

**Company No. 07024763**

**Charity No. 1135063**

**Brentwood Community Transport**  
**Trustees' Report and Accounts**  
**For The Year Ended 31 March 2014**

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## **Company Information**

### **Trustees**

David Minns	Acting Chairman
Linda Golding	
Madeline Henwood	
Philip Mynott	
Graham Stanley	Treasurer/Acting Secretary

### **Employees**

Tina Tickner	Chief Executive Officer
Denise Terry-Roberts	Assistant Co-ordinator
Ninette Sacco	Administrator
Arsen Poghosyan	Development Officer
Clifford Eighteen	Paid Driver
Tom Ellingford	Paid Driver
Jean Elliott	Paid Driver
Barrie Hindley	Paid Driver
Steve Hood	Paid Driver
Stephen King	Paid Driver
David McGuinness*	Paid Driver
Robin West	Paid Driver

The following trustees resigned from the board during this financial year:

Madeline Henwood

The following trustees joined the board during this financial year:

Linda Golding

\* Role ceased to exist at the end of April 2013 when the Sunday Service was withdrawn.

## **Company Information (continued)**

Charity Number      1135063

Company Number     07024763

Registered Office & Principal Office    Pepperell House  
44 High Street  
Brentwood  
CM14 4AJ

Bankers              CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling Kent  
ME19 4JQ

Independent Examiner      John Eke F.C.I.E.  
168 Dragon Road  
Salisbury Village  
Hatfield  
Herts.  
AL10 9NZ

## **Trustees' Annual Report**

The trustees have pleasure in presenting their report and accounts for year ended 31 March 2014. The report complies with the Charities Act 2011 and the Companies Act 2006.

### **Brief History**

Brentwood Community Transport (BCT) was officially formed in May 2001 and operated under the umbrella of Essex County Council. In 2009, it was decided that the organisation would become independent and obtain charitable status. The new organisation was first registered at Companies House in September 2009, but due to various delays, BCT did not start trading until the beginning of March 2010. All employees transferred from Essex County Council to the new organisation under TUPE.

### **Structure, Governance and Management**

The company is governed by its Memorandum and Articles of Association incorporated on 21<sup>st</sup> September 2009 and subsequently amended at an Annual General Meeting, held on 16<sup>th</sup> July 2012.

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. The Management Committee, together with the Chief Executive Officer, meet at least four times a year. The Management Committee is responsible for the strategic direction and policy of the charity.

New trustees are either advertised for in the local press or introduced via networking and all applicants are interviewed. Skills matching forms an important part of the selection process. Two of our trustees are Councillors for Brentwood and provide invaluable local knowledge/links.

The Chief Executive Officer is responsible for the day to day operational management of the Charity. At the start of the financial year, the Company employed two full time staff: one Chief Executive Officer and an Assistant Co-ordinator. Another eight Minibus Drivers together with one Administrator were employed on a part time basis. In addition to their strategic and governance roles, the trustees support the operations and the Chief Executive Officer through supervision and application of their expertise in business. At the end of the financial year, the Company employed two full time staff (Chief Executive Officer and Assistant Co-ordinator) and nine part time staff (one Administrator, one Development Officer and seven Minibus Drivers).

## **Risk Management**

The trustees have a duty to identify and review the risks to which the Charity is exposed and at their meetings they carry out this duty and ensure appropriate controls are in place and any necessary action is taken to mitigate such risks.

In respect of financial risk, the trustees believe that the reserves, set out on page 7, will provide sufficient resources to provide working capital and to develop the charity's activities.

## **Public Benefit Statement**

In setting our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit. All income received by the charity has been applied to the provision of the charity's aims.

## **Objectives and Activities**

Our objectives can be summarised as follows:

- To provide transport options for people who find mainstream public transport difficult to access due to age, illness or geographical isolation.
- To assist the charitable work of organisations engaged in promoting social benefits for such persons through the provision of appropriate transport solutions.
- To help minimise social exclusion, by providing affordable mobility accessible transport solutions to needy individuals, and also provide sustainable transport solutions to the community statutory organisations.

The main services provided were as follows:

- Accessible Vehicle Service – designed for the residents of Brentwood who are unable to access a standard vehicle due to disability.
- Minibus Brokerage – consists of a pool of vehicles, providing groups with an option of using a vehicle when required without the expense of owning and running a vehicle themselves.
- Social Car Scheme – a service providing local journeys for residents who can access a standard vehicle but are unable to use public transport.
- Hospital Shuttle Bus – working in partnership with NHS to provide a service transporting staff, patients and visitors to and from Brentwood Community Hospital. The service operates under the Greener Environmental Policy, helping to reduce the carbon footprint.
- Hospital/Shopper Bus – a service transporting members of the public from rural areas of Brentwood to/from hospitals and shopping centres in Brentwood and Romford.

- In May 2012 we introduced a new Sunday service giving residents access to churches and shops, reducing social isolation and linking villages. This service was withdrawn at the end of April 2013 due to low passenger numbers.
- MiDAS (Minibus Driver Awareness Scheme) training.

### **Achievements and Performance**

In the twelve months leading up to 31 March 2014 we achieved the following:

- 342 individual members
- 45 group members
- 50,451 passenger journeys for the residents of Brentwood
- recruited a development officer (part-time)
- secured funds that mainly covered the cost of the new minibus purchased this year
- granted an extension to our three year Service Level Agreement with Essex County Council and Brentwood Borough Council, which was due to end in March 2014 . Funding now guaranteed for a further year at the same level as before
- renewed our agreement with Basildon Community Transport Services to provide temporary cover for the role of Chief Executive Officer at Basildon

### **Financial Review**

This financial year produced an overall surplus of just under £56K. The surplus is mainly attributable to the funds received for the purchase of a new minibus and increased income from Basildon Community Transport Services (last year's income only represented a part-year).

In addition to our main funding from Essex County Council and Brentwood Borough Council, we are pleased to have received other grants and donations. This included a £35K donation from the insurers LV, as part of their aim to offer community sponsorship and support to local good causes. We also received a grant from Essex Community Initiatives fund.

The amount of grant monies required to support the hospital/shopper bus service has reduced again; this is in line with our aim to make this service self-funding.

## **Reserves Policy**

Our policy is to aim to maintain our reserves to provide six months of cover. The current general reserves of £137,192 currently equate to 5.5 months (last year, 4.9 months).

We are continuing to look at spending some of our current reserves on improving our minibus resource.

## **Plans For Future**

We will continue to look for opportunities to increase the services we provide to the residents of Brentwood, utilising the new powers for community transport introduced by The Local Transport Act 2008 to design services that respond to local need.

We will look to source further funding to support our requirements, such as new vehicles or refurbishment of existing, and additional staff.

To further promote the new hospital/shopper bus service with the aim that the service becomes self-funding.

Continue to actively recruit new trustees.



Sincere thanks go to all of our staff and everyone who has contributed to the success of the organisation; with a special thank you to all of our volunteers:

Paul Alden  
John Arnold  
Don Bannister  
Sheena Beadle  
Paul Bonnett

Fred Boyce  
Alan Chums  
George Civil  
Mike Collins  
Linda Conlan  
John Cousins  
Barry Crane  
Neil Crowe  
Brenda Dael  
Jim Delaney  
Gordon Dimmock

Pam Ellingford  
Tom Ellingford  
John Everitt  
Bob Farnsworth  
Sheilagh Foley

Stuart Frame  
Peter Gredley  
Bob Hewes  
Chris Jardine  
Stephen King  
Colin Latham  
Alan Lewis  
Dian McGowan  
David McGuinness  
Paul Mackaness  
Penny Moore

Max Newton  
Steve Philbrooks  
Jill Rivett  
Iain Robertson  
Malcolm Saddington  
Namosivayon  
Sawmynaden  
Richard Searle  
Bryan Shedel  
Dave Simms  
Peter Slaughter  
Graham Stanley  
John Tyler  
Peter White  
Reg Wiseman  
Jack Young

Signed by order of the trustees



David Minns  
Acting Chairman

**Independent Examiner's Report to the Trustees of Brentwood Community Transport** I report on the accounts of the company for the year ended 31 March 2014, which are set out on pages 11 to 18.

#### **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 and Fellow of the Association of Charity Independent Examiners.

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.

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

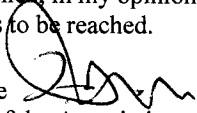
In connection with my examination, no matter has come to my attention:

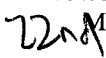
(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare 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.

John Eke   
Fellow of the Association of Charity Independent Examiners  
168 Dragon Road, Hatfield, Herts. AL10 9NZ

 May 2014

**Statement of Financial Activities  
for the Year Ended 31 March 2014**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2014</b>	<b>Total Funds 2013</b>
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Incoming Resources from Generated Funds</b>					
Donations		4,162	35,000	39,162	4,731
Investment income	2	2,683	-	2,683	-
<b>Incoming Resources from Charitable Activities</b>					
Grants	3	112,120	24,843	136,963	120,903
Fares and contracts	4	144,888	-	144,888	137,018
Membership	5	3,875	-	3,875	3,712
Other	6	37,083	-	37,083	15,232
<b>Total Incoming Resources</b>		<b>304,811</b>	<b>59,843</b>	<b>364,654</b>	<b>281,596</b>
<b>Resources Expended</b>					
Generating Funds		470	-	470	506
Charitable activities	7	296,277	11,546	307,823	272,047
Governance	8	430	-	430	480
<b>Total Resources Expended</b>		<b>297,177</b>	<b>11,546</b>	<b>308,723</b>	<b>273,033</b>
<b>Net Incoming Resources</b>		<b>7,634</b>	<b>48,297</b>	<b>55,931</b>	<b>8,563</b>
<b>Net Movement in Funds</b>		<b>7,634</b>	<b>48,297</b>	<b>55,931</b>	<b>8,563</b>
<b>Transfers of funds</b>	12	<b>53,297</b>	<b>(53,297)</b>	<b>-</b>	<b>-</b>
<b>Net Movement in Funds after Transfers</b>		<b>60,931</b>	<b>(5,000)</b>	<b>55,931</b>	<b>8,563</b>
<b>Balances b/f</b>		<b>139,030</b>	<b>6,000</b>	<b>145,030</b>	<b>136,467</b>
<b>Balances c/f</b>		<b>199,961</b>	<b>1,000</b>	<b>200,961</b>	<b>145,030</b>

This SOFA incorporates an Income and Expenditure account as required under the Companies Act 2006.

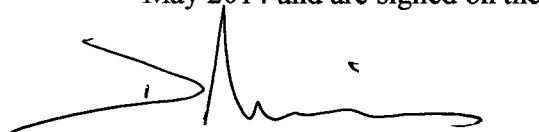
**Balance Sheet**  
**31 March 2014**

	Note	£	2014 £	2013 £
<b>Fixed Assets</b>				
Tangible assets	9		62,769	28,403
<b>Current Assets</b>				
Debtors	10	19,640		70,231
Cash at bank		196,287		177,736
VAT recoverable		<u>2,387</u>		<u>-</u>
		218,314		247,967
<b>Creditors</b>				
Amounts falling due within one year	11	(80,122)		(130,796)
VAT Liability		-		(544)
<b>Total Current Liabilities</b>		(80,122)		(131,340)
<b>Net Current Assets</b>			<u>138,192</u>	<u>116,627</u>
<b>Total Assets less Current Liabilities</b>			<u>200,961</u>	<u>145,030</u>
<b>Represented by Funds and Reserves:</b>				
Restricted Funds			1,000	6,000
<b>Unrestricted Funds:</b>				
Designated Fixed Assets Fund		62,769		
General Funds		137,192	<u>199,961</u>	<u>139,030</u>
Total Charity Funds			<u>200,961</u>	<u>145,030</u>

*For the year ending 31/03/2014 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.*

This report and financial statements were approved by the members of the committee on May 2014 and are signed on their behalf by:



David Minns ( Acting Chairman)  
Company Registration Number: 07024763



Graham Stanley (Treasurer)  
Charity Number: 1135063

## **Notes to the Financial Statements**

### **Year Ended 31 March 2014**

#### **1. Accounting Policies**

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement Of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards, the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008), and comply with the Memorandum and Articles of Association of the Company.

##### **Incoming Resources**

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for a particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources as restricted funds when receivable.

##### **Resources Expended**

All expenditure is accounted for on an accruals basis. VAT is generally not included in expenditure as VAT is recoverable on the basis that passenger transport is zero-rated. Some expenditure, however, is outside the scope of VAT and as this VAT is not recoverable it is included in expenditure.

##### **Governance**

These costs relate to compliance with statutory requirements.

##### **Depreciation**

Major expenditure on tangible fixed assets costing over £500 will be capitalised. The cost of other items is written off as incurred.

## Depreciation cont.....

Depreciation is calculated so as to write off the cost of the asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office equipment	33.33 / 50.00% straight line
Furniture & fittings	20.00% straight line
Motor vehicles	20.00% straight line *

\* a vehicle purchased in the year 2011-12 was 'nearly new' and used on a public service which involves very high mileage – hence the decision to depreciate over 3 years instead of the normal 5 years.

## Taxation

The company is a charity within the meaning of section 505 of the Income and Corporation Taxes Act 1988. Accordingly the company can claim relief from taxation in respect of income or capital gains received, to the extent that such income or gains are applied to exclusively charitable purposes.

The majority of our transportation income is zero rated with regard to VAT. This is in line with VAT Notice 744A March 2002 which allows zero rating when the vehicles used are designed or adapted to carry not less than ten passengers.

## 2. Investment income

Last year, investment income was £1,735 but this was reported in error as a negative cost rather than income.

## 3. Grants Receivable

	Unrestricted	Restricted	Total	Total
	£	£	2014	2013
			£	£
General (Essex County Council)	69,930	-	69,930	69,930
General (Brentwood Brgh.Council)	26,536	-	26,536	26,535
Brentwood Borough Council & Parish Councils	-	-	-	11,069
Other grants distributed via Essex County Council	<u>15,654</u>	<u>24,843</u>	<u>40,497</u>	<u>13,369</u>
	<u>112,120</u>	<u>24,843</u>	<u>136,963</u>	<u>120,903</u>

**4. Fares and Contracts**

	<b>£</b> <b>2014</b>	<b>£</b> <b>2013</b>
SWEPCT contracts	60,690	59,500
Fares	<u>84,198</u>	<u>77,518</u>
	<u>144,888</u>	<u>137,018</u>

**5. Membership**

	<b>£</b> <b>2014</b>	<b>£</b> <b>2013</b>
Social car	2,977	2,808
Minibus	<u>898</u>	<u>904</u>
	<u>3,875</u>	<u>3,712</u>

**6. Other Incoming Resources**

	<b>£</b> <b>2014</b>	<b>£</b> <b>2013</b>
Bus Services Operating Grant	5,594	5,378
Driver Assessments	1,200	1,750
Contract with Basildon CT	29,349	6,091
Misc. Income	<u>940</u>	<u>2,013</u>
	<u>37,083</u>	<u>15,232</u>

## 7. Charitable Expenditure

	£ 2014	£ 2013
Staff Costs	178,966	166,935
Volunteer reimbursements	27,543	25,901
Premises – rent	2,760	2,760
Vehicle running costs		
- Hire/insurance/ breakdown cover	5,420	4,841
- Maintenance	29,268	22,702
- Fuel	18,749	19,792
- Other	5,098	2,332
Legal & Professional	7,321	4,265
Office		
- Stationery & printing	685	793
- Computer costs	4,565	1,069
Other	2,595	1,380
Depreciation	<u>24,853</u>	<u>19,783</u>
	<u>307,823</u>	<u>272,553</u>
Staff Costs:		
Gross salaries	155,861	144,219
Employer NI	8,795	7,312
Employer Pension	12,842	12,656
Training	1,375	2,737
Other	<u>93</u>	<u>11</u>
	<u>178,966</u>	<u>166,935</u>

Staff Nos:	2014		2013	
		FTE		FTE
Full time	2	2	2	2
Part time	<u>9</u>	<u>4</u>	<u>9</u>	<u>3.8</u>
Total	11	6	11	5.8

## 8. Governance

Fee payable to Independent Examiner.



## 9. Tangible Assets

The majority of tangible assets have been valued at zero as vehicles were gifted to the charity by Essex County Council and other assets are either loaned by Brentwood Borough Council or are of an age that they would be fully depreciated.

	Computer Equipment		Motor Vehicles		Total		
	2014	2013	£	2014	2013	2014	2013
Costs as at start of year	-	3,078	56,800	56,800	56,800	59,878	
Additions	-	-	59,220	-	59,220	-	
Costs as at end of year	-	3,078	116,020	56,800	116,020	59,878	
Depreciation as at start of year	-	2,226	28,397	9,466	28,397	11,692	
Charge in year	-	852	24,854	18,931	24,854	19,783	
Depreciation as at end of year	-	3,078	53,251	28,397	53,251	31,475	
Net Book Value	-	-	62,769	28,403	62,769	28,403	

## 10. Debtors

	£ 2014	£ 2013
Trade debtors	9,091	57,619
Other debtors	1,261	3,651
Prepayments	<u>9,288</u>	<u>8,962</u>
	<u>19,640</u>	<u>70,232</u>

## 11. Creditors: Amounts falling due within one year

	£ 2014	£ 2013
Trade creditors	6,723	7,851
Other	1,074	4,102
Payroll taxes, social security & union fees	2,816	2,661
Pensions	1,491	1,446
Deferred income	<u>68,018</u>	<u>114,736</u>
	<u>80,122</u>	<u>130,796</u>

## 12. Movement of Funds

	<b>Unrestricted Funds</b>			Total Funds
	General Funds	Designated Fixed Assets Fund	Restricted Funds	
	£	£	£	
Brought forward 01 April 2013	110,627	28,403	6,000	145,030
Incoming Resources	304,811	-	59,843	364,654
Expenditure	(296,747)	-	(11,546)	(308,293)
Transfer *	-	53,297	(53,297)	-
Transfer this year depcn.	18,931	(18,931)	-	-
Carried forward	137,622	62,769	1,000	201,391

\* the transfer of £53,297 represents the purchase cost of a new vehicle £59,220 less depreciation of £5,923 included in the £11,546 expenditure.

The Designated Fixed Assets Fund represents the cost of fixed assets less depreciation.

## 13. Capital Commitments

There were no capital commitments, either authorised or contracted.