

Ilkley & District Good Neighbours Community Transport

Report and Accounts

for the year ended 31st March 2019

Company registration no. 5109768

Registered charity no. 1105631

Ilkley & District Good Neighbours Community Transport

Directors' Report and Accounts at 31st March 2019

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Ilkley & District Good Neighbours Community Transport

Company Registration Number	5109768
Registered Charity Number	1105631
Management Committee and Trustees	J G Barker (Chair) J C Jewitt (Treasurer) G A Maldwyn-Jones P E Settle
Secretary and Registered Office	I M Padley Riddings Hall Riddings Road Ilkley LS29 9LU
Bankers	HSBC Bank PLC 1 Wells Road Ilkley LS29 8HG
Trading Style	The Company operates under the trading style of 'Ilkley Community Transport'

Ilkley & District Good Neighbours Community Transport

Report of the Management Committee *incorporating the Trustees' report for the purposes of the Charities Act 2011 and the Directors' report for the purposes of the Companies Act 2006*

The Committee has pleasure in submitting its report and the Financial Statements for the Company for the year ended 31st March 2019.

The Committee has adopted the provisions of the Statement of Recommended Practice - SORP 2015 (FRS102), issued 1st January 2015, in preparing the Annual Report and Accounts of the Charity.

The Company is exempt under of the Companies Act 2006 from the requirement to use the word 'Limited' in its title.

Public Benefit

We provide transport for disadvantaged residents throughout our locality. We also assist voluntary and community organisations, charities and local authorities by providing the accessible transport and driver training necessary to achieve their own objectives. A selection of activities undertaken by our 116 Group Members shows that we have enabled elderly people in Ilkley to attend 2 different weekly luncheon clubs; our weekly Addingham shoppers run enables elderly people who are otherwise unable to do so to shop at an Ilkley supermarket. Both of these activities help reduce isolation and encourage healthy eating. In addition, our volunteers' efforts enable many more people to access cultural, educational and health-giving activities. Our minibuses are available to any such group within our geographical boundary and our car lift service operates in the Addingham and Ilkley areas.

Principal Activity and Achievements During the Year

The object of the company is to provide a community transport service for such of the inhabitants of Addingham, Burley, Ilkley and Menston 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.

Ilkley & District Good Neighbours Community Transport

Report of the Management Committee *(continued)*

We continued to operate 3 minibuses and a community car lift scheme. The comparative numbers for transport provided in the year are:

	<u>18/19</u>	<u>17/18</u>	<u>% change</u>
Bus hires	473	645	- 27
Bus Passenger Journeys	8,852	10,618	- 17
Passenger use of Bus Passenger Lifts	448	730	- 38
Car Lifts Given	410	554	- 19

All the statistics relating to bus hire were severely affected by the decision of the local daycare centre to stop hiring with effect from the 1st of April 2018. In the year 2017/18 they had accounted for 243 hires, 3114 individual passenger journeys and 288 bus passenger lift operations. Usage by other hirers has increased in all three areas this year, but could in no way fully offset this substantial loss.

The number of car lifts provided also fell noticeably this year. However, we only failed to find a driver for 8 % of overall requests, an improvement on the 10% of unmet need for the previous two years. This said, we still need more volunteers across the whole of the organisation to better meet the need of our service users. Once again we extend our thanks to our existing volunteers for their commitment; particularly given the significant amount of time required both to get elderly people to these difficult locations and the duration of the medical appointments once on site.

With regard to the company's financial performance; bus hire income fell by £6,230, but this was less than expected. The daycare hires had accounted for £8,372 of the previous year's income. Discounting the benefit of the previous year's £38,000 bequest, 'other donations' remain broadly constant.

Unfortunately, income was further depressed by the loss of the Bradford Council grant, which stopped at the end of December 2018. The Council had supported Ilkley Community Transport for the past 10 years and this has been much appreciated. Termination at the yearend meant we received £4,167 less than the previous year, further reducing our overall income.

Whilst expenditure for the year remained stable, the fall in income has resulted in the stated shortfall. The charity still has significant reserves, but the loss of the Council Grant and the reduced hire income will continue to be a draw on those unless replaced by alternative funding streams. The company is actively pursuing several alternative funders and our cash resources are sufficient to sustain us for the next couple of years. However, there is no room for complacency.

As in previous years, the Trustees would like to thank not only our own volunteers but also the Community Action Ilkley co-ordinator Mary Hamilton and all the office volunteers for their unstinting efforts throughout the year. Again we would like to emphasise to them that by helping us to operate, they are also helping many other voluntary and community groups to achieve their aims.

Ilkley & District Good Neighbours Community Transport

Report of the Management Committee(continued)

The organisation continues to deliver MiDAS training to all its new volunteer drivers and refresher training as required for existing drivers. It remains a member of both the Community Transport Association and MiDAS (Minibus Drivers Awareness Scheme).

Reserves Policy and Risk Management

The trustees are satisfied that free reserves are more than adequate to fund the operations of the charity for the foreseeable future, as the majority of overheads arise as a direct result of activities of the charity and would be materially reduced if the charity were not operating. The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems are in place to mitigate exposure to major risks.

Charity's Organisation and Dependence on Unpaid Volunteers

The charity is a Company Limited by Guarantee. It is governed by the trustees in accordance with its Articles of Association. The day-to-day running is in the hands of a paid co-ordinator. Driving, passenger escorting and administrative support is carried out by unpaid volunteers. Without their daily contribution the company could not provide its services. On behalf of the Trustees, we thank them all most sincerely for their hard work.

Results

The net movement in funds for the period was a shortfall of £ 25,389 as set out in the accounts on pages 10-13.

Committee Members

The committee members who held office during the year were as follows:

J G Barker

D J P Ellis

R A Foster (Treasurer) – Resigned 21/03/19

J C Jewitt (Chair)

G Litten – Resigned 21/03/19

G A Maldwyn-Jones

P E Settle – Appointed 21/03/19

N W Stitt – Deceased August 2018

Members' Liability

Every member of the company undertakes to contribute to the assets of the company in the event of the same being wound up whilst a member, or within one year of ceasing to be a member, for the payment of debts and liabilities of the company contracted before ceasing to be a member, and of the costs, charges and expenses of winding up for the adjustment of the rights of the contributories among themselves such amounts as may be required not exceeding £10.00.

Ilkley & District Good Neighbours Community Transport

Report of the Management Committee (continued)

Statement of the Management Committee's responsibilities

The Charities Act requires the Management Committee to prepare Financial Statements for each financial year that give a true and fair view of the state of affairs of the company for that period. In preparing those Financial Statements the Management Committee are required to select suitable accounting policies and apply them consistently, and make judgements and estimates that are reasonable and prudent.

The Management Committee are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company. They are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

For the year ending 31/03/2019 the company 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.

Riddings Hall
Riddings Road
Ilkley
LS29 9LU

By order of the board



Date: 1st December 2019

I M Padley
Secretary

Ilkley & District Good Neighbours Community Transport

Independent Examiner's report to the Trustees of Ilkley & District Good Neighbours Community Transport

I report on the accounts of the company for the year ended 31st March 2019, Charity Number 1105631, Company Number 5109768, which are set out on pages 9 to 13 inclusive.

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 in accordance with the Companies Act 2006 ("the 2006 Act"). The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Statement


My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 represent 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 to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102)

I have no concerns and have come across no other matters in conjunction 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.

P STEWART 

66 Kings Road, Ilkley, West Yorkshire

Date: 9th December 2019

Ilkley & District Good Neighbours Community Transport

Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention. They have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014 and with the Charities Act 2011.

Cashflow

The financial statements do not include a cashflow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Section 7.1B of FRS 102, 'Cashflow Statements'.

Incoming resources

All incoming resources are included in the Statement of Financial Activities ('SOFA') when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers.

Resources expended

All expenditure is accounted for on the accruals basis. 'Gross Wages' relate to the Transport Co-ordinator who is the sole employee of the charity.

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets of £500 and above at rates calculated to write off the cost on a straight-line basis over their expected useful lives as follows:

Minibuses:	over 8 years
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Company status

The charity is a Company Limited by Guarantee. The members of the company are the trustees named on page 3 and all groups that register to use the company's minibuses. A full list of members is held at the company's registered office. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10.00 per member.

Ilkley & District Good Neighbours Community Transport

Statement of financial activities (including 'income and expenditure statement') for the year ended 31st March 2019

	Notes ()	Unrestricted funds £	Restricted funds £	Total funds £	Prior year £
Income:					
From donations and legacies					
Grants		Nil	Nil	Nil	329
Other Donations	(7)	<u>2,740</u>	<u>Nil</u>	<u>2,740</u>	<u>41,112</u>
Total		<u>2,740</u>	<u>Nil</u>	<u>2,740</u>	<u>41,441</u>
From charitable activities					
Bradford Council grant		Nil	12,500	12,500	16,667
Bus hire		18,308	Nil	18,308	24,538
Fare receipts		<u>866</u>	<u>Nil</u>	<u>866</u>	<u>804</u>
Total		<u>19,174</u>	<u>12,500</u>	<u>31,674</u>	<u>42,009</u>
<i>Total income</i>		<u>21,914</u>	<u>12,500</u>	<u>34,414</u>	<u>83,450</u>
Expenditure:					
On Charitable activities					
Direct expenses	(1)	11,383		11,383	12,518
Indirect expenses	(2)	35,920	12,500	48,420	48,023
<i>Total expenditure</i>	(3)	<u>47,303</u>	<u>12,500</u>	<u>59,803</u>	<u>60,541</u>
Net Income		(25,389)	Nil	(25,389)	22,909
Reconciliation of funds					
Total funds brought forward		178,815	Nil	178,815	155,906
Total funds carried forward		153,426	Nil	153,426	178,815

Ilkley & District Good Neighbours Community Transport

Balance sheet as at 31st March 2019

	<u>Notes</u> ()	2019 £	2018 £
Fixed assets			
Tangible fixed assets	(4)	79,712	<u>97,643</u>
		<u>79,712</u>	<u>97,643</u>
Current assets			
Debtors	(5)	2,981	4,204
Cash at bank		<u>71,300</u>	<u>77,742</u>
		<u>74,281</u>	<u>81,946</u>
Creditors: amounts falling due within one year			
Sundry creditors	(6)	<u>567</u>	<u>774</u>
		<u>567</u>	<u>774</u>
Net current assets		<u>73,714</u>	<u>81,172</u>
Total net assets		<u>153,426</u>	<u>178,815</u>
The funds of the charity			
Unrestricted funds		123,426	178,815
Total charity funds		<u>153,426</u>	<u>178,815</u>

These accounts have been prepared in accordance with the Financial Reporting Standard FRS102 and the provisions applicable to companies subject to the small companies' regime in the Companies Act 2006

Signed on behalf of the board:



J Jewitt
Date 01/12/19



J G Barker

Ilkley & District Good Neighbours Community Transport

Notes (forming part of the accounts)

	<u>Notes</u>	2019	2018
1	<u>Direct expenses</u>		
		£	£
Fuel for buses		4,078	4,591
Bus repairs and maintenance		2,598	2,201
Bus Tax and Insurance		4,581	5,451
Equipment hire and rental		126	275
		<u>11,383</u>	<u>12,518</u>
2	<u>Indirect expenses</u>		
Gross wages (Transport Co-ordinator)		24,024	23,677
Office service charges		4,758	4,569
Motor and travelling expenses		1,043	582
Training		Nil	250
Printing and stationery		297	392
General expenses		310	622
Depreciation of fixed assets		17,931	17,931
Bad debts written off		56	Nil
		<u>48,420</u>	<u>48,023</u>

The Transport Coordinator is the sole paid employee of the company. No remuneration was paid to the trustees during the year. Expenses of £272 were reimbursed to one trustee for travel during the year; the amount was subsequently donated back to the company. There were no 'related party' transactions during the year.

3 Total resources expended

The £12,500 of restricted funds spent during the year represents the total of a Bradford Council grant of £12,500, given for the period to part-fund the post of the Transport Co-ordinator.

4 Analysis of Movement of Fixed Assets

	Buses £	Total £
Asset cost		
Balance brought forward	143,449	143,449
Additions	Nil	Nil
Disposals	Nil	Nil
Balance carried forward	143,449	143,449
Accumulated depreciation		
Balance brought forward	45,806	45,806
Charge for the year	17,931	17,931
Balance carried forward	63,737	63,737
Net book value		
Brought forward	97,643	97,643
Carried forward at 31 st March 2019	79,712	79,712

Ilkley & District Good Neighbours Community Transport

Notes (continued)

5	<u>Debtors</u>	2019	2018
		£	£
	Due within one year		
	Trade debtors	2,767	4,204
	VAT	<u>214</u>	<u>Nil</u>
		<u>2,981</u>	<u>4,204</u>

6	<u>Creditors</u>		
	Due within one year		
	Trade creditors	271	423
	Tax	<u>296</u>	<u>351</u>
		<u>567</u>	<u>774</u>

7 Other Donations

The 'Other Donations' income for the year includes 'one off' legacies totalling £ Nil (prior year £38,000).