

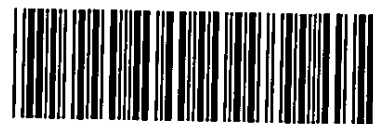
# **FELIXSTOWE AREA COMMUNITY TRANSPORT LTD**

## **FACTS**

### **ANNUAL REPORT AND ACCOUNTS**

**Year - 2009-2010**

MONDAY



\*AIT6EOXQ\*

A19

08/11/2010

40

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.facts.ik.com](http://www.facts.ik.com) Email [facts4bus2car@btconnect.com](mailto:facts4bus2car@btconnect.com)

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

To be held on **Wednesday June 30th 2010 at 7.45 pm** at **The Senior Citizens Centre, Broadway House, Orwell Road, Felixstowe.**

## **Agenda**

- 1. Welcome to Visitors**
- 2. Apologies**
- 3. Minutes of the AGM held on Monday July 6<sup>th</sup> 2009**
- 4. Chairman's Report**
- 5. Consideration of the Examined Accounts**  
For the year to 31<sup>st</sup> March 2010

## **6. Election of Directors**

There are 3 Directors seeking re-election

- . Mr G Stirrat
- . Mr D Carpenter
- . Mr C Wheddon

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. A.O.B**

## **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 Felixstowe Town Hall on Monday 6<sup>th</sup> July 2009 at 7-30pm.**

### **Present:**

|                            |   |
|----------------------------|---|
| Chris Wheddon              | Chairman and Company Secretary          |
| Cllr Nick Barber           | Suffolk County Councillor               |
| Cllrs Jon and Jan Garfield | Felixstowe Deputy Mayor and Mayoress    |
| Cllr Mike Deacon           | Felixstowe Town and District Councillor |
| Peter Mellor               | FACTS Treasurer                         |
| Helen Smith                | FACTS User Representative               |
| Doris Riley                | FACTS Membership Secretary              |
| Harry Riley                | FACTS                                   |
| Bob Nice                   | FACTS Manager                           |
| Miriam Taylor              | FACTS Co-ordinator                      |
| Rosemary Fincham           | FACTS                                   |
| Peter Wilks                | FACTS                                   |
| David Harland              | FACTS                                   |
| Stephen Pearson            | FACTS                                   |
| Iris Slade                 | FACTS                                   |
| Brian Ellis                | FACTS                                   |
| Teresa Doran               | FACTS                                   |
| Pat Moody                  | FACTS                                   |
| John Poole                 | FACTS                                   |
| Joy Haymon                 | FACTS                                   |
| Sue Hazelwood              | FACTS                                   |
| Owen Hooker                | FACTS                                   |
| Bob Knights                | FACTS                                   |
| Richard Kellar             | FACTS                                   |
| Tom Harden                 | FACTS                                   |
| Christine Henson           | Visitor                                 |
| Dennis Carpenter           | 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 Angel Goodwin, Cllr Sandra Bryant, Cllr Sheila Wardner, Gordon Sturatt, Derek Cocker and Clive Rick

### **3. Minutes of the Previous AGM**

The minutes of the previous AGM held on 30<sup>th</sup> June 2008 were agreed and signed as a true record (Proposed by Harry Riley, seconded by Richard Kellar )

### **4. Chairman's Report**

The Chairman gave the following report to the meeting

“The objective of the company is to provide a community transport service for the inhabitants of the Felixstowe Peninsular and its neighbourhood. The service is strongly user focused and applies to those that need the service because of age, sickness, disability, poverty or because of the lack of adequate public passenger service

“The company provides Dial-a-Ride and Community Car services with the support of, and in partnership with, Suffolk County Council. We also operate a Group Hire service which is self financing. These services are provided by about fifty-five volunteers and 3 part-time salaried staff

“The company has had a satisfactory trading year despite experiencing increased fuel, rent, energy and staff costs. Changes to our accounting policies in respect of our office assets have increased our depreciation charges. Overall we made a surplus of £10,749 before provision for depreciation and a loss of £2,618 after allowance for depreciation. The size of the loss partly reflects a change in accounting policies

“FACTS provides an excellent service to its users through the efforts of our volunteers and staff. They have worked extremely hard this year and the Management Committee owes them a debt of gratitude

“The Dial a Ride service, which carries on average 650 passengers and covers 1600 miles per month, has been extended to provide extra service on Thursdays and Fridays. It made a very small loss this trading year. The Community Car service met its expected budget outturn, with the Group Hire service making a healthy surplus

“I am pleased to report that we have received an acceptable draft lease from Suffolk Coastal District Council after 18 months of negotiation. We would not have achieved this without the assistance of Mike Deacon, the Mayor of Felixstowe

“Last year the Management Committee went through a major change with several Directors relinquishing their posts. We are looking therefore for suitable people to fill these positions, so far we have not been successful

“FACTS has a strong balance sheet. However, increased costs experienced over past 12 months require close attention and the following are some of actions that the Management Committee will take -

- 1) One of our vehicles will be taken over by Suffolk County Council and provided back for us to operate,
- 2) Actively try to increase the number of volunteer drivers,
- 3) Generate new services i.e. increased Dial-a-Ride,
- 4) Reduce costs where we can,
- 5) Attend to the repair of the older Portakabin "

## **5. Consideration of Examined Accounts**

The Chairman thanked the Independent Examiner, Tony Thurkettle, for examining the accounts and reporting that they were in good order

It was proposed by Richard Keller and seconded by Owen Hooker 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 Richard Kellar and seconded by Helen Smith

Mr Gordon Stirrat,  
Dr Chris Wheddon,  
Mr Dennis Carpenter

This was agreed unanimously

## **7. Any Other Business**

There was no other business

## **8. Date of Next AGM**

It was agreed that this would be held on Monday 28<sup>th</sup> June 2010

Dennis Carpenter  
30th July 2009

---

**FACTS**  
**Felixstowe Area Community Transport Ltd**

**Index**

**Page No:**

- |           |  |
|-----------|--|
| <b>1.</b> | <b>Trustees Annual Report</b>                          |
| <b>2.</b> | <b>Independent Examiners Report</b>                    |
| <b>3.</b> | <b>Accountants' Report &amp; Notes to the Accounts</b> |
| <b>4.</b> | <b>Dial a Ride Income &amp; Expense</b>                |
| <b>5.</b> | <b>Community Car Service Income &amp; Expenditure</b>  |
| <b>6.</b> | <b>Group Hire Income &amp; Expenditure</b>             |
| <b>7.</b> | <b>Summary Income &amp; Expenditure</b>                |
| <b>8.</b> | <b>Balance Sheet</b>                                   |

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

**Trustees Annual Report 2009-2010**

The Trustees are pleased to present their report together with the financial accounts of the charity for the year ended 31<sup>st</sup> March 2010.

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:-

Gordon Stirrat  
Christopher Wheddon  
Dennis Carpenter

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 had a challenging year, our costs have risen beyond recompense from the fare income, we have also written down some assets which have impacted on our trading position.

Despite these financial concerns the Charity has performed to its own exacting standards, which is a credit to all at FACTS.

The accounts show that FACTS had a difficult business year, making a small profit before allowance for depreciation charges.

Overall FACTS has adequate reserves to cover necessary fixed assets.

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

Signed on behalf of the trustees



Dr C Wheddon OBE 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 31<sup>st</sup> March 2010 **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

20<sup>th</sup> May 2010

12 Westmorland Road  
Felixstowe, Suffolk



## **Accountants' Report**

Under the Small Companies Provision the Financial Statements for the year ended 31 March 2010 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 2010 and of its operating deficit for the period then ended.

AMA.....Date 04 May 2010

## **Notes to the accounts for the period ended 31 March 2010**

### **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 2010**

| <b><u>Dial a Ride Service</u></b>  | <b><u>£</u></b>  | <b><u>£</u></b>      |
|------------------------------------|------------------|----------------------|
| <b><u>Income:</u></b>              |                  |                      |
| Fares                              | 8021             |                      |
| Donations                          | 221              |                      |
| Vehicle Hire                       | 0                |                      |
| Interest on Deposits               | 0                |                      |
| Other Grants (BSOG)                | 2069             |                      |
| SCC Grant                          | <u>12000</u>     | 22311                |
| <b><u>Expense:</u></b>             |                  |                      |
| <b><u>Staffing</u></b>             |                  |                      |
| Salaries                           | 12474            |                      |
| Employers NIC                      | 611              |                      |
| Expenses                           | 271              |                      |
| Training                           | 1672             |                      |
| <b><u>Premises</u></b>             |                  |                      |
| Rent & Rates                       | 1060             |                      |
| Heat & Light                       | 347              |                      |
| Maintenance & Cleaning             | 1368             |                      |
| <b><u>Office</u></b>               |                  |                      |
| Postage                            | 110              |                      |
| Telephone & Internet               | 671              |                      |
| Printing, stationery & copying     | 334              |                      |
| Insurance                          | 993              |                      |
| Office equipment maintenance       | 206              |                      |
| Publicity                          | 0                |                      |
| Accountancy & Audit                | 1720             |                      |
| Legal                              | 0                |                      |
| Membership subscriptions           | 96               |                      |
| <b><u>Vehicle: (VW)</u></b>        |                  |                      |
| Insurance & Recovery (Refund)      | -280             |                      |
| Fuel                               | 894              |                      |
| Maintenance                        | 805              |                      |
| Road Tax                           | 165              |                      |
| Equipment                          | 0                |                      |
| Hire                               | <u>0</u>         | <u>23517</u>         |
| Deficit before Depreciation        |                  | 1206                 |
| Loss on Disposal (VW)              |                  | 4851                 |
| Less Depreciation                  |                  | <u>4608</u>          |
| <b><u>Deficit for the year</u></b> | <b><u>-£</u></b> | <b><u>10,665</u></b> |

**FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED**  
**Income & Expense a/c for the year ended 31 March 2010**

| <b><u>Community Car Service</u></b>          | <b><u>£</u></b> | <b><u>£</u></b>  |
|--|-----------------|------------------|
| <b><u>Income:</u></b>                        |                 |                  |
| Fares  | 17              |                  |
| Grant - Revenue                              | 2013            |                  |
| Grant - Admin                                | <u>1025</u>     | 3055             |
| <b><u>Expense:</u></b>                       |                 |                  |
| Service Cost                                 | 2030            |                  |
| Admin Cost                                   | <u>1025</u>     | <u>3055</u>      |
| <b><u>Surplus / Deficit for the year</u></b> |                 | <b><u>£0</u></b> |

**FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED****Income & Expense a/c for the year ended 31 March 2010**

| <b><u>Group Hire</u></b>           | <b><u>£</u></b>  | <b><u>£</u></b>     |
|------------------------------------|------------------|---------------------|
| <b><u>Income:</u></b>              |                  |                     |
| Car Hire                           | 6447             |                     |
| Kestrel Hire                       | 13292            |                     |
| Kangoo Hire                        | 4452             |                     |
| Peugeot Hire                       | 7016             |                     |
| Ford Hire                          | 2883             |                     |
| SCDC Grant (Revenue)               | 500              |                     |
| Other Grant (BSOG)                 | 0                |                     |
| Donations                          | <u>773</u>       | 35363               |
| <b><u>Expense:</u></b>             |                  |                     |
| Salaries                           | 12187            |                     |
| Employers NIC                      | 260              |                     |
| Driver Payments                    | 5773             |                     |
| Telephone                          | 734              |                     |
| <b><u>Vehicles</u></b>             |                  |                     |
| <b><u>Kestrel</u></b>              |                  |                     |
| Insurance & Recovery               | 1503             |                     |
| Fuel                               | 2205             |                     |
| Maintenance                        | 2754             |                     |
| Road Tax                           | 165              |                     |
| <b><u>Peugeot</u></b>              |                  |                     |
| Insurance & Recovery               | 784              |                     |
| Fuel                               | 1588             |                     |
| Maintenance                        | 405              |                     |
| Road Tax                           | 190              |                     |
| <b><u>Kangoo</u></b>               |                  |                     |
| Insurance & Recovery               | 625              |                     |
| Fuel                               | 1357             |                     |
| Maintenance                        | 565              |                     |
| Road Tax                           | <u>125</u>       |                     |
| <b><u>Ford</u></b>                 |                  |                     |
| Insurance & Recovery               | 1262             |                     |
| Fuel                               | 900              |                     |
| Maintenance                        | 2464             |                     |
| Road Tax                           | <u>0</u>         | <u>35846</u>        |
| Deficit before Depreciation        |                  | 483                 |
| Less Depreciation                  |                  | <u>4020</u>         |
| <b><u>Deficit for the year</u></b> | <b><u>-£</u></b> | <b><u>4,503</u></b> |

## FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED

### Income & Expense a/c for the year ended 31 March 2010

| <u>Summary</u>                                  | <u>Income</u> | <u>Expense</u> | <u>Surplus /<br/>Deficit</u> |
|---|---------------|----------------|------------------------------|
| Dial-a-Ride                                     | 22311         | 23517          | -1206                        |
| Community Car Service                           | 3055          | 3055           | 0                            |
| Group Hire                                      | <u>35363</u>  | <u>35846</u>   | <u>-483</u>                  |
| Operating Result                                | 60729         | 62418          | -1689                        |
| <u>Plus</u>                                     |               |                |                              |
| Sundry Income / Expense                         |               | 149            | -149                         |
| Donations Received                              | 2711          |                | 2711                         |
| Interest on Deposit a/c                         | 472           |                | 472                          |
| Training for Clients                            | <u>0</u>      |                | <u>0</u>                     |
| Total Income & Expense before Depi              | <u>63912</u>  | <u>62567</u>   | 1345                         |
| <u>Less Depreciation &amp; Loss on disposal</u> |               |                | <u>-13479</u>                |
| <u>Total Operating Surplus / Deficit</u>        |               | -£             | 12,134                       |

**FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED**

**Balance Sheet as at 31 March 2010**

| <b><u>Fixed Assets</u></b> | <b><u>Cost</u></b> | <b><u>Additions</u></b> | <b><u>Chg for<br/>the year</u></b> | <b><u>Total<br/>dep'n</u></b> | <b><u>Net Book<br/>Value</u></b> |
|----------------------------|--------------------|-------------------------|------------------------------------|-------------------------------|----------------------------------|
| Office Portacabin          | 22847              | 0                       | 4568                               | 18508                         | 4339                             |
| Kestrel                    | 52953              | 0                       | 0                                  | 52593                         | 0                                |
| VW                         | 18170              | 0                       | 4851                               | 18170                         | -                                |
| Kangoo                     | 12410              | 0                       | 0                                  | 12410                         | 0                                |
| Peugeot                    | 20098              | 0                       | 4020                               | 16080                         | 4018                             |
| Equipment                  | <u>3359</u>        | <u>384</u>              | <u>40</u>                          | <u>3239</u>                   | <u>504</u>                       |
|                            | 129837             | 384                     | 13479                              | 121360                        | 8861                             |

**Current Assets**

|   |             |                       |
|---|-------------|-----------------------|
| Debtors & Prepayments                               | 2941        |                       |
| Cash on Deposit a/c                                 | 59796       |                       |
| Cash at Bank  | 2257        |                       |
| Petty Cash  | <u>0</u>    |                       |
|   | 64994       |                       |
| Creditors & Accruals due within one year            | <u>2105</u> |                       |
| Net Current Assets                                  |             | 62889                 |
| <b><u>Total Assets less Current Liabilities</u></b> |             | <b><u>£71,750</u></b> |

**Represented by..**

**Reserves**

**Restricted Funds**

Funds set aside for Capital Expenditure 59796

**Unrestricted Funds**

Income & Expense a/c 11954

**Total Funds** **£71,750**

**Examiner instead of Auditor**

For the year ended 31 March 2010, 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)