

**SOUTH SOMERSET COMMUNITY  
ACCESSIBLE TRANSPORT**

**ACCOUNTS**

**YEAR ENDED 31 MARCH 2019**

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Company registration number    4968756

Registered Charity number       1101645

**MAX FOOTE ASSOCIATES LIMITED**

**CHARTERED CERTIFIED ACCOUNTANTS AND REGISTERED AUDITORS**

**26-27 LOWER WOODCOCK STREET, CASTLE CARY, SOMERSET, BA7 7BH**

# **SOUTH SOMERSET COMMUNITY ACCESSIBLE TRANSPORT**

## **DIRECTORS' REPORT**

The directors present their report with the statutory accounts of the company for the period ended 31 March 2019.

### **CONSTITUTION**

South Somerset Community Accessible Transport (SSCAT) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Registered company number 4968756; Registered charity number 1101645.

### **PRINCIPAL ACTIVITIES AND OBJECTIVES**

The principal activities of the company are to provide accessible and affordable community transport to a rural area of South Somerset.

The objects of SSCAT are to provide a community transport service for such of the inhabitants of Somerset 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.

The company became a registered charity on 6 April 2004 and is exempt from the requirement to include the word limited as part of its name.

### **DIRECTORS**

The company is limited by guarantee not having a share capital. The directors holding office during the year were as follows:

A Groskop  
O H M Merrifield  
A P Arnold  
T G R Carroll – Chairman  
N Truman  
A Goddard  
S Place  
J Holt – appointed 27 July 2018

### **APPOINTMENT AND TRAINING OF DIRECTORS**

Directors are appointed by the existing board of directors and members at Ordinary and Annual General meetings. Newly appointed directors are given a verbal induction together with current relevant papers including the governing document, policies and minutes of previous meetings. At each board meeting financial reports of budget progress to date and operational reports, including statistical summaries of work undertaken, are provided.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

In April 2004 the company transferred out of council control to establish itself as an independent limited company and registered charity.

The directors meet quarterly to set budgets and operational targets and review performance against the goals set. The day to day running of the charity is delegated to the Operations Managers, Mr M Rowlands and Mrs J McDougall who remain accountable to the board of directors.

Continued...

## **SOUTH SOMERSET COMMUNITY ACCESSIBLE TRANSPORT**

### **DIRECTORS' REPORT**

...continued

#### **PUBLIC BENEFIT**

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

SSCAT's purpose is to assist the young, the aged and disabled and to promote community interests by providing its users with the opportunity for independence and greater social inclusion.

#### **ACHIEVEMENTS AND PERFORMANCE**

The core business of the company is a successful demand-responsive door to door 'Ring and Ride' service. SSCAT operates 5 wheelchair accessible mini-buses under Section 19 permits to provide transport for people in the operating area of south Somerset who are unable to use public transport due to mobility difficulties, or because the service provided is inadequate. Elderly, frail or disabled passengers are also given assistance to carry shopping etc at supermarkets and on return home.

Local community groups have hired minibuses for social outings and day trips to destinations outside our normal geographical operating area. Demand from community groups is particularly high during the summer months and in the lead up to Christmas.

The company also operates a busy Social Car Scheme using volunteer drivers using their own cars to provide transport for hospital and other medical appointments further afield eg Taunton, Bath, Bristol. Demand for this service continues unabated, is highly valued and well used due to the reduction in NHS funded non-emergency passenger transport. There has been a high turnover of volunteer drivers throughout 2018/19 and we are constantly looking for new drivers to replace those retiring/leaving.

Although there are few Somerset County Council contracts available in this area SSCAT is successfully operating two current contracts which provide a vital source of additional funding.

Over the past 12 months, the two Operations Managers have been committed to raising the profile of SSCAT. As well as providing updates to Town and Parish Council leaders in the SE Somerset area, they have also given presentations to a number of local community groups and met with supporters. SSCAT also issues a 6-monthly newsletter inviting comments and support from the local community.

Individual membership of the scheme now numbers well in excess of two thousand; group/club membership is approximately fifty.

Three long-serving drivers retired over the 2018/19 year and their experience will be missed. Two replacement drivers have been recruited with a third currently undergoing the joining and induction process which requires enhanced DBS clearance.

Our three older vehicles have experienced a growing number of maintenance issues requiring necessary defect rectifications. A review of our vehicle needs is currently being undertaken and plans are being put in place to produce a structured vehicle replacement programme.

SSCAT continues to be the main provider of transport for the neediest members of our geographical area and is an invaluable service in the provision of community transport for south east Somerset. Without our accessible vehicles many people would be socially excluded as there is no public transport alternative that is affordable for the majority of our passengers.

Continued...

# **SOUTH SOMERSET COMMUNITY ACCESSIBLE TRANSPORT**

## **DIRECTORS' REPORT**

...continued

### **Statistics April 2018 – March 2019**

	<b>2018-19</b>	<b>2017-18</b>
Total mileage	69,446	67,665
Single passenger journeys	24,564	23,371
Social Car Scheme – single passenger journeys	1,418	884

### **FINANCIAL REVIEW**

The initiatives put in place since early 2018 to address an income shortfall were beginning to make a successful impact in reducing annual deficits, which is reflected in this year's financial performance. However, this received a significant set-back in February 2019 with the unexpected loss of a contract with Somerset County Council, resulting in an annual reduction in income of £12,800, the full impact of which will not become apparent until next year.

Financial support from local town and parish councils and the Friends of Wincanton Community Hospital together with other generous donations have proved crucial in helping the charity keep its income flow positive.

Total income in 2019, boosted by the support mentioned above and a much improved *Income from Charitable Activities*, has increased by over 27%. Total expenditure has also improved, showing a small reduction on 2018 of 0.64%. This has resulted in a much reduced net deficit of £21,562 (2018: £50,287). Depreciation of £22,562 on our five minibuses more than makes up the entire net deficit (and without it would be £1,000 positive).

### **RESERVES POLICY**

Previous policy had been to retain reserves primarily for vehicle replacement. Until a continuous and secure source of revenue funding has been established, trustees have decided that reserves may be used to cover any revenue shortfalls in the next financial year.

### **FUTURE ISSUES**

A government consultation on Community Transport operators who use Section 19/22 permits has been taking place since the Department for Transport (DfT) issued a letter to all CT operators in July 2017. There are potentially far reaching implications for all CT operators if they are required to meet the possible changes proposed. On 15 March 2019, the DfT responded to the consultation and issued new guidance clarifying the UK government's stance on two exemptions (with a third 'exclusively non-commercial exemption' still subject to a judicial review brought by the Bus and Coach Association which can only be applied once the court's judgement is made). The one exemption that SSCAT should be able to legally operate under using a Section 19 permit is the

'short distance' exemption, which allows Section 19 permit operators to provide 'any service within a radius of 10 miles, with the radius being measured from a specified central point'. This rule applies only to vehicles carrying more than 8 passengers. Further guidance will be issued once a judgement is made at the judicial review.

# **SOUTH SOMERSET COMMUNITY ACCESSIBLE TRANSPORT**

## **DIRECTORS' REPORT**

Continued...

### **DIRECTORS' RESPONSIBILITIES**

The directors are required by UK company law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the statement of financial activities of the company for that period. In preparing these financial statements the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on a 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. They 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.

The directors have complied with the duty in section 4 of the Companies Act 2006 to have due regard to guidance published by the Charity Commission.

### **ADDRESS**

The principal address of the company is Balsam Centre, Balsam Park, Wincanton, BA9 9HB.

### **ADVISORS**

The company's advisors are:

#### **Accountants**

Max Foote Associates Limited, 26-27 Lower Woodcock Street, Castle Cary, Somerset, BA7 7BH

#### **Bankers**

The Co-operative Bank, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

### **ACCOUNTS**

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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

### **ON BEHALF OF THE BOARD**

T G R Carroll – Chairman

Dated:

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF SOUTH SOMERSET COMMUNITY ACCESSIBLE TRANSPORT**

I report on the accounts of South Somerset Community Accessible Transport for the year ended 31 March 2019, which are set out on pages 7 to 12.

### **Respective responsibilities of trustees and examiner**

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

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 145 of the 2011 Act; to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiners' statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with s386 of the Companies Act 2006 and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) (effective 1 January 2015) have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sian Hill FCCA  
Max Foote Associates Limited  
Chartered Certified Accountants  
26 - 27 Lower Woodcock Street  
Castle Cary  
Somerset  
BA7 7BH

Dated:

**SOUTH SOMERSET COMMUNITY ACCESSIBLE TRANSPORT**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2019**

	Note	2019 Unrestricted Fund £	2019 Restricted Funds £	2019 Total £	2018 Total £
<b>Income</b>					
Donations	2	25,777	-	25,777	6,650
Charitable activities	3	-	103,849	103,849	94,991
Investment income - interest received		172	-	172	411
<b>Total income</b>		25,949	103,849	129,798	102,052
<b>Expenditure</b>					
Charitable activities	4	14,184	137,176	151,360	152,339
<b>Total expenditure</b>		14,184	137,176	151,360	152,339
<b>Net income/(expenditure) representing a net movement in funds</b>		11,765	(33,327)	(21,562)	(50,287)
<b>Reconciliation of funds</b>					
Total funds brought forward		32,022	90,580	122,602	172,889
<b>Total funds carried forward</b>		43,787	57,253	101,040	122,602

# SOUTH SOMERSET COMMUNITY ACCESSIBLE TRANSPORT

## BALANCE SHEET AT 31 MARCH 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	10	68,018	90,580
<b>Current assets</b>			
Debtors	10	4,767	3,055
Cash at bank and in hand		38,036	34,245
<b>Total current assets</b>		42,803	37,300
<b>Liabilities</b>			
Creditors falling due within one year	11	(9,781)	(5,278)
<b>Net current assets</b>		33,022	32,022
<b>Net assets</b>		101,040	122,602
		=====	=====
<b>The funds of the charity:</b>			
Restricted income funds	12	57,253	90,580
Unrestricted income funds	12	43,787	32,022
		101,040	122,602
		=====	=====

The directors are satisfied that the company was entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

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

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the board on

ON BEHALF OF THE BOARD,

T G R Carroll - Chairman

Date:



**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2019**

**1 ACCOUNTING POLICIES**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have been consistently applied within the same accounts.

**a) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

South Somerset Community Accessible Transport meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value.

**b) Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. In their opinion, no restatement was required.

**c) Depreciation**

Depreciation has been computed to write off the cost of tangible fixed assets less residual value over their expected useful lives using the following rates:-

Minibuses	25% reducing balance method
-----------	-----------------------------

Fixed assets costing less than £250 are not capitalised.

**d) Income recognition**

Group hire charges, fares and membership fees

Group hire charges, fares and membership fees are accounted for on a receivable basis.

Grants receivable

Grants receivable are accounted for when the charity becomes fully entitled to the funding.

Fuel Duty Rebates

Fuel Duty Rebates are accounted for on a receivable basis.

**e) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings appropriate to the organisation. Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

**f) Funds structure**

Unrestricted fund

Income within this fund has been generated by the charity and the use of such income has not been restricted to a particular purpose. In addition to meeting the costs of activities in furtherance of the charity's objects, the unrestricted fund has to pay for the general administration of the company.

Restricted funds

These are funds restricted to a particular purpose. The charity has two restricted funds.

**g) Pensions**

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. All of the Charity's employee's opted out of the scheme and no contributions were made by the Charity during the year. There were £12 (2018 - £11) of outstanding contributions at the year end.

# SOUTH SOMERSET COMMUNITY ACCESSIBLE TRANSPORT

## NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2019

### 2 INCOME AND ENDOWMENTS

	Unrestricted funds	Restricted funds	Total funds 2019 £	Total funds 2018 £
<b>Donations</b>				
Grants from Town and Parish Councils	10,583	-	10,583	-
Grant from Somerset Community Foundation	-	-	-	5,000
Grant from South Somerset District Council	-	-	-	1,000
Donation from Friends of Verrington Hospital	9,000	-	9,000	-
Donations	6,194	-	6,194	650
<b>Total income from donations and endowments</b>	<b>25,777</b>	<b>-</b>	<b>25,777</b>	<b>6,650</b>
	=====	=====	=====	=====

### 3 INCOME FROM CHARITABLE ACTIVITIES

New Barns contract	-	886	886	10,646
Group hire charges and contracts	-	38,864	38,864	33,483
Fares and membership fees	-	30,006	30,006	23,957
Concessionary fare rebates	-	27,486	27,486	20,553
Fuel Duty rebates	-	4,871	4,871	4,545
Employment allowance	-	1,736	1,736	1,807
<b>Total income from charitable activities</b>	<b>-</b>	<b>103,849</b>	<b>103,849</b>	<b>94,991</b>
	=====	=====	=====	=====

### 4 EXPENDITURE

	Activities undertaken directly £	Support Costs £	Total 2018 £	Total 2017 £
<b>Expenditure on charitable activities</b>				
Provision of transport services:				
Fuel	15,327	-	15,327	13,733
Vehicle maintenance	10,145	-	10,146	7,118
Vehicle licences and insurance	4,622	-	4,622	4,607
Vehicle depreciation	22,562	-	22,562	30,083
Salaries - Drivers	65,795	-	65,795	62,144
Salaries - Operations manager	15,406	-	15,406	16,377
Pension - Drivers	102	-	102	21
Pension - Operations manager	171	-	171	31
Miscellaneous transport costs	478	-	478	341
Driver training	106	-	106	205
Travelling	305	-	305	205
Protective clothing	8	-	8	38
Support costs - note 6	-	16,332	16,332	17,436
<b>Total of expenditure on charitable activities</b>	<b>135,027</b>	<b>16,332</b>	<b>151,360</b>	<b>152,339</b>
	=====	=====	=====	=====

**SOUTH SOMERSET COMMUNITY ACCESSIBLE TRANSPORT**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 MARCH 2019**

**6 ALLOCATION OF SUPPORT COSTS BY ACTIVITY**

	Apportionment method	Provision of transport services 2019 £	Provision of transport services 2018 £
Insurance	Actual use	467	676
Subscriptions	Actual use	120	72
Salaries - finance and administration	Actual use	9,572	9,337
Advertising and recruitment	Actual use	495	967
Rent, rates and room hire	Actual use	1,764	2,424
Telephone	Actual use	2,238	1,834
Printing, postage and stationery	Actual use	378	701
Software	Actual use	16	-
Office equipment repairs and renewals	Actual use	55	233
Legal fees	Actual use	187	198
Accountancy	Actual use	1,030	939
Bank charges	Actual use	10	55
		-----	-----
		16,332	17,436
		=====	=====

**7 STAFF COSTS**

	Total 2019 £	Total 2018 £
Gross wages and salaries	89,038	86,051
Social security costs	1,736	1,807
	-----	-----
	90,774	87,858
	=====	=====
Average number of employees	17	16
	=====	=====

No employee received emoluments of more than £60,000.

**8 NET INCOME FOR THE YEAR**

	2019 £	2018 £
This is stated after charging:		
Depreciation of tangible assets - owned	22,562	30,083
	=====	=====

**9 TANGIBLE FIXED ASSETS**

	Minibuses £
<b>COST</b>	
At 1 April 2018	214,969
Additions	-
Disposals	-
	-----
At 31 March 2019	214,969
	-----
<b>DEPRECIATION</b>	
At 1 April 2018	124,389
Charge for the year	22,562
Eliminated on disposals	-
	-----
At 31 March 2019	146,951
	-----
<b>NET BOOK VALUE</b>	
At 31 March 2019	68,018
	=====
At 31 March 2018	90,580
	=====

# SOUTH SOMERSET COMMUNITY ACCESSIBLE TRANSPORT

## NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2019

10	DEBTORS	2019	2018		
		£	£		
	Trade debtors	846	608		
	Other debtors	3,921	2,447		
		-----	-----		
		4,767	3,055		
		=====	=====		
11	CREDITORS				
	- amounts falling due within one year	2019	2018		
		£	£		
	Trade creditors	8,294	2,100		
	Taxation and social security	464	2,218		
	Other creditors	1,023	960		
		-----	-----		
		9,781	5,278		
		=====	=====		
12	MOVEMENTS IN FUNDS				
		Unrestricted Funds	Restricted Funds	Total Funds	
			Provision of Minibus fund		
		£	£	£	
	Balance at 1 April 2018	32,022	14,241	76,339	122,602
	Incoming resources	25,949	103,849	-	129,798
	Outgoing resources	(14,184)	(118,090)	(19,086)	(151,360)
		-----	-----	-----	-----
	Balance at 31 March 2019	43,787	-	57,253	101,040
		-----	-----	-----	-----

The provision of service fund represents grants and income, less costs, for the provision of transportation services in accordance with the charitable objectives of the company. Although this is a restricted fund, the funding is provided for both direct running costs and the administration of the service. The funding received can therefore be applied to both direct costs, eg fuel and drivers wages and also to administrative overheads, eg telephone and stationery costs and the operational salaries. Almost all of the charity's costs therefore fall within this fund.

The Minibus fund is for donations and grants to fund the purchase and running costs of minibuses. The cost of the minibuses has been included in the balance sheet as a tangible fixed asset.

The balance on the Minibus fund includes £57,253 (2018 £76,339) which will be written off as depreciation over the useful life of the buses.