

**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 31<sup>st</sup> March 2012**

WEDNESDAY FRIDAY



\*A20RKFSG\*

A15	25/01/2013	#143
COMPANIES HOUSE		
A27	16/01/2013	#134
COMPANIES HOUSE		

**Boston Community Transport ~~Limited~~**

**Legal and Administrative Information**

**Directors and Trustees**

Mr Christopher Quinnell  
Mr Maurice William Judge  
Mr Julian Hasan St Clare Rowley

**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 2012**

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 2012

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 "

#### **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

##### **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

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 who meet bi-monthly and are responsible for the strategic direction and policy of the charity

Day to day responsibility for the provision of the services rests with the office staff member who is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The charity has responsibility for the day to day operational management of the organisation and the 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 complementary 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 Community Car Scheme.

### **Summary of Main Achievements 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.

### **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 26/11/12 and signed on its behalf

TRUSTEE

*Julian Rowley*

JULIAN ROWLEY

**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 31<sup>st</sup> March 2012, 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.

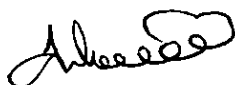
**Independent examiner's statement**

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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PE21 6NW**

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PE21 6NW - 01205 363903

**Date**

**Boston Community Transport Limited**

**Statement of Financial Activities  
For the Year ended 31 March 2012**

**Summary Income and Expenditure Account**

	<u>2011</u> <u>£</u>	<u>2012</u>
<b>Incoming Resources</b>		
Grants and Donations	56,225 00	82 12
Dial a Ride	9,588 95	0 00
Car Scheme	1,918 45	971 60
Shopmobility	<u>0 00</u>	<u>0 00</u>
<b>TOTAL INCOME</b>	<b><u>67,732.40</u></b>	<b><u>1,053.72</u></b>
<b>Resource Expended</b>		
Costs of Generating Funds		
Fundraising Costs	42,842 10	90 52
Charitable Expenditure		
Management and Administration	32,387 48	7,990 23
<b>TOTAL EXPENDITURE</b>	<b><u>75,229.58</u></b>	<b><u>8,080.75</u></b>
 Net (Expenditure)/Income For The Year	 <b>(7,497.18)</b>	 <b>(7,027.03)</b>
Reserves Brought Forward	28,867 58	21,370 40
<b>RESERVES CARRIED FORWARD</b>	<b>21,370.40</b>	<b>14,343.37</b>

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



**Boston Community Transport Limited**

**Balance Sheet as at 31 March 2012**

	<u>2011</u> <u>£</u>	<u>2012</u>
<b>CURRENT ASSETS</b>		
Vehicles, scooters & IT	1,127 38	901 98
Debtors	0 00	0 00
Cash at Bank	33,919 57	23,130 35
Cash on hand	0 00	33 01
Total assets	<u>42,188.28</u>	<u>24,065.34</u>
 <b>Less Creditors: amounts falling due within one year</b>	 13,676.55	 9,721.97
 <b>NET ASSETS</b>	 <u>21,370.40</u>	 <u>14,343.37</u>
 <b>FUNDS</b>		
Unrestricted Fund	21,370 40	14,343 37
Restricted fund	0 00	0 00
 <u><b>Total funds</b></u>	 <u>21,370.40</u>	 <u>14,343.37</u>

For the year ending 31<sup>st</sup> March 2012 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.....

**Directors and Trustees**

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

**Notes to the Accounts for the Year Ended 31 March 2012**

**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 - 20% 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**

	<b>2011</b>	<b>2012</b>
	£	£
Fundraising costs-		
Contracting costs	42,037 10	49 20
Marketing & Consulting	<u>805 00</u>	<u>41 32</u>
<b>Total</b>	<b><u>42,842.10</u></b>	<b><u>90.52</u></b>

**MANAGEMENT AND ADMINISTRATION COSTS**

Rent & room hire	3,531 52	1,080 00
Telephone	466 97	241 67
Postage, Insurance, admin & stationery	612 67	394 39
Salaries including Employers NIC	25,822 66	5,742 82
Professional Fees	215 00	214 00
Motor Vehicle	0 00	0 00
I T Equipment, repairs & support	1,340 63	79 95
Finance Charges	23 03	12 00
Community Car Scheme	0 00	0 00
Depreciation	<u>375 00</u>	<u>225 40</u>
<b>Total</b>	<b><u>32,387.48</u></b>	<b><u>7,990.23</u></b>

**Boston Community Transport Limited**

**DEBTORS**

Amounts due within one year	2011	2012
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>9,521 90</u>
	<b>13,320.70</b>	<b>9,721.97</b>

**FIXED ASSETS**

Office equipment and computer hardware

Written down value brought forward at 1 <sup>st</sup> April 2011	£1,127 38
Disposals	0 00
Depreciation	(225 40)
Written down value carried forward to 31 <sup>st</sup> March 2012	£901 98

**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