

Company registration no: 05767006

Charity no: 1114100

Preston Community Transport Limited

**(A registered charity and
company limited by guarantee)**

Report and Financial Statements

**For The Year Ended
31 March 2018**

MONDAY



A7KJERØH

A13

10/12/2018

#257

COMPANIES HOUSE



MHA Moore & Smalley
Trusted Thinking

PRESTON COMMUNITY TRANSPORT LIMITED

CONTENTS

	Page
Board of Trustees' Report	1
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9

PRESTON COMMUNITY TRANSPORT LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Constitution

Preston Community Transport Limited is a company limited by guarantee registered in England and Wales (number 5767006) and a registered charity (number 1114100) and is governed by its Memorandum and Articles of Association approved on 14 February 2006.

Directors and trustees

The directors of the charitable company are also its trustees for the purposes of charity law, and throughout are collectively referred to as "the board of trustees". All the trustees stand down each year and are eligible for re-election at the Annual General Meeting. None of the trustees received any remuneration for their services. The trustees during the year were:

Mr. PTJ Bell	(Chair)
Mr. J Taylor	(Treasurer)
Mr. D Borrow	(appointed July 2017)
Cllr. Mrs. P Brown	
Mr. N Collison	
Mr. A Fairey	

Company Secretary, General Manager and Transport Manager

Mr. J Hannett

Operations Co-ordinator

Mr. D Meggison

Registered office

Preston Mobility Centre, 28 Friargate, Preston, PR1 2AU

Examiner

Christine Wilson FCA DChA, MHA Moore and Smalley, Richard House, Winckley Square, Preston, PR1 3HP

Bankers

CAF Bank

Solicitors

Napthens, 7 Winckley Square, Preston, Lancashire PR1 3JD

VAT registration number

483270638

PRESTON COMMUNITY TRANSPORT LIMITED

BOARD OF TRUSTEES' REPORT FOR 2017/18

The trustees of Preston Community Transport Limited, who are also the directors for the purposes of the Companies Act, present their annual report and the financial statements for the year ended 31 March 2018, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's trust deed, the Charities Act 2011 and 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 published on 16 July 2014.

Objects of the company

From the Memorandum of Association "The object of the company is to provide community transport services for such of the inhabitants of Preston and other areas of Lancashire who are in need of such service 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."

Structure, governance and management

As required by the Memorandum and Articles of Association, overall responsibility for the company's activities is vested in the directors serving as the company's board of trustees. Trustees have individual experience and expertise as service users as well as specialist professional skills. Trustee induction training is provided by the chairman, general manager and company secretary. Trustees are encouraged to participate in training and events relevant to the company's activities. During the year the members acted as the directors and also the trustees of the company.

The board of trustees shall comprise not less than three persons. Trustees are elected individually at the Annual General Meeting by individual members of the company or persons nominated by organisations which are members. Trustees hold office until the next Annual General Meeting when they are eligible for re-election. The board of trustees may co-opt not more than two other persons, whether or not members of the company, to serve as full voting members of the board.

The main board of trustees meets bi-monthly and a subcommittee dealing with strategy and planning, finance, fundraising, personnel, health and safety meets in the meantime and reports to the main board.

In practice the board employs staff and deploys volunteers to provide a range of services. Overall responsibility for policy implementation, service delivery and development and day to day operations is delegated to the general manager, subcommittee chairmen and operations staff based at the Mobility Centre.

The Company's vehicles are garaged at The Store Room, Marsh Lane, Preston.

Summary of aims and achievements

Preston Community Transport (Preston CT) is a small, community led, local charity providing affordable transport and related services primarily for people with restricted mobility with the aim of alleviating social, economic, rural and cultural isolation and supporting the transport needs of other local voluntary organisations.

Preston CT was established in August 1988 and has operated continuously since then. Initially as an Industrial and Provident Society, then converting to a company limited by guarantee and a registered charity on 31 March 2006.

Preston CT's minibuses are currently operated under Section 19 of the Transport Act 1985 with services being provided to members of the Dial A Ride schemes or persons who fall within the statutory definitions. Preston CT continues to hold a National Standard PSV Operators (or "O") licence, although not currently running any PSV services in order to have flexibility for future service provision.

Community Transport services are provided through Lancashire Community Transport - with funding from Lancashire County Council. We continue to provide Shopmobility in Preston City Centre which no longer benefits from funding, we aim to continue to do so unless costs significantly outweigh income.

PRESTON COMMUNITY TRANSPORT LIMITED

BOARD OF TRUSTEES' REPORT FOR 2017/18 (CONTINUED)

Preston CT relies on contract funding to meet expenditure supplemented by income generated from fares and user contributions.

Trustees and managers maintain close contact with principal funders and believe that there is as good an intention to maintain core funding as can be expected, but budgetary constraints are evident. Local and national political decisions will always present the main risk to grant and contract income.

Community Transport

Following the creation of Lancashire Community Transport (LCT), a grouping of CT organisations in Lancashire, 2017/18 was our third year of operation under these arrangements.

LCT exceeded its **Single Passenger Trip (SPT)** target for the year by over 13,000 SPTs and Preston CT played a big part in this – beating target by over 5,000 SPTs.

Dial A Ride (DAR) services

DAR provides a door to door, wheelchair accessible, minibus service for people who are unable to use, or don't have any, regular bus services to get to shopping and other essential services.

Our DAR services were severely affected by Lancashire County Council's financial decision to restrict concessionary bus pass usage on Community Transport services. The reasoning for this was that it was a non-statutory provision which, in times of austerity, they could not afford.

Preston CT still strongly disagree with that decision as we believe there is a basic unfairness when a person with restricted mobility due to age or disability, has a useless concessionary fare pass for life's essentials whilst their more able contemporaries get free transport for essentials and leisure.

DAR performance was steady through the year under review, growing modestly by 1% in terms of SPTs yet income grew by 5% (£1.7k).

David Cocker, son of founding volunteer Tommy Cocker, retired during the year: trustees warmly thank Dave for his efforts and contribution to the work of Preston CT over many years and wish him well. Barry Masheter started with us, taking over Dave's South Ribble patch on Dial-A-Ride.

Group Transport (GT)

Provides an opportunity for qualifying groups and organisations who do not have their own accessible minibus to use a minibus and driver provided by the Community Transport Organisation.

Group Transport SPTs increased slightly y.o.y, in line with expectation, given the lower number noted in the preceding year. The vehicles age are now starting to play a factor in the sustainability of GT as a standalone service and will need to be addressed in the coming financial year.

Lancashire Ranger (LR) project

These day trips out enable individuals and groups of friends to go to various events and destinations like local markets and the countryside or seaside. We continue this as we feel there is just as much value in discretionary travel as there is in "essentials".

Big Lottery funding for the LR project ceased on 28 February 2009. However, Preston CT has managed to keep this valuable service, which provides accessible day trips out on a door to door basis to residents of Preston and South Ribble, going using volunteer drivers to keep these "monthly highlights" affordable.

PRESTON COMMUNITY TRANSPORT LIMITED

BOARD OF TRUSTEES' REPORT FOR 2017/18 (CONTINUED)

We managed to find willing volunteer drivers this year who allowed us to send more buses on a number of trips thereby increasing the number of passengers to 1,870 - a 20% increase over the previous year and the highest number of SPTs we've achieved since the end of funding in 2009.

The limiting factor – which is getting more acute and its consequences more severe - is the number and availability of volunteer minibus drivers. This means that there are significant proportions of the coordinator's time spent driving "uncovered" runs. This has knock-on effects into the administration of the charity.

Concerted efforts over the last two years to encourage groups and organisations to MiDAS train their own volunteers, have gradually born fruit and the number of organisations not needing us to source a volunteer to drive for them has increased. However circumstances may soon change, there are regulatory rumblings on the horizon. Change may be coming so we will need to deal with that as and when we find out more.

Community Cars (CC)

The service is provided by volunteer drivers using their own cars and trips are coordinated by the Community Transport office.

2017/18 saw an 11% growth to 7,928 SPTs. Volunteer numbers have grown steadily thanks to the efforts of Julie and various methods of advertising; however, the main source of volunteers seems to be luck rather than judgement – lacking a dedicated volunteer coordinator means this will continue to be a bit of a mystery. Further growth in this scheme will necessitate an investment in IT as the current system is already at capacity.

Shopmobility services

Shopmobility is a service common to many towns and cities across the country. We are part of the National Federation of Shopmobility and the British Healthcare Trades Association. We have over 30 pieces of electric and manual mobility equipment such as Mobility Scooters, wheelchairs, walking frames and related equipment for use around Preston City Centre.

Preston CT was successful in an application to BIG Lottery - Awards for All, receiving £10,000 towards the cost of replacing older mobility equipment. The remaining cost was made up through selling the older equipment on eBay.

Uses of Shopmobility were 3,220 instances, for a total of 9,388 hours.

Premises

Preston CT continues to benefit from the use of Preston Mobility Centre. The meeting room has been used by the Preston Citizens Advice Bureau, Preston City Council Welfare Benefits Advice Service and Lancashire Association of CVSs has taken over the old manager's office as the base for Preston and South Ribble.

Key management personnel remuneration

The charity applies salaries to management personnel commensurate with duties and that are consistent with local benchmarking. Salaries are reviewed annually by the Board of Trustees. The Charity considers its key management personnel to be the General Manager and the Operations Co-ordinator.

PRESTON COMMUNITY TRANSPORT LIMITED

BOARD OF TRUSTEES' REPORT FOR 2017/18 (CONTINUED)

Acknowledgements

Preston CT seeks to maintain excellent working relationships with its Local Authority stakeholders and the relationship with Preston is one we particularly value and hope to develop in new and innovative ways in future.

Trustees recognise Mr Alan Fairey who has, once again gone above and beyond, making time in his busy volunteering schedule and using his accountancy expertise in preparing our books for examination. This has saved the charity significant sums over the years and allowed management to concentrate on the operation and strategy.

Grateful thanks go to our volunteer drivers for their help in running Lancashire Ranger day trips out, Group Transport for more than 390 voluntary, community and faith sector organisational members and Community Cars in the five districts we are responsible for.

The trustees acknowledge and are grateful for the dedication, professionalism, and level of care shown to customers by the staff and their willingness to keep all the services running smoothly even in difficult situations. We are also grateful to all those who have supported the various fund raising efforts during the year (raffles and tombola etc.) whether by donation of prizes or buying tickets.

The trustees themselves are volunteers, and without their unstinting donation of time and talents the charity would cease to function.

Plans for 2018/19

- Reframe the relationship with Lancashire County Council toward a productive and quality partnership.
- Improve the relationship with our local CCGs and the developing ICP, to position CT well for the future.
- Establish a relationship with South Ribble Borough Council.
- Manage the potential difficulties resulting from DfT's new interpretation of EU legislation.
- As always, aim to diversify income and take advantage of funding opportunities, grants and contracts.
 - Introduce a bespoke lottery for the benefit of the charity, operated by Heartbeat NW.
- Replace at least one of our older vehicles.
- Invest in IT once confidence in future funding improves.

Reserves policy

The board of trustees aims to maintain a level of unrestricted, accessible, uncommitted, reserves sufficient to:

- Maintain at least three months operating costs in the event of a significant loss of funding to provide time to seek alternative funding;
- Or for an orderly change of activities;
- As well as providing for capital investment should the opportunity arise. Acquiring a vehicle of similar standard to those we currently operate will cost in the region of £75,000 each.

At the year-end this policy was met.

PRESTON COMMUNITY TRANSPORT LIMITED

BOARD OF TRUSTEES' REPORT FOR 2017/18 (CONTINUED)

Risk management

The board discharges its responsibility for risk management by identifying risks and approving, and reviewing operational and organisational policies including:

- Corporate, business and financial risk
- Health and Safety policy and practice
- Protection of vulnerable people
- Personnel policies
- Monitoring, evaluation and customer care policies
- Vehicle and driving management policies

Investment policy

The board do not directly invest in anything other than Bank Accounts and feel this is appropriate for this company.

Public benefit

Preston CT's aims are described on page 1 at "Objects of the company". Preston CT's operations aim to benefit the community by relieving social, economic, cultural, and rural isolation for members of the public with restricted mobility. As such our operations touch on the Charities Act description of charitable purposes "community development", "human rights" and "equality and diversity" and fits description J "relief of those in need by reason of youth, age, ill health, disability, financial hardship, or other disadvantage."

Membership of our schemes is fully open to members of the public and Dial A Ride services are required to be provided to eligible members of the public under the Transport Act. Any user charges are kept low and affordable, and are reviewed regularly for affordability. Within our objects, access to our services is unrestricted within our geographic area of operation within the limits of our operational capacity or unless safety would be jeopardised (e.g. underage use of powered mobility equipment). We aim to minimise detriment through our environmental policy, vehicle specifications, supply chain and by always seeking to optimise vehicle occupancy.

Financial review

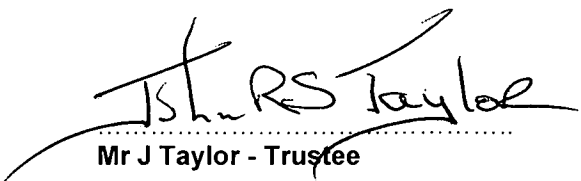
The total funds held at 31 March 2018 were £396,464, which is all held as unrestricted funds. After depreciation the charity generated a deficit of £8,960.

Small company provisions

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

This report was approved by the board of trustees and authorised for issue on 29.11.18 and signed on its behalf by:


Mr P T J Bell - Trustee


Mr J Taylor - Trustee

PRESTON COMMUNITY TRANSPORT LIMITED
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2018 which are set out on pages 7 to 17.

Responsibilities and basis of report

As the charity trustees of the company (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 company 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 company'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.

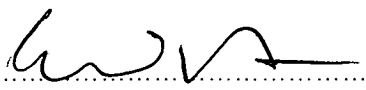
Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the company as required by 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 of 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 methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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.


Christine Wilson FCA DChA
MHA Moore and Smalley
Chartered Accountants
Preston

Date: 7/12/18

PRESTON COMMUNITY TRANSPORT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2018

	Note	Unrestricted funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Income from:					
<i>Donations:</i>					
Donated assets	2	-	-	-	146,667
Other donations		19,156	-	19,156	6,130
<i>Charitable activities</i>	3	232,052	10,000	242,052	230,921
<i>Investments</i>		115	-	115	274
Total income		251,323	10,000	261,323	383,992
Expenditure on:					
Charitable activities	4	270,283	-	270,283	293,351
Total expenditure		270,283	-	270,283	293,351
Net income/(expenditure)	7	(18,960)	10,000	(8,960)	90,641
Transfers between funds		10,000	(10,000)	-	-
Net movement in funds		(8,960)	-	(8,960)	90,641
Reconciliation of funds:					
Total funds brought forward		405,424	-	405,424	314,783
Total funds carried forward		396,464	-	396,464	405,424

All the above results are derived from activities which are continuing.

All gains and losses in the period are included above.

PRESTON COMMUNITY TRANSPORT LIMITED

BALANCE SHEET

AS AT 31 MARCH 2018

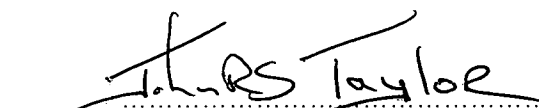
	Note	£	2018 £	£	2017 £
Fixed assets					
Tangible assets	11		113,728		152,998
Current assets					
Debtors	12	11,956		27,658	
Cash at bank and in hand		<u>276,009</u>		<u>243,084</u>	
		287,965		270,742	
Creditors: amounts falling due within one year	13	<u>(5,229)</u>		<u>(18,316)</u>	
Net current assets			<u>282,736</u>		<u>252,426</u>
Net assets			<u>396,464</u>		<u>405,424</u>
Reserves	14				
Unrestricted general funds			22,424		31,384
Unrestricted designated funds			<u>374,040</u>		<u>374,040</u>
Restricted funds			-		-
			<u>396,464</u>		<u>405,424</u>

For the financial year ended 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year ended 31 March 2018 in accordance with section 476 of the Companies Act 2006. The trustees acknowledge their responsibilities for complying with the requirements the Act with respect to accounting records and the preparation of financial statements.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the trustees on 29.11.18 and were signed on their behalf by:


Mr P T J Bell - Trustee


Mr J Taylor - Trustee

Company Number: 05767006

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

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:

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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015. The financial statements have been prepared under the historical cost convention.

Preston Community Transport Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No restatements were required.

Going concern

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Company status

The charity is a company limited by guarantee. The trustees are drawn from the members of the company and volunteer members. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per trustee of the charity.

Fund accounting

General funds are unrestricted funds, which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (continued)

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

All costs of running the vehicles are charged to direct charitable expenditure.

Support costs are those resources expended in relation to the running of the charity and that are not directly attributable to the charitable activities that are undertaken.

Governance costs include those costs incurred in the governance of the charity's assets and are associated with constitutional and statutory requirements.

Any expenditure for a future period is prepaid in the accounts until that period. Resources expended do not include VAT that can be reclaimed.

Investments and investment income

The company has no direct investments other than cash at bank. Interest is earned on surplus cash balances.

Tangible fixed assets and depreciation

All fixed assets are initially recorded at cost. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives as follows:

Scooters and wheelchairs	-	over 7 years
Motor vehicles	-	33% reducing balance
Computer equipment	-	over 3 years
Other equipment	-	over 10 years

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.

Creditors

Creditors 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (continued)

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Operating leases

Rentals applicable to operating leases are charged to the SOFA on a straight line basis over the term of the lease.

Taxation

The company is a registered charity and is not liable to taxation on its charitable activities.

Pension contributions

The company's employees are entitled to join the NEST pension scheme. The accounts of the scheme are held separately from those of the charity. Contributions payable are charged in the Statement of Financial Activities.

Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustees do not believe that there are any estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

2 Donated assets

During the previous year, the charity received 2 donated minibuses from the DfT Community Minibus Fund. The total value of the vehicles of £146,667 was therefore recognised as donation income.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 Total £
LCT contract income	139,396	-	139,396	135,863
Bus Service Operators Grant	4,531	-	4,531	5,252
Group transport income	31,817	-	31,817	31,105
Dial A Ride fares	33,061	-	33,061	34,188
Shopmobility hire charges	12,909	-	12,909	14,695
Lancashire Ranger	7,715	-	7,715	7,378
Driver training income	540	-	540	1,645
Miscellaneous income	2,083	-	2,083	795
Big Lottery Fund Grant	-	10,000	10,000	-
	232,052	10,000	242,052	230,921

Specific Dial A Ride and Community Cars income from Lancashire County Council ended in March 2015. Preston CT joined with other CT operators to build an informal consortium (Lancashire Community Transport) and mount a joint bid for the new LCC contract. This LCT contract income therefore replaced the previous income streams.

The total income of £230,921 in the previous year was all unrestricted income.

4 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 Total £
Transport and related services				
Vehicle running expenses	41,894	-	41,894	43,282
W/C and S/C purchases and spares	2,200	-	2,200	3,559
Depreciation	48,794	-	48,794	70,651
Volunteer expenses	1,782	-	1,782	1,953
Staff salaries and wages	80,373	-	80,373	75,308
Storage costs	8,123	-	8,123	7,960
Support costs (note 5)	85,092	-	85,092	88,898
Governance costs (note 6)	2,025	-	2,025	1,740
	270,283	-	270,283	293,351

The above expenditure relates to the one charitable activity: the provision of community transport services.

The total expenditure of £293,351 in the previous year was all unrestricted expenditure.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

5 Support costs

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 Total £
Staff salaries and wages	49,201	-	49,201	48,962
Rates	1,043	-	1,043	1,276
Insurance	2,739	-	2,739	2,309
Light and heat	2,107	-	2,107	2,279
Other office costs	27,368	-	27,368	27,201
Depreciation	1,726	-	1,726	1,155
Loss on disposal of fixed assets	-	-	-	2,536
Advertising	273	-	273	3,120
Bank charges	135	-	135	60
Bad debts	500	-	500	-
	85,092	-	85,092	88,898

Support costs include administration, management and strategic development time.

6 Governance costs

	2018 £	2017 £
Statutory accounts and independent examination	1,325	1,300
Other accountancy services	700	440
	2,025	1,740

7 Net income/(expenditure) for the year

	2018 £	2017 £
This is stated after charging:		
Depreciation of tangible fixed assets – owned by the charity	50,520	71,806
Independent examination fees	1,325	1,300
Other accountancy services	700	440

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

8 Staff costs

	2018 £	2017 £
Wages and salaries	121,302	116,602
Social security	5,979	5,759
Pension costs	2,293	1,909
	<u>129,574</u>	<u>124,270</u>

No employees were paid at the rate of over £60,000 per annum in the current or previous year.

The key management personnel of the charity comprise the trustees, the General Manager, and the Operations Co-ordinator. The total employee benefits of the key management personnel of the charity, including National Insurance and pension contributions, were £60,242 (2017: £60,472).

The trustees and connected persons were not paid or received any other benefits from employment with the charity in the year (2017: £nil) neither were they reimbursed expenses during the year (2017: £nil). No charity trustee received payment for professional or other services supplied to the charity (2017: £nil).

9 Staff numbers

The average monthly head count was 8 staff (2017: 8 staff) and the average monthly number of full-time equivalent employees during the year was as follows:

	2018	2017
Management	1	1
Service delivery	<u>5</u>	<u>5</u>
	<u>6</u>	<u>6</u>

10 Related party transactions

The charity is controlled by the Board of Trustees.

One of the Trustees of Preston Community Transport is also a Trustee of INTACT. During the year sales invoices totalling £394 (2017: £1,060) were raised to INTACT. Included within trade debtors at the year-end was £nil (2017: £107) recoverable from INTACT.

There were no other transactions with related parties in the current or previous year.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

11 Tangible fixed assets

Cost	Scooters & wheelchairs £	Minibuses and vehicles £	Computer Equipment £	Other Equipment £	Total £
At 1 April 2017	18,394	257,802	6,494	20,098	302,788
Additions	11,250	-	-	-	11,250
Disposals	(3,863)	-	-	-	(3,863)
At 31 March 2018	25,781	257,802	6,494	20,098	310,175
Depreciation					
As at 1 April 2017	13,467	118,385	4,298	13,640	149,790
Charge for the year	2,786	46,008	802	924	50,520
On disposals	(3,863)	-	-	-	(3,863)
At 31 March 2018	12,390	164,393	5,100	14,564	196,447
Net book value					
At 31 March 2018	13,391	93,409	1,394	5,534	113,728
At 31 March 2017	4,927	139,417	2,196	6,458	152,998

12 Debtors

	2018 £	2017 £
VAT recoverable	5,185	7,837
Trade debtors	2,204	2,858
Prepayments	2,356	11,833
Accrued income	2,211	2,337
Other debtors	-	2,793
	11,956	27,658

13 Creditors: Amounts falling due within one year

	2018 £	2017 £
Trade creditors	1,885	13,697
Accruals and deferred income	3,344	2,358
Taxation and social security	-	2,261
	5,229	18,316

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

14 Movement in funds

	Balance 1 April 2017 £	Income £	Expenditure £	Transfers £	Balance 31 March 2018 £
Restricted funds:					
Big Lottery Fund Grant	-	10,000	-	(10,000)	-
Unrestricted general funds	31,384	251,323	(270,283)	10,000	22,424
Unrestricted designated funds:					
Vehicle and equipment fund	313,040	-	-	-	313,040
Wind up reserve	51,000	-	-	-	51,000
Transport fund	10,000	-	-	-	10,000
	405,424	261,323	(270,283)	-	396,464
	Balance 1 April 2016 £	Income £	Expenditure £	Transfers £	Balance 31 March 2017 £
Unrestricted general funds	52,458	383,992	(293,351)	(111,715)	31,384
Unrestricted designated funds:					
Vehicle and equipment fund	202,665	-	-	110,375	313,040
Wind up reserve	51,000	-	-	-	51,000
Transport fund	8,660	-	-	1,340	10,000
	314,783	383,992	(293,351)	-	405,424

Restricted funds

- The Big Lottery Fund Grant was awarded following an application to National Lottery Awards for All. £10,000 was received and has been fully spent in the year on the purchase of scooters. These items have been capitalised, and therefore a transfer has been made to unrestricted funds.

Designated funds

- The vehicle and equipment fund allows for replacements, upgrades or modifications. The trustees have decided to transfer additional amounts to this fund at the year end.
- The wind up reserve will allow for an orderly closure of the organisation in the event of a sudden, total loss of funding, contract income or other circumstances beyond the control of trustees.
- The transport fund will be available for groups and families having difficulties obtaining transport.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

15 Analysis of net assets between funds

	Tangible fixed assets	Net current assets	Total 2018	Total 2017
Unrestricted general funds	113,728	(91,304)	22,424	31,384
Unrestricted designated funds:				
Vehicle and equipment replacement fund	-	313,040	313,040	313,040
Wind up reserve	-	51,000	51,000	51,000
Transport fund	-	10,000	10,000	10,000
	113,728	282,736	396,464	405,424
	Tangible fixed assets	Net current assets	Total 2017	Total 2016
Unrestricted general funds	152,998	(121,614)	31,384	52,458
Unrestricted designated funds:				
Vehicle and equipment replacement fund	-	313,040	313,040	202,665
Wind up reserve	-	51,000	51,000	51,000
Transport fund	-	10,000	10,000	8,660
	152,998	252,426	405,424	314,783