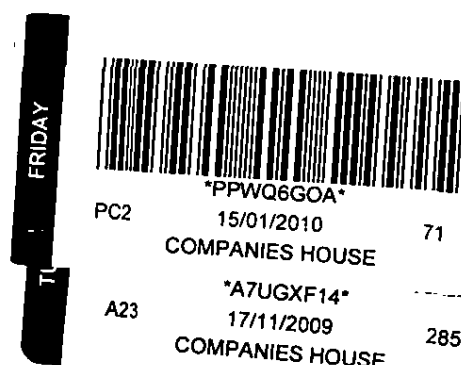


04710761

Felixstowe Area Community Transport LTD (FACTS)

ANNUAL REPORT and ACCOUNTS

Year 2008-2009



FELIXSTOWE AREA COMMUNITY TRANSPORT LTD F A C T S

The Portakabin, Garrison Lane Car Park, FELIXSTOWE IP11 7SH Tel 01394 282857
www.facts.jk.com Email: facts4bus2car@btconnect.com

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

To be held on **Monday July 6th 2009 at 7.30pm at Felixstowe Town Hall.**

Agenda

- 1. Welcome to Visitors**
- 2. Apologies**
- 3. Minutes of the AGM held on Monday 30th June 2008**
- 4. Chairman's Report**
- 5. Consideration of the Examined Accounts**
For the year to 31st March 2009
- 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 The Senior Citizens Centre,
Broadway House, Orwell Road, Felixstowe on Monday 30th June 2008 at 7-30pm.**

Present:

Chris Wheddon
Cllr Ann Rodwell
Cllr Mike Deacon and Annie Deacon
Cllr Doreen Savage
Cllr Sandra Bryant
Cllr Ian Angus
Richard Holland
Derek Cocker
Peter Mellor
Tony Thirkettle
Margaret Lamacraft
Miriam Taylor
Bob Knights
Bob Nice
David Crerar
Peter Woodmass
Richard Kellar
Tom Harden
Gordon Rodwell
Dennis Carpenter

Chairman and Company Secretary
Chairman of Suffolk County Council
Mayor and Mayoress of Felixstowe
Felixstowe Town and District Councillor
Felixstowe Town and District Councillor
Levington Parish Councillor
Felixstowe Old Peoples Welfare Assn
Suffolk County Council
FACTS Treasurer
FACTS Independent Financial Examiner
FACTS
FACTS
FACTS
FACTS
FACTS
FACTS
FACTS
FACTS
Visitor
FACTS Minutes Secretary

1. Welcome

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence

Apologies for absence were received from Cllr Angel Goodman, Cllr Joan Sennington, Cllr John Goodwin, Jean Lynch and Gordon Stirrat.

3. Minutes of the Previous AGM

The minutes of the previous AGM held on 25th June 2007 were agreed and signed as a true record. (Proposed by Bob Knights, seconded by Richard Kellar.)

4. Introduction to FACTS

David Crerar gave a brief introduction to FACTS, during which he made the following points:

- FACTS had been formed in 1991 to provide transport for people unable to use the public transport system;
- The principal areas it covers are Felixstowe, the Trimleys, Kirton and Falkenham;
- The main service that FACTS operates is a pre-booked Dial-a-Ride service.
- It has expanded to include other transport services to individuals and groups, including the community car scheme;
- FACTS currently has four vehicles, all of which can carry wheelchairs;
- All drivers and passenger assistants work to nationally agreed standards;
- FACTS is mainly a voluntary organisation offering a professional service to its customers.

5. Chairman's Report

The Chairman gave the following report:

"The objective of the Company is to provide a community transport service for the inhabitants of the Felixstowe Peninsular and its neighbourhood who are in need of such services because of age, sickness, disability, poverty or because of lack of adequate public passenger services. We are committed to operating our service to the highest standard of safety, reliability, and care for our users and volunteers.

"The company provides a Dial a Ride, Community Car and a Feeder Service 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 52 voluntary and 3 part-time salaried staff.

"I am pleased to report that the company has had a satisfactory trading year. The Dial a Ride service which on average carries 650 passengers and covers 1600 miles per month made a very small deficit. The Community Car and the Peninsular Feeder service meet their expected budget outturn and the Group Hire made a healthy surplus. However provision for depreciation for our fleet of vehicles leaves our operating position in deficit by approximately £7400.

"We have also incurred additional costs for the provision, positioning and servicing of the new office Portakabin. However, the new office has proved to be very practical and is appreciated by all the staff. At time of this report the company does not have an agreed lease for its offices from Suffolk Coastal District Council.

"During the past year the Management Committee has undergone some change. The Chairman Gordon Stirrat and Treasurer Angel Goodwin resigned. FACTS owes a debt of gratitude to both Gordon and Angel for their professional hard work, dedication and contribution over many years. Peter Mellor has been elected Treasurer and Dennis Carpenter has also joined the Management Committee. On 30th June Jean

Leitch and David Crerar gave notice that they will be relinquishing their directorships in FACTS. Jean has been Membership Officer for 8 years and David has been the Training Officer for 10 years.

"A detailed analysis of FACTS operations was conducted during late 2007 and a report of this analysis was made to the Management Committee in January 2008. The report recognised that the FACTS vehicle fleet could not be replaced from reserves when the vehicles needed to be scrapped. It also considered how FACTS would react to the Community Transport regime being organised on a contract tendering basis. Of major concern is the lack of tenure of our Office accommodation caused by problems in agreeing suitable terms.

"The following recommendations were agreed by the Management Committee:-

- 1) To phase out FACTS vehicles for replacements provided by Suffolk County Council.
- 2) To urgently conclude negotiations with Suffolk Coastal District Council for the lease of the space for our offices.
- 3) To apply for a Section 22 to run scheduled services.
- 4) To form an Ad - Hoc committee to explore new business, including services to Ipswich Hospital and the Resource Centre at Orwell High School.

"FACTS has a strong balance sheet, it has excellent volunteers and salaried staff. The Management Committee will be strengthened so overall the Company will be in tune and in shape for the inevitable changes that the future will bring."

6. Consideration of Examined Accounts

The Chairman explained that to save costs it had previously been decided that the accounts had been examined by an Independent Examiner, Tony Thirkettle, rather than an Auditor.

Tony Thirkettle reported to the meeting that the accounts were in order and met all the requirements of company and charity legislation.

The Chairman added that if FACTS was forced to move to other premises because it was unable to obtain a new lease on satisfactory terms then this could lead to financial problems in the future.

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

7. Election of Directors

The following Directors were proposed by Margaret Lamacraft and seconded by Richard Kellar:

Mr G Stirrat;
Dr C Wheddon;

Mr D Carpenter.

This was agreed unanimously.

8. Any Other Business

8.1 Transport for Young People

Cllr Doreen Savage raised the issue of the lack of public transport for young people travelling of an evening. It was agreed that Cllr Savage would be invited to a meeting of the Ad-Hoc Group so that the issue could be discussed in detail.

8.2 Mayor's Thanks

The Mayor, Cllr Mike Deacon, said he was pleased to have been invited to the meeting, and thanked all those involved in FACTS for the valuable work they carried out. He said that without the work of FACTS large numbers of people would be unable to travel and the quality of their lives would be diminished.

The Chairman thanked the Mayor for his remarks.

9. Date of Next AGM

It was agreed that this would be held on Monday 29th June 2009.

The meeting closed at 8pm.

FACTS
Felixstowe Area Community Transport Ltd

Index

Page No:

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

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

Independent Examiner's Report to the Trustees/Directors

I report on the accounts of the Company for the year ended 31st March 2009.

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.

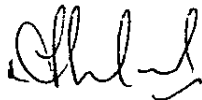
Basis of my report

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

8th June 2009

12 Westmorland Road
Felixstowe, Suffolk

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

Trustees Annual Report

The trustees are please to present their report together with the financial accounts of the Charity for the year ended 31st of March 2009 .

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 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

Dennis Carpenter

Christopher Wheddon

Trustees are appointed in accordance with company articles and representatives of staff, volunteers, users and our partners Suffolk County Council also attend the meetings of the Management Committee.

The Charity has again performed to benefit of its users and to the highest of ethical standards. The success of our operations is built on the hard work and enthusiasm of our small staff and our volunteers. This financial year we have experienced cost pressures in the form higher energy, fuel, accommodation and staff costs which have impacted on profitability. However we have adequate capital reserves to cover necessary fixed assets.

The accounts have been independently examined in accordance with current company and charity legislation.

Signed on behalf of the trustees



Dr C Wheddon OBE ScD FREng FIET FBCS CEng CITP

Company Secretary

Accountants' Report

Under the Small Companies Provision the Financial Statements for the period ended 31 March 2009 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 2009 and of its operating deficit for the period then ended.

AMA..... Date 18th May 2009

Notes to the accounts for the period ended 31 March 2009

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).

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Capital Reserve

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Examiner instead of Auditor

For the year ended 31 March 2009, 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 & 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.

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED
Income & Expense a/c for the year ended 31 March 2009

<u>Dial a Ride Service</u>	<u>£</u>	<u>£</u>
<u>Income:</u>		
Fares	8740	
Dpnations	278	
Vehicle Hire	0	
Interest on Deposits	5	
Other Grants (BSOG)	1583	
SCC Grant	<u>15335</u>	25941
<u>Expense:</u>		
<u>Staffing:</u>		
Salaries	9994	
Employers NIC	648	
Expenses	519	
Training	105	
<u>Premises:</u>		
Rent & Rates	1057	
Heat & Light	1205	
Maintenance & Cleaning	1509	
<u>Office:</u>		
Postage	124	
Telephone & Internet	686	
Printing, stationery & copying	278	
Insurance	988	
Office equipment maintenance	145	
Publicity	0	
Accountancy & Audit	1600	
Legal	400	
Membership subscriptions	158	
<u>Vehicle: (VW)</u>		
Insurance & Recovery	735	
Fuel	2965	
Maintenance	3505	
Road Tax	165	
Equipment	7	
Hire	<u>0</u>	<u>26793</u>
Deficit before Depreciation		852
Less Depreciation		<u>8240</u>
<u>Surplus / Deficit for the year</u>		<u>-£9,092</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED
Income & Expense a/c for the year ended 31 March 2009

<u>Community Car Service</u>	<u>£</u>	<u>£</u>
<u>Income:</u>		
Grant - Revenue	1746	
Grant - Admin	<u>1048</u>	2794
<u>Expense:</u>		
Service Cost	1746	
Admin Cost	<u>1048</u>	<u>2794</u>
<u>Surplus / Deficit for the year</u>		<u>£0</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED
Income & Expense a/c for the year ended 31 March 2009

<u>Group Hire</u>	<u>£</u>	<u>£</u>
<u>Income:</u>		
Car Hire	3266	
Kestrel Hire	14857	
Kangoo Hire	3624	
Peugeot Hire	8594	
SCDC Grant (Revenue)	510	
Other Grant (BSOG)	226	
Donations	<u>450</u>	31527
<u>Expense:</u>		
Salaries	8142	
Employers NIC	189	
Driver Payments	4521	
Telephone	382	
<u>Vehicles:</u>		
<u>Kestrel</u>		
Insurance & Recovery	1264	
Fuel	1717	
Maintenance	4148	
Road Tax	165	
<u>Peugeot:</u>		
Insurance & Recovery	715	
Fuel	1165	
Maintenance	487	
Road Tax	185	
<u>Kangoo</u>		
Insurance & Recovery	603	
Fuel	821	
Maintenance	1115	
Road Tax	<u>120</u>	<u>25739</u>
Surplus before Depreciation		5788
Less Depreciation		<u>5127</u>
<u>Surplus / Deficit for the year</u>		<u>£661</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED**Balance Sheet as at 31 March 2009**

Fixed Assets	Cost	Additions	Chg for the year	Total dep'n	Net Book Value
Office Portacabin	22847	0	4568	13940	8907
Kestrel	52953	0	1107	52953	0
VW	18170	0	3632	13319	4851
Kangoo	12410	0	0	12410	0
Peugeot	20098	0	4020	12060	8038
Equipment	<u>3359</u>	<u>0</u>	<u>40</u>	<u>3199</u>	<u>160</u>
	129477	0	13367	107881	21956

Current Assets

Debtors & Prepayments	2600	
Cash on Deposit a/c	59324	
Cash at Bank	1404	
Petty Cash	<u>0</u>	
	63328	
Creditors & Accruals due within one year	<u>1218</u>	
Net Current Assets		62110

Total Assets less Current Liabilities**£84,066****Represented by:****Reserves****Restricted Funds**

Funds set aside for Capital Expenditure	59324
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Unrestricted Funds

Income & Expense a/c	<u>24742</u>
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Total Funds**£84,066****Examiner instead of Auditor**

For the year ended 31 March 2009, 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 & 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.

Signed.....  C Wheddon (Director)

Signed.....  A Therkettle (Examiner)

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED

Balance Sheet as at 31 March 2009

<u>Fixed Assets</u>	<u>Cost</u>	<u>Additions</u>	<u>Chg for the year</u>	<u>Total dep'n</u>	<u>Net Book Value</u>
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	129837	0	13367	107881	21956

Current Assets

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Cash at Bank	1404
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	63328

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Net Current Assets 62110

Total Assets less Current Liabilities **£84,066**

Represented by:

Reserves


Restricted Funds

Funds set aside for Capital Expenditure 59324

Unrestricted Funds

Income & Expense a/c 24742

Total Funds **£84,066**

Signed.....  C Wheddon (Director)

Signed.....  T Thurkettle (Examiner)

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED

Income & Expense a/c for the year ended 31 March 2009

<u>Summary</u>	<u>Income</u>	<u>Expense</u>	<u>Surplus / Deficit</u>
Dial-a-Ride	25941	26793	-852
Community Car Service	2794	2794	0
Group Hire	<u>31527</u>	<u>25739</u>	<u>5788</u>
Operating Result	60262	55326	4936
<u>Plus:</u>			
Sundry Income	850		850
Donations Received	2850		2850
Interest on Deposit a/c	2113		2113
Training for Clients	<u>0</u>		<u>0</u>
Total Income & Expense before Depreciation	<u>66075</u>	<u>55326</u>	10749
<u>Less Depreciation</u>			<u>-13367</u>
<u>Total Operating Surplus / Deficit</u>			<u>-£2,618</u>