

**HALTON COMMUNITY TRANSPORT**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' REPORT AND**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
  
**for the year ended**  
**31st March 2019**

**Company Registration Number 02884986**  
**Charity Number 1080333**

**HALTON COMMUNITY TRANSPORT  
A COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019**

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**HALTON COMMUNITY TRANSPORT  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2019**

**Members of the Board and professional advisors**

<b>Chairman</b>	D Inch
<b>Treasurer</b>	P Wignall (resigned 22/10/18) C Inch (appointed 22/10/18)
<b>The board of trustees</b>	
<b>Elected Trustees</b>	C Inch (appointed 22/10/18) D Inch B Whitley (resigned 22/10/18) P Wignall (resigned 22/10/18) M A Hodgkinson
<b>Co-opted Trustees (non voting) -Halton Borough Council Representatives</b>	H Haddock - Council Officer J Briggs – Council Officer Cllr M Fry - Councillor
<b>Company secretary</b>	M S Arnold
<b>Registered office</b>	33 Ditton Road Widnes Cheshire WA8 0PP
<b>Auditors</b>	Mitchell Charlesworth LLP Chartered Accountants & Registered Auditors Glebe Business Park Lunts Heath Road Widnes Cheshire WA8 5SQ
<b>Bankers</b>	H.S.B.C Bank plc 48 High Street Runcorn Cheshire WA7 1AN
<b>Solicitors</b>	Butcher and Barlow LLP High Street Runcorn Cheshire WA7 1AW

# **HALTON COMMUNITY TRANSPORT A COMPANY LIMITED BY GUARANTEE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2019**

The Trustees are pleased to present their report together with the financial statements of the group for the year ending 31st March 2019.

### **Reference and administrative details**

Charity number: 1080333

Company Number: 02884986

The Members of the board and professional advisors information set out on page 1 forms part of this report. The financial statements comply with the current statutory requirements, the Memorandum and Articles of Association and the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts with the financial reporting standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015). The directors of the charitable group (the group) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

### **Governing Document**

Halton Community Transport is a company limited by guarantee governed by its Memorandum and Articles of Association. It is registered as a charity with the Charity Commission.

### **Organisation**

A board of trustees who meet monthly administers the group. The manager, M S Arnold, is appointed to manage and develop the operations of the group.

Details of trustees who served during the period and since the period end are set out on page 1.

Members of the Management Committee elect from amongst their own number of honorary officers to include a Chairperson and Treasurer, and may at any time remove or replace such officers. Officers shall serve for one year, after which they shall be eligible for re-appointment provided that no person serves more than five consecutive years in the same officer post.

### **Related Parties**

The charity has a 100% owned subsidiary Extra Mile Transport Company Limited, which is incorporated in England. The principal activity of the company is the servicing of vehicles, training and the provision of fuel. This company was set up so that the charity could service its own vehicles and to provide revenue to assist with the running costs of the charity.

The charity has a close relationship with Halton Borough Council who provide core funding to support the aims of the charity in providing safe affordable transport for elderly, disabled and vulnerable residents and community groups within Halton.

### **Risk Management**

The trustees have a risk management strategy which comprises:

- A review of the risks the charity may face
- The establishment of systems and procedures to mitigate those risks identified

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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2019**

**Objectives and activities**

The objectives of the charity are to provide relief to the inhabitants of the Borough of Halton and its environs who have need because of age, learning or physical disability, or poverty, in particular but not so as to limit the generality of the foregoing: -

- to provide and maintain non-profit community transport services and
- to assist the charitable work of organisations and bodies engaged in the promoting and relief of such persons through the provision of appropriate services.

<b>Achievements and performance</b>	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>	<b>2014/15</b>
<b>Passenger trips</b>					
Safe Evening Transport	4,632	4,766	4,866	5,260	3,081
Dial a Ride (inc Merseylink)	57,864	57,634	35,970	30,890	28,578
Community Buses (inc Schools)	59,304	57,856	71,256	78,263	102,560
<b>Total Passenger Trips</b>	<b>121,800</b>	<b>120,256</b>	<b>112,092</b>	<b>114,413</b>	<b>134,219</b>
<b>Vehicles</b>	<b>26</b>	<b>25</b>	<b>24</b>	<b>20</b>	<b>19</b>
<b>Staff Employed</b>	<b>16</b>	<b>17</b>	<b>17</b>	<b>14</b>	<b>9</b>
<b>Volunteers</b>	<b>48</b>	<b>47</b>	<b>49</b>	<b>51</b>	<b>50</b>

Passenger numbers have risen by around 1.28% over the previous year. This was as a result of a 2.5% improvement in performance in our generic CT activity. However, this is off the back of a massive fall of 23.16% in the previous year in the same generic CT activity. Hopefully it means that Austerity measures are finally levelling off in the Third Sector, or that there is simply nothing left to cut.

One vehicle was introduced to the fleet during the year, however we do recognise the need to rationalise the fleet over the next financial year and will reduce to around 21 vehicles.

Halton Borough Council continues to support HCT via its 'Dial A Ride' support funding however this did reduce by a further 10.35% to £60,630 pa, as part of further Government dictated austerity measures. School contract work remains stable in a reduced format as more children travel to school in small private hire vehicles.

The Service Level Agreement backed DAR support payments which replaced our traditional Core funding many years ago continues to be incredibly important as it is the fabric which holds the Charity together. This is the foundation that underpins HCT and our only stable and secure income, however we fear this may again come under attack as Austerity continues to bite.

# **HALTON COMMUNITY TRANSPORT A COMPANY LIMITED BY GUARANTEE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2019**

We are part of a sector which provides assurance, independence and social contact to the vast majority of our clients who depend on Halton Community Transport for their transport needs. The general feedback from the travelling public is positive and HCT continues to be recognised across the Liverpool City Region for our role in combatting loneliness and social isolation in our wider community.

This positive response to our services provides a feeling of job satisfaction to those involved. This enables us to retain the services of our staff and volunteers. The support of our volunteers who include drivers, passenger assistants, administration workers and our Board remains vital in the successful operation of the Charity.

Our relationship with Halton Borough Council continues to be strong with support being offered to try and attract alternative funding streams to replace its reduced ability to award grants. We continue to target Halton BC special educational need transport contracts as one route forward bringing in guaranteed and regular income and continue to look to the needs of the greater Liverpool City Region, especially in neighbouring Authorities.

Our trading subsidiary The Extra Mile Transport Company Limited had a very poor year with MOT's down by around 3%. Which added to an overall drop in performance of around 7%, this was clearly due to staffing levels and an impact of long term sickness and then the loss of a team member.

The regular business we have built up over the last 16 years remains good and investment in equipment appears to be paying off. We are continuing to refocus the Extra Mile and need to make investment in its future with new staff, tools and equipment in an attempt to stay ahead of market changes.

The Management and Trustees remain mindful of the need to deliver good Community Transport services to the borough's residents and will remain focused on these core values.

The sustainability of Halton Community Transport and the subsequent responsibility to both customers and staff are key to our decision making.

### **Investments powers and policy**

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the trustees wish.

The trustees, having regard to the liquidity requirements of operating the charity and to the reserves policy have operated a policy of keeping available funds in an interest bearing account and seek to achieve a rate of interest which matches or exceeds inflation as measured by the retail prices index.

### **Reserves policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three months unrestricted expenditure. This provides sufficient funds to cover management and administration and charitable expenditure. Unrestricted funds are at an adequate level at the year end.

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves at the level stated above, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The

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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2019**

trustees have also examined other operational and business risks which the charity faces and confirm that systems have been established to mitigate the significant risks.

The trustees review performance both financial and operational, at their monthly meetings.

**Plans for future periods**

The coming year will again be difficult and costs need to be closely monitored. Further staff changes and additional training may become necessary as a result of proposed changes to CT Operation that the DfT are planning. We hope to continue to operate special needs school contracts and Dial A Ride as part of our continued development and move towards the 'Liverpool City Region' to expand our opportunities.

HCT recognises that the next financial year may be vital for both us and our sector as we face the existential threats of austerity and potential DfT guidance changes. To combat this HCT may have to once again seek grant funding from national level external funders.

We hope to continue to build on the Liverpool City Region strategic partnership work we have been doing in Dial A Ride and specialist transport services.

**Results**

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements.

**Volunteers**

The charity is grateful for the efforts of its volunteers who act as drivers, administration staff, passenger assistants and Board Members. Some 29,184 volunteer hours were provided during the year with a value of £ 321,024 (Halton average earnings figures of £11 per hour ONS) to the organisation and the Halton economy demonstrating the continued importance of our services.

**The Trustees**

The Trustees who served the company during the year were as stated on page 1.

**Auditors**

A resolution to re-appoint Mitchell Charlesworth as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 487(2) of the Companies Act 2006.

Registered office:

33 Ditton Road  
Widnes  
Cheshire  
WA8 0PP

Signed by order of the  
Trustees



M S Arnold  
Company secretary  
Approved by the trustees on 20 December 2019

**HALTON COMMUNITY TRANSPORT  
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**STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31ST  
MARCH 2019**

**Trustees' responsibilities in relation to the financial statements**

The trustees (who are also the directors of Halton Community Transport for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources including the income and expenditure of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information, and to establish that the auditor is aware of that information.



# Mitchell Charlesworth

Chartered Accountants

Glebe Business Park Lunts Heath Road Widnes Cheshire

## **HALTON COMMUNITY TRANSPORT LIMITED COMPANY LIMITED BY GUARANTEE**

### **Independent Auditor's Report to the Members of Halton Community Transport Limited**

**Year ended 31 March 2019**

#### **Opinion**

We have audited the financial statements of Halton Community Transport Limited (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2019. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2019, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the

going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report<sup>1</sup>, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements

### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control

as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

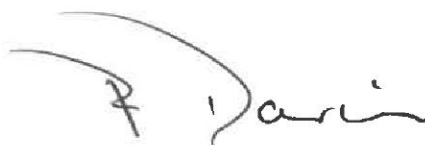
We have been appointed auditor under the Companies Act 2006 and report in accordance with this Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed



Robert Davies F. C. A. (Senior Statutory Auditor)

Glebe Business Park  
Lunts Heath Road  
Widnes  
Cheshire  
WA8 5SQ

MITCHELL CHARLESWORTH LLP  
Chartered Accountants  
Statutory Auditor

20 December 2019

**HALTON COMMUNITY TRANSPORT  
A COMPANY LIMITED BY GUARANTEE**

**Consolidated Statement of Financial Activities (including income and expenditure account)**

**Year ended 31<sup>st</sup> March 2019**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 <sup>st</sup> March 2019 £	Total Funds Year to 31 <sup>st</sup> March 2018 £
<b>Incoming resources</b>					
<b><i>Incoming resources from generated funds</i></b>					
<i>Activities for generating funds</i>					
Commercial trading operations		67,037	-	67,037	72,326
Investment income	5	<u>21</u> 67,058	<u>-</u> -	<u>21</u> 67,058	<u>12</u> 72,338
<b><i>Incoming resources from charitable activities:</i></b>					
Donations		-	-	-	4,126
Operation of transport services	6	<u>513,459</u>	<u>-</u>	<u>513,459</u>	<u>588,404</u>
<b>Total incoming resources</b>		<b><u>580,517</u></b>	<b><u>-</u></b>	<b><u>580,517</u></b>	<b><u>664,868</u></b>
<b>Resources expended</b>					
<b><i>Costs of generating funds:</i></b>					
Commercial trading operations		21,587	-	21,587	25,149
Investment management costs		<u>2,394</u>	<u>-</u>	<u>2,394</u>	<u>2,434</u>
Sub total cost of generating funds		23,981	-	23,981	27,583
<b><i>Charitable activities:</i></b>					
Operation of transport services	7	589,401	-	589,401	609,320
<b>Governance costs</b>	9	6,863	-	6,863	6,826
<b>Total resources expended</b>		<b><u>620,245</u></b>	<b><u>-</u></b>	<b><u>620,245</u></b>	<b><u>643,729</u></b>
<b>Net incoming/(outgoing) resources</b>					
<b>Before transfers</b>		(39,728)	-	(39,728)	21,139
Gross transfers between funds		<u>-</u>		<u>-</u>	<u>-</u>
Net movement in funds		(39,728)	-	(39,728)	21,139
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>297,131</u>		<u>297,131</u>	<u>275,991</u>
Total funds carried forward		<u>257,403</u>	<u>-</u>	<u>257,403</u>	<u>297,131</u>

The group has no recognised gains or losses other than the results for the year as set out above.  
There were no acquisitions in the current or previous year, and all of the activities of the charity are classed as continuing.

**HALTON COMMUNITY TRANSPORT  
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**Consolidated Balance Sheet as at 31<sup>st</sup> March 2019**

		<b>Group 31<sup>st</sup> March 2019</b>	<b>Group 31<sup>st</sup> March 2018</b>	<b>Charity 31<sup>st</sup> March 2019</b>	<b>Charity 31<sup>st</sup> March 2018</b>
<b>Fixed assets</b>					
Tangible assets	15	173,176	216,298	172,839	215,889
Investments		-	-	1	1
		<u>173,176</u>	<u>216,298</u>	<u>172,840</u>	<u>215,890</u>
<b>Current assets</b>					
Stocks	16	3,810	2,892	3,810	2,892
Debtors	17	45,232	46,816	54,316	54,722
Cash at bank and in hand		73,641	76,392	53,992	55,629
		<u>122,683</u>	<u>126,100</u>	<u>112,118</u>	<u>113,243</u>
<b>Creditors: Amounts falling due within one year</b>	18	<u>30,951</u>	<u>31,288</u>	<u>27,420</u>	<u>25,331</u>
1					
<b>Net current assets</b>		<u>91,732</u>	<u>94,812</u>	<u>84,698</u>	<u>87,912</u>
<b>Total assets less current liabilities</b>		<b>264,908</b>	<b>311,110</b>	<b>257,538</b>	<b>303,802</b>
<b>Creditors: Amounts falling due after more than one year</b>	19	<u>7,505</u>	<u>13,979</u>	<u>7,505</u>	<u>13,979</u>
<b>Net assets</b>		<u><b>257,403</b></u>	<u><b>297,131</b></u>	<u><b>250,033</b></u>	<u><b>289,823</b></u>
<b>The funds of the charity</b>					
Restricted income funds	20	-	-	-	-
Unrestricted income funds					
General fund		164,489	201,217	157,119	193,909
Designated fixed asset fund		<u>92,914</u>	<u>95,914</u>	<u>92,914</u>	<u>95,914</u>
<b>Total charity funds</b>		<u><b>257,403</b></u>	<u><b>297,131</b></u>	<u><b>250,033</b></u>	<u><b>289,823</b></u>

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies' regime.

These financial statements were approved by the members of the committee and authorised for issue on the ...20/12/19... and are signed on their behalf by:



C Inch  
Treasurer

# **HALTON COMMUNITY TRANSPORT A COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

### **1. Accounting Policies**

#### **Basis of Preparation**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS102”), “Accounting and Reporting by Charities” the Statement of Recommended Practice for Charities applying FRS102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. Halton Community Transport is a Public Benefit Entity as defined by FRS102. The principal accounting policies adopted in the preparation of the financial statements are set out below.

These financial statements consolidate the results of the charity and its wholly owned subsidiary Extra Mile Transport Company Limited on a line by line basis. A separate statement of financial activities and income and expenditure account are not presented for the charity itself following the exemptions afforded by section 408 of the Companies Act 2006 and paragraph 397 of the SORP 2005.

#### **Going concern**

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **Cash Flow Statement**

The Trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the Financial Statements on the grounds that the charity is small.

#### **Incoming resources**

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

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from commercial trading activities is recognised on a recoverable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions and is recognised as earned (as the related goods or services are provided). Grant income included in this category provides funding to support provision of specific transport services and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

**HALTON COMMUNITY TRANSPORT  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**Volunteers and donated services and facilities**

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 trustee's annual report.

**Resources expended**

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

- Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.
- Charitable activities include expenditure associated with the provision of transport services.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

**Tangible fixed assets**

Individual fixed assets costing £100 or more are capitalised at cost.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

<b>Asset Category</b>	<b>Annual rate</b>
Freehold Property	2%
Fixtures, Fittings & Equipment	15%
Motor Vehicles	20%

**Stock**

Stock is included at the lower of cost or net realisable value.

**Funds structure**

The Charity has a number of restricted income funds to account for situations where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a specific purpose.

All other funds are unrestricted income funds. These are available for use at the trustee's discretion in furtherance of the general objectives of the charity.

Included within the unrestricted funds are designated funds which are funds that have been set aside for specific purposes.

**Pension costs**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against profits in the year they are payable.



**HALTON COMMUNITY TRANSPORT  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**Finance and operating leases**

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease. The asset is recorded in the balance sheet as a tangible fixed asset and is depreciated in accordance with the above depreciation policies. Future instalments under such leases, net of finance charges are included within creditors. Rentals payable are apportioned between the finance element, which is charged to the SOFA on a straight line basis and the capital element which reduces the outstanding obligation for future instalments.

**Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**Grants receivable**

Grants receivable are included on an accruals basis.

**2. Legal status of the charity**

The Charity is a company limited by guarantee and has no share capital. The members of the company are the Trustees named on page 1. The liability of each member in the event of winding up is limited to £1.

**3. Financial activities of the charity**

The financial activities shown in the consolidated statement includes those of the charity's wholly owned subsidiary, Extra Mile Transport Company Limited.

A summary of the financial activities undertaken by the charity is set out below:

	2019	2018
	£	£
<b>Gross incoming resources</b>	<b>553,803</b>	635,722
Total expenditure on charitable activities	(588,398)	(609,087)
Investment costs	(195)	(496)
Governance costs	<u>(5,000)</u>	<u>(5,000)</u>
<b>Net incoming resources</b>	<b>(39,790)</b>	21,139
Total funds brought forward	<u>289,823</u>	<u>268,684</u>
<b>Total funds carried forward</b>	<b><u>250,033</u></b>	<b><u>289,823</u></b>
<b>Represented by:</b>		
Restricted income funds	-	-
Unrestricted income funds	<u>250,033</u>	<u>289,823</u>
	<b><u>250,033</u></b>	<b><u>289,823</u></b>



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**4. Incoming resources from activities for generating funds**

The wholly owned trading subsidiary Extra Mile Transport Company Limited, which is incorporated in the United Kingdom, pays all but a small proportion of its profits to the charity by donation. The subsidiary is used for non-primary trading purposes.

The trading results of the subsidiary are summarised below.

	2019	2018
	£	£
<b>Turnover</b>	<b>67,037</b>	72,326
Cost of sales and administration costs	<u>(37,009)</u>	<u>(39,721)</u>
<b>Net profit</b>	<b>30,028</b>	32,605
Amount gift aided to charity	<u>(29,971)</u>	<u>(32,605)</u>
Taxation	-	-
Interest received	<u>5</u>	-
Retained in subsidiary	<b>62</b>	-
 <b>The assets and liabilities of the subsidiary were:</b>		
Fixed assets	337	409
Current assets	19,977	22,269
Current liabilities	<u>(12,943)</u>	<u>(15,369)</u>
Total net assets	<u><b>7,371</b></u>	<u><b>7,309</b></u>
 <b>Aggregate share capital and reserves</b>	 <u><b>7,371</b></u>	 <u><b>7,309</b></u>

The above results include the trade with Halton Community Transport.

Cost of sales includes expenditure incurred by Halton Community Transport on behalf of Extra Mile Transport Company Limited of £10,650 (2018: £14,572).

A balance of £9,412 (2018: £9,412) was due from Extra Mile Transport Company Limited at the year end to Halton Community Transport.

**5. Investment Income**

All of the group's investment income arises from an interest bearing deposit account.

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**6. Incoming resources from charitable activities**

The income was primarily from the operation of the transport services.

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds 2019</b>	<b>Total funds 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants	69,749	-	69,749	104,097
Fares	215,962	-	215,962	228,344
Council contracts	14,037	-	14,037	44,527
Mersey link	213,711	-	213,711	210,170
Affiliation fees	-	-	-	-
Profit on disposal	-	-	-	1,267
	<b><u>513,459</u></b>	<b><u>-</u></b>	<b><u>513,459</u></b>	<b><u>588,404</u></b>

**7. Costs of charitable activities by fund type**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2019</b>	<b>Total Funds 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Direct charitable activity	507,522	-	507,522	529,027
Support costs	81,879	-	81,879	80,293
	<b><u>589,401</u></b>	<b><u>-</u></b>	<b><u>589,401</u></b>	<b><u>609,320</u></b>

**8. Costs of charitable activities by activity type**

	<b>Activities undertaken directly</b>	<b>Support costs</b>	<b>Total Funds 2019</b>	<b>Total Funds 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Direct charitable activity	507,522	81,879	589,401	609,320

**9. Governance costs**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2019</b>	<b>Total Funds 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Audit and accountancy	6,863	-	6,863	6,826

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**10. Directors' emoluments**

The following payments were made by the subsidiary company in respect of qualifying services:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Aggregate emoluments	<u>-</u>	<u>-</u>

**11. Analysis of staff costs**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Salaries and wages	<b>275,838</b>	290,415
Social security costs	<b>22,315</b>	19,824
Pension costs	<b><u>7,524</u></b>	<b><u>7,662</u></b>
	<b><u>305,677</u></b>	<b><u>317,901</u></b>

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

The charity contributes to a personal pension plan on behalf of its employees. No contributions were payable to the fund at 31<sup>st</sup> March 2019 (2018: £Nil).

**12. Staff numbers**

The average number of full-time equivalent employees (including casual and part time staff) during the year was as follows:

	<b>2019</b>	<b>2018</b>
	<b>Number</b>	<b>Number</b>
Charitable activities	<b>11</b>	15
Management and administration	<b><u>3</u></b>	<b><u>3</u></b>
	<b><u>14</u></b>	<b><u>18</u></b>

**13. Movement in total funds for the year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation of owned fixed assets	<b>43,434</b>	48,345
Depreciation of fixed assets held under hire purchase agreements	<b>9,873</b>	9,106
Auditor's remuneration:		
External audit	<b>6,863</b>	6,826
Other audit services	<b>1,200</b>	1,200
Other services	<b>1,026</b>	1,338

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**14. Taxation**

The company is a registered charity and no provision is considered necessary for taxation. The trading subsidiary had no corporation tax liability (2018 - £Nil).

**15. Tangible fixed assets – group**

	<b>Freehold Property £</b>	<b>Fixtures, fittings &amp; Equipment £</b>	<b>Motor Vehicles £</b>	<b>Total £</b>
<b>Cost</b>				
At 1st April 2018	152,752	100,053	679,409	932,213
Additions	5,685	-	4,500	10,185
Disposals	-	-	-	-
<b>At 31st March 2019</b>	<b><u>158,437</u></b>	<b><u>100,053</u></b>	<b><u>683,409</u></b>	<b><u>942,398</u></b>
<b>Depreciation</b>				
At 1st April 2018	48,868	80,951	586,095	715,915
Charge for the year	3,169	6,599	43,539	53,307
Released on disposal	-	-	-	-
<b>At 31st March 2019</b>	<b><u>52,037</u></b>	<b><u>87,549</u></b>	<b><u>629,636</u></b>	<b><u>769,222</u></b>
<b>Net book value</b>				
<b>At 31st March 2019</b>	<b><u>106,400</u></b>	<b><u>12,504</u></b>	<b><u>54,272</u></b>	<b><u>173,176</u></b>
<b>At 31st March 2018</b>	<b><u>103,884</u></b>	<b><u>19,101</u></b>	<b><u>93,314</u></b>	<b><u>216,298</u></b>

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**15 cont.**

**Tangible fixed assets – Charity**

	<b>Freehold Property</b>	<b>Fixtures, fittings &amp; Equipment</b>	<b>Motor Vehicles</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
At 1st April 2018	152,752	85,047	679,409	917,207
Additions	5,685	-	4,500	10,185
Disposals	-	-	-	-
<b>At 31st March 2019</b>	<b><u>158,437</u></b>	<b><u>85,047</u></b>	<b><u>683,409</u></b>	<b><u>927,392</u></b>
<b>Depreciation</b>				
At 1st April 2018	48,868	66,353	586,096	701,317
Charge for the year	3,169	6,527	43,539	53,235
Released on disposal	-	-	-	-
<b>At 31<sup>st</sup> March 2019</b>	<b><u>52,037</u></b>	<b><u>72,880</u></b>	<b><u>629,636</u></b>	<b><u>754,553</u></b>
<b>Net book value</b>				
<b>At 31st March 2019</b>	<b><u>106,400</u></b>	<b><u>12,167</u></b>	<b><u>54,272</u></b>	<b><u>172,839</u></b>
At 31st March 2018	<u>103,884</u>	<u>18,693</u>	<u>93,314</u>	<u>215,889</u>

The net book value of assets held on hire purchase at the year end was £24,620 (2018: £36,993) and the depreciation charge for the year was £9,873 (2018 - £9,106).

**16. Stock**

	<b>Group</b>		<b>Charity</b>	
	<b>2019</b>	<b>2018</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Stock	<u>3,810</u>	<u>2,892</u>	<u>3,810</u>	<u>2,892</u>

**17. Debtors**

	<b>Group</b>		<b>Charity</b>	
	<b>2019</b>	<b>2018</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade debtors	1,942	11,873	1,614	10,366
Amounts due from subsidiary undertaking	-	-	9,412	9,412
Other debtors	<u>43,290</u>	<u>34,945</u>	<u>43,290</u>	<u>34,945</u>
	<b><u>45,232</u></b>	<b><u>46,818</u></b>	<b><u>54,316</u></b>	<b><u>54,723</u></b>

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**18. Creditors: amounts falling due within one year**

	Group		Charity	
	2019	2018	2019	2018
	£	£	£	£
Trade creditors	9,741	4,756	8,960	2,928
Other taxes and social security costs	6,369	7,585	5,519	5,356
Hire purchase agreements	6,474	10,580	6,474	10,580
Other creditors and accruals	8,367	8,367	6,467	6,467
	<u>30,951</u>	<u>31,288</u>	<u>27,420</u>	<u>25,331</u>

The following liabilities disclosed under creditors falling due within one year are secured against the assets to which they relate:

	2019	2018
	£	£
Hire purchase agreements	<u>6,474</u>	<u>10,580</u>

**19. Creditors: amounts falling due after more than one year**

	Group		Charity	
	2019	2018	2019	2018
	£	£	£	£
Hire purchase agreements	<u>7,505</u>	<u>13,979</u>	<u>7,505</u>	<u>13,979</u>

There are no amounts falling due in more than five years in respect of hire purchase agreements.

The following liabilities disclosed under creditors falling due after more than one year are secured against the assets to which they relate:

	2019	2018
	£	£
Hire purchase agreements	<u>7,505</u>	<u>13,979</u>

**20. Analysis of charitable funds**

**Analysis of unrestricted fund movements**

Group	Balance at 31 <sup>st</sup> March 2018	Incoming resources	Resources expended	Transfers	Fund at 31 <sup>st</sup> March 2019
	£	£	£	£	£
General fund	201,217	580,517	(617,245)		164,489
Designated fixed asset fund	<u>95,914</u>	<u>-</u>	<u>(3,000)</u>	<u>-</u>	<u>92,914</u>
Total	<u>297,131</u>	<u>580,517</u>	<u>(620,245)</u>	<u>-</u>	<u>257,403</u>

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**20. cont.**

Charity	Balance at 31 <sup>st</sup> March 2018 £	Incoming resources £	Resources expended £	Transfers £	Fund at 31 <sup>st</sup> March 2019 £
General fund	193,909	553,803	(590,593)		157,119
Designated fixed asset fund	<u>95,914</u>	<u>-</u>	<u>(3,000)</u>	-	<u>92,914</u>
Total	<u>289,823</u>	<u>553,803</u>	<u>(593,593)</u>	=	250,033

**Fixed asset fund (Restricted)**

This fund represents the outstanding grant contributions towards fixed assets which have not yet been spent by the charity.

**Designated fixed asset fund (Unrestricted)**

This fund represents the net book value of the proportion of the vehicles and equipment that was met by grant funding. This fund is reduced annually by the related depreciation.

**Revenue grants**

The Revenue grants fund represents grant funding received that must be spent on particular areas of the charity's activities as stipulated by the donor. The grants were expended in accordance with those terms.

**Transfers**

Transfers between funds primarily represent fixed assets purchased from restricted funds where the acquisition of the fixed assets has discharged the restriction and the assets are transferred to unrestricted funds. Previously the fixed assets were held in restricted funds until fully depreciated.

**21. Analysis of group net assets between funds**

	General Fund £	Designated Fund £	Restricted Funds £	Total £
Tangible fixed assets	80,262	92,914	-	173,176
Cash at bank and in hand	73,641	-	-	73,641
Other net current assets	18,091	-	-	18,091
Creditors of more than one year	<u>(7,505)</u>	<u>-</u>	<u>-</u>	<u>(7,505)</u>
	<u>164,489</u>	<u>92,914</u>	<u>=</u>	<u>257,403</u>

**22. APB ethical standards**

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

**23. Adoption of FRS 102**

No adjustments, in respect of the transition to FRS102, have been made to the comparative years results.

