

TRIP COMMUNITY TRANSPORT ASSOCIATION
DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2003

COMPANY NUMBER: 3961606

CHARITY NUMBER: 1082544



TRIP COMMUNITY TRANSPORT ASSOCIATION
A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL

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TRIP COMMUNITY TRANSPORT ASSOCIATION
A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL

LEGAL AND ADMINISTRATIVE INFORMATION

Status

The company is a private, limited by guarantee and having no share capital (company number 03961606). It is a registered charity (charity number 1082544).

Directors

V F Bowsher	
C J Gigg	
H A Gilbert	
R Robson	
V F Royle	
B A Ruel	
K A M Sparkes	
A H Lill	Appointed 08/02/02
E F S Webb	Appointed 13/12/02
A R A Griffin	Appointed 01/11/02

Secretary

Mrs C J Gigg

Company number

3961606

Charity number

1082544

Registered office

29-31 New Street
Honiton
Devon
EX14 1HG

Accountants

Thomas Westcott Gillard Heal
Queens House
New Street
Honiton
Devon
EX14 1BJ

Bankers

HSBC
86 High Street
Honiton
Devon
EX14 8JN

TRIP COMMUNITY TRANSPORT ASSOCIATION
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DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2003

The directors' and trustees' present their report and the financial statements for the year ended 31 March 2003.

Charitable Status

The charity is registered with the Charity Commission (No. 1082544) and its principal address is 29 - 31 New Street, Honiton, Devon, EX14 1HA. The charity is governed by the Memorandum and Articles of Association dated 31 March 2000.

The objects of the charity are to provide relief to the inhabitants of Honiton and its environs who have the need because of age, mental or physical disability, or poverty, and in particular but not as to limit the generality of the foregoing: -a) to provide and maintain non-profit community transport services; and b) to assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services.

Principal activity

The principal activity of the company was that of providing and maintaining non-profit community transport services

The company is private, limited by guarantee having no share capital.

Directors and their interests

The directors who served during the year and their interests in the company are as stated below:

		01/04/02 or date of appointment	31/03/03
Mr V F Bowsher		-	-
Mrs C J Gigg		-	-
Mrs H A Gilbert		-	-
Mrs R Robson		-	-
Mrs V F Royle		-	-
Mr B A Ruel		-	-
Mrs K A M Sparkes		-	-
Mr A H Lill	Appointed 08/02/02	-	-
Mr E F S Webb	Appointed 13/12/02	-	-
Mr A R A Griffin	Appointed 01/11/02	-	-
Mr J M Brabrook	Resigned January 2003		

Mrs V F Royle and Mr V F Bowsher have each given a guarantee which is limited to a liability not exceeding £1.

TRIP COMMUNITY TRANSPORT ASSOCIATION
A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2003

Trustees' Report

The Associations's finances during the past year continued to be sound. The surplus on 2002/2003 Revenue account amount to £13,806 including the Youth Employment Training Initiative (YETI). This represents a fall of £23,479 from the previous year mainly due to a reduction in the grants and donations received.

As at 31 March 2003 the accumulated reserves represented over 75% of our annual income. This level of reserves is important as we rely heavily on the continued inflow of grant monies to meet the Association's VISION of improving the quality of life for people in East Devon.

Statement of trustees' responsibilities

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

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

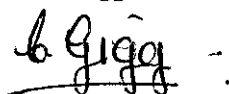
The trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

The trustees recommend that Thomas Westcott Gillard Heal remain in office until further notice.

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the trustees on 19 June 2003 and signed on its behalf by

Mrs C J Gigg



TRIP COMMUNITY TRANSPORT ASSOCIATION
A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2003

	Notes	Unrestricted funds £	Restricted funds £	2003 Total £	2002 Total £
Incoming resources					
Grants and donations	2	28,365	19,848	48,213	62,741
Activities in furtherance of the charity's objects	3	20,651	-	20,651	21,800
Investment Income	4	771	35	806	730
Other Income	5	16,809	36	16,845	17,554
Total incoming resources		<u>66,596</u>	<u>19,919</u>	<u>86,515</u>	<u>102,825</u>
Charitable expenditure					
Management and administration	7	(63,950)	(8,759)	(72,709)	(65,540)
Total charitable expenditure		<u>(63,950)</u>	<u>(8,759)</u>	<u>(72,709)</u>	<u>(65,540)</u>
Net movement in funds		2,646	11,160	13,806	37,285
Total funds brought forward		<u>57,614</u>	<u>4,000</u>	<u>61,614</u>	<u>24,329</u>
Total funds carried forward		<u>60,260</u>	<u>15,160</u>	<u>75,420</u>	<u>61,614</u>

The notes on pages 7 to 11 form an integral part of these financial statements.

TRIP COMMUNITY TRANSPORT ASSOCIATION
A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL

BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2003

	Notes	2003 £	2002 £
Fixed assets			
Tangible assets	9	7,887	1,693
Current assets			
Debtors	10	10,942	13,320
Cash at bank and in hand		76,187	66,122
		87,129	79,442
Creditors: amounts falling due within one year	11	(475)	(19,521)
Net current assets		86,654	59,921
Net assets		94,541	61,614
Funds			
Unrestricted funds	13	79,381	57,614
Restricted funds	14	15,160	4,000
		94,541	61,614

The directors' statements required by Section 249B(4) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 7 to 11 form an integral part of these financial statements.

**TRIP COMMUNITY TRANSPORT ASSOCIATION
A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL**

BALANCE SHEET (CONTINUED)

**DIRECTORS' STATEMENT REQUIRED BY SECTION 249B(4)
FOR THE YEAR ENDED 31 MARCH 2003**

In approving these financial statements as trustees of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption under Section 249A(1) of the Companies Act 1985 ;

(b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 31 March 2003 and

(c) that we acknowledge our responsibilities for:

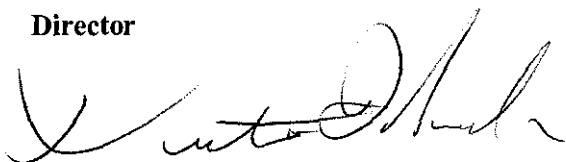
(1) ensuring that the company keeps accounting records which comply with Section 221, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the Board on 19 June 2003 and signed on its behalf by

V F Bowsher
Director



The notes on pages 7 to 11 form an integral part of these financial statements.

TRIP COMMUNITY TRANSPORT ASSOCIATION
A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2003

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in October 2000.

1.2. Incoming resources

Income is received by way of donations and grants and through the provision of transportation services, it is included in full in the Statement of Financial Activities when receivable.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Resources expended are recognised in the year in which they are incurred.

Management and administration costs are those incurred in connection with administration and management of the charity and compliance with constitutional and statutory requirements.

1.4. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Equipment/Vehicles - 25% reducing balance/25% straight line

2. Donations and Grants

	Unrestricted funds £	Restricted funds £	2003 £	2002 £
National Lottery Board	-	-	-	10,243
Countryside Agency	5,875	11,148	17,023	8,900
East Devon District Council	4,000	-	4,000	-
Honiton Town Council	1,000	400	1,400	1,000
Co-ordination Flexi Routes	12,000	-	12,000	11,000
LAVCCS	196	-	196	13
EDPCG	-	-	-	10,000
Devon County Council	-	7,000	7,000	-
Seaton Town Council	-	100	100	-
Exmouth Town Council	-	1,000	1,000	-
Exmouth Community Action	-	200	200	-
Other Grants	837	-	837	15,985
Sundry Donations	4,457	-	4,457	5,600
	<u>28,365</u>	<u>19,848</u>	<u>48,213</u>	<u>62,741</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2003

**3. Activities in furtherance of
the charity's objects**

	2003	2002
	£	£
Hire of Scudo	11,910	15,153
School meals contract	2,373	1,470
School contract	3,695	3,539
Social Services - Gillard	1,239	1,638
MOW Income	1,434	-
	<u>20,651</u>	<u>21,800</u>

4. Investment income

	Unrestricted funds £	Restricted funds £	2003 £	2002 £
Bank interest received	771	35	806	730
	<u>771</u>	<u>35</u>	<u>806</u>	<u>730</u>

5. Other incoming resources

	Unrestricted funds £	Restricted funds £	2003 £	2002 £
Honiton Ring and Ride Co-ordination costs	7,232	-	7,232	5,024
Honiton Surgery ACS Costs	1,103	-	1,103	994
Axe Valley Ring and Ride	4,125	-	4,125	5,645
Honiton Voluntary Cars	2,000	-	2,000	-
Sundry Receipts	2,202	36	2,238	5,785
Photocopying Receipts	147	-	147	106
	<u>16,809</u>	<u>36</u>	<u>16,845</u>	<u>17,554</u>

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2003

6. Management and administration	Unrestricted Funds £	Restricted Funds £	2003 £	2002 £
Wages and salaries	44,137	4,336	48,473	46,026
Staff training and conference expenses	312	50	362	935
Recruitment expenses	133	-	133	58
Rent, rates and service charge	5,846	-	5,846	5,426
Insurance	447	350	797	279
Light and heat	1,128	-	1,128	493
Equipment repairs	18	-	18	230
Repairs and maintenance	411	192	603	240
Printing, postage and stationery	2,262	-	2,262	1,491
Advertising	189	-	189	134
Telephone	1,568	-	1,568	1,605
Computer costs	-	-	-	224
Motor hire costs	3,559	-	3,559	3,275
Motor expenses	292	1,082	1,374	47
Travelling	394	255	649	353
Legal and professional	130	-	130	178
Audit fees	831	-	831	508
Volunteers expenses	681	-	681	669
General expenses	940	326	1,266	2,623
Subscriptions	50	-	50	150
Depreciation and amortisation	619	2,168	2,787	564
Interest and charges	3	-	3	32
	<u>63,950</u>	<u>8,759</u>	<u>72,709</u>	<u>65,540</u>

7. Operating surplus	2003 £	2002 £
Operating surplus is stated after charging:		
Depreciation and other amounts written off tangible assets	2,787	564
Auditors' remuneration	<u>831</u>	<u>508</u>

TRIP COMMUNITY TRANSPORT ASSOCIATION
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2003

9. Tangible fixed assets	Equipment and Vehicles £	
Cost		
At 1 April 2002		2,376
Additions		8,981
At 31 March 2003		11,357
Depreciation		
At 1 April 2002		683
Charge for the year		2,787
At 31 March 2003		3,470
Net book values		
At 31 March 2003		7,887
At 31 March 2002		1,693

10. Debtors	2003	2002
	£	£
Trade debtors	8,318	13,320
Other debtors	250	-
Prepayments	2,374	-
	10,942	13,320

11. Creditors: amounts falling due within one year	2003	2002
	£	£
Other creditors	-	19,121
Accruals	475	400
	475	19,521

Included in 'Other creditors' is an amount of £nil (2002: £19,121) which was transferred into the company from the charity TRIP Community Transport Association. This has been transferred to the unrestricted reserves (see note 13).

TRIP COMMUNITY TRANSPORT ASSOCIATION
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2003

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2003 as represented by:			
Tangible fixed assets	1,383	6,504	7,887
Current assets	78,473	8,656	87,129
Current liabilities	(475)	-	(475)
	<u>79,381</u>	<u>15,160</u>	<u>94,541</u>

13. Unrestricted funds	1 April 2002	Incoming	Outgoing	Transfers	31 March
	£	£	£	£	£
Community Transport	<u>57,614</u>	<u>66,596</u>	<u>(63,950)</u>	<u>19,121</u>	<u>79,381</u>

The transfer of £19,121 was the reserves from the pre-incorporated charity. This amount was being shown as a trade creditor and has now been transferred to the unrestricted reserves. The trustees confirm that this amount is not owing to the pre-incorporated charity as they are the same charity only now it is incorporated.

Purposes of unrestricted funds

To provide and maintain non-profit community transport services.

14. Restricted funds	1 April 2002	Incoming	Outgoing	31 March
	£	£	£	£
Youth Employment Training Initiative	<u>4,000</u>	<u>19,919</u>	<u>(8,759)</u>	<u>15,160</u>

Purposes of restricted funds

To provide to recreational activities to under privileged children and young adults in the community.

15. Statutory Information and Ultimate Control

The company is private, limited by guarantee having no share capital. Mrs V F Royle and Mr V F Bowsher have each given a guarantee which is limited to a liability not exceeding £1.

No individual director has ultimate control.