

Registered number: 04365607

Charity number: 1091986

Diss & District Community Transport Association Ltd

UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31/03/2016

Prepared By:
Blackbird Accountancy
Accountancy and taxation
The Old Rectory
Worlington
Bury St Edmunds
Suffolk
IP28 8RU

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COMPANIES HOUSE

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/03/2016**

TRUSTEES

Brian Maurice Riches
Francis Vivian Thomas
Charles Frederick Kemp, CPFA
Eric Alfred Bird

REGISTERED OFFICE

Half Moon Farm
Rushall
Diss
Norfolk
IP21 4QD

COMPANY NUMBER

04365607

CHARITY NUMBER

1091986

ACCOUNTANTS

Blackbird Accountancy
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Worlington
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**ACCOUNTS
FOR THE YEAR ENDED 31/03/2016**

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FOR THE YEAR ENDED 31/03/2016

TRUSTEES' REPORT

REVIEW OF THE YEAR

The principal activity of the charity in the year ended 31 March 2016 under review was the operation of a community bus service.

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 nine members of staff of whom two are part time. Our staff are well respected by our passengers for the caring nature that they bring to the business. The day-to-day operational responsibility of the business was in the hands of the Transport Manager, Lucy Edwards, who continues in her role 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 service, many outings are organised.

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 school contracts for Norfolk and Suffolk County Councils, which raises funds to subsidise our core dial-a-ride business by bringing in additional income during the year.

Some six town and parish councils gave donations/grants which totalled £1,000 (£2,950 in 2014/15). We also received the following grants from County Councils during the year; Suffolk County Council £17,298 (£18,758 in 2014/15); Norfolk County Council £30,858 (£30,526 in 2014/15); South Norfolk Council £11,800 (£11,800 in 2014/15). Our Big Lottery grant continues to be managed by Carole Tilston, and grant income during the year was £107,817. Grant income for the year therefore totalled £168,773 (£185,943 in 2014/15).

During the year, Brian Riches continued as Chairman. Alison Thomas, Elizabeth Dewhurst, Martin Wilby and Jane Marsh resigned during the year. Eric Bird has recently become a trustee.

The Directors and Trustees are pleased that over the year, underlying operations made a surplus of £22,589, with a deficit from the Big Lottery operations of £19,289 and net income on the Bus Club of £1,042. These results arise partly from having more school contracts, and partly from a move away from bus pass operations to membership services and greater income from Dial-a-Ride income. We strive to keep reserves to meet three months' normal expenditure.

FOR THE YEAR ENDED 31/03/2016

TRUSTEES' REPORT

Our passengers and others continue to support our successful New Bus lottery.

ACHIEVEMENTS AND PERFORMANCE

Operationally the Dial-A-Ride bus service has provided £31,908 in income this year, compared to £12,939 in 2015. Mileage in 2016 was 120,786 (108,580 2015). As a result of operating a services for members only, dial-a-ride income has increased significantly.

As a result of the above, the unrestricted reserves of the company have increased by £22,589 during the financial year to £113,637, except that £30,000 was spend on two new buses. The restricted funds held by the company for the purpose of contributing towards new vehicles was therefore used to defray these purchases and a transfer of £20,000 was made between the funds.

Passenger journeys for the year are: Norfolk 11,950 Suffolk 5,361.

STRUCTURE GOVERNANCE AND MANAGEMENT

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 under the Charity Commission at the address of Half Moon Farm, The Street, Rushall, Diss, Norfolk IP21 4QD under charity number 1091986.

The charity's principal address is Half Moon Farm, The Street, Rushall, Diss, Norfolk IP21 4QD.

The charity is also known in the local area under the alternative name of Borderhoppa.

There are currently 4 trustees each of whom agrees to contribute up to £1 in the event of the charity's 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 transported 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.

APPOINTMENT OF TRUSTEES

FOR THE YEAR ENDED 31/03/2016

TRUSTEES' REPORT

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 2011 part 18 (section 334).

RESERVES POLICY

The trustees have reviewed the reserves policy and consider it prudent to keep sufficient reserves, not invested in tangible 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 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 the period. In preparing those financial statements the directors are required to:-

select suitable accounting policies and then apply them consistently;

observe methods of principles in the Charities Statement of Recommended Practice (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 Commissioners, 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 EXAMINER

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31/03/2016

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

I report on the accounts of the company for the year ended 31/03/2016 .

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's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Chartered Accountants in England and Wales .

Having satisfied myself that the charity is not subject to an 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;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS STATEMENT

My examination was carried out in accordance with 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.

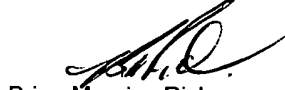
FOR THE YEAR ENDED 31/03/2016

TRUSTEES' REPORT

Elizabeth Klingaman MA FCA was appointed independent examiner to the charity and a resolution proposing her reappointment will be put to the Annual General Meeting.

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 30/06/2016



Brian Maurice Riches
Trustee

**INDEPENDENT EXAMINER'S STATEMENT
FOR THE YEAR ENDED 31/03/2016**

INDEPENDENT EXAMINERS 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

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

.....*Elizabeth Klugeman* MA FCA

Date: 30/06/2016

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The Old Rectory
Worlington
Bury St Edmunds
Suffolk
IP28 8RU
01638 711642

**Statement of Financial Activities
for the year ended 31/03/2016**

			2016	2015
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Incoming resources				
Incoming resources from generated funds				
Voluntary income	66,113	109,550	175,664	192,922
Investment income	254	-	254	321
Incoming resources from charitable activities	94,588	-	94,589	80,529
Total incoming resources	160,955	109,550	270,507	273,772
Resources expended				
Costs of generating funds				
Costs of generating voluntary income	-	691	691	1,010
Charitable activities	164,477	128,904	293,382	246,605
Governance costs	3,889	-	3,889	4,484
Total resources expended	168,366	129,595	297,962	252,099
Net incoming resources before transfers	(7,411)	(20,045)	(27,455)	21,673
Transfers between funds	20,000	(20,000)	-	-
Net movement in funds:				
Net income for the year	12,589	(40,045)	(27,455)	21,673
Total funds brought forward	91,047	82,722	173,769	152,095
Net funds carried forward	103,636	42,677	146,314	173,768

BALANCE SHEET AT 31/03/2016

	Notes	2016 £	2015 £
FIXED ASSETS			
Tangible assets	3	52,961	119,334
CURRENT ASSETS			
Debtors (amounts falling due within one year)	4	15,876	18,807
Cash at bank and in hand		<u>143,753</u>	<u>153,932</u>
		159,629	172,739
CREDITORS: Amounts falling due within one year	5	<u>20,471</u>	<u>38,851</u>
NET CURRENT ASSETS		139,158	133,888
TOTAL ASSETS LESS CURRENT LIABILITIES		192,119	253,222
CREDITORS: Amounts falling due after more than one year	6	<u>45,805</u>	<u>79,454</u>
NET ASSETS		<u>146,314</u>	<u>173,768</u>
CAPITAL AND RESERVES			
Unrestricted funds	8		
General fund		103,636	91,046
Restricted funds	9	<u>42,678</u>	<u>82,722</u>
		<u>146,314</u>	<u>173,768</u>

For the year ending 31/03/2016 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board of Trustees on 30/06/2016 and signed on their behalf by



 Brian Maurice Riches
 Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/03/2016**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Cash Flow Statement

The Company is exempt from including a statement of cash flows in its accounts in accordance with Financial Reporting Standard for Smaller Entities (effective January 2015).

1g. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Commercial Vehicles	reducing balance 25%
Equipment	reducing balance 25%

1h. Pension Costs

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

1i. Turnover

Turnover represents the invoiced value of goods and services supplied by the company, net of value added tax and trade discounts.

2. PENSION CONTRIBUTIONS

	2016	2015
	£	£
Pension contributions	117	-
	<u>117</u>	<u>-</u>

3. TANGIBLE FIXED ASSETS

	Commercial Vehicles £	Equipment £	Total £
Cost			
At 01/04/2015	245,859	5,636	251,495
Additions	-	49	49
Revaluation	(46,528)	-	(46,528)
At 31/03/2016	<u>199,331</u>	<u>5,685</u>	<u>205,016</u>
Depreciation			
At 01/04/2015	128,153	4,008	132,161
For the year	19,618	276	19,894
At 31/03/2016	<u>147,771</u>	<u>4,284</u>	<u>152,055</u>
Net Book Amounts			
At 31/03/2016	<u>51,560</u>	<u>1,401</u>	<u>52,961</u>
At 31/03/2015	<u>117,706</u>	<u>1,628</u>	<u>119,334</u>

4. DEBTORS

	2016	2015
	£	£
Amounts falling due within one year:		
Trade debtors	9,563	6,976
VAT	5,721	5,993
Other debtors	592	5,838
	<u>15,876</u>	<u>18,807</u>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade creditors	4,424	5,343
Taxation and social security	2,572	1,770
Other creditors	13,475	31,738
	<u>20,471</u>	<u>38,851</u>
<i>Included within other creditors are obligations under finance leases</i>	12,858	30,988

6. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2016	2015
	£	£
Other creditors	45,805	79,454
	<u>45,805</u>	<u>79,454</u>
Included in other creditors are:		
Obligations under finance leases	-	33,649

7. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31/03/2016 there were 3 members.

8. UNRESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
General fund	91,047	160,955	(168,366)	20,000	103,636
	<u>91,047</u>	<u>160,955</u>	<u>(168,366)</u>	<u>20,000</u>	<u>103,636</u>

9. RESTRICTED FUNDS

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
	£	£	£	£	£
Big Lottery Fund	59,545	107,817	(127,106)	-	40,256
Suffolk Innovation Grant	2,918	-	(1,798)	-	1,120
Bus Club	20,259	1,734	(691)	(20,000)	1,302
	<u>82,722</u>	<u>109,551</u>	<u>(129,595)</u>	<u>(20,000)</u>	<u>42,678</u>

Big Lottery Fund

Big Lottery Fund

Suffolk Innovation Grant

Suffolk Innovation Grant

Bus Club

Bus Club

**Incoming Resources
for the year ended 31/03/2016**

	2016	2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Grants		
Suffolk County Council	17,298	18,758
Norfolk County Council	30,858	30,861
Parish Council	1,000	2,950
South Norfolk District Council	11,800	11,800
Big Lottery Fund	<u>107,817</u>	<u>121,575</u>
	168,773	185,944
Donations		
Membership fees	3,791	2,812
Bus Club	1,734	2,024
Donations	<u>1,366</u>	<u>2,142</u>
	6,891	6,978
	<u>175,664</u>	<u>192,922</u>
Investment income		
Interest income	<u>254</u>	<u>321</u>
	254	321
	<u>254</u>	<u>321</u>
Incoming resources from charitable activities		
Fares	48,375	48,417
BSOG	6,261	3,680
County Council contracts	<u>39,953</u>	<u>28,432</u>
	94,589	80,529
	<u>94,589</u>	<u>80,529</u>
	<u>270,507</u>	<u>273,772</u>

**Resources Expended
for the year ended 31/03/2016**

	2016	2015
	£	£
Resources expended		
Costs of generating funds		
Costs Of Generating Voluntary Income		
Bus Club costs	691	744
Purchases	-	266
	<u>691</u>	<u>1,010</u>
	<u>691</u>	<u>1,010</u>
Charitable Activities		
Phone, Post & Stationery	3,939	3,014
Repairs and renewals	20	259
Sundry	-	536
Accountancy	1,500	2,335
Professional fees	506	-
Busses running costs	53,003	45,809
Finance lease charges	24,032	23,990
Advertising	7,173	2,143
Travelling	2,413	631
Marketing and Publicity	510	1,077
Training	265	1,490
Purchase of commercial vehicle	30,000	-
Purchase of computers	276	-
Heat and light	613	144
Rent	4,592	2,352
General wages	138,097	130,551
NIC employer (wages and salaries)	6,238	5,232
Pension contributions	117	-
Insurance	452	375
Bank charges	18	-
Depreciation of commercial vehicles	19,618	28,092
Profit on commercial vehicles disposal	-	(1,425)
	<u>293,382</u>	<u>246,605</u>
Governance Costs		
Accountancy	3,613	4,064
Depreciation computers	276	420
	<u>3,889</u>	<u>4,484</u>
	<u>297,962</u>	<u>252,099</u>