

**DISS & DISTRICT COMMUNITY
TRANSPORT ASSOCIATION LIMITED**

Company Number: 4365607

Registered Charity Number: 1091986

UNAUDITED FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 MARCH 2011**

**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 2011

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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: B Greenway
F Thomas
T Wenman
A Kemp
C Kemp

Directors: H Smith - Appointed by SNDC (Deceased January 2011)
M Wilby - Appointed by NCC

Company Secretary: C Kemp

**Principal Address
And Registered Office:** First Floor Offices
Memorial Leisure Centre
Wilderness Lane
Harleston
Norfolk
IP20 9DD

Independent Examiners: Waveney Accountants Limited
T/A Newman & Co
4b Church Street
Diss
Norfolk
IP22 4DD

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT

For the year ended 31st March 2011

The directors submit these financial statements for the year ended 31st March 2011

GOVERNING DOCUMENT

Diss & District Community Transport Association Limited is a company limited by guarantee under company number 04365607 and is governed by its Memorandum and Articles of Association dated 1st February 2002

It is registered as a charity with the Charity Commission at the address of 4b Church Street, Diss, Norfolk IP22 4DD under charity number 1091986

The charity's principal address is First Floor Offices, Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk IP20 9DD

The charity is also known in the local area under the alternative name of The Border Hoppa There are currently 5 trustees (5 in 2010), each of whom agrees to contribute up to £1 in the event of the charity winding up

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 primarily 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

The board of directors continue to operate a three year rolling business plan which aims to secure a sustainable future for the company in the field of community transport

REVIEW OF YEAR

When planning our activities for the year, the trustees of Diss & District Community Transport Association Limited have considered the Commission's guidance on public benefit

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

We employ seven members of staff of whom three are part time They are well respected by our members for their caring nature that they bring to the business The day-to-day operational responsibility of the business is in the hands of the Transport Manager. Amanda Scott has undertaken this role throughout the year with skill and perseverance

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

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT CONTINUED

For the year ended 31st March 2011

service many special trips are organized. We also operate a group-hire service to enable local voluntary organisations to use our buses to take their members to meetings or on special outings by using our own, or volunteer drivers. This service has the benefit to Diss & District Community transport Association Limited of utilising some of our surplus capacity and cross-subsidising our core dial-a-ride business.

We continue to operate a school contract for Norfolk County Council, which raises funds to subsidise our core dial-a-ride business, by bringing in additional grant income during the year.

Fund raising is very important. Although we receive large grants from our local authorities, this money does not allow us to keep our fleet of buses modern. Methods of fundraising this year included the Christmas lunch and raffles and generous additional donations from our members, generating the sum of £2,634.

Some five town and parish councils gave donations/grants which totalled £1,780 and we received grants including Suffolk County Council, £21,275, Norfolk County Council, £28,511, South Norfolk Council, £22,244.

APPOINTMENT OF TRUSTEES

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 three 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

The charity directors (who are also the trustees) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT CONTINUED

For the year ended 31st March 2011

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 income and expenditure 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,
Observe the methods and principles in the Charities SORP,
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 2006, the Charities Act 2006 (especially the duty under section 4 of the 2006 Charities Act to have due regard to the guidance published by the Charity Commission, including public benefit guidance) and the Charity (Accounts and Reports) Regulations 2008. 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.

INDEPENDENT EXAMINERS

Newman & Co. were appointed as independent examiners 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 Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and the Companies Act 2006.

ON BEHALF OF THE BOARD:



Trevor Wenman - Chairman

Date 14/12/11

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

For the year ended 31st March 2011

I report on the accounts of the company for the year ended 31 March 2011, which are set out on pages 7 to 13

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 accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

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 you as 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 present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DISS & DISTRICT
COMMUNITY TRANSPORT ASSOCIATION LIMITED CONTINUED
For the year ended 31st March 2011**

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name


L R Newman

Qualification Fellow of the Institute of Chartered Accountants in England and Wales

Address

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

Date

19. 12. 2011

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING AN INCOME & EXPENDITURE ACCOUNT For the year ended 31st March 2011

	Note	Unrestricted Funds	Restricted Funds	Total 2011	Total 2010
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income					
Donations	3	2,634	-	2,634	2,431
Grant income	4	73,810	-	73,810	74,626
Gift aid tax rebate		-	-	-	179
Membership fees		60	-	60	60
Activities for generating funds		114	-	114	75
Investment income		102	-	102	144
Incoming resources from charitable activities					
Fares		41,026	-	41,026	41,102
Norfolk County Council Contract		16,235	-	16,235	15,683
TOTAL INCOMING RESOURCES		<u>133,981</u>	<u>-</u>	<u>133,981</u>	<u>134,300</u>
RESOURCES EXPENDED					
Costs of generating funds					
Costs of voluntary income		200	-	200	583
Fundraising trading, cost of goods sold and other costs		130,643	-	130,643	140,252
TOTAL RESOURCES EXPENDED	5	<u>130,843</u>	<u>-</u>	<u>130,843</u>	<u>140,835</u>
Net income/(expenditure) for the year		3,138	-	3,138	(6,535)
Gross Transfers between funds		-	-	-	-
Surplus/(deficit) for the year		<u>3,138</u>	<u>-</u>	<u>3,138</u>	<u>(6,535)</u>
Fund balances brought forward		<u>£92,458</u>	<u>£14,945</u>	<u>£107,403</u>	<u>£113,938</u>
Fund balances carried forward					
At 31 March 2011		<u>£95,596</u>	<u>£14,945</u>	<u>£110,541</u>	<u>£107,403</u>

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 9 to 13 form part of these financial statements

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

BALANCE SHEET

For the year ended 31st March 2011

	Note	2011		2010	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		32,864		43,724
CURRENT ASSETS					
Debtors	8		9,526		8,405
Cash at bank and in hand			<u>72,785</u>		<u>61,489</u>
			82,311		69,894
LIABILITIES					
Creditors falling due within one year	9		<u>4,634</u>		<u>6,215</u>
NET CURRENT ASSETS			77,677		63,679
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>£110,541</u>		<u>£107,403</u>
Unrestricted funds			95,596		92,458
Restricted funds	10		14,945		14,945
TOTAL FUNDS			<u>£110,541</u>		<u>£107,403</u>

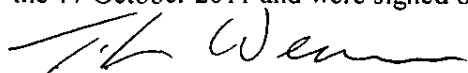
The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2011

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2011 in accordance with Section 476 of the Companies Act 2006

The Directors acknowledge their responsibility for

- ensuring the company keeps accounting records in accordance with Sections 386 and 387 of the Companies Act 2006, and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008) The financial statements were approved by the board on the 17 October 2011 and were signed on its behalf by



Trevor Wenman - Chairman

The notes on pages 9 to 13 form part of these financial statements

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31st March 2011

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 2008 issued under the Charities Act 2006

The charity has taken advantage of the exemptions available under the Financial Reporting Standards for Smaller Entities (effective April 2008)

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

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31st March 2011

1. 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 £Nil (£Nil in 2010) 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. DONATIONS

	2011 £	2010 £
Included within donations are the following amounts received from organisations and individuals		
New Bus Funders	-	-
Donations, raffles etc	2,634	2,431
	£2,634	£2,431
	=====	=====

4. GRANTS RECEIVED

	2011 £	2010 £
South Norfolk District Council	22,244	22,244
Suffolk County Council	21,275	21,371
Norfolk County Council	28,511	28,511
Parish Council	1,780	2,500
	£73,810	£74,626
	=====	=====

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31st March 2011

5. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff Costs £	Other £	Depreciation £	Total 2011 £	Total 2010 £
Fundraising & publicity	-	200	-	200	583
Costs of activities in furtherance of the charities objects	59,997	32,574	10,685	103,256	113,552
Management & administration	24,863	2,255	269	27,387	26,203
	<u>£84,860</u>	<u>£35,029</u>	<u>£10,954</u>	<u>£130,843</u>	<u>£140,338</u>

	2011 £	2010 £
Staff Costs -		
Salaries	79,671	78,567
Social Security	5,189	5,167
Staff & Volunteer expenses	-	1,126
	<u>£84,860</u>	<u>£84,860</u>
Other support costs -		
Buses – Running costs	20,432	29,700
Rent, service charge & rates	1,397	1,040
Telephone, postage, printing & stationery	2,893	1,818
Insurance	4,939	5,706
Repairs & renewals	434	223
Subscriptions	74	229
Sundry	796	304
Legal fees	1,609	-
	<u>£32,574</u>	<u>£39,020</u>
Other administrative costs -		
Accountancy	2,255	1,300
	<u>£2,255</u>	<u>£1,300</u>

6. NET INCOMING RESOURCES

	2011 £	2010 £
This is stated after charging		
Depreciation	<u>£10,954</u>	<u>£14,575</u>

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31st March 2011

7. TANGIBLE FIXED ASSETS

	Motor Vehicles £	Office Equipment £	Total £
Cost or valuation:			
At 1 April 2010	110,425	3,648	114,073
Additions in the year	-	94	94
At 31 March 2011	<u>£110,425</u>	<u>£3,742</u>	<u>£114,167</u>
Depreciation:			
At 1 April 2010	67,683	2,666	70,349
Provided during the year	10,685	269	10,954
At 31 March 2011	<u>£78,368</u>	<u>£2,935</u>	<u>£81,303</u>
Net book value at 31 March 2011	<u>£32,057</u>	<u>£807</u>	<u>£32,864</u>
Net book value at 31 March 2010	<u>£42,743</u>	<u>£982</u>	<u>£43,724</u>

8. DEBTORS

	2011 £	2010 £
Debtors – Bus service operators grant	2,703	5,665
VAT	1,498	1,403
Prepayments	5,325	1,337
	<u>£9,526</u>	<u>£8,405</u>

9. CREDITORS amounts falling due within one year

	2011 £	2010 £
Creditors	<u>£4,634</u>	<u>£6,215</u>

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31st March 2011

10. AMOUNTS PAYABLE TO THE INDEPENDENT EXAMINER

	2011 £	2010 £
External Scrutiny	1,275	1,275
Other Financial Services	650	600
	<u>£1,925</u>	<u>£1,875</u>

11. RESTRICTED INCOME FUND

	As at 01.4.10 £	Incoming Resources £	Transfer £	Balance at 31.3.11 £
Restricted funds				
New bus fund	14,945	-	-	14,945
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>

The new bus fund is reserved for contributing towards the cost of renewing vehicles

12. 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.