

Charity Registration No. 1074755

Company Registration No. 3719282 (England and Wales)

**TENDRING COMMUNITY TRANSPORT  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

# TENDRING COMMUNITY TRANSPORT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Raymond Hansen Roy Thorne Monica Butcher Colin Olivier Gill Elkins George Gibbs Tony Ellis Trevor Norris
<b>Chief Executive Office</b>	Pauline Mann
<b>Treasurer</b>	Carole Oakley
<b>Secretary</b>	Roy Thorne
<b>Charity number</b>	1074755
<b>Company number</b>	3719282
<b>Principal address</b>	Hurlingham Chambers 61 Station Road Clacton on Sea Essex CO15 1SD
<b>Registered office</b>	Hurlingham Chambers 61 Station Road Clacton on Sea Essex CO15 1SD
<b>Auditors</b>	Whittles Whittle & Partners LLP Century House South North Station Road Colchester Essex CO1 1RE

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# TENDRING COMMUNITY TRANSPORT

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 3
Statement of trustees' responsibilities	4
Independent auditor's report	5 - 6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 19

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# TENDRING COMMUNITY TRANSPORT

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

*FOR THE YEAR ENDED 31 MARCH 2016*

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The trustees present their report and accounts for the year ended 31 March 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

### **Objectives and activities**

The charity's objects are:

- to provide relief to the inhabitants of Tendring District and its environs who have need because of age, mental or physical disability, or poverty and in particular:
- To provide and maintain non-profit community transport services and,
- To assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### **Public Benefit**

The charity's public benefit and beneficiaries are outlined in the charitable objectives and activities above. The trustees have paid due regard to the Charity Commission on public benefit in deciding what activities the charity should undertake.

### **Achievements and performance**

During the year TCT's team focused on:-

- Developing and improving the quality of the organisation's services
- Working with Essex County Council to agree a new Service Level Agreement
- Working with partners to enhance transport for children/young people
- Promoting Community Transport within the Tendring area
- Secured three years funding for the Hospital Hopper service
- Replaced two of the vehicles fleet

### **Financial review**

The Trustees have a set reserves policy which requires that the reserves be maintained at a level, which ensure TCT's core activity could continue during a period of unforeseen difficulty and that a proportion of reserves be maintained in a readily realised form. The Trustees consider readily realisable reserves as an integral part of TCT's planning, budget and forecast cycle. It takes into account: the risks associated with each stream of income and expenditure being different from that budgeted, the planned activity level and TCT's commitments.

# TENDRING COMMUNITY TRANSPORT

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

*FOR THE YEAR ENDED 31 MARCH 2016*

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The Trustees assess the reserves policy on an annual basis. They discuss levels of readily realisable reserves and TCT's main commitments. The main risk to both income and expenditure is TCT's dependence upon Local Authority Funding. The Trustees use this information to ensure an adequate level of readily realisable reserves are held.

The total Unrestricted Reserves maintained at 31 March 2016, amounted to £453,060, please see note 19 in the financial statements for further information.

The Trustees aim to retain sufficient General Funds to cover the Charity's office, salaries and administration costs for twelve months in the event of a reduction or withdrawal of Essex County Council Funding.

The Trustees also aim to set aside any additional surplus in a designated fund for vehicle replacement.

This year the Trustees reported a small deficit totalling £2,713.

### Risk Management

On an annual basis the Trustees review the risks that the charity faces in five key areas: strategic direction; financial reputation; legal and statutory; human resource and ICT. All identified risks are assessed for the likelihood of occurrence and potential impact in addition to TCT's attitude to individual risks being ascertained. This information is then used to develop a risk management strategy for the organisation, including the identification of existing controls in operation and any new controls the Trustees consider necessary.

In respect of financial risk, the Trustees believe that maintaining TCT's realisable reserves at the levels stated, combined with the annual review of controls over key systems, will provide sufficient resources in the event of unplanned adverse conditions.

Key objectives for the forthcoming year include:

1. Recruit new trustees;
2. Work with partners to plug gaps in provision of transport services, which cannot be filled by existing resources;
3. Recruit new volunteers; and
4. Source funding for new vehicles.

### **Structure, governance and management**

The charity is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Raymond Hansen  
Roy Thorne  
Monica Butcher  
Colin Olivier  
Gill Elkins  
George Gibbs  
Tony Ellis  
Trevor Norris

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# TENDRING COMMUNITY TRANSPORT

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

*FOR THE YEAR ENDED 31 MARCH 2016*

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Trustees are recruited and appointed by TCT's existing trustees/directors, based on the skills and competencies they can bring to the organisation. Trustees are mainly recruited from within the Tendring district and, if necessary, from nearby Colchester. Trustees also recruit and appoint representatives from the communities within Tendring district, to serve on the Board alongside trustees. Committee members may be offered the role of trustees following a probationary period during which their input and commitment is assessed by trustees.

TCT Trustees and workforce undergo enhanced DBS (Disclosure and Barring Service) checks every three years.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

### Organisation

The Executive Committee is comprised of trustees and co-opted committee members. The committee meets six times per annum to consider organisational and financial issues relating to the running of the scheme.

Executive Committee members include the following officers responsible for: Chair, Vice Chair, Treasurer, Risk/Health & Safety, Health & Disability, Fundraising & Volunteering, Children & Younger People, Older & Disabled people, Poverty & Deprivation, Tendring Community Voluntary Services Organisation representative.

### Partnerships

TCT works in partnership with numerous organisations and agencies including Essex County Council (its main funder), North East Essex Clinical Commissioning Group, Tendring District Council, Community, Schools and Colleges, Community Transport Association UK, Tendring Community Voluntary Services, Community Transport Schemes nationwide and other key stakeholders.

### Auditors

A resolution proposing that Whittles be reappointed as auditors of the company will be put to the members.

### Disclosure of information to auditors

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

The trustees' report was approved by the Board of Trustees.

### Raymond Hansen

Trustee

Dated: 20 July 2016

# TENDRING COMMUNITY TRANSPORT

## DIRECTOR'S RESPONSIBILITIES STATEMENT

*FOR THE YEAR ENDED 31 MARCH 2016*

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The Trustees who are also the directors of Tendring Community Transport for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

# TENDRING COMMUNITY TRANSPORT

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF TENDRING COMMUNITY TRANSPORT

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We have audited the financial statements of Tendring Community Transport for the year ended 31 March 2016 set out on pages 7 to 19. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As explained more fully in the statement of trustees' responsibilities set out on pages 1 - 3, the trustees, who are also the directors of Tendring Community Transport for the purposes of company law are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including "APB Ethical Standard - Provisions Available for Small Entities (Revised)", in the circumstances set out in note 21 to the financial statements.

#### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on accounts.**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

# TENDRING COMMUNITY TRANSPORT

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF TENDRING COMMUNITY TRANSPORT

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#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **Other matter**

Your attention is drawn to the fact that the charity has prepared accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

**Rachel Skells BA FCA (Senior Statutory Auditor)**  
for and on behalf of Whittles

20 July 2016

**Chartered Accountants**  
**Statutory Auditor**

Whittle & Partners LLP  
Century House South  
North Station Road  
Colchester  
Essex  
CO1 1RE

# TENDRING COMMUNITY TRANSPORT

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
<b><u>Income and endowments from:</u></b>					
Donations and legacies	3	151,755	60,540	212,295	202,885
Incoming resources from charitable activities	4	228,342	-	228,342	232,094
Other trading activities	5	352	-	352	510
Investments	6	1,050	-	1,050	1,542
Other income	7	14,257	-	14,257	14,487
<b>Total income and endowments</b>		<b>395,756</b>	<b>60,540</b>	<b>456,296</b>	<b>451,518</b>
<b><u>Expenditure on:</u></b>					
Raising funds	8	614	-	614	653
Charitable activities	9	399,661	58,300	457,961	451,155
Other	13	434	-	434	508
<b>Total resources expended</b>		<b>400,709</b>	<b>58,300</b>	<b>459,009</b>	<b>452,316</b>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(4,953)</b>	<b>2,240</b>	<b>(2,713)</b>	<b>(798)</b>
Fund balances at 1 April 2015		458,013	8,300	466,313	467,111
<b>Fund balances at 31 March 2016</b>		<b>453,060</b>	<b>10,540</b>	<b>463,600</b>	<b>466,313</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# TENDRING COMMUNITY TRANSPORT

## BALANCE SHEET

AS AT 31 MARCH 2016

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	Notes	2016 £	£	2015 £	£
<b>Fixed assets</b>					
Tangible assets	14		189,352		151,213
<b>Current assets</b>					
Debtors	16	33,055		26,884	
Cash at bank and in hand		254,725		310,068	
		<u>287,780</u>		<u>336,952</u>	
<b>Creditors: amounts falling due within one year</b>	17	(13,532)		(21,852)	
Net current assets			274,248		315,100
<b>Total assets less current liabilities</b>			<u>463,600</u>		<u>466,313</u>
<b>Income funds</b>					
Restricted funds	18		10,540		8,300
Unrestricted funds			453,060		458,013
			<u>463,600</u>		<u>466,313</u>

The financial statements were approved by the board of directors and authorised for issue on 20 July 2016 and are signed on its behalf by:

Raymond Hansen  
Trustee

Company Registration No. 3719282

# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

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### 1 Accounting policies

#### Company information

Tendring Community Transport is a private company limited by guarantee incorporated in England and Wales. The registered office is Hurlingham Chambers, 61 Station Road, Clacton on Sea, Essex, CO15 1SD.

#### 1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the accounts.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

#### 1.5 Resources expended

Resources expended include attributable VAT, which cannot be recovered.

# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

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### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	15% reducing balance
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

#### 1.9 Financial instruments

The Company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument.

##### *Basic financial assets*

Basic financial assets, which include trade and other debtors and cash and bank balances, are initially measured at transaction price.

##### *Basic financial liabilities*

Basic financial liabilities, including trade and other creditors, are initially recognised at transaction price.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Creditors are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

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### 1 Accounting policies

(Continued)

#### 1.11 Taxation

The company is a charity within the means of section 506(1) of the Taxes Act 1988. Accordingly the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Section 505 of the Taxes Act 1988 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied to exclusively charitable purposes.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors 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.

# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2016	Total 2015
	£	£	£	£
Donations and gifts	1,363	540	1,903	495
Community Transport	150,392	60,000	210,392	202,390
	<u>151,755</u>	<u>60,540</u>	<u>212,295</u>	<u>202,885</u>
<b>For the year ended 31 March 2015</b>	<u>150,887</u>	<u>51,998</u>		<u>202,885</u>

#### Grants receivable for core activities

Essex County Council	150,392	-	150,392	150,392
Colchester Catalyst Charity	-	10,000	10,000	-
Awards for All	-	10,000	10,000	-
ICCF	-	30,000	30,000	-
Community Initiative Fund	-	5,000	5,000	-
Charles French Charitable Trust	-	-	-	2,000
Essex Rural Fund	-	-	-	4,000
ECC Kick start fund	-	-	-	16,700
Essex County Council - Public Health	-	-	-	29,298
Other	-	5,000	5,000	-
	<u>150,392</u>	<u>60,000</u>	<u>210,392</u>	<u>202,390</u>

### 4 Incoming resources from charitable activities

	Community transport	Dial-A-Ride fares	Dial-A-Ride Outings	Hospital Hopper	Total	Total 2015
	£	£	£	£	£	£
Sales within charitable activities	92,547	68,695	18,466	48,634	228,342	232,094
	<u>92,547</u>	<u>68,695</u>	<u>18,466</u>	<u>48,634</u>	<u>228,342</u>	<u>232,094</u>

# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

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### 5 Other trading activities

2016 2015

£ £

Fundraising events 352 510

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### 6 Investments

2016 2015

£ £

Interest receivable 1,050 1,542

=====

### 7 Other income

2016 2015

£ £

Other income 225 375

Bus Service Operators Grant 14,032 14,112

=====

14,257 14,487

=====

### 8 Raising funds

2016 2015

£ £

Fundraising and publicity

Advertising 614 653

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614 653

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**For the year ended 31 March 2015**

Fundraising and publicity 653

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# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

### 9 Charitable activities

	<b>Total</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Staff costs	216,734	211,924
Depreciation and impairment	60,383	49,936
Motor expenses	125,896	143,752
Rent and rates	9,732	9,687
Insurance	2,075	1,988
Light and heat	1,543	1,697
Repairs and maintenance	3,072	3,438
Postage and stationery	1,910	2,012
Telephone and fax	2,042	2,376
Travel	153	276
Volunteer expenses	2,372	2,061
Sundry	85	1,528
Subscriptions	301	446
Research	9,250	-
Legal and professional	223	225
Training	2,684	979
Social car	13,517	13,025
	<hr/>	<hr/>
	451,972	445,350
	<hr/>	<hr/>
Share of governance costs (see note 10)	5,989	5,805
	<hr/>	<hr/>
	457,961	451,155
	<hr/> <hr/>	<hr/> <hr/>
<b>Analysis by fund</b>		
Unrestricted funds	399,661	
Restricted funds	58,300	
	<hr/>	
	457,961	
	<hr/> <hr/>	
<b>For the year ended 31 March 2015</b>		
Unrestricted funds		405,398
Restricted funds		45,757
		<hr/>
		451,155
		<hr/> <hr/>

# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

### 10 Support costs

	Support costs	Governance costs	2016	2015	Basis of allocation
	£	£	£	£	
Audit fees	-	5,940	5,940	5,718	Governance
Bank charges	-	49	49	87	Governance
	<u>-</u>	<u>5,989</u>	<u>5,989</u>	<u>5,805</u>	
Analysed between Charitable activities	-	5,989	5,989	5,805	
	<u>-</u>	<u>5,989</u>	<u>5,989</u>	<u>5,805</u>	

### 11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 12 Employees

#### Number of employees

The average monthly number employees during the year was:

	2016 Number	2015 Number
Direct charitable work	13	13
	<u>13</u>	<u>13</u>

#### Employment costs

	2016 £	2015 £
Wages and salaries	206,082	201,328
Social security costs	10,652	10,596
	<u>216,734</u>	<u>211,924</u>

There were no employees whose annual remuneration was £60,000 or more.

### 13 Other

	2016 £	2015 £
Net loss on disposal of tangible fixed assets	434	508
	<u>434</u>	<u>508</u>

# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

### 14 Tangible fixed assets

	Fixtures, fittings & equipment £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 April 2015	15,885	501,084	516,969
Additions	5,660	98,796	104,456
Disposals	-	(79,033)	(79,033)
	<hr/>	<hr/>	<hr/>
At 31 March 2016	21,545	520,847	542,392
	<hr/>	<hr/>	<hr/>
<b>Depreciation and impairment</b>			
At 1 April 2015	9,234	356,522	365,756
Depreciation charged in the year	1,027	59,356	60,383
Eliminated in respect of disposals	-	(73,099)	(73,099)
	<hr/>	<hr/>	<hr/>
At 31 March 2016	10,261	342,779	353,040
	<hr/>	<hr/>	<hr/>
<b>Carrying amount</b>			
At 31 March 2016	11,284	178,068	189,352
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2015	6,651	144,562	151,213
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

### 15 Financial instruments

	2016 £	2015 £
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	21,473	20,652
	<hr/>	<hr/>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	9,857	18,223
	<hr/>	<hr/>

### 16 Debtors

	2016 £	2015 £
<b>Amounts falling due within one year:</b>		
Trade debtors	10,719	13,102
Other debtors	10,743	7,550
Prepayments and accrued income	11,593	6,232
	<hr/>	<hr/>
	33,055	26,884
	<hr/> <hr/>	<hr/> <hr/>

# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

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17 Creditors: amounts falling due within one year

	2016	2015
	£	£
Other taxation and social security	3,675	3,629
Trade creditors	4,961	5,828
Other creditors	336	7,997
Accruals and deferred income	4,560	4,398
	<hr/>	<hr/>
	13,532	21,852
	<hr/> <hr/>	<hr/> <hr/>

# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

### 18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	<b>Balance at 1 April 2015</b>	<b>Movement in funds</b>		<b>Balance at 31 March 2016</b>
	<b>£</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>£</b>
		<b>£</b>	<b>£</b>	
Colchester Catalyst Charity	-	10,000	(10,000)	-
ICCF	-	30,000	(30,000)	-
Community Initiative Fund	-	5,000	-	5,000
Other Donations	-	5,540	-	5,540
Essex County Council - Kick start Fund	8,300	-	(8,300)	-
Awards for all	-	10,000	(10,000)	-
	<u>8,300</u>	<u>60,540</u>	<u>(58,300)</u>	<u>10,540</u>

#### Colchester Catalyst Trust

These funds were provided towards the purchase of two new buses in the year.

#### ICCF

This funding was provided for vehicle running costs and drivers salaries.

#### Community Initiative Fund

This fund was donated towards the cost of the new booking system, The cost will be utilised in the coming year.

#### Other Donations

This fund contained two balances, the first for £5,000 towards the cost of the new booking system, and the second for £540 for a staff outing, both these amounts will be utilised in the next accounting year.

#### Essex County Council - Kick start fund

This fund was provided by Essex County council towards the costs of implementing a new service, the Shopper Hopper.

#### Awards for All

This funding was received in order for Tendring Community Transport to carry out a feasibility report into local transport providers, gaps in current service provision and level of need for accessible transport within the area.

# TENDRING COMMUNITY TRANSPORT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

### 19 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2016 are represented by:			
Tangible assets	183,692	5,660	189,352
Current assets/(liabilities)	269,368	4,880	274,248
	<u>453,060</u>	<u>10,540</u>	<u>463,600</u>

### 20 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel, is as follows.

	2016	2015
	£	£
Aggregate compensation	39,375	32,484
	<u>39,375</u>	<u>32,484</u>

No guarantees have been given or received.

### 21 Auditors' Ethical Standards

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions Available for Small Entities are that, in common with many charities of our size and nature we use our auditors to assist with the preparation of the accounts.