

The trustees are pleased to present their annual directors' report together with the consolidated accounts for the year ended 31 March 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

2. Chair's report

This year has been a successful one, with the services of Little Green Bus proving ever popular and essential to a great number of our members, who without our services, would be prisoners in their own home. Our work with the Lancashire Community Transport Consortium is positive and with our four consortium partners, we have managed to achieve the many targets set by Lancashire County Council.

We believe that the breadth and accessibility of our services will demonstrate without any doubt the public benefit that our work brings to the community. At a time when much focus continues to be placed upon reducing loneliness and isolation by providing access to services, Little Green Bus is at the forefront of developments within the Borough and Lancashire as a whole to ensure that as many people as possible benefit from Community Transport Services.

We are particularly appreciative of our increased financial standard achieved as a direct result of our Chief Executive, Donna Atkinson not only putting Little Green Bus at the Head of the Consortium but also by her continually looking for new opportunities for the organisation.

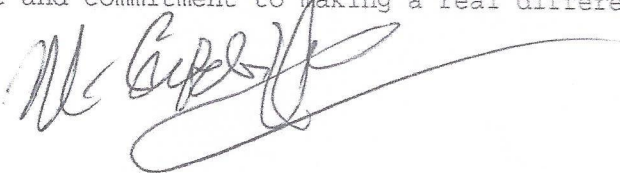
The work funded by The Big Lottery Reaching Communities, to set up group transport and a volunteer car scheme in one of our surrounding Boroughs, Hyndburn as well as enabling continuous growth of existing services in the Ribble Valley is going very well.

The new buses have enabled us to provide enhanced levels of comfort to our mainly elderly passengers as well as improving our professional image.

In closing, I would like to thank our small team of coordination, admin and finance staff Fiona Byrne, Nigel Billington and Anna Barcroft, without whom it would not have been possible for our CEO to put us in the position that we have achieved by enabling her to spend copious amounts of time managing the consortium contract, bidding for grants and putting community transport firmly on the map locally and regionally, whilst they ensured that the services were maintained to the highest possible standards.

I should also like to thank my fellow Trustees for their time, support and dedication to ensuring that Little Green Bus Limited (Little Green Bus) is managed with the utmost due diligence and commitment to making a real difference to the lives of our passengers.

M Sutcliffe
Chair



Little Green Bus Limited

Trustees Report (Continued)
For The Year Ended 31st March 2020

3. Our purposes and activities

Mission Statement

To promote social inclusion and wellbeing by providing a safe, accessible, demand responsive and door to door network of transport services to residents of the Ribble Valley and surrounding areas.

Values

To be *inclusive*, recognising the needs of individuals and particularly ensuring that we reach and respect the needs of disadvantaged and under-represented groups.

To reduce social exclusion and promote general wellbeing by enabling passengers to gain access to vital services and social opportunities

To be *innovative*, continually improving the way we work and provide services by incorporating new ideas, information and methods.

To work in *partnership*, adding value to what we do by working with others to build trust, develop mutual understanding and through reciprocal actions to develop social capital.

To strive for *quality*, committing the organisation to improvement and high standards in all aspects of its activities and working environment.

To demonstrate a commitment to *environmental sustainability* by ensuring that as many people as possible use the transport services thus reducing the numbers of cars on the roads.

To be economically aware and committed by ensuring that all resources are used effectively and efficiently.

Little Green Bus Limited

Trustees Report (Continued)
For The Year Ended 31st March 2020

Objectives

To provide a range of quality, client sensitive, transport services for passengers in and around the Ribble Valley.

by:

1. Raising the awareness of services available to all eligible individuals and groups
2. Developing and providing accessible services for individuals and groups of passengers

To demonstrate an active commitment towards continuous improvement.

by:

1. Ensuring that all members of staff and volunteers are actively engaged in planning, decision making and implementation of future plans
2. By ensuring that all key stakeholders are aware of our commitment and are given the opportunity to contribute towards plans and decisions

To increase the areas covered by current services.

by:

1. analysing current provision
2. implementing a more effective service that reaches areas of the Ribble Valley and surrounding areas not currently covered by the service
3. Investigating potential additional funding streams to support the commitment to maximising the social inclusion and general wellbeing that passengers experience as a result of the transport services provided

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'. Little Green Bus relies on grants and the income from fares and charges to cover its operating costs.

Affordability and access to our services is important to us and is reflected in our pricing policy.

Little Green Bus Limited

Trustees Report (Continued)
For The Year Ended 31st March 2020

4. The services that we provide

Dial-a-Ride

The dial-a-ride services are currently provided for people who are unable to access public transport due to its non-existence or mobility restrictions. Income is derived through support from LCC and from small fares from passengers. This service has grown in popularity over the last few years due to the high standards of customer service provided, which is evidenced in customer satisfaction surveys.

Group Transport

This service has increased over the last few years, with word of mouth recommendation and repeat business being the main marketing points. Little Green Bus has been developing good working relations with local community groups in providing transport services for a variety of reasons.

Educational services

The opportunity to provide services is available through individual ad hoc agreements with schools for curriculum trips to local businesses, sporting activities and extended school activities, a potential growth area as schools endeavour to meet national policy requirements. MiDAS (Minibus Drivers Awareness Scheme) training continues to be provided for teachers who drive school minibuses. Further marketing is needed to make all local schools aware of the services that Little Green Bus can provide.

Health Services

There has been an increasing demand for transport to and from medical appointments and Little Green Bus is ideally placed to meet this demand with clear benefits to all involved parties. The service is valued by patients and doctors and results in better access to services.

The last 12 months has seen us win further grant funding from the local Clinical Commissioning Group for the Access to Services Scheme. It is widely recognized that the benefits to passengers of being able to continue to live independently and get their weekly shopping even though they are displaying signs of illnesses such as dementia are far reaching. Providing access to key medical services via our volunteer car scheme is also believed to result in a reduction in missed appointments and in the take up of the valuable time of health professionals as patients are delivered safely and efficiently to appointments.

Little Green Bus Limited

Trustees Report (Continued)
For The Year Ended 31st March 2020

Social Services

Little Green Bus continues to have links with Social Service who refer people to our services and who we contact should concerns about individuals warrant it.

5. Our volunteers

Little Green Bus is very privileged in that it benefits from the support and commitment of over 40 volunteers who assist with driving and supporting our passengers thus enabling us to keep our costs as low as possible. We are much indebted to our volunteers without whom Little Green Bus would simply not survive and best endeavours are always made to ensure that our appreciation is shown to our volunteers as well as ensuring that they receive the training and support that they require to successfully carry out their volunteering with us.

6. Achievements and performance

Maintaining a balance between passengers paying fares, accessibility for those of modest means, the encouraging of new passengers and development of new services as well as maintaining a financial balance is an ongoing challenge. Our key financial aim remains a financially sustainable service and we remain very grateful to our funders for their support

7. Our pricing policy

Our pricing policy reflects our strategy of enabling all within our community, whatever their means, to access our services if they need them and are eligible for them.

Dial-a-Ride is charged at £2 each way, trips further afield are charged at £11. Annual membership fees are £20, broken down into twice yearly payments of £10 following passenger feedback. Buses with volunteer drivers are available to local community groups at fair prices and Minibus Driver Awareness Scheme (MiDAS) training is available to individuals and groups at competitive prices.

8. Reserves policy and going concern

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. The trustees consider that the current level of six month's reserves both meets the Charity Commission's S.O.R.P. (Statement of Recommended Practice).

Little Green Bus Limited

Trustees Report (Continued)
For The Year Ended 31st March 2020

9. Plans for future periods

The strategic plan envisaged a need for continued sustainability which was achieved by 31 March 2017 and continues to be met.

10. Reference and administrative details

Charity number: 1140118
Company number: 7475336
Registered Office: Unit 3 Hawthorn Park,
Upbrooks,
Clitheroe,
Lancs
BB7 1PL

11. Our advisers

Accountant: Wyre Accountancy Services,

12. Directors and Trustees and key personnel

The directors of the charitable company (the charity) are its trustees for the purpose of charity law.

The trustees and officers serving during the year and since the year end were as follows:

Key management personnel Little Green Bus Ltd: Trustees' and Directors

M E Sutcliffe
M Robinson
C Cunliffe
R Sherras
D Morris

Key personnel:

Senior manager of Little Green Bus Ltd:

Chief Executive Officer/Manager: D Atkinson

Coordination/Administration personnel Little Green Bus Ltd:

Service Coordination and Training: N Billington/A Barcroft - shared Post
Finance and Service Coordination: F Byrne

13. Structure, Governance and Management

Governing Document

Little Green Bus Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 21 December 2010. It is registered as a charity with the Charity Commission.

Trustee induction and training

New trustees undergo induction to the organisation, its services and funders informing them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction session they meet key employees and passengers by undertaking journeys with them to gain first-hand experience and information regarding the services.

Organisation

The board of trustees, which can have up to six members, administers the charity. The board normally meets quarterly and there are separate responsibilities within the Board for overseeing finance and audit and human resources.

A Chief Executive Officer/Manager is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive Officer/Manager has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and the development of new services as well as bids for grants to support existing and new services.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity.

Any connection between a trustee or senior manager of the charity with a competitor or funder must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Risk management

The trustees have a risk management strategy which comprises:

1. an annual and ongoing review of the principal risks and uncertainties that the charity faces;
2. the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
3. the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

Attention has also been focussed on non-financial risks arising from health and safety of passengers. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place, and regular awareness training for staff working in these operational areas.

Little Green Bus Limited

Trustees Report (Continued)
For The Year Ended 31st March 2020

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Little Green Bus for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the income and expenditure and use of resources of the charity for that period. In preparing the financial statements, the trustees are required to:

1. select suitable accounting policies and then apply them consistently;
2. observe the methods and principles in the Charities SORP;
3. make judgements and estimates that are reasonable and prudent;
4. state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
5. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

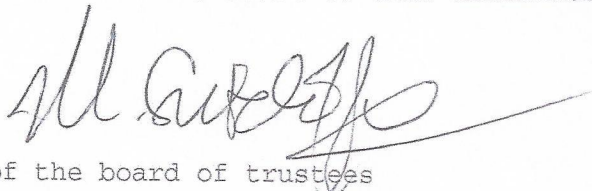
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure to our accountant

In so far as the trustees are aware at the time of approving our trustees' annual report:

1. there is no relevant information, being information needed by the accountant in connection with preparing their report, of which the company's accountant is unaware, and
2. the trustees, having made enquiries of fellow directors and the charity's accountant that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant financial information and to establish that the accountant is aware of that information.



By order of the board of trustees
M Sutcliffe
4 December 2020

Little Green Bus Limited
Independent Examiners Report to the Trustees of
Little Green Bus Limited
For The Year Ended 31st March 2020

I report on the accounts of the company for the year ended 31st March 2020, which are set out on pages 11 to 17.

Respective responsibilities of Trustees and Independent Examiner

The trustees, who are also the company's directors, are responsible for the preparation of the accounts.

The trustees consider that an audit is not required for the year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income is less than £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act
- to follow the procedure laid down in the general directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of the independent examiners report

My examination was carried out in accordance with 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 seeking explanations from trustees concerning 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.

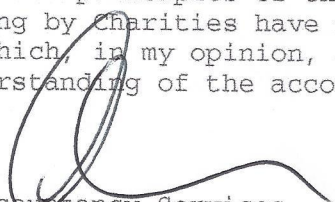
Independent Examiners Report

In connection with 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 396 of the Companies Act 2006; and
- b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 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

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Wyre Accountancy Services
Accountants & Business Advisors
4 Brockholes Way
Claughton on Brock
Preston
PR3 0PZ

4 December 2020

Little Green Bus Limited

Income & Expenditure Account
For The Year Ended 31st March 2020

	Notes	2020 £	2019 £
INCOME	2		
Charitable Activities	4	214,853	202,881
Donations	3	<u>3,269</u>	<u>2,371</u>
Total Incoming Resources		218,122	205,252
EXPENDITURE			
Expenditure on Charitable Operations	5	178,198	172,615
NET INCOME/EXPENDITURE AND NET MOVEMENT IN FUNDS FOR THE YEAR		39,924	32,637
RECONCILIATION OF FUNDS			
Total Funds Brought Forwards		276,810	244,173
Total Funds Carried Forwards		<u>£316,734</u> =====	<u>£276,810</u> =====

All income and expenditure derives from continuing operations.

Of this income £Nil (2019: £nil) relates to one off Capital Grants.

The statement of financial activities includes all gains and losses recognised in the year

Little Green Bus Limited

Balance Sheet
At 31st March 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible assets	10	133,645	153,551
CURRENT ASSETS			
Debtors	11	5,401	13,567
Cash at bank and in hand		244,845	158,388
		250,246	171,955
CREDITORS: Amounts falling due within one year	12	67,157	48,696
NET CURRENT ASSETS		183,089	123,259
NET ASSETS		£316,734	£276,810
FUNDS OF THE CHARITY			
Unrestricted Income Funds	page 11	316,734	276,810
ACCUMULATED FUNDS		£316,734	£276,810

In approving these financial statements as directors of the company we hereby confirm that:

- a) for the year in question the company was entitled to exemption under section 477(2) of the Companies Act 2006
- b) no notice has been deposited under section 476 requesting that an audit be conducted for the year ended 31st March 2020; and
- c) we acknowledge our responsibilities for:
 - i) ensuring that the company keeps accounting records which comply with section 386, and
 - ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit for the financial year then ended in accordance with the requirements of section 393, and which otherwise comply with the provisions of the Companies Act relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to the small companies regime.

The accounts were approved by the trustees on 4 December 2020



M Sutcliffe, Chair

The notes on pages 13 to 17 form part of these financial statements

Little Green Bus Limited
Notes to the Accounts
For The Year Ended 31st March 2020

1. ACCOUNTING POLICIES

1a. Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting for Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard for Smaller Entities published on 16th July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

1b. Income recognition policy

Items of income are recognised and included in the accounts when all the following criteria are met:

- The charity has entitlement to the funds
- Any performance conditions attached to the item of income has been met or are fully within the control of the charity
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

1c. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally on notification of the interest paid or payable by the bank.

1d. Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside for a specific purpose. Restricted funds are donations which the donor has specified are to be used for particular areas of the charities work.

1e. Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and that the amount of the obligation can be reliably measured.

1f. Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charitable activities.

Little Green Bus Limited

Notes to the Accounts (continued)
For The Year Ended 31st March 2020

1g. Tangible Fixed Assets

Fixed assets are shown at historical cost.

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life by the reducing balance method.

	2020	2019
	%	%
Motor Vehicles	15	15
Equipment	25	25

1h. Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

1i. Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or reliably estimated. Creditors and provisions are normally recognised at their settlement amounts after allowing for any trade discounts due.

1j. Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2. LEGAL STATUS OF THE TRUST

The trust is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1.00.

3. INCOME FROM DONATIONS

The charity received donations of £3,269 during the year (2019: £2,371) all of which were gifts without restriction.

Little Green Bus Limited

Notes to the Accounts (continued)
For The Year Ended 31st March 2020

4. INCOME FROM CHARITABLE ACTIVITIES

	2020 £	2019 £
Brokerage	1,200	1,200
Passenger Fares	28,344	28,704
Management Fees	103,665	96,191
Membership Fees	3,899	3,773
Training	2,065	731
Grants - Income	74,666	71,494
Interest	1,014	788
	<u>214,853</u>	<u>202,881</u>

During the year the company received Income Grant of £25,167 (2019: £25,167) which related to the following accounting period. This Income has been credited to Accruals & Deferred Income (see note 12).

5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	2020 £	2019 £
Vehicle Costs - Fuel	6,540	6,965
- Insurance	8,672	7,063
- Sundry Vehicle Expenses	187	2,143
- Vehicle Repairs	10,707	7,125
- Drivers Expenses	4,417	1,721
Training Expenses	430	2,202
Rent	14,700	10,800
Heat, Light & Power	1,085	1,730
Repairs & Renewals	578	2,117
Travel Expenses	2,897	1,899
Marketing Costs	720	843
General Insurance	1,181	1,229
Telephone	1,491	1,966
Sundry Expenses	1,338	1,064
Depreciation	23,764	27,263
Loss/(Profit) on Disposal	-	-
Support costs (Note 6)	97,061	93,409
Governance Costs (Note 6)	2,430	3,076
	<u>178,198</u>	<u>172,615</u>

Little Green Bus Limited

Notes to the Accounts (continued)
For The Year Ended 31st March 2020

6. ANALYSIS OF GOVERNANCE AND SUPPORT COSTS

	2020 £	2019 £
Support Costs - Staff Salaries and Wages	94,861	90,575
- Office Expenses	<u>2,200</u>	<u>2,834</u>
	<u>97,061</u>	<u>93,409</u>
Governance Costs - Accountancy Fees	1,220	1,685
- Professional Fee	<u>1,210</u>	<u>1,391</u>
	<u>2,430</u>	<u>3,076</u>

7. NET INCOME / EXPENDITURE FOR THE YEAR

	2020 £	2019 £
Net Income/Expenditure for the year is stated. after charging:		
Accountancy & Professional Fees	2,430	3,076
Depreciation and Amortisation Tangible Assets: Owned	23,764	27,263
	-----	-----
and after:		
(Loss)/Profit on disposal of tangible assets	-	-
	-----	-----

8. STAFF COSTS

	2020 £	2019 £
Salaries & Wages	78,948	77,530
Pension Costs	9,553	5,817
Social Security Costs	<u>6,360</u>	<u>7,228</u>
	<u>94,861</u>	<u>90,575</u>

No employees had emoluments in excess of £60,000 (2019: Nil).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2019: £Nil) neither were they reimbursed expenses during the year (2019: £Nil). No charity trustee received payment for professional or other services supplied to the charity (2019: £Nil).

Notes to the Accounts (continued)
For The Year Ended 31st March 2020

9. STAFF NUMBERS

The average monthly number of full time equivalent employees (including casual and part time staff) during the year was 3.00 (2019: 3.00) all of whom were support staff.

10. TANGIBLE FIXED ASSETS

Cost	Motor Vehicles £	Office Equipment £	Total £
At 1st April 2019	228,243	3,743	231,986
Additions	3,400	459	3,859
At 31st March 2020	231,643	4,202	235,845
Depreciation			
At 1st April 2019	75,758	2,677	88,435
For the year	23,383	382	23,765
At 31st March 2020	99,141	3,059	102,200
Net Book Amounts			
At 31st March 2019	£152,485	£1,066	£153,551
At 31st March 2020	£132,502	£1,143	£133,645

11. DEBTORS

	2020 £	2019 £
Trade debtors	4,901	13,067
Other debtors	500	500
	£ 5,401	£13,567
	=====	=====

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade Creditors	4,078	443
Accruals & Deferred Income	29,901	25,819
Tax & Other Social Security Creditors	33,178	22,434
	£67,157	£48,696
	=====	=====