

KINGSWOOD COMMUNITY TRANSPORT

ANNUAL GENERAL MEETING 2015

FRIDAY SEPTEMBER 25th 2015

14:00 – 16:00 Hanham Methodist Church



**ESTABLISHED 1984 PROUD TO SERVE THE COMMUNITY
FOR 31 YEARS**

**Registered office – No 2 Office, Old School House
Kingswood Foundation Estate
Britannia Rd
Kingswood
BS15 8DB**

**Telephone 0117 9616016
FAX 0117 9616216**

**Company Number 4197657
Registered Charity 1091206**



BOARD MEMBERS

Bob Hart	CHAIRMAN
Martin Sagar	VICE-CHAIRMAN
John Ireland	
Harry Cuckow	
Nan Cuckow	
Sheena Nunn	
Ros Reed	
Derek Pickup	

CO-OPTED MEMBERS

Brian Smith

SOUTH GLOUCESTERSHIRE COUNCIL LIAISON

Roy Steele	SOUTH GLOUCESTERSHIRE COUNCIL
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STAFF

Mike Vernon	GENERAL MANAGER
Mike Cox	OPERATIONS MANAGER

OPERATION ADMINISTRATORS

Joanne Earley
Kate Ferris
Aaron Breddy
Annabel Marshall
Katie Fortune

DRIVERS

Ken Bateman
Chris Drinkwater
Andy Scott
Kim Webb

VOLUNTEERS

Albert Angell	John Ball	Alice Breddy	Steven Breddy	Barry Churchill
Harry Cuckow	Nan Cuckow	Paul Flowers	Cliff Franklin	Clare Gardner
Richard Gee	Barry Glayzer	Tony Griffiths	Bob Hart	John Ireland
Peter Hastings	Richard Helliard	Brian Hemmings	Brian Hoist	Roger Humphries
Ray Issac	Rob Jones	Chris Jordan	Shaun Lecrass	Peter Marshall
Shauna McKeigue	Caroline McMichael	Alan Merchant	Bob Mittens	John Moger
Colin Owen	Colin Owen	Mike Poole	Martin Sagar	Graham Sanders
Trevor Sheargold	Brian Smith	Mervyn Smith	Richard Smith	Terry Smith
Hugh Steele	David Thomas	Colin Turner	Rebecca Vernon	Jim Welch
Liz Wilkie	Michael Wiltshire			

Our thanks also to the many volunteer drivers associated with our affiliated user groups.



ANNUAL GENERAL MEETING
FRIDAY 25th SEPTEMBER 2015
HANHAM METHODIST CHURCH
COMMENCING 1400HRS

AGENDA

- (1) Welcome and Introduction – Bob Hart, Chairman;
- (2) Apologies;
- (3) Minutes of the Annual General Meeting Friday 26th September 2014;
- (4) Matters Arising;
- (5) Chairman's Report – Bob Hart;
- (6) (a) Presentation of Accounts and Financial Statement;
(b) Appointment of Accountants for 2015/16;
- (7) Election of Board Members;
- (8) Any Other Business;

KINGSWOOD COMMUNITY TRANSPORT
REGISTERED OFFICE 2 OLD SCHOOL HOUSE
KINGSWOOD FOUNDATION ESTATE BRITANNIA ROAD KINGSWOOD
SOUTH GLOUCESTERSHIRE BS15 8DB

COMPANY NUMBER 4197657
REGISTERED CHARITY NUMBER 1091206

MINUTES OF ANNUAL GENERAL MEETING

HANHAM METHODIST CHURCH

FRIDAY 26th SEPTEMBER 2014

1400-1600HRS

Present;

Twenty nine members and guests.

Also in attendance;

Bob Hart (BH) – Chairman of Kingswood Community Transport;
Sheena Nunn – Board member;
Ros Reed – Board member;
Martin Sagar – Board member;
Nan Cuckow – Board member;
Harry Cuckow – Board member;
Mike Vernon (MV) - General Manager Kingswood Community Transport

MV started by going through the house keeping for the meeting

1. Welcome and Introduction – Bob Hart, Chairman

BH welcomed everybody to the meeting and to Hanham Methodist Church. BH introduced himself as the Chairman to Kingswood Community Transport (KCT) and Mike Vernon General Manager for KCT. BH also identified other members of the KCT Board and members of staff.

2. Apologies

MV listed those people he had received apologies from as follows;

- a. Roy Steele – SGC Transport Operations Manager;
- b. John Ireland – Vice-Chairman of Kingswood Community Transport
- c. Derek Pickup – Co-opted board member;

3. Minutes of the meeting of Annual General Meeting Friday 4th October 2013

BH stated he didn't intend reading out the minutes as members had a copy before them.

BH asked members for any comments on the minutes, copies of which had been circulated to all of those present, no comments were received. Sheena Nunn proposed that the minutes be signed as a true record which was seconded by Arthur Magrath and the minutes were duly signed by BH.

4. Matters Arising

No matters were raised.

5. Chairman's Report

BH introduced his report, copies of which had been circulated to all members present.

BH highlighted the main points from his report that he felt members should be fully aware of as follows;

- a, This year we have had very few staff changes. Both the permanent drivers and office staff are all well established in their roles and the only change has been the resignation of Dennis Smart as a staff driver, a decision he has taken for personal reasons. He continued to drive for us as a volunteer on the daily Warmley Park School run. More recently, however, he has had to give up volunteering for personal reasons. I would like to place on record the grateful thanks of KCT staff and members for his dedicated service over a number of years.

Volunteer drivers are, of course, the heart of KCT's services. There have been a few changes, but our volunteer numbers remain substantially unchanged. However, as we continue to grow, we will need to recruit a few more to cover the increasing demand for our services.

- b, The progressive transfer of hospital services from Frenchay to Southmead has put pressure on our ability to meet demand and there will, I am sure, be more developments in the coming months.

The many improvements in the office operation have enabled us to take the organisation of our Friday Friends trips back in house. This has been a benefit to all involved as Brian Hemmings and Mavis West were reaching a tipping point as the requests for trips increased. I would like to place on record the thanks of the KCT Board to Brian and Mavis for stepping in to continue this aspect of KCT at a time when we were at full stretch and unable to do so from the office. I am sure it will now continue and be a success in the future

- c, South Gloucestershire Council (SGC) continues to provide the largest proportion of KCT's income. We would formally like to record our thanks to SGC for its past and continuing contribution to the provision of our services. Our current Service Level Agreement (SLA) with SGC covers the 3 years to March 2015. We have adjusted to the changes

introduced during this period and have been able to increase our retained income. This has enabled us to make further investments in newer vehicles. We must, however, retain a contingency fund to provide a buffer for possible future funding changes at the end of the current SLA in 2015.

- d, Regular users will be aware that we have been adding Citroen Berlingo cars to our fleet as part of our move towards better meeting the needs of our users. As the local roads become ever more congested, we will use smaller vehicles as often as we can within the constraints of what suits our users. We will, of course continue to have a large number of fully accessible minibuses available to meet customer needs, and we are currently reviewing the market for a smaller fully accessible vehicle.

Our current fleet comprises:

- 12 Fully accessible minibuses
- 3 16 seat non-accessible minibuses
- 1 Fully accessible People Carrier
- 4 5 seat non-accessible cars

It is now KCT's policy to maintain a fleet of vehicles whose average age is no more than 5 years old. This means that we will in future typically be planning to replace 2 to 3 vehicles each year.

- e, KCT remains committed to maintaining all the elements of Community Transport that we have developed over the years, covering Dial-a-Ride, Doctor's Shuttle, Group Hire and Friday Friends.

Maintaining all our services in the future is never going to be easy. We are heavily dependent on the financial support we receive from South Gloucestershire Council, as well as many grants and donations. We continue to receive grant money from both The Chase and King's Forrest Forums and also from a number of Parish Councils in the area we serve. Many of our members are generous in adding additional money to their annual subscriptions in the form of donations. We are very grateful to everyone who continues to support us in this way.

- f, BH was confident that we have the staff to take these ideas forward into the future and thanked them for their dedication to our aims.

6. Presentation of Audited Accounts and Finance Report

MV explained that in accordance with the Charities Commission, Companies House and our Constitution KCT is required to produce and publish a Report and Financial Statements for the year ended 31st March 2014.

KCT commissioned Trevor Goodship and Associates, a firm of Chartered Accountants based in Keynsham to produce this report and MV referred members to the report handed out in the papers at the meeting.

MV stated that a copy will be posted on the KCT website and will be lodged with the Charities Commission and Companies House after this meeting.

MV stated that last year a member of the Board, Martin Sagar and he would meet with Andrew Cole of Trevor Goodship & Associates to review the format of this financial statement and make it a clearer presentation of our financial position. However the format for this statement is set with only minor changes permitted. We did agree on the format of information we gave to him would ensure the figures in the statement accurately reflected our financial performance for the year. We have for the first time included an additional sheet showing performance against budget.

MV noted some highlights as follows;

- a. Increase in overall income for the year. Grants were down due to the hard economic climate we are currently in, however he would like to take the opportunity to thank South Gloucestershire Council for their continued financial support;
- b. Donations received show they are down by £7,653 and he believed this was due to a change in accounting methods.
- c. KCT expenditure down £66,232, which is good news. This mainly due to staff movement (£38,337) and a reduction in vehicle costs (£3,769); This results in a working surplus of £20,220 against a loss of £50,478 in the previous year. This makes the value of KCT stand at £169,252;
- d. Under current assets the debtors amount of £23,870 and is mainly made up of the concessionary fare claim for March.

MV stated that overall our finances are in a stronger position this year and although we are still in a tight financial environment, KCT were looking to invest in new vehicles to reduce our maintenance bill and we have also negotiated a new vehicle maintenance package with the same aim.

MV asked if there were any questions regarding the report from Trevor Goodship and Associates and asked members if they would approve the report and its details by a show of hands for and against. The report was approved unanimously.

7. Appointment of Accountants for 2014/15

MV noted that in accordance with KCT's Constitution the members present at the AGM had to agree who to appoint to produce the Report and Financial Statements for the year ended 31st March 2015. MV proposed that this be Trevor Goodship and Associates and this was accepted unanimously by a show of hands.

8. Election of Board Members for 2014/15

MV explained that in accordance with KCT's Constitution the members present at the AGM had to agree the members to be elected to the Board. MV proposed that the existing members, be re-elected to serve on the Board for the 2014/15 and this was accepted unanimously by a show of hands.

9. AOB

No other business was raised by the floor.

Signed Date



Chairman's Annual Report to the Annual General Meeting 25th September 2015

In recent years, my chairman's report has covered the activities of Kingswood Community Transport over the period of the previous financial year. With the complexity of our operation it has become very difficult to hold our AGM earlier in the year, and we are now 6 months on from the end of that financial year. As things are changing all the time in our business, I feel it more appropriate to report on more recent developments. I therefore intend, both this year and in the future, to report on our activities up to the time of the AGM.

Of course, the financial reporting will remain for the last complete financial year, as required by our Articles of Association, the Charities Commission and Companies House.

1. Summary

It is very easy to simply say that we have continued to provide our long-established mix of Community Transport services covering Dial-a-Ride, Doctor's Shuttle, Group Hire and Friday Friends. But that is a simplification.

We have met the challenge of the transfer of hospital services from Frenchay to Southmead. Trips to the hospital are now a routine activity and we have introduced twice daily return trips as well.

In order to maintain our services we have successfully introduced the one-pound per journey user charge to offset the inevitable reduction in funding from the Local Authority.

We continue to have a stable and dedicated workforce who respond to the changing requirements of our members.

Our passenger numbers continue to grow at a significant rate that has caused increasing demands on our drivers, our vehicles and our office staff.

KCT continues to seek new sources of funding in order to maintain and improve its services to its users.

2. Staff

Once again, we have had very few staff changes this year. Both the permanent drivers and office staff are all well established in the culture of KCT.

In the office, Mike Vernon and Mike Cox, together with Kate Ferris, Jo Earley, Aaron Breddy, Annabel Marshall and Katie Fortune, spend their days juggling vehicles, drivers and users to achieve the service that our members ask for. They are assisted by our trusty computer system, CATSS, without which we could not put up to 20 vehicles on the road every day.

On the road, Ken Bateman, Chris Drinkwater, Andy Scott and Kim Webb continue to provide the core of our operations.

Volunteer drivers are, of course, the heart of KCT's services. There have been a few changes, but our volunteer numbers have increased slightly and now stand at 43. However, as we continue to grow, we will need to recruit a few more to cover the increasing demand for our services.

At this point I make honourable mention of one of our volunteers who has decided to leave us. John Ireland has served KCT as volunteer driver, and on the Board of Directors for some 15 years. He has also served in a lead role providing minibus driver training as well as being chairman and vice-chairman of the Board for much of his time with us. I would like to take this opportunity to thank John on behalf of the staff and the Board for his loyal and dedicated support to KCT.

3. Changes

The biggest change we have made in the last year is to hospital services. With the completion of the move from Frenchay to Southmead, outbound journeys to Southmead have become a regular part of our Dial-a-Ride services. In addition, we have instigated two return trips per day providing a hospital to home service. This has been very successful and we are currently considering how we might provide a similar service from the Bristol hospitals.

The return of our Friday Friends organisation to the KCT office has also been very successful. So far in the current calendar year we have organised some 26 trips and carried over 500 passengers on these ever-popular days out.

4. Financial Challenges

South Gloucestershire Council (SGC) continues to provide the largest proportion of KCT's income. We would formally like to record our thanks to SGC for its past and continuing contribution to the provision of our services. Our Service Level Agreement (SLA) with SGC was renewed for 3 years from April 2015. The new agreement involves a reduction in remuneration for individual journeys of some 36% for the year 2015-16 compared with the previous year together with a further reduction of 28% in 2016-17.

It is for this reason that we have introduced the one pound per journey charge to users, with the intention of generating sufficient retained income in the current year that we will hopefully not need a further increase in 2016-17.

Over the last three years we have developed and refined a budgeting plan which has given us significantly improved financial control. I believe that this gives us the means to understand with confidence how we should react to any future financial changes. I am proud of the work done by both our management team and members of the Board in this most important aspect of the business.

5. Vehicle Fleet

I reported last year of the move towards smaller vehicles, in response to frequent small numbers of passengers at any one time on Dial-a-Ride and Doctor's services. They are also both user- and driver-friendly on our increasingly congested roads. A real bonus is that there is now an accessible conversion for these vehicles which enables them to be used for either 4 passengers or one wheelchair and one further passenger. We now have 4 of these converted vehicles which are proving a very flexible addition to our fleet. However, the largest part of our fleet remains the traditional fully accessible minibuses.

Our current fleet comprises:

11	Fully accessible minibuses
4	16 seat non-accessible minibuses
4	5 seat accessible cars
2	5 seat non-accessible cars
1	very small car

It is now KCT's policy to maintain a fleet of vehicles whose average age is no more than 5 years old. We aim to continue to replace 2 to 3 vehicles each year. This of course comes at a considerable annual cost to be met from our reserves, grants and donations.

6. Future Outlook

KCT remains committed to maintaining all the elements of Community Transport that we have developed over the years, covering Dial-a-Ride, Doctor's Shuttle, Group Hire and Friday Friends.

Maintaining all our services in the future is never going to be easy. We are heavily dependent on the financial support we receive from South Gloucestershire Council, as well as many grants and donations. We continue to receive grant money from both The Chase and King's Forest Forums and also from a number of Parish Councils in the area we serve. Many of our members are generous in adding additional money to their annual subscriptions in the form of donations. We are very grateful to everyone who continues to support us in this way.

We also continue to benefit from the inclusion of the Gift Aid facility in our annual membership subscriptions. This enables us to enhance the value of subscriptions by 25%, money that we collect from the Exchequer, and we encourage all members who pay income or capital gains tax to continue to support us using this option.

We need to maintain our efforts to increase the number of passengers we carry and to get better vehicle utilisation. To this end, we are always interested in increasing the range of services we offer. If you have any ideas about new services we could provide, please talk to any of us.

I am confident that we have the staff to take these ideas forward into the future and I thank them for their dedication to our aims.

BOB HART
Chairman
KCT Board of Directors

20th September, 2015

Registered Number 04197657

Charity Commission Reference Number: 1091206

KINGSWOOD COMMUNITY TRANSPORT

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

**Trevor Goodship & Associates Limited
38b High Street
Keynsham
Bristol
BS31 1DX**

KINGSWOOD COMMUNITY TRANSPORT

ANNUAL REPORT OF THE BOARD

OBJECTIVES

Kingswood Community Transport (KCT) provides accessible community transport and Dial a Ride services to residents within South Gloucestershire and its environs. The Dial a Ride operation provides an individual service for users unable to use normal forms of public transport. This includes providing transport to local health centres and hospitals. Our group hire service provides fully accessible vehicles for affiliated community user groups to hire, this is subject to published conditions and competitive rates are offered. Our service trips are supplemented by day trips arranged by Friday Friends. Driver training provides training to the nationally recognised MiDAS (Minibus Driver Awareness Scheme) standard for the KCT team and to outside bodies who require this service.

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR

During the period covered by this report, Kingswood Community Transport has operated 15 mini-buses and 7 cars. All mini-buses conform to current recommendations and all but four are fully accessible and equipped to carry wheelchairs. Four of the cars are fully accessible and KCT is looking to make all accessible. It is now KCT's policy to maintain a fleet of vehicles whose average age is no more than 5 years old. This means that we will in future typically be planning to replace 2 to 3 vehicles each year.

FINANCIAL ACTIVITIES AND AFFAIRS

South Gloucestershire Council continues to provide a payment to Kingswood Community Transport for work completed on its behalf. These payments are a contribution to the overall running costs of our services. South Gloucestershire residents benefit from concessions arranged under the Diamond Travel Card. Although we have faced financial reductions this year and next, we are still grateful for the support we receive from South Gloucestershire Council. Group hire work and MiDAS training also carry a user charge. User revenue provides for investment that ensures that a robust vehicle replacement programme is in place. Fundraising and member donations play an important part in our financial planning, and we would like to thank all parties involved with our fundraising activities.

KCT BOARD'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS.

Company law requires the Board to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the profit or loss of the charity for that period. In preparing those financial statements the Board are required to:

- a) Select suitable accounting policies and apply them consistently
- b) Make judgements and estimates that are reasonable and prudent
- c) Prepare the financial statements on the basis of ongoing concerns unless it is inappropriate to presume that the charity will continue to operate.

KINGSWOOD COMMUNITY TRANSPORT

ANNUAL REPORT OF THE BOARD

The Board is responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable the financial statements to 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.

SIGNIFICANT INFORMATION

Kingswood Community Transport is established as a company limited by guarantee and is registered as a charity with the Charity Commission. Its Memorandum and Articles of Association govern the affairs of the company. The liability of the members of the Board of Directors in the event of the company being wound up is limited to a sum not exceeding £1.00.

The Board shall comprise between 3 and 15 persons. The subscribers to the Memorandum and Articles of Association appointed the first Board. New Board members are elected individually at the annual general meeting. User groups registered as members are invited to nominate a member of their group to offer themselves for election to the Board subject to places being vacant. The elected members sitting as the Board accommodate the interests of all members. In addition, the Board may co-opt no more than two other persons, whether or not members of Kingswood Community Transport to serve as full voting members of the Board.

Officers:

Secretary: Mr Mike Vernon

Directors: Mr Bob Hart (Chairman)
Mr Martin Sagar (Vice Chairman)
Mr John Ireland
Mr Harry Cuckow
Mrs Nan Cuckow
Mrs Sheena Nunn
Mrs Ros Reed
Mr Derek Pickup

South Gloucestershire Council Liaison Officer Mr Roy Steele

REGISTERED OFFICE

Office 2 Old School House
Kingswood Foundation Estate
Britannia Road
Kingswood
Bristol
BS15 8DB

Charity number: 1091206

Company number: 4197657

ORGANISATION

Kingswood Community Transport is overseen by a Board of Directors which meets regularly. Day to day management of the charity is the responsibility of the general manager.

VOLUNTEERS

Kingswood Community Transport is grateful for the support provided by its volunteers who are involved in many capacities within the charity.

EMPLOYEE INVOLVEMENT

Kingswood Community Transport is committed to the welfare of its employees. Following incorporation the company has agreed to comply with all existing contractual obligations of the charity.

ACCOUNTS

These accounts were approved by Board members on 21st September 2015 and signed on their behalf by:-

Signature 

Date: 21st September 2015

Name Mike Vernon – Secretary

KINGSWOOD COMMUNITY TRANSPORT

REPORT OF THE ACCOUNTANTS TO THE BOARD OF KINGSWOOD COMMUNITY TRANSPORT

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 March 2015 and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied with us.

In our opinion the accounts for the financial year in question are in agreement with the accounting records kept by the company under sections 386 and 387 of the Companies Act 2006, and having regard only to, and on the basis of, the information contained in those records, these accounts have been drawn up in a manner consistent with the provisions of this Act as specified in sections 394 and 395, as far as applicable to the company.

In our opinion, having regard only to, and on the basis of, the information in the accounting records kept by the company under sections 386 and 387, the company satisfied the requirements section 477 for the year in question.

Trevor Goodship & Associates Limited
38b High Street
Keynsham
Bristol
BS31 1DX

Date: 21st September 2015

KINGSWOOD COMMUNITY TRANSPORT
STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2015

	<u>Notes</u>	<u>General Fund</u> £	<u>Restricted Fund</u> £	<u>2015 Total</u> £	<u>2014 Total</u> £
INCOME & EXPENDITURE					
Incoming Resources					
Grants	2	111,173	0	111,173	105,350
Use of Vehicle		315,232	0	315,232	373,274
Donations		6,910	0	6,910	13,293
Other income		4,984	0	4,984	0
Investment Income	3	58	0	58	37
Total Income		<u>438,357</u>	<u>0</u>	<u>438,357</u>	<u>491,954</u>
Resources Expended					
Direct Charitable Expenditure	4	279,927	0	279,927	288,858
Management & Administration	5	117,833	0	117,833	94,185
Total Expenditure		<u>397,760</u>	<u>0</u>	<u>397,760</u>	<u>383,043</u>
Transfer between funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Incoming/(Outgoing) Resources for the year		40,597	0	40,597	108,911
Other Recognised Gains		0	0	0	0
Net Movements in Funds		40,597	0	40,597	108,911
Total Funds B/Fwd		<u>278,163</u>	<u>0</u>	<u>278,163</u>	<u>169,252</u>
Total Funds C/Fwd		<u>318,760</u>	<u>0</u>	<u>318,760</u>	<u>278,163</u>

KINGSWOOD COMMUNITY TRANSPORT
BALANCE SHEET AS AT 31 MARCH 2015

	<u>Notes</u>	<u>£</u> 2015	<u>£</u>	<u>£</u> 2014	<u>£</u>
<u>FIXED ASSETS</u>					
Tangible assets	7		120,665		119,551
<u>CURRENT ASSETS</u>					
Debtors	8	37,824		38,269	
Cash at bank and in hand		165,940		127,649	
		<u>203,764</u>		<u>165,916</u>	
<u>CREDITORS:</u>					
Amounts due within one year	9	5,669		7,306	
		<u> </u>		<u> </u>	
NET CURRENT ASSETS			<u>198,095</u>		<u>158,612</u>
TOTAL ASSETS			<u>318,760</u>		<u>278,163</u>
<u>FUNDS</u>					
Restricted Funds	10		0		0
General Funds	10		318,760		278,163
			<u> </u>		<u> </u>
			<u>318,760</u>		<u>278,163</u>

KINGSWOOD COMMUNITY TRANSPORT

BALANCE SHEET AS AT 31 MARCH 2015 (continued)

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2015.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2015 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

a) Ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and

b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on 21st September 2015 and signed on their behalf.



..... Chairman

KINGSWOOD COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice Accounting by Charities and applicable accounting standards. Where necessary the headings laid down in the Companies Act have been adapted to meet the special activities of the Company.

Income

Donations are accounted for when received by the Company. Other income is accounted for on an accruals basis, as far as it is prudent to do so. Donations received in kind are not valued unless the items involved are of significant value.

Revenue grants are recognised in the Statement of Financial Activities when received.

Taxation

As a registered charity, the Company is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Statement of Financial Activities

In preparing the Statement of Financial Activities, the Board has attributed, where readily determinable, the costs between charitable expenditure, fundraising and publicity and management and administration.

Depreciation

Depreciation of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office furniture	-	20% straight balance
Motor vehicles	-	25% reducing balance

KINGSWOOD COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (continued)

2. GRANTS

	<u>General Fund</u> £	<u>Restricted Fund</u> £	<u>2015 Total</u> £	<u>2014 Total</u> £
Other Council Grants & Awards	13,173	0	13,173	7,350
South Gloucestershire Council	98,000	0	98,000	98,000
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	111,173	0	111,173	105,350
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3. INVESTMENT INCOME

	<u>General Fund</u> £	<u>Restricted Fund</u> £	<u>2015 Total</u> £	<u>2014 Total</u> £
Interest receivable on cash deposits	58	0	58	37
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4. DIRECT CHARITABLE EXPENDITURE

	<u>General Fund</u> £	<u>Restricted Fund</u> £	<u>2015 Total</u> £	<u>2014 Total</u> £
Wages and salaries	63,709		63,709	86,049
Vehicle costs – fuel	45,833		45,833	45,024
Vehicle costs – repairs	39,365		39,365	41,480
Vehicle costs – tax etc.	19,728		19,728	19,304
Volunteers expenses	50,542		50,542	42,191
Insurance	8,896		8,896	4,987
Post and stationery	2,030		2,030	1,717
Sundries	4,505		4,505	2,221
Telephone	3,059		3,059	3,393
Depreciation	40,221		40,221	39,850
Repairs and renewals	1,181		1,181	1,985
Training	858		858	645
Travel costs	0		0	12
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	279,927	0	279,927	288,858
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KINGSWOOD COMMUNITY TRANSPORT

NOTES TO THE ACCOUTS FOR THE YEAR ENDED 31 MARCH 2015 (continued)

5. MANAGEMENT AND ADMINISTRATION

	£	£	2015 £	2014 £
Post and stationery	677		677	573
Wages and salaries	90,865		90,865	69,264
Telephone	1,530		1,530	1,696
Sundries	1,027		1,027	26
Repairs	596		596	1,180
Accountancy	1,200		1,200	1,630
Rent and services	13,111		13,111	12,462
Catering	2,575		2,575	2,120
IT support	6,252		6,252	5,234
	—————	—————	—————	—————
	117,833	0	117,833	94,185
	—————	—————	—————	—————

6. STAFF COSTS AND NUMBERS

	2015 £	2014 £
Wages and salaries	143,144	143,559
Employers NIC	11,430	11,754
	—————	—————
	154,574	155,313
	—————	—————

No remuneration was paid to any member of the Board.

KINGSWOOD COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (continued)

7. FIXED ASSETS

	<u>Office Equipment</u> £	<u>Motor Vehicles</u> £	<u>Total</u> £
Costs			
At 1 April 2014	29,175	407,515	436,690
Additions	0	89,530	89,530
	(95,218)	(95,218)	
	-----	-----	-----
At 31 March 2015	29,175	401,827	431,002
	-----	-----	-----
Depreciation			
At 1 April 2014	22,510	294,629	317,139
Charge for the Year	1,666	38,555	40,221
Depreciation on disposals		(47,023)	(47,023)
	-----	-----	-----
At 31 March 2015	24,176	286,161	310,337
	-----	-----	-----
Written Down Value			
As at 31 March 2015	4,999	115,666	120,665
	-----	-----	-----
As at 31 March 2014	6,665	112,886	119,551
	-----	-----	-----

Fixed assets are held for use by the Charity

8. DEBTORS

	2015 £	2014 £
Trade debtors	26,892	36,019
Other debtors	10,932	2,250
	-----	-----
	37,824	38,269

KINGSWOOD COMMUNITY TRANSPORT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (continued)

9. CREDITORS – (amounts due within one year)

	2015	2014
	£	£
Trade creditors	1,810	4,789
Accruals and deferred income	800	960
Social security and other taxes	3,059	1,557
	<u>5,669</u>	<u>7,306</u>

10. FUNDS

	General	Restricted	2015	2014
	Fund	Fund	Total	Total
	£	£	£	£
Incoming resources	438,357	0	438,357	491,954
Outgoing resources	397,760	0	397,760	383,043
Net movement	<u>40,597</u>	<u>0</u>	<u>40,597</u>	<u>108,911</u>
Brought forward	278,163	0	278,163	169,252
Carried forward	<u>318,760</u>	<u>0</u>	<u>318,760</u>	<u>278,163</u>

Represented by:

Tangible fixed assets	120,665	0	120,665	119,551
Net current assets/(liabilities)	198,095	0	198,095	158,612
	<u>318,760</u>	<u>0</u>	<u>318,760</u>	<u>278,163</u>



Additional notes against accounts for the year ended 31 March 2015

General Fund against Board agreed Budget

2. GRANTS

	General Fund	Budget
Other Council Grants & Awards	13,173	13,000
South Gloucestershire Council	98,000	97,800
	111,173	110,800

4. DIRECT CHARITABLE EXPENDITURE

	General Fund	Budget
Vehicle costs – Fuel	45,833	45,000
Vehicle costs – Repairs	39,365	36,000
Vehicle costs – tax & insurance	19,728	21,525
Volunteers Expenses	50,542	42,000
Post and Stationery	2,030	3,150
Communications	3,059	4,165
Training	858	400

5. MANAGEMENT AND ADMINISTRATION

	General Fund	Budget
Post and Stationery	677	1,350
Communications	1,530	1,785
Accountancy	1,200	2,000
Rent and Services	13,111	9,100
IT Support	6,252	9,250

6. STAFF COSTS AND NUMBERS

	General Fund	Budget
Salaries and Employers NIC	154,574	156,000



Group Hire

KCT regularly hire out vehicles to groups.

Here Circomedia used a mini-bus to take them to the Lake District to give a performance.