

NEWHAM COMMUNITY TRANSPORT
REPORT OF THE DIRECTORS AND TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

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NEWHAM COMMUNITY TRANSPORT
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FOR THE YEAR ENDED 31 MARCH 2009

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NEWHAM COMMUNITY TRANSPORT

COMPANY INFORMATION

DIRECTORS AND TRUSTEES	Ellen Kemp Eric Gregory Benjamin Williams Jay Rashid James Hepworth	(Chair) (Vice-chair)
COMPANY SECRETARY	Joe Farrell	
REGISTERED OFFICE	Hallsville Road Canning Town London E16 1EE	
COMPANY NUMBER	2569833 (England and Wales) (Company limited by guarantee)	
CHARITY NUMBER	1016533	
OPERATIONS MANAGER	Joe Farrell	
ACCOUNTANTS	Nieman Walters Niman Ltd Registered Auditors and Chartered Certified Accountants 7 Bourne Court Southend Road Woodford Green Essex IG8 8HD	
BANKERS	National Westminster Bank Plc 386 Barking Road London E13 8JB	

NEWHAM COMMUNITY TRANSPORT
DIRECTORS' AND TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2009

The directors present their report with the financial statements for the year ended 31 March 2009.

PRINCIPAL ACTIVITY, AIMS AND ORGANISATION OF THE CHARITY

The charity is constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association, under which each member undertakes to contribute a sum not exceeding one pound in the event of a deficiency of assets on a winding-up. The company is a registered charity.

The principal activity continues to be to provide or assist in the provision of a passenger transport service in the London Borough of Newham for the use of individuals in specific need who by reason of their age, poverty, sickness, mental or physical disability are unable to use or have difficulty using public transport and for use by charitable organisations or for the charitable purposes of other voluntary organisations.

To achieve these objectives, the company operates a fleet of accessible and non-accessible minibuses for use by local community groups, assessment and training programmes for volunteer drivers.

Newham Community Transport is managed by trustees that are elected by the members of the charity. The trustees meet regularly to manage the affairs of the charity and receive reports from the manager who has responsibility for the daily operation of the Group Transport Service. The Driver Assessor/Trainer has specific responsibility for the training of the volunteer driver force. Other staff members have specific areas of responsibility that include volunteer recruitment and management, administration, bookings and vehicle maintenance.

In setting the objectives and planning the activities the Trustees give consideration to the Charity Commission's general guidance on public benefit.

RESULTS FOR THE YEAR

How our activities deliver public benefit

The main areas of NCT's charitable activity is the provision of a minibus based passenger transport service to registered member groups who wish to use NCT's services to meet their group travel needs.

Who used and benefited from our services

In accordance with our objectives we served 128 member organisations in 2008/9 covering a spectrum of community, voluntary and statutory organisations. The breakdown of those organisations served showed that 21% were youth, 16% schools and colleges, 14% services for the elderly, 13% churches, 12% social and health care, 7% sports, 6% local authority, 5% registered care homes, 6% others.

Passenger Group Transport Service

The service operated 10 vehicles, 6 accessible and 4 non accessible affording organisations the opportunity to select a vehicle suitable to the needs of its members.

There were 2,666 bookings during the year involving the carrying of approximately 37,000 passengers.

The total chargeable mileage was approximately 83,000 miles whilst the average trip length was 31 miles, which indicates that the use of the service is still mainly for local journeys.

Volunteer Drivers

The volunteer driver recruitment, training and management programme continued at the scaled down level during the year but still recruited and trained 43 new volunteer drivers and they, as well as a number of existing volunteer drivers, have been trained to the nationally recognised MIDAS standard. Newham Community Transport continues to support those volunteer drivers seeking to return to waged employment by providing the means to gain experience and improve their self-esteem.

NEWHAM COMMUNITY TRANSPORT
DIRECTORS' AND TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2009

Vehicle Brokerage

NCT operates a brokerage scheme for those member organisations that operate their own minibuses whereby NCT uses its experience and skill to ensure that the vehicles are maintained and serviced in accordance with the appropriate legislation. This enables the organisations to concentrate on the service needs of their members whilst giving them the benefit of transport backup when required.

Financial review

The Statement of Financial Activities on page 6 shows a net deficit for the year of £40,772, which comprises a deficit on the unrestricted fund of £36,352 and a deficit on the restricted capital fund of £4420. Our reserves at the year end stand at £9,782 in total. The income and expenditure for the year are set out in detail on pages 13 and 14.

The Trustees wish to acknowledge the support that is given to Newham Community Transport by its volunteers, staff, members, funders and suppliers.

The Trustees extend their thanks to Newham Council, The City Bridge Trust and The Community Fund for their past and present support in the continued operation and development of Newham Community Transport.

FUTURE PROSPECTS

As reported last year there have been a number of changes that have had an impact on the financial stability of Newham Community Transport, the removal of the local authority revenue support grant, the increase in the rent charge for the premises in Hallsville Road and increased vehicle running costs being the main influences. The outcome of these changes was that charges for the transport service had to be increased substantially at 1st April 2008 this, unfortunately, contributed to the downturn in trade which is represented by the deficit for the year to 31st March 2009. The Management Committee took the considered decision not to increase charges at 1st April 2009 as an increase would likely result in a further decline in trade

Financial monitoring to the end of September 2009 shows that the company's group passenger transport service traded at a small surplus but volunteer driver training programme traded at a small deficit for the period.

The Business Development Officer was appointed in May 2009, funded by a grant from The City Bridge Trust, and it is intended that once the induction period is complete he will take the lead role in developing the business strategy for the company. During his induction period he has undertaken detailed discussions with Newham Council in moving toward resolution of the rent issues surrounding the company's premises.

It must be noted that any deficit at the year end will need to be covered from reserves.

As reported in previous years, the ageing nature of the vehicle fleet is still of concern and various alternative ways of obtaining newer vehicles are continually being investigated. The vehicle replacement policy will form an integral part of the business strategy for the company.

The volunteer recruitment, training and management programme continues to be undertaken by existing staff.

As can be seen from the financial statements these continue to be very difficult times for Newham Community Transport but with the continued support of the trustees, volunteers, staff, members, funders and suppliers we shall prevail and continue to provide the service that the population of Newham deserves.

NEWHAM COMMUNITY TRANSPORT

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2009

DIRECTORS' RESPONSIBILITIES

Company law requires the directors, who are also the charity trustees, to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable and applicable accounting policies and then apply them consistently;
- 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 company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable it to ensure that the financial statements comply with the Companies Act 1985. 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

DIRECTORS AND TRUSTEES DURING THE YEAR

Ellen Kemp - Chair
Eric Gregory - Vice Chair
Kerry Dickson (resigned 14.1.09)
Benjamin Williams
Jay Rashid
James Hepworth

All directors of the company are also trustees of the charity and members of Newham Community Transport Management Committee.

In addition to the above, the following acted as trustees and members of Newham Community Transport Management Committee:

Martin Pike

At each Annual General Meeting, one third of the members (the longest serving) are obliged to retire from office. Each member so retiring is eligible for re-election. Trustees are sought through canvassing of member organisations for nominations and by way of direct appeal to the wider community. Newly appointed trustees are provided with relevant training where required.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the board on 16 December 2009 and signed on its behalf.


.....
E Kemp
DIRECTOR

NEWHAM COMMUNITY TRANSPORT
INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
NEWHAM COMMUNITY TRANSPORT

I report on the accounts for the year ended 31 March 2009 set out on pages six to twelve.

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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

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

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

Basis of 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 221 of the Companies Act 1985; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 226 of the Companies Act 1985 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.

Stuart Harris

Stuart Harris FCA ATII
Nieman Walters Niman Ltd
Chartered Certified Accountants
7 Bourne Court
Southend Road
Woodford Green
Essex
IG8 8HD

16 December 2009

NEWHAM COMMUNITY TRANSPORT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2009

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted	Restricted (capital)	Total 2009	Total 2008
INCOMING RESOURCES					
Incoming resources from charitable activities:					
Grants receivable		4,675	-	4,675	52,420
Hire charges		160,597	-	160,597	140,555
Membership fees		6,023	-	6,023	4,460
Driver training fees		3,562	-	3,562	3,192
Rent receivable		2,000	-	2,000	21,952
Sundry income		824	-	824	560
Bank deposit interest		1	-	1	3
Total Incoming Resources		177,682	-	177,682	223,142
RESOURCES EXPENDED					
Charitable activities:					
Costs of activities to further the charity's objects	2	203,633	4,420	208,053	226,311
Management and administration costs	3	8,251	-	8,251	8,053
Governance costs	4	2,150	-	2,150	3,000
Total Resources Expended		214,034	4,420	218,454	237,364
Net Incoming/(Outgoing) Resources		(36,352)	(4,420)	(40,772)	(14,222)
TOTAL FUNDS BROUGHT FORWARD		33,236	17,318	50,554	64,776
TOTAL FUNDS CARRIED FORWARD		(3,116)	12,898	9,782	50,554

There were no recognised gains or losses other than those recognised in the Income and Expenditure Account.

The notes form part of these financial statements

NEWHAM COMMUNITY TRANSPORT

BALANCE SHEET

AS AT 31 MARCH 2009

	Notes	2009	2008
FIXED ASSETS			
Tangible assets:			
Motor vehicles	8	13,047	18,553
Fixtures, fittings & equipment	8	1,266	1,259
		<u>14,313</u>	<u>19,812</u>
CURRENT ASSETS			
Debtors	9	48,487	66,249
Cash at bank and in hand		482	5,146
		<u>48,969</u>	<u>71,395</u>
CREDITORS: Amounts falling due within one year	10	<u>(53,500)</u>	<u>(40,653)</u>
NET CURRENT ASSETS/LIABILITIES		<u>(4,531)</u>	<u>30,742</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		9,782	50,554
NET ASSETS/(LIABILITIES)		<u>9,782</u>	<u>50,554</u>
FUNDS			
Unrestricted funds:			
General funds	11	(29,353)	6,204
Designated funds	11	<u>26,237</u>	<u>27,032</u>
		<u>(3,116)</u>	<u>33,236</u>
Restricted funds	12	12,898	17,318
		<u>12,898</u>	<u>17,318</u>
Total funds		9,782	50,554

The charitable company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 2009.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2009 in accordance with Section 249B(2) of the Companies Act 1985.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 221 of the Companies Act 1985 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 income and expenditure for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

ON BEHALF OF THE BOARD:



 E Kemp - DIRECTOR

Approved by the Board on 16 December 2009



 E Gregory - DIRECTOR

The notes form part of these financial statements

NEWHAM COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

1. Accounting Policies

Basis of preparation of accounts

The financial statements are prepared under historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing.

The financial statements have been prepared in compliance with the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005, applicable accounting standards and the Companies Act 1985.

The charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost (or value introduced) less depreciation. Depreciation is provided at rates calculated to write off the cost (or value introduced) of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles	25% reducing balance basis
Fixtures, fittings & equipment	25% reducing balance basis

Income

Income from grants is credited to the Statement of Financial Activities in the period to which it relates. Unexpended capital grants are carried forward to the period to which they relate. Other income represents the total invoice value of services rendered during the period excluding value added tax where applicable.

Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company in respect of the year.

Operating lease rentals

Rental paid under operating lease to London Borough of Newham for the rental of premises are charged to the Statement of Financial Activities as incurred.

Categories of funds

Restricted funds are those to be used for specified purposes as laid down by the provider of the funds. Related expenditure is allocated to the fund. The restricted capital fund relates to the fixed assets on which, in the event of their sale, the proceeds would be returnable to the provider of the original purchase funds.

Unrestricted general funds represent income received or generated for the objects of the charity without further specified purpose and are available as general funds. Related expenditure is allocated to the fund. During the year, this fund comprised Group Hire activities.

Unrestricted designated funds are those earmarked by the trustees for particular purposes. These relate to fixed assets not subject to any restriction and are also reserves for vehicle replacement, premises expenditure and Bus Service Operators Grant.

Management and administration costs

Management and administration costs relate to the costs of running the charity such as the costs of meetings, statutory compliance and a proportion of staff and other overhead costs.

NEWHAM COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

2	Direct charitable expenditure	2009	2008
		£	£
	Vehicle running costs	79,382	82,408
	Depreciation on vehicles	4,349	6,186
	Staff costs	77,480	75,630
	Rent and other premises costs	28,130	48,420
	Depreciation on fixtures, fittings and equipment	422	421
	Other expenses	18,290	13,246
		<u>208,053</u>	<u>226,311</u>
3	Management and administration costs	2009	2008
		£	£
	Staff costs	6,664	6,505
	Rent and other premises costs	399	688
	Other expenses	1,188	860
		<u>8,251</u>	<u>8,053</u>
4	Governance Costs	2009	2008
		£	£
	Audit fees	-	3,000
	Accountancy	2,150	-
		<u>2,150</u>	<u>-</u>
5	Net deficit for the year	2009	2008
		£	£
	The net deficit for the year is stated after charging:		
	Depreciation of tangible fixed assets		
	-owned by the charity	471	834
	-on which, in the event of their sale, proceeds would be returnable to the		
	Provider of the original purchase funds	4,300	5,773
	Operating lease rentals	23,520	23,520
	Audit fees	-	3,000
		<u>-</u>	<u>3,000</u>
6	Staff costs	2009	2008
		£	£
	Total emoluments paid to staff:		
	Wages and salaries	75,301	73,148
	Social security costs	6,376	6,525
	Pension costs	2,304	2,216
		<u>83,981</u>	<u>81,889</u>

No remuneration was paid to trustees in the year, nor were any expenses reimbursed to them. No employee received emoluments of more than £60,000. The average weekly number of staff employed was as follows:

		2009	2008
Direct charitable work	- Full time	2	2
	- Part time	1	1
Administrative	- Full time	-	-
	- Part time	1	1
		<u>4</u>	<u>4</u>

NEWHAM COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

7. Interest payable	2009	2008
	£	£
Bank interest	<u>1</u>	<u>39</u>
8. Tangible fixed assets		
a) Motor vehicles		
Cost (or value introduced)		
At 1 April 2008		132,697
Disposal		<u>(16,224)</u>
at 31 March 2009		<u>116,473</u>
Depreciation		
At 1 April 2008		114,144
Eliminated on disposal		<u>(15,067)</u>
Charge for the year		4,349
At 31 March 2009		<u>103,426</u>
Net book value		
At 31 March 2009		<u>13,047</u>
At 31 March 2008		<u>18,553</u>
b) Fixture, fittings and equipment		
Cost (or value introduced)		
At 1 April 2008 and		18,357
Additions		549
Disposals		<u>(832)</u>
At 31 March 2009		<u>18,074</u>
Depreciation		
At 1 April 2008		17,098
Eliminated on disposal		<u>(712)</u>
Charge for the year		422
At 31 March 2009		<u>16,808</u>
Net book value		
At 31 March 2009		<u>1,266</u>
At 31 March 2008		<u>1,259</u>

Included in the above are fixed assets on which, in the event of their sale, the proceeds would be returnable to the provider of the original purchase funds. The net book values of these assets at 31 March 2009 were as follows:

Fixed assets	<u>£ 12,898</u>
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All fixed assets were for direct charitable purposes.

NEWHAM COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

9. Debtors	2009	200		
	£	£		
Due within one year:				
Grants receivable	1,500	8,200		
Trade debtors	40,754	41,564		
Prepayments	5,179	7,165		
Value added tax	1,054	9,320		
	<hr/>	<hr/>		
	48,487	66,249		
	<hr/>	<hr/>		
10. Creditors: amounts falling due	2009	2008		
Within one year	£	£		
Bank loans and overdraft	12,068	-		
Trade creditors	11,929	10,460		
Other taxes and social security costs	4,060	4,336		
Accruals	25,443	25,857		
	<hr/>	<hr/>		
	53,500	40,653		
	<hr/>	<hr/>		
11. Unrestricted funds				
	Balance at	Income/	Expenditure/	Balance at
	1 April 2008	Transfers	Transfers	31 March 2009
	£	£	£	£
Designated funds:				
Fixed assets fund	2,494	549	1,628	1,415
Vehicle replacement fund	3,962	12,000	14,725	1,237
Premises fund	4,526	-	-	4,526
Bus Service Operators Grant fund	16,050	4,675	1,666	19,059
	<hr/>	<hr/>	<hr/>	<hr/>
	27,032	17,224	18,019	26,237
General Funds	6,204	177,682	213,239	(29,353)
	<hr/>	<hr/>	<hr/>	<hr/>
	33,236	194,906	231,258	(3,116)
	<hr/>	<hr/>	<hr/>	<hr/>

The expenditure from the vehicle replacement fund relates to vehicle leasing costs for two vehicles on three year leases.

The Bus Service Operators Grant fund income relates to grant claims. The expenditure on this fund relates to expenses on the driver training programme not funded from self-generated income as follows:

	£
Staff costs	2,938
Vehicle expenses	749
Administration Costs	1,541
	<hr/>
	5,228
Driver training fees	3,562
	<hr/>
	1,666
	<hr/>

NEWHAM COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

12. Restricted funds

	Balance at 1 April 2008	Income/ Transfers	Expenditure Transfers	Balance at 31 March 2009
Fixed assets	<u>17,318</u>	<u>-</u>	<u>4,420</u>	<u>12,898</u>

13 Analysis of net assets between funds

	Unrestricted £	Restricted (capital) £	Total £
Tangible fixed assets	1,415	12,898	14,313
Net current assets	(4,531)	-	(4,531)
	<u>(3,116)</u>	<u>12,898</u>	<u>9,782</u>

14 Commitments under operating leases

As at 31 March 2009, annual commitments under non-cancellable operating leases on land and buildings were as follows:

	2009	2008
Leases expiring: Between two and five years	<u>23,520</u>	<u>23,520</u>

The company has received a demand for rent arrears which it is disputing and so no provision has been made in these accounts.

15 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

NEWHAM COMMUNITY TRANSPORT
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2009

	2009	2008
INCOME		
Revenue Grants Receivable		
London Borough of Newham	-	48,420
Bus Service Operators Grant	4,675	4,000
	<u>4,675</u>	<u>52,420</u>
 Other Income Receivable		
Hire charges	160,597	140,555
Membership fees	6,023	4,460
Driver training fees	3,562	3,192
Rent receivable	2,000	21,952
Sundry income	824	560
Bank deposit interest (gross)	<u>1</u>	<u>3</u>
	<u>173,007</u>	<u>170,722</u>
Total income	177,682	223,142
 LESS: Expenditure (per schedule)	 213,239	 222,358
	<u> </u>	<u> </u>
Surplus/(deficit) for the year	(35,557)	784
Surplus at 1 April 2008	<u>6,204</u>	<u>5,420</u>
	(29,353)	6,204
 Designated funds at 31 March 2009		
Fixed asset fund	1,415	2,494
Vehicle replacement fund	1,237	3,962
Premises fund	4,526	4,526
Bus Service Operators Grant fund	<u>19,059</u>	<u>16,050</u>
	(3,116)	33,236
Restricted fixed asset fund at 31 March 2009	<u>12,898</u>	<u>17,318</u>
Total funds at 31 March 2009	<u>9,782</u>	<u>50,554</u>

NEWHAM COMMUNITY TRANSPORT

ANALYSIS OF EXPENDITURE

FOR THE YEAR ENDED 31 MARCH 2009

	2009	2008
	£	£
Vehicle Costs:		
Fuel	16,696	19,514
Repairs & maintenance	22,858	20,930
Insurance & road fund licenses	9,824	10,760
Hire charges	15,279	17,642
	<hr/> 64,657	<hr/> 68,846
Transfer to Bus Service Operators Grant fund	4,675	4,000
Driver training expenses financed from Bus Service Operators Grant fund	(1,666)	(1,837)
Transfer to fixed asset fund	12,549	3,000
Salaries, pensions and National Insurance	83,981	81,889
Rent & rates	22,156	42,675
Telephone	2,331	1,723
Light & heat	873	838
Insurance	3,482	3,240
Postage, printing & stationery	6,125	5,058
Training & recruitment	161	235
Travel & subsistence	2	11
Property repairs & maintenance	2,019	2,355
Office equipment maintenance	5,388	3,785
Cleaning material	1,318	1,129
Subscriptions & reference materials	546	864
Auditors remuneration	2,150	3,000
Bank charges and interest	1,349	858
Volunteers expenses	332	301
Sundry expenses	611	88
Bad debts	<hr/> 200	<hr/> 300
Total Expenditure	<hr/> 213,239	<hr/> 222,358