

**TRIP COMMUNITY TRANSPORT
ASSOCIATION**

**COMPANY LIMITED BY
GUARANTEE**

**TRUSTEES' REPORT
AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2010**

**REGISTRATION NUMBER
03961606**

**CHARITY NUMBER
1082544**

THURSDAY



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TRIP Community Transport Association
Registration Number 03961606
Charity Number 1082544
Company Limited By Guarantee

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**TRIP Community Transport Association
Company Limited By Guarantee**

Legal and administrative information

Status

TRIP Community Transport Association is a company limited by guarantee governed by its Memorandum and Articles of Association dated 31 March 2000 as amended by a special resolution dated 2 June 2006. It is registered as a charity with the Charity Commission.

Charity number 1082544

Company registration number 03961606

Registered office 29 - 31 New Street
Honiton
Devon
EX14 1HG

Trustees	Mrs V F Royle	
	Mrs C J Gigg	
	Cllr V Ash	
	Mr V F Bowsher	
	Mr B A Ruel	
	Cllr A B Boom	
	Mr A R A Griffin	
	Cllr S A Casson	
	Mr P Evans	Resigned 12/01/2010
	Mr M Venn	Resigned 08/05/2010
	Mr D G Smith	Appointed 12/02/2010
	Mrs L Gadd	
	Mr E Hill	Appointed 12/02/2010

Secretary Mr D G Smith

Accountants Thomas Westcott
26 - 28 Southernhay East
Exeter
Devon
EX1 1NS

**TRIP Community Transport Association
Company Limited By Guarantee**

Legal and administrative information

Bankers

HSBC
86 High Street
Honiton
Devon
EX14 8JN

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
ME19 4JQ

**TRIP Community Transport Association
Company Limited By Guarantee**

**Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2010**

The trustees present their report and the financial statements for the year ended 31 March 2010. The trustees, who are also directors of TRIP Community Transport Association for the purposes of company law and who served during the year and up to the date of this report are set out on page 1 - 2.

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee (No 3961606), incorporated on 31 March 2000.

The charity is registered with the Charity Commission (No 1082544) and its principal address is 29-31 New Street, Honiton, Devon, EX14 1HA.

The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of the Managing Committee

The charity is managed by a management committee who shall be Charity Trustees within the meaning of the Charities Act. The committee consists of no less than 8 members or more than 15 members, which include honorary officers (the charity's trustees).

The committee may in addition appoint not more than 5 co-opted members providing that the number of co-opted members shall not exceed one third of the total membership of the committee. Co-opted members shall not hold their office until the following AGM.

The committee may invite any person to attend its meetings as an observer but without the power to vote.

All committee members, including officers shall retire annually and be eligible for re-election at the AGM.

Nobody shall be appointed as a member of the committee who is under 18 years of age or whose appointment would be disqualified under the provision of the following clause. No persons shall be entitled to act as a member of the committee until after signing a declaration of acceptance of willingness to act in the trusts of the charity.

TRIP Community Transport Association Company Limited By Guarantee

Report of the trustees (incorporating the directors' report) for the year ended 31 March 2010

Objectives and activities

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

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.

(b) to assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services

In planning our activities for the year we kept in mind the charity commission guidance on public benefit

Achievements and performance

2009 saw continued growth in demand for the services provided by TRIP and a great deal of work was again focussed on trying to build user numbers on the Ring & Ride services. The legacy received in the previous year was partly used towards the purchase of another used Ring & Ride bus to update the fleet. The existing 12 year old vehicle will be kept, smartened up and used as a spare/fall back vehicle and will also be used when other journeys are over subscribed

User numbers continue to struggle on the local 'shopping' journeys but continue to improve on the longer 'days out' trips. The Honiton Renault continues to be busy and the newer Seaton vehicle continues to be used steadily. While this service has not been as busy as hoped, it nevertheless provides a vital transport service for people in that area who would otherwise be unable to leave their homes to attend social and medical appointments

The Voluntary Car Services continue to be busy with steady or growing demand over the whole area served, the Lyme Regis service has been well received and 2009 saw demand massively increase over 2008. Demand for transport to Exeter hospitals remains at the same level as last year and there is a growth in requests for transport to Taunton, Dorchester and more distant hospitals. As a result of changes to Hospital service hours we are also receiving more requests for evening and weekend transport

There has been continued demand for aids for daily living and sales of these items have grown steadily throughout the year and the trend continues in 2010. While there is not a large profit on individual items, the overall contribution to TRIP's sustainability is becoming more important with the continuing economic climate

**TRIP Community Transport Association
Company Limited By Guarantee**

**Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2010**

Financial review

Financial Review

During the year the charity received income of £172,265 (2009 £207,584) and incurred expenditure of £170,457 (2009 £184,685) resulting in a surplus for the year of £1,808 (2009 £22,899) Reserves carried forward at the year end totalled £113,879 (2009 £112,071)

The situation continues to be carefully monitored The monthly management reports are proving a success and are a valuable source of information, enabling better business planning and budgeting and allowing a quicker response to any issues that develop during the year

Fundraising efforts continue, our targets were again met in the year and a new campaign is in place for 2010

The Trustees of TRIP Community Transport Association acknowledge their responsibility to ensure that the charity, at all times, retains reserves to ensure that it is able to fulfil its ongoing obligations Such reserves are set at a level to overcome short term funding loss. It also holds restricted funds that are allocated towards specific items including a fund towards replacement vehicle costs

The charity holds reserves in a separate bank deposit account

Reserves Policy

The Trustees aim to ensure that the equivalent of a minimum of 25% of the charity's annual running costs are available via its reserves The directors will consider the charity's annual turnover at the annual general meeting and increase reserves as necessary if possible Should reserves fall below 25% the trustees will prioritise fundraising to ensure that the minimum levels are met

Should the charity's reserves exceed 35% of the annual running costs, the Trustees will consider the priorities for the charity and invest such additional reserves for the benefit of its beneficiaries

**TRIP Community Transport Association
Company Limited By Guarantee**

**Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2010**

Statement of trustees' responsibilities

The trustees (who are also directors of TRIP Community Transport Association for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Small company provisions

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board on *6th August 2010* by



Mr D G Smith
Secretary

TRIP Community Transport Association
Registration Number 03961606
Charity Number 1082544
Company Limited By Guarantee

Independent examiner's report to the trustees on the unaudited financial statements of TRIP Community Transport Association.

I report on the accounts of TRIP Community Transport Association for the year ended 31 March 2010 set out on pages 3 to 20

Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended, to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended, and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

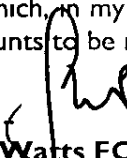
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep proper accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met, or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached


Mrs S. L. Watts FCCA DChA
Independent examiner
26 - 28 Southernhay East
Exeter
Devon
EX1 1NS

1 October 2010

TRIP Community Transport Association - Company Limited By Guarantee

Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 March 2010

	Notes	Unrestricted funds £	Restricted funds £	2010 Total £	2009 Total £
Incoming resources					
Incoming resources from generating funds					
Voluntary income	2	50,826	18,120	68,946	61,458
Legacies	2	-	-	-	30,512
Activities for generating funds	3	8,268	-	8,268	8,077
Investment income	4	165	-	165	2,125
Incoming resources from charitable activities	5	94,177	-	94,177	104,857
Other incoming resources	6	709	-	709	555
Total incoming resources		154,145	18,120	172,265	207,584
Resources expended					
<i>Costs of generating funds</i>					
Opening stock		350	-	350	-
Disability Aids Purchases		5,407	-	5,407	3,505
Events		252	-	252	300
Closing stock		(1,164)	-	(1,164)	(350)
		4,845	-	4,845	3,455
<i>Charitable activities</i>					
Wages and salaries - drivers	9	38,510	-	38,510	42,068
Employers NIC - drivers	9	461	-	461	1,009
Wages and salaries - support	9	57,672	-	57,672	58,086
Employers NIC - support	9	4,466	-	4,466	4,368
Staff training and conference expenses	9	20	-	20	94
Rent, rates, service charge and insurance		8,686	-	8,686	8,301
Light, heat and water		1,093	-	1,093	720
Repairs and maintenance		866	-	866	1,562
Motor expenses and hire costs		24,319	-	24,319	37,167
Travelling		945	-	945	1,069
Telephone		2,562	-	2,562	2,418
Printing, postage and stationery		2,252	-	2,252	868
Computer Costs		435	-	435	2,982
Subscriptions		404	-	404	75
Depreciation		15,395	-	15,395	14,123
Bad debts		127	-	127	-
General expenses		4,885	-	4,885	3,399
Volunteer expenses		57	-	57	98
		163,155	-	163,155	178,439

The notes on pages 12 to 20 form an integral part of these financial statements.

TRIP Community Transport Association - Company Limited By Guarantee**Statement of financial activities (incorporating the income and expenditure account)****For the year ended 31 March 2010**

	Unrestricted funds	Restricted funds	2010 Total	2009 Total
	£	£	£	£
<i>Governance costs</i>				
Accountancy fees	2,107	-	2,107	1,498
Legal and professional fees	350	-	350	1,293
	<u>2,457</u>	<u>-</u>	<u>2,457</u>	<u>2,791</u>
 Total resources expended	 <u>170,457</u>	 <u>-</u>	 <u>170,457</u>	 <u>184,685</u>
Net incoming/(outgoing) resources before transfers	(16,312)	18,120	1,808	22,899
 Total funds brought forward	 110,071	 2,000	 112,071	 89,172
 Total funds carried forward	 <u>93,759</u>	 <u>20,120</u>	 <u>113,879</u>	 <u>112,071</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

The notes on pages 12 to 20 form an integral part of these financial statements.

TRIP Community Transport Association
Registration Number 03961606
Charity Number 1082544
Company Limited By Guarantee

Balance Sheet

As at 31 March 2010

		2010		2009	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	12		46,183		42,369
Current assets					
Stocks		1,164		350	
Debtors	13	8,809		6,814	
Cash at bank and in hand		61,868		66,663	
		<u>71,841</u>		<u>73,827</u>	
Creditors: amounts falling due within one year	14	<u>(4,145)</u>		<u>(4,125)</u>	
Net current assets			67,696		69,702
Net assets			<u>113,879</u>		<u>112,071</u>
Funds	15				
Restricted income funds			20,120		2,000
Unrestricted income funds			93,759		110,071
Total funds			<u>113,879</u>		<u>112,071</u>

The Balance Sheet continues on the following page

The notes on pages 12 to 20 form an integral part of these financial statements.

TRIP Community Transport Association
Registration Number 03961606
Charity Number 1082544
Company Limited By Guarantee

Balance sheet (continued)

**Trustees statements required by the Companies Act 2006
for the year ended 31 March 2010**

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 conferred by section 477 of the Companies Act 2006 ,

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2010

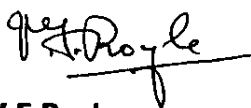
(c) that we acknowledge our responsibilities for

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, 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 sections 394 and 395, 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 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the board on 1st July 2010 and signed on its behalf by



V F Royle
Director

The notes on pages 12 to 20 form an integral part of these financial statements.

**TRIP Community Transport Association
Company Limited By Guarantee**

**Notes to financial statements
for the year ended 31 March 2010**

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year

1.1. Basis of accounting

The financial statements are 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 and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

1.2. Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant

Income generated from the provision of transportation services is included in the Statement of Financial Activities when the service has been provided and the entitlement to the income is earned

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

**TRIP Community Transport Association
Company Limited By Guarantee**

**Notes to financial statements
for the year ended 31 March 2010**

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

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

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated 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:

Fixtures, fittings and equipment 25% reducing balance

1.6. Stock

Stock is valued at the lower of cost and net realisable value.

**TRIP Community Transport Association
Company Limited By Guarantee**

**Notes to financial statements
for the year ended 31 March 2010**

2. Voluntary income

	Unrestricted funds	Restricted funds	2010 Total	2009 Total
	£	£	£	£
Battishorne Trust	-	-	-	1,000
Percy Bilton	-	-	-	4,000
Cllr R Boote	-	-	-	1,000
BSOG	5,704	-	5,704	2,029
Devon County Council	23,796	-	23,796	23,012
Darlington Trust	-	5,000	5,000	-
East Devon District Council	7,956	-	7,956	8,345
Honiton Town Council	750	-	750	500
J Underdown Trust	-	500	500	-
Local fund raising	62	-	62	-
Rank Foundation	-	2,000	2,000	-
Other Grants	500	-	500	3,800
Cllr M Rogers	500	-	500	2,000
Seaton Hospital League of Friends	1,000	-	1,000	-
Seaton Rotary	-	-	-	10,000
L L Stoate Trust	-	-	-	1,000
Sundry Donations	(620)	620	-	-
Honiton Freemasons	-	1,000	1,000	-
Norman Family Charitable Trust	250	1,000	1,250	-
Clare Milne Trust	-	5,000	5,000	-
Garfield Weston	-	3,000	3,000	-
Sundry donations	10,928	-	10,928	4,772
	<u>50,826</u>	<u>18,120</u>	<u>68,946</u>	<u>61,458</u>
Legacies	-	-	-	30,512
	<u>50,826</u>	<u>18,120</u>	<u>68,946</u>	<u>91,970</u>

3. Activities for generating funds

	Unrestricted funds	2010 Total	2009 Total
	£	£	£
Sale of disability aids	6,987	6,987	6,535
Fundraising events	1,281	1,281	1,542
	<u>8,268</u>	<u>8,268</u>	<u>8,077</u>

**TRIP Community Transport Association
Company Limited By Guarantee**

**Notes to financial statements
for the year ended 31 March 2010**

4. Investment income

	Unrestricted funds £	2010 Total £	2009 Total £
Bank interest receivable	165	165	2,125
	<u>165</u>	<u>165</u>	<u>2,125</u>

5. Incoming resources from charitable activities

	Unrestricted funds £	2010 Total £	2009 Total £
Contracts	93,574	93,574	95,802
Shopmobility	603	603	1,041
Seaton Transport	-	-	8,014
	<u>94,177</u>	<u>94,177</u>	<u>104,857</u>

6. Other incoming resources

	Unrestricted funds £	2010 Total £	2009 Total £
Sundry receipts	514	514	334
Photocopy receipts	195	195	221
	<u>709</u>	<u>709</u>	<u>555</u>

**TRIP Community Transport Association
Company Limited By Guarantee**

**Notes to financial statements
for the year ended 31 March 2010**

7. Governance costs

	Unrestricted funds £	2010 Total £	2009 Total £
Accountancy fees	2,107	2,107	1,498
Legal and professional fees	350	350	1,293
	<u>2,457</u>	<u>2,457</u>	<u>2,791</u>
		2010 £	2009 £
Accountancy and other professional services		1,607	1,000
Independent examination		500	498
		<u>2,107</u>	<u>1,498</u>

8. Net incoming resources for the year

	2010 £	2009 £
Net incoming resources is stated after charging		
Depreciation and other amounts written off tangible fixed assets	<u>15,395</u>	<u>14,123</u>

**TRIP Community Transport Association
Company Limited By Guarantee**

**Notes to financial statements
for the year ended 31 March 2010**

9. Employees

Employment costs	2010 £	2009 £
Wages and salaries	96,182	100,154
Social security costs	4,927	5,377
Other costs	20	94
	<u>101,129</u>	<u>105,625</u>

No employee received emoluments of more than £60,000 (2009 None)

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows

	2010 Number	2009 Number
Trustees	10	10
Support Staff	4	5
Drivers	8	8
	<u>22</u>	<u>23</u>

None of the trustees or any person connected with them has received any remuneration from the charity during the year

Travel and incidental expenses of £Nil (2009: £237) have been reimbursed to trustees during the year.

11. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts

**TRIP Community Transport Association
Company Limited By Guarantee**

**Notes to financial statements
for the year ended 31 March 2010**

12. Tangible fixed assets	Fixtures, fittings and equipment £	Total £
Cost		
At 1 April 2009	80,201	80,201
Additions	19,209	19,209
At 31 March 2010	<u>99,410</u>	<u>99,410</u>
Depreciation		
At 1 April 2009	37,832	37,832
Charge for the year	15,395	15,395
At 31 March 2010	<u>53,227</u>	<u>53,227</u>
Net book values		
At 31 March 2010	<u>46,183</u>	<u>46,183</u>
At 31 March 2009	<u>42,369</u>	<u>42,369</u>
13. Debtors	2010 £	2009 £
Trade debtors	7,784	5,939
Other debtors	1,025	875
	<u>8,809</u>	<u>6,814</u>
14. Creditors: amounts falling due within one year	2010 £	2009 £
Trade creditors	2,625	2,625
Accruals and deferred income	1,520	1,500
	<u>4,145</u>	<u>4,125</u>

**TRIP Community Transport Association
Company Limited By Guarantee**

**Notes to financial statements
for the year ended 31 March 2010**

15. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2010 as represented by			
Tangible fixed assets	46,183	-	46,183
Current assets	51,721	20,120	71,841
Current liabilities	(4,145)	-	(4,145)
	<u>93,759</u>	<u>20,120</u>	<u>113,879</u>

16. Unrestricted funds

	At 1 April 2009 £	Incoming resources £	Outgoing resources £	At 31 March 2010 £
Community Transport	<u>110,071</u>	<u>154,145</u>	<u>(170,457)</u>	<u>93,759</u>

Purposes of unrestricted funds

To provide and maintain non-profit community transport services

17. Restricted funds

	At 1 April 2009 £	Incoming resources £	At 31 March 2010 £
Purchase of new Ring & Ride bus	<u>2,000</u>	<u>18,120</u>	<u>20,120</u>

Purposes of restricted funds

Grants received towards the purchase of a new Ring & Ride vehicle

18. Controlling interest

No individual has overall control of the charitable company.

**TRIP Community Transport Association
Company Limited By Guarantee**

**Notes to financial statements
for the year ended 31 March 2010**

19. Company limited by guarantee

TRIP Community Transport Association is a company limited by guarantee and accordingly does not have a share capital

Mrs V F Royle and Mr V F Bowsher undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member