

Rey

**DISS & DISTRICT COMMUNITY
TRANSPORT ASSOCIATION LIMITED**

Company Number: 4365607

Registered Charity Number: 1091986

FINANCIAL STATEMENTS

For the year ended 31 March 2003



DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

INDEX

Page No:

1	LEGAL AND ADMINISTRATIVE DETAILS
2 - 4	DIRECTORS' REPORT
5	ACCOUNTANTS' REPORT
6	STATEMENT OF FINANCIAL ACTIVITIES
7	BALANCE SHEET
8 - 11	NOTES TO THE ACCOUNTS

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

LEGAL AND ADMINISTRATIVE DETAILS

NAME: Diss & District Community Transport Association Limited

LEGAL STRUCTURE: The Charity is a company limited by guarantee incorporated in England and Wales No. 4365607

CHARITY REGISTRATION NO: 1091986

DIRECTORS: F A Caldwell
C A Dormer
B Thrower
B. Pearce

COMPANY SECRETARY: D A Paget

**PRINCIPLE ADDRESS
AND REGISTERED OFFICE:** Unit 2 Diss Business Centre
Dark Lane Frenze
Diss
Norfolk
IP21 4HD

REPORTING ACCOUNTANTS: Graham Wuyts & Co
Virginia House
Station Road
Attleborough
NR17 2AT

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT

The directors submit the financial statements for the year ended 31 March 2003. The details shown on page 1 form part of this report.

The company is limited by guarantee and is registered as a charity. The running of the company is governed by its Memorandum and Articles of Association.

AIMS AND OBJECTIVES

In the year ahead the Association faces a different set of challenges from those successfully met since the launch of the Borderhoppa in October 2002.

Due to the undoubted success in year 1, everyone involved with the scheme now has the difficult task of taking it forward and ensuring that the service provided continues to flourish and, where necessary improve.

Steps have already been taken to achieve this with the purchase of a Second Dial a Ride bus, enabling the Association to take away restrictions on days and areas of travel and to provide a Monday to Friday service. It is anticipated that this will attract new members

Due to the uncertainty of Countryside Agency funding after June 2004, active steps are being taken to identify alternative sources and the Association's Management Committee remain confident that these can be found to enable the scheme to go forward to bigger and better things.

The volunteer base remains strong and it is hoped the group hire membership will increase in the coming year from its current figure of 40, as local groups become aware of the availability and ease of booking.

New literature about the Borderhoppa and its service is currently being printed with a simpler format and rather than rely, as before, on 'word of mouth' advertising, a more sustained programme of marketing is in place. Taking the product (one of our minibuses) to the general public by attending local events or making it available for inspection and providing information in the villages is proving successful and will continue to provide a valuable way of attracting new members.

Having proved in year 1 the ability of handling small local authority contracts without detriment to the primary responsibility of running a Dial a Ride scheme, it is envisaged that the Association will endeavour to seek further small contract work in the coming months to supplement income.

Overall, expectations are high.

We have proved that with commitment and hard work, a successful Community Transport scheme can work.

It is now up to all involved with the scheme to work that little bit harder to continue improving on the success the Borderhoppa has achieved.

REVIEW OF THE YEAR

Launched officially on 17 October, the distinctive blue and yellow livery of the Borderhoppa was first seen on the roads of North Suffolk and South Norfolk carrying its first paying passenger on October 1, in an effort to 'fine tune' preparations for the year ahead.

Intense local media interest made for a day of nervous anticipation.

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT (continued)

REVIEW OF THE YEAR continued.....

Had we got it right?

Three years of research, planning and application was now put into practice.

The day, of course, went well and the Diss & District Community Transport Association was off and running.

A poster campaign was launched in towns and villages and slowly but steadily, membership grew until at the end of 2002 it had reached 119.

Outings for members were introduced and given the proximity of Xmas, successful shopping trips to Bury St Edmunds and Norwich were undertaken.

Given the wide area the scheme covers and the fact that the Association at the time only operated the one Dial a ride bus; it was felt that several restrictions had to be placed on days of travel in the interests of fairness.

Although this proved workable, it was both confusing and unpopular with members, who, on occasions, were unable to travel on the day of their choice but despite this regular weekly bookings soon became the norm.

Group hire membership began to increase, the donated Dennyholme bus adding another facet to our operations which generated extra income on a regular basis as well as providing inexpensive and reliable transport for social and educational groups.

With a dedicated group of volunteer drivers, the Association was able to draw on many years of experience and reliability when members could not provide drivers of their own and it is to the credit of these people that not one pre-arranged booking was cancelled during our first year.

2003 started well, membership rising steadily as the reputation of the Borderhoppa grew and careful management allowed the Association to take on a contract with Suffolk Social Services transporting day care patients to and from Paddock House Eye three times a week in March.

This enhanced our flexibility greatly and the Dial a Ride operation was not compromised in any way. Fares became an issue towards the end of March, beginning of April 2003 and it was decided after much discussion at a Management Committee meeting 25 March that instead of the flat fare structure that had been in place since the launch of the Borderhoppa, fares would now be based on mileage travelled and this came into effect on April 1.

Although the introduction of the new fare structure had little or no effect on membership, staff resignations followed and on 6 May 2003, the Association found itself facing its first major crisis. Remaining staff, with the invaluable assistance of Association Trustees and volunteers rallied round and although difficult logistically, the crisis was overcome and the service was maintained fully throughout.

Towards the end of May, a new Co-ordinator was appointed and the recruitment of replacement staff took place.

2 new drivers and an Admin Manager joined the Borderhoppa in June 2003, which coincided with the acquisition of a second Dial a Ride bus and these positive steps enable the Association to look ahead and plan to expand the flexibility of the scheme.

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT (continued)

REVIEW OF THE YEAR continued.....

The Borderhoppa now runs a full service Monday to Friday and the initial restrictions on days and areas of travel have been scrapped, enabling any member to travel to any destination on any day.

This has increased membership to a current total of 283 and although a £5 membership fee comes into force in October 2003 to cover increasing costs, early signs indicate that members who took advantage of free membership at the start of the scheme will not be deserting the Borderhoppa in great numbers in the coming 12 months.

It seems quite staggering that from such small beginnings, over 23,000 miles have been covered by the Borderhoppa, taking 1800 passengers on over 800 individual journeys throughout S Norfolk and N Suffolk and everyone involved in the project can be justifiably proud of what has been a remarkable first year.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit or loss of the company for that period. In preparing those financial statements the directors are required to:-

Select suitable accounting policies and then apply them consistently.

Make judgements and estimates that are reasonable and prudent.

Comply with applicable accounting standards subject to any material departures disclosed and explained in the financial statements.

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 maintaining 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 1985. They are responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORTING ACCOUNTANTS

Graham Wuyts & Co were appointed auditors to the charity and a resolution proposing their reappointment will put to the Annual General Meeting.

The directors' report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

By Order of the Board 28/09/03



D A Paget
Company Secretary

ACCOUNTANTS' REPORT TO THE MEMBERS

ON THE UNAUDITED ACCOUNTS OF

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

We report on the accounts for the year ended 31 March 2003 set out on pages 6 to 11.

Respective responsibilities of directors and reporting accountants

As described on Page 4 the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

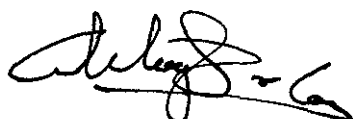
Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act (as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1)

Reporting Accountants



23/09/03

Graham Wuyts & Co

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2003

	Note	Unrestricted Funds £	Total 2003 £
INCOMING RESOURCES			
Grants Received	4	72,751	72,751
Donations	5	9,004	9,004
Activities in furtherance of the charity's objects - Fares		3,775	3,775
Interest receivable		64	64
Membership fees		160	160
TOTAL INCOMING RESOURCES		85,754	85,754
RESOURCES EXPENDED			
Costs of generating funds			
Fundraising and publicity		947	947
Charitable expenditure			
Cost of activities in furtherance of the charities objects		27,285	27,285
Management and administration		17,727	17,727
TOTAL RESOURCES EXPENDED	6	45,959	45,959
Net (expenditure)/income resources		39,795	39,795
Surplus for the year	2	£39,795	£39,795
Fund balances carried forward at 31 March 2003		£39,795	£39,795

The notes on pages 8 to 11 form part of these financial statements.

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

BALANCE SHEET

At 31 March 2003

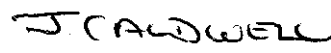
	Note	2003 £
FIXED ASSETS		
Tangible assets	7	2,306
CURRENT ASSETS		
Debtors	8	10,598
Cash at bank and in hand		27,291
		37,889
CREDITORS: amounts falling due within one year	9	400
NET CURRENT ASSETS		37,489
TOTAL ASSETS LESS CURRENT LIABILITIES		£39,795
Unrestricted funds		£39,795

For the year ended 31 March 2003 the company was entitled to exemption from the requirement to have an audit under the provisions of S249A(1) of the Companies Act 1985. No notice has been deposited with the company under Section 249B(2) of that Act requiring an audit to be carried out.

The Directors acknowledge their responsibility for:

- ensuring the company keeps accounting records in accordance with Section 221 of the Companies Act 1985; and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of its financial year in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the accounting requirements of that Act relating to the accounts so far as they are applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.


J. Caldwell
CA Director

Director

 3/10/03

Approved by the Board 25/09/03

The notes on pages 8 to 11 form part of these financial statements.

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31 March 2003

1. ACCOUNTING POLICIES

Accounting convention

The financial statements are prepared under the historical cost convention and follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in October 2000.

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

Incoming resources

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Donated assets are included at the value to the charity where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

Resources expended

Resources expended are recognised in the year in which they are incurred.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those incurred directly in support of expenditure on the objects of the charity and include project management.

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, or valuation less estimated residual value, of each asset over its expected useful life, as follows:-

Motor Vehicle	25% reducing balance
Office Equipment	25% reducing balance

Operating lease

Rentals payable under operating leases are charged to the income and expenditure account as incurred.

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31 March 2003 (continued)

2.	SURPLUS/(DEFICIT) FOR THE YEAR	2003
		£
	The net (deficit)/surplus for the year is after charging:	
	Operating lease rentals	
	- Motor Vehicles	£6,381
3.	DIRECTORS REMUNERATION	
	None of those who held office as Directors of the Company received any remuneration for their services.	
4.	GRANTS RECEIVED	2003
		£
	Countryside Agency	46,352
	South Norfolk District Council	1,500
	Suffolk County Council	5,000
	Norfolk County Council	5,000
	Mid Suffolk District Council	500
	Acorn	7,335
	Hayward Foundation	2,000
	ACDD	338
	EEDA	4,726
		£72,751
5.	DONATIONS AND FUNDRAISING	2003
		£
	Included within donations and fundraising are the following amounts received from organisations and individuals:	
	Dennyholme	7,745
	Dennyholme - Bus	1,000
	Diss Tea Dance	100

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31 March 2003 (continued)

6. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff Costs £	Other £	Depreciation £	Total 2003 £
Fundraising & Publicity	-	947	-	947
Costs of activities in furtherance of the charities objects	5,121	21,914	250	27,285
Management & Administration	16,117	1,091	519	17,727
	<u>£21,238</u>	<u>£23,952</u>	<u>£769</u>	<u>£45,959</u>

Other support costs:-

Dennyholme Bus -	Running costs	4,996
	Garaging	350
Dial a Ride Bus 1 -	Leasing	6381
	Running costs	2,444
	Garaging	220
Sundry vehicle expenses		189
Rent, service charge & rates		3,573
Canteen supplies		99
Telephone, postage, printing & stationery		1,812
Transport		557
Insurance		570
Training costs		321
Subscriptions		402

£21,914

Other Administrative costs:-

Legal & professional fees	885
Administration	206
	<u>£1,091</u>

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31 March 2003 (continued)

7. TANGIBLE FIXED ASSETS

	Motor Vehicle £	Office Equipment £	Total £
Cost or valuation :			
Additions during the year	1,000	2,075	3,075
At 31 March 2003	£1,000	£2,075	£3,075
Comprising:			
Cost	-	2,075	2,075
Valuation	1,000	-	1,000
	£1,000	£2,075	£3,075
Depreciation :			
Provided during the year			
At 31 March 2003	£250	£519	£769
Net book value at 31 March 2003	£750	£1,556	£2,306

Included in the above amounts is the Dennyholme Bus which was valued by the directors at 31 March 2003.

8. DEBTORS	2003 £
Debtors	327
Prepayments and accrued income	9,878
V.A.T.	393
	£10,598

9. CREDITORS: amounts falling due within one year	2003 £
Creditors	£400

10. SHARE CAPITAL

The company is limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such amounts as may be required (not exceeding £1) to the company's assets if it should be wound up while they are a member, or within one year after they cease to be a member, to cover the liabilities of the company.