REGISTERED COMPANY NUMBER: 03951992 (England and Wales)
REGISTERED CHARITY NUMBER: 1081025

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Report of the Trustees and
Unaudited Financial Statements for the Year Ended

31st March 2016

for

Arun Co-ordinated Community Transport

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Matthews Hanton Limited 93 Aldwick Road Bognor Regis West Sussex PO21 2NW

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REGISTERED COMPANY NUMBER: 03951992 (England and Wales)

REGISTERED CHARITY NUMBER: 1081025

Report of the Trustees

for the Year Ended 31st March 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03951992 (England and Wales)

Registered Charity number

1081025

Registered office

Unit S3 Rudford Industrial Estate Ford Road, Ford Arundel Sussex BN18 0BD

Trustees

G J Paull Retiree
Mrs W M Squires Retiree

G R Coulson Electronics Engineer

H J Perris Retiree

J R Klanczkowski House Husband

J Davis Retiree - resigned 30.3.2016

Company Secretary

P C Austin

Independent examiner

Mrs N Merridue F.C.C.A Matthews Hanton Limited 93 Aldwick Road Bognor Regis West Sussex PO21 2NW

Solicitors

Timothy Pitt, Moyles, 15 Beach Road, Littlehampton, West Sussex, BN17 5HZ

Rankers

Barclays Bank Plc, Chichester, West Sussex

Caf Cash Ltd, P O Box 289, West Malling, Kent, ME19 4TA

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Arun Co-Ordinated Community Transport is a company limited by guarantee and a registered charity governed by its memorandum and articles of association dated 9 March 2000.

Appointment of trustees

Management committee members are elected individually at the Annual General Meeting. The management committee have the power to co-opt up to two further persons.

REGISTERED COMPANY NUMBER: 03951992 (England and Wales)

REGISTERED CHARITY NUMBER: 1081025

Report of the Trustees

for the Year Ended 31st March 2016

Induction and training of new trustees

New trustees are given the publications titled 'The Essential Trustee - what you need to know' and 'The Essential Trustee - an introduction' (Updated July 2015) as issued by the Charity Commission. They are also required to attend an induction at the charity's premises at a convenient date & time.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisation

The management committee, comprising not less than three persons, manages the charity. Decisions are made by the management committee by a majority of votes. In the case of an equality of votes the chairperson does not have a second or casting vote, but the matter may be referred to a general meeting of the charity.

Related parties

There were no related party transactions in the year.

Risk management

Risk assessments have been carried out to identify the following risks:-

- Lack of income
- Vehicle breakdowns
- The risk to clients getting in and out of vehicles
- The risk to clients moving between vehicles and their destination

All appropriate steps have been taken to ensure that these risks are minimised.

We continue to monitor the risk situation and to help us we are able to access advice as we are a member of the Community Transport Association (CTA).

OBJECTIVES AND ACTIVITIES

Objectives and activities

The objects of the charity are to provide transport to the inhabitants of Arun District and its environs who have need because of age, mental of physical disability, or poverty, and in particular but not to limit the generality of the foregoing to provide and maintain non-profit community transport services.

When planning our activities for the year, the Trustees' have considered the Commission's guidance on public benefit. The organisation was formed in 1996 to provide transport for the elderly, infirm and those unable to manage public transport by means of a Social Car Scheme, minibuses or wheelchair accessible vehicles known as our Dial-A-Ride service. The charity also runs weekly shopping buses for clients that are unable to use public transport. This service offers shopping trips to three major local supermarkets on set days and routes.

From April 2013 the Charity became VAT registered, which enables us to claim our VAT back for each financial year; this has proven to be a benefit to the Charity.

Today, the charity is run and managed from its premises based on the Rudford Industrial Estate in Ford, not far from Littlehampton Town Centre and still arrange transport solutions for the local community. The service currently transports around 3,450 clients each month primarily from within the Arun area who have difficulty using public transport due to a mobility or visual disability, illness, frailty, age or other impairment. As well as conveying clients to their respective appointments and as part of ACCT's ongoing commitment to prevent social isolation and loneliness within the community, the charity also organises weekly minibus trips to local visitor attractions, restaurants and shopping centres.

Community transport continues to play a key part in the transport world, hence the dismissal of what we achieve and the reluctance to recognise the essential services we provide to our community with practical assistance.

REGISTERED COMPANY NUMBER: 03951992 (England and Wales)

REGISTERED CHARITY NUMBER: 1081025

Report of the Trustees

for the Year Ended 31st March 2016

ACHIEVEMENT AND PERFORMANCE

In 2005/06 we conveyed	78,938
In 2006/07 we conveyed	76,077
In 2007/08 we conveyed	71,702
In 2008/09 we conveyed	69,163
In 2009/10 we conveyed	66,560
In 2010/11 we conveyed	· 59,194
In 2011/12 we conveyed	55,342
In 2012/13 we conveyed	53,318
In 2013/14 we conveyed	45,608
In 2014/15 we conveyed	40,770
In 2015/16 we conveyed	38,764 clients.

We are now line managing 1 vehicle and we own 8 vehicles, the 8 owned vehicles includes 5 owned minibuses and 3 owned wheelchair adapted vehicles. We also have 1 additional minibus on a two year lease agreement commencing on 8th May 2015 from the School Minibus Company which operates as the Arundel Community bus.

FINANCIAL REVIEW

Reserves policy

At 31 March 2016, the charity held reserves, excluding restricted funds and general funds represented by fixed assets for the charity's use, of £28,731. The levels of reserves that are held are to cover six month's worth of running costs and also to be available for minibus replacement, in respect of which we would hope to eventually have a 7 year replacement programme.

Principal funding sources

We have the following principle funding sources:-

West Sussex County Council Arun District Council Littlehampton Town Council

FUTURE DEVELOPMENTS

In 2015 the charity has gone through the transition of rebranding the charity, we have also re-logoed the vehicles. In the future we will also be working hard to raise awareness of our charity so more people can benefit from the services we offer. Our aim for 2016/17 is to raise funds to replace two of our older vehicles.

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

Approved by order of the board of trustees on

G J Paul - Trustee

Independent Examiner's Report to the Trustees of

Arun Co-ordinated Community Transport

REGISTERED COMPANY NUMBER: 03951992 (England and Wales)

REGISTERED CHARITY NUMBER: 1081025

I report on the accounts for the year ended 31st March 2016 set out on pages five to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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.

Mrs N Merridue F.C.C.A Matthews Hanton Limited 93 Aldwick Road

Bognor Regis West Sussex

PO21 2NW

Date: (5/8/16

Statement of Financial Activities for the Year Ended 31st March 2016

				2016	2015
		Unrestricted fund	Restricted funds	Total funds	Total funds
	Not	£	£	£	£
	es				*
INCOMING RESOURCES					
Incoming resources from generated funds	_		,	4.500	5 411
Activities for generating funds	2	4,599	-	4,599	7,411
Investment income	3	114	-	114	122
Incoming resources from charitable activities		100.007	52 625	104.464	127.222
Operation of community transport services		130,827	53,637	184,464	136,222
Other incoming resources		3,441		3,441	9,923
Total incoming resources		138,981	53,637	192,618	153,678
RESOURCES EXPENDED Charitable activities Operation of community transport services		133,701	25,506	159,207	154,767
Governance costs	4	3,620	-	3,620	2,473
Total resources expended		137,321	25,506	162,827	157,240
NET INCOMING/(OUTGOING) RESOURCES		1,660	28,131	29,791	(3,562)
RECONCILIATION OF FUNDS				. `	
Total funds brought forward		93,338	13,606	106,944	110,506
TOTAL FUNDS CARRIED FORWARD		94,998	41,737	136,735	106,944

Balance Sheet At 31st March 2016

		Unrestricted	Restricted	2016 Total funds	2015 Total funds
	Not es	fund £	funds £	£	£
FIXED ASSETS Tangible assets	9	130,873	41,737	172,610	145,937
CURRENT ASSETS Debtors Cash at bank and in hand	10	26,893 11,001	-	26,893 11,001	4,605 36,438
		37,894	-	37,894	41,043
CREDITORS				(0.1.42)	/a ===>
Amounts falling due within one year	11	(9,163)		(9,163)	(9,588)
NET CURRENT ASSETS		28,731	·	28,731	31,455
TOTAL ASSETS LESS CURRENT LIABILITIES		159,604	41,737	201,341	177,392
CREDITORS Amounts falling due after more than one year	12	(64,606)		(64,606)	(70,448)
NET ASSETS		94,998	41,737	136,735	106,944
FUNDS Unrestricted funds	13			94,998	93,338
Restricted funds				41,737	13,606
TOTAL FUNDS				136,735	106,944

Balance Sheet - continued At 31st March 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

G J Paull -Trustee

REGISTERED COMPANY NUMBER: 03951992 (England and Wales)

REGISTERED CHARITY NUMBER: 1081025

Notes to the Financial Statements for the Year Ended 31st March 2016

1. ACCOUNTING POLICIES

Accounting convention

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 Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

Fares income

Fares income is included in incoming resources when receivable.

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when receivable, except when donors specify that donations and grants given to the charity must be used in future accounting periods in which case the income is deferred until those periods.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, exclusive of VAT. Costs are allocated to governance costs on an actual basis, including independent examination and accountancy fees, and other costs associated with constitutional and statutory requirements.

Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost.

Tangible fixed assets are depreciated on a reducing balance basis over their estimated useful lives as follows:

Motor Vehicles - 25% Computer Equipment - 25%

Assets given for use by the charity are recognised as incoming resources when receivable at a reasonable estimate of their value to the charity.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

2. ACTIVITIES FOR GENERATING FUNDS

	2016	2015
	£	£
Donations	4,599	<u>7,411</u>

REGISTERED COMPANY NUMBER: 03951992 (England and Wales)

REGISTERED CHARITY NUMBER: 1081025

Notes to the Financial Statements - continued for the Year Ended 31st March 2016

3.	INVESTMENT INCOME	•	2016	2015
	Interest receivable		£ 114	£ 122
4.	GOVERNANCE COSTS		. 2016	2015
	Accountancy Other professional fees		£ 2,586 1,034	£ 1,654 819
		·	3,620	<u>2,473</u>
5.	NET INCOMING/(OUTGOING) RESOURCES	•,		
	Net resources are stated after charging/(crediting):		* *	
		•	2016 £	2015 £
	Depreciation - owned assets		14,465	5,574
	Other operating leases		-	309
	Surplus on disposal of fixed asset		<u> </u>	<u>(500</u>)

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2016 nor for the year ended 31st March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2016 nor for the year ended 31st March 2015.

7. STAFF COSTS

Wages and salaries	2016 £ <u>55,841</u>	2015 £ 60,697
The average monthly number of employees during the year was as follows:	-	
Community transport services	2016	2015

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

No employee earned more than £60,000 per annum.

8. LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding-up is limited to £1.

Notes to the Financial Statements - continued for the Year Ended 31st March 2016

^	~			~~~~
9.	TANGI	BLE EL	XED A	SSETS

9.	TANGIBLE FIXED ASSETS				
		Freehold		Computer	
		property	Motor	equipment	Totals
			vehicles		
	000m	£	£	£	£
	COST	120 224	EE 24E	2 152	107 (22
	At 1st April 2015 Additions	129,224	55,245 40,637	3,153 501	187,622 41,138
	Additions		40,037		41,130
	At 31st March 2016	129,224	95,882	3,654	228,760
	DEPRECIATION				
	At 1st April 2015	_	39,717	1,968	41,685
	Charge for year	-	14,043	422	14,465
	2			<u></u> -	
	At 31st March 2016		53,760		_56,150
	NET BOOK VALUE	100.004	40.100	1.064	150 (10
	At 31st March 2016	129,224	42,122		172,610
	At 31st March 2015	129,224	15,528	1,185	145,937
10.	DEBTORS: AMOUNTS FALLING DUE W	TTHIN ONE YEA	AR		
				2016	2015
				£	£
	Trade debtors			2,387	540
	Other debtors			10,308	- 1.056
	VAT			11,262	1,076
	Prepayments and accrued income			2,936	2,989
				26,893	4,605
11.	CREDITORS: AMOUNTS FALLING DUE	WITHIN ONE Y	/EAR		
				2016	2015
				£	£
	Bank loans and overdrafts			3,850	3,850
	Other loans			1,992	1,992
	Trade creditors	,		-	347
,	Accrued expenses	·		3,321	3,399
				9,163	9,588

Notes to the Financial Statements - continued for the Year Ended 31st March 2016

13.

12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	•		
	•	2016	2015
		£	£
Bank loans - 1-2 years		3,850	3,850
Bank loans - 2-5 years		11,550	11,550
Bank loans more 5 yr by instal		46,842	50,692
Other loans - 1-2 years		1,992	1,992
Other loans - 2-5 years	•	372	2,364
		64,606	70,448
Amounts falling due in more than five years:			
Repayable by instalments:			
Bank loans more 5 yr by instal		46,842	50,692
MOVEMENT IN FUNDS			
	1	Net movement	
	At 1.4.15	in funds	At 31.3.16
	£	£	£
Unrestricted funds			
General fund	93,338	1,660	94,998
Restricted funds			
Minibus Fund	-	30,478	30,478
Computer and Telephone Fund	430	(108)	322
Big Lottery Fund Grant	7,387	(791)	6,596
WSCC Wellbeing TTT Grant	1,582	(396)	1,186
WSCC Wellbeing Grant	1,475	(369)	1,106
WSCC Leader Project		(683)	2,049
·	13,606	28,131	41,737
TOTAL FUNDS	<u>106,944</u>	29,791	136,735

REGISTERED COMPANY NUMBER: 03951992 (England and Wales)

REGISTERED CHARITY NUMBER: 1081025

Notes to the Financial Statements - continued for the Year Ended 31st March 2016

13. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds			
General fund	138,981	(137,321)	1,660
Restricted funds		ı	
Arundel Minibus Fund	3,000	(3,000)	-
Minibus Fund	40,637	(10,159)	30,478
WSCC Wellbeing Grant	4,000	(4,369)	(369)
Dial A Ride Service Running Costs	6,000	(6,000)	-
Computer and Telephone Fund	-	(108)	(108)
Big Lottery Fund Grant	=	(791)	(791)
WSCC Wellbeing TTT Grant	-	(396)	(396)
WSCC Leader Project		(683)	(683)
	53,637	(25,506)	28,131
TOTAL FUNDS	192,618	(162,827)	29,791

14. RESTRICTED FUNDS

The charity's restricted funds are as follows:-

- Minibus Fund: This fund arises from a grant provided specifically for the purpose of purchasing a vehicle to fulfil objects of the charity and is accounted for by fixed assets on the balance sheet.
- Arundel Minibus Fund: This fund arises from grants provided for the running costs of services for the Arundel area. The grant is fully utilised in each year it is received.
- Computer and Telephone Fund: This fund arose from monies received for the purchase of computer and other equipment. Replacement computer and printing equipment was purchased during this period.
- Big Lottery Fund Grant: This fund arose from monies received from The Big Lottery Fund specifically for the purpose of purchasing a vehicle to fulfil objects of the charity and is accounted for by fixed assets on the balance sheet.
- WSCC Wellbeing Grant: This fund arose from monies granted to the charity, intended for running costs of a specific service provided by the charity. These monies have been spent in the year that they were received, in line with the restrictions place upon them.
- WSCC Wellbeing TTT Grant: This fund arose from monies granted to the charity specifically for the purpose of purchasing a vehicle to help fulfil the objects of the charity. This money is accounted for by fixed assets on the balance sheet.
- WSCC Leader Project (RPA) Grant: This fund arose from monies granted to the charity specifically for the purpose of purchasing a vehicle to help fulfil the objects of the charity. This money is accounted for by fixed assets on the balance sheet.

The assets of the restricted funds are fixed assets. The assets are in an appropriate form to enable each fund to be applied in accordance with the restrictions.

Notes to the Financial Statements - continued for the Year Ended 31st March 2016

15. ULTIMATE CONTROLLING PARTY

The company is under the control of the board of trustees.

<u>Arun Co-ordinated Community Transport</u> REGISTERED COMPANY NUMBER: 03951992 (England and Wales)

REGISTERED CHARITY NUMBER: 1081025

Detailed Statement of Financial Activities for the Year Ended 31st March 2016

	2016 £	2015 £
INCOMING RESOURCES		
Activities for generating funds Donations	4,599	7,411
Investment income Interest receivable	114	122
Incoming resources from charitable activities Fares income Grant income	103,080 81,384	97,884 38,338
	184,464	136,222
Other incoming resources		
Sundry income	3,441	9,923
Total incoming resources	192,618	153,678
RESOURCES EXPENDED		
Charitable activities Wages and salaries Rent	55,841	60,697 309
Volunteer expenses Insurance	6,087 1,245	5,070 1,294
Light and heat Telephone Postage, stationery and office equipment	1,107 3,847 1,625	1,023 3,112 3,561
Sundries Vehicle repairs and expenses Fuel costs	682 54,575 9,961	838 48,321 13,997
Vehicle usage charges Computer expenses Subscriptions	3,968 214 742	3,858 424
Secretarial services Property repairs	1,049 1,418	1,085 1,706 2,017
Motor vehicles Computer equipment (Profit) / loss on sale of tangible fixed assets	14,043 422 -	5,178 396 (500)
Interest payable	2,381	2,381
	159,207	154,767
Governance costs Accountancy	2,586	1,654
Other professional fees	1,034	819
	3,620	2,473
Total resources expended	162,827	157,240

<u>Detailed Statement of Financial Activities</u> <u>for the Year Ended 31st March 2016</u>

		,		2016 £	2015 £
Net income/(expenditure)	•		•	29,791	(3,562)