

Boston Community Transport Limited
Company No 05140621
(Company Limited by Guarantee)
Registered Charity No 1110099

Directors and Trustees Report and Accounts
For the Year ended 31st March 2011

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Boston Community Transport Limited

Legal and Administrative Information

Directors and Trustees.

Mrs Marilyn Taffinder (Chairman-resigned 18/06/2010)
Mrs Barbara Blatherwick
Mr Andrew Pottle
Mr Christopher Quinnell (appointed 14/03/2011)
Mr Rex Michael Blanchard-Smith
Mr Maurice William Judge (appointed 27/07/2010)
Mr Julian Hasan St Clare Rowley (appointed 27/07/2010)

Chief Officer

Mr Peter Barratt

Registered Office

The Len Medlock Voluntary Centre
St Georges Road
Boston
Lincolnshire
PE21 8YB

Bankers:

Unity Trust Bank Plc
Nine Brindley Place
4 Oozells Square
Birmingham
B1 2HB

Accountants

Fastax
12 Church Street
Boston
Lincolnshire
PE21 6NW

Boston Community Transport Limited

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Boston Community Transport Limited

Report of the Trustees for the Year Ended 31 March 2010

The trustees who are also directors of the charity for the purposes of the Companies Act, present their report and accounts for the period ended 31 March 2011

The trustees have adopted the provision of the Statement of Recommended Practice (SORP 2005) "Accounting & Reporting by Charities" issued in March 2005 in preparing the report and accounts

Objects of the Charity

The charity is constituted as a limited company, limited by guarantee and is therefore governed by a memorandum & articles of association

The charity's principal objects are

"To provide a community transport service for such inhabitants of Boston and it's surrounding area who are in need of such service because of age, sickness, disability, poverty or because of a lack of availability of adequate and safe public passenger services To relieve the disabled and the elderly in particular by the provision of wheelchairs and similar equipment so that their conditions of life may be improved"

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 28th May 2004 and registered as a charity on 20th June 2005 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 In the event of the company being wound up members are required to contribute an amount not exceeding £1

Recruitment and Appointment of Management Committee

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 Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting

The Management Committee seeks to ensure that the needs of the community are appropriately reflected through the diversity of the trustee body and has regard to the requirement for any specialist knowledge needed, for example Mrs Blatherwick is Chief Officer of Age Concern All members are invited to nominate trustees prior to the Annual General Meeting

Nominees appointed by Boston Borough Council and East Lindsey District Council are subject to the appointment processes of those bodies and the guidelines on appointment to public office as they apply to Local Government nominees

Trustee induction and training

New trustees are usually familiar with the practical work of the charity and have observed a meeting of the Management Committee before election

New trustees are encouraged to attend training sessions to familiarise themselves with the charity and the context within which it operates covering

- * The obligations of Management Committee members
- * The main documents which set out the operational framework for the charity including the Memorandum and Articles
- * Resourcing and the current financial position as set out in the latest published accounts

Boston Community Transport Limited

All Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their duties

Organisational Structure

Boston Community Transport has a Management Committee of up to 15 members who meet bi-monthly and are responsible for the strategic direction and policy of the charity. At present the Committee has six members from a variety of backgrounds relevant to the work of the charity.

The Chief Officer also sits on the Committee but has no voting rights.

Day to day responsibility for the provision of the services rests with the Chief Officer who is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Chief Officer has responsibility for the day to day operational management of the organisation. Individual supervision of the staff and volunteer team also ensuring the team continues to develop their skills and working practices in line with good practice.

Risk Management

The trustees have a risk management strategy which comprises:

- * an annual review of the risks the charity may face
- * the establishment of systems and procedures to mitigate those risks
- * the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise

This work has identified only a few minor new risks but it has resulted in better contingency plans and has given the impetus for better planning. Particular attention has focused on non financial risks arising from health and safety and outside influences on the delivery of services.

Related Parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy including The BOSTON MASTERPLAN The Community Strategy 2004 - 09 relating to Government publications such as The Urban and Rural White Papers and Planning Policy Guidance Notes 3,6, and 13 respectively, relating to Housing, Retail and Town Centres, and Transport.

Activities

The charity provides tailor-made, affordable accessible transport for the community through a range of schemes including 'Dial a ride', Community Car Scheme and a Shopmobility scheme.

Summary of Main Achievements this year

Funding Applications Grants received from 5 agencies this year

Employment of funds during the year Revenue Purposes no capital purchases

Positive outcomes Increase in both membership and usage of the community Car Scheme, but withdrawal of the Dial A Ride service

Future Developments Continue to improve services

Reserves Policy

The charity has reviewed its policy on the level of reserves to be held

Funds have been ring fenced to ensure that they are applied for the purposes for which they were given

Boston Community Transport Limited

Financial Position

The funds as shown are considered to be adequate to support the objects of the charity resources to meet adverse conditions. The trustees have also examined other operational and business risks faced by the charity and consider that systems are established to mitigate the significant risks. A key element in the management of financial risk is the setting of a reserves policy and its regular review by trustees. The trustees actively review on a regular basis major risks the charity faces and consider that current reserves combined with an annual review will provide adequate resources to meet adverse conditions. The trustees have also examined other operational and business risks faced by the charity and consider that systems are established to mitigate the significant risks.

Investment Policy and Returns

Under memorandum and articles of association, the charity has the power to make any investment which the trustees see fit. As the company does not have excessive funds, the trustees have had no need to consider investments other than to ensure that interest is received on the current account.

Directors and Trustees

All directors of the company are also trustees of the charity and there are no other trustees. All of the trustees named on page 1 served throughout the period.

Trustees' Responsibilities in Relation to the Financial Statements

The trustees are required by company law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently
- make judgments and estimates that are reasonable and prudent
- state whether the policies adopted are in accordance with Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

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

Accountants

A resolution proposing Fastax continue to be appointed as accountants of the charity will be put to the Annual General Meeting.

Approval

This report was approved by the board of directors and trustees on the 20/9/11 and signed on its behalf.

TRUSTEE *Julian Rowley*

JULIAN ROWLEY

Boston Community Transport Limited

**ACCOUNTANTS' REPORT TO THE TRUSTEES OF
Boston Community Transport Limited**

Independent examiner's Report to the Trustees of Boston Community Transport Limited

I report on the accounts of the Trust for the year ended 31st March 2011, which are set out on pages 7 to 10

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to my attention

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that

- proper accounting records are kept (in accordance with section 41 of the 1993 Act), and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

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



Fastax Accountants

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Date 9/9/11

Boston Community Transport Limited

**Statement of Financial Activities
For the Year ended 31 March 2011**

Summary Income and Expenditure Account

	<u>2010</u> <u>£</u>	<u>2011</u>
Incoming Resources		
Grants and Donations	67,240 00	56,225.00
Dial a Ride	7,885 10	9,588 95
Car Scheme	2,170 50	1,918 45
Shopmobility	<u>1,681 60</u>	<u>0 00</u>
TOTAL INCOME	78,977.20	67,732.40
Resource Expended		
Costs of Generating Funds		
Fundraising Costs	42,049 5	42,842 10
Charitable Expenditure		
Management and Administration	34,238 30	32,387.48
TOTAL EXPENDITURE	76,287.80	75,229.58
 Net (Expenditure)/Income For The Year	 2689 40	 (7,497.18)
Reserves Brought Forward	26,178 18	28,867 58
RESERVES CARRIED FORWARD	28,867.58	21,370.40

The notes on pages 9 and 10 form part of these financial statements

Boston Community Transport Limited

Balance Sheet as at 31 March 2011

	<u>2010</u> <u>£</u>	<u>2011</u>
CURRENT ASSETS		
Vehicles, scooters & IT	9,703 13	1,127 38
Debtors	0 00	0 00
Cash at Bank	32,484 98	33,919 57
Total assets	<u>42,188.28</u>	<u>35,046.95</u>
Less Creditors: amounts falling due within one year	13,320.70	13,676.55
NET ASSETS	<u>28,867.58</u>	<u>21,370.40</u>
FUNDS		
Unrestricted Fund	28,867 58	21,370.40
Restricted fund	0.00	0 00
<u>Total funds</u>	<u>28,867.58</u>	<u>21,370.40</u>

For the year ending 31st March 2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- 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

These financial statements were approved and signed by the directors on

.....*Julian Rowley*.....*JULIAN ROWLEY - CHAIRMAN*.....

.....

Directors and Trustees

The notes on pages 9 and 10 form part of these financial statements

Boston Community Transport Limited

Notes to the Accounts for the Year Ended 31 March 2011

ACCOUNTING POLICIES

Basis of Preparation of Accounts

The accounts are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The accounts have been prepared in compliance with the Statement of Recommended Practice and Reporting by Charities (SORP 2005) issued in March 2005, The Charities (Accounts and Reports) Regulations 2008 applicable accounting standards and the Companies Act 2006

Tangible fixed assets depreciation policy

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life Freehold buildings - 2% on cost or revalued amounts, Plant and Machinery - 15% on cost, Fixtures and fittings - 10% on cost, Motor vehicles - 25% on cost

Incoming Resources

Income and grants are included in incoming resources when they are receivable

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be reclaimed.

Fundraising Costs

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the charity's work This includes the costs of marketing fundraising events.

Expenditure on Management and Administration of the Charity

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures This includes costs of running office premises, staff salaries and accounts fees

COST OF GENERATING FUNDS

	2010	2011
	£	£
Fundraising costs-		
Contracting costs	41,779 18	42,037 10
Marketing & Consulting	<u>270 32</u>	<u>805 00</u>
Total	<u>42,049.50</u>	<u>42,842.10</u>

MANAGEMENT AND ADMINISTRATION COSTS

Rent & room hire	2,363 94	3,531 52
Telephone	481 39	466 97
Postage, general admin & stationery	1,112 35	612 67
Salaries including Employers NIC	23,034 24	25,822 66
Professional Fees	215 00	215 00
Motor Vehicle	2,136 14	0 00
I T Equipment, repairs & support	0.00	1,340 63
Finance Charges	26 32	23 03
Community Car Scheme	1,634 55	0 00
Depreciation	<u>3,234 37</u>	<u>375.00</u>
Total	<u>34,238.30</u>	<u>32,387.48</u>

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DEBTORS

Amounts due within one year	2010	2011
Trade debtors & prepayments	<u>0 00</u> 0.00	<u>0 00</u> 0.00

CREDITORS

Amounts due within one year		
Trade creditors-	200 00	200 00
Accruals/creditors	<u>13,120 70</u>	<u>13,452 30</u>
	13,320.70	13,676.55

FIXED ASSETS

The vehicles were all disposed of during the year, leaving office equipment and computer hardware only

Written down value brought forward at 1 st April 2010	£9,703 13
Disposals	(£8,200)
Depreciation	(375)
Written down value carried forward to 31 st March 2011	£1,503 13

FUNDS OF THE CHARITY

At the present time, the charity's fund is restricted in respect of the following obligations,

Grants Received for specific projects

Funds Employed for specific purposes & funds remaining and restricted to that purpose.