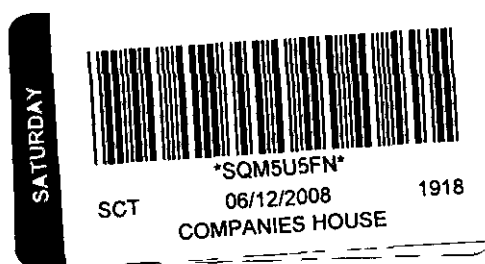


**INTERLOCH TRANSPORT LIMITED**  
**ANNUAL REPORT**  
**YEAR ENDED 31 MARCH 2008**

SC 304949

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**INTERLOCH TRANSPORT LIMITED**  
**LEGAL AND ADMINISTRATIVE INFORMATION**  
**YEAR ENDED 31 MARCH 2008**

**Principal Office**

C/o Riverbank Surgery  
KILMUN  
PA23 8SE

**Accountants**

Ross and Company C A,  
66 John Street,  
Dunoon,  
PA23 8BJ

**Bankers**

Bank of Scotland  
78 Argyll Street  
DUNOON  
PA23 7NH

**Charity Number**

SC 037541

**Company Number**

SC 304949

**INTERLOCH TRANSPORT LIMITED**  
**REPORT OF THE DIRECTORS**  
**YEAR ENDED 31 MARCH 2008**

The directors have pleasure in presenting their report for the year ended 31 March 2008. The report is prepared in accordance with the recommendations of the Statement of Recommended Practice – Accounting and Reporting by Charities and complies with applicable law.

### **Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Directors. Under the requirements of the Memorandum and Articles of Association, the directors are elected to serve until the AGM following his/her election. They are then eligible for re election.

The directors strive to ensure that the Board is representative of the community the organisation is set up to serve, and membership is open to all.

### **Trustee Induction and Training**

New trustees are provided with an information pack which includes the Mem and Arts of the organisation, the current operating plan and budget, and recent set of Board papers. Trustees are invited and encouraged to attend short training sessions to familiarise themselves with the charity and the context within which it operates. These are led by the existing Board members and cover

- the obligations of the Board members.
- the main documents which set out the operational framework for the charity including the Memorandum and Articles.
- resourcing and the current financial position as set out in the latest accounts.
- future plans and objectives.

### **Risk Management**

The directors have assessed the major risks to which the company is exposed. These are currently related to the funding the organisation receives and the fact that funding is not necessarily guaranteed and has to be applied for on an ongoing basis

In an organisation of this nature, the Board manages risk by preparing and reviewing regularly the management accounts and cash flow forecasts. This allows them to take any necessary steps required to minimise the risk of not being able to meet future costs.

### **Organisational Structure**

Interloch Transport has a Board of 6 Members who meet regularly and are responsible for the strategic direction and policy of the charity. The six members are from a variety of professional backgrounds relevant to the work of the charity. We continue to actively seek to increase the Board membership.

**INTERLOCH TRANSPORT LIMITED**  
**REPORT OF THE DIRECTORS**  
**YEAR ENDED 31 MARCH 2008**

**Constitution and Objects**

Interloch Transport Ltd is a recognised charity in Scotland and is also a company limited by guarantee incorporated on 4<sup>th</sup> July 2006. There is currently no membership subscription fee payable.

The principal objective of Interloch Transport Ltd is to provide a community transport service for such inhabitants of Cowal, Bute and its neighbourhood who are in need of such services because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

**Achievements and Performance**

During the period covered by the accounts, (the organisation commenced trading on 2<sup>nd</sup> July 2007) Interloch Transport assisted 151 disadvantaged or disabled clients to access services on a regular basis. Interloch Transport received revenue funding of £82,556 12 in the financial year. Capital funding of £30,000 allowed the organisation to take delivery of one new specially adapted vehicle in January 2008, this helped the company assist more people. The organisation currently employs 2 part time and 4 full time staff

During the year there were a number of staff changes, most notably the change in the manager's position from one job share post shared by two people to one 30 hour per week position

The full and part time staff are supplemented by volunteers acting as client escorts. These people, who give up their own time, allow Interloch to transport people who have greater needs and without them this sector of the community might otherwise be denied access to essential services.

**Financial Information and Future Developments**

The net incoming resources on unrestricted funds, which are the operational reserves of the charity, were £3,704.

The charity will continue with the provision of a community transport service for Cowal and Bute.

*Principal Funding Sources*

The principal funding source in the period of the accounts were grants received from Argyll & Bute Council.

*Investment Policy*

Aside from aspirations to retain a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long term investment.

**INTERLOCH TRANSPORT LIMITED**  
**REPORT OF THE DIRECTORS**  
**YEAR ENDED 31 MARCH 2008**

***Reserves Policy***

The Reserve Fund represents the unrestricted funds arising from operating results.

Restricted reserves fund relates to capital grants received towards the purchase of vehicles.

Ideally, the trustees would seek to retain 3 months operating costs in reserves, with a minimum where possible of £5k, but given the nature of the funding and the fact that many of our sources of funding are restricted reserves, this may be difficult to achieve.

**Plans for Future Periods**

Subject to available and satisfactory funding, an additional driver and 1 part time client escort will be employed. This will allow Interloch to expand onto the island of Bute, enabling disadvantaged/isolated residents to become socially included. With further funding it is hoped to purchase 2 more vehicles, giving more capacity to carry more people.

**Directors' Responsibilities**

Law applicable to companies in Scotland requires the directors to prepare financial statements for each financial year which give a true and fair view of the company's financial position at the end of the year, and of its incoming resources and application of resources including income and expenditure for the financial year. In preparing financial statements, giving a true and fair view, the directors are required to:

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

The directors are responsible for keeping proper accounting records which enclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Directors**

The Directors who served during the period were as follows

Ms A Harvey  
Ms B Paterson  
Ms A Close

Mr W Pirnie (appointed 22/8/08)  
Mr I Colley (appointed 22/8/08)  
Ms S Munro (appointed 12/3/08)

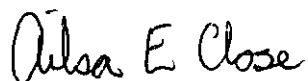
**INTERLOCH TRANSPORT LIMITED**  
**REPORT OF THE DIRECTORS**  
**YEAR ENDED 31 MARCH 2008**

**Volunteers**

Volunteers have given up their time to help with work at Interloch Transport Ltd. We are greatly indebted to these volunteers for their commitment and support.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the directors and signed on their behalf

A handwritten signature in black ink, appearing to read 'Ailsa E. Close'.

Ms A Close  
Director

7 November 2008

**INTERLOCH TRANSPORT LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME & EXPENDITURE ACCOUNT)**  
**YEAR ENDED 31 MARCH 2008**

	Notes	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>2008</u> <u>Total</u> £	<u>2007</u> <u>Total</u> £
<b>Incoming Resources</b>					
<b>Incoming Resources from generated funds:</b>					
Voluntary Income:					
Donations	2	217		217	330
Activities for generating funds:					
Investment Income	3	192		192	12
<b>Incoming Resources from Charitable activities:</b>					
Grants	4		120,556	120,556	5,765
Fees & Other Income		3,295	505	3,800	270
<b>Total Incoming Resources</b>		<b>3,704</b>	<b>121,061</b>	<b>124,765</b>	<b>6,377</b>
<b>Resources Expended</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income					
Fundraising trading: costs of goods sold and other costs					
<b>Charitable Activities</b>	5		88,488	88,488	2,267
<b>Other resources expended</b>					
Governance Costs	5		1,000	1,000	700
<b>Total resources expended</b>			<b>89,488</b>	<b>89,488</b>	<b>2,967</b>
<b>Net incoming/ (expended) resources before other recognised gains</b>					
Transfers in funds		3,704	31,573	35,277	3,410
		4,096	(4,096)		
<b>Other recognised gains</b>					
Gains on revaluation of investments		-	-	-	-
<b>Net movement in funds</b>		<b>7,800</b>	<b>27,477</b>	<b>35,277</b>	<b>3,410</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		(113)	3,523	3,410	
<b>Total funds carried forward</b>		<b>7,687</b>	<b>31,000</b>	<b>38,687</b>	<b>3,410</b>
		=====	=====	=====	=====

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**INTERLOCH TRANSPORT LIMITED**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2008**

	<u>Note</u>	<u>2008</u> £	<u>2007</u> £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	8	21,462	1,763
<b>CURRENT ASSETS</b>			
Debtors & Prepayments	9	8,000	295
Cash at Bank and on Hand		11,520	2,052
		19,520	2,347
<b>CREDITORS:</b> Amounts falling due within one year	10	2,295	700
		-	-
<b>NET CURRENT ASSETS</b>		17,225	1,647
		-	-
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		38,687	3,410
<b>CREDITORS:</b> Amounts falling due after more than one year			
<b>Net Assets</b>		38,687 =====	3,410 =====
<b>FUNDS</b>			
<b>Unrestricted</b>			
Reserve Fund		7,687	(113)
<b>Restricted</b>		31,000	3,523
<b>Total Charity Funds</b>	12	38,687 =====	3,410 =====

For the year ended 31 March 2008 the company was entitled to exemption under section 249a(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249b(2). The directors acknowledge their responsibility for: i) Ensuring the company keeps accounting records which comply with section 221, and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts so far as applicable to the company.

The accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

These accounts were approved by the Board on 7 November 2008 and signed on their behalf:

*Ailsa E Close*

**A. Close**  
**Director**



**INTERLOCH TRANSPORT LIMITED**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2008**

**1 Accounting Policies**

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) issued in March 2005 and the Companies Act 1985.

(b) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable. Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received

(c) Investment Income

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

(d) Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA.

(e) Fund Accounting

The nature and purpose of each fund are explained in the Report of the Directors.

(f) Fixed Assets & Depreciation

Fixed assets are included in the balance sheet at cost.

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives

Office Equipment	25% Reducing Balance
Vehicle	33% Straight Line

(h) Nature of Costs allocated to governance

Governance costs include the costs of governance arrangements which relate to the general running of the charity.

**INTERLOCH TRANSPORT LIMITED**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2008**

	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>2008</u></b>	<b><u>2007</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
<b>2     <u>Donations</u></b>	217		217	330
	=====	=====	=====	=====
	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>2008</u></b>	<b><u>2007</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
<b>3     <u>Investment Income</u></b>				
Interest on cash deposits	192		192	12
	=====	=====	=====	=====
<b>4     <u>Incoming Resources from Charitable Activities</u></b>				
	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>2008</u></b>	<b><u>2007</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
Grants				
- Awards for All				5,765
Capital Grants		31,000	31,000	
SEE RAD		30,000	30,000	
- Rural Community Transport Initiative		23,556	23,556	
ABC (Supporting People)		30,000	30,000	
Robertson Trust		6,000	6,000	
	-			
		120,556	120,556	5,765
	=====	=====	=====	=====

**INTERLOCH TRANSPORT LIMITED**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2008**

**5 Total Resources Expended**

	<u>Basis of</u>	<u>Voluntary</u>	<u>Charitable</u>		<u>2008</u>	<u>2007</u>
	<u>Allocation</u>	<u>Income</u>	<u>Activities</u>	<u>Governance</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£	£	£
<b>Costs directly allocated</b>						
<b>To activities</b>						
Employee Costs	Direct		34,607		34,607	
Travel Costs	Direct		330		330	
Accountancy Fees	Direct					700
Motor Expenses	Direct		5,501		5,501	
<b>Support costs allocated</b>						
<b>To activities</b>						
Employee Costs	Direct		29,132		29,132	
Travel	Direct		371		371	
Depreciation	Direct		10,879		10,879	587
Building Repairs	Direct					480
Repairs & Renewals	Direct		3,388		3,388	1,175
Subscriptions	Direct		58		58	25
Training Recruitment Costs	Direct		245		245	
Volunteer Expenses	Direct		127		127	
Office Management Costs	Direct		3,405		3,405	
Insurance	Direct		433		433	
Professional Fees	Direct			1,000	1,000	
Marketing	Direct		12		12	
<b>Total resources expended</b>			88,488	1,000	89,488	2,967
		=====	=====	=====	=====	=====

**6 Net Incoming / (Expended) Resources for the Year**

	<u>2008</u>	<u>2007</u>
	£	£
This is stated after charging;		
Depreciation	10,879	587
	=====	=====

**7 Taxation**

As a charity Interloch Transport Ltd is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity

**INTERLOCH TRANSPORT LIMITED**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2008**

**8 Tangible Fixed Assets**

	<b><u>Vehicle</u></b>	<b><u>Office</u></b>	<b><u>Total</u></b>
	<b><u>£</u></b>	<b><u>Equipment</u></b>	<b><u>£</u></b>
<b><u>Cost</u></b>			
At 31 March 2007		2,350	2,350
Additions	30,000	578	30,578
Disposals			
At 31 March 2008	30,000	2,928	32,928
<b><u>Depreciation</u></b>			
At 31 March 2007		587	587
Charge for the Year	10,000	879	10,879
On Disposal			
At 31 March 2007	10,000	1,466	11,466
<b><u>Net Book Value</u></b>			
31 March 2008	20,000	1,462	21,462
31 March 2007	=====	=====	=====

<b>9 <u>Debtors</u></b>	<b><u>2008</u></b>	<b><u>2007</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Grants	7,000	
Fee Debtor		270
Prepayments		25
Vehicle Deposits	1,000	
	=====	=====

<b>10 <u>Creditors: Amounts falling due within one year</u></b>	<b><u>2008</u></b>	<b><u>2007</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Accruals	1,700	700
VAT	595	
	=====	=====

**11 Analysis of Net Assets Between Funds**

	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>Funds</u></b>
Tangible Fixed Assets		21,462	21,462
Current Assets	7,687	11,833	19,520
Current Liabilities		(2,295)	(2,295)
<b>Net Assets at 31 March 2008</b>	<b>7,687</b>	<b>31,000</b>	<b>38,687</b>
	=====	=====	=====

**INTERLOCH TRANSPORT LIMITED**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2008**

**12 Funds**

	<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>	<b><u>2008</u></b>	<b><u>2007</u></b>
	£	£	Total	Total
Fund at 31 March 2007	3,523	(113)	3,410	-
Surplus/(Deficit) for Year	31,573	3,704	35,277	3,410
Transfers in Year	(4,096)	4,096	-	-
	-----	-----	-----	-----
Fund at 31 March 2008	31,000	7,687	38,687	3,410
	=====	=====	=====	=====

The restricted fund represents capital grants received for the purchase of vehicles as follows:-

	£
Argyll & Bute Council	29,500
SEERAD	500
RCTI	1,000
	-----
	31,000
	=====

**REPORTING ACCOUNTANTS' REPORT TO THE MEMBERS**  
**ON THE UNAUDITED FINANCIAL STATEMENTS OF**  
**INTERLOCH TRANSPORT LIMITED**  
**FOR YEAR ENDED 31 MARCH 2008**

We report on the Financial Statements for the year ended 31 March 2008 set out on pages 1 to 12.

**Respective Responsibilities of Directors and Reporting Accountants**

As described on page 4, the company's directors are responsible for the preparation of the Financial Statements, and they consider that the company is exempt from an audit. In accordance with their instructions and in order to assist them to fulfil their responsibilities, we have prepared the Financial Statements on pages 1 to 12 from the accounting records and from the information and explanations supplied to us.

It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of Opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the Financial Statements with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion:

- a) the Financial Statements are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
  - i) the Financial Statements have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act, and
  - ii) the company satisfied the conditions for exemption from an audit of the Financial Statements for the year specified in section 249A(4) of the Act as modified by section 249a(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1)

Ross & Company  
Chartered Accountants  
66 John Street  
Dunoon

*Ron L. Gray*

7 November 2008