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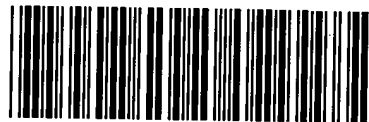
**WEST NORFOLK COMMUNITY TRANSPORT PROJECT
LIMITED
(BY GUARANTEE)**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

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

WEDNESDAY



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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 2015

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2015.

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	
Derek Howlett (appointed May 2015)	

The senior official to whom the day to day management of the charity in the year was delegated by the charity Trustees to Dee Jackson (left May 2014) and Paul Ruskin appointed as General Manager May 2014 (deceased January 2015) and the other members of this management team are Fiona Matchett, Kendell Benefer (left April 2015) and Mike Peel. Richard Pengelly was appointed as General Manager in July 2015 and Julie Bell as Finance Manager in April 2015.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

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. A resolution is to be put to the members at the 2015 AGM to update the governing document.

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 Groups, 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 56 mini-buses, 3 small vehicles, 1 van, 1 recovery vehicle and 4 cars operating across West Norfolk, North Norfolk and Breckland. The project employs a General Manager, an Operations Manager, Transport Manager, Finance Manager, 4 other administration staff and 2 project coordinators.

Our transport staffs consists of 86 drivers (including part-time & relief), 9 passenger assistants, 1 trainer and 4 workshop operatives (2 qualified mechanics, 1 apprentice mechanic and a maintenance/workshop administrator). Around 14 voluntary bus drivers and 31 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. In Downham Market we provide a similar operation with Dial-a-Bus journeys into town from the surrounding area. We also

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

operate Dial-a-Bus transport in the North Norfolk area around Wells and Fakenham. Flexibus services are operated from Shipdham.

In August 2014 a "Swaffham Flyer" service was started in conjunction with Tesco to provide demand response transport around Swaffham incorporating the new Tesco store.

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 2015 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 437 passengers being transported in the month of November alone.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

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 subsidy for our flagship personal services Dial A Bus, Shop Mobility and to some extent medical transport from the income raised from commissioned/contract and other projects.

Charity's strategies for achieving stated objectives

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

WNCT continues to be an active and contributing member of Norfolk Community Transport Association.

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 2015 has seen further growth in our service provision accompanied by continued cost control. The current economic climate has continued to reduce the grant funding which is available to the voluntary sector however our statutory partners have maintained our funding for this year. We shall be looking 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 £784,955. 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

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

Identify other income streams and continue to control costs

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

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 ..02-11-2015.....

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 2015 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 2015 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.



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

Date: 06/11/2015.....

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 2015

	Note	Unrestricted Funds	Restricted Funds	Total 2015	Total 2014
		£	£	£	£
INCOMING RESOURCES					
<i>Activities for generating funds:</i>					
Operation of transport		1,324,216	-	1,324,216	1,223,495
Membership		730	-	730	455
<i>Voluntary income:</i>					
Grants and funding	4	330,902	33,309	364,211	401,857
<i>Investment income:</i>					
Bank interest receivable	5	1,618	-	1,618	2,027
Other income	6	25,488	19,750	45,238	60,122
TOTAL INCOMING RESOURCES		<u>1,682,954</u>	<u>53,059</u>	<u>1,736,013</u>	<u>1,687,956</u>
RESOURCES EXPENDED					
<i>Charitable activities</i>					
Cost of operation of transport	8	1,473,526	9,579	1,483,105	1,284,261
Management and administration of the charity	9	78,165	3,730	81,895	70,167
Governance costs	10	4,910	-	4,910	3,280
TOTAL RESOURCES EXPENDED		<u>1,556,601</u>	<u>13,309</u>	<u>1,569,910</u>	<u>1,357,708</u>
NET INCOME FOR THE YEAR		126,353	39,750	166,103	330,248
RECONCILIATION OF FUNDS					
Retained funds brought forward		1,010,366	-	1,010,366	680,118
Restricted funds movement		39,750	(39,750)	-	-
RETAINED FUNDS CARRIED FORWARD	15	<u>1,176,469</u>	<u>-</u>	<u>1,176,469</u>	<u>1,010,366</u>

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

BALANCE SHEET AT 31 MARCH 2015

	Note	2015 £	2014 £
FIXED ASSETS			
Tangible assets	11	527,122	448,427
CURRENT ASSETS			
Debtors	12	340,199	279,352
Cash at bank and in hand		495,199	407,800
		<u>835,398</u>	<u>687,152</u>
CREDITORS			
Amounts falling due within one year	13	<u>(177,751)</u>	<u>(125,213)</u>
NET CURRENT ASSETS		657,647	561,939
PROVISIONS FOR LIABILITIES	14	(8,300)	-
NET ASSETS		<u><u>1,176,469</u></u>	<u><u>1,010,366</u></u>
THE FUNDS OF THE CHARITY			
Unrestricted funds	16	1,176,469	1,010,366
Restricted funds	16	-	-
TOTAL CHARITY FUNDS		<u><u>1,176,469</u></u>	<u><u>1,010,366</u></u>


WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

BALANCE SHEET AT 31 MARCH 2015 (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 02-11-2015

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 2015

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 2015 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 2015 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
Swaffham Flyer	- 35% reducing balance basis (year of acquisition) 20% reducing balance basis thereafter. The trustees felt that this policy better reflects the useful economic life of the asset.

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 2015 (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):

	2015 £	2014 £
Loss/ (profit) on sale of fixed assets	(1,224)	384
Depreciation of tangible fixed assets	135,404	102,952
Auditor's remuneration:		
External audit	3,600	3,225
Other services – statutory accounts, computer support and grant forms	1,310	55
Bookkeeping	-	-
	<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 2015 (CONT)

4. GRANTS AND FUNDING

	2015 £	2014 £
Norfolk Health Authority	26,014	26,014
B.C.K.L.W.N	8,333	8,333
Norfolk County Council	42,074	41,249
Travel & Transport Services	80,244	78,402
Travel & Transport Services – Thetford Age Concern	7,160	4,680
COWA Apprentice Funding	2,419	2,581
Small Vehicle Replacement Fund	-	83,950
NCF Grant	-	2,000
Bus Scheme	64,689	64,689
Docking community bus	4,179	4,568
Shopmobility - B.C.K.L.W.N	20,396	16,665
Donations	276	196
Swaffham - Travel & Transport Services	13,728	14,141
Donations	112	131
Castle Acre community car scheme	819	850
Swaffham Flyer	68,843	48,484
Grant – Swaffham Flyer	20,000	-
Breckland Council	4,925	4,924
	<u>364,211</u>	<u>401,857</u>

5. OTHER INTEREST RECEIVABLE AND SIMILAR INCOME

	2015 £	2014 £
Bank interest	<u>1,618</u>	<u>2,027</u>

6. OTHER INCOME

	2015 £	2014 £
Donations	148	162
Sundry income – including special and private transport arrangements	7,659	7,801
Insurance Profit Share	331	4,049
Flexibus Vehicles	37,100	48,000
Scooter Sales	-	110
	<u>45,238</u>	<u>60,122</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 2015 (CONT)

8. COST OF OPERATION OF TRANSPORT

		2015	2014
		£	£
Staffing -	Admin - salaries	268,981	252,692
	Travel	2,673	2,578
	Training costs	2,548	4,942
Transport -	Salaries	417,426	374,039
	Fuel	78,848	62,588
	Vehicle rental	1,393	2,238
	Vehicle running expenses	102,934	64,857
	Insurance	51,477	40,330
	Depreciation of motor vehicles	128,632	95,145
	Loss/ (profit) on sale of assets	(1,224)	384
Shopmobility -	Equipment maintenance	2,342	1,120
	Salaries	25,340	24,293
	Insurance	2,175	344
Swaffham -	Vehicle fuel	18,772	28,846
	Vehicle repairs	13,325	22,537
	Vehicle insurance	7,024	7,823
	Castle Acre Car Scheme	340	599
	Salaries	111,244	101,295
	Sundries driver/escort	1,079	1,695
Flexibus -	Vehicle fuel	44,752	44,221
	Vehicle repairs	24,525	21,585
	Vehicle insurance	6,508	7,011
	Salaries	171,991	123,099
		<u>1,483,105</u>	<u>1,284,261</u>

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (CONT)

9. MANAGEMENT AND ADMINISTRATION

	2015	2014
	£	£
Subscription and membership	480	493
Telephone	5,497	5,937
Postage and stationery	3,812	3,559
Computer maintenance	5,684	2,216
Rent	19,133	17,849
Bank charges	390	350
Cleaning	1,425	1,393
Staff welfare	494	491
Sundry	11,608	15,876
Depreciation of fixed assets	6,707	7,807
Legal & professional fees	7,778	2,744
Bad debts	-	450
Shopmobility - Subscriptions	200	-
Telephone	289	230
Internet	586	277
Postage, stationery and advertising	832	650
Sundry (including rent paid)	4,103	1,937
Swaffham - Postage, stationery and advertising	672	204
Parking fees	2,160	1,980
Telephone	1,291	1,052
Sundry	6	167
Hire of office	2,484	1,926
Insurance	344	344
Council tax	278	-
Travel expenses	-	6
Flexibus - Postage, stationery and advertising	83	26
Telephone	634	779
Internet	290	135
Sundry	105	89
Parking	4,530	1,200
	<u>81,895</u>	<u>70,167</u>

10. GOVERNANCE COSTS

	2015	2014
	£	£
Accountancy	4,910	3,280
	<u>4,910</u>	<u>3,280</u>

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (CONT)

11. TANGIBLE FIXED ASSETS

	Land and buildings £	Office, bus and shopmobility equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2014	40,062	79,519	805,173	924,754
Additions	1,325	3,229	221,507	226,061
Disposals		380	58,074	58,454
At 31 March 2015	<u>41,387</u>	<u>82,368</u>	<u>968,606</u>	<u>1,092,361</u>
Depreciation				
At 1 April 2014	-	51,726	424,601	476,327
Charge for the year	-	6,712	128,692	135,404
Elimination on disposals	-	167	46,325	46,492
At 31 March 2015	<u>-</u>	<u>58,271</u>	<u>506,968</u>	<u>565,239</u>
Net book value				
At 31 March 2015	<u>41,387</u>	<u>24,097</u>	<u>461,638</u>	<u>527,122</u>
At 31 March 2014	<u>40,062</u>	<u>27,793</u>	<u>380,572</u>	<u>448,427</u>

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (CONT)

12. DEBTORS

	2015 £	2014 £
Trade debtors	261,487	215,232
Other debtors	78,712	64,120
	<u>340,199</u>	<u>279,352</u>

13. CREDITORS - AMOUNTS DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade creditors	108,126	94,869
Social security and other taxes	18,378	16,165
Accruals and deferred income	50,096	13,758
Pension contributions	1,151	421
	<u>177,751</u>	<u>125,213</u>

Included within Accruals and deferred income is deferred income as follows:

	2015 £	2014 £
Deferred income brought forward at 1 April 2014	-	-
Additions	41,470	-
Utilised in year	-	-
	<u>41,470</u>	<u>-</u>
Deferred income carried forward at 31 st March 2015	<u>41,470</u>	<u>-</u>

The carried forward figure as at 31 March 2015 is made up as follows:

Vehicle grants - £40,000 – restricted income written off over an agreed 3 year term
 ShopMobility rent grant - £1,470 – restricted income written off over the period of the annual rental agreement

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (CONT)

14. PROVISIONS FOR LIABILITIES AND CHARGES

	2015 £	2014 £
Employment costs	5,500	-
Legal and professional	2,800	-
	<hr/>	<hr/>
	8,300	-
	<hr/>	<hr/>

This provision is in respect to an employee who claimed for unfair dismissal. The provision relates to legal costs and settlement costs paid in the current year to 31 March 2016, of which the obligation existed as at 31 March 2015.

15. COMPANY LIMITED BY GUARANTEE

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

16. TOTAL FUNDS

RESTRICTED FUNDS

Restricted funds of £53,059 were received during the year ended 31 March 2015. This represented four grants received from Norfolk County Council for £5,200, £7,160, £60,000 and £19,750 respectively, along with a grant provided by the College of West Anglia (COWA) totalling £2,419.

The grant of £5,200 was in relation to a contribution towards rent due on ShopMobility scooters held at St James Car Park in Kings Lynn, provided for disabled and hard of walking individuals for use in the town centre. This funding is being recognised in the SOFA over the annual rental period. The balance of £1,470 was included as deferred income as at 31 March 2015 (see note 13).

The grant of £7,160 from Norfolk County Council was in relation to costs relating to running a service for Thetford Age Concern. 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 grants received from Norfolk County Council totalling £60,000 and £19,750 were one-off match funding to assist West Norfolk Community Transport Project with vehicle replacements. The £60,000 funding was used for the purchase of a Swaffham bus to be used transporting customers to a new supermarket in the town over an agreed three year period. This funding is being recognised in the SOFA over a three year period. The balance of £40,000 was included as deferred income as at 31 March 2015 (see note 13).

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.

During the year ended 31 March 2015 all the funds were used for their intended purpose and there are no restricted funds carried forward.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (CONT)

16. TOTAL FUNDS cont

UNRESTRICTED FUNDS

	At 1 April 2014 £	Incoming resources £	Outgoing resources £	Restricted funds movement £	At 31 March 2015 £
General fund	1,010,366	1,685,373	1,559,020	39,750	1,176,469
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

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

	Vehicle replacement fund
	2015 £
As at 1 April 2014	90,000
Transferred to/from the general fund	30,000
As at 31 March 2015	<u>120,000</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.

17. 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 £6,133 (2014 £2,795).

18. COMMITMENTS UNDER OPERATING LEASES

The amounts payable in respect of operating leases shown below are analysed according to the expiry of the leases.

	2015 £
One year	-
Between two and five years	5,200
	<u>5,200</u>

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED

(BY GUARANTEE)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (CONT)

19. ANALYSIS OF STAFF COSTS

	2015 £	2014 £
Gross salaries and wages	1,055,757	954,957
Employers' social security costs	53,614	48,472
Pension costs	6,133	2,795
	<u>1,115,504</u>	<u>1,006,224</u>

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

20. STAFF NUMBERS

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

	2015	2014
Drivers (including part-time drivers)	67	62
Passenger assistants	11	13
Trainers	1	1
Driver mechanics	4	3
Co-ordinators	2	2
General manager	1	1
Operational manager	1	1
Transport manager	1	1
Finance manager	1	1
Administrative staff	7	5
	<u>95</u>	<u>90</u>

**THE FOLLOWING PAGES ARE FOR THE INFORMATION
OF THE TRUSTEES ONLY.**

THEY DO NOT FORM PART OF THE STATUTORY ACCOUNTS.

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015

	2015 £	2014 £
INCOME		
Dial-a- Ride and Surgeries	43,905	46,027
Norfolk Health Authority	26,014	26,014
K. L. W. N. B. C	8,333	8,333
Norfolk County Council	42,074	41,249
Membership Fees Clubs	730	455
Travel & Transport Services	80,244	78,402
Travel & Transport Services – Thetford Age Concern	7,160	4,680
COWA Apprentice Funding	2,419	2,581
Small Vehicle Replacement Fund	-	83,950
NCF Grant	-	2,000
Contracts	732,512	676,409
Insurance Profit Share	331	4,049
Flexibus Vehicles	37,100	48,000
Miscellaneous Income	7,807	7,963
Bus Services Operators Grant	64,689	64,689
Bank interest	1,618	2,027
Shopmobility	28,925	24,559
Swaffham	199,463	171,328
Docking community bus	4,179	4,568
Flexibus	448,510	390,673
	<u>1,736,013</u>	<u>1,687,956</u>
LESS EXPENDITURE		
Shopmobility expenses	35,867	28,851
Swaffham expenses	159,019	168,474
Flexibus	253,418	198,145
	<u>448,304</u>	<u>395,470</u>
Staffing		
Wages, salaries and employer's NI	268,981	252,692
Travelling expenses	2,673	2,578
Training costs	2,548	4,942
	<u>274,202</u>	<u>260,212</u>
Transport		
Wages, salaries and employer's NI	417,426	374,039
Leasing/Leasing Interest	1,393	2,238
Vehicle running expenses	102,934	64,857
Vehicle fuel	78,848	62,588
Insurance	51,477	40,330
	<u>652,078</u>	<u>544,052</u>
Administration		
Subscription & membership	480	493
Telephone	5,497	5,937
Postage and stationery	3,812	3,559
Computer expenses	5,684	2,216
Rent and rates	19,133	17,849
Bank charges	390	350
Auditors remuneration	4,910	3,280
Cleaning expenses	1,425	1,393
Staff welfare	494	491
Sundry	11,608	15,876
Legal and professional	7,778	2,744

WEST NORFOLK COMMUNITY TRANSPORT PROJECT LIMITED (BY GUARANTEE)

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015

	2015 £		2014 £	
Bad debts	-		450	
	<u>61,211</u>	(1,435,795)	<u>54,638</u>	(1,254,372)
Surplus for the year before depreciation		300,218		433,584
Depreciation of plant and machinery	6,707		7,807	
Depreciation of motor vehicles	128,632		95,145	
Loss/(profit) on disposal of selling fixed assets	<u>(1,224)</u>		<u>384</u>	
		(134,115)		(103,336)
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>166,103</u>		<u>330,248</u>