

Registered no. 2922015

**WEST NORFOLK COMMUNITY TRANSPORT PROJECT
LIMITED
(BY GUARANTEE)**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

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COMPANIES HOUSE

**MAPUS-SMITH & LEMMON LLP
48 KING STREET
KING'S LYNN
NORFOLK
PE30 1HE**

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED
(BY GUARANTEE)

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WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2014.

Reference and Administrative Details

Charity name: West Norfolk Community Transport Project Limited

Charity number: 1069180

Company number: 02922015

Registered office and operational address: St Augustine's Healthy Living Centre
Columbia Way
Kings Lynn
Norfolk
PE30 2LB

Auditors: Mapus-Smith & Lemmon LLP
48 King Street
Kings Lynn
Norfolk
PE30 1HE

Bankers: Lloyds TSB
21-23 High Street
Kings Lynn
Norfolk
PE30 1BP

Solicitors: Ward Gethin
8-12 Tuesday Market Place
Kings Lynn
Norfolk
PE30 1JT

Directors and Trustees

The directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year and since the year end were as follows:

Nicholas Smith (Chairman)	Charles Gunner
Pat French	Dorothy Dane
Peter Brown	Lawrence Vingoe – Resigned 14.11.13

The senior official to whom the day to day management of the charity is delegated by the charity Trustees is Dee Jackson, Paul Ruskin appointed as General Manager May 2014 and the other members of this management team are Fiona Matchett, Kendell Benefer and Mike Peel.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

Structure, Governance and Management

Governing Document

The charity is a company limited by guarantee governed by its Memorandum and Articles of Association dated 04 November 1996. It is registered as a charity with the Charity Commission.

Appointment of new Trustees

All members are invited to nominate Trustees, together with nominations from the management team and the existing Trustees. Those nominated and appointed are elected at the first AGM following appointment.

Trustee induction and training

When considering nominations of Trustees the requirement for any specialist skills needed are reviewed.

Trustees are encouraged to attend appropriate external training events when these will facilitate the undertaking of their role.

New Trustees attend an orientation meeting to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the various committees and decision making processes, the financial plan and recent financial performance of the charity. During this initial orientation programme they meet key employees and other Trustees.

Organisation

The project is administered by a committee containing up to 12 and no less than 3 Trustees and up to 5 co-opted Trustees. This committee meets 6 times per year. A separate Financial and Personnel Sub Group also meets 6 times per year and reports to the main committee.

To facilitate effective operations the senior official and the management team has delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance and employment.

Related parties

The project works in partnership with, and some of the projects services are partly funded by Norfolk County Council, the Borough Council of Kings Lynn and West Norfolk, Clinical Commissioning Group, North Norfolk District Council and Breckland District Council. The WNCTP also works in partnership with other schemes with similar objectives within Norfolk and bordering counties.

WNCTP has a fleet of 52 mini-buses, 8 small vehicles, 2 buses, 1 van and a car operating across West Norfolk, North Norfolk and Breckland. The project employs a General Manager, an Operations Manager, Transport Manager Finance Manager and 3 other administration staff, 4 project coordinators.

Our transport staffs consists of 62 drivers (including part-time & relief), 13 passenger assistants, 1 trainer and 3 workshop operatives (2 qualified mechanics, 1 apprentice mechanics and a maintenance/workshop administrator). Around 18 voluntary bus drivers and 54 volunteer car drivers help us to provide our services.

WNCTP administers satellite transport projects which originated in the community and have a strong local identity. The Swaffham Transport Project (STP) was set up with project funding specific to that particular geographical area. Over 550 users are registered with the Project. The STP provides Dial-a-Bus journeys to Swaffham, Kings Lynn and Dereham. Shopmobility and Medical Equipment loans are provided in partnership with the British Red Cross. In Downham Market we provide a similar operation with Dial-a-Bus journeys into town from the surrounding area. We also operate Dial-a-Bus transport in the North Norfolk area around Wells and Fakenham. Flexibus services are operated from Shipdham.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

Risk Management

The Trustees have a risk management review which comprises

- a continuing review of the risks the charity may face;
- the establishment of systems and procedures to mitigate those identified risks and
- the implementation of procedures designed to minimise the potential impact on the charity should those risks materialise.

During the year we have commenced improving procedures in connection with the use of outsourced human resources.

Provision of services

During the year to March 2014 the West Norfolk Community Transport Project provided the following services:

Vehicle brokerage: Of voluntary sector and local authority mini-buses to ensure best use of existing transport resources.

Group hire: The provision of accessible transport to over 45 organisations in our area, regular journeys into day services are mixed with social/ recreational outings.

Dial-a-Bus: Demand-responsive door to door, rural and urban services aimed at increasing social inclusion among people with mobility problems and rural isolation.

Primary Healthcare: Non-emergency transport into rural and urban health centres and hospitals.

Shopmobility: A service which provides manual and electric wheel chairs, powered scooters and walking aids from St James multi-storey car park in the centre of town. Mobility equipment is also available in Fakenham and Swaffham. The service integrates well with existing transport services.

Transport contracts: On behalf of Travel and Transport, Community Services and Children's Services at the County Council, we transport school children and people with learning difficulties into schools and day services and older people in to day centre activities

Service level agreement: With NCC Children's Services and Community Services, to provide co-ordination of client transport across West Norfolk.

Hospital Transport:

We endeavour to use our volunteer car drivers for health and social wellbeing journeys and if that fails we have a list of reasonably priced local taxi companies to provide transportation across West Norfolk, this has proved to be a very successful and heavily used service.

We also had a short term contract with the Queen Elizabeth Hospital for discharge only patients which show in the accounts as a separate income stream.

Harpley Feeder Route

A service that feeds into the main Norfolk Green Bus route has been a great success with 307 passengers being transported in the month of May alone

Charity's main objectives for the year

These remain the provision of a passenger and goods transport service as noted in the objects of the charity. Providing

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

Subsidy of our flagship personal services Dial A Bus and Shop Mobility and to some extent medical transport from our income raised from commissioned/contract projects.

Charity's strategies for achieving stated objectives

Following on from last year's decision by the trustees to increase public sector capacity we extended services to other sectors to provide enhanced rural services.

Norfolk Community Transport Association has now been set up and is operating with WNCT as an active and contributing member.

Objectives of the charity for the public benefit

The objects of the charity are to provide or assist in the provision of a passenger and goods transport service for individuals who live within and around the District Council areas of King's Lynn and West Norfolk, Breckland and North Norfolk who by reason of their rural location, 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.

Review of charitable activities and achievements for the public benefit, including the financial review

The Trustees have had regard to the Charity Commission's guidance on public benefit and have sought to ensure that all activities undertaken have been in line with the charity's objectives.

The year to March 2014 has seen a large growth in our service provision while endeavouring to keep our costs low. The current economic climate has continued to reduce the grant funding which is available to the voluntary sector however our statutory partners have maintained are funding for this year. We will be pushing for further commissioned work from all sectors

Reserves policy

The Trustees have established a policy whereby the unrestricted funds the charity holds should be six months of the resources expended, which amount £674,971. At this level, the Trustees feel that they would be able to carry on with the charity's activities in the event of a significant drop in funding. If this unfortunate situation did arise any operating surplus made during this period would be donated at the discretion of the trustees to a local charity providing similar services

Plans for future periods

The successful Swaffham Flyer Project has enabled the further provision of a town circular route Swaffham town centre to Swaffham Tesco's

Expansion of the Flexi bus service

Workshop to be utilised by other Voluntary organisation

Review of Rurally isolated communities (DAB)

Partnership working with other VCO's (Equal Lives) to create expansion and further routes

Working with other CTO's and NCTA mutual aid, procurement

Review of IT hardware and Software

We are pushing to increase our group membership which will result in an increase in our group hire figure

Purchase our own property for future proofing of the charities sustainability

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

Trustees' responsibilities

Company law requires the trustees to prepare accounts that give a true and fair view of the state of affairs of the charity and of its income and expenditure for the financial year. In doing so, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure of information to auditors

In so far the trustees are aware:

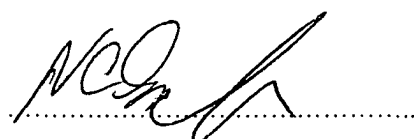
- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

The auditors, Mapus-Smith & Lemmon LLP, have indicated their willingness to accept re-appointment under Section 485 of the Companies Act 2006.

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

On behalf of the Trustees



N Smith (Chairman)

Date 23/11/2014

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

INDEPENDENT AUDITORS; REPORT TO THE MEMBERS OF WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

We have audited the financial statements of West Norfolk Community Transport Project Limited for the year ended 31 March 2014 which comprise the Statement of Financial Activities (including Income and Expenditure account), the Balance Sheet and the related notes. The financial reporting framework that has been applied is applicable law and the Financial Reporting Standard for Smaller Entities (Effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees' (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practice's Board Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implication for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the Companies Act 2006;

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED
(BY GUARANTEE)**

**INDEPENDENT AUDITORS; REPORT TO THE MEMBERS OF WEST NORFOLK COMMUNITY
TRANSPORT PROJECT LIMITED**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime.

SEdwards

Sharon Edwards FCA (Senior Statutory Auditor)
For and on behalf of Mapus-Smith & Lemmon LLP
Statutory Auditors

Date: *24/11/2014*

48 KING STREET
KING'S LYNN
NORFOLK
PE30 1HE

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2014

	Note	Unrestricted Funds	Restricted Funds	Total 2014	Total 2013
		£	£	£	£
INCOMING RESOURCES					
<i>Activities for generating funds:</i>					
Operation of transport		1,223,495	-	1,223,495	1,030,412
Membership		455	-	455	900
<i>Voluntary income:</i>					
Grants and funding	4	310,646	91,211	401,857	303,964
<i>Investment income:</i>					
Bank interest receivable	5	2,027	-	2,027	1,554
Other income	6	52,355	-	52,355	1,272
TOTAL INCOMING RESOURCES		<u>1,588,978</u>	<u>91,211</u>	<u>1,680,189</u>	<u>1,338,102</u>
RESOURCES EXPENDED					
<i>Charitable activities</i>					
Cost of operation of transport	8	1,276,494	-	1,276,494	1,200,107
Management and administration of the charity	9	67,586	2,581	70,167	55,916
Governance costs	10	3,280	-	3,280	7,745
TOTAL RESOURCES EXPENDED		<u>1,347,360</u>	<u>2,581</u>	<u>1,349,941</u>	<u>1,263,768</u>
NET INCOME FOR THE YEAR		241,618	88,630	330,248	74,334
RECONCILIATION OF FUNDS					
Retained funds brought forward		680,118	-	680,118	605,784
Restricted funds movement		88,630	(88,630)	-	-
RETAINED FUNDS CARRIED FORWARD	15	<u>1,010,366</u>	<u>-</u>	<u>1,010,366</u>	<u>680,118</u>

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

BALANCE SHEET AT 31 MARCH 2014

	Note	2014 £	2013 £
FIXED ASSETS			
Tangible assets	11	448,427	275,819
CURRENT ASSETS			
Debtors	12	279,352	230,135
Cash at bank and in hand		407,800	273,474
		<u>687,152</u>	<u>503,609</u>
CREDITORS			
Amounts falling due within one year	13	<u>(125,213)</u>	<u>(99,310)</u>
NET CURRENT ASSETS		561,939	404,299
NET ASSETS		<u>1,010,366</u>	<u>680,118</u>
THE FUNDS OF THE CHARITY			
Unrestricted funds	15	1,010,366	680,118
Restricted funds	15	-	-
TOTAL CHARITY FUNDS		<u>1,010,366</u>	<u>680,118</u>

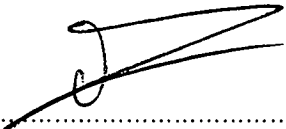
WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

BALANCE SHEET AT 31 MARCH 2014 (CONT)

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

These financial statements were approved and authorised for issue by the board on ...23/11/2014.....

ON BEHALF OF THE BOARD


.....
Peter Brown - TRUSTEE

The annexed notes form part of these financial statements.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

1. ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

Basis of Preparation of Financial Statements

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005), and the Charities Act 2011.

The effects of events in relation to the year ended 31 March 2014 which occurred before the date of approval of the financial statements by the Board of Trustees, have been included in the statements to the extent required to show a true and fair view of the state of affairs at 31 March 2014 and of the results for the year ended on that date.

Capitalisation of fixed assets

Tangible fixed assets are capitalised at original cost of acquisition. Donated tangible fixed assets which do not have a cost to the Charity are capitalised at their current value at the date of donation.

Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Office equipment	- 25% reducing balance basis
Bus and Shopmobility equipment	- 20% reducing balance basis
Motor vehicles	- 20% reducing balance basis

Leasing

Rentals paid under operating leases are charged to income as incurred.

Tangible fixed assets acquired under finance leases or hire purchase contracts are capitalised and depreciated in the same manner as other tangible fixed assets. The related obligations, net of future finance charges, are included in creditors.

Pension Costs

The company operates a pension scheme for the benefit of its employees. The scheme is a defined contribution scheme, and the contributions are charged against profits as they are paid.

Resources expended

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

- Costs of generating funds are those costs incurred in trading activities that raise funds.
- Charitable activities are those costs incurred by the charity in meeting its charitable objectives.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with the constitutional and statutory requirements.

Funds Structure

The Charity has a restricted income fund to account for situations where a donor requires that a donation must be spent on a particular purpose or where funds have been raised for a particular purpose. All other funds are unrestricted income funds. Included within unrestricted funds is a designated fund which is set aside by the trustees for expenditure on new vehicles in the following year.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014 (CONT)

Incoming Resources

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- The Donor specifies that the grant or donation must only be used in future accounting periods; or
- The Donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from commercial trading activities is recognised as earned (as the related goods and services are provided).

Investment income is recognised on a receivable basis.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as the related goods or services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when:

- Performance related grants are received in advance of the performances or event to which they relate.

2. OPERATING PROFIT

Operating profit is stated after charging/ (crediting):

	2014 £	2013 £
Loss/ (profit) on sale of fixed assets	384	6,544
Depreciation of tangible fixed assets	102,952	60,211
Auditor's remuneration:		
External audit	3,225	2,000
Other services – statutory accounts, computer support and grant forms	55	2,200
Bookkeeping	-	3,545
	<u> </u>	<u> </u>

3. TRUSTEES' REMUNERATION

There were no emoluments payable to any Trustees during the year.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014 (CONT)

4. GRANTS AND FUNDING

	2014 £	2013 £
Norfolk Health Authority	26,014	26,014
B.C.K.L.W.N	8,333	8,333
Norfolk County Council	41,249	40,440
Travel & Transport Services	78,402	76,849
Travel & Transport Services – Thetford Age Concern	4,680	-
COWA Apprentice Funding	2,581	-
Small Vehicle Replacement Fund	83,950	-
NCF Grant	2,000	-
Bus Scheme	64,689	64,689
Docking community bus	4,568	4,395
Shopmobility - B.C.K.L.W.N	16,665	16,665
Donations	196	325
Sale of books	-	9
Swaffham - Travel & Transport Services	14,141	13,474
Donations	131	126
Bus Scheme	-	-
Castle Acre community car scheme	850	880
Swaffham Flyer	48,484	48,072
Breckland Council	4,924	3,693
	<u>401,857</u>	<u>303,964</u>

5. OTHER INTEREST RECEIVABLE AND SIMILAR INCOME

	2014 £	2013 £
Bank interest	<u>2,027</u>	<u>1,554</u>

6. OTHER INCOME

	2014 £	2013 £
Donations	162	243
Sundry income – including special and private transport arrangements	34	1,029
Insurance Profit Share	4,049	-
Flexibus Vehicles	48,000	-
Scooter Sales	110	-
	<u>52,355</u>	<u>1,272</u>

7. TAXATION

There is no tax charge for the year.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED
(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014 (CONT)

8. COST OF OPERATION OF TRANSPORT

		2014	2013
		£	£
Staffing -	Admin - salaries	252,692	276,321
	Travel	2,578	1,599
	Training costs	262	(3,183)
Transport -	Salaries	374,039	344,237
	Fuel	62,588	94,592
	Vehicle rental	2,238	9,285
	Vehicle running expenses	61,770	71,749
	Insurance	40,330	39,027
	Depreciation of motor vehicles	95,145	55,579
	Loss/ (profit) on sale of assets	384	6,544
Shopmobility -	Equipment maintenance	1,120	2,180
	Salaries	— 24,293	24,204
	Insurance	344	344
Swaffham -	Vehicle fuel	28,846	35,126
	Vehicle repairs	22,537	24,589
	Vehicle insurance	7,823	7,847
	Castle Acre Car Scheme	599	564
	Salaries	101,295	97,833
	Sundries driver/escort	1,695	941
Flexibus -	Vehicle fuel	44,221	20,727
	Vehicle repairs	21,585	17,263
	Vehicle insurance	7,011	-
	Salaries	123,099	72,739
		<u>1,276,494</u>	<u>1,200,107</u>

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014 (CONT)

9. MANAGEMENT AND ADMINISTRATION

	2014	2013
	£	£
Subscription and membership	493	211
Telephone	5,937	4,301
Postage and stationery	3,559	4,184
Computer maintenance	2,216	1,628
Rent	17,849	17,799
Bank charges	350	143
Entertaining	-	1,507
Cleaning	1,393	1,361
Staff welfare	491	523
Sundry	15,876	6,670
Depreciation of fixed assets	7,807	4,632
Legal & professional fees	2,744	1,550
Bad debts	450	-
Shopmobility - Subscriptions	-	170
Telephone	230	211
Internet	277	478
Postage and stationery	650	797
Sundry	1,937	1,887
Swaffham - Postage and stationery	204	163
Parking fees	1,980	1,710
Telephone	1,052	649
Sundry	167	826
Hire of office	1,926	3,268
Insurance	344	344
Council tax	-	265
Travel expenses	6	-
General expenses credit	-	(625)
Flexibus - Postage and stationery	26	23
Computer maintenance	-	165
Telephone	779	397
Internet	135	69
Sundry	89	610
Parking	1,200	-
	<u>70,167</u>	<u>55,916</u>

10. GOVERNANCE COSTS

	2014	2013
	£	£
Accountancy	3,280	7,745
	<u>3,280</u>	<u>7,745</u>

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED
(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014 (CONT)

11. TANGIBLE FIXED ASSETS

	Land and buildings £	Office, bus and shopmobility equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2013	37,225	60,981	597,212	695,418
Additions	2,837	18,537	272,294	293,668
Disposals	-	-	(64,333)	(64,333)
At 31 March 2014	<u>40,062</u>	<u>79,518</u>	<u>805,173</u>	<u>924,753</u>
Depreciation				
At 1 April 2013	-	43,917	375,682	419,599
Charge for the year	-	7,808	95,145	102,953
Elimination on disposals	-	-	(46,226)	(46,226)
At 31 March 2014	<u>-</u>	<u>51,725</u>	<u>424,601</u>	<u>476,326</u>
Net book value				
At 31 March 2014	<u>40,062</u>	<u>27,793</u>	<u>380,572</u>	<u>448,427</u>
At 31 March 2013	<u>37,225</u>	<u>17,064</u>	<u>221,530</u>	<u>275,819</u>

The net book value of motor vehicles includes £Nil (2013- £9,216) in respect of assets held under finance leases. The amount of depreciation in respect of such assets amounted to £Nil for the year (2013- £2,304).

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED
(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014 (CONT)

12. DEBTORS

	2014 £	2013 £
Trade debtors	215,232	167,790
Other debtors	64,120	62,345
	<u>279,352</u>	<u>230,135</u>

13. CREDITORS - AMOUNTS DUE WITHIN ONE YEAR

	2014 £	2013 £
Obligations under finance leases and hire purchase contracts	-	1,500
Trade creditors	94,869	76,294
Social security and other taxes	16,165	14,038
Other creditors	13,758	6,954
Pension contributions	421	524
	<u>125,213</u>	<u>99,310</u>

The obligations under hire purchase and finance leases are secured upon the asset for which they were used to purchase.

14. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014 (CONT)

15. TOTAL FUNDS

RESTRICTED FUNDS

Restricted funds of £91,211 were received during the year ended 31 March 2014. This represented a grant provided by the College of West Anglia (COWA) totalling £2,581, and two grants received from Norfolk County Council one for £4,680 and match funding totalling £83,950.

The grant from COWA was in relation to an apprentice mechanic employed by West Norfolk Community Transport and to be used to contribute towards the apprentice's employment costs.

The grant of £4,680 from Norfolk County Council was in relation to the purchase of Thetford Age Concern's Minibus totalling £6,500. It was agreed that West Norfolk Community Transport would continue to offer a service, where demand was required, for existing routes carried out by Thetford Age Concern.

The grant received from Norfolk County Council totalling £83,950 was one-off match funding to assist West Community Transport Project with vehicle replacements.

During the year ended 31 March 2014 all the funds were used for their intended purpose and there are no restricted funds carried forward.

UNRESTRICTED FUNDS

	At 1 April 2013 £	Incoming resources £	Outgoing resources £	Restricted funds movement £	At 31 March 2014 £
General fund	680,118	1,588,978	(1,347,360)	88,630	1,010,366
	<u>680,118</u>	<u>1,588,978</u>	<u>(1,347,360)</u>	<u>88,630</u>	<u>1,010,366</u>

Included within the general fund is a designated fund in respect of the replacement of vehicles:

	Vehicle replacement fund 2014 £
As at 1 April 2013	80,000
Transferred to/from the general fund	10,000
As at 31 March 2014	<u>90,000</u>

The vehicle replacement fund has been set at a level sufficient to fund the expected cost of the replacement of vehicles during the next 12 months.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014 (CONT)

16. PENSIONS

The charity operates a contributory pension scheme. It is a defined contribution scheme and contributions are charged in the statement of income and expenditure as they accrue. The charge for the year was £2,795 (2013 £3,144).

17. ANALYSIS OF STAFF COSTS

	2014 £	2013 £
Gross salaries and wages	954,957	854,854
Employers' social security costs	48,472	42,884
Pension costs	2,795	3,144
	<u>1,006,224</u>	<u>900,882</u>

No employee received emoluments of more than £60,000.

18. STAFF NUMBERS

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

	2014	2013
Drivers (including part-time drivers)	62	59
Passenger assistants	13	15
Trainers	1	1
Driver mechanics	3	3
Co-ordinators	2	2
General manager	1	1
Operational manager	1	1
Transport manager	1	1
Finance manager	1	-
Administrative staff	5	7
	<u>90</u>	<u>90</u>