

REGISTERED COMPANY NUMBER: 02059997 (England and Wales)  
REGISTERED CHARITY NUMBER: 518275

**Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2017  
for**

**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.)**

DHB Accountants Limited  
Chartered Accountants  
Statutory Auditors  
110 Whitchurch Road  
Cardiff  
CF14 3LY



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.)**

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for the Year Ended 31 March 2017**

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**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.) (Registered number: 02059997)**

**Report of the Trustees  
for the Year Ended 31 March 2017**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**OBJECTIVES AND ACTIVITIES**

**Objectives, Operations, Organisation and Funding.**

VEST operates a fleet of specially adapted vehicles providing a door to door transport service to people for whom the use of conventional public transport presents difficulties due to restricted mobility through illness, age, disability or isolation. VEST serves the residents of Cardiff and the Vale of Glamorgan. It operates three services: Community Transport (CT), Dial-a-Bus and Ring & Ride (DR). CT is the purely charitable element of VEST. Both the DR services are operated on behalf of the Cardiff and Vale Local Authorities on a net cost recovery basis.

Community Transport currently owns and operates six large (16 or 17 seat) minibuses providing a scheduled transport service to Day Centres, clubs and charitable organisations such as the Stroke Association, Age Concern, the Parkinson's Disease Society and the Institute for the Blind. Around these scheduled bookings, and subject to the availability of vehicles and drivers, it also provides a transport facility to registered groups and individuals wishing to travel to and from any UK destination. Community Transport offers its services every day of the year.

DR provides two services. Dial-a-Bus operates one large (13 seat) minibus. It is a bookable, scheduled 'door to town centre and return' shopping service that runs each day except Sundays. It serves five areas of Cardiff on two and a half weekdays and the Vale of Glamorgan during the remainder of the week and Saturdays. Ring & Ride provides a bookable 'door to door' bus service within the City of Cardiff operating from 09:30 to 16:00, Monday to Thursday. 09.30 to 15.30 Friday. It has a fleet of six smaller minibuses. The DR fleet of seven vehicles is owned and capitalised by the Local Authorities.

The operation and finances of VEST are the responsibility of the Directors who are also Trustees under the Charities Act and hold their posts in an honorary capacity. In shaping the objectives for the year and planning its activities, the Board has considered the Charity Commissions guidance on public benefit. The Charity gives careful consideration to ensuring its activities are accessible to all eligible users from all aspects of the Community.

Overall day-to-day operation of VEST is the responsibility of a salaried full time manager paid from CT's funds, to which the Cardiff and Vale local authorities make a 15% gross salary contribution. Community Transport is dependent upon trained volunteer driver/carers to operate its services. At year-end two administrative staff and eight full-time drivers/carers were employed on the provision of the DR services. These staff are paid directly on an agency basis by the local authorities. The gross pay cost of DR staff during 2016/17 totalled £155,108. This sum does not go through the VEST accounts but is quoted in the published accounts to satisfy the Charity Commission's SORP requirements. In total 11 full time paid staff were employed by VEST during the year.

The main sources of funding for Community Transport are fares, grants from Cardiff County Council Adult Services Department, a bus services support grant, the local authority's manager's salary contribution, donations, fund raising activities and interest on Community Transport's reserves.

From May 2006 to April 2013 we provided all of our services within Wales free of charge due to the provision of a Welsh Assembly Government (WAG) free fares grant. Since then fares have been collected from customers of all services.



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.) (Registered number: 02059997)**

**Report of the Trustees  
for the Year Ended 31 March 2017**

**OBJECTIVES AND ACTIVITIES**

**Review of activities and future developments**

2016/17 was our tenth full year at our Portmanmoor site. In November 2011 and again in November 2016 we negotiated an extension of our 5-year lease on this site with our current landlord.

Overall, during 2016/17 we received 30,142 requests for service (down from 30,455 the previous year), of which the customers subsequently cancelled 2,542 (down from 2,647). We were unable to service 2,757 due to the unavailability of a vehicle or driver at the date and time required, so that we serviced 24,843 requests. Overall during the year we satisfied 90.0% of demand, carrying 49,594 passengers and the fleet covered 118,293 passenger-carrying miles.

Each year Community Transport (CT) needs to make a surplus of income over expenditure before vehicle depreciation of about £41k to service the vehicle replacement reserve. The current state of this reserve is satisfactory. Vehicles are replaced only when their reliability begins to cause concern. One new replacement vehicle was purchased in February and brought into service by March. The average age of the CT fleet at the end of 2016/17 was 6 years and 6 months.

There has been a significant increase in donations during the year to £3,250 (from £2,041). Fares income rose to a billed amount of £48,225 (from £46,566). The net result of all this is that we had a surplus of income over expenditure of £20,820.

We have been advised that some funding for BSSG will continue to be forthcoming.

Recorded data for VEST's safety statistics confirm no significant change in standards for the year (2016/2017). As in previous reporting periods, all incidents and accidents were investigated as a matter of routine, and were of a minor nature. Focused driver training is key to sustaining safety standards. Prior to being allowed to drive fleet vehicles, all drivers - whether volunteers or permanent staff - undergo training in compliance with the Minibus Driver Awareness Scheme (MiDAS) and its sister code of practice, Passenger Assistant Training Scheme (PATs). Both schemes, which have been developed by the Community Transport Association (CTA), are nationally recognised and designed to enhance minibus driving standards and promote safer operations.

Some marketing activities have been introduced to make the public at large more aware of the services we provide and how they can benefit from them. In particular, our old website has been replaced by a modern one with up to date articles, and descriptions of our activities and the help we can provide.

The composition of the Board unchanged during the year.

We are deeply indebted to our volunteers; without their excellent contribution the Community Transport service could not operate. Our sincere thanks are also due to our manager, Caroline Cook, and our admin staff and drivers for their hard work and outstanding commitment in providing these widely appreciated services.

There are no Restricted funds.

**FINANCIAL REVIEW**

**Risk Management**

the Trustees review the risks & uncertainties facing the charity on a regular basis in line with its adopted risk management policy.



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.) (Registered number: 02059997)**

**Report of the Trustees  
for the Year Ended 31 March 2017**

**FINANCIAL REVIEW**

**Reserves**

The board regularly review the required reserves of the charity. This review encompassed the nature of income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves. The Directors are aware of the need to continually monitor reserves, but are satisfied they currently have adequate resources to fulfil their requirements for the foreseeable future. During the year the charity's general reserve increased to £409,367.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

VEST is a company limited by guarantee, as defined by the Companies Act 2006 and is without share capital. The company is also a registered charity. It is governed by a Memorandum and Articles of Association that were last amended on 26 September 2013.

**Recruitment and appointment of new trustees**

The appointed trustees actively encourage and seek to identify appropriate persons to join the board as trustees. On appointment each new trustee is provided with a copy of the Memorandum and Articles of Association and the latest Trustees Annual Report and Accounts. Appropriate training and induction is provided to enable any new trustee to fulfil their duties.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

02059997 (England and Wales)

**Registered Charity number**

518275

**Registered office**

Unit 45  
Portmanmoor Road Industrial Estate  
Cardiff  
CF24 5HB

**Trustees**

D Palmer	Chairman
Ms C R Davies	Secretary
H Edney	
Prof M Healey	Treasurer
R C Green	
C L Witchard	

**Company Secretary**

Ms C R Davies

**Independent examiner**

Stephen Horrigan FCA  
Institute of Chartered Accountants in England and Wales  
DHB Accountants Limited  
Chartered Accountants  
Statutory Auditors  
110 Whitchurch Road  
Cardiff  
CF14 3LY



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.) (Registered number: 02059997)**

**Report of the Trustees  
for the Year Ended 31 March 2017**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Solicitors**

Leo Abse & Cohen  
40 Churchill Way  
Cardiff  
CF1 4SS

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of VOLUNTARY EMERGENCY SERVICE TRANSPORT (V.E.S.T.) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

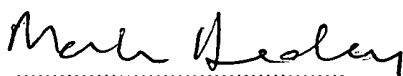
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on ..... 26/9/17 ..... and signed on its behalf by:



Prof M Healey - Trustee



**Independent Examiner's Report to the Trustees of  
VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.) (Registered number: 02059997)**

I report on the accounts for the year ended 31 March 2017 set out on pages seven to fourteen.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of 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 the 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 statements 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 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

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.



**Independent Examiner's Report to the Trustees of  
VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.) (Registered number: 02059997)**



Stephen Horrigan FCA  
Institute of Chartered Accountants in England and Wales  
DHB Accountants Limited  
Chartered Accountants  
Statutory Auditors  
110 Whitchurch Road  
Cardiff  
CF14 3LY

Date: 26/9/17



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.)**

**Statement of Financial Activities  
for the Year Ended 31 March 2017**

	Notes	2017 Unrestricted fund £	2016 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		342,339	326,554
Investment income	2	2,801	1,652
<b>Total</b>		<b>345,140</b>	<b>328,206</b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities		265,353	259,691
Other		58,967	62,835
<b>Total</b>		<b>324,320</b>	<b>322,526</b>
<b>NET INCOME</b>		<b>20,820</b>	<b>5,680</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		388,547	382,867
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>409,367</b>	<b>388,547</b>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.) (Registered number: 02059997)**

**Balance Sheet  
At 31 March 2017**

	Notes	£	2017 Unrestricted fund £	2016 Total funds £
<b>FIXED ASSETS</b>				
Tangible assets	7		83,422	98,586
<b>CURRENT ASSETS</b>				
Debtors	8		33,999	30,953
Cash at bank and in hand			303,613	268,114
			<u>337,612</u>	<u>299,067</u>
<b>CREDITORS</b>				
Amounts falling due within one year	9		(11,667)	(9,106)
<b>NET CURRENT ASSETS</b>			<u>325,945</u>	<u>289,961</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			409,367	388,547
<b>NET ASSETS</b>			<u>409,367</u>	<u>388,547</u>
<b>FUNDS</b>	10			
Unrestricted funds:				
General fund			409,367	388,547
<b>TOTAL FUNDS</b>			<u>409,367</u>	<u>388,547</u>

The notes form part of these financial statements



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.) (Registered number: 02059997)**

**Balance Sheet - continued  
At 31 March 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable 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 charitable company.

The financial statements were approved by the Board of Trustees on 26/9/17 and were signed on its behalf by:

  
Prof M Healey -Trustee

The notes form part of these financial statements



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.)**

**Notes to the Financial Statements  
for the Year Ended 31 March 2017**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants are recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

**Donations and gifts**

Donations and gifts are recognised when received.

Gifts in kind are accounted for at a reasonable estimate of their value to the charity. Donated services are included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and materials.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

**Taxation**

There is no taxation liability arising on these accounts as the company is a registered charity whose income and gains are applied exclusively for charitable purposes.



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.)**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2017**

**1. ACCOUNTING POLICIES - continued**

**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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. INVESTMENT INCOME**

	2017	2016
	£	£
Deposit account interest	2,801	1,652
	<u>2,801</u>	<u>1,652</u>

**3. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2017	2016
	£	£
Depreciation - owned assets	15,164	24,600
	<u>15,164</u>	<u>24,600</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.)**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2017**

**5. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	2017	2016
Manager	1	1
Assistant Administrators	2	2
Drivers	8	8
	<u>11</u>	<u>11</u>

No employees received emoluments in excess of £60,000.

VEST employees 11 people, a manager, 2 assistant administrators and 8 drivers. The manager is paid from CT funds, to which the local authorities contribute a supplementary grant of 15% of her gross pay cost. All other staff are employed by and paid direct by the local authorities on an agency basis. The total gross value of this agency payment during 2016/17 was £155,108.

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	326,554
Investment income	1,652
<b>Total</b>	<u>328,206</u>
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Charitable activities	259,691
Other	62,835
<b>Total</b>	<u>322,526</u>
<b>NET INCOME</b>	<u>5,680</u>
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	382,867
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>388,547</u></u>



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.)**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2017**

**7. TANGIBLE FIXED ASSETS**

	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2016 and 31 March 2017	248,821	22,019	270,840
<b>DEPRECIATION</b>			
At 1 April 2016	150,399	21,855	172,254
Charge for year	15,000	164	15,164
At 31 March 2017	165,399	22,019	187,418
<b>NET BOOK VALUE</b>			
At 31 March 2017	83,422	-	83,422
At 31 March 2016	98,422	164	98,586

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	2016 £
Trade debtors	1,155	1,822
Prepayments and accrued income	32,844	29,131
	33,999	30,953

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	2016 £
Other creditors	10,167	7,906
Accruals and deferred income	1,500	1,200
	11,667	9,106

**10. MOVEMENT IN FUNDS**

	At 1/4/16 £	Net movement in funds £	At 31/3/17 £
<b>Unrestricted funds</b>			
General fund	388,547	20,820	409,367
<b>TOTAL FUNDS</b>	388,547	20,820	409,367



**VOLUNTARY EMERGENCY SERVICE TRANSPORT  
(V.E.S.T.)**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2017**

**10. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	345,140	(324,320)	20,820
<b>TOTAL FUNDS</b>	<u>345,140</u>	<u>(324,320)</u>	<u>20,820</u>

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2017.

**12. ULTIMATE CONTROLLING PARTY**

There is no ultimate controlling party other than the trustees and members acting together.

**13. SHARE CAPITAL**

The charitable company is limited by guarantee and as such has no share capital. In the event of the charitable company being wound up, the liability of each member is limited to £1.

