

Company registration number: 7983448
Charity registration number: 1148539

Epping Forest Community Transport

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 November 2017

Douglas Jones Accountants Limited
33 High Street
Old Harlow
Essex
CM17 0DN

Epping Forest Community Transport
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**Epping Forest Community Transport
Reference and Administrative Details**

Charity name	Epping Forest Community Transport
Charity registration number	1148539
Company registration number	7983448
Principal office	Social Care Building 2nd Floor St Johns Road Epping Essex CM16 5EB
Registered office	Social Care Building 2nd Floor St Johns Road Epping Essex CM16 5EB
Trustees	Mr J A Batchelor Mr A A Canham (Ill Health 30 November 2017) Mr P J Blackwell Mr R F Coombs Mr R D Bassett Mr Paul Ashworth Miss Marion Reed (Joined 28 June 2017)
Accountant	Douglas Jones Accountants Limited 33 High Street Old Harlow Essex CM17 0DN

Epping Forest Community Transport

Trustees' Report

General

The figures for this year include a full year for both the Harlow and Epping community transport schemes. It has proved a difficult year operationally with costs increasing across the board and our grants being significantly reduced by Essex.

This has led to an overall deficit for the year of £61,990 across both schemes. The trustees were aware of increasing costs and made provisions to reduce expenditure where possible without increasing fares. We also were in the position to absorb this deficit from reserves for the year 17/18 enabling us to secure a full year's figures rather than take significant actions which might impact the very people we are here to help.

It should also be noted that through careful accounting we have maintained a healthy bank balance and debtors of £266,716 which includes the purchase of a replacement minibus. We also will need to review the fleet in the coming year and have actioned a replacement schedule for some of the older vehicles which are starting to become unreliable.

That said, we are pleased to report that the shopper bus services we run are proving to be a success and continue to go from strength to strength and have increased revenues by 40% in the year to £76,987

Income

The income from the services provided and grants from Essex County Council and Epping Forest District Council are £570,233 which is an increase of £44,987 over 2016. The grant from Epping Forest District Council remained unchanged but the grant from Essex County Council was significantly reduced. This meant the combined grants from ECC and EFDC are £204,299 which is a reduction of £76,922 from 2016 and does partially explain the deficit. It should be noted that the grant from ECC is now fixed for a two-year period and EFDC should be unchanged for 2018/19

Harlow District council asked that we pay for the premises we utilise in Harlow which we previously could utilise free of charge. However, we were able to negotiate a grant from Harlow to cover this charge for the next three years.

Expenditure

One of the largest expenditure during the year is for the fleet operations (£145,484) which is an increase of £40,046 over 2016. This is made up from a 11% increase in the price of fuel at the pumps. We have experienced an increase with the maintenance costs of vehicles which is partly due to the age of some of the vehicles.

An increase in driver salaries has been necessary due to the requirement to take on extra paid drivers to support the new bus routes.

We have also taken the prudent step of continuing to include considerable depreciation of tangible fixed assets, including vehicles, of £53,223.

Surplus/Deficit

The deficit for this year for the combined schemes was £61,990. However, it can be seen from the above we have seen a three-pronged pressure on our accounts of a large cut in grants, Higher fuel and maintenance costs plus higher wage bill to meet the demand of new services. With careful operational management and increase in revenue we have managed the schemes well but we shall have to continue to review operational expenditure and charges to our customers, to maintain the high level of service we provide.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

**Epping Forest Community Transport
Trustees' Report**

Approved by the Board and signed on its behalf by:

.....

Mr J A Batchelor
Trustee

Date:.....

.....

Mr R D Bassett
Trustee

Date:.....

Independent Examiner's Report to the Trustees of Epping Forest Community Transport

I report on the accounts of the company for the year ended 30 November 2017, which are set out on pages 5 to 13.

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 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.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of (named body).

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

Basis of 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 seeking 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 statement

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:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, 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 Charitieshave 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.

.....
Douglas Jones Accountants Limited

33 High Street
Old Harlow
Essex
CM17 0DN

Date:.....

Epping Forest Community Transport
Statement of Financial Activities (including Income and Expenditure Account) for the
Year Ended 30 November 2017

	Note	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	570,233	570,233	525,246
Total incoming resources		<u>570,233</u>	<u>570,233</u>	<u>525,246</u>
Resources expended				
Costs of generating funds				
Costs of generating voluntary income	4	632,223	632,223	532,426
Total resources expended		<u>632,223</u>	<u>632,223</u>	<u>532,426</u>
Net movements in funds		(61,990)	(61,990)	(7,180)
Reconciliation of funds				
Total funds brought forward		495,697	495,697	500,037
Total funds carried forward		<u><u>433,707</u></u>	<u><u>433,707</u></u>	<u><u>492,857</u></u>

The notes on pages 7 to 13 form an integral part of these financial statements.

Epping Forest Community Transport (Registration number: 7983448)

Balance Sheet as at 30 November 2017

		2017		2016	
	Note	£	£	£	£
Fixed assets					
Tangible assets	9		196,287		197,097
Current assets					
Debtors	10	101,927		56,431	
Cash at bank and in hand		<u>164,789</u>		<u>279,826</u>	
		266,716		336,257	
Creditors: Amounts falling due within one year	11	<u>(29,296)</u>		<u>(40,497)</u>	
Net current assets			<u>237,420</u>		<u>295,760</u>
Net assets			<u>433,707</u>		<u>492,857</u>
The funds of the charity:					
Unrestricted funds					
Unrestricted income funds			<u>433,707</u>		<u>492,857</u>
Total charity funds			<u>433,707</u>		<u>492,857</u>

For the financial year ended 30 November 2017, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008 January 2015).

Approved by the Board on and signed on its behalf by:

.....
Mr J A Batchelor
Trustee

.....
Mr R D Bassett
Trustee

The notes on pages 7 to 13 form an integral part of these financial statements.

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2017

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 15.

Incoming resources

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Gifts in kind are recognised in different ways dependent on how they are used by the charity:

- (i) Those donated for resale produce income when they are sold. They are valued at the amount actually realised.
- (ii) Those donated for onward transmission to beneficiaries are included in the statement of financial activities as incoming resources and resources expended when they are distributed. They are valued at the amount the charity would have had to pay to acquire them.

The charity has not received any goods for use by the charity itself.

Where services are provided to the charity as a donation that would normally be purchased from our suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity where this can be quantified.

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the Trustees' Annual Report.

Incoming resources from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs associated with attracting voluntary income.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2017

..... continued

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Fixed assets

Individual fixed assets costing £0 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery	25% reducing balance basis
Motor Vehicles	25% reducing balance basis

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

2 Voluntary income

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Donations and legacies			
Group Hire	76,887	76,887	91,143
Dial A Ride	25,217	25,217	12,363
Social Car	35,571	35,571	27,707
Shopper Bus	76,987	76,987	55,843
Membership	4,106	4,106	4,555
Education	142,376	142,376	26,576
Bank Interest	145	145	115
Staff Cover at Harlow	-	-	23,626
Donations	1,228	1,228	2,097
Grants receivable	204,299	204,299	281,221
(Profit)/loss on sale of tangible fixed assets held for charity's own use	3,417	3,417	-
	570,233	570,233	525,246

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2017

..... continued

3 Grants receivable

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Membership	4,106	4,106	4,555

4 Total resources expended

	Donations and legacies £	Total £
Direct costs		
Employment costs	402,844	402,844
Establishment costs	2,672	2,672
Repairs and maintenance	185	185
Office expenses	6,748	6,748
Printing, posting and stationery	7,485	7,485
Subscriptions and donations	32	32
Sundry and other costs	1,228	1,228
Motor expenses	145,484	145,484
Travel and subsistence	870	870
Advertising and promotion	1,009	1,009
Entertainment	139	139
Accountancy fees	9,017	9,017
Legal and professional costs	346	346
Bank charges	918	918
Amortisation of intangible fixed assets	23	23
Depreciation of tangible fixed assets	53,223	53,223
	632,223	632,223

5 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

Epping Forest Community Transport
Notes to the Financial Statements for the Year Ended 30 November 2017

..... *continued*

6 Net expenditure

Net expenditure is stated after charging/(crediting):

	2017	2016
	£	£
Profit on disposal of tangible fixed assets	(3,417)	-
Depreciation of tangible fixed assets	53,223	65,700
Amortisation	23	-
	<u>59,829</u>	<u>65,700</u>

7 Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2017	2016
	£	£
Wages and salaries	332,724	246,611
Social security	20,101	14,732
Other pension costs	17,669	18,154
	<u>370,494</u>	<u>279,497</u>

8 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2017

..... continued

9 Tangible fixed assets

	Plant and machinery including motor vehicles £	Fixtures, fittings and equipment £	Total £
Cost			
As at 1 December 2016	301,320	6,716	308,036
Additions	45,645	6,768	52,413
As at 30 November 2017	346,965	13,484	360,449
Depreciation			
As at 1 December 2016	108,293	2,646	110,939
Charge for the year	50,611	2,612	53,223
As at 30 November 2017	158,904	5,258	164,162
Net book value			
As at 30 November 2017	188,061	8,226	196,287
As at 30 November 2016	193,027	4,070	197,097

10 Debtors

	2017 £	2016 £
Trade debtors	40,988	13,150
Other debtors	22,060	9,105
Prepayments and accrued income	38,879	34,176
	101,927	56,431

11 Creditors: Amounts falling due within one year

	2017 £	2016 £
Trade creditors	13,639	25,805
Taxation and social security	12,357	5,281
Other creditors	-	4,173
Accruals and deferred income	3,300	5,238
	29,296	40,497

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2017

..... *continued*

12 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £nil towards the assets of the charity in the event of liquidation.

13 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £17,669 (2016 - £18,154).

Contributions totalling £nil (2016 - £4,173) were payable to the scheme at the end of the period and are included in creditors.

Epping Forest Community Transport
Notes to the Financial Statements for the Year Ended 30 November 2017

..... *continued*

14 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

15 Analysis of funds

	At 1 December 2016	Incoming resources	Resources expended	At 30 November 2017
	£	£	£	£
General Funds				
Unrestricted income fund	495,697	570,233	(632,223)	433,707

16 Net assets by fund

	Unrestricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£
Tangible assets	196,287	196,287	197,097
Current assets	266,716	266,716	336,257
Creditors: Amounts falling due within one year	(29,296)	(29,296)	(40,497)
Net assets	<u>433,707</u>	<u>433,707</u>	<u>492,857</u>

Epping Forest Community Transport
Statement of financial activities by fund Year Ended 30 November 2017

	Unrestricted income fund 2017	Unrestricted income fund 2016
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	570,233	525,246
Total incoming resources	<u>570,233</u>	<u>525,246</u>
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	632,223	532,426
Total resources expended	<u>632,223</u>	<u>532,426</u>
Net movements in funds	(61,990)	(7,180)
Reconciliation of funds		
Total funds brought forward	495,697	500,037
Total funds carried forward	<u><u>433,707</u></u>	<u><u>492,857</u></u>

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