

INTERLOCH TRANSPORT

Directors

Ms A Close
Mr J Bell
Mr G. Allen
Ms C. Stewart
Moiria Gardiner

Secretary

To be appointed

Registered Office

C/o Riverbank Surgery
Kilmun
Argyll
PA23 8SE

Registered Number

SC304949

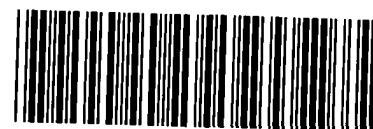
Charity Number

SC037541

ANNUAL REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016

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TUESDAY



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SCT 01/11/2016 #210
COMPANIES HOUSE

INTERLOCH TRANSPORT
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2016

The trustees are pleased to present their annual directors' report for the year ending 31 March 2016 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006(as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

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 the 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 to minimise the risk of not being able to meet future costs.

Organisational Structure

Interloch Transport has a Board of 5 Members who meet regularly and are responsible for the strategic direction and policy of the charity. The five 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
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2016

Constitution and Objects

Interloch Transport is a recognised charity in Scotland and is also a company limited by guarantee incorporated on 4th July 2006. There is an optional membership subscription fee payable.

The principal objective of Interloch Transport 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, Interloch assisted approximately 325 disadvantaged or disabled clients, with approximately 95 accessing the service each week. The organisation received revenue funding of £277,416 in the financial year. The organisation currently employs 4 full-time, 4 part time and 6 casual staff.

The full, part time and casual staff are sometimes supplemented by volunteers acting as client escorts or shopping assistants. The Board recognises that such volunteers add immeasurably to the contribution Interloch can make to its clients and the community, and are very grateful for their input.

In 2015/16 over £6,404 was raised through voluntary donations from individuals and groups.

We are almost finished year 2 of our 5 year lottery grant. This award is classified as a development fund and is very dependent on core funding continuing to be received from the local authority, Argyll & Bute Council. At the start of the financial year, we took delivery of 4 new fully accessible vehicles. This has allowed us to expand the organisation and better meet the demand for our services. To allow us to report fully back to the Lottery on the outcomes of the grant, we have implemented a robust consultation & feedback programme with our clients, the results of which have been universally positive.

INTERLOCH TANSPORT
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2016

Financial Information and Future Developments

The net incoming resources on unrestricted funds, which are the operational reserves of the charity, were £83,920. The charity will continue with the provision of a community transport service for Cowal and Bute.

Principal Funding Sources

The principal funding sources in the period of the accounts were grants received from DRT (Demand Responsive Transport) through Argyll & Bute Council (ABC), and ABC's Supporting People grant. The Big Lottery Fund (BLF) is now also a major funder.

Investment Policy

We intend to maintain our 3 months + of reserve funding while also promoting a financial situation allowing us to build a vehicle replacement fund.

Reserves Policy

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

The Directors have designated funds for any future winding down costs that may arise should the charity cease to exist.

Plans for Future Periods

In considering our future plans for the organisation, we have taken the views of local residents into consideration, alongside local and national outcomes. We have looked at changing trends in demographics and the changes in national policies. We have also been aware of changes within statutory services such as the Scottish Ambulance Service (SAS). Our aim is to provide a holistic range of transport and transport related services based upon the needs of our service users. With this in mind we are now looking to increase our services further in offering patient transport to and from Inverclyde and other Glasgow based main hospitals. To facilitate this and our overall aim of expansion, we intend to purchase a further one or two more accessible vehicles, depending on the funding we can access.

INTERLOCH TRANSPORT
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2016

Directors' Responsibilities

The charity trustees (who are also the directors of Interloch Transport for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the 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;
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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. They 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 trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Directors

The Directors who served during the period were as follows:

- Ms A Close
- Mr J Bell
- Mr George Allen
- Ms Carolyn Stewart
- Ms Moira Gardiner

Volunteers

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

Approved by the directors and signed on their behalf



Ms A Close
Director

8 September 2016

INTERLOCH TRANSPORT
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2016

	Notes	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>2016</u> <u>Total</u> £	<u>2015</u> <u>Total</u> £
Incoming Resources					
Incoming Resources from generated funds:					
Voluntary Income:					
- Donations	2	6,404	-	6,404	3,421
Activities for generating funds:					
- Fundraising Income	3	-	-	-	-
Incoming Resources from Charitable activities:					
- Grants	4	81,282	137,540	218,822	217,073
- Fees & Other Income	5	52,190	-	52,190	35,163
- Sundry Income		-	-	-	64
		-----	-----	-----	-----
Total Incoming Resources		139,876	137,540	277,416	255,721
		-----	-----	-----	-----
Resources Expended					
Costs of generating funds					
- Costs of generating voluntary income		-	-	-	-
- Fundraising trading: costs of goods sold and other costs		-	-	-	-
Charitable Activities	6	99,140	134,659	233,799	164,543
Other resources expended					
Governance Costs	6	1,249	-	1,249	954
		-----	-----	-----	-----
Total resources expended		100,389	134,659	235,048	165,497
		-----	-----	-----	-----
Net incoming resources before other recognised gains					
Transfers in funds		39,487	2,881	42,368	90,224
Other recognised gains		-	-	-	-
Gains on revaluation of investments		-	-	-	-
		-----	-----	-----	-----
Net movement in funds		39,487	2,881	42,368	90,224
Reconciliation of funds					
Total funds brought forward		44,433	91,915	136,348	46,124
		-----	-----	-----	-----
Total funds carried forward		83,920	94,796	178,716	136,348
		=====	=====	=====	=====

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
BALANCE SHEET
AS AT 31 MARCH 2016

	<u>Note</u>	<u>2016</u> £	<u>2015</u> £
FIXED ASSETS			
Tangible Fixed Assets	9	89,220	137,468
		-----	-----
CURRENT ASSETS			
Debtors & Prepayments	10	9,837	9,262
Cash at Bank and on Hand		81,384	49,723
		-----	-----
CREDITORS: Amounts falling due within one year	11	91,221	58,985
		1,725	60,105
		-----	-----
NET CURRENT ASSETS/(LIABILITIES)		89,496	(1,120)
		-----	-----
TOTAL ASSETS LESS CURRENT LIABILITIES		178,716	136,348
CREDITORS: Amounts falling due after more than one year		-	-
		-----	-----
Net Assets	12	178,716	136,348
		=====	=====
<u>FUNDS</u>			
Unrestricted			
Designated Fund		30,000	30,000
General Fund		53,920	14,433
		-----	-----
		83,920	44,433
Restricted		94,796	91,915
		-----	-----
Total Charity Funds	13	178,716	136,348
		=====	=====

The Balance Sheet is continued on page 7.

INTERLOCH TRANSPORT
BALANCE SHEET
AS AT 31 MARCH 2016

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

For the financial year to 31 March 2016 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s.386 and for preparing accounts 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 financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Signed on behalf of the board of directors.



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Ms A Close
Director

Approved by the board: 8 September 2016

The notes on pages 8 to 12 form part of these financial statements.

INTERLOCH TRANSPORT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

(a) 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 for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

(b) Preparation of the accounts are on a going concern basis.

(c) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable.

(d) Investment Income

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

(e) 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.

(f) Fund Accounting

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

(g) 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.

-	Equipment	25% Reducing Balance
-	Office Equipment	25% Reducing Balance
-	Vehicles	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.

(i) Cash Flow

The accounts do not include cash flow statement because the company as a small reporting entity is exempt from the requirement to prepare such a statement under Financial Reporting Standard for Smaller Entities (effective January 2015).

INTERLOCH TRANSPORT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2016</u>	<u>2015</u>
	£	£	Total	Total
			£	£
2 <u>Donations</u>				
General	6,404	-	6,404	3,421
	=====	=====	=====	=====
	<u>Unrestricted</u>	<u>Restricted</u>	<u>2016</u>	<u>2015</u>
	£	£	Total	Total
			£	£
3 <u>Fundraising Income</u>				
Raffles	-	-	-	-
Other Fundraising	-	-	-	-
	-----	-----	-----	-----
	-	-	-	-
	=====	=====	=====	=====
4 <u>Incoming Resources from Charitable Activities</u>				
	<u>Unrestricted</u>	<u>Restricted</u>	<u>2016</u>	<u>2015</u>
	£	£	Total	Total
			£	£
Grants				
- BLF Revenue	-	70,840	70,840	54,154
- BLF Overhead Income	-	9,700	9,700	8,100
- BLF Capital	-	57,000	57,000	63,662
- Rural Community Transport Initiative	30,000	-	30,000	30,000
- ABC Supporting People	40,000	-	40,000	40,000
- BSOG	11,282	-	11,282	10,076
- NHS – Health & Wellbeing	-	-	-	1,706
- Trusthouse	-	-	-	7,125
- Foundation Scotland	-	-	-	2,000
- Other Grant	-	-	-	250
	-----	-----	-----	-----
	81,282	137,540	218,822	217,073
	=====	=====	=====	=====
5 <u>Fees & Other Income</u>				
	<u>Unrestricted</u>	<u>Restricted</u>	<u>2016</u>	<u>2015</u>
	£	£	Total	Total
			£	£
Fares	33,834	-	33,834	27,568
Dial-a-Bus	7,476	-	7,476	6,795
Other Income (Sale of Assets)	8,500	-	8,500	800
Insurance Claim	2,380	-	2,380	-
	-----	-----	-----	-----
	52,190	-	52,190	35,163
	=====	=====	=====	=====

INTERLOCH TRANSPORT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016

6 Total Resources Expended

	<u>Basis of Allocation</u>	<u>Voluntary Income</u> £	<u>Charitable Activities</u> £	<u>Governance</u> £	<u>2016 Total</u> £	<u>2015 Total</u> £
Costs directly allocated						
To activities						
Employee Costs	Direct	-	117,055	-	117,055	89,187
Travel Costs	Direct	-	2,543	-	2,543	1,234
Motor Expenses	Direct	-	26,462	-	26,462	26,289
Depreciation	Direct	-	48,996	-	48,996	9,352
Support costs allocated						
To activities						
AGM Costs	Direct	-	-	-	-	36
Fundraising Costs	Direct	-	-	-	-	-
Consultancy Fees	Direct	-	480	-	480	1,460
P.V.G.	Direct	-	-	-	-	-
Employee Costs	Direct	-	25,000	-	25,000	25,000
Travel	Direct	-	1,078	-	1,078	798
Room Hire	Direct	-	-	-	-	143
Subscriptions / Memberships	Direct	-	-	-	-	273
Training / Recruitment Costs	Direct	-	1,991	-	1,991	1,831
Office Management Costs	Direct	-	5,077	-	5,077	6,368
Insurance	Direct	-	1,841	-	1,841	168
Professional Fees	Direct	-	571	1,249	1,820	1,462
Management Charges	Direct	-	254	-	254	844
Marketing	Direct	-	481	-	481	-
General Repairs	Direct	-	1,897	-	1,897	1,069
Sundry Expenses	Direct	-	73	-	73	60
Gain on Sale	Direct	-	-	-	-	(77)
Total resources expended		-	233,799	1,249	235,048	165,497
		=====	=====	=====	=====	=====

7 Net Incoming / (Expended) Resources for the Year

	<u>2016</u> £	<u>2015</u> £
This is stated after charging;		
Depreciation	48,996	9,352
	=====	=====

8 Taxation

As a charity Interloch Transport 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
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016

9 Tangible Fixed Assets

	<u>Vehicles</u>	<u>Equipment</u>	<u>Office Equipment</u>	<u>Total</u>
	£	£	£	£
Cost				
At 31 March 2015	235,734	384	3,942	240,060
Additions	-	-	748	748
Disposals	(59,906)	-	-	(59,906)
	-----	-----	-----	-----
At 31 March 2016	175,828	384	4,690	180,902
	-----	-----	-----	-----
Depreciation				
At 31 March 2015	98,940	96	3,556	102,592
Charge for the Year	48,641	72	283	48,996
On Disposal	(59,906)	-	-	(59,906)
	-----	-----	-----	-----
At 31 March 2016	87,675	168	3,839	91,682
	-----	-----	-----	-----
Net Book Value				
31 March 2016	88,153	216	851	89,220
31 March 2015	136,794	288	386	137,468
	=====	=====	=====	=====

10 Debtors

	<u>2016</u>	<u>2015</u>
	£	£
Fares	174	135
Grants	9,010	8,474
Prepaid Expenses	653	653
	-----	-----
	9,837	9,262
	=====	=====

11 Creditors: Amounts falling due within one year

	<u>2016</u>	<u>2015</u>
	£	£
Trade Creditors	1,025	59,405
Accruals	700	700
	-----	-----
	1,725	60,105
	=====	=====

12 Analysis of Net Assets Between Funds

	<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total Funds</u>
	£	£	£	£
Tangible Fixed Assets	1,067	-	88,153	89,220
Current Assets	54,578	30,000	6,643	91,221
Current Liabilities	(1,725)	-	-	(1,725)
	-----	-----	-----	-----
Net Assets at 31 March 2016	53,920	30,000	94,796	178,716
	=====	=====	=====	=====

INTERLOCH TRANSPORT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2016

13 Funds

	<u>Restricted</u>	<u>Designated</u>	<u>General</u>	<u>2016</u>	<u>2015</u>
	£	£	£	Total £	Total £
Fund at 31 March 2015	91,915	30,000	14,433	136,348	46,124
Surplus for Year	2,881	-	39,487	42,368	90,224
Transfers in Year	-	-	-	-	-
Fund at 31 March 2016	94,796	30,000	53,920	178,716	136,348
	=====	=====	=====	=====	=====

The restricted fund is represented by:-

	£
Big Lottery Fund	6,643
WDV Vehicles	88,153

	94,796
	=====

Purpose of Designated Fund

Winding Down Fund: The Directors have designated funds for any future winding down costs that may arise should the charity cease to exist.

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
INTERLOCH TRANSPORT

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 1 to 12

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the 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 the course of my examination, no matter has come to my attention:-

1. which gives reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not 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.



James R. B. Ross B.A. C A
 66 John Street
 Dunoon
 Argyll, PA23 8BJ

8 September 2016