## Midsomer Norton & Radstock Dial A Ride

**Charity No. 1109319** 

Company No. 05290277

**Trustees' Report and Unaudited Accounts** 

31 March 2019



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## Midsomer Norton & Radstock Dial A Ride TRUSTEES ANNUAL REPORT

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 March 2019.

#### REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 05290277

Charity No. 1109319

#### **Registered Office**

The Hollies

**High Street** 

Midsomer Norton

**RADSTOCK** 

BA3 2DP

#### **Directors and Trustees**

The Directors of the charitable company are its Trustees for the purposes of charity law.

The following Directors and Trustees served during the year:

E.H. Brown

R. Chivers

A.J. Drake

P. Gay

B. Hulls

V. Jones

P. Kendall

S.J. Steel

#### **Accountants**

Paul Clark Accountants Limited Westway Business Centre Marksbury BATH BA2 9HN

### **OBJECTIVES AND ACTIVITIES**

The charity's objectives are to provide a community transport service for those inhabitants of Midsomer Norton, Radstock and the surrounding rural areas, who are in need of a door-to-door transport service because they are unable to access conventional public transport because of age, sickness, disability or poverty.

This service is provided by way of a flexible, on demand service using a small fleet of modern low-floor minibuses. Journeys are booked in advance by the passenger enabling the company to provide tailor-made transport from home to destination.

## Midsomer Norton & Radstock Dial A Ride TRUSTEES ANNUAL REPORT

#### **ACHIEVEMENTS AND PERFORMANCE**

The company provides its services throughout the geographical area extending from Nempnett Thrubwell in the West to Hinton Charterhouse in the East and from Norton Malreward in the North to Norton Radstock in the South.

The company has five accessible vehicles, which enables it to continue to provide a high level of service in accordance with its main objectives.

### **FINANCIAL REVIEW**

The company has incurred a small operating deficit this year, which the trustees consider to be satisfactory financial performance.

#### **PLANS FOR FUTURE PERIODS**

The company plans to replace the MPV bus with a larger Tucana bus in the next financial year and maintain the fleet at five accessible vehicles, and continue the service provided with these into the future.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee. Overall responsibility for the company rests with the trustees. A small number of administrative staff are employed to maintain the day-to-day running of the charity's activities.

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

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

P. Gay

Trustee

25 September 2019

## Midsomer Norton & Radstock Dial A Ride INDEPENDENT EXAMINERS REPORT

### Independent Examiner's Report to the trustees of Midsomer Norton & Radstock Dial A Ride

I report to the charity trustees on my examination of the accounts of Midsomer Norton & Radstock Dial A Ride for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and the related notes.

### Responsibilities and basis of report

As the trustees of the charity (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 charity 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 can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements under 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 Charities SORP (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.

Paul Clark BA(Hons) FFA FTA
Institute of Financial Accountants
Paul Clark Accountants Limited
Westway Business Centre
Marksbury
BATH
BA2 9HN

25 September 2019

## Midsomer Norton & Radstock Dial A Ride STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted	Restricted		
		funds	funds	<b>Total funds</b>	Total funds
		2019	2019	2019	2018
	Notes	£	£	£	£
Income and endowments					
from:				•	
Donations and legacies	4	114,263	-	114,263	109,704
Charitable activities	5	75,470	-	75,470	63,233
Investments	6	445	<del>-</del>	445	·217
Total		190,178	-	190,178	173,154
Expenditure on:				, .	
Charitable activities	7	125,409	-	125,409	99,547
Other	8	67,969	3,722	71,691	70,318
Total		193,378	3,722	197,100	169,865
Net gains on investments		-	-	-	-
Net (expenditure)/income	9	(3,200)	(3,722)	(6,922)	3,289
Net (expenditure)/income before other gains/(losses)		(3,200)	(3,722)	(6,922)	3,289
Other gains and losses:					
Net movement in funds		(3,200)	(3,722)	(6,922)	3,289
Reconciliation of funds:					
Total funds brought forward		138,786	14,887	153,673	150,384
Total funds carried forward		135,586	11,165	146,751	153,673

# Midsomer Norton & Radstock Dial A Ride SUMMARY INCOME AND EXPENDITURE ACCOUNT

	2019 £	2018 £
		_
Income	189,733	172,937
Interest and investment income	445	217
Gross income for the year	190,178	173,154
Expenditure	186,145	155,711
Depreciation and charges for		
impairment of fixed assets	10,955	14,154
Total expenditure for the year	197,100	169,865
Net (expenditure)/income before tax		
for the year	(6,922)	3,289
Net (expenditure )/income for the year	(6,922)	3,289

## Midsomer Norton & Radstock Dial A Ride BALANCE SHEET

#### at 31 March 2019

Company No. 05290277	Notes	2019		2018
	•	£		£
Fixed assets				
Tangiblė assets	11	34,373		42,461
	•	34,373		42,461
Current assets				
Debtors	12	9,803		12,939
Cash at bank and in hand	_	107,645	•	102,104
		117,448		115,043
Creditors: Amount falling due within one year	13	(5,070)		(3,831)
Net current assets		112,378		111,212
Total assets less current liabilities		146,751	•	153,673
Net assets excluding pension asset or liability	_	146,751	· •	153,673
Total net assets	<u>-</u>	146,751		153,673
The funds of the charity				
Restricted funds	14	•		
Restricted income funds		11,165		14,887
	_	11,165		14,887
Unrestricted funds	14			•
General funds		135,586		138,786
	_	135,586	·	138,786
Reserves	14			
Total funds	· <b>-</b>	146,751		153,673

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

For the year ended 31 March 2019 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 25 September 2019

And signed on its behalf by:

A.J. Drake

Trustee

25 September 2019

# Midsomer Norton & Radstock Dial A Ride STATEMENT OF CASH FLOWS

	2019	2018
	£	£
Cash flows from operating activities		
Net (expenditure)/income per Statement of Financial Activities	(6,922)	3,289
Adjustments for:		
Depreciation of property, plant and equipment	10,667	14,154
Loss on disposal of tangible fixed assets	288	-
Dividends, interest and rents from investments	(445)	(217)
Decrease/(Increase) in trade and other receivables	3,136	(5,083)
Increase in trade and other payables	1,239	829
Net cash provided by operating activities	7,963	12,972
Cash flows from investing activities		
Purchases of property, plant and equipment	(2,867)	(12,771)
Dividends, interest and rents from investments	445	217
Net cash used in investing activities	(2,422)	(12,554)
Net cash from financing activities		<del></del>
Net increase in cash and cash equivalents	5,541	418
Cash and cash equivalents at the beginning of the year	102,104	101,686
Cash and cash equivalents at the end of the year	107,645	102,104
Components of cash and cash equivalents		
Cash and bank balances	107,645	102,104
	107,645	102,104

### for the year ended 31 March 2019

### 1 Accounting policies

### **Basis of preparation**

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

## Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting	
Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.
Income	
Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on	This includes any gain or loss resulting from revaluing investments to market value
revaluation of fixed	at the end of the year.
assets	
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

**Expenditure** 

expenditure

Recognition of Expenditure is recognised on an accruals basis. Expenditure includes any VAT which

cannot be fully recovered, and is reported as part of the expenditure to which it

relates.

Expenditure on .

These comprise the costs associated with attracting voluntary income, fundraising

raising funds trading costs and investment management costs.

Expenditure on

These comprise the costs incurred by the Charity in the delivery of its activities and

charitable activities services in the furtherance of its objects, including the making of grants and

governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for

grants that have been approved by the trustees at the end of the year but not yet

paid.

Governance costs 
These include those costs associated with meeting the constitutional and statutory

requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of

other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

**Taxation** 

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Motor vehicles

25% reducing balance

Fixtures, fittings and

equipment

25% reducing balance

#### Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

### Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### **Pension costs**

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

### 2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

5 Statement of Financial Activities - prior year			•
	Unrestricted	Restricted	
	funds	funds	<b>Total funds</b>
	2018	2018	2018
	£	£	£
Income and endowments from:			
Donations and legacies	108,132	1,572	109,704
Charitable activities	63,233	-	63,233
Investments	. 217	-	217
Total	171,582	1,572	173,154
Expenditure on:		0.7	
Charitable activities	99,351	196	99,547
Other	65,355	4,963	70,318
Total	164,706	5,159	169,865
Net income	6,876	(3,587)	3,289
Net income before other gains/(losses)	6,876	(3,587)	3,289
Other gains and losses:			
Net movement in funds	6,876	(3,587)	3,289
Reconciliation of funds:			
Total funds brought forward	131,910	18,474	150,384
Total funds carried forward	138,786	14,887	153,673

### 4 Income from donations and legacies

	Unrestricted	Total	Total
		2019	2018
	£	£	£
Grants and donations	114,263	114,263	109,704
	114,263	114,263	109,704

5	Income from charitable activities				
		•	Unrestricted	Total	Total
		•	•	2019	2018
		•	£	£	£
	Dial-A-Ride services		74,555	74,555	62,492
	Christmas meal		915	915	741
	•		75,470	75,470	63,233
6	Income from investments				
		•	Unrestricted	Total	Total
	•			2019	2018
			£	£	£
	Interest receivable	•	445	445	217
			445	445	217
7	Expenditure on charitable activities				
	·		Unrestricted	Total	Total
				2019	2018
			£	£	£
	Expenditure on charitable activities				
	Dial-A-Ride services		123,801	123,801	97,714
	Christmas meal		740	740	741
	Governance costs				
	Trustees' expenses		868	868	1,092
			125,409	125,409	99,547
8	Other expenditure				
		Unrestricted	Restricted	Total	Total
				2019	2018
		£	£	£	<b>£</b>
	Advertising	93	-	93	50
	Employee costs	49,742	-	49,742	46,662
	Motor and travel costs	477	•	477	295
•	Premises costs	3,043	-	3,043	3,043
	Amortisation, depreciation,				
	impairment, profit/loss on disposal of fixed assets	7,233	3,722	10,955	14,154
	General administrative costs	5,733	-	5,733	4,499
	Legal and professional costs	1,648	-	1,648	1,615
		67,969	3,722	71,691	70,318

9	Net (expenditure)/income before			
	transfers	2019		2018
	This is stated after charging:	2019 £		2016 £
	This is stated after charging:	10,667	•	14,154
	Depreciation of owned fixed assets	10,007		14,154
10	Staff costs			
	•	2019		2018
		£		£
	Salaries and wages	45,787		44,677
	Social security costs	2,737		1,335
	Pension costs	554		270
		49,078	, -	46,282
	No employee received emoluments in excess of £60,000.			
, •		•		
	The average monthly number of full time equivalent			
	employees during the year was as follows:			
		2019		2018
		Number		Number
	Administration	3		3
	Driving	9		8
	-	12	-	11
			•	· · · · · · · · · · · · · · · · · · ·
	4			
11	Tangible fixed assets			
	•	Motor	Fixtures,	
	·	vehicles	fittings and	Total
		Verneies	equipment	
		£	£	£
	Cost or revaluation			
	At 1 April 2018	186,208	20,189	206,397
	Additions	-	2,867	2,867
	Disposals		(2,049)	(2,049)
	At 31 March 2019	186,208	21,007	207,215
	Depreciation and		• .	
	impairment			
	At 1 April 2018	147,599	16,337	163,936
	Depreciation charge for the	9,652	1,015	10,667
	year	3,032		
	Disposals		(1,761)	(1,761)
	At 31 March 2019	157,251	15,591	172,842
	Net book values			
	At 31 March 2019	28,957	5,416	34,373
	At 31 March 2018	38,609	3,852	42,461

## 12 Debtors

			2019		2018
			£		£
	Trade debtors		-		255
	VAT recoverable		-		3,032
	Prepayments and accrued income		9,803		9,652
			9,803		12,939
12	Creditors:		-		
13	amounts falling due within one year				
	amounts raining due within one year		2019		2018
			£		£
	Trade creditors		36		785
	Other taxes and social security		407		1,339
	Other creditors	-	295	•	644
	Accruals and deferred income		4,332	•	1,063
			5,070		3,831
1.1	Movement in funds			•	
74	Movement in runus				
	·				
			Incoming		
			resources	Resources	At 31
		As 1 Amril	resources (including	Resources expended	March
		At 1 April	resources (including other		
		At 1 April 2018	resources (including other gains/losses)	expended	March 2019
	Restricted funds:	-	resources (including other		March
	Restricted funds:	-	resources (including other gains/losses)	expended	March 2019
	Restricted income funds:	2018	resources (including other gains/losses)	expended £.	March 2019 £
		-	resources (including other gains/losses)	expended	March 2019
	Restricted income funds:	2018	resources (including other gains/losses)	expended £.	March 2019 £
	Restricted income funds: Restricted fund  Total	<b>2018</b> 14,887	resources (including other gains/losses)	<b>£</b> . (3,722)	March 2019 £ 11,165
	Restricted income funds: Restricted fund	<b>2018</b> 14,887	resources (including other gains/losses)	<b>£</b> . (3,722)	March 2019 £ 11,165
	Restricted income funds: Restricted fund  Total Unrestricted funds:	14,887 14,887	resources (including other gains/losses) £	(3,722)	March 2019  £  11,165
	Restricted income funds: Restricted fund  Total  Unrestricted funds: General funds	14,887 14,887	resources (including other gains/losses) £	(3,722)	March 2019  £  11,165
	Restricted income funds: Restricted fund  Total  Unrestricted funds: General funds	14,887 14,887	resources (including other gains/losses) £	(3,722)	March 2019  £  11,165

Purposes and restrictions in relation to the funds:

Restricted funds:

Restricted fund

Grants received for specific purposes and assets acquired with those

funds.

## 15 Analysis of net assets between funds

•	Unrestricted	Restricted	Total
•	funds	funds	Total
	£	£	£
Fixed assets	23,208	11,165	34,373
Net current assets	112,378	-	112,378
	135,586	11,165	146,751

### 16 Commitments

### Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

and the second s					and the second s
		2019	2019	2018	2018
• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •	Land and	O.h.a.	Land and	Other
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		£	£	£	£
Operating leases wi	ith expiry date:				
Pension commitme	ents		·		
			2019		2018
			£		ŧ

The pension cost charge to the company amounted to:

554
270

## 17-Related party-disclosures

## Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.

# Midsomer Norton & Radstock Dial A Ride DETAILED STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted	Restricted		
•	funds	funds	<b>Total funds</b>	Total funds
	2019	2019	2019	2018
	£	£	£	£
Income and endowments from:			•	•
Donations and legacies				
Grants and donations	114,263	-	114,263	109,704
	114,263	-	114,263	. 109,704
Charitable activities	<del></del>		<u></u>	
Dial-A-Ride services	74,555	_	74,555	62,492
Christmas meal	915	-	915	741
	75,470	-	75,470	63,233
Investments				<u> </u>
Interest receivable	445	_	445	217
merest receivable	445		445	217
Total income and endowments			190,178	173,154
	190,178	-	190,178	173,134
Expenditure on:				
Charitable activities	400.004		100.004	07.744
Dial-A-Ride services	123,801	-	123,801	97,714
Christmas meal	740	<u>-</u>	740	741
-acquestifican	124,541		124,541	98,455
Governance costs				
Trustees' expenses	868	<del>-</del>	868	1,092
	868	-	868	1,092
Total of expenditure on charitable	125 400		125 400	00.547
activities	125,409	-	125,409	99,547
Other expenditure				
Advertising	93	-	93	50
	93	-	93	50
Employee costs				
Salaries/wages	45,787	-	45,787	44,677
Employer's NIC	2,737	-	2,737	1,335
Pension costs	554	-	554	270
Staff entertainment	385	-	385	274
Staff training	279	-	279	-
Staff welfare	-	-	-	106
	49,742	-	49,742	46,662
Motor and travel costs				
Travel and subsistence	477		477	295
	477	-	477	295

# Midsomer Norton & Radstock Dial A Ride DETAILED STATEMENT OF FINANCIAL ACTIVITIES

Premises costs				
Rent	1,500	-	1,500	1,500
Other premises costs	1,543	-	1,543	1,543
•	3,043		3,043	3,043
General administrative costs,				
including depreciation and				
amortisation				
Depreciation of Motor vehicles	6,347	3,305	9,652	12,871
Depreciation of Fixtures, fittings	598	417	1,015	1,283
and equipment	330	417	1,013	1,203
Loss on disposal of tangible fixed	288	· · · -	288	
assets		•	200	
Equipment repairs and	305		305	438
maintenance	303		303	430
General insurances	547	-	547	544
Postage and couriers	282	-	282	309
Software, IT support and related	2,524	_	2,524	961
costs	2,324	_	2,324	501
Stationery and printing	302	-	302	637
Subscriptions	120	-	120	188
Sundry expenses	31	-	31 .	74
Telephone, fax and broadband	1,622		1,622	1,348
	12,966	3,722	16,688	18,653
Legal and professional costs				
Audit/Independent examination	600	_	600	700
fees	000	•	000	700
Accountancy and bookkeeping	1,015	-	1,015	882
Other legal and professional	33	· · · · · · · · · · · · · · · · · · ·	33	33
costs				
	1,648	<del>-</del>	1,648	1,615
Total of expenditure of other costs	67,969	3,722	71,691	70,318
Total expenditure	193,378	3,722	197,100	169,865
Net gains on investments	-	_	-	_
, and game on mineral manner				
Net (expenditure)/income	(3,200)	(3,722)	(6,922)	3,289
Net (expenditure)/income before other gains/(losses)	(3,200)	(3,722)	(6,922)	3,289
Other Gains	, <del>-</del>		-	-
Net movement in funds	(3,200)	(3,722)	(6,922)	3,289