

INTERLOCH TRANSPORT

Directors

Ms A Close

Mr W Pirnie

Mr J Bell

Miss M Cunningham (resigned 14 November 2011)

Mr G. Allen

Ms C. Stewart

Secretary

To be appointed

Registered Office

C/o Riverbank Surgery

Kilmun

Argyll

PA23 8SE

Registered Number

SC304949

Charity Number

SC037541

ANNUAL REPORT AND UNAUDITED ACCOUNTS **FOR THE YEAR ENDED 31 MARCH 2012**

	<u>Pages</u>
Report of the Directors	1 – 4
Statement of Financial Activities	5
Balance Sheet	6 - 7
Notes to the Accounts	8 – 12
Independent Examiner's Report	13

SATURDAY



S1LEWFUW

SCT

10/11/2012

#58

COMPANIES HOUSE

INTERLOCH TRANSPORT
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2012

The directors have pleasure in presenting their report for the year ended 31 March 2012. The report is prepared in accordance with the recommendations of the Statement of Recommended Practice – Accounting and Reporting by Charities and complies with applicable law.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Directors. Under the requirements of the Memorandum and Articles of Association, the directors are elected to serve until the AGM following his/her election. They are then eligible for re-election.

The directors strive to ensure that the Board is representative of the community the organisation is set up to serve, and the membership is open to all.

Trustee Induction and Training

New trustees are provided with an information pack which includes the Mem and Arts of the organisation, the current operating plan and budget, and recent set of Board papers. Trustees are invited and encouraged to attend short training sessions to familiarise themselves with the charity and the context within which it operates. These are led by the existing Board members and cover:

- The obligations of the Board members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest accounts.
- Future plans and objectives.

Risk Management

The directors have assessed the major risks to which the company is exposed. These are currently related to the funding the organisation receives and the fact that funding is not necessarily guaranteed and has to be applied for on an ongoing basis.

In an organisation of this nature, the Board manages risk by preparing and reviewing regularly the management accounts and cash flow forecasts. This allows them to take any necessary steps to minimise the risk of not being able to meet future costs.

Organisational Structure

Interloch Transport has a Board of 5 Members who meet regularly and are responsible for the strategic direction and policy of the charity. The five members are from a variety of professional backgrounds relevant to the work of the charity. We continue to actively seek to increase the Board membership.

INTERLOCH TRANSPORT
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2012

Constitution and Objects

Interloch Transport is a recognised charity in Scotland and is also a company limited by guarantee incorporated on 4th July 2006. There is an optional membership subscription fee payable.

The principal objective of Interloch Transport is to provide a community transport service for such inhabitants of Cowal, Bute and its neighbourhood who are in need of such services because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

Achievements and Performance

During the period covered by the accounts, Interloch Transport assisted approximately 250 disadvantaged or disabled clients to access services on a regular basis. Interloch Transport received revenue funding of £124,344 in the financial year. The organisation currently employs 4 part-time and 7 relief staff.

The full and part time staff are supplemented by volunteers acting as client escorts or shopping assistants. These people, who give up their own time, allow Interloch to transport people who have greater needs and without them this sector of the community might otherwise be denied access to essential services.

In order to both raise the profile of the organisation, and to move towards a sounder financial footing, the Interloch Manager embarked on a fundraising campaign in December 2011. Over £2,000 was raised from sending out letters seeking donations from our client group and related networks. We were overwhelmed by the generosity of those who responded. In order to maintain momentum on this, an on-line donations system has now been put in place giving local residents a quick and easy way to donate in future fundraising drives.

Financial Information and Future Developments

The net incoming resources on unrestricted funds, which are operational reserves of the charity, were £(909) and on the restricted funds, were £20,000.

The charity will continue with the provision of a community transport service for Cowal and Bute.

Principal Funding Sources

The principal funding sources in the period of the accounts were grants received from RCTI (Rural Community Transport Initiative) through Argyll & Bute Council (ABC), ABC's Supporting People contract, LEADER and the Robertson Trust.

Investment Policy

Aside from aspirations to retain a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long term investment.

Reserves Policy

The Reserve Fund represents the unrestricted funds arising from operating results.

Ideally, the trustees would seek to retain 3 months operating costs in reserves, with a minimum where possible of £5k, but given the nature of the funding and the fact that many of our sources of funding are restricted reserves, this may be difficult to achieve.

INTERLOCH TRANSPORT
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2012

Plans for Future Periods

In considering our future plans for the organisation, we have taken the views of local residents into consideration, alongside local and national outcomes. We have looked at changing trends in demographics and the reductions in council care budgets and concluded that our next core project will be 'The Interloch Shopping Express'. This will be a dedicated shopping service, and though we remain primarily a passenger transport service, we will shop and deliver shopping on behalf of those who are housebound.

We are currently investigating a number of new potential income generating developments, including vehicle hire, a restructuring of fares and a prescription delivery service.

The organisation has been seeking to more actively promote the service over the last year, and because of the resultant increase in referrals, we are seeking to recruit more volunteers to assist with this influx.

The manager is currently working in partnership with Argyll Voluntary Action in bringing together a Community Transport (CT) proposal to the Change Fund in order to kick-start a pan Argyll CT network. If the Change Fund is not receptive it is intended that other funding sources will be secured.

New fundraising avenues have been identified with a further mailing and raffle planned. The manager is also considering a sponsored cycle.

We are looking into the possibility of vehicle advertising and a fine tuning of the fares structure in order to maximise our income generation.

Directors' Responsibilities

Law applicable to companies in Scotland requires the directors to prepare financial statements for each financial year which give a true and fair view of the company's financial position at the end of the year, and of its incoming resources and application of resources including income and expenditure for the financial year. In preparing financial statements, giving a true and fair view, the directors are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, 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 operation.

The directors are responsible for keeping proper accounting records which enclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INTERLOCH TRANSPORT
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2012

Directors

The Directors who served during the period were as follows:

- Ms A Close
- Mr J Bell
- Miss M Cunningham (resigned 14 Nov 2011)
- Mr W Pirnie
- Mr George Allen
- Ms Carolyn Stewart

Volunteers

Volunteers have given up their time to help with work at Interloch Transport .
We are greatly indebted to these volunteers for their commitment and support.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the directors and signed on their behalf

Ailsa E Close

Ms A Close
Director

20 September 2012

INTERLOCH TRANSPORT
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2012

	Notes	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>2012</u> <u>Total</u> £	<u>2011</u> <u>Total</u> £
Incoming Resources					
Incoming Resources from generated funds:					
Voluntary Income:					
- Donations	2	2,192	-	2,192	2,445
Activities for generating funds:					
- Investment Income	3	2	-	2	27
Incoming Resources from Charitable activities:					
- Grants	4	-	102,748	102,748	108,474
- Fees & Other Income	5	19,402	-	19,402	18,231
		-----	-----	-----	-----
Total Incoming Resources		21,596	102,748	124,344	129,177
		-----	-----	-----	-----
Resources Expended					
Costs of generating funds					
- Costs of generating voluntary income		-	-	-	-
- Fundraising trading: costs of goods sold and other costs					
		-	-	-	-
Charitable Activities	6	44,914	82,748	127,662	157,588
Other resources expended					
Governance Costs	6	360	-	360	1,231
		-----	-----	-----	-----
Total resources expended		45,274	82,748	128,022	158,819
		-----	-----	-----	-----
Net incoming resources before other recognised gains		(23,678)	20,000	(3,678)	(29,642)
Transfers in funds		-	-	-	-
<i>Other recognised gains</i>					
Gains on revaluation of investments		-	-	-	-
		-----	-----	-----	-----
Net movement in funds		(23,678)	20,000	(3,678)	(29,642)
<i>Reconciliation of funds</i>					
Total funds brought forward		22,769	-	22,769	52,411
		-----	-----	-----	-----
Total funds carried forward		(909)	20,000	19,091	22,769
		=====	=====	=====	=====

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

INTERLOCH TRANSPORT
BALANCE SHEET
AS AT 31 MARCH 2012

	<u>Note</u>	<u>2012</u> £	<u>2011</u> £
FIXED ASSETS			
Tangible Fixed Assets	9	742	990
CURRENT ASSETS			
Debtors & Prepayments	10	4,123	1,624
Cash at Bank and on Hand		17,002	23,249
		-----	-----
		21,125	24,873
		-----	-----
CREDITORS: Amounts falling due within one year	11	2,776	3,094
		-----	-----
NET CURRENT ASSETS		18,349	21,779
		-----	-----
TOTAL ASSETS LESS CURRENT LIABILITIES		19,091	22,769
CREDITORS: Amounts falling due after more than one year		-	-
		-----	-----
Net Assets		19,091	22,769
		=====	=====
<u>FUNDS</u>			
Unrestricted			
Reserve Fund		(909)	22,769
Restricted		20,000	-
		-----	-----
Total Charity Funds	13	19,091	22,769
		=====	=====

The Balance Sheet is continued on page 7.

INTERLOCH TRANSPORT
BALANCE SHEET
AS AT 31 MARCH 2012

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

For the financial year to 31 March 2012 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s.386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Signed on behalf of the board of directors.



.....
Ms A Close
Director

Approved by the board: 20 September 2012

The notes on pages 8 to 12 form part of these financial statements.

INTERLOCH TRANSPORT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2012

1 Accounting Policies

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) issued in March 2005 and the Companies Act 2006.

(b) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable.

(c) Investment Income

Income from investments is included in the SOFA in the year in which it is receivable.

(d) Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA.

(e) Fund Accounting

The nature and purpose of each fund are explained in the Report of the Directors.

(f) Fixed Assets & Depreciation

Fixed assets are included in the balance sheet at cost.

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

- Office Equipment	25% Reducing Balance
- Vehicle	33% Straight Line

(h) Nature of Costs allocated to governance

Governance costs include the costs of governance arrangements which relate to the general running of the charity.

(i) Cash Flow

The accounts do not include cash flow statement because the company as a small reporting entity is exempt from the requirement to prepare such a statement under Financial Reporting Standard for Smaller Entities (effective April 2008).

INTERLOCH TRANSPORT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2012

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2012</u>	<u>2011</u>
	£	£	<u>Total</u>	<u>Total</u>
			£	£
2				
<u>Donations</u>				
General	2,192	-	2,192	2,220
CO-OP	-	-	-	225
	-----	-----	-----	-----
	2,192	-	2,192	2,445
	=====	=====	=====	=====
	<u>Unrestricted</u>	<u>Restricted</u>	<u>2012</u>	<u>2011</u>
	£	£	<u>Total</u>	<u>Total</u>
			£	£
3				
<u>Investment Income</u>				
Interest on cash deposits	2	-	2	27
	=====	=====	=====	=====
4				
<u>Incoming Resources from Charitable Activities</u>				
	<u>Unrestricted</u>	<u>Restricted</u>	<u>2012</u>	<u>2011</u>
	£	£	<u>Total</u>	<u>Total</u>
			£	£
Grants				
- LEADER	-	1,653	1,653	7,897
- Rural Community Transport Initiative	-	32,696	32,696	48,408
- ABC Supporting People	-	60,000	60,000	40,000
- Robertson Trust	-	5,000	5,000	6,000
- BSOG	-	3,399	3,399	6,169
	-----	-----	-----	-----
	-	102,748	102,748	108,474
	=====	=====	=====	=====
5				
<u>Fees & Other Income</u>				
	<u>Unrestricted</u>	<u>Restricted</u>	<u>2012</u>	<u>2011</u>
	£	£	<u>Total</u>	<u>Total</u>
			£	£
Fares	12,095	-	12,095	9,651
Dial-a-Bus	7,307	-	7,307	7,764
Vehicle Hire	-	-	-	816
	-----	-----	-----	-----
	19,402	-	19,402	18,231
	=====	=====	=====	=====

INTERLOCH TRANSPORT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2012

6 Total Resources Expended

	<u>Basis of</u>	<u>Voluntary</u>	<u>Charitable</u>		<u>2012</u>	<u>2011</u>
	<u>Allocation</u>	<u>Income</u>	<u>Activities</u>	<u>Governance</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£	£	£
Costs directly allocated						
To activities						
Employee Costs	Direct	-	58,579	-	58,579	68,949
Travel Costs	Direct	-	-	-	-	1,220
Motor Expenses	Direct	-	29,742	-	29,742	22,266
Depreciation	Direct	-	248	-	248	20,267
Support costs allocated						
To activities						
Employee Costs	Direct	-	30,000	-	30,000	34,566
Travel	Direct	-	-	-	-	89
Repairs & Renewals	Direct	-	-	-	-	598
Subscriptions / Memberships	Direct	-	477	-	477	453
Training / Recruitment Costs	Direct	-	739	-	739	150
Volunteer Expenses	Direct	-	-	-	-	269
Office Management Costs	Direct	-	3,683	-	3,683	4,665
Insurance	Direct	-	2,568	-	2,568	3,560
Professional Fees	Direct	-	511	360	871	1,231
Marketing	Direct	-	820	-	820	95
Sundry Expenses	Direct	-	295	-	295	391
AGM Expenses	Direct	-	-	-	-	50
Total resources expended		-	127,662	360	128,022	158,819
		=====	=====	=====	=====	=====

7 Net Incoming / (Expended) Resources for the Year

	<u>2012</u>	<u>2011</u>
	£	£
This is stated after charging;		
Depreciation	248	20,267
	=====	=====

8 Taxation

As a charity Interloch Transport is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

INTERLOCH TRANSPORT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2012

9 Tangible Fixed Assets

	<u>Vehicles</u>	<u>Office Equipment</u>	<u>Total</u>
	£	£	£
<u>Cost</u>			
At 31 March 2011	89,813	3,812	93,625
Additions	-	-	-
Disposals	-	-	-
	-----	-----	-----
At 31 March 2012	89,813	3,812	93,625
	-----	-----	-----
<u>Depreciation</u>			
At 31 March 2011	89,813	2,822	92,635
Charge for the Year	-	248	248
On Disposal	-	-	-
	-----	-----	-----
At 31 March 2012	89,813	3,070	92,883
	-----	-----	-----
<u>Net Book Value</u>			
31 March 2012	-	742	742
31 March 2011	-	990	990
	=====	=====	=====

10 Debtors	<u>2012</u>	<u>2011</u>
	£	£
Grants	4,123	1,624
	=====	=====

11 Creditors: Amounts falling due within one year	<u>2012</u>	<u>2011</u>
	£	£
Trade Creditors	2,076	2,094
Accruals	700	1,000
	-----	-----
	2,776	3,094
	=====	=====

12 Analysis of Net Assets Between Funds

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>
	£	£	£
Tangible Fixed Assets	742	-	742
Current Assets	1,125	20,000	21,125
Current Liabilities	(2,776)	-	(2,776)
	-----	-----	-----
Net Assets at 31 March 2012	(909)	20,000	19,091
	=====	=====	=====

INTERLOCH TRANSPORT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2012

13 Funds

	<u>Restricted</u> £	<u>Unrestricted</u> £	<u>2012</u> <u>Total</u> £	<u>2011</u> <u>Total</u> £
Fund at 31 March 2011	-	22,769	22,769	52,411
Surplus/(Deficit) for Year	20,000	(23,678)	(3,678)	(29,642)
Transfers in Year	-	-	-	-
Fund at 31 March 2012	20,000	(909)	19,091	22,769
	=====	=====	=====	=====

The restricted fund represents grants from Argyll & Bute Council for Supporting People.

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
INTERLOCH TRANSPORT

I report on the accounts of the charity for the year ended 31 March 2012 which are set out on pages 1 to 12

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1)(d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:-

1. which gives reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not 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.



James R. B. Ross B.A. C A
66 John Street
Dunoon
Argyll, PA23 8BJ

20 September 2012