DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

Company Number: 4365607

Registered Charity Number: 1091986

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2007

Newman & Co
Chartered Accountants
4b Church Street
Diss
Norfolk
IP22 4DD

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DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

Year Ended 31 March 2007
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DISS & 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 & Trustees:	J Caldwell (Resigned October 2006) B J Thrower B C Pearce (Died February 2007) O North R H Dinnin (Resigned October 2006) B Greenway (Appointed December 2006) F Thomas (Appointed December 2006) T Wenman (Appointed December 2006)
Company Secretary:	B J Thrower
Principle Address And Registered Office:	First Floor Bullock Fair Charity Centre Bullock Fair Close Harleston Norfolk IP20 9AT
Reporting Accountants:	Waveney Accountants Limited T/A Newman & Co 4b Church Street Diss Norfolk IP22 4DD

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT

The directors submit these financial statements for the year ended 31st March 2007

AIMS AND OBJECTIVES

The company mission statement is·

> " To provide an affordable transport service to those, who for whatever reason, are without personal transport or unable to use scheduled buses and who would benefit by being commuted to and from their homes to the facilities they require "

The directors' strategic objective is to continue

a) To meet the needs primary for those who are in need because of age, mental or physical disability, or poverty in particular but not to limit this to any local person

b) To assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services

This is the third year of our five-year Business Plan which allows the company to build on its successes in the field of local community transport

REVIEW of YEAR

The company continues to develop to meet the ever increasing demands for community transport

During the year an additional vehicle was purchased, using funds restricted for this purpose received from various donations

We employ five members of staff Four work full-time and one part time, they are well respected by our members for their caring nature they bring to the business The day-to-day operational responsibility of the business is in the hands of the Community Transport Coordinator Roger Roberts has undertaken this role throughout the year with skill and endurance

The dial-a-ride service can be used by members who need to reserve a trip at least 48 hours in advance Most trips are to the main areas of population of Diss and Harleston taking people from their villages to shop or for medical appointments In addition to the main dial-a-ride service many special trips are organized In addition to the dial-a-ride service we also operate a group-hire business The Group-hire services provide many local organizations with the means to take their members to meetings or on special outings by using volunteer drivers

Fund raising is very important, although we receive large grants, this money does not allow us to keep our fleet of buses modern Methods of fundraising this year include Beetle drive, Christmas lunch, pantomime tickets and raffles generating the sum of £2,297

Some ten town and parish councils gave donations/grants which totalled £1,675 and we received grants including Suffolk County Council, £15,446, Norfolk County Council, £23,500, South Norfolk Council, £1,380

Unfortunately, our chairman Brian Pearce passed away earlier this year and the company will miss his valuable contribution

The following have been appointed to the board of trustees since 1st April 2006 B Greenway, F Thomas and T Wenham Also resigned from the board since 1st April 2006 are J Caldwell and R H Dinnin

New trustees are appointed via invitation If the proposed trustee accepts the invitation then the new trustee is appointed by a resolution at a meeting of trustees at which there is a majority of the trustees present This is formally documented via a memorandum of appointment of new trustees under the Charities Act 1993 Section 83

RESERVES POLICY

The trustees have reviewed the reserves policy and consider it prudent to keep sufficient reserves, not invested in tangible fixed assets and unrestricted, to enable the charity to meet its basic commitments for six months This policy will be reviewed annually

RISK MANAGEMENT

The trustees have conducted a review of the major risks to which the company would be exposed and systems are being implemented to mitigate those risks where possible The risks and systems will be regularly reviewed

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

Newman & Co were appointed accountants to the charity and a resolution proposing their reappointment will be 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

Reverend O North
Chairman

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

CHARTERED ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS

We report on the accounts for the year ended 31 March 2007 set out on page 5 to 11

Respective responsibilities of directors and reporting accountants

As described on page 3 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)

Newman & Co

Waveney Accountants Ltd
T/A Newman & Co
Chartered Accountants
4b Church Street
Diss
Norfolk
IP22 4DD

Date 10/1/2008

DISS &DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 March 2007

	Note	Unrestricted Funds	Restricted Funds	Total 2007	Total 2006
		£	£	£	£
INCOMING RESOURCES					
Grant received	3	40,326	-	40,326	45,495
Donations	4	10,719	14,000	24,719	14,951
Activities in furtherance of the Charity's objects – Fares		38,428	-	38,428	36,973
Fundraising		2,297	-	2,297	-
Interest receivable		642	-	642	951
Miscellaneous income		1,628	-	1,628	119
Membership fees		3,272	-	3,272	2,882
Gift Aid Tax Rebate		228	-	228	-
TOTAL INCOMING RESOURCES		97,540	14,000	111,540	101,371
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising and publicity		1,826	-	1,826	779
Charitable expenditure					
Cost of activities in furtherance Of the charities objects		89,500	-	89,500	69,553
Management and administration		19,608	-	19,608	17,595
TOTAL RESOURCES EXPENDED	5	110,934	-	110,934	87,927
Net income/(expenditure) for the year		(13,394)	14,000	606	13,444
Gross Transfers between funds		14,000	(14,000)	-	-
Surplus for the year		606	-	606	13,444
Fund balances brought forward		£62,070	£-	£62,070	£48,626
Fund balances carried forward At 31 March 2007		£62,676	£-	£62,676	£62,070

The company has no recognised gains or losses other than the surplus for the year.

None of the company's activities were acquired or discontinued during the above financial periods

The notes on page 7 to 11 form part of these financial statements

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

BALANCE SHEET
At 31 March 2007

	Note	2007		2006	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		45,239		33,874
CURRENT ASSETS					
Debtors	8	9,606		11,344	
Cash at bank and in hand		8,831		19,230	
		18,437		30,574	
CREDITORS amounts falling due within one year	9	1,000		2,378	
NET CURRENT ASSETS			17,437		28,196
TOTAL ASSETS LESS CURRENT LIABILITIES			£62,676		£62,070
Unrestricted funds			62,676		62,070
Restricted funds	10		-		-
TOTAL FUNDS			£62,676		£62,070

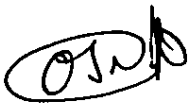
For the year ended 31 March 2007 the company was entitled to exemption from the requirement to have an audit under the provisions of S249A(1) of the Companies Act 1985 No notice has been deposited with the company under Section 249B(2) of that Act requiring an audit to be carried out

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

Director 

Approved by the Board

The notes on pages 7 to 11 form part of these financial statements

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS
For the year ended 31 March 2007

1. ACCOUNTING POLICIES

Accounting convention

The financial statements are prepared under the historical cost convention in accordance with the applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the charities (Accounting and Reports) Regulations 2005 issued under the Charities Act 1993

The charity has taken advantage of the exemption in FRS 1 from the requirement to produce a cash flow statement because it is a small charity

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal

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

Incoming resources from charitable trading activity are accounted for when earned

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

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries

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

NOTES TO THE ACCOUNTS
For the year ended 31 March 2007

Fixed assets

Fixed assets are stated at cost less accumulated 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 vehicles	25% reducing balance
Office equipment	25% reducing balance

2. DIRECTORS REMUNERATION AND RELATED PARTY TRANSACTIONS

None of those who held office as Directors of the Company received any remuneration for their services

Travel and administration costs amounting to £86 (£116 in 2006) were reimbursed to two directors No director or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year

3. GRANTS RECEIVED

	2007 £	2006 £
Countryside Agency	-	8,913
South Norfolk District Council	1,380	1,500
Suffolk County Council	15,446	8,273
Norfolk County Council	23,500	25,000
East Norfolk Small Grant	-	1,433
Suffolk Acre Grant	-	376
	£40,326	£45,495

4. DONATIONS

	2007 £	2006 £
Included within donations are the following amounts received from organisations and individuals		
New Bus Funders	14,000	7,000
Donations, raffles etc	9,044	5,461
Parish Councils	1,675	2,490
	£24,719	£14,951

NOTES TO THE ACCOUNTS
For the year ended 31 March 2007

5. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff Costs £	Other £	Depreciation £	Total 2007 £	Total 2006 £
Fundraising & publicity	-	1,826	-	1,826	779
Costs of activities in furtherance of the charities objects	55,249	25,509	8,742	89,500	69,553
Management & administration	17,175	1,595	838	19,608	17,595
	£72,424	£28,930	£9,580	£110,934	£87,927

	2007 £	2006 £
Staff Costs -		
Salaries	66,600	52,906
Social Security	5,307	3,893
Staff & Volunteer expenses	517	825
	£72,424	£57,624
Other support costs -		
Buses – Running costs	17,477	16,287
Sundry vehicle expenses	395	515
Rent, service charge & rates	1,053	596
Telephone, postage, printing & stationery	1,806	1,536
Insurance	4,550	3,404
Subscriptions	82	85
Sundry	146	618
	£25,509	£23,041
Other administrative costs -		
Accountancy	1,595	1,080
	£1,595	£1,080

6. NET INCOMING RESOURCES

	2007 £	2006 £
This is stated after charging		
Depreciation	£9,580	£5,403

NOTES TO THE ACCOUNTS
For the year ended 31 March 2007

7. TANGIBLE FIXED ASSETS

	Motor Vehicles £	Office Equipment £	Total £
Cost or valuation:			
At 1 April 2006	43,005	3,532	46,537
Additions in the year	21,515	90	21,605
Disposals	-	(675)	(675)
At 31 March 2007	£64,520	£2,947	£67,467
Depreciation:			
At 1 April 2006	11,621	1,041	12,662
Provided during the year	8,742	838	9,580
Eliminated on disposals	-	(14)	(14)
At 31 March 2007	£20,363	£1,865	£22,228
Net book value at 31 March 2007	£44,157	£1,082	£45,239
Net book value at 31 March 2006	£31,383	£2,491	£33,874

8. DEBTORS

	2007 £	2006 £
Debtors – BSOG	3,516	6,276
VAT	4,831	4,359
Prepayments	1,259	709
	£9,606	£11,344

9. CREDITORS amounts falling due within one year

	2007 £	2006 £
Creditors	£1,000	£2,378

NOTES TO THE ACCOUNTS
For the year ended 31 March 2007

10. RESTRICTED INCOME FUND

Restricted funds	As at 1.4.06 £	Incoming Resources £	Transfer £	Balance at 31.3.07 £
New bus fund	-	14,000	(14,000)	-

The new bus fund is reserved for contributing towards the cost of renewing vehicles £21,515 was invested in another vehicle in the year The resources have therefore been transferred to unrestricted funds

11. 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