

GORRAN AND DISTRICT COMMUNITY BUS ASSOCIATION LIMITED

ANNUAL REPORT AND ACCOUNTS

31<sup>ST</sup> DECEMBER 2018

COMPANY NUMBER 4026355

Registered in England & Wales

REGISTERED CHARITY NUMBER 1082203

GORRAN AND DISTRICT COMMUNITY BUS ASSOCIATION LIMITED

ANNUAL REPORT AND ACCOUNTS

YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

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# GORRAN AND DISTRICT COMMUNITY BUS ASSOCIATION LIMITED

## THE TRUSTEES' AND DIRECTORS' REPORT

YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

The trustees and directors present their annual report with the accounts of the company for the year ended 31<sup>st</sup> December 2018.

### REFERENCE AND ADMINISTRATIVE INFORMATION

Name of the charity:	Gorran and District Community Bus Association Limited (also known as GorranBus)		
Charity registration number	1082203		
Company registration number	4026355		
Registered office	Koppers, Rice Lane, Gorran Haven, St Austell, Cornwall, PL26 6JD		
Trustees and directors	J Bayliss	R Bayliss	S Church
	P J Fuller	A Lowe	

### STRUCTURE GOVERNANCE AND MANAGEMENT

The company is a charitable company with limited liability by guarantee, so there is no share capital in which the Trustees and Directors can have any interest. The constitution of the company and the charity is contained within the Memorandum and Articles of Association. The charity is a public benefit entity.

A management committee consisting of the trustees manages the business of the company. New trustees are elected individually at the annual general meeting to serve up to three years at which point they are eligible for re-election. In addition the management committee may co-opt up to two new members who may serve until the next annual general meeting. The Trustees have regard to the Charity Commission guidance on public benefit in their decision making.

### OBJECTIVES AND ACTIVITIES

The object and principal activity of the company is the operation of a community bus service for the residents of the parishes of St. Gorran and St. Ewe in Cornwall and the general public. The bus provides a lifeline to those who due to age and/or inability to drive are unable to get to the shops and other services by offering a Ring & Ride service and regular services to the shops, hospital and town centres.

### ACHIEVEMENTS AND PERFORMANCE

The charity ran scheduled regular bus services from St. Gorran and St. Ewe to St. Austell, Truro and Plymouth with a high degree of reliability and punctuality achieving 5,970 passenger journeys (2017: 6,093). All services can be pre-booked and a Ring and Ride service, to pick up and drop off passengers at their homes, within the parishes of St. Gorran and St. Ewe is provided. In addition 26 excursions to popular destinations were run (2017: 20) and the bus was hired on 10 occasions (2017: 8). We have 10 MIDAS standard voluntary drivers who drive regularly. We are co-operating, together with other bus operators, with Cornwall Council in their Transport for Cornwall proposals which is likely to involve us in accepting and issuing multi-operator ticketing.

### FINANCIAL REVIEW

The Trustees' aim is to generate sufficient funds so as to replace the Community Bus vehicle every five years. This will help ensure that the quality and reliability of service is maintained as well as ensuring that the technical and safety specification of the vehicle is up to date. Our current bus started service in September 2016.

GorranBus is reliant on the receipt of a concessionary fare rebate principally from Cornwall Council. Concessionary passengers make up 90% of our total scheduled bus service passengers. As the rebate is only 50% of the normal cash fare, Cornwall Council has paid GorranBus a Community Bus Grant which continued this year. We are in a satisfactory cash reserve position now and believe that, at the current level of funding, we will be able to meet our financial objectives. We are aware though of the significant tightening of local government funding and concerned about any impact it may have on the Community Bus Grant in the future.



We are very grateful to the Friends of GorranBus who organise fundraising and help promote our service and to our passengers for their generous donations. These donations and individual donations and bequests are crucial to our financial well-being.

The most significant judgement that affects the accounts is the depreciation policy relating to our bus described in Accounting Policies on page 6. We believe that our current policy is suitable.

#### DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company at the end of the year and of the profit or loss for the year then ended.

In preparing those accounts, the directors are required to select suitable accounting policies, as described on page 6, and then apply them on a consistent basis, making judgments and estimates that are prudent and reasonable. The directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

#### SMALL COMPANY EXEMPTIONS

The above report has been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) and the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the directors

Approved by the directors on 18/2/2019

.....R Bayliss.....

ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED

ACCOUNTS OF GORRAN AND DISTRICT COMMUNITY BUS ASSOCIATION LIMITED

We report on the accounts for the year ended 31st December, 2018 set out on pages 3 to 8.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to our attention.

**BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

Our 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 we do not express an audit opinion on whether the accounts present a 'true and fair view'.

**INDEPENDENT EXAMINER'S STATEMENT**

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

(1) which gives us reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

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



BENNETT, JONES & CO.  
Reporting Accountants  
Chartered Accountants

DATE 8/8/19

22 VICTORIA ROAD,  
St. Austell,  
Cornwall PL25 4QD

GORRAN AND DISTRICT COMMUNITY BUS ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

		2018		2017	
	Note	Unrestricted Funds £	Total Funds £	Unrestricted Funds £	Total Funds £
INCOME FROM:					
Donations and legacies		5,927	5,927	6,173	6,173
Charitable activities:					
Cash sales		3,473	3,473	3,553	3,553
Concessionary fares		8,639	8,639	7,647	7,647
Grants	3	7,255	7,255	7,290	7,290
		<hr/>	<hr/>	<hr/>	<hr/>
Total Charitable activities		19,367	19,367	18,490	18,490
Investments		303	303	106	106
Other Income					
Profit on sale of old bus				2,529	2,529
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOME		25,597	25,597	27,298	27,298
		<hr/>	<hr/>	<hr/>	<hr/>
EXPENDITURE ON:					
Charitable activities:					
Community bus running costs		6,800	6,800	6,897	6,897
Depreciation		12,638	12,638	16,764	16,764
Management and administration		4,107	4,107	3,950	3,950
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURE		23,545	23,545	27,611	27,611
		<hr/>	<hr/>	<hr/>	<hr/>
NET MOVEMENT IN FUNDS		2,052	2,052	(313)	(313)
		<hr/>	<hr/>	<hr/>	<hr/>
RECONCILIATION OF FUNDS					
Total funds brought forward at 1 January		112,572	112,572	112,885	112,885
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward at 31 December		114,624	114,624	112,572	112,572
		<hr/>	<hr/>	<hr/>	<hr/>



GORRAN AND DISTRICT COMMUNITY BUS ASSOCIATION LIMITED

BALANCE SHEET

31<sup>ST</sup> DECEMBER 2018

	Note	2018 £	2017 £
FIXED ASSETS			
Tangible assets	7	38,109	50,493
CURRENT ASSETS			
Debtors	8	2,294	1,351
Cash at bank and in hand		74,536	61,232
TOTAL CURRENT ASSETS		<u>76,830</u>	<u>62,583</u>
CREDITORS: Amounts falling due within one year	9	315	504
NET CURRENT ASSETS		<u>76,515</u>	<u>62,079</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>114,624</u>	<u>112,572</u>
NET ASSETS		<u>114,624</u>	<u>112,572</u>
THE FUNDS OF THE CHARITY			
Unrestricted income fund		<u>114,624</u>	<u>112,572</u>
TOTAL CHARITY FUNDS		<u>114,624</u>	<u>112,572</u>

For the year ended 31<sup>st</sup> December 2018, the company was entitled to exemption under section 477(2) of the Companies Act 2006. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for: (i) Ensuring 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 its financial year, and of its profit and loss for the financial year in accordance with section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

In preparing these accounts, the directors have taken advantage of the special accounting exemptions conferred by Part 1 of Schedule 8 to the Companies Act 2006 on the basis that, in their opinion, the company qualifies as a small company.

These accounts were approved by the directors on ...  
and are signed on their behalf by:

.....R Bayliss..... 

GORRAN AND DISTRICT COMMUNITY BUS ASSOCIATION LIMITED

STATEMENT OF CASH FLOWS

YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

	Total Funds 2018 £	Total Funds 2017 £
NET MOVEMENT IN FUNDS PER STATEMENT OF FINANCIAL ACTIVITIES	2,052	(313)
Adjustments for:		
Depreciation charges	12,638	16,764
Interest from investments	(303)	(106)
(Increase)/decrease in debtors	(943)	1,320
Profit on the sale of fixed assets		(2,529)
Increase/ (decrease) in creditors	(189)	123
NET CASH PROVIDED BY OPERATING ACTIVITIES	<hr/> 13,255	<hr/> 15,259
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest from investments	303	106
Proceeds from the sale of equipment		16,755
Purchase of equipment	(254)	
NET CASH PROVIDED BY INVESTING ACTIVITIES	<hr/> 49	<hr/> 16,861
CHANGE IN CASH AND CASH_ EQUIVALENTS IN THE YEAR	13,304	32,120
CASH AND CASH EQUIVALENTS AT 1 JANUARY	<hr/> 61,232	<hr/> 29,112
CASH AND CASH EQUIVALENTS AT 31 DECEMBER	<hr/> 74,536	<hr/> 61,232
ANALYSIS OF CASH AND CASH EQUIVALENTS:		
Cash at bank and in hand	74,536	61,232



GORRAN AND DISTRICT COMMUNITY BUS ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

1. ACCOUNTING POLICIES

(a) Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with UK charity and company law and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) and Financial Reporting Standard 102.

(b) Income from charitable activities

The Income from Charitable Activities shown in the statement of financial activities represents bus fares, excursion fares and hire income received during the period, excluding value added tax.

(c) Depreciation

Depreciation is calculated so as to write off the cost of assets, less their estimated residual value, over the useful economic life of those assets as follows:

Plant and Equipment      20% or 25% on the Reducing Balance basis

(d) Taxation

The company is a registered charity and is not subject to a charge to Corporation Tax.

(e) Grants, donations and fund-raising

Donations and fund-raising income is recorded as it is received. Grants received are included as income for the year in which they are received with the exception of Bus Service Operator's Grant which is accrued on a mileage basis consistent with the method used to calculate the grant.

(f) Fund accounting

Funds held by the charity are unrestricted income funds, which can be used in accordance with the charitable objects at the discretion of the Trustees.

(g) Debtors and creditors

Debtors and creditors are measured on the basis of the cash amounts expected to be received or paid respectively.

2. TRUSTEES' AND DIRECTORS' EMOLUMENTS

None of the Trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

3. GRANTS

Grants totaling £5,825 (2017 £5,853) were received from Cornwall Council to support the continued operation of our community bus services. Bus Service Operator's Grant from the Department for Transport was accrued totaling £1,430 (2017 £1,437).

4. VOLUNTEERS

There are 10 volunteer bus drivers who drive an average of 3 or 4 times a month. These accounts include no value for the contribution of volunteers.

5. RELATED PARTIES

There were no related party transactions in the year.

6. EMPLOYEES

Wages	2018 £1,377	2017 £1,439
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The Trust had a headcount of 2 and headcount equivalent of 0.25. No employees received over £60,000.

GORRAN AND DISTRICT COMMUNITY BUS ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

7. TANGIBLE FIXED ASSETS

	Plant and Equipment £	Total £
COST OR VALUATION		
At 1 January 2018	72,945	72,945
Additions in the period	254	254
Disposals in the period	55	55
	<hr/>	<hr/>
At 31 December 2018	73,144	73,144
	<hr/>	<hr/>
DEPRECIATION		
At 1 January 2018	22,452	22,452
Charge for the period	12,638	12,638
Disposals in the period	55	55
	<hr/>	<hr/>
At 31 December 2018	35,035	35,035
	<hr/>	<hr/>
NET BOOK VALUE		
Assets in current use		
At 31 December 2018	38,109	38,109
	<hr/>	<hr/>
At 31 December 2017	50,493	50,493
	<hr/>	<hr/>

At 31 December 2018 there were no significant contractual commitments.

8. DEBTORS

	2018 £	2017 £
Trade debtors	782	45
Prepayments and accrued income	1,047	1,018
Other debtors	465	288
	<hr/>	<hr/>
	2,294	1,351
	<hr/>	<hr/>

9. CREDITORS: Amounts falling due within one year

	2018 £	2017 £
Trade creditors	257	278
Accruals and deferred income		162
Other creditors	58	64
	<hr/>	<hr/>
	315	504
	<hr/>	<hr/>

GORRAN AND DISTRICT COMMUNITY BUS ASSOCIATION LIMITED

DETAILED PROFIT AND LOSS ACCOUNT

YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

	2018		2017
	£	£	£
TURNOVER	12,112		11,200
COST OF SALES			
Direct costs	5,370		5,460
GROSS PROFIT	<u>6,742</u>		<u>5,740</u>
OVERHEADS			
Administrative Expenses:			
Administrator's salary	1,377		1,439
General expenses:			
Timetable production	377	377	
Postage, stationery and advertising	146	89	
General insurance	272	277	
Administrator's expenses	316	180	
BT telephone and broadband	527	483	
Ticket machine costs	355	355	
Telephone handset	58		
Domain costs for website	61	12	
CTA subscription	42	20	
Medicals for drivers		66	
Credit card cashback		(25)	
Driver's and Friend's Party	327	220	
DBS checks		45	
Software	165	328	
Miscellaneous	84	84	
	<u>2,730</u>	<u>2,511</u>	
Depreciation	12,638		16,764
	<u>(10,003)</u>		<u>(14,974)</u>
OTHER OPERATING INCOME			
Grants received	5,825		5,853
Donations	5,927		6,173
	<u>1,749</u>		<u>(2,948)</u>
OPERATING PROFIT/ (LOSS)			
Interest receivable	303		106
Profit on sale of equipment			2,529
	<u>2,052</u>		<u>(313)</u>
SURPLUS/ (DEFICIT) ON ACTIVITIES			

This page does not form part of the statutory accounts.