DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

Company Number: 4365607

Registered Charity Number: 1091986

FINANCIAL STATEMENTS

For the year ended 31 March 2004

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DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

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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 B J Thrower B Pearce P Thrower R H Dinnin
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 2004. 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 2004/2005

The unqualified success of the Borderhoppa since its launch in 2002 gives cautious grounds for optimism for the year ahead.
Success, however, brings with it a different set of challenges to those faced in the past and it is these challenges that staff and Trustees must face over the coming months.

Sustainable funding still represents the single most important aspect influencing the retention and future development of the scheme.
The Countryside Agency grant, although still in place, is reduced on a year by year basis and for the current year 2004/5 has been set at £29,899.35 some £7,000 less than that received in 2003/4. This deficit has been somewhat offset by an increase in grant from Norfok County Council and this has helped immensly to maintain the service to the standard expected of the membership.
Discussions have also been held with local groups, one of which, the Bullock Fair Charity Group in Harleston has offered financial assistance in the form of purchasing the remainder of the lease owing on our main Dial a Ride minibus, representing a saving to the Association of some £17,000 over the next 2 years. Ownership of the vehicle will revert to the Bullock Fair Charity Group but overall use and the day to day running of it, including fuel, maintenance and insurance will still remain in the control of the DDCTA.
Additional sign writing is to be added to the vehicle to promote Bullock Fair's sponsorship and a director of that organisation, Owen North, will be invited to join the DDCTA's board of trustees.
As part of the package offered, another of the Bullock Fair directors, Alec Garrod is exploring the possibilities of securing alternative office accommodation for the Association in Harleston, which, if successful, will represent another substantial reduction in expenditure, something the staff and Trustees are constantly attempting to identify.
It is hoped the success of this approach and the attendant publicity it will undoubtly generate, may stimulate the interest of other local businesses to invest in a service that provides a vital lifeline to so many people.

In addition to this, the Borderhopper contributes indirectly to the local economy of the area, bringing many people on a regular basis from outlying villages into Diss and Harleston in particular for shopping and other related activities.
In conjunction with Norfolk County Council, the Borderhopper is now providing transport to the Saturday Farmers Markets held in Diss and Harleston every month.
Increased awareness of this new innovation by means of advertising has attracted much interest and following a slow start since the launch of the new service in June, demand is now rising.

Countryside Agency funding is set to finish in March 2006 and if the scheme is to continue after this date and it is contingent upon everyone involved with it to work hard at identifying other sources of sustainable funding now.
No-one at Borderhopper underestimates the difficulties ahead, after all the Association is one of many charitable concerns striving to maintain financial stability in difficult times.
As a transport provider, we are, of course subject to global economics in respect of the high rises in the oil price which is reflected by the price we pay for diesel.
Although offset by the Bus Small Operators Grant, a proportionate refund of fuel duty, in common with most grants, is paid retrospectively.

DIRECTORS' REPORT (continued)

AIMS AND OBJECTIVES 2004/2005 continued .....

Maintenance and insurances of our vehicles continue to rise year on year and although the Association has recently made changes in these areas to reduce expenditure, costs remain high nevertheless.
To maintain and progress the service is vital as some villages in the Diss hinterland have had scheduled services withdrawn in recent months due to lack of patronage and many people in these communities are in danger of becoming socially and economically isolated as a result.
Despite still technically in its infancy, the Borderhoppa is more and more fulfilling the role it was created for, providing as it does, affordable, demand responsive transport supplementing remaining scheduled services and in some cases, replacing them completely.
In additon, 51 local groups and clubs benefit from low cost minibus hire through the Association, enabling them to transport members of the local community to many and varied destinations for many and varied activities.

The Association and its members have every right to be pleased with the progress the Borderhoppa has made in 2003/4 but it would be complacent to let it rest there.
To maintain and improve the service will take a lot of hard work over the coming months but with the continued commitment shown by everyone involved, it is hoped the Borderhoppa can continue to thrive.

REVIEW OF 2003/2004

After a year of free membership to the scheme, a £5 annual fee was introduced October 1st and initially membership dipped as a result as some existing members failed to renew subscriptions.
It was found, however, that once users realised that even with an annual fee, the Borderhoppa still represented extremely affordable door to door transport, membership soon reached previous totals.
Members outings remained extremely popular culminating with a Xmas lunch at Dunston Hall near Norwich for 41 users, the whole day proving a huge success. As a result of suggestions from members, additional outings were arranged for 2004, these occuring every fortnight instead of once a month.
Apart from an increase in revenue for the Association, it gave all members the reassurance that their voice was being heard.
A fortnightly trip for a fish supper was introduced in the spring and this has been fully subscribed ever since and has developed a 'club' like feel to it with many members making long term friendships as a result.
Membership exploded in the early months of 2004, mainly due to word of mouth recommendation and in part also, to the withdrawal of some scheduled services in the area, reaching 400 in June.
This rise in membership was in the face of a fare increase brought in April2004, raisng the return fares from £2.40 to £3.00 for journeys under 6 miles and from £4.00 to £4.50 for those over 6 miles.
These increases were necessary due to increases in fuel, insurance and maintenance costs and with perhaps a handful of complaints, were accepted with good grace by the members.
Group membership also rose sharply, due largely to the very favourable rates the Association offers and until recently the availability of a pool of volunteers willing to drive for these groups where needed.
Unfortunately, due to varying circumstances, this pool has all but run dry and despite local advertising, replacement volunteers have been hard to find.
It is hoped that individual clubs can be encouraged to identify possible drivers within their clubs or community, thereby maintaining the group membership at its current healthy level.

DIRECTORS' REPORT (continued)

REVIEW of 2003/2004 continued.....

Following a successful bid for funding by Norfolk County Council, the Borderhoppa, in conjunction with a similar Community Transport Association in Wymondham, began providing transport to the Farmers Markets in Diss and Harleston on the 2nd and 3rd Saturday of every month.
Initial take up, despite a strong advertising campaign, was slow for reason not immediately apparent but there are signs that interest is growing and passenger numbers will increase as the year progresses.

Overall the year has been a great success, a combined effort of Borderhoppa staff, trustees and members.
It has proved the need for such a service and that need, without exception, has been met with professionalism, good humour and above all, dedication.

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 staements 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 accountants 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

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 2004 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 satisified 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



Graham Wuyts & Co

DISS AND DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2004

	Note	Unrestricted Funds £	Total 2004 £	Total 2003 £
INCOMING RESOURCES				
Grants Received	**4**	46,271	46,271	72,751
Donations	**5**	1,187	1,187	9,004
Activities in furtherance of the charity's objects - Fares		18,208	18,208	3,775
Interest receivable		84	84	64
Membership fees		732	732	160
TOTAL INCOMING RESOURCES		66,482	66,482	85,754
RESOURCES EXPENDED				
Costs of generating funds				
Fundraising and publicity		624	624	947
Charitable expenditure				
Cost of activities in furtherance of the charities objects		65,962	65,962	27,285
Management and administration		25,260	25,260	17,727
TOTAL RESOURCES EXPENDED	**6**	91,846	91,846	45,959
Net (expenditure)/income resources		(25,364)	(25,364)	39,795
(Deficit)/Surplus for the year	**2**	£(25,364)	£(25,364)	£39,795
Fund balances brought forward at 1 April 2004		£39,795	£39,795	£39,795
Fund balances carried forward at 31 March 2004		£14,431	£14,431	£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 2004

	Note	2004		2003	
FIXED ASSETS			£		£
Tangible assets	7		1,977		2,306
CURRENT ASSETS					
Debtors	8	842		10,598	
Cash at bank and in hand		12,412		27,291	
		13,254		37,889	
CREDITORS: amounts falling due within one year	9	800		400	
NET CURRENT ASSETS			12,454		37,489
TOTAL ASSETS LESS CURRENT LIABILITIES			£14,431		£39,795
Unrestricted funds			£14,431		£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:

a) ensuring the company keeps accounting records in accordance with Section 221 of the Companies Act 1985; and

b) 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.

Jill Caldwell 12th Oct 2004

J
F.R. Caldwell
[redacted] Director

Approved by the Board

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

DISS AND DISTRICT COMMUNITY TRANSPORT ASOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31 March 2004

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 Practise' 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.

2. SURPLUS/(DEFICIT) FOR THE YEAR

	2004 £	2003 £
The net (deficit)/surplus for the year is after charging:		
Operating lease rentals - Motor Vehicles	£19,731	£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

	2004 £	2003 £
Countryside Agency	34,119	46,352
South Norfolk District Council	1,200	1,500
Suffolk County Council	5,000	5,000
Norfolk County Council	4,500	5,000
Mid Suffolk District Council	-	500
Acorn	-	7,335
Hayward Foundation	-	2,000
ACDD	-	338
EEDA	-	4,726
RTP Admin. Asst.	1,452	-
	£46,271	£72,751

5. DONATIONS AND FUNDRAISING

	2004 £
Included within donations and fundraising are the following amounts received from organisations and individuals:	
Harleston Dev. Part.	500

6. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff Costs £	Other £	Depreciation £	Total 2004 £	Total 2003 £
Fundraising & Publicity		624	-	624	947
Costs of activities in furtherance of the charities objects	22,859	42,915	188	65,962	27,285
Management & Administration	22,961	2,058	241	25,260	17,727
	£45,820	£45,597	£429	£91,846	£45,959

		2004 £	2003 £
Other support costs:-			
Dennyholme Bus -	Running costs	4,415	4,996
	Garaging	-	350
Dial a Ride Bus 1 -	Leasing	6,931	6381
	Running costs	6,166	2,444
	Garaging	-	220
Dial a Ride Bus 2 -	Leasing	12,800	
	Running costs	4,495	
Sundry vehicle expenses		1,057	189
Rent, service charge & rates		3,524	3,573
Canteen supplies		36	99
Telephone, postage, printing & stationery		2,245	1,812
Transport		500	557
Insurance		343	570
Training costs		-	321
Subscriptions		403	402
		£42,915	£21,914
Other Administrative costs:-			
Legal & professional fees		1,920	885
Administration		138	206
		£2,058	£1,091

NOTES TO THE ACCOUNTS

For the year ended 31 March 2004 (continued)

7. TANGIBLE FIXED ASSETS

	Motor Vehicle	Office Equipment	Total
Cost or valuation :	£	£	£
At 1 April 2003	1,000	2,075	3,075
Additions in the year	-	100	100
At 31 March 2004	£1,000	£2,175	£3,175
Depreciation :			
At 1 April 2003	250	519	769
Provided during the year	188	241	429
At 31 March 2004	£438	£760	£1,198
Net book value at 31 March 2004	£562	£1,415	£1,977
Net book value at 31 March 2003	£750	£1,556	£2,306

8. DEBTORS	2004 £	2003 £
Debtors	279	327
Prepayments and accrued income	-	9,878
V.A.T.	563	393
	£842	£10,598

9. CREDITORS: amounts falling due within one year	2004 £	2003 £
Creditors	£800	£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.