

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

COMPANIES HOUSE

Filed by Matthews Hanton Ltd
93 Aldwick Road Bognor Regis PO21 2NW

Report of the Trustees and
Unaudited Financial Statements for the Year Ended
31st March 2015
for
Arun Co-ordinated Community Transport

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

THURSDAY



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COMPANIES HOUSE

Arun Co-ordinated Community Transport

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for the Year Ended 31st March 2015

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Arun Co-ordinated Community Transport

Report of the Trustees **for the Year Ended 31st March 2015**

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 2015. 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	- appointed 1.3.2015

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

Bankers

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.

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.

Arun Co-ordinated Community Transport

Report of the Trustees for the Year Ended 31st March 2015

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 or 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 3,500 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.

ACHIEVEMENT AND PERFORMANCE

In 1996/97 we conveyed	1,662
In 1997/98 we conveyed	13,592
In 1998/99 we conveyed	16,598
In 1999/00 we conveyed	19,402
In 2000/01 we conveyed	24,760
In 2001/02 we conveyed	28,705
In 2002/03 we conveyed	31,743
In 2003/04 we conveyed	66,235
In 2004/05 we conveyed	72,647
In 2005/06 we conveyed	78,938
In 2006/07 we conveyed	76,077
In 2007/08 we conveyed	71,702

Arun Co-ordinated Community Transport

Report of the Trustees for the Year Ended 31st March 2015

ACHIEVEMENT AND PERFORMANCE

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 clients.

We are now line managing 1 vehicle and we own 7 vehicles. The 7 owned vehicles includes 4 owned minibuses and 3 owned wheelchair adapted vehicles. We will also have 1 additional minibus on a two year lease agreement commencing on 8th May 2015 from the School Minibus Company who operate from Arundel.

FINANCIAL REVIEW

Reserves policy

At 31 March 2015, the charity held reserves, excluding restricted funds and general funds represented by fixed assets for the charity's use, of £31,455. 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 5 year replacement programme.

Principal funding sources

We have the following principle funding sources:-

West Sussex County Council
Arun District Council
Littlehampton Town Council

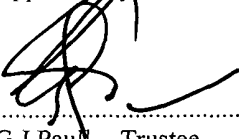
FUTURE DEVELOPMENTS

The Charity has sent two of the line managed vehicles back to WSCC due to the cost involved in maintaining the vehicles, in order to obtain more cost effective vehicles.

We are also working hard to raise awareness of our charity so more people can benefit from the services we offer.

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 24/8/2015 and signed on its behalf by:


.....
G J Paul, - Trustee

**Independent Examiner's Report to the Trustees of
Arun Co-ordinated Community Transport**

I report on the accounts for the year ended 31st March 2015 set out on pages five to twelve.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 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: 24/8/15

Arun Co-ordinated Community Transport

Statement of Financial Activities
for the Year Ended 31st March 2015

		Unrestricted fund £	Restricted funds £	2015 Total funds £	2014 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Activities for generating funds	2	7,411	-	7,411	4,012
Investment income	3	122	-	122	3
Incoming resources from charitable activities					
Operation of community transport services		125,422	10,800	136,222	150,909
Other incoming resources		9,923	-	9,923	21,189
Total incoming resources		142,878	10,800	153,678	176,113
RESOURCES EXPENDED					
Charitable activities					
Operation of community transport services		140,837	13,930	154,767	167,321
Governance costs	4	2,473	-	2,473	4,088
Total resources expended		143,310	13,930	157,240	171,409
NET INCOMING/(OUTGOING) RESOURCES		(432)	(3,130)	(3,562)	4,704
RECONCILIATION OF FUNDS					
Total funds brought forward		93,770	16,736	110,506	105,802
TOTAL FUNDS CARRIED FORWARD		93,338	13,606	106,944	110,506

The notes form part of these financial statements

Arun Co-ordinated Community Transport

Balance Sheet
At 31st March 2015

	Notes	Unrestricted fund £	Restricted funds £	2015 Total funds £	2014 Total funds £
FIXED ASSETS					
Tangible assets	9	132,331	13,606	145,937	149,911
CURRENT ASSETS					
Debtors	10	4,605	-	4,605	9,712
Cash at bank and in hand		36,438	-	36,438	36,809
		<u>41,043</u>	<u>-</u>	<u>41,043</u>	<u>46,521</u>
CREDITORS					
Amounts falling due within one year	11	(9,588)	-	(9,588)	(9,636)
NET CURRENT ASSETS		<u>31,455</u>	<u>-</u>	<u>31,455</u>	<u>36,885</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		163,786	13,606	177,392	186,796
CREDITORS					
Amounts falling due after more than one year	12	(70,448)	-	(70,448)	(76,290)
NET ASSETS		<u>93,338</u>	<u>13,606</u>	<u>106,944</u>	<u>110,506</u>
FUNDS	13				
Unrestricted funds				93,338	93,770
Restricted funds				13,606	16,736
TOTAL FUNDS				<u>106,944</u>	<u>110,506</u>

The notes form part of these financial statements

Arun Co-ordinated Community Transport

Balance Sheet - continued

At 31st March 2015

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2015.

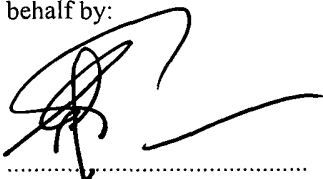
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2015 in accordance with Section 476 of the Companies Act 2006.

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 April 2008).

The financial statements were approved by the Board of Trustees on 24/8/2015 and were signed on its behalf by:



.....
G J Paull -Trustee

Notes to the Financial Statements
for the Year Ended 31st March 2015

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

	2015	2014
	£	£
Donations	<u>7,411</u>	<u>4,012</u>

Arun Co-ordinated Community Transport

Notes to the Financial Statements - continued
for the Year Ended 31st March 2015

3. INVESTMENT INCOME

	2015	2014
	£	£
Interest receivable	122	3

4. GOVERNANCE COSTS

	2015	2014
	£	£
Accountancy	1,654	1,498
Other professional fees	819	1,100
Legal fees	-	1,490
	2,473	4,088

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015	2014
	£	£
Depreciation - owned assets	5,574	6,899
Other operating leases	309	1,015
Surplus on disposal of fixed asset	(500)	-

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2015 nor for the year ended 31st March 2014.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2015 nor for the year ended 31st March 2014.

7. STAFF COSTS

	2015	2014
	£	£
Wages and salaries	60,697	60,153

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

	2015	2014
	5	5
Community transport services		

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.

Arun Co-ordinated Community Transport

Notes to the Financial Statements - continued
for the Year Ended 31st March 2015

9. TANGIBLE FIXED ASSETS

	Freehold property £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1st April 2014	129,224	53,645	3,153	186,022
Additions	-	4,000	-	4,000
Disposals	-	(2,400)	-	(2,400)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31st March 2015	129,224	55,245	3,153	187,622
	<hr/>	<hr/>	<hr/>	<hr/>
DEPRECIATION				
At 1st April 2014	-	34,539	1,572	36,111
Charge for year	-	5,178	396	5,574
	<hr/>	<hr/>	<hr/>	<hr/>
At 31st March 2015	-	39,717	1,968	41,685
	<hr/>	<hr/>	<hr/>	<hr/>
NET BOOK VALUE				
At 31st March 2015	129,224	15,528	1,185	145,937
	<hr/>	<hr/>	<hr/>	<hr/>
At 31st March 2014	129,224	19,106	1,581	149,911
	<hr/>	<hr/>	<hr/>	<hr/>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade debtors	540	484
Fare income receivable	-	61
VAT	1,076	6,084
Prepayments and accrued income	2,989	3,083
	<hr/>	<hr/>
	4,605	9,712
	<hr/>	<hr/>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Bank loans and overdrafts	3,850	3,850
Other loans	1,992	1,992
Trade creditors	347	286
Accrued expenses	3,399	3,508
	<hr/>	<hr/>
	9,588	9,636
	<hr/>	<hr/>

Arun Co-ordinated Community Transport

Notes to the Financial Statements - continued
for the Year Ended 31st March 2015

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

	2015	2014
	£	£
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	50,692	54,542
Other loans - 1-2 years	1,992	1,992
Other loans - 2-5 years	2,364	4,356
	<u>70,448</u>	<u>76,290</u>

Amounts falling due in more than five years:

Repayable by instalments:		
Bank loans more 5 yr by instal	<u>50,692</u>	<u>54,542</u>

13. MOVEMENT IN FUNDS

	At 1.4.14 £	Net movement in funds £	At 31.3.15 £
Unrestricted funds			
General fund	93,770	(432)	93,338
Restricted funds			
Computer and Telephone Fund	573	(143)	430
Big Lottery Fund Grant	8,442	(1,055)	7,387
WSCC Wellbeing TTT Grant	2,110	(528)	1,582
WSCC Wellbeing Grant	1,968	(493)	1,475
WSCC Leader Project	3,643	(911)	2,732
	<u>16,736</u>	<u>(3,130)</u>	<u>13,606</u>
TOTAL FUNDS	<u>110,506</u>	<u>(3,562)</u>	<u>106,944</u>

Arun Co-ordinated Community Transport

Notes to the Financial Statements - continued for the Year Ended 31st March 2015

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	142,878	(143,310)	(432)
Restricted funds			
Arundel Minibus Fund	3,000	(3,000)	-
Big Lottery Fund Grant	-	(1,055)	(1,055)
WSSC Wellbeing Grant	1,800	(2,293)	(493)
Dial A Ride Service Running Costs	6,000	(6,000)	-
Computer and Telephone Fund	-	(143)	(143)
WSSC Wellbeing TTT Grant	-	(528)	(528)
WSSC Leader Project	-	(911)	(911)
	<u>10,800</u>	<u>(13,930)</u>	<u>(3,130)</u>
TOTAL FUNDS	<u>153,678</u>	<u>(157,240)</u>	<u>(3,562)</u>

14. RESTRICTED FUNDS

The charity's restricted funds are as follows:-

- 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.

- WSSC 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 placed upon them.

- WSSC 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.

- WSSC 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.

15. ULTIMATE CONTROLLING PARTY

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

Arun Co-ordinated Community Transport

Detailed Statement of Financial Activities
for the Year Ended 31st March 2015

	2015 £	2014 £
INCOMING RESOURCES		
Activities for generating funds		
Donations	7,411	4,012
Investment income		
Interest receivable	122	3
Incoming resources from charitable activities		
Fares income	97,884	87,936
Grant income	38,338	62,973
	<hr/>	<hr/>
	136,222	150,909
Other incoming resources		
Sundry income	9,923	6,670
Gift aid	-	837
VAT reclaimed	-	13,682
	<hr/>	<hr/>
	9,923	21,189
Total incoming resources	<hr/>	<hr/>
	153,678	176,113
RESOURCES EXPENDED		
Charitable activities		
Wages and salaries	60,697	60,153
Rent	309	1,015
Volunteer expenses	5,070	5,401
Insurance	1,294	1,752
Light and heat	1,023	1,016
Telephone	3,112	3,798
Postage, stationery and office equipment	3,561	4,691
Sundries	838	769
Vehicle repairs and expenses	48,321	59,539
Fuel costs	13,997	12,496
Vehicle usage charges	3,858	3,100
Computer expenses	424	2,492
Subscriptions	1,085	438
Staff training	-	86
Secretarial services	1,706	1,326
Bank charges	-	117
Property repairs	2,017	(170)
Stolen cash	-	433
Motor vehicles	5,178	6,356
Computer equipment	396	528
(Profit) / loss on sale of tangible fixed assets	(500)	-
Interest payable	2,381	1,985
	<hr/>	<hr/>
	154,767	167,321

This page does not form part of the statutory financial statements

Arun Co-ordinated Community Transport

Detailed Statement of Financial Activities
for the Year Ended 31st March 2015

	2015 £	2014 £
Governance costs		
Accountancy	1,654	1,498
Other professional fees	819	1,100
Legal fees	-	1,490
	<hr/> 2,473	<hr/> 4,088
Total resources expended	157,240	171,409
	<hr/>	<hr/>
Net (expenditure)/income	<hr/> (3,562) <hr/>	<hr/> 4,704 <hr/>

This page does not form part of the statutory financial statements