

Company registration number: 04549467

Charity registration number: 1095768

# Community Transport Stafford & District

known as

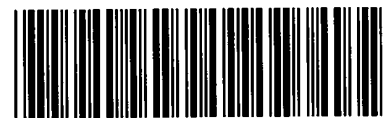
Community Link Stafford and District

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2017

THURSDAY



\*A6LADSMJ\*  
A29 14/12/2017 #334  
COMPANIES HOUSE

Lisa Healings FCCA  
Independent Examiner  
The Dudson Centre  
Hope Street  
Hanley  
Stoke-on-Trent  
ST1 5DD

# **Community Transport Stafford & District**

## **Contents**

Reference and Administrative Details	1
Chairman's Report	2
Trustees' Report	3 to 6
Chief Executive Officer's report	7 to 8
Independent Examiner's Report	9 to 10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 to 21

## **Community Transport Stafford & District**

### **Reference and Administrative Details**

<b>Trustees</b>	Colin Martindale, Chairman Catherine Lyall, Treasurer John Coates Michael Allen Alan Jeffries Ian Macmichael (appointed 21 November 2017)
<b>Secretary</b>	Graham Wright
<b>Senior Management Team</b>	Graham Wright, Chief Executive Rachel Trow, Office Manager Paul Shaw, Relief Manager
<b>Principal Office</b>	Schott House Drummond Road Astonfields Stafford Staffordshire ST16 3EL  The charity is incorporated in England.
<b>Company Registration Number</b>	04549467
<b>Charity Registration Number</b>	1095768
<b>Independent Examiner</b>	Lisa Healings FCCA Independent Examiner The Dudson Centre Hope Street Hanley Stoke-on-Trent ST1 5DD

## **Community Transport Stafford & District**

### **Chairman's Report for the Year Ended 31 March 2017**

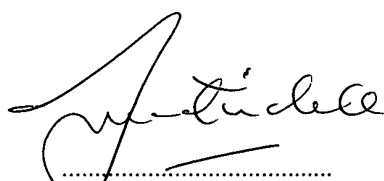
Firstly, I would like to pay tribute to John Coates from whom I took over the position of Chairman at the end of last year. John was a Trustee for 11 years and Chairman for the last 4 years, and helped to guide the organisation through some difficult financial times working alongside previous CEO Ian Bowen. Although John now lives in Scotland, he has retained his role as Trustee, and although he is unable to attend many meetings, still contributes to business decisions via email and telephone. His continued involvement is most welcome given his knowledge and experience.

Secondly, I would like to say a big thank you to all the dedicated staff and volunteers, and my fellow Trustees, for their hard work and commitment during the last year which ensured that the changeover to the new management team of Graham Wright and Rachel Trow continued to go smoothly.

A major change towards the end of the year was the retirement of our auditor Brian Lloyd who had been looking after our accounts for over 10 years. In anticipation of this, VAST were appointed as Independent Examiners in November. They are a well established company based in Stoke-on-Trent who specialise in working with charitable organisations, and will be preparing our accounts and reports for the year to March 2017 and beyond.

From the difficulties surrounding the end of the previous year, it is pleasing to see that the company's finances are in very good health going into 2017/18, with contracts still being renewed thanks to Graham Wright's negotiating skills and good relations with Staffordshire County Council.

There will no doubt be some challenges going forward, but I am confident that with Graham Wright at the helm, supported very ably by Office Manager Rachel Trow and the hard work of staff and volunteers, Community Link Stafford & District will continue to provide its vital services to those who need them for many years to come.



Colin Martindale  
Chairman

## **Community Transport Stafford & District**

### **Trustees' Report (Incorporating the Director's Report)**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2017.

#### **Objectives and activities**

##### ***Objects and aims***

To provide a community transport service for such of the inhabitants who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.



##### ***Public benefit***

Community Link exists to provide community transport services to the residents of Stafford and surrounding districts.

The Dial a Ride service operates around Stafford area mainly providing our membership with access to GP surgeries, medical and hospital appointments.

We continue to manage a variety of local shopping routes for the elderly and for those with less mobility these are becoming a vital lifeline service in light of the reduction of the Public Transport provision leaving residents without a public service to get to essential goods and services.

We play an important part in reducing rural isolation and enabling people to gain access to services usually only available in the towns. This contributes to the health and well-being agenda in allowing particularly older people to get out of their homes to socialise and engage in the community and allowing them independence and access to services. Many of our clients are wheelchair users making full use of the adapted vehicles that we use on a daily basis. They value our services as even if a public service were available their health conditions would preclude them from using it. We provide a personal services often on a door to door basis with additional assistance freely available.

Community Link also has a strong relationship with schools through Staffordshire County Council contracts. We operate a fleet of varying size of vehicles reliably transporting young people to Special Needs and mainstream schools where the public transport provision is poor, mainly in the more rural areas of the County.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## **Community Transport Stafford & District**

### **Trustees' Report (Incorporating the Director's Report)**

#### **Achievements and performance**

Community Link manages a fleet of 15 vehicles ranging from small wheelchair adapted passenger cars up to 16 seater minibuses with electric tail lifts and removeable seats to allow 4/5 wheelchairs to be carried.

In total we carried out 41,567 passenger journeys in the year ending March 2017 an increase of 4% on the previous year. There are 24 employees mainly part time with up to 8 volunteers regularly supporting our transport activities. Within these numbers we have an enthusiastic team of trained Passenger Assistants who play their part in escorting SEN young passengers to aid health and safety, encourage appropriate behaviour, assist those with additional requirements and to make the experience an enjoyable one throughout the journey for the passengers.

All members of the team including volunteers are trained in vehicle driving, safeguarding course, tail-lift management, wheelchair operations and are enhanced DBS cleared and registered with the annual updating service.

#### **Financial review**

Turnover for the period was £275,343 and resulted in a surplus of £14,249. Income increased by £42260 (+18% year on year) through making available additional vehicles to service demand and the recruitment of an additional 8 part time drivers and 4 extra volunteers to support the growth.

This will eventually feed through to reserves by way of increasing performance allowing future investment for growth satisfying the increasing local demand for Community Link services.

#### ***Policy on reserves***

General reserves amount to £93,900 at 31 March 2017, of which £44,868 are held as fixed assets. These funds are held to finance the working capital requirements of the organisation. The trustee's objective is to create and maintain sufficient funds to cover minimum of six months expenditure.

#### **Structure, governance and management**

##### ***Nature of governing document***

The charitable company is governed by its Memorandum and Articles of Association dated 1 October 2002, as amended by special resolutions dated 6 December 2002 and 27 November 2006.

##### ***Recruitment and appointment of trustees***

New trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the charity.

## **Community Transport Stafford & District**

### **Trustees' Report (Incorporating the Director's Report)**

#### ***Induction and training of trustees***

Upon appointment a new trustee is provided with an induction pack which contains the following documents:

1. Memorandum and Articles of Association
2. Latest copy of the Annual Report and Accounts
3. A copy of the Charity Commission Guidance 'The Essential Trustee'

#### ***Arrangements for setting key management personnel remuneration***

The details of key management personnel are included in the reference and administrative information. Remuneration of key management personnel is set and reviewed annually by the trustees.

#### ***Major risks and management of those risks***

In times of austerity funding streams are becoming more stretched in this uncertain economic climate. Alternative sources of income have to be a priority, to ensure the ongoing success and future sustainability of the organisation.

All of our people whether staff or volunteers, carry out a tremendous task in supporting our service users every day. Without the commitment of the team we would not be able to provide the professional service that the clientele expect from their transport provider.



#### **Acknowledgements**

We must record our sincere thanks and gratitude to all of our local partners and suppliers providing essential services every day to enable Community Link to provide a reliable and friendly service to the residents in our local community. In particular our landowners providing office and minibus vehicle parking, garage services and all the other sundry supplies at very supportive pricing and service.

This continuing operational and financial support we receive locally allows Community Link to offer a much needed service to residents who would otherwise be socially isolated from the services they need and makes a huge difference.

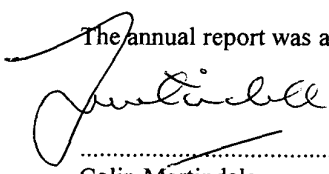
## **Community Transport Stafford & District**

### **Trustees' Report (Incorporating the Director's Report)**

#### **Small Company Statement**

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

The annual report was approved by the trustees of the charity on 21/11/17 and signed on its behalf by:

  
.....  
Colin Martindale  
Trustee



## **Community Transport Stafford & District**

### **Chief Executive Officer's report**

My first complete year with Community Link has been full of activity.

Community Link Stafford & District provides friendly transport for people with mobility difficulties who because of age, sickness, disability or poverty or lack of adequate and safe passenger services are unable to access mainstream public transport services.

It is important to note that 95% of our members require and use mobility aids.

I am pleased to be able to confirm that income has risen this year from £233,083 to £275,343, an increase of £42,260 on the previous year (+18%). This is due to the retention of existing contracts and new ones attained.

With cuts in service provision from statutory organisations and less funding available to support the elderly and vulnerable, demand for our service is becoming a vital life line to health and support services for our members. Journeys to family and friends are also increasing where our transport enables members to visit family and help reduce isolation in their own homes.

The Dial a Ride scheme still continues to show growth despite a small increase in charges after 7 years of price holding.

The weekly shoppers trips to Stafford Town centre have been extended to cover Ten Butts at Rising Brook alongside the existing routes from Lodgefield Park, Coppenhall and Hyde Lea villages.

Day centres journeys have increased by 83% year on year to 613 journeys per annum.

Journeys to GP appointments have also increased by 15%.

Visits to other clubs eg Cerebral Palsy group, Knit and natter, Computer club have also grown.

Other medical journeys by members including using hydrotherapy units and lymphedema clinic have increased from 53 to 231 visits each year (+ 335%).

We continue to take enquiries from many different organisations within the community and voluntary sector for example, Homestart and the Princes Trust who have their own requirement of suitable transport facilities.

We have been transporting more wheelchair users this year to a total of 1,005 journeys, which is key to one of our main objectives, increasing by 36% amount of journeys annually.

The number of volunteers working at Community Link has increased over the year from 4 to 8. This increase of resource enables us to satisfy the increasing demand coming from existing and new members to the charity. There is now a continuing volunteer recruitment programme in place throughout Stafford & District and this appears to be developing well.

We have increased advertising activity to the residents in the locality, including the positioning of roller banners in strategic locations on permanent displays across Stafford Borough; raising our profile at medical and recreational facilities. This approach has generated new enquiries with additional new members joining up. The annual membership fee of £7 individuals and £17.50 for groups then gives the added benefit for members to travel using our Minibuses or cars.

We have increased the number of staff employed from 16 to 24 within Community Link helping the local economy to reduce unemployment. This is also due to the successful tendering for additional awards of School Contracts throughout the year.

We successfully applied for Peoples Skill funding to improve the HR process within the organisation including the recruitment programme.

## **Community Transport Stafford & District**

### **Chief Executive Officer's report**

All our drivers are MiDAS trained and all staff and volunteers undergo enhanced DBS checks with registration to the Annual updating service as condition of employment. They also undertake Safeguarding training and passenger Assistant training as appropriate provided by Staffordshire County Council.

In line with recent legislation we have introduced a pension scheme and this was implemented from April 2016 through Creative Pensions acting as advisors to the scheme.

We would like to thank all of our partners and in particular Staffordshire County Council for their continued financial and operational support as this is an important to our continuing success into the future.

Computer issues were becoming an issue and therefore we appointed an IT Consultant to improve and maintain our systems as we grow as an organisation we become more dependent upon the efficiency of the administration process.

We have relocated vehicle parking closer to the town centre which can accommodate all of our Minibuses behind locked gates offering additional security. We are very grateful to a local entrepreneur for allowing us to use these facilities whilst we are seeking a more permanent home from where we can grow the fleet.

Following a review of tender of vehicle insurance providers we were able to reduce prices considerably with an effective 15% annual cost reduction.

We continued to supply a minibus to serve the audiences at the annual Stafford Borough Council Gatehouse Theatre Shakespeare production enabling those individuals using wheelchairs or with poor mobility to access the performance.

The Minibus Fund Round 2 funded by the Department for Transport opened in October 2016. Community Link submitted a bid but regrettably due to the restriction in funding of the overall grant and a change in their focus meant that fewer operators were to be successful.

In September 2016 we acquired two additional Mercedes Benz minibus with electric tail lifts to the fleet bringing the total now to 15 passenger carrying vehicles including wheelchair adapted cars.

I would like to express my sincere thanks to trustees, colleagues, volunteers, members, Staffordshire County Council, Stafford Borough Council and Support Staffordshire for your participation in making Community Link a growing and thriving charity for the future. I look forward to the challenges of the coming year where I trust we will be able to build on the achievements of this successful year.



.....  
Graham Wright  
Chief Executive Officer

## **Community Transport Stafford & District**

### **Independent Examiner's Report to the trustees of Community Transport Stafford & District**

I report on the accounts of the charity for the year ended 31 March 2017 which are set out on pages 11 to 21 .

Your attention is drawn to the fact that the charity has prepared the Financial Statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of FCCA.

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 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 statement below.

## **Community Transport Stafford & District**

### **Independent Examiner's Report to the trustees of Community Transport Stafford & District**

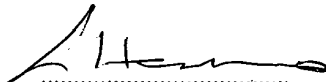
#### **Independent examiner's statement**

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

(1) which gives me a 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 accounts which accord with the accounting records, comply with the accounting requirements of 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

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....  
Lisa Healings FCCA  
Independent Examiner

The Dudson Centre  
Hope Street  
Hanley  
Stoke-on-Trent  
ST1 5DD

Date: 12/12/17 .....

# Community Transport Stafford & District

## Statement of Financial Activities for the Year Ended 31 March 2017 (Including Income and Expenditure Account)

	Note	Unrestricted funds £	Total 2017 £
<b>Income and Endowments from:</b>			
Donations and legacies	3	29,147	29,147
Charitable activities	4	246,191	246,191
Investment income	5	5	5
Total Income		<u>275,343</u>	<u>275,343</u>
<b>Expenditure on:</b>			
Charitable activities	6	<u>(261,094)</u>	<u>(261,094)</u>
Total Expenditure		<u>(261,094)</u>	<u>(261,094)</u>
Net income		<u>14,249</u>	<u>14,249</u>
Net movement in funds		14,249	14,249
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>79,651</u>	<u>79,651</u>
Total funds carried forward		<u>93,900</u>	<u>93,900</u>
	Note	Unrestricted funds £	Total 2016 £
<b>Income and Endowments from:</b>			
Donations and legacies	3	28,601	28,601
Charitable activities	4	204,391	204,391
Investment income	5	91	91
Total Income		<u>233,083</u>	<u>233,083</u>
<b>Expenditure on:</b>			
Charitable activities	6	<u>(227,416)</u>	<u>(227,416)</u>
Other expenditure	7	<u>(24,803)</u>	<u>(24,803)</u>
Total Expenditure		<u>(252,219)</u>	<u>(252,219)</u>
Net expenditure		<u>(19,136)</u>	<u>(19,136)</u>
Net movement in funds		(19,136)	(19,136)
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>98,787</u>	<u>98,787</u>
Total funds carried forward		<u>79,651</u>	<u>79,651</u>

All of the charity's activities derive from continuing operations during the above two periods.

# Community Transport Stafford & District

(Registration number: 04549467)

## Balance Sheet as at 31 March 2017

	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets	13	44,868	53,958
<b>Current assets</b>			
Debtors	14	5,361	3,341
Cash at bank and in hand		<u>56,731</u>	<u>31,981</u>
		62,092	35,322
<b>Creditors: Amounts falling due within one year</b>	15	<u>(13,060)</u>	<u>(9,629)</u>
<b>Net current assets</b>		<u>49,032</u>	<u>25,693</u>
<b>Net assets</b>		<u>93,900</u>	<u>79,651</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>93,900</u>	<u>79,651</u>
<b>Total funds</b>		<u>93,900</u>	<u>79,651</u>

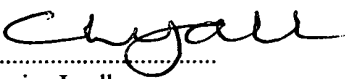
For the financial year ending 31 March 2017 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

21/11/17 The financial statements on pages 11 to 21 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

  
 .....  
 Catherine Lyall  
 Trustee

## **Community Transport Stafford & District**

### **Notes to the Financial Statements for the Year Ended 31 March 2017**

#### **1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

Community Transport Stafford & District meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

##### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

##### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## **Community Transport Stafford & District**

### **Notes to the Financial Statements for the Year Ended 31 March 2017**

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

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.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.



## Community Transport Stafford & District

### Notes to the Financial Statements for the Year Ended 31 March 2017

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures, fittings and equipment	25% reducing balance
Motor vehicles	25% reducing balance

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

## Community Transport Stafford & District

### Notes to the Financial Statements for the Year Ended 31 March 2017

#### 3 Income from donations and legacies

	Unrestricted funds		
	General £	Total 2017 £	Total 2016 £
Donations and legacies;			
Donations from individuals	62	62	156
Grants, including capital grants;			
Government grants	29,085	29,085	28,445
	<u>29,147</u>	<u>29,147</u>	<u>28,601</u>

#### 4 Income from charitable activities

	Unrestricted funds		
	General £	Total 2017 £	Total 2016 £
Local Authority Contract	212,278	212,278	185,495
Other Contracts	17,299	17,299	2,663
Dial-a-Ride	15,813	15,813	15,596
Memberships	801	801	637
	<u>246,191</u>	<u>246,191</u>	<u>204,391</u>

#### 5 Investment income

	Unrestricted funds		
	General £	Total 2017 £	Total 2016 £
Interest receivable and similar income;			
Interest receivable on bank deposits	5	5	91
	<u>5</u>	<u>5</u>	<u>91</u>

## Community Transport Stafford & District

### Notes to the Financial Statements for the Year Ended 31 March 2017

#### 6 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	Total 2017 £	Total 2016 £
Staff costs	158,918	-	158,918	131,385
Rent	-	6,350	6,350	6,233
Insurance	739	-	739	624
DBS checks	1,897	-	1,897	123
Uniforms	846	-	846	300
Printing, postage and stationery	670	-	670	565
Advertising	-	536	536	530
Telephone & broadband	929	-	929	777
Office Equipment	-	126	126	951
Motor expenses	72,106	-	72,106	70,284
Volunteer expenses	236	-	236	130
Legal & professional	-	2,114	2,114	1,779
Independent examination	-	780	780	550
Bank charges	-	86	86	35
Sundry expenses	10	-	10	47
Depreciation	13,090	-	13,090	11,927
Loss on sale of assets	-	-	-	1,176
Donation	60	-	60	-
IT	-	1,601	1,601	-
	<u>249,501</u>	<u>11,593</u>	<u>261,094</u>	<u>227,416</u>

£261,094 (2016 - £227,416) of the above expenditure was attributable to unrestricted funds and £Nil (2016 - £Nil) to restricted funds.

## Community Transport Stafford & District

### Notes to the Financial Statements for the Year Ended 31 March 2017

#### 7 Other expenditure

	Note	Total 2017 £	Total 2016 £
Staff costs			
Other staff costs		-	24,803
		-	24,803

Other staff costs, in the prior period, relate to exceptional costs incurred in relation to settlement agreements.

#### 8 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds	Total 2017 £	Total 2016 £
	General £		
Independent examiner fees			
Examination of the financial statements	780	780	550
Legal & professional fees	2,114	2,114	1,779
	2,894	2,894	2,329

#### 9 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2017 £	2016 £
Loss on disposal of fixed assets held for the charity's own use	-	1,176
Depreciation of fixed assets	13,090	11,927

#### 10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

## **Community Transport Stafford & District**

### **Notes to the Financial Statements for the Year Ended 31 March 2017**

#### **11 Staff costs**

The aggregate payroll costs were as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	150,055	125,136
Social security costs	5,467	4,764
Pension costs	3,396	1,485
Other staff costs	-	24,803
	<u>158,918</u>	<u>156,188</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2017</b>	<b>2016</b>
	<b>No</b>	<b>No</b>
Employees	<u>19</u>	<u>16</u>

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

The total employee benefits of the key management personnel of the charity were £65,417 (2016 - £65,976).

## Community Transport Stafford & District

### Notes to the Financial Statements for the Year Ended 31 March 2017

#### 12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 13 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 April 2016	2,549	78,875	81,424
Additions	-	4,000	4,000
At 31 March 2017	<u>2,549</u>	<u>82,875</u>	<u>85,424</u>
<b>Depreciation</b>			
At 1 April 2016	2,549	24,917	27,466
Charge for the year	-	13,090	13,090
At 31 March 2017	<u>2,549</u>	<u>38,007</u>	<u>40,556</u>
<b>Net book value</b>			
At 31 March 2017	<u>-</u>	<u>44,868</u>	<u>44,868</u>
At 31 March 2016	<u>-</u>	<u>53,958</u>	<u>53,958</u>

## Community Transport Stafford & District

### Notes to the Financial Statements for the Year Ended 31 March 2017

#### 14 Debtors

	2017 £	2016 £
Trade debtors	986	80
Prepayments	757	-
VAT recoverable	3,618	3,261
	<u>5,361</u>	<u>3,341</u>

#### 15 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	4,758	2,487
Payments on account	491	-
Other taxation and social security	2,083	4,546
Other creditors	76	434
Accruals	5,652	2,162
	<u>13,060</u>	<u>9,629</u>