

Weardale Community Transport Limited
Accounts
For the Year Ending
31 July 2018

JANE ASCROFT ACCOUNTANCY LIMITED

Chartered Accountants
Enterprise House
Harmire Enterprise Park
Barnard Castle
County Durham
DL12 8XP

Weardale Community Transport Limited

Accounts

Year Ended 31 July 2018

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Weardale Community Transport Limited

Trustees' Annual Report (Incorporating the Director's Report)

Year Ended 31 July 2018

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited accounts of the charity for the year ended 31 July 2018.

Objectives and Activities

The object of Weardale Community Transport is to provide a community transport service for such of the inhabitants of North East and Cumbria and its neighbourhood who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

Public Benefit

Our main activities and who we help are described elsewhere in this report. All our charitable activities are undertaken to further our charitable purposes for the public benefit. The Committee have had regard to the Charity Commission's guidance on public benefit throughout the year when deciding on the activities of the charity.

Achievements and Performance

Work from NEAS has increased during the year, but with no additional winter pressure shifts this year. This has meant an increased income from NEAS work over previous years and an increase in staffing levels for the patient transport service work

Our other transport work has continued to thrive. We have had an increase in group memberships and continue to provide transport for a wide range of passengers including school trips, darts teams, WI groups and walking groups.

Dial a Ride service in Stanhope has become a vital link for less able residents, helping them to access shops and hairdressers twice a week. This is mainly run using volunteer drivers and is greatly appreciated by both clients and staff.

Wheels2Meals is now entering its sixth year and has expanded well beyond our expectations. Individual membership is over 250 clients and WCT offers a wide variety of trips including assisted shopping, farm shops, cafes and restaurants. Evening events are also covered so that clients can attend cinemas and theatres. Wheels2Meals is very popular and very well supported in the community and donations have been received from a number of individuals to enable us to provide this service. A donation in excess of £1K was received from the Newcastle Building Society Community Fund to buy functional, matching clothing for assistants and drivers.

Our fleet of vehicles comprises 8 buses and 2 cars, which means that all of our fleet of vehicles are wheelchair accessible.

The Methodist Chapel car park is used for parking of the buses. A water supply and meters were added so cleaning and valeting of the buses could be undertaken more easily. The facility is not sufficient to enable all our vehicles to park off road and we are actively pursuing an additional site at Wolsingham.

Weardale Community Transport Limited

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year Ended 31 July 2018

Achievements and Performance *(continued)*

The 100 Bus Service we have operated over the past 6 years now runs from the first weekend in May to the first weekend in October. This has been well received by our community, which has supported the service well. However this service still struggles to cover costs. This year we ran the 100 Bus Service predominantly with paid drivers, which is moving towards our goal of making it a self-supporting, viable service with only paid drivers but under the Section 22 license is supported by other work..

Future challenges to the organisation - there remains difficulty in recruiting new volunteers and retaining them.

Our staff and volunteers have worked exceptionally hard over the past year and credit must be given to them for their dedication and commitment not only to WCT but also to our clients for whom they often go above and beyond the call of duty.

Financial Review

The Trustees aim to maintain sufficient "free" reserves to meet the general running costs of Weardale Community Transport for 6 months, excluding depreciation. At 31st July 2018 this was estimated at approximately £132,000. Actual "free" reserves at 31st July 2018 were £135,352 which the trustees consider to be in line with the reserves policy.

Structure, Governance and Management

Weardale Community Partnership is a charitable company, limited by guarantee with company number 055150912, and registered as a charity with charity number 1112027. The charity is governed by its memorandum and articles of association.

Trustees are selected by the membership.

Reference and Administrative Details

Registered charity name Weardale Community Transport Limited

Charity registration number 1112027

Company registration number 05515091

Principal office and registered office The Hub
85b Front Street
Stanhope
Bishop Auckland
County Durham
DL13 2UY

The Trustees

Mr J C Haynes (Treasurer)
Mrs P J Forbes (Secretary)
Mrs J Foster
Mrs L Lowes
Mrs G Herron
Mr J Bell
Mr J Craig
Mr W E Hobson
Mrs D J Bowes

Weardale Community Transport Limited

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year Ended 31 July 2018

Company Secretary

Mrs P J Forbes

Independent Examiner

Jane Ascroft FCA MA (Cantab)
Enterprise House
Harmire Enterprise Park
Barnard Castle
County Durham
DL12 8XP

Small Company Provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on and signed on behalf of the board of trustees by:

Mr J C Haynes (Treasurer)
Trustee

Weardale Community Transport Limited

Independent Examiner's Report to the Trustees of Weardale Community Transport Limited

Year Ended 31 July 2018

I report to the trustees on my examination of the accounts of Weardale Community Transport Limited ('the charity') for the year ended 31 July 2018.

Responsibilities and Basis of Report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jane Ascroft FCA MA (Cantab)
Independent Examiner

Enterprise House
Harmire Enterprise Park
Barnard Castle
County Durham
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Weardale Community Transport Limited

Statement of Financial Activities (including income and expenditure account)

Year Ended 31 July 2018

		Unrestricted funds	2018 Restricted funds	Total funds	2017 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	1,058	17,684	18,742	3,407
Charitable activities	6	309,202	1,125	310,327	220,187
Other income	7	11,716	–	11,716	8,571
Total income		<u>321,976</u>	<u>18,809</u>	<u>340,785</u>	<u>232,165</u>
Expenditure					
Expenditure on charitable activities	8,9	<u>308,152</u>	<u>1,125</u>	<u>309,277</u>	<u>242,388</u>
Total expenditure		<u>308,152</u>	<u>1,125</u>	<u>309,277</u>	<u>242,388</u>
Net income/(expenditure)		<u>13,824</u>	<u>17,684</u>	<u>31,508</u>	<u>(10,223)</u>
Transfers between funds		16,832	(16,832)	–	–
Net movement in funds		<u>30,656</u>	<u>852</u>	<u>31,508</u>	<u>(10,223)</u>
Reconciliation of funds					
Total funds brought forward		<u>243,468</u>	<u>3,400</u>	<u>246,868</u>	<u>257,091</u>
Total funds carried forward		<u>274,124</u>	<u>4,252</u>	<u>278,376</u>	<u>246,868</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 7 to 14 form part of these accounts.

Weardale Community Transport Limited

Statement of Financial Position

31 July 2018

	Note	2018 £	2017 £
Fixed Assets			
Tangible fixed assets	15	137,167	129,509
Current Assets			
Debtors	16	43,029	35,619
Cash at bank and in hand		113,157	91,104
		<u>156,186</u>	<u>126,723</u>
Creditors: amounts falling due within one year	17	<u>14,977</u>	<u>9,364</u>
Net Current Assets		141,209	117,359
Total Assets Less Current Liabilities		278,376	246,868
Net Assets		<u>278,376</u>	<u>246,868</u>
Funds of the Charity			
Restricted funds		4,252	3,400
Unrestricted funds		<u>274,124</u>	<u>243,468</u>
Total charity funds	19	<u>278,376</u>	<u>246,868</u>

For the year ending 31 July 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company 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.

These accounts were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

Mr J C Haynes (Treasurer)
Trustee

The notes on pages 7 to 14 form part of these accounts.

Weardale Community Transport Limited

Notes to the Accounts

Year Ended 31 July 2018

1. General Information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Hub, 85b Front Street, Stanhope, Bishop Auckland, County Durham, DL13 2UY.

2. Statement of Compliance

These accounts have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting Policies

Basis of Preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investments measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The entity is a Public Benefit Entity.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The trustees consider that there are no significant estimates or judgements affecting these financial statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the purposes of the charity.

Designated funds are unrestricted funds earmarked by the trustees for specific purposes.

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

Weardale Community Transport Limited

Notes to the Accounts *(continued)*

Year Ended 31 July 2018

3. Accounting Policies *(continued)*

Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial Activities when receivable. Where legacies have been notified to the charity but the criteria for income recognition have not been met, the legacy is treated as a contingent asset and disclosed if material.

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity, being the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market.

Investment income is included when receivable.

Income from transport services and other charitable trading activity is accounted for when earned.

Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of raising funds comprise the costs associated with attracting donations, grants and legacies and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, as set out in the notes to the accounts.

Tangible Assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Weardale Community Transport Limited

Notes to the Accounts *(continued)*

Year Ended 31 July 2018

3. Accounting Policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Motor Vehicles	- 25% reducing balance
Equipment	- 25% reducing balance

Impairment of Fixed Assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial Instruments

The charity only has financial assets and 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.

Defined Contribution Plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

Debtors

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

Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

Cash at Bank and in Hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Weardale Community Transport Limited

Notes to the Accounts (continued)

Year Ended 31 July 2018

3. Accounting Policies (continued)

Creditors

Creditors 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 estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

4. Limited by Guarantee

The company is limited by guarantee. At 31st July 2018 there were 9 members each of whom had undertaken to contribute an amount not exceeding £1 in the event of a winding up.

5. Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Donations			
Donations	1,058	—	1,058
Gift aid	—	852	852
Grants			
Durham County Council (Capital grant)	—	16,832	16,832
	<u>1,058</u>	<u>17,684</u>	<u>18,742</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Donations			
Donations	7	3,400	3,407
	<u>7</u>	<u>3,400</u>	<u>3,407</u>

Weardale Community Transport Limited

Notes to the Accounts (continued)

Year Ended 31 July 2018

6. Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Sustainable Rural Transport	10,926	—	10,926
Community Transport Services	32,887	—	32,887
S100	5,675	—	5,675
Dial A Ride	2,475	—	2,475
Patient Transport Services	234,581	—	234,581
Wheels to Meals	22,658	1,125	23,783
	<u>309,202</u>	<u>1,125</u>	<u>310,327</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Sustainable Rural Transport	8,284	—	8,284
WAAP - Wheels to Meals	—	7,500	7,500
Community Transport Services	37,884	—	37,884
S100	1,242	—	1,242
Dial A Ride	1,152	—	1,152
Patient Transport Services	138,685	—	138,685
Wheels to Meals	25,440	—	25,440
	<u>212,687</u>	<u>7,500</u>	<u>220,187</u>

7. Other Income

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
BSOG	11,284	11,284	8,316	8,316
Membership	350	350	245	245
Sales	82	82	10	10
	<u>11,716</u>	<u>11,716</u>	<u>8,571</u>	<u>8,571</u>

8. Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Expenditure on charitable activities (see page 17)	308,152	1,125	309,277

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Expenditure on charitable activities (see page 17)	232,388	10,000	242,388

Weardale Community Transport Limited

Notes to the Accounts (continued)

Year Ended 31 July 2018

9. Expenditure on Charitable Activities by Activity Type

	Activities undertaken directly	Total funds 2018	Total fund 2017
	£	£	£
Expenditure on charitable activities (see page 17)	309,277	309,277	242,388

10. Net Income/(Expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2018 £	2017 £
Depreciation of tangible fixed assets	47,021	45,337

11. Independent Examination Fees

	2018 £	2017 £
Fees payable to the independent examiner for:		
Independent examination of the accounts	480	480
Other financial services	168	120
	648	600

12. Staff Costs and Emoluments

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2018 £	2017 £
Wages and salaries	137,945	99,225
Social security costs	1,530	299
Employer contributions to pension plans	446	—
	139,921	99,524

The average head count of employees during the year was 15 (2017: 10). The average number of full-time equivalent employees during the year is analysed as follows:

	2018 No.	2017 No.
Number of staff	15	10

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

Key Management Personnel

There are not considered to be any key management personnel in the charity.

13. Trustee Remuneration and Expenses

During current and previous year trustees received neither remuneration nor expenses from the charity.

Weardale Community Transport Limited

Notes to the Accounts (continued)

Year Ended 31 July 2018

14. Transfers Between Funds

During the year £16,832 was transferred from restricted to unrestricted funds. This represented the spend of the capital grant from Durham County Council on a new bus.

15. Tangible Fixed Assets

	Motor vehicles £	Equipment £	Total £
Cost			
At 1 August 2017	311,925	1,301	313,226
Additions	60,306	–	60,306
Disposals	(24,625)	–	(24,625)
At 31 July 2018	347,606	1,301	348,907
Depreciation			
At 1 August 2017	182,455	1,262	183,717
Charge for the year	47,011	10	47,021
Disposals	(18,998)	–	(18,998)
At 31 July 2018	210,468	1,272	211,740
Carrying amount			
At 31 July 2018	137,138	29	137,167
At 31 July 2017	129,470	39	129,509

16. Debtors

	2018 £	2017 £
Trade debtors	25,490	17,847
Prepayments	11,867	9,456
Accrued income	5,672	8,316
	43,029	35,619

17. Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	4,358	2,516
Accruals	9,437	5,823
Social security and other taxes	1,182	1,025
	14,977	9,364

18. Pensions and Other Post Retirement Benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £446 (2017: £Nil).

Weardale Community Transport Limited

Notes to the Accounts (continued)

Year Ended 31 July 2018

19. Analysis of Charitable Funds

Unrestricted funds

	At 1 August 2017 £	Income £	Expenditure £	Transfers £	At 31 July 2018 £
General funds	108,338	292,752	(247,492)	(18,246)	135,352
Capital funds	129,509	–	(47,021)	54,679	137,167
Wheels to Meals	5,621	23,549	(13,539)	(14,026)	1,605
S100	–	5,675	(100)	(5,575)	–
	<u>243,468</u>	<u>321,976</u>	<u>(308,152)</u>	<u>16,832</u>	<u>274,124</u>

Restricted funds

	At 1 August 2017 £	Income £	Expenditure £	Transfers £	At 31 July 2018 £
Wheels to Meals	–	1,125	(1,125)	–	–
DCC (Capital Grant)	–	16,832	–	(16,832)	–
Donations	3,400	852	–	–	4,252
	<u>3,400</u>	<u>18,809</u>	<u>(1,125)</u>	<u>(16,832)</u>	<u>4,252</u>

The restricted donation was given for the resurfacing of the car park.

The Wheels To Meals fund comprises a grant from the Community foundation for uniforms.

The grant from Durham County Council was a capital grant for a new bus.

20. Analysis of Net Assets Between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Tangible fixed assets	137,167	–	137,167	129,509
Current Assets	151,934	4,252	156,186	126,723
Creditors less than 1 year	(14,977)	–	(14,977)	(9,364)
Net assets	<u>274,124</u>	<u>4,252</u>	<u>278,376</u>	<u>246,868</u>

Weardale Community Transport Limited

Management Information

Year Ended 31 July 2018

The Following Pages Do Not Form Part of the Accounts.

Weardale Community Transport Limited

Detailed Statement of Financial Activities

Year Ended 31 July 2018

	2018 £	2017 £
Income and endowments		
Donations and legacies		
Donations	1,058	3,407
Gift aid	852	—
Durham County Council (Capital grant)	16,832	—
	<u>18,742</u>	<u>3,407</u>
 Charitable activities		
Sustainable Rural Transport	10,926	8,284
WAAP - Wheels to Meals	—	7,500
Community Transport Services	32,887	37,884
S100	5,675	1,242
Dial A Ride	2,475	1,152
Patient Transport Services	234,581	138,685
Wheels to Meals	23,783	25,440
	<u>310,327</u>	<u>220,187</u>
 Other income		
BSOG	11,284	8,316
Membership	350	245
Sales	82	10
	<u>11,716</u>	<u>8,571</u>
 Total income	<u><u>340,785</u></u>	<u><u>232,165</u></u>

Weardale Community Transport Limited

Detailed Statement of Financial Activities *(continued)*

Year Ended 31 July 2018

	2018 £	2017 £
Expenditure		
Wages	137,945	99,225
Employer's NIC	1,530	299
Pension costs	446	—
Rent	9,339	9,125
Insurance	11,472	11,134
Vehicle running costs	54,121	37,191
Repairs & maintenance	24,844	18,929
Legal & professional fees	939	1,068
Telephone, postage, IT and stationery	4,518	2,910
Depreciation	47,021	45,337
Profit on disposal of vehicles	(1,783)	—
Wheels to Meals project	14,664	13,092
Volunteer expenses	1,580	1,543
S100	100	100
WCP projects	—	1
Staff training and welfare	2,413	2,049
Other costs	128	385
	<u>309,277</u>	<u>242,388</u>
Total expenditure	<u>309,277</u>	<u>242,388</u>
Net income/(expenditure)	<u>31,508</u>	<u>(10,223)</u>