

Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2019  
for  
Speke Garston Minibus Agency  
(A Company Limited by Guarantee)

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

Speke Garston Minibus Agency  
Contents of the Financial Statements  
for the Year Ended 31 March 2019

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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 2019. 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 over 21 years and now has a fleet of 18 vehicles. Membership has increased by 30 groups during this period, though many remain inactive.

The funding situation for our members seems to be experiencing an upturn, resulting in an increase in activities.

The number of journeys and bookings has increased slightly, though the rate of loss in wheelchair users has decreased owing to the fact that we are carrying fewer wheelchair users on our schools contracts. The agency took 409 bookings which resulted in 5,221 vehicle movements and transported 37,750 passengers, of which 2,873 were wheelchair users.

The Minibus Agency are still running 11 Contracts from Liverpool City Council SEN Transport, which is now in its third of 4 years, with an option of an extra year.

The Agency has replaced obsolete and high mileage vehicles in the fleet. We have purchased 5 used low mileage vehicles and have no need to purchase any more at this time. Two vehicles were donated to other charities in need.

Our Training Department delivered 69 MiDAS courses. The Agency has also delivered 17 Passenger Assistant courses. The PATs contract is ongoing until 2020.

**FINANCIAL REVIEW**

**Reserves policy**

The financial position of the company is summarised as follows: 2019 2018

£ £

Net Outgoing resources for the year (27,191) (210)

£ £

Net Assets at 31st March 345,395 372,586

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 £345,395 and include net current assets totalling £247,028. 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.

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 (Registered number: 03438618)

Report of the Trustees

for the Year Ended 31 March 2019

**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	- resigned 29.10.18
Mr J Whittle	
Ms P Rhodes	- resigned 26.1.19
Mrs A Johnson	
Mr I Marquis	
Mr P Bostock	- appointed 15.4.19

**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 27 November 2019 and signed on its behalf by:

Mr B Salkin - Trustee

**Independent examiner's report to the trustees of Speke Garston Minibus Agency ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice
4. for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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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L22 1RG

27 November 2019

Speke Garston Minibus Agency  
Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2019

	Notes	31.3.19 Unrestricted fund £	31.3.18 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>			
Sales		202,108	218,565
Other income		192	40
<b>Total</b>		<u>202,300</u>	<u>218,605</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Minibus Hire		80,400	88,283
Other		149,091	130,532
<b>Total</b>		<u>229,491</u>	<u>218,815</u>
<b>NET INCOME/(EXPENDITURE)</b>		(27,191)	(210)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<u>372,586</u>	<u>372,796</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>345,395</u>	<u>372,586</u>

Speke Garston Minibus Agency (Registered number: 03438618)

Balance Sheet

At 31 March 2019

		31.3.19	31.3.18
		Unrestricted	Total
		fund	funds
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	6	98,367	21,211
<b>CURRENT ASSETS</b>			
Debtors	7	3,847	29,868
Prepayments and accrued income		2,803	2,440
Cash at bank		<u>252,430</u>	<u>329,027</u>
		259,080	361,335
<b>CREDITORS</b>			
Amounts falling due within one year	8	(12,052)	(9,960)
<b>NET CURRENT ASSETS</b>		<u>247,028</u>	<u>351,375</u>
<b>TOTAL ASSETS LESS CURRENT</b>			
<b>LIABILITIES</b>		<u>345,395</u>	<u>372,586</u>
<b>NET ASSETS</b>		<u>345,395</u>	<u>372,586</u>
<b>FUNDS</b>	9		
Unrestricted funds		<u>345,395</u>	<u>372,586</u>
<b>TOTAL FUNDS</b>		<u>345,395</u>	<u>372,586</u>



Speke Garston Minibus Agency (Registered number: 03438618)

Balance Sheet - continued

At 31 March 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 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 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.
- (b)

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 27 November 2019 and were signed on its behalf by:

Mr B Salkin -Trustee

## 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):

	31.3.19	31.3.18
	£	£
Depreciation - owned assets	41,844	20,356
Surplus on disposal of fixed asset	<u>(3,433)</u>	<u>(3,000)</u>

## 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Speke Garston Minibus Agency  
Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019

**4. STAFF COSTS**

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

	31.3.19	31.3.18
Staff	<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 £
<b>INCOME AND ENDOWMENTS FROM</b>	
<b>Charitable activities</b>	
Sales	218,565
Other income	<u>40</u>
<b>Total</b>	<u>218,605</u>
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Minibus Hire	88,283
Other	<u>130,532</u>
<b>Total</b>	<u>218,815</u>
<b>NET INCOME/(EXPENDITURE)</b>	(210)
<b>RECONCILIATION OF FUNDS</b>	
<b>Total funds brought forward</b>	<u>372,796</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>372,586</u></u>

**6. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2018	1,705	2,893	225,478	7,521	237,597
Additions	-	-	119,000	-	119,000
Disposals	-	-	(17,587)	-	(17,587)
At 31 March 2019	<u>1,705</u>	<u>2,893</u>	<u>326,891</u>	<u>7,521</u>	<u>339,010</u>
<b>DEPRECIATION</b>					
At 1 April 2018	880	2,893	205,092	7,521	216,386
Charge for year	25	-	41,819	-	41,844
Eliminated on disposal	-	-	(17,587)	-	(17,587)
At 31 March 2019	<u>905</u>	<u>2,893</u>	<u>229,324</u>	<u>7,521</u>	<u>240,643</u>
<b>NET BOOK VALUE</b>					
At 31 March 2019	<u>800</u>	<u>-</u>	<u>97,567</u>	<u>-</u>	<u>98,367</u>
At 31 March 2018	<u>825</u>	<u>-</u>	<u>20,386</u>	<u>-</u>	<u>21,211</u>

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.19 £	31.3.18 £
Trade debtors	3,847	27,268
Other debtors	-	2,600
	<u>3,847</u>	<u>29,868</u>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.19 £	31.3.18 £
Trade creditors	3,154	3,017
VAT	7,298	5,343
Accruals and deferred income	<u>1,600</u>	<u>1,600</u>
	<u>12,052</u>	<u>9,960</u>

**9. MOVEMENT IN FUNDS**

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted funds</b>			
General fund	372,586	(27,191)	345,395
<b>TOTAL FUNDS</b>	<u>372,586</u>	<u>(27,191)</u>	<u>345,395</u>

Speke Garston Minibus Agency  
Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019  
**9. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	202,300	(229,491)	(27,191)
<b>TOTAL FUNDS</b>	<u>202,300</u>	<u>(229,491)</u>	<u>(27,191)</u>

**Comparatives for movement in funds**

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
<b>Unrestricted Funds</b>			
General fund	372,796	(210)	372,586
<b>TOTAL FUNDS</b>	<u>372,796</u>	<u>(210)</u>	<u>372,586</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	218,605	(218,815)	(210)
<b>TOTAL FUNDS</b>	<u>218,605</u>	<u>(218,815)</u>	<u>(210)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted funds</b>			
General fund	372,796	(27,401)	345,395
<b>TOTAL FUNDS</b>	<u>372,796</u>	<u>(27,401)</u>	<u>345,395</u>

Speke Garston Minibus Agency  
Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019  
**9. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	420,905	(448,306)	(27,401)
<b>TOTAL FUNDS</b>	<u>420,905</u>	<u>(448,306)</u>	<u>(27,401)</u>
<b>10. RELATED PARTY DISCLOSURES</b>			

There were no related party transactions for the year ended 31 March 2019.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.