

REGISTERED COMPANY NUMBER: 03438618 (England and Wales)
REGISTERED CHARITY NUMBER: 1088911

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2017
for
Speke Garston Minibus Agency

Verinder & Associates
Chartered Certified Accountants
and Chartered Accountants
1-3 Crosby Road South
Waterloo
Liverpool
Merseyside
L22 1RG

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COMPANIES HOUSE

Speke Garston Minibus Agency

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for the Year Ended 31 March 2017

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Speke Garston Minibus Agency

Report of the Trustees for the Year Ended 31 March 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Association's objects (The Objects) are as follows:

- * To provide or assist in the provision of facilities (with particular emphasis on transportation facilities) for recreation or other leisure time occupation in the interests of social welfare provided that;
 - Such facilities are provided with the object of improving the conditions of life for the persons for whom the facilities are primarily intended and;
 - These persons have need of such facilities as aforesaid by reason of their youth, age, infirmity or disablement, poverty or economic circumstances.
- * To relieve poverty and provide aid (particularly aid in the form of transportation) to people suffering from economic or social disadvantage by reason of lack of mobility.
- * To provide vocational training and work experience for young persons and those in need.
- * To carry out any other charitable object that can be beneficially carried out in conjunction with the above main objects.

Speke Garston Minibus Agency's main objective for the coming year is to reduce operating costs and if possible update the fleet of vehicles they currently hold. The charity is also aiming to increase client and user base by undertaking more contracts within the community with a view to securing sustainability.

The Charity aims to meet these objectives by using both its existing reserves and by seeking out potential grant assistance and continuing usage and seeking new brokerage of buses where similar operations have excess capacity.

The Charity makes use of considerable contribution of volunteers for a range of duties from driving buses to cleaning, as well as special needs disability passenger assistance and passenger assistance to Liverpool City Council. During the year the charity has benefited from in excess of 8,000 hours of volunteers time.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Speke Garston Minibus Agency has been established for 19 years and now has a fleet of 19 vehicles. Membership has increased by 20 groups during this period, though many remain inactive and others fail to follow up their applications.

The funding situation for our members remains the same, resulting in curtailed activities.

The number of journeys and bookings continues to fall, though the rate of loss is slowing. The agency took 443 bookings which resulted in 5,911 vehicle movements and transported 36,985 passengers, of which 3,324 were wheelchair users.

The Agency, having disposed of obsolete vehicles, has acquired 2 Mercedes Sprinters from South Central Community Transport, at a favourable price. These are now in use on SEN contracts and Sunday trips.

Our Training Department delivered 35 MiDAS courses, awarding 141 certificates. In addition, a contract has been awarded by Liverpool City Council, to deliver Passenger Assistance training to more than 150 candidates for a duration of 18 months. The Agency has completed 9 courses and awarded 90 certificates during this year.

Speke Garston Minibus Agency

Report of the Trustees for the Year Ended 31 March 2017

FINANCIAL REVIEW

Reserves policy

The financial position of the company is summarised as follows:	2017	2016
	£	£
Net Incoming / (Outgoing) resources for the year	24,981	24,544
	£	£
Net Assets/ (Liabilities) at 31st March 2017 / 2016	372,796	347,815

Speke Garston Minibus Agency's reserves are held to maintain and improve vehicle fleet as necessary based on the economic useful life of the vehicles. The reserves held at the year end were £372,796 and include net current assets totalling £341,979. This is equivalent to more than 12 months expenditure which the trustees consider to be an adequate level of cover.

FUTURE PLANS

Speke Garston Minibus Agency aims to maintain its current client and user base with the view to increasing both of these along with the maintenance and expansion of their fleet of vehicles.

The Charity also plans to increase the use of the new training packages available and also the use of the existing bus training courses and to add car and MPV driver training programmes to the scheme.

Contract for Liverpool City Council Special Educational Needs Transport is to be renewed in summer of this year. The Agency successfully completed the first stage of the tendering process in April and now awaits the publication of new routes.

Speke Garston Minibus Agency will actively seek grant funding in order to assist in achieving these aims.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Speke Garston Minibus Agency was incorporated on 24th September 1997. Speke Garston Minibus Agency is a company limited by guarantee and is governed by its Memorandum and Articles of Association. The Company was registered as a charity on 11th October 2001 under the registration number 1088911.

The charity continues to appeal for further Trustees to add diversity to the existing board which is made up of individuals from a range of backgrounds representing local businesses and the community. There are no formal procedures for the recruitment and training of new trustees however a comprehensive briefing of the charity's governing documents does form an important part of the induction process, a responsibility that falls under the remit of the charity's manager. One third of the Trustee board members are nominated for re-election each year on an annual rotation basis.

Day to day operational decisions are delegated to charity staff and policy decisions are made by trustees.

Speke Garston Minibus Agency is exposed to financial risks with regards to the cost implications of road traffic accidents affecting their vehicles, the cost of ensuring numbers of volunteers are sufficient to cope with demand and the increasing costs of fuel and vehicle insurance. These financial risks are managed by the centre staff whose task it is to minimise costs wherever possible. All members of staff and volunteers undergo CRB verification in order to mitigate the risks associated with child protection legislation.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03438618 (England and Wales)

Registered Charity number

1088911

Speke Garston Minibus Agency

Report of the Trustees
for the Year Ended 31 March 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office

Unit 13 The Match Factory
140 Speke Road
Garston
Liverpool
L19 2RF

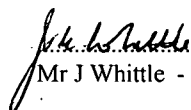
Trustees

Mr B Salkin
Mr G Walker
Mr J Whittle
Ms P Rhodes
Mrs A Johnson
Mr I Marquis

Independent examiner

Verinder & Associates
Chartered Certified Accountants
and Chartered Accountants
1-3 Crosby Road South
Waterloo
Liverpool
Merseyside
L22 1RG

Approved by order of the board of trustees on 1/12/17 and signed on its behalf by:


Mr J Whittle - Trustee

Independent Examiner's Report to the Trustees of
Speke Garston Minibus Agency

I report on the accounts for the year ended 31 March 2017 set out on pages six to twelve.

Respective responsibilities of trustees and examiner

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

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 the 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 statements below.

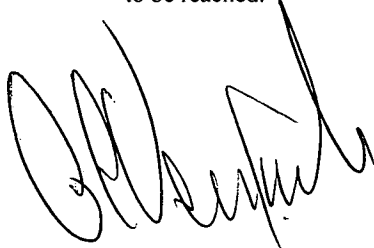
Independent examiner's statement

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 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

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.



A L Verinder
FCA FCCA Cert PFS
Verinder & Associates
Chartered Certified Accountants
and Chartered Accountants
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Date: 1/12/17

Speke Garston Minibus Agency

Statement of Financial Activities
for the Year Ended 31 March 2017

	Notes	31.3.17 Unrestricted fund £	31.3.16 Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Sales		256,128	257,235
Other income		53	78
Total		256,181	257,313
 EXPENDITURE ON			
Charitable activities			
Minibus Hire		72,099	78,808
Other		159,101	153,961
Total		231,200	232,769
 NET INCOME		 24,981	 24,544
 RECONCILIATION OF FUNDS			
Total funds brought forward		347,815	323,271
 TOTAL FUNDS CARRIED FORWARD		 372,796	 347,815
 CONTINUING OPERATIONS			
All income and expenditure has arisen from continuing activities.			

The notes form part of these financial statements

Speke Garston Minibus Agency

Balance Sheet

At 31 March 2017

	Notes	31.3.17 Unrestricted fund £	31.3.16 Total funds £
FIXED ASSETS			
Tangible assets	6	30,817	63,107
CURRENT ASSETS			
Debtors	7	45,279	34,477
Prepayments and accrued income		24,539	-
Cash at bank		279,496	252,913
		<u>349,314</u>	<u>287,390</u>
CREDITORS			
Amounts falling due within one year	8	(7,335)	(2,682)
NET CURRENT ASSETS		<u>341,979</u>	<u>284,708</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>372,796</u>	<u>347,815</u>
NET ASSETS		<u><u>372,796</u></u>	<u><u>347,815</u></u>
FUNDS	9		
Unrestricted funds		<u>372,796</u>	<u>347,815</u>
TOTAL FUNDS		<u><u>372,796</u></u>	<u><u>347,815</u></u>

The notes form part of these financial statements

Speke Garston Minibus Agency

Balance Sheet - continued

At 31 March 2017

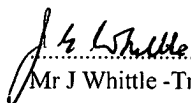
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that 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 charitable company as at the end of each financial year and of its surplus or deficit for 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 charitable company.

The financial statements were approved by the Board of Trustees on1/12/17..... and were signed on its behalf by:


.....
Mr J Whittle -Trustee

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Plant and machinery	- Straight line over 4 years
Motor vehicles	- Straight line over 4 years
Computer equipment	- Straight line over 4 years

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.17	31.3.16
	£	£
Depreciation - owned assets	34,318	35,123
Deficit\surplus on disposal of fixed asset	2,501	(875)
	<u>2,501</u>	<u>(875)</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Speke Garston Minibus Agency

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.17	31.3.16
Staff	4	4
	<u>4</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Charitable activities	
Sales	257,235
Other income	78
Total	<u>257,313</u>
EXPENDITURE ON	
Charitable activities	
Minibus Hire	78,808
Other	153,961
Total	<u>232,769</u>
NET INCOME	<u>24,544</u>
RECONCILIATION OF FUNDS	
Total funds brought forward	323,271
TOTAL FUNDS CARRIED FORWARD	<u>347,815</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST					
At 1 April 2016	1,705	2,893	367,052	7,521	379,171
Additions	-	-	11,775	-	11,775
Disposals	-	-	(123,281)	-	(123,281)
At 31 March 2017	1,705	2,893	255,546	7,521	267,665
DEPRECIATION					
At 1 April 2016	674	1,446	306,961	6,983	316,064
Charge for year	181	723	33,144	270	34,318
Eliminated on disposal	-	-	(113,534)	-	(113,534)
At 31 March 2017	855	2,169	226,571	7,253	236,848
NET BOOK VALUE					
At 31 March 2017	850	724	28,975	268	30,817
At 31 March 2016	1,031	1,447	60,091	538	63,107

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Trade debtors	45,279	32,729
VAT	-	1,748
	45,279	34,477

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Trade creditors	300	1,082
VAT	5,435	-
Accruals and deferred income	1,600	1,600
	7,335	2,682

9. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted funds			
General fund	347,815	24,981	372,796
TOTAL FUNDS	347,815	24,981	372,796

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	256,181	(231,200)	24,981
TOTAL FUNDS	<u>256,181</u>	<u>(231,200)</u>	<u>24,981</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

Speke Garston Minibus Agency

Reconciliation of Income and Expenditure
for the Year Ended 31 March 2016

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
INCOME AND ENDOWMENTS FROM				
Charitable activities		257,235	-	257,235
Other income		78	-	78
Total		257,313	-	257,313
EXPENDITURE ON				
Charitable activities		78,808	-	78,808
OBSOLETE Governance costs		3,100	(3,100)	-
Other		150,861	3,100	153,961
Total		232,769	-	232,769
NET INCOME		24,544	-	24,544

Speke Garston Minibus Agency

Reconciliation of Funds

At 1 April 2015

(Date of Transition to FRS 102)

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
FIXED ASSETS				
Tangible assets		66,055	-	66,055
		<u>66,055</u>	<u>-</u>	<u>66,055</u>
CURRENT ASSETS				
Debtors		43,356	-	43,356
Cash at bank		220,406	-	220,406
		<u>263,762</u>	<u>-</u>	<u>263,762</u>
CREDITORS				
Amounts falling due within one year		(6,546)	-	(6,546)
NET CURRENT ASSETS		<u>257,216</u>	<u>-</u>	<u>257,216</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>323,271</u>	<u>-</u>	<u>323,271</u>
		<u>323,271</u>	<u>-</u>	<u>323,271</u>
FUNDS				
Unrestricted funds		323,271	-	323,271
TOTAL FUNDS		<u>323,271</u>	<u>-</u>	<u>323,271</u>

Speke Garston Minibus Agency

Reconciliation of Funds
At 31 March 2016

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
FIXED ASSETS				
Tangible assets		63,107	-	63,107
CURRENT ASSETS				
Debtors		34,477	-	34,477
Cash at bank		252,913	-	252,913
		<u>287,390</u>	-	<u>287,390</u>
CREDITORS				
Amounts falling due within one year		(2,682)	-	(2,682)
NET CURRENT ASSETS		<u>284,708</u>	-	<u>284,708</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>347,815</u>	-	<u>347,815</u>
NET ASSETS		<u>347,815</u>	-	<u>347,815</u>
FUNDS				
Unrestricted funds		347,815	-	347,815
TOTAL FUNDS		<u>347,815</u>	-	<u>347,815</u>

Speke Garston Minibus Agency

Detailed Statement of Financial Activities
for the Year Ended 31 March 2017

	31.3.17 £	31.3.16 £
INCOME AND ENDOWMENTS		
Charitable activities		
Sales	245,998	246,469
Grants	10,130	10,766
	<hr/> 256,128	<hr/> 257,235
Other income		
Interest received	53	78
	<hr/> 256,181	<hr/> 257,313
Total incoming resources		
EXPENDITURE		
Charitable activities		
Motor expenses	72,099	78,808
Support costs		
Management		
Wages	94,031	93,320
Finance		
Bank charges	1,102	1,171
Other		
Rates and water	9,069	10,660
Insurance	720	817
Light and heat	1,288	1,100
Telephone	1,197	1,593
Postage and stationery	503	1,060
Sundries	2,685	2,383
Waste and cleaning	1,254	1,058
Repairs and renewals	1,267	1,459
Subscriptions	454	812
Training Costs	2,996	-
Advertising	888	1,180
Depreciation of tangible fixed assets	34,318	35,123
Loss on sale of intangible fixed assets	2,501	-
Gain on sale of tangible fixed assets	-	(875)
	<hr/> 59,140	<hr/> 56,370
Governance costs		
Accountancy and legal fees	1,600	1,600
Professional fees	3,228	1,500
	<hr/> 4,828	<hr/> 3,100
Total resources expended	<hr/> 231,200	<hr/> 232,769
Net income	<hr/> <hr/> 24,981	<hr/> <hr/> 24,544

This page does not form part of the statutory financial statements