

ENFIELD COMMUNITY TRANSPORT
(A company limited by guarantee)

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

**CHARITY NUMBER 1086730
COMPANY NUMBER 04183580**

CONTENTS	PAGE
Report of the Trustees	1 -4
Independent Examiners Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8- 12

WEDNESDAY



A51G1DQ4

A20

24/02/2016

#424

COMPANIES HOUSE

ENFIELD COMMUNITY TRANSPORT REPORT OF THE TRUSTEES

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	Enfield Community Transport
Charity registration number	1086730
Company registration number	4183580
Registered office and principal address	Morson Road Depot Morson Road Enfield Middlesex EN3 4NQ
Trustees	J L Rodin R J Bailey J E Stubbs W H Laraman (Appointed 15 August 2014) Dr J G Hurdman (Resigned 2 October 2014) M E Coverdale (Resigned 2 October 2014) P Rust (Resigned 2 October 2014)
Secretary	S J Peters (Resigned 15 August 2014) P Harris (Appointed 25 September 2014)
Independent Examiner	S. Francis-Joseph FCCA Anthony Joseph & Co Limited Chartered Certified Accountants & Registered Auditors Bessemer Drive Stevenage Herts. SG1 2DX
Bankers	HSBC Bank Plc CAF Bank Ltd

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organization is a charitable company limited by guarantee, incorporated on 20 March 2001 and registered as a charity on 23 May 2001. The company was established under a Memorandum of Association which set out the objects and powers of the charitable company and is governed by its Articles of Association. In the event of a winding up of the company, members are required to contribute an amount not exceeding £1.

ENFIELD COMMUNITY TRANSPORT REPORT OF THE TRUSTEES

Recruitment and Appointment of Trustees

The directors of the charitable company ('the charity') are its trustees for the purposes of charity law and throughout this report are collectively referred to as trustees. The trustees serving during the year and since the year end are set out above on page 1.

As set out in the Articles of Association the trustees are members of the Board which shall consist of not less than three members. At each Annual General Meeting the trustees shall retire from office. Retiring trustees are eligible for re-election unless the Annual General Meeting shall decide that trustees who have a certain number of years service must stand down for at least twelve months before being eligible to stand again.

A chairperson is elected each year at the first trustees' meeting after the Annual General Meeting and that person presides over the meetings of trustees which take place every two months.

All trustees, who give their time voluntarily and receive no benefits from the charity, are recruited from user groups and volunteers and those who have an interest in the provision of a community transport system.

The charity is extremely fortunate to have a Board which has served for long enough to know the history of the charity, how it works and the financial challenges. That experience is invaluable and the chairman greatly appreciates the advice and support, astuteness and commitment that each member brings to the Board.

No honorary office may hold the same position for more than five years.

AIMS AND OBJECTIVES

Objectives

The charity's purposes, as set out in the objects clause of the Memorandum of Association, are to provide relief to the inhabitants of the London Borough of Enfield who have need because of age, mental or physical disability or poverty and in particular provide and maintain a non-profit community transport service and to assist the charitable work of organisations engaged in promoting the relief of such persons.

Enfield Community Transport exists to provide a quality service to all community groups within the London Borough of Enfield. Eleven of the thirteen minibuses in the organisations fleet are equipped with tail-lifts to enable wheelchair users and persons less able to access the vehicles. In addition to these, the organisation also has available three smaller wheelchair accessible vehicles for single occupancy. These vehicles enable persons caring for others to access transport that would otherwise be denied due to cost and availability.

How our activities deliver public benefit

The main activity of the organisation is to provide safe, accessible and affordable transport to its member groups to attend social and luncheon clubs, day centres, clinics and evening meetings. Day and weekend trips are also undertaken to allow some groups their only opportunity of visiting the country or seaside.

We currently have sixteen vehicles in our fleet, fourteen of which are equipped with a tail lift or vehicle ramp to accommodate person in wheelchairs.

Of the 1,514 journeys undertaken during the year 2014-15, approximately 78% were carried out by a team of unpaid, dedicated volunteer drivers, the remaining 22% being made by drivers nominated by member groups.

ENFIELD COMMUNITY TRANSPORT REPORT OF THE TRUSTEES

The majority of the groups which use our services cater for the elderly, people with disabilities and who are vulnerable and therefore unable to use conventional transport systems. The driver will collect each person from their home and deliver them back to their front door and see them safely inside, thus avoiding any feeling of vulnerability on the part of the passengers, particularly after dark. The journeys encourage social contact between passengers themselves, and the passenger and the driver. This is particularly important and helpful for those with learning and emotional difficulties as the number of passengers is small and the vehicle itself provides a safe travel environment.

Volunteers and staff

We have said on many occasions that the organisation would not exist if it were not for the dedication and commitment of the volunteer drivers and we cannot thank them enough or praise them too highly for what they do in sometimes quite stressful situations. Volunteers are the vital link within the organisation, without whom a great many residents in Enfield would simply be housebound.

In addition we would like to appeal to those who can spare some time to help us and consider joining our roster of drivers. If you are interested, please contact our office for more information.

FINANCIAL REVIEW

Review of the Financial Position

The results for the year are set out on pages 6 to 13.

The trustees are mindful of the financial viability of running a vehicle the fleet and balancing the need to maintain and replace them whilst ensuring the appropriate working conditions for all volunteers and paid staff.

As a charity the trustees cannot make a profit but must operate as a business and meet the running costs of an office, salaries and the maintenance and repair of vehicles. The trustees will, of course, keep charges in line with operational costs. With this in mind there is a review of charges on an annual basis.

Principal Funding Sources

The London Borough of Enfield continue to provide a major and critical grant to the charity. The Board would like to thank them for their support and are mindful that without such support the charity simply could not continue its level of service to the people of Enfield.

The trustees review regularly the source of funds to provide the service and are mindful of the fact that a major part of the necessary resources is provided by the local authority. The Trustees are constantly striving to maintain the quality of the service and they are confident that as long as the standard of the service is maintained, the local authority will continue to support the organisation.

Reserves and Risk Policy

The trustees regularly review the level of reserves maintained, which represent unrestricted funds not committed or invested in tangible fixed assets. The aim is to maintain reserves at a level to ensure that should there be a reduction in income that the service could continue for between three and six months at current rates of expenditure.

The trustees actively review the major and business risks faced by the organisation. Issues and concerns are discussed at trustees meetings and procedures are in place to ensure that concerns are addressed.

ENFIELD COMMUNITY TRANSPORT REPORT OF THE TRUSTEES

Plans for the Future

The key plans for the future are:

- To constantly review and update risk, reserves and other policies to ensure the effective management of the organisation.
- To explore the possibilities of raising awareness of Enfield Community Transport and its services.
- To consolidate on the past success of the organisation and seek the views of users on how we can improve the services provided or which service they would like to include within Enfield Community Transports remit.
- To develop a range of different services for other users and organisations in the borough. These are currently under review and will form part of our budget for 2015-16.

Responsibilities of the Trustees

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

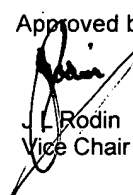
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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;
- 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 the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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.

The trustees' report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the trustees on 19 February 2016 and signed on their behalf



J. L. Rodin
Vice Chair

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
ENFIELD COMMUNITY TRANSPORT**

I report on the accounts of the charity for the year ended 31 March 2015, which are set out on pages 6 to 13. This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. 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 needed and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

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

Basis of 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (i) which gives me reasonable cause to believe that, in any material respect, the requirements to - keep accounting records in accordance with section 386 of the Companies Act 2006; and to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the section 396 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
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



S. Francis-Joseph FCCA
Anthony Joseph & Co. Limited
Chartered Certified Accountants &
Registered Accountants
Business & Technology Centre
Bessemer Drive
Stevenage
Herts. SG1 2DX

19 February 2016

**ENFIELD COMMUNITY TRANSPORT
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2015**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
INCOMING RESOURCES						
Incoming resources from generated funds						
Voluntary income						
-Donations		-	-	-	-	30
Investment income						
- Interest on deposit accounts		-	-	-	-	12
Incoming resources from charitable activities						
Grants received	2	77,918	-	-	77,918	77,918
Vehicle hire		119,068	-	-	119,068	119,661
TOTAL INCOMING RESOURCES		196,986	-	-	196,986	197,621
RESOURCES EXPENDED						
Cost of generating funds	3	-		-	-	-
Charitable activities	3	180,571	-	2,404	182,975	226,810
Governance costs	3	14,327		-	14,327	4,362
TOTAL RESOURCES EXPENDED		194,898	-	2,404	197,302	231,172
NET RESOURCES EXPENDED		2,088	-	(2,404)	(316)	(33,551)
Total funds brought forward		13,117	35,000	9,708	57,825	91,376
TOTAL FUNDS CARRIED FORWARD		15,205	35,000	7,304	57,509	57,825

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

ENFIELD COMMUNITY TRANSPORT
BALANCE SHEET
AT 31 MARCH 2015

	Note	2015	2014
		£	£
FIXED ASSETS			
Tangible fixed assets	7	16,448	21,931
CURRENT ASSETS			
Debtors	8	24,119	33,154
Cash at Bank and in hand		<u>45,556</u>	<u>62,277</u>
		69,675	95,431
CREDITORS: amounts falling due within one year	9	<u>(28,614)</u>	<u>(59,537)</u>
NET CURRENT ASSETS		<u>41,061</u>	<u>35,894</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>57,509</u>	<u>57,825</u>
UNRESTRICTED INCOME FUNDS		50,205	48,117
RESTRICTED INCOME FUNDS	10	<u>7,304</u>	<u>9,708</u>
TOTAL CHARITY FUNDS		<u>57,509</u>	<u>57,825</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which 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 company as at the end of each financial year and of its profit or loss 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 company.

These accounts are prepared in accordance with the special provisions of part of the Companies Act 2006 relating to small companies.

Approved by the trustees on 19 February 2016 and signed on their behalf

J L Rodin - Trustee

**ENFIELD COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice - Accounting and Reporting by Charities issued in 2005 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

(b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. The trustees have the discretion to designate some of the unrestricted funds to be used for specific purposes such as to fund replacement vehicles.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- donations are included in the accounts when they are received;
- vehicle hire is accounted for in the period in which the income is earned;
- grants are recognised over the period to which they relate when known;
- investment income is included when receivable.

(d) Volunteers and donated services and facilities

No value is incorporated into these financial statements for the services provided by volunteers or where services are provided to the charity as a donation.

(e) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable 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.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiners fees.

(f) Tangible fixed assets

Fixed assets are stated at historical cost less accumulated depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life which is for all classes of asset 25% of its reducing balance.

An item is treated as a fixed asset if it can be used for more than one year and cost at least £500.

**ENFIELD COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

2. GRANTS RECEIVABLE

The grants have been received from the London Borough of Enfield.

3. TOTAL RESOURCES EXPENDED

	Voluntary income	Charitable activities	Governance	2015 Total	2014 Total
	£	£	£	£	£
Motor insurance	-	18,120	-	18,120	18,136
Vehicle fuel	-	15,377	-	15,377	25,550
Vehicle maintenance	-	53,323	-	53,323	55,291
Depreciation	-	5,342	-	5,342	9,158
Travel and driver's expenses	-	618	-	618	2,160
Salaries	-	54,563	-	54,563	54,509
Independent examiner's fees	-	-	1,200	1,200	1,100
Support costs (note 4)	-	35,632	1,875	37,507	65,268
Consultancy Fees	-	-	11,252	11,252	-
		182,975	14,327	197,302	231,172

4. SUPPORT COSTS

	Voluntary income	Charitable activities	Governance	2015 Total	2014 Total
	£	£	£	£	£
Salaries		26,276	1,383	27,659	53,169
Communications		4,496	237	4,733	5,159
Premises		157	8	165	3,337
General office costs		4,156	218	4,374	2,994
Depreciation		134	7	141	188
Bank charges		413	22	435	421
		35,632	1,875	37,507	65,268

Support costs are allocated to activities based upon time spent for salaries and related costs and by usage for other costs.

5. TRUSTEE REMUNERATION

The trustees of the charity were not paid or reimbursed expenses during the year and no trustee received any emolument or payment for professional or other services.

**ENFIELD COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

6. STAFF COSTS AND NUMBERS

	2015	2014
	£	£
Wages and salaries	71,570	91,150
Employer's national insurance costs	6,355	8,036
Pension contributions	<u>4,297</u>	<u>8,492</u>
	<u>82,222</u>	<u>102,925</u>

The average number of employees during this and the previous year was 3. No employee had in this or the previous year emoluments above £60,000.

The charity does not directly operate a pension scheme for its employees but does make defined contributions to the London Borough of Enfield SERF for one member of staff.

7. TANGIBLE FIXED ASSETS

	Motor Vehicles	Other Equipment	TOTAL
	£	£	£
Cost:			
At 1 April 2014			
and			
At 31 March 2015	<u>460,551</u>	<u>10,126</u>	<u>470,677</u>
Depreciation:			
At 1 April 2014	439,182	9,564	448,746
Charge for year	<u>5,342</u>	<u>141</u>	<u>5,483</u>
At 31 March 2015	<u>444,524</u>	<u>9,705</u>	<u>454,229</u>
Net book values:			
At 31 March 2015	<u>16,027</u>	<u>421</u>	<u>16,448</u>
At 31 March 2014	<u>21,369</u>	<u>562</u>	<u>21,931</u>

All fixed assets are used in direct furtherance of the charity's objects.

8. DEBTORS

	2015	2014
	£	£
Trade debtors	17,862	24,181
Other debtors	<u>6,257</u>	<u>8,973</u>
	<u>24,119</u>	<u>33,154</u>

**ENFIELD COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

9. CREDITORS

	2015	2014
	£	£
Trade creditors	27,414	58,337
Other creditors	<u>1,200</u>	<u>1,200</u>
	<u>28,614</u>	<u>59,537</u>

10. MOVEMENTS IN FUNDS

	At 1 April 2014	Incoming Resources	Outgoing Resources	At 31 March 2015
	£	£	£	£
Restricted funds:				
- Lottery Grant	2,040	-	(505)	1,535
- Bridge House Trust	<u>7,668</u>	-	<u>(1,899)</u>	<u>5,769</u>
	<u>9,708</u>	-	<u>(2,404)</u>	<u>7,304</u>
Unrestricted funds:				
-General funds	13,117	196,986	(194,898)	15,205
- Designated funds	<u>35,000</u>	-	-	<u>35,000</u>
	<u>48,117</u>	<u>196,986</u>	<u>(194,898)</u>	<u>50,205</u>
Total Funds	57,825	196,986	(197,302)	57,509

Restricted funds arose upon receipt of grants to purchase vehicles. Depreciation on the vehicles purchased is being charged to these funds over their useful lives in the proportion that the grant is to the purchase price.

Designated funds are those funds set aside from the general unrestricted funds at the decision of the trustees for the purposes of purchasing replacement vehicles.

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	Total
	£	£	£
Tangible fixed assets	9,144	7,304	16,448
Net current assets	41,061	-	41,061
	<u>50,205</u>	<u>7,304</u>	<u>57,509</u>

12. 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 winding-up is limited to £1.

**ENFIELD COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

13. TAXATION

As a charity, Enfield Community Transport, is exempt from tax on income and gains to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.