

Felixstowe Area Community Transport LTD

FACTS

ANNUAL REPORT and ACCOUNTS

Year-2010-2011

Registered Charity Number 1098025

Registered Company Number 4710761

Tel: 013942 282857 Email: facts4bus2car@btconnect.com

www.facts.btck.co.uk

WEDNESDAY



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COMPANIES HOUSE



FELIXSTOWE AREA COMMUNITY TRANSPORT LTD F A C T S

The Portakabin, Garrison Lane Car Park, FELIXSTOWE IP11 7SH Tel 01394 282857
www.factsbtck.co.uk Email facts4bus2car@btconnect.com

Notice is hereby given of the **Annual General Meeting of Felixstowe Area Community Transport Ltd.**

To be held on **Monday June 27th 2011 at 7.30 at Felixstowe Town Hall, Undercliff Road.**

AGENDA

- 1. Welcome to Visitors**
- 2. Apologies**
- 3. Minutes of the AGM held on Monday 30th June 2010**
- 4. Chairman's Report**
- 5. Consideration of the Examined Accounts**
For the year to 31st March 2011
- 6. Election of Directors**
There is one Director seeking re-election

- **Mr C Wheddon**
And four candidates seeking Election as Directors and Trustees of Facts
- **Mr G Boast**
- **Mr R Beaton**
- **Mr P Waller**
- **Mr M Osborn**
- **Mr R Love**

Mr D Carpenter will tender his resignation as a Director and Trustee of Facts as of 30th June 2011.

Note: The Directors shall report on their activities to the Quarterly Extraordinary General Meetings. All subscriber members are entitled to attend and vote on the business of the Company at these meetings.

- 7. AOB**
- 8 Date of next AGM**

FACTS – Felixstowe Area Community Transport Ltd

Registered Office The Portakabin, Garrison Lane Car Park, Felixstowe, IP11 7SH

Tel 01394 282857 Company Number 4710761 (Registered in England)

Registered Charity Number 1098025

Minutes of the Annual General Meeting held at Broadway House on Wednesday 30th June 2010 at 7-45pm

Present

Chris Wheddon

Cllr Doreen Savage and Peggy Osborne

Cllr Mary Dixon

Cllr Michael Norris

Peter Mellor

Helen Smith

Doris Riley

Harry Riley

Marian Hunter

David Crerar

Bob Nice

Sandra Jackson

Ruth le Breton

Trevor Lockwood

Jean Leitch

Dennis Carpenter

Chairman and Company Secretary

Felixstowe Deputy Mayor and Escort

Trimley St Mary Parish Council

Nacton Parish Council

FACTS Treasurer

FACTS User Representative

FACTS Membership Secretary

FACTS

FACTS

FACTS

FACTS Manager

United Reformed Church

United Reformed Church

Felixstowe Radio

Inner Wheel

FACTS Minutes Secretary

1. Welcome

The Chairman welcomed everyone to the meeting

2. Apologies for Absence

Apologies for absence were received from the Mayor of Felixstowe Cllr Jon Garfield, Therese Coffey MP, Cllr Graham Newman, Cllr Jan Garfield, Cllr Mike Deacon, Richard Kellar, Rosemary Fincham, Caroline Barrett and Colin Shaw

3. Minutes of the Previous AGM

The minutes of the previous AGM held on 6th July 2009 were agreed and signed as a true record (Proposed by Bob Nice, seconded by Harry Riley)

4. Chairman's Report

The Chairman gave the following report to the meeting

Facts was formed in 1991 to provide community transport for the people in Felixstowe and the Felixstowe peninsular who are in the need of such services because of age, sickness, disability, poverty or because of the lack of adequate public transport In 2003 we also became a registered company so as to operate a

commercial Group Hire Service using our vehicle fleet to provide services to organisations, care facilities, schools and private functions

We are committed to operating our service to the highest standards of safety, reliability and care for both our users and volunteers

In May 2009 we took over the local Multiple Sclerosis Society's transport services for Felixstowe and their vehicle, a Ford Mini Bus. We now provide these services on behalf of the MS society. However the Ford has become too expensive to maintain.

In July 2009 we implemented part of our strategy by donating our vehicle (VW) to Suffolk County Council (SCC) for the Dial-a Ride service.

SCC in turn provided the vehicle back to us with all maintenance, fuel and tax paid by them.

We also introduced an additional Dial-a-Ride service during the year, with the support of the SCC. This operates on Thursday am and Friday pm and relieves some of the pressure on typical shopping days. It has proved to be relatively successful.

During 2009/2010 a business plan was produced for Suffolk County Council detailing the expected outturn for March 2011.

Looking at our trading year for each of our services -

- The Dial-a-Ride service was affected by a slight down turn in usage in 2009. Our decision to use SCC-provided vehicles and the subsequent write down of our VW as an asset. We made a loss of £1200 before disposal and depreciation charges.

- The Community Car Service saw an increase in usage and this put pressure on our volunteers. From a financial prospective the Community Car Service has a zero impact on our finances providing it is administered efficiently, which again was the case, and credit must go to the staff and volunteers who operate the scheme.

- Our Group Hire Service which is operated as stand alone commercial service produced a small operating deficit, which is disappointing.

Although income was up 12%, expenses (salaries, NIC payments etc) increased by 21% and fuel increased by 20% to give an operating deficit of £483.

We have been running our services at a level that is un-economic to sustain the Company's future.

Accordingly we will press for an increase in Dial-a-Ride fares which have not risen since 2006 and we will also raise our Group Hire charges.

The management team is committed to providing a solid foundation for the future so that our staff and volunteers can continue to provide our users with the excellent service that makes FACTS a great example of community support and cohesion.

We are looking for additional people to be part of the Volunteer and Management Teams, so that FACTS can prosper for the benefit of Felixstowe and the local villages.

5. Consideration of Examined Accounts

The Chairman explained that the accounts had been prepared by the accountant, Angela Adams. He then thanked the Independent Examiner, Tony Thirkettle, for examining the accounts and reporting that they were in good order.

It was proposed by Helen Smith and seconded by David Crerar that the accounts together with the Trustees Annual Report be accepted. This was agreed unanimously.

6. Election of Directors

The following Directors were proposed by David Crerar and Doreen Savage and seconded by Doris Riley

Mr Gordon Stirrat,
Dr Chris Wheddon,
Mr Dennis Carpenter.

This was agreed unanimously

7. Any Other Business

7.1 Thanks from Deputy Mayor

Cllr Doreen Savage, the Deputy Mayor, thanked FACTS on behalf of the Town Council for all the valuable work which the organisation carries out. She hoped that FACTS would continue to provide an excellent service in the future. The Mayor's Consort, Peggy Osborne, also expressed her appreciation of the work carried out by FACTS and in particular the courteous and helpful attitude of the volunteers.

7.2 Expansion of Activities

Trevor Lockwood asked about FACTS increasing its transport activities in the town, including applying for bus service contracts supported by the County Council. The Chairman said that FACTS would continue to explore a range of new opportunities, but there was a need to ensure that any contracts entered into were financially viable for FACTS.

8. Date of Next AGM

It was agreed that this would be held near the end of June 2011.

Dennis Carpenter
15th July 2010

FACTS
Felixstowe Area Community Transport Ltd

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- 5. Community Car Service Income & Expenditure**
- 6. Group Hire Income & Expenditure**
- 7. Summary Income & Expenditure**
- 8. Balance Sheet**

Felixstowe Area Community Transport Limited

Registered Charity No 1098025 Company

Registration No 4710761

Trustees Annual Report - 2010-2011

The Trustees are pleased to present their report together with the financial accounts for the year ended 31st March 2011

The company, which is limited by guarantee, operates under the terms of its memorandum and articles of association and in accordance with the requirements of the charity commission

It is structured to provide various transport services for the benefit of those in Felixstowe and the Felixstowe Peninsular who are in need of such services because of age, sickness, disability, poverty or because of the lack of adequate public services

These services are provided under the working name of FACTS The trustees/ directors who manage the charity are -Christopher Wheddon
Dennis Carpenter

NB Gordon Stirrat was a director and a trustee up until his death on 11 November 2010

Trustees are appointed in accordance with company articles

Representatives of staff, volunteers, users and our partners, Suffolk County Council attend the quarterly management meetings

The Charity has enjoyed a better year financially than in 2010, posting a surplus over nearly £4000 after allowance for depreciation This does include however a donation £ 2000 from the Suffolk Foundation to support the purchase of new Building for our volunteers which is scheduled for July 2011

The Charity has performed well despite concerns with County Council funding and a challenging financial situation The success of our operations is due to

our volunteers and staff and the Trustees would like to formally recognise the effort and time that all of the Facts community give so generously

The accounts show that provision has been made for some capital expenditure during 2011 and that adequate capital reserves remain for other necessary fixed assets

They have been independently examined in accordance with current company and charity legislation

Signed on behalf of the Trustees

A handwritten signature in black ink, appearing to read 'C Wheddon', written in a cursive style.

Dr C Wheddon QBE ScD FREng FITE FBCS CEng CITP

Felixstowe Area Community Transport Limited
Registered Charity No. 1098025 Company
Registration No 4710761

Independent Examiner's Report to the Trustees/Directors

I report on the accounts of the Company for the year ended 31st March 2011

Respective responsibilities of trustees and examiner

In your role as trustees/directors you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply and that an independent examination is appropriate

It is my responsibility to examine the accounts (under section 43(3)(a) of the Act), to follow the procedures specified in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act), and to state whether particular matters have come to my attention

Basis of my report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts

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
 - a) to keep accounting records in accordance with section 41 of the Act, and
 - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.G. Thurkettle
Independent Examiner

20th June 2011

12 Westmorland Road
Felixstowe, Suffolk

Accountants' Report

Under the Small Companies Provision the Financial Statements for the year ended 31 March 2011 have been prepared from the books, records and information supplied, together with explanations given and are in accordance therewith. In our view the Financial Statements give a true and fair view of the state of the Company's affairs as at 31 March 2011 and of its operating deficit for the period then ended.

AMA 

Date 16 May 2011

Notes to the accounts for the period ended 31 March 2011

Accounting Policies

Basis of Accounting

The Financial Statements have been prepared in accordance with applicable accounting standards on the historical cost basis.

Depreciation

Depreciation and amounts written off are calculated so as to write off the cost of fixed assets over their estimated useful lives at the following rate -

Office (Port cabin)	20% straight line
Equipment	20% straight line
All Vehicles	20% straight line

Capital Reserve

The capital reserve represents funds set aside for Capital expenditure, these funds are held in a separate deposit bank account (COIF Account).

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED
Income & Expense a/c for the year ended 31 March 2011

<u>Dial a Ride Service</u>	<u>£</u>	<u>£</u>
<u>Income</u>		
Fares	8069	
Donations	209	
Training Grant (2009/2010)	2000	
Interest on Deposits	0	
Other Grants (B50G)	2398	
SCC Grant	<u>11975</u>	24651
<u>Expense</u>		
<u>Staffing</u>		
Salaries	13909	
Employers NIC	837	
Expenses	254	
Training	1009	
<u>Premises</u>		
Rent & Rates	1068	
Heat a Light Maintenance a	762	
Cleaning	1017	
<u>Office</u>		
Postage	163	
Telephone a Internet	735	
Printing, stationery a copying	308	
Insurance	980	
Office equipment maintenance	25	
Publicity	0	
Accountancy a Audit	1720	
Legal	0	
Membership subscriptions	100	
<u>Vehicle (VW)</u>		
Insurance a Recovery (Refund)	0	
Fuel	17	
Maintenance	1	
Road Tax	0	
Equipment	0	
Hire	<u>0</u>	<u>22905</u>
Profit before Depreciation Less		1746
Depreciation		<u>4439</u>
<u>Deficit for the year</u>		<u>-£2 693</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED
Income & Expense a/c for the year ended 31 March 2011

<u>Community Car Service</u>	£	£
<u>Income</u>		
Fares	1697	
Grant - Revenue	2488	
Grant - Admin	<u>1186</u>	5371
<u>Expense</u>		
Service Cost	4185	
Admin Cost	<u>1186</u>	<u>5371</u>
<u>Surplus / Deficit for the year</u>		<u>£0</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED
Income & Expense a/c for the year ended 31 March 2011

<u>Group Hire</u>	£	£
<u>Income</u>		
Car Hire	7230	
Kestrel Hire	14340	
Kangoo Hire	2757	
Peugeot Hire	5459	
Ford Hire	1360	
Hire SCC Vehicles	3485	
SCDC Grant (Revenue)	0	
Other Grant (BSOG)	0	
Donations	<u>98</u>	34729
<u>Expense</u>		
Salaries	8656	
Employers NIC	286	
Driver Payments	6902	
Telephone	820	
<u>Vehicles</u>		
<u>Kestrel</u>		
Insurance & Recovery	1305	
Fuel	2146	
Maintenance	3679	
Road Tax	165	
<u>Peugeot</u>		
Insurance & Recovery	921	
Fuel	1085	
Maintenance	234	
Road Tax	205	
<u>Kangoo</u>		
Insurance & Recovery	774	
Fuel	1197	
Maintenance	688	
Road Tax	125	
<u>Ford</u>		
Insurance & Recovery	-233	
Fuel	278	
Maintenance	85	
Road Tax	0	<u>29318</u>
Profit before Depreciation		5411
Less Depreciation		<u>4018</u>
<u>Surplus for the year</u>		<u>£1,393</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED

Income & Expense a/c for the year ended 31 March 2011

<u>Summary</u>	<u>Income</u>	<u>Expense</u>	<u>Surplus / Deficit</u>
Dial-a-Ride	24651	22905	1746
Community Car Service	5371	5371	0
Group Hire	<u>34729</u>	<u>2931</u>	<u>5411</u>
Operating Surplus	64751	<u>8</u>	7157
		5759	
<u>Plus</u>		4	
Sundry Income / Expense	736		529
Suffolk Foundation Grant	2000		2000
Donations Received	2545	207	2545
Interest on Deposit a/c	<u>224</u>		<u>224</u>
Total Income & Expense before Depreciation	<u>70256</u>	<u>57801</u>	12455
<u>Less Depreciation</u>			<u>8457</u>
<u>Total Operating Surplus / Deficit</u>			<u>£3 998</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED

Balance Sheet as at 31 March 2011

<u>Fixed Assets</u>	<u>Costs</u>	<u>Additions</u>	<u>Chg for the year</u>	<u>Total dep'n</u>	<u>Net Book Value</u>
Office Portakabin	22847	0	4339	22847	0
Kestrel	52953	0	0	52953	0
Kangoo	12410	0	0	12410	0
Peugeot	20098	0	4018	20098	0
Equipment	<u>3743</u>	0	<u>100</u>	3339	404
	11205	0	8457	111647	404

Current Assets

Debtors & Prepayments	5484
Cash on Deposit a/c	35021
Cash at Bank	36451
Petty Cash	<u>0</u>
	76956

Creditors & Accruals due within one year	<u>906</u>
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Net Current Assets	76050
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<u>Total Assets less Current Liabilities</u>	<u>£76 454</u>
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Represented by

Reserves

Restricted Funds

Funds set aside for Capital Expenditure	35021
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Unrestricted Funds

Income & Expense a/c	<u>41433</u>
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<u>Total Funds</u>	<u>£76 454</u>
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Examiner instead of Auditor

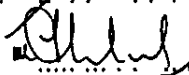
For the year ended 31 March 2011, the company was entitled to exemption from audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

Signed



C Wheddon (Director)

Signed



A G Thurkettle (Independent Examiner)

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