

**DISS & DISTRICT COMMUNITY
TRANSPORT ASSOCIATION LIMITED**

Company Number: 4365607

Registered Charity Number: 1091986

UNAUDITED FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 MARCH 2012**



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

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

Year Ended 31 March 2012

Index to the Financial Statements

	Page
Legal and Administrative Information	1
The Directors' Report	2 - 5
Independent Examiner's Report	6 - 7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 - 14

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: C Kemp - (Chairman)
F Thomas
G Doggett - From April 2011
B Riches - From April 2011
T Wenman - Resigned from office September 2012
A Kemp - Resigned from office September 2012

Directors: 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
Chartered Accountants
4b Church Street
Diss
Norfolk
IP22 4DD

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT

For the year ended 31st March 2012

The directors submit these financial statements for the year ended 31st March 2012

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 2011), each of whom agree 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 and complied with the duty in section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance

The company continues to develop in order to meet the ever increasing demands for public transport within the local area, which is of great public benefit to the inhabitants of the rural community in which it operates

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

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT CONTINUED

For the year ended 31st March 2012

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.

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.

Some six town and parish councils gave donations/grants which totalled £1,260 (£1,780 in 2011). We also received the following grants from County Councils during the year, Suffolk County Council £21,875 (£21,275 in 2011), Norfolk County Council £24,234 (£28,511 in 2011), South Norfolk Council £10,992 (£22,244 in 2011). Grant income for the year therefore totalled £58,101, which is a significant reduction of £15,709 on the £73,810 received during the previous 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 £3,791 which is an increase of £1,157 over the previous year.

The cost of providing the core services of the charity for the benefit of the community have increased during the financial year, mainly as a result of rising diesel costs and also the loss on disposal arising from the scrapping of a minibus during the financial year.

As a result of the above the unrestricted reserves of the company have decreased by £19,196 during the financial year to £76,400.

The restricted funds held by the company for the purpose of contributing towards new vehicles has remained unchanged at £14,945. It is likely that a new vehicle will be purchased at some point in the next financial year, which would utilise the balance available in this fund.

APPOINTMENT OF TRUSTEES

New trustees are recruited 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.

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT CONTINUED

For the year ended 31st March 2012

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).

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 2011 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.

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

DIRECTORS' REPORT CONTINUED

For the year ended 31st March 2012

ON BEHALF OF THE BOARD:



Charles Kemp - Chairman

Date *18th Dec 2012*

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 2012

I report on the accounts of the company for the year ended 31 March 2012, which are set out on pages 8 to 14

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. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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

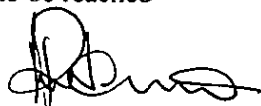
DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

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

For the year ended 31st March 2012

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 20.12.2012.

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING AN INCOME & EXPENDITURE ACCOUNT For the year ended 31st March 2012

	Note	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income					
Donations	3	3,791	-	3,791	2,634
Grant income	4	58,101	-	58,101	73,810
Gift aid tax rebate		81	-	81	-
Membership fees		180	-	180	60
Activities for generating funds		-	-	-	114
Investment income		138	-	138	102
Incoming resources from charitable activities					
Fares		41,353	-	41,353	41,026
Norfolk County Council contract		15,350	-	15,350	16,235
TOTAL INCOMING RESOURCES		<u>118,994</u>	<u>-</u>	<u>118,994</u>	<u>133,981</u>
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		130	-	130	200
Fundraising trading, cost of goods sold and other costs		134,856	-	134,856	128,387
Governance costs		2,929	-	2,929	2,256
TOTAL RESOURCES EXPENDED	5	<u>137,915</u>	<u>-</u>	<u>137,915</u>	<u>130,843</u>
Net (expenditure)/income for the year		(18,921)	-	(18,921)	3,138
Gross Transfers between funds		-	-	-	-
(Deficit)/Surplus for the year		<u>(18,921)</u>	<u>-</u>	<u>(18,921)</u>	<u>3,138</u>
Fund balances brought forward		<u>£95,596</u>	<u>£14,945</u>	<u>£110,541</u>	<u>£107,403</u>
Fund balances carried forward At 31 March 2012		<u>£76,675</u>	<u>£14,945</u>	<u>£91,620</u>	<u>£110,541</u>

The statement of financial activities includes all gains and losses recognised in the year, of which there was none other than the deficit for the year. All incoming resources and resources expended derive from continuing activities.

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

BALANCE SHEET

For the year ended 31st March 2012

	Note	2012		2011	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		23,660		32,864
CURRENT ASSETS					
Debtors	8	7,144		9,526	
Cash at bank and in hand		<u>64,013</u>		<u>72,785</u>	
		71,157		82,311	
LIABILITIES					
Creditors falling due within one year	9	<u>3,197</u>		<u>4,634</u>	
NET CURRENT ASSETS			67,960		77,677
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>£ 91,620</u>		<u>£110,541</u>
Unrestricted funds			76,675		95,596
Restricted funds	11		14,945		14,945
TOTAL FUNDS			<u>£ 91,620</u>		<u>£110,541</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2012

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2012 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 surplus or deficit 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 15th October 2012 and were signed on its behalf by


Charles Kemp - Chairman

Date 18th Dec 2012.

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31st March 2012

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

Direct 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 2012

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 have received any remuneration for their services

Travel and administration costs amounting to £Nil (£Nil in 2011) were reimbursed to the 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

	2012 £	2011 £
Included within donations are the following amounts received from organisations and individuals		
New Bus Funders	-	-
Donations, raffles etc	3,791	2,634
	£3,791	£2,634

4. GRANTS RECEIVED

	2012 £	2011 £
South Norfolk District Council	10,992	22,244
Suffolk County Council	21,875	21,275
Norfolk County Council	24,234	28,511
Parish Council	1,000	1,780
	£58,101	£73,810

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31st March 2012

5. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff Costs £	Other £	Depreciation £	Total 2012 £	Total 2011 £
Fundraising & publicity	-	130	-	130	200
Costs of activities in furtherance of the charities objects	55,296	36,830	7,685	99,811	103,256
Management & administration	34,843	2,929	202	37,974	27,387
	<u>£90,139</u>	<u>£39,889</u>	<u>£ 7,887</u>	<u>£137,915</u>	<u>£130,843</u>

	2012 £	2011 £
Staff costs -		
Salaries	84,971	79,671
Social security	5,168	5,189
	<u>£90,139</u>	<u>£84,860</u>
Other support costs -		
Buses – Running costs	25,701	20,432
Rent, service charge & rates	2,500	1,397
Telephone, postage, printing & stationery	2,023	2,893
Insurance	4,592	4,939
Repairs & renewals	201	434
Subscriptions	36	74
Sundry	610	796
Legal fees	-	1,609
Loss on disposal of motor vehicle	1,167	-
	<u>£36,830</u>	<u>£32,574</u>
Other administrative costs -		
Accountancy	2,929	2,255
	<u>£2,929</u>	<u>£2,255</u>

6. NET INCOMING RESOURCES

	2012 £	2011 £
This is stated after charging		
Depreciation	<u>£7,887</u>	<u>£10,954</u>

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31st March 2012

7. TANGIBLE FIXED ASSETS

	Motor Vehicles £	Office Equipment £	Total £
Cost or valuation:			
At 1 April 2011	110,425	3,742	114,167
Additions	-	-	-
Disposals	(12,800)	-	(12,800)
At 31 March 2012	<u>£ 97,625</u>	<u>£ 3,742</u>	<u>£101,367</u>
Depreciation:			
At 1 April 2011	78,368	2,935	81,303
Charge for year	7,685	202	7,887
Eliminated on disposal	(11,483)	-	(11,483)
At 31 March 2012	<u>£ 74,570</u>	<u>£ 3,137</u>	<u>£ 77,707</u>
Net book value at 31 March 2012	<u>£ 23,055</u>	<u>£ 605</u>	<u>£ 23,660</u>
Net book value at 31 March 2011	<u>£ 32,057</u>	<u>£ 807</u>	<u>£ 32,864</u>

8. DEBTORS

	2012 £	2011 £
Debtors – Bus service operators grant	2,534	2,703
VAT	1,813	1,498
Prepayments	2,797	5,325
	<u>£7,144</u>	<u>£9,526</u>

9. CREDITORS amounts falling due within one year

	2012 £	2011 £
Creditors	<u>£3,197</u>	<u>£4,634</u>

DISS & DISTRICT COMMUNITY TRANSPORT ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31st March 2012

10. AMOUNTS PAYABLE TO THE INDEPENDENT EXAMINER

	2012 £	2011 £
External Scrutiny	1,000	1,275
Other Financial Services	650	650
	<u>£1,650</u>	<u>£1,925</u>

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	23,660	-	23,660
Current assets	56,212	14,945	71,157
Current liabilities	(3,197)	-	(3,197)
	<u>76,675</u>	<u>14,945</u>	<u>91,620</u>
Net assets as at 31 March 2012			

12. MOVEMENT IN FUNDS

	At 1 st April 2011 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 st March 2012 £
Restricted Funds	14,945	-	-	-	14,945
Unrestricted Funds	95,596	118,994	(137,915)	-	76,675
	<u>110,541</u>	<u>118,994</u>	<u>(137,915)</u>	<u>-</u>	<u>91,620</u>
Total Funds					

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 any 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.