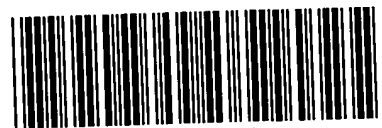


**TRANS-VOL**  
(A company limited by guarantee)  
**REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31<sup>ST</sup> MARCH 2016**

Charity No: 1082389  
Company No: 4033874

WEDNESDAY



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COMPANIES HOUSE

## TRANS-VOL

<b>Contents</b>	<b>Page</b>
Report of the Management Committee	1-5
Report of the Auditors	6-7
Statement of Financial Activities	8
Balance Sheet	9
Notes forming part of the Financial Statements	10-15

**TRANS-VOL**

**REPORT OF THE MANAGEMENT COMMITTEE**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

**Introduction**

The committee submits their report and the accounts of the Charity for the year ended 31<sup>st</sup> March 2016.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Charity Number:** 1082389

**Company Number:** 4033874

**Committee Members**

N. Woodbridge	Director/Trustee and Chairperson
S. A Bradish (resigned 24/04/15)	Director/Trustee and Treasurer
T. Fish	Director/Trustee
J.H. Paddick	Director/Trustee
L.A. Matthews (appointed 24/04/15)	Director/Trustee
(resigned 22/07/16)	
A.P.White (appointed 24/04/15)	Director/Trustee

**Senior Management**

D. Cheeseman

**Principal Office**

Thameside Complex  
 Orsett Road  
 Grays  
 Essex  
 RM17 5DX

**Auditors**

Rowland Hall  
 44/54 Orsett Road  
 Grays  
 Essex  
 RM17 5ED

**Bankers**

HSBC Bank Plc  
 53 High Street  
 Grays  
 Essex  
 RM17 6NH

**TRANS-VOL**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**  
**(CONTINUED)**

**OBJECTS, AIMS, OBJECTIVES AND ACTIVITIES**

**Charitable Objects**

The charitable objects of the charity are to provide relief to the inhabitants of Thurrock and its environs who have need thereof, and in particular but not so as to limit the generality of the foregoing:

- a) to provide and maintain non-profit community transport services; and
- b) to assist charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Management Committee consider how planned activities will contribute to the aims and objectives they have set.

**Objectives for the Year**

1. To attract additional core funding.
2. To promote all of Trans-Vol's services throughout the community and increase the level of awareness.

**Strategies to Achieve the Year's Objectives**

1. To research and apply for assistance and support to suitable grant making organisations and local/national businesses to promote the benefits of supporting Trans-Vol and its objectives within Thurrock.
2. To generate funds to support its charitable purposes by bidding for contracts for service that fall within the bounds of its charitable purposes.
3. To continue to review the charity's expenditure with an aim to reduce unnecessary costs and to renegotiate the terms and discount levels of all suppliers' contracts.
4. To review the level of passenger contributions to the cost of travel with Trans-Vol and, if required, implement any increase agreed through the Management Committee.
5. To re-visit Trans-Vol's website to ensure all information is up to date and relevant.
6. To ensure that all of Trans-Vol's promotional information is up to date, appropriate and readily available at all public buildings and other allied outlets.

**Principal Activities of the Year**

The charity was able to provide subsidised transport services for its members throughout Thurrock.

These services are described as follows:-

1. **Social Car Service** - Volunteers using their own cars to help members who find it difficult to use public transport.
2. **Minibus Service** - For those members who have to travel in or with their wheelchairs or any member who, by way of impairment, needs an accessible vehicle.

The nature of these services varies by individual, but can include social outings as well as shopping, hospital visits, transport to community centres and other purposes.

At 31<sup>st</sup> March 2016 the total number of registered users of Trans-Vol stood at **1,477**.

Over the year Trans-Vol successfully completed **12,158** journeys.

## TRANS-VOL

### REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016 (CONTINUED)

Building on the success of the previous year, participation in our “**Summer Excursions**” are still very popular. These trips allow our members to travel, as a ‘group’, to places of interest including the seaside, garden centres and shopping venues that are located in areas outside of Thurrock. Within the period **1<sup>st</sup> April 2015 - 31<sup>st</sup> March 2016** we completed **18 excursions (180 passengers)**.

#### **Transport of Disabled Children to School**

Leveraging its experience and assets, the Charity was able to win a number of contracts with the Council for the transport of disabled children attending local special schools. These contracts were won in a competitive tender and last for 3 years each.

#### **Midas (Minibus Driver Awareness Scheme)**

**Trans-Vol** is one of the leading providers in **Thurrock** of this form of minibus driver training. **Midas**, organised by the Community Transport Association, promotes a nationally recognised standard for the assessment and training of minibus drivers. It is a membership based scheme that has been designed to enhance minibus driving standards and promote the safer operation of minibuses. **Midas** is applicable to any organisation operating or using minibuses. Member organisations range from small voluntary organisations operating one vehicle to local authorities operating large fleets of minibuses.

**Trans-Vol** is fortunate to have both a qualified **DAT (Driver Assessor/Trainer)** and **PATS (Passenger Assistant Trainer)** trainer on its staff.

#### **265 Public Bus Route**

On 1 December 2014 we were awarded the 265 Public Bus Contract by Thurrock Council, which incorporates stops at West Horndon, Bulphan, Horndon-on-the-Hill, Stanford-Le-Hope, Orsett and Grays. We operate this service under “Section 22 permits” on a “hire and reward basis”, which during the year in review, ran from Monday to Friday.

## **FINANCIAL REVIEW AND RESULTS FOR THE YEAR**

A summary of the results for the year is given on page 9 of the financial statements.

This is the last year in which the local Council provided grant support to the Charity, and at only 50% of the previous year’s figure. This said, the trustees have continued their strategy of re-engineering unit costs downwards wherever possible, whilst simultaneously bidding for service contracts which fall within the remit of its charitable aims. In this context (and as was mentioned in last year’s report), it was successful in securing a number of school transport contracts involving the transportation of disabled children, and whilst only active from September 2015, were able to off-set the drop in grant income.

The net incoming resources for the year amounted to £5,821 (previous year £5,326) and the surplus will be added to reserves brought forward giving total reserves carried forward of £124,801. Of this amount £10,000 is attributable to designated funds and £114,801 remains in general reserves. Attention is drawn to Note 1 to the financial statements on page 11 regarding our assessment of the charity to continue as a going concern.

The Directors are pleased to report that the steps it has taken over the last few years to adjust the company’s operations, both in terms of cost and sources of income, has delivered a second consecutive (if modest) surplus for the year.

#### **Reserves Policy**

The Management Committee have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (“the free reserves”) held by the charity should be between 3 and 6 months of the resources expended, which equates to £60,000 to £120,000 in general funds. At this level, the Management Committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. The present free reserves amount to £114,801 is within the target range for the organisation.

#### **Investment Policy**

The policy of the Management Committee in respect of investment is to place any funds not immediately required in management of the charity in deposits with clearing banks or in cash funds designed specifically for charities such as the Charities Official Investment Fund (COIF) money fund. Such deposits meet the Management Committee’s requirement for the maximising of income commensurate with the protection of capital.

**TRANS-VOL**  
**REPORT OF THE MANAGEMENT COMMITTEE**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**  
**(CONTINUED)**

## **FUTURE PLANS**

As forecast in last year's report, Thurrock Council has now ceased grant based support for the Charity. However, as reported above, the Charity was able to secure a number of service contracts under competitive tender, each of which has a 3 year term. Current forecasts show that the contribution made by these contracts should to a large extent (but not quite completely) off-set the anticipated fall in income from grants going forward, and the Charity will continue to bid for additional work where appropriate to secure its future.

The directors remain committed to finding solutions to these challenges whilst discharging their legal responsibilities.

## **ACCOUNTING AND REPORTING RESPONSIBILITIES**

### **Statement of Committee Members' Responsibilities**

The trustees (who are also directors of Trans-Vol for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRSSE);
- 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 explain in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 14<sup>th</sup> July 2000 under number 4033874 and registered as a charity on 12<sup>th</sup> September 2000 under number 1082389.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

### **Recruitment and Appointment of Management Committee Members**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee.

Under the requirements of the company's Articles all members of the Management Committee will hold office until the next Annual General Meeting following her/his election or co-option. On expiration of the period of office for which he/she was appointed, a member of the Management Committee shall be eligible for re-election or further co-option.

**TRANS-VOL**

**REPORT OF THE MANAGEMENT COMMITTEE**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**  
**(CONTINUED)**

**Recruitment and Appointment of Management Committee Members (Continued)**

The charity has a wide range of activities and, as a result, seeks to ensure that the knowledge and experience of the Management Committee covers a wide range of voluntary and community activities, in addition to business and management skills. A skills audit of Management Committee members is usually undertaken annually and, where potential gaps are identified, new Committee members are actively sought.

All members of the Board give their time voluntarily and receive no benefit from the Charity. Any expenses reclaimed from the Charity are set out in Note 8 to the Accounts.

**Committee Members Induction and Training**

It has been agreed that a Management Committee Members Training Programme covering both the induction of new Committee Members and continuing training of existing Committee Members should be implemented. The programme will include an induction pack sent to new Committee Members and describes a programme of trustees training and covers:-

- The Legal Framework for charities and companies;
- The organisation's strategic plan;
- An introduction to the activities undertaken by the organisation; and
- A description of the external information and resources available to Trustees and Company Directors.

**Organisational Management**

The charity is run by a Management Committee consisting of trustees appointed by the Annual General Meeting or co-opted during the year. Major decisions on policy, personnel and expenditure are made by the Management Committee. The charity also employed a Transport Manager who dealt with the day-to-day decisions and general running of the charity.

**Risk Management**

The Management Committee has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan, which will allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

**Statement as to Disclosure of Information to Auditors**

So far as the committee members/directors are aware, there is no relevant audit information of which the charitable company'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**

Rowland Hall have indicated their willingness to continue in office and a resolution to re-appoint them as auditors will be proposed at the forthcoming annual general meeting.

This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and taking advantage of the small companies exemption of Section 415A of the Companies Act 2006.

Approved by the Committee on 25<sup>th</sup> Nov. 2016  
 And signed on its behalf by

N. Woodbridge  
 N. WOODBRIDGE (Chairman)

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF TRANS-VOL**

We have audited the financial statements of Trans-Vol for the year ended 31<sup>st</sup> March 2016 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable 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 charitable 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR**

As explained more fully in the Trustees' Responsibilities Statement set out on page 4, the trustees (who are also the 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 Practices Board's (APB's) 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 Report of the Management Committee to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications 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<sup>st</sup> March 2016, 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 requirements of the Companies Act 2006.

### **EMPHASIS OF MATTER**

Without qualifying our opinion, we draw attention to Note 1(a) in the financial statements regarding the directors' assessment of the company's ability to continue as a going concern due to external funding uncertainty. These conditions indicate the existence of a material uncertainty that may cast significant doubt about the company's ability to continue as a going concern.



**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**  
**TRANS-VOL**  
**(CONTINUED)**


**OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**


In our opinion the information given in the Report of the Management Committee for the financial year for which the financial statements are prepared is consistent with the financial statements.

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where the 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 and take advantage of the small companies exemption in preparing the Report of the Management Committee and take advantage of the small companies exemption from the requirement to prepare a strategic report.

  
 44/54 Orsett Road  
 Grays  
 Essex  
 RM17 5ED

  
 Dean Matthew Flood (Senior Statutory Auditor)  
 For and on behalf of **ROWLAND HALL, Statutory Auditor**  
Chartered Certified Accountants  
and Registered Auditors

..... 20th December 2016 .....

**TRANS-VOL**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

	<u>Notes</u>	<u>Restricted Funds</u> £	<u>Unrestricted Funds</u> £	<u>Designated Funds</u> £	<u>Total Funds 2016</u> £	<u>Total Funds 2015</u> £
<b>INCOME FROM:</b>						
Donations and Legacies	2	-	10	-	10	10,479
Charitable Activities:						
Grants and Fares	3	-	264,897	-	264,897	156,103
Investment Income	4	-	162	-	162	164
Other Incoming Resources		-	148	-	148	2,730
<b>TOTAL INCOMING RESOURCES</b>		-	265,217	-	265,217	169,476
<b>EXPENDITURE ON:</b>						
Cost of Raising Funds:		-	-	-	-	-
Charitable Activities	5	-	259,396	-	259,396	164,150
Other	5	-	-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>		-	259,396	-	259,396	164,150
<b>NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR YEAR</b>		-	5,821	-	5,821	5,326
<b>RECONCILIATION OF FUNDS</b>						
Total funds brought forward		-	108,980	10,000	118,980	113,654
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>£-</b>	<b>£114,801</b>	<b>£10,000</b>	<b>£124,801</b>	<b>£118,980</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

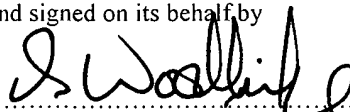
**TRANS-VOL**  
**BALANCE SHEET**  
**AS AT 31<sup>ST</sup> MARCH 2016**

Company No. 4033874

	<u>Notes</u>	<u>2016</u>	<u>2015</u>
		£	£
<b>FIXED ASSETS</b>			
Tangible Assets	11	7,611	19,814
<b>CURRENT ASSETS</b>			
Debtors	12	12,511	9,240
Cash at bank and in hand		114,374	144,076
		<u>126,885</u>	<u>153,316</u>
<b>CREDITORS: amounts falling due within one year</b>	13	<u>9,695</u>	<u>54,150</u>
<b>NET CURRENT ASSETS</b>		<u>117,190</u>	<u>99,166</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>124,801</u>	<u>118,980</u>
<b>CREDITORS: amounts falling due after more than one year</b>		<u>-</u>	<u>-</u>
<b>NET ASSETS</b>	16	<u><u>£124,801</u></u>	<u><u>£118,980</u></u>
<b>UNRESTRICTED FUNDS</b>			
Designated Funds		10,000	10,000
General Funds		<u>114,801</u>	<u>108,980</u>
		124,801	118,980
<b>RESTRICTED FUNDS</b>		<u>-</u>	<u>-</u>
<b>TOTAL FUNDS</b>	17	<u><u>£124,801</u></u>	<u><u>£118,980</u></u>

These accounts are prepared in accordance with the special provisions relating to small entities within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved and authorised for issue by the Management Committee on 25<sup>th</sup> Nov. 2016  
and signed on its behalf by

  
.....  
**N. WOODBRIDGE** (Chairman)

**TRANS-VOL**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**

**1. ACCOUNTING POLICIES**

**(a) Going Concern**

The directors have given consideration to the ability of the charity to continue to trade normally as a going concern. In their consideration they have had regard to a period of 12 months from the signing of these accounts, broadly to the end of November 2017. The charity enjoyed a surplus of £5,821 during the year to 31 March 2016 and the management forecast is a broadly break-even position for the current financial year.

The Trustees recognise the current financial difficulties they face. The company has enough funding to trade for a number of months into the next financial year, and potentially for the full 12 months. Trustees have been prudent in keeping enough reserves to pay all creditors if necessary and will consider an orderly closing of the charity if there is no funding forthcoming in 2017. The accounts are prepared on the basis that the charity is a going concern.

**(b) Basis of Accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The accounts have been prepared under the historic cost convention with items recognised at cost of transaction value unless otherwise stated in the relevant note(s) to these accounts.

**(c) Income**

All income is recorded once the charity has entitlement to the income, there is sufficient certainty or receipt and so is probable that the income will be received, and the amount of income receivable can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**(d) Resources**

- (i) Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is shown net of VAT.
- (ii) Charitable activities expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- (iii) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.
- (iv) All costs are allocated between the expenditure categories on a basis designed to reflect the use of the resource. The majority of costs relate to charitable activities and have been allocated as such.

**(e) Fund Accounting**

- (i) Restricted funds are grants and contracts awarded for specific purposes as laid down by the donor.
- (ii) Unrestricted funds comprise other income received or generated for charitable purposes but which may be spent at the discretion of the Management Team.
- (iii) Designated funds are those unrestricted funds that have been earmarked by the Trustees for particular purposes.

**(f) Fixed Assets**

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as detailed below. Items of equipment are capitalised where the purchase price exceeds £500.

Fixtures, Fittings and Equipment	- 25% reducing balance and 33⅓% straight line
Mini Buses	- 25% on reducing balance.

TRANS-VOLNOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**1. ACCOUNTING POLICIES (Continued)****(g) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid after taking account of any trade discount due.

**(h) Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**(i) Financial Instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**(j) Staff and Pension Costs**

Staff costs and overhead expenses are allocated in the Statement of Financial Activities on the basis of time spent on those activities.

The charity operates a defined contribution scheme, the assets of which are held separately from those of the charity. Pension costs are charged to the SOFA in the period to which they relate.

**2. DONATIONS AND LEGACIES**

	<u>2016</u>	<u>2015</u>
	£	£
<b>Donations</b>	£10	£10,479

The charity benefits from the involvement and support of its volunteers, details of which are given in the Management Committee Report. In accordance with accounting standards, the economic contribution of general volunteers is not measured in the accounts.

Premises Costs

The charity operates from premises owned by Thurrock Council. No charge is made by the council for the use of these facilities.

**3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<u>2016</u>	<u>2015</u>
	£	£
TBC Grants	50,000	97,400
Minibus Fares	207,084	50,945
Volunteer Driver Fares	7,813	7,758
	<u>£264,897</u>	<u>£156,103</u>

**4. INVESTMENT INCOME AND INTEREST**

	<u>2016</u>	<u>2015</u>
	£	£
Bank Interest	£162	£164

TRANS-VOLNOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**5. EXPENDITURE ON CHARITABLE ACTIVITIES**

	<u>Total</u> <u>2016</u> £	<u>Total</u> <u>2015</u> £
Salaries, Wages and Related Costs	140,379	86,256
Volunteer Expenses	9,629	10,241
Minibus Expenses	38,417	30,083
Minibus Hire	38,213	-
Day Trip Costs	-	206
Insurance	1,348	1,343
Telephone and Internet	2,231	2,517
Computer Costs	201	3,774
Depreciation and (Profit)/Loss on Disposal	7,403	6,150
Governance Costs	6,943	9,131
Support Costs	14,632	14,449
	<u>£259,396</u>	<u>£164,150</u>

**6. ANALYSIS OF GOVERNANCE AND SUPPORT COSTS**

The charity initially identifies the cost of its support functions. It then identifies those costs which relate to the governance function. Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	<u>General</u> <u>Support</u> £	<u>Governance</u> <u>Function</u> £	<u>Total</u> £	<u>Basis of</u> <u>Apportionment</u>
Salaries	10,814	-	10,814	Staff Time
Healthcare	1,368	-	1,368	Staff Time
Telephone and Internet	117	-	117	Usage
Printing, Postage, Stationery and Advertising	1,501	-	1,501	Usage
Computer Expenses	11	-	11	Usage
Legal and Professional Fees	-	3,298	3,298	Governance
Audit Fees	-	3,645	3,645	Governance
Repairs and Renewals	221	-	221	Usage
Sundry Expenses	600	-	600	Usage
Bank Charges	-	-	-	Usage
	<u>£14,632</u>	<u>£6,943</u>	<u>£21,575</u>	

The charity operates from premises owned by Thurrock Council. No charge is made by the council for the use of these facilities.

**7. NET INCOMING RESOURCES FOR THE YEAR**

**This is stated after charging:**

	<u>2016</u> £	<u>2015</u> £
Depreciation	£2,536	£6,800
Loss/(Profit) on Disposal	£4,867	(£650)
Management Committee's Remuneration	£-	£-
Auditors' Remuneration - Audit Services	£3,055	£2,980
- Non Audit Services	£590	£3,000
	<u>£11,048</u>	<u>£9,130</u>

TRANS-VOLNOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**8. STAFF COSTS AND NUMBERS**

	<u>2016</u>	<u>2015</u>
	£	£
Staff costs were as follows:		
Salaries and Wages	143,781	91,305
Social Security Costs	5,278	3,650
Staff Pensions	2,134	2,119
	<u>£151,193</u>	<u>£97,074</u>

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

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	<u>2016</u>	<u>2015</u>
	No	No
Directors	5	6
Transport and Support	15	8
Administration	-	-
	<u>20</u>	<u>14</u>

The directors/trustees received no remuneration nor were they reimbursed for any expenses during the year (2015: £nil).

**9. TAXATION**

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

**10. INDEMNITY INSURANCE**

Trustee liability insurance was paid during the year and is included in the charity's total insurance premium for the year of £1,181.

**11. TANGIBLE FIXED ASSETS**

	<u>Fixtures, Fittings &amp; Equipment</u>	<u>Motor Vehicles</u>	<u>Total</u>
	£	£	£
<b>COST</b>			
Brought Forward	42,097	80,526	122,623
Additions	-	-	-
Disposals	(4,775)	(40,735)	(40,735)
At 31 <sup>st</sup> March 2016	<u>£37,322</u>	<u>£39,791</u>	<u>£81,888</u>
<b>DEPRECIATION</b>			
Brought Forward	41,391	61,418	102,809
Charge for the period	176	2,360	2,536
Eliminated on Disposal	(4,775)	(31,068)	(31,068)
At 31 <sup>st</sup> March 2016	<u>£36,792</u>	<u>£32,710</u>	<u>£74,277</u>
<b>NET BOOK VALUE At 31<sup>st</sup> March 2016</b>	<u>£530</u>	<u>£7,081</u>	<u>£7,611</u>
<b>NET BOOK VALUE At 31<sup>st</sup> March 2015</b>	<u>£706</u>	<u>£19,108</u>	<u>£19,814</u>

TRANS-VOLNOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016

12. DEBTORS	<u>2016</u>	<u>2015</u>		
	£	£		
Fares Receivable	1,076	-		
Other Debtors and Prepayments	11,435	9,240		
	<u>£12,511</u>	<u>£9,240</u>		
	<u><u>£12,511</u></u>	<u><u>£9,240</u></u>		
13. CREDITORS: amounts falling due within one year	<u>2016</u>	<u>2015</u>		
	£	£		
Deferred Income	-	50,000		
Other Creditors and Accruals	9,695	4,150		
	<u>£9,695</u>	<u>£54,150</u>		
	<u><u>£9,695</u></u>	<u><u>£54,150</u></u>		
14. DEFERRED INCOME	<u>2016</u>	<u>2015</u>		
	£	£		
Balance as at 1 April 2015	50,000	-		
Amount released to income earned from charitable activities	(50,000)	-		
Amount deferred in year	-	50,000		
	<u>£-</u>	<u>£50,000</u>		
Balance as at 31 March 2016	<u><u>£-</u></u>	<u><u>£50,000</u></u>		
15. PENSION COSTS				
The charity operates a defined contribution stakeholder pension scheme and also contributes to suitable personal pension schemes of employees. Contributions are charged to the SOFA in the period to which they relate. The charge for the year was £2,134 (2015: £2,119).				
16. ANALYSIS OF NET ASSETS BETWEEN FUNDS				
	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	7,611	-	-	7,611
Current Assets	116,885	10,000	-	126,885
Current Liabilities	(9,695)	-	-	(9,695)
Long Term Liabilities	-	-	-	-
	<u>£114,801</u>	<u>£10,000</u>	<u>£-</u>	<u>£124,801</u>
Net Assets at 31 <sup>st</sup> March 2016	£114,801	£10,000	£-	£124,801



TRANS-VOLNOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016**17. MOVEMENT IN FUNDS**

	At 1st April 2015 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31st March 2016 £
<b>Restricted Funds:</b>					
Shopmobility	-	-	-	-	-
<b>Total Restricted Funds</b>	<u>£-</u>	<u>£-</u>	<u>£-</u>	<u>£-</u>	<u>£-</u>
<b>Unrestricted Funds:</b>					
Designated Redundancy Reserve	10,000	-	-	-	10,000
General Funds	108,980	265,217	(259,396)	-	114,801
<b>Total Unrestricted Funds</b>	<u>£118,980</u>	<u>£265,217</u>	<u>(£259,396)</u>	<u>£-</u>	<u>£124,801</u>
<b>Total Funds</b>	<u>£118,980</u>	<u>£265,217</u>	<u>(£259,396)</u>	<u>£-</u>	<u>£124,801</u>

**Purposes of Designated Funds**Redundancy Reserve

Trans-Vol's Management Committee believe it is essential that provision is set aside to meet any and all of its legal responsibilities in respect of staff redundancies in the unfortunate event of the closure of the charity.

**18. RELATED PARTY TRANSACTIONS**

During the year the charity received an unrestricted donation of £nil (2015: £10,000) from Thurrock Lifestyle Solutions CIC, an entity in which N Woodbridge is Chief Executive Officer.