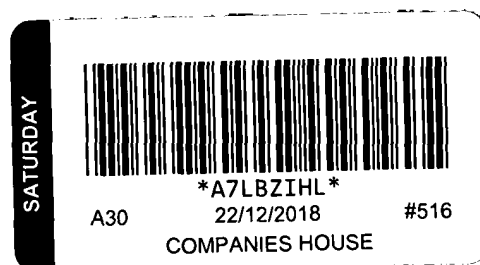


FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT FINANCIAL STATEMENTS

31 MARCH 2018

Charity Registration Number 1084874

Company Registration Number 03896636



FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018

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FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

REFERENCE & ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2018

The members present their annual report and the financial statements for the year ended 31 March 2018.

Reference and Administration

Company Name Four Towns and Vale Link Community Transport

Registered charity number 1084874

Registered company number 03896636

Incorporated 20 December 1999

Registered Office Address

Crossbow House, 58 School Road, Frampton Cotterell, South Gloucestershire, BS36 2DA

Bankers

Lloyds Bank Plc. Patchway, Bristol, B534 5JH

Auditor

Burton Sweet, The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton, Bristol BS48 1UR

Officers

The members of the charitable company are its Trustees for the purpose of charity law and are its directors for the purpose of company law. Throughout this report they are referred to as members or the Management Committee of the charity.

The members serving during the period to the date of signing this report are as follows:

Mr J D Rogers	Chair
Mr P L Nock	
Mr R Griffin	
Mr J Vickery MBE	Appointed 27 February 2018
Mr B A Freeguard	Resigned 13 October 2017
Mr M A P Stutter	Resigned 10 October 2017
Mr J B Francis	Resigned 10 October 2017

Management Team

Mr N P Davis	General Manager
Mrs J Oxenham	Transport Manager

The management team are not members of the charity.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

The members present their annual report and the financial statements for the year ended 31 March 2018.

REFERENCE AND ADMINISTRATIVE INFORMATION

The general information including the names of members, the principal address of the charity and particulars of the charity's professional advisers is given on page 1.

OBJECTIVES AND ACTIVITIES

Objects of the Charity

The objects of the Charity are:

To provide relief to the inhabitants within South Gloucestershire and its environs who have need because of age, mental or physical disability, or poverty and in particular but not so as to limit the generality of the foregoing:

- a) To provide and maintain non-profit community transport services; and
- b) To assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services.

Activities of the charity

Four Towns and Vale Link Community Transport provides accessible and fully accessible minibus vehicles on a non-profit basis for the inhabitants of South Gloucestershire and its environs where, as a result of age, disability or circumstances, they cannot access more conventional transport.

The charity will continue to provide its vehicles in support of individuals and group travel for: shopping trips, library visits, hospital and medical visits, social, leisure, educational and other related purposes. This will ensure, as far as possible, that all residents will continue to live as part of an "inclusive community" irrespective of where they may live.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives. All our charitable activities are undertaken to further our charitable purposes for the public benefit.

ACHIEVEMENTS AND PERFORMANCE

Volunteers

We are grateful to receive the support of several volunteers who undertake a wide range of tasks which include driving, escorting, passenger booking enquiries, data entry, record management and many general administrative duties. Other volunteers also assist in the co-ordination of organised trips and the management of the voluntary car scheme. Details of the hours worked are recorded and are used in grant funding applications in support of the match funding element of available grants.

Our volunteer minibus drivers facilitate shopping trips, social and medical transport and organised social trips. Volunteer car drivers also give significant support to the community travel schemes by giving their time and by using their own vehicles.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

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During the reporting period we have managed to support in excess of 34K passenger journeys on our vehicle fleet. In addition we have received significant support from our volunteers providing both support in the office for all types of administration tasks and for the large majority of medical related journeys. The hours of support has been recorded in excess of 4100 hours.

Services and Systems

We have made every effort to maintain the services available to all sections of the community throughout the western sector of South Glos and we seek to provide transport whenever it is needed including evening and weekends. In support of the minibuses, the Volunteer Social Car Scheme continues to assist those clients who wish to travel under the benefit of concessionary travel.

We have seen a significant increase in new membership, peaking at over 100 in a two month period alone.

Subsidiary – Severnside Transport Ltd

The period has seen significant pressure brought to bear on the commercial arm, STL. As noted in the Chairman's report below and after losses in prior years; the wholly owned subsidiary commenced liquidation in the year.

Development Plans - Strategy

Over the next 12 months there will be the need for a full review of our operation, with an overall objective to lower our operational costs, whilst still meeting the ever changing needs of our members.

In view of the recent legislative changes which have come from the EU parliament our entire sector will be required to remodel its working, where possible. Unfortunately, it has been suggested as many as 40% of current CT's will not be able to comply. However, in view of our recent past experience with STL, we are better placed to be able to adapt to the challenges ahead and maintain our current work profile.

Furthermore, although only recently formed, WECA (West of England Authorities) will provide future direction for transport in our sector. The planned developments suggest there will be huge scope for transport integrated services across the region and provide funding under its control.

In such uncertain times we are very grateful that there remains cross party support for community transport in South Gloucestershire and recent confirmation that for budget year 2018/19 our service level agreement will remain in force.

Future collaborative working in our immediate area and beyond will assist in providing enhanced services to a wider client base whilst receiving the benefits from economies of scale.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

FINANCIAL REVIEW

Income has decreased to £663k (2017 £695k), however with a change in premises reducing fixed costs the trustees expect a return to surpluses in the future. Net funds has decreased from £651k to £509k at the end of the year. This decrease was largely due to the further provision in the loan to STL in the year due to information from the liquidators. The liquidation process continues at the signing date of the accounts.

Reserves Policy

The charity has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should equate to approximately three months operation costs, which equates to £171,777 in general funds. At this level the trustees feel that it would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed accordingly. The free reserves held by the charitable company at the year-end amounted to £287,676. Having a surplus in free reserves above the trustees' target is considered to be prudent at the year-end due to potential regulation changes that may adversely affect community transport organisations such as Four Towns and Vale Link Community Transport.

Community Financial Support

We have maintained our support as required under our SGC Service Level Agreement and this helps to underpin our "Dial a Ride" services. It is anticipated that this will continue in the next financial year and we are mindful that this is not a reflection of the position across the country. We are fully aware that further legislative changes have been mooted and may very well affect the basis of the organisation in the future. We are arranging to remodel our driver base to meet the known position and will best place the charity to meet the future issues the charity will have to face.

By undertaking the training now, at this point in time we will be able to meet our current tendered contracts with SGC and maintain an important revenue stream from this type of work. We will continue to work with other "not for profit" organisations and local community groups. It also has been highlighted that revenue variations greatly affect the income during certain parts of the year. Whilst additional work may be obtained this cannot be guaranteed and we will therefore seek to reduce the overall establishment costs during the year to help offset the seasonal variation in income.

Such reductions will allow the charity to begin to balance its finances rather more easily throughout the financial year, but with additional effort made to attract viable paying work in an effort to maximise every revenue opportunity in support of our charitable aims on behalf of our members.

Raising funds

The Charity is registered (number 848) under the Gambling Act 2005, with South Gloucestershire Council. We comply with the quarterly reporting requirements as defined by the council. All fundraising activity is monitored by management and donations recorded on our QuickBooks system in line with audit requirements. We have never received any complaints in respect of our fund raising activities. All our activity is confined to events organised by the charity on an "in-house" basis amongst our membership. There has been no external fund raising undertaken by the charity employee / volunteers during the reporting period.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

Risks facing our Charity

There are a number of risks facing our Community Transport; each of these risks has to be addressed by both Trustees and Management in order to secure its future.

- i) Over recent years local government at county level has been facing ever increasing constraints from central government. This in turn has an immediate impact on local transport and therefore community transport. At present there is no indication that this policy is likely to change or be reversed. It is likely that this will place an increasing burden on the business.
- ii) Other financial support comes in the form of donations from smaller parish councils which fall within our area of operation. The budget constraints are similarly under pressure and the most likely outcome is that these donations will decrease.
- iii) The third financial impact is the age profile of our customers. Older people are less able to travel or require special needs when travelling such as wheelchair requirements. This has an impact on vehicle utilisation and drives up operating costs.
- iv) Falling passenger numbers could also impact our future business; vehicles are still required in a timely manner but passenger numbers are lower and have a negative impact on operating costs. As the current generation's transport needs change the next generation are more mobile, and are more likely to be able to drive or have the ability to use less costly public transport when available.
- v) We are currently awaiting DFT guidelines in respect of future operational changes which may apply after the legal challenge made to the EU Court.

The challenge for 2018 – 2019 will be to meet the ever increasing financial constraints which are unlikely to relent.

PLANS FOR FUTURE PERIODS

Due to the prospect of a huge rise in rental costs from early 2018, (advised by other site tenants) it was decided that significant savings could be made by moving the charity to smaller premises. In the year it was a priority to find a suitable location, within our current operational area and the Charity successfully moved to Crossbow House, 58, School Road, Frampton Cotterell. BS36 2DA. This move was completed in January 2017 and significantly reduced accommodation costs.

As part of our relocation plans we will continue to engage with stakeholders and develop funding applications in support of specific community projects which will be capable of being delivered, as the new office location is an already established community hub but without its core facilities being fully utilised to match community needs.

We are continuing to support all of our existing school contracts with SGC and have just received confirmation that all our contracts will continue throughout 2018/19 and an inflationary increase for the next financial year will be implemented in April 2018.

Further cost reduction measures will be implemented to reduce staff overheads.

We continue to seek /recruit new Trustees and the interview process has continued post-year.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is established as a company limited by guarantee and is registered as a charity with the Charity Commission. The affairs of the charity are governed by its memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.00 each.

Members

The Management Committee shall comprise of between three and twelve elected members. The first Management Committee of the charity was appointed by the subscription to the Memorandum and Articles of Association. New Management Committee members are elected individually at the Annual General Meeting.

Only individual members of the company or persons nominated by organisations which are members may stand for election to the Management Committee. There are up to two places reserved for new members, provided this does not exceed one third of the members of the Management Committee. The Management Committee may, in addition, co-opt no more than two other persons, whether or not members of the company, to serve as full voting members of the Management Committee.

Trustee Training and Staff Induction

The Management Committee of the charity have undertaken external training covering all aspects of their work, in addition one to one induction and on the job training is undertaken for all new staff. There have been several courses provided by external agencies in support of the ongoing requirements of the driver CPC, "continuing professional development" programme.

Organisation Structure

The Management Committee meet on a regular monthly basis and through a prepared agenda consider urgent issues. This mainly covers items of a strategic nature which may affect the overall business plan of the charity. During such meetings matters that require attention are discussed with senior staff members. Where appropriate, authority is given to proceed with any particular course of action.

At Management Committee meetings the relevant senior members of staff give brief reports covering all aspects of the daily operation of the charity and the Members have the opportunity to ask questions based on the reports and to consider the progress against the overall business plan. Financial analysis is undertaken and reviewed or amended against the budget plan.

The Management Committee retains line-management responsibility for the executive Management Team who have day to day responsibilities for running all services.

The charity gratefully acknowledges the contribution and support given to it by its many volunteers.

CEO Accounts Report

During the reporting year we have seen the development of MIDAS (minibus) training in-house. This has been enabled as we have managed to train 3 of our own staff to become trainers in their own right. This in turn has been marketed in all our literature and using the facilities in our office

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

we have now been able to train members of the public, school teachers and community based leaders to safely drive vehicles on behalf of their respective groups. In addition we have carried out refresher training for our own staff.

We have taken steps to refocus on our marketing drive and to make the best use of the limited resources that are available to us. We have seen a steady increase in membership numbers with 100 new members being recorded in the last two months alone. The figures are being driven by a mixture of activity and increasingly web traffic proving very popular as this provides details of all our services and activities on behalf of the community.

Income has increased during the year as there has been a growth in Group minibus hire, which in the main has come from local scout groups. Bloc bookings are showing a very healthy picture. The attendance at organised coffee mornings held at newly opened retirement developments has provided trip bookings and individual memberships. Repeat weekly services for generalised living are also on the increase.

We have been able to maintain a level of service at weekends for both church attendance and Sunday lunch outings, which helps to alleviate the potential of loneliness on the day recognised from media reports as the worst day of the week for the elderly.

The necessity of the weekly grocery shop is not overlooked and we run regular weekday trips to all the local supermarkets. Furthermore, we arrange visits to other parts of our area to sample the wide diversity of the out of town retail parks and leisure locations.

Increasingly, we are still seeing growth in the number of requests for transport to medical appointments. Due to the geographical location of the medical facilities for our community it remains a very difficult task to coordinate all the journeys. However, to assist the accurate allocation of vehicles for the required journeys we have fitted trackers to our vehicles. This produces real time links and provides at-a-glance visual location to assist vehicle allocation. The return trips remain particularly hard due to unknown completion time of the individual medical procedures undertaken.

We need to meet the challenge of increased evening activities at GP practices and clinics, whilst attempting to support weekend hospital visits. Future development of our existing voluntary car scheme will assist us in achieving this objective.

The monthly trips we publish remain popular and we try to refresh the places we visit as often as possible. For many of our members this may be the only time they get to socialise in an entire week!

Looking towards the future, we considered our tenure at Pinkers Court. Whilst the office proved popular with all our staff, a balance had to be made against cost. The renewal terms on offer were beyond our capability to justify. A series of disruptive power cuts caused operational problems and telecommunications have been an ongoing issue. On balance, with the move to Crossbow House, the Charity can enjoy reduced costs and community engagement in the next year of operation.

The task in the forthcoming year will be the need to re-align the charity to take into account a range of factors impacting on the sector as a whole. However, specifically the issue of work undertaken under the current community (Section 19) permit. This has potentially far reaching

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

implications based on a recent EU ruling and at the time of writing we are still awaiting details of a consultation meeting which may provide more information on the way forward during the transition period.

Taking into account what is known at the present time we have sourced training for our staff to assist the charity in the future and reflect the likely operational changes that may be imposed on it. It is believed that by being prepared in this way, any further changes will involve the fleet vehicles only, as staff will be already updated through relevant training.

It is therefore anticipated by our action we will be able to continue to service our school contracts and comply with anticipated legislative changes.

As funding remains tight for the charity sector we will endeavour to lower our operational costs where possible, on an ongoing basis. A major saving will be on the rental of office premises which the Charity will enjoy for a full year in 2018/19.

Further work needs to be done in South Gloucestershire to insure the most efficient working of all three community transport operations. Whilst we all provide similar services, operationally there are differences. If we were to combine some of the "back office" administration and system process developments further savings could be made and further relieve pressure on charity funds. This needs to be progressed alongside the wider changes being imposed on our sector. We will continue to look to access all appropriate funding for the charity and continued success in this area would be served well, if collaborative working can be shown to be effective and cost savings data produced to support outputs.

Finally, we gratefully acknowledge the help and support of our trustees, volunteers and staff throughout the reporting period.

Nigel Davis
CEO
4TVLCT

Chairman's Report

Community Transport continues to support all those who need support within the South Gloucestershire area in which we operate. Our aim is to provide fully accessible travel for those in need to areas such as hospitals, doctor's appointments, shopping etc.

The financial year 2017-18 was very challenging for the Charity; in June 2017 the directors of Severnside Transport Limited (STL) decided that this commercial arm was no longer financial viable, and was putting the Charity at a greater financial risk. The decision was made by the Directors of STL to liquidate the company. This decision made in June 2017 was reported to a special meeting of the Charity Board and the decision accepted. The decision date for liquidation was the 5 September 2017. The Liquidators appointed were Mazars, Ltd.

Our Auditors Burton - Sweet were made aware of this decision as were South Gloucestershire Council (SGC) Transport Department re commercial route contract implications.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

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YEAR ENDED 31 MARCH 2018

During 2017-18 we managed to keep our customer charge for each trip to £3 but increased our membership subscriptions from £12 to £15. Increased financial concerns and pressures of the current economic situation, has made 2017-18 a challenging year for our Transport Charity.

We still operate a significant number of school contracts within the SGC area and have been able to maintain this part of our business throughout the year. These contracts improve vehicle utilisation and help to reduce our overall operating costs. On the majority of school runs the drivers are supported by Passenger Assistants who are trained to deal with Special Needs passengers.

Throughout the year we have continued to support our fleet of 4T & VL vehicles with regular maintenance and safety checks to meet legal requirements of the Section 19 fleet. This work is carried out at South Gloucestershire Buses (SGB) in Patchway. When their workload is high vehicles can be serviced at the main council depot at Broad Lane, Yate.

Recruitment of Trustees – three Trustees resigned during the 2017-18 period either for workload or ill health. Existing Trustees have been actively trying to recruit new Trustees. To that extent John Vickery was appointed to the Board in February 2018. The Board now has four active Trustees.

Premises move – to further reduce the operating costs the Charity moved from Rudgeway to Crossbow House, 58, School Road, Frampton Cotterell. BS36 2DA. This move was completed in January 2017 and significantly reduced accommodation costs.

Management Information Pack (MIP) – to further improve the Charity performance a MIP is reviewed by Trustees and Management, this covers all the financial aspects of Charity Operations and is reviewed monthly, previously quarterly.

Budget ownership and justification - both Management and Trustees were involved in the preparation on a more detailed budget plan for the forthcoming year. Finance is reviewed on a monthly basis.

Considering the financial risks to income (see 'Risks facing our Charity' section above), the challenge for 2018 – 2019 will be to meet the ever-increasing financial constraints of the Charity which are not unlikely to relent.

Section 19 implications – our approach including discussions with other Community Transport groups indicate that until government legislation becomes clear it is unlikely to change how we operate short term.

Additional contracts - throughout the year we have been supporting the transport demands of Age UK as people need to travel to and from "day centres" within the area. The demand has increased and we now operate additional vehicles to cover this service.

We have been able to continue our coach trip programme as well as offering additional mini buses for private hire throughout the year. We have also increased our marketing efforts across the SGC area of influence to obtain new business; in addition, our website <http://4tv1.org.uk> covers the many aspects of our Charity Business.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

Volunteers are a core part of our business both in administrative office work and driving. They continue to support all aspects of our business including the Trustee support. I take this opportunity to thank them all for their excellent work. The Board of Trustees also meet on a monthly basis to monitor all aspects of our business; it has a broad range of skills background to guide the business development to meet future demands. Once again, I thank them all for their valuable work.

Mr J D Rogers
Chair

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

Responsibilities of the Trustees

The trustees (who are also directors of Four Towns & Vale Link Community Transport for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to make themselves aware of that information.

Registered office:

Crossbow House
58 School Road
Frampton Cotterell
South Gloucestershire BS36 2DA

Signed by order of the Trustees:

Mr J D Rogers
Chair

Approved by the Trustees on



21/12/18

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

YEAR ENDED 31 MARCH 2018

Opinion

We have audited the financial statements of Four Towns & Vale Link Community Transport (the "Charity") for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity'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 Charity's members those matters we are required to state in them in an auditor's 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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2018 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with international Standards in Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
 - the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt
-

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

YEAR ENDED 31 MARCH 2018

the going concern basis of accounting for a period of a least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report the fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the strategic report and the directors' report) have been prepared in accordance with applicable law requirements.

Matters on which we are required to report by exception

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

- sufficient accounting records have not been kept;
 - the financial statements are not in agreement with the accounting records and returns;
 - certain disclosures of trustees' remuneration specified by law are not made; or
 - we have not obtained all the information and explanations necessary for the purposes of our audit.
-

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

YEAR ENDED 31 MARCH 2018

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/apb/scope/private.cfm This description forms part of our auditor's report.

Neil Kingston

Senior Statutory Auditor

For and on behalf of Burton Sweet Chartered Accountants, Statutory Auditor

The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date:

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2018

	Note	Total Funds 2018 £	Total Funds 2017 £
Income from:			
Donations and legacies	2	32,199	85,799
Charitable activities	3	585,115	575,127
Other trading activities	4	45,233	30,558
Other		898	3,091
Investments		-	4
Total income		663,445	694,579
Expenditure on:			
Raising funds: fundraising activities		1,462	1,352
Charitable activities	5	687,106	657,052
Other expenditure:			
Severnside Transport Limited loan provision		117,429	105,000
Total expenditure		805,997	763,404
Net income/(expenditure) and net movement in funds	7	(142,552)	(68,825)
Reconciliation of funds			
Total funds brought forward		651,078	719,903
Total funds carried forward		508,526	651,078

There were no recognised gains or losses in the current or preceding year other than those included above.

All of the charity's activities are classed as continuing.

All movement in funds in the year and the prior-year are in unrestricted funds.

The notes on pages 18 to 25 form part of these financial statements

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

BALANCE SHEET


AS AT 31 MARCH 2018

Company Number: 03896636

	Note	2018 £	2017 £
Fixed assets			
Tangible fixed assets	10	70,850	109,609
Investments	11	-	1
		<u>70,850</u>	<u>109,610</u>
Current assets			
Debtors	12	148,983	239,686
Cash at bank		314,243	324,312
		<u>463,226</u>	<u>563,998</u>
Liabilities			
Creditors: Amounts falling due within one year	13	(25,550)	(22,530)
		<u>437,676</u>	<u>541,468</u>
Net current assets			
		437,676	541,468
Total assets less current liabilities		508,526	651,078
Net assets		<u>508,526</u>	<u>651,078</u>
Funds			
Unrestricted funds	18		
- Designated funds		220,850	409,609
- General funds		287,676	241,469
		<u>508,526</u>	<u>651,078</u>

The trustees have prepared accounts in accordance with section 398 of the Companies Act and section 138 of the Charities Act 2011. These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with Financial Reporting Standard 102 (FRS102).

These financial statements were approved by the trustees and authorised for issue on and are signed on their behalf by:

 21/12/18
Mr J D Rogers

The notes on pages 18 to 25 form part of these financial statements

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

CASH FLOW STATEMENT

YEAR ENDED 31 MARCH 2018

		2018 £	2017 £
Net cash inflow from operating activities	15	(1,167)	12,284
Non-operational cash flows:			
Investing activities			
Payments for tangible fixed assets		(9,800)	-
Proceeds from the sale of fixed assets		898	1,300
Investment income		-	4
		<u>(8,902)</u>	<u>1,304</u>
Net cash inflow/(outflow) for the year	16	<u>(10,069)</u>	<u>13,588</u>

Cash flow restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice this restriction has not had any effect on cash flows for the year.

The notes on pages 18 to 25 form part of these financial statements

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

1 Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with Financial Reporting Standard 102 (FRS102) and the requirements of the Charities Statement of Recommended Practice (SORP FRS102) based thereon.

The charity is a public benefit entity as defined by FRS102.

See note 21 for comments on going concern.

Income

Income comprises donations and grants received by the charity together with income from fund-raising and charitable activities, exclusive of Value Added Tax where applicable. All income is recognised on a receivable basis.

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Grants received in the accounting period in respect of future accounting periods are deferred until those periods. All material grants are disclosed in accordance with the Statement of Recommended Practice.

Expenditure

Expenditure is recognised in the period in which it is incurred. Expenditure is allocated to a particular activity where the costs relates directly to that activity.

Raising funds expenditure comprises the costs associated with attracting income.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to strategic management of the charity. These are included within support costs.

Redundancy or termination payments are recognised in the period in which the charity is committed to the redundancy or termination without realistic possibility of a change in commitment and are recognised at the best estimate of the expenditure that would be required to settle the obligation at the reporting date. Expenditure is allocated to activities in line with the payroll costs of the individual leaving employment.

Fixed assets

Fixed assets held for use by the charity are stated at cost less depreciation. Only assets with a cost of more than £1,000 are capitalised.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

1 Accounting Policies (*continued*)

Cash and cash equivalents

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

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

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that assets as follows:

Office furniture	25% straight line
Computer equipment	33.3% straight line
Motor vehicles	25% straight line

Pensions

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity and are independently administered. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

Unrestricted general funds

Unrestricted general funds can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds

Designated funds are funds set aside by the trustees from unrestricted general funds for specific purposes or projects.

Restricted funds

Restricted funds can only be used for the particular restricted purposes laid down by the donor and within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements. Where activities are funded through a mixture of restricted and unrestricted funds, the restricted funds are deemed to have been expended first.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and the risks of ownership remain with the lessor are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

2 Donations and legacies

	2018	2017
	£	£
Gift and donations	2,645	295
Legacies	20,000	-
Parish Grants	9,554	9,504
Department for Transport: Government grants	-	76,000
	<u>32,199</u>	<u>85,799</u>

3 Income from: Charitable activities

	2018	2017
	£	£
Membership subscriptions	5,436	10,344
Operation of transport activities	95,551	85,231
South Gloucestershire Council - ITU		
Contract	359,928	355,352
South Gloucestershire Council - SLA	124,200	124,200
	<u>585,115</u>	<u>575,127</u>

4 Income from: Other trading activities

	2018	2017
	£	£
Management and other charges receivable from Severnside Transport	43,861	30,558
Training	1,372	-
	<u>45,233</u>	<u>30,558</u>

5 Expenditure on: Charitable activities

	Salaries, wages & other staff costs £	Activities undertaken directly £	Support costs £ Note 6	Total 2018 £	Total 2017 £
Operation of transport activity	<u>437,108</u>	<u>168,262</u>	<u>81,736</u>	<u>687,106</u>	<u>657,052</u>

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

6 Support costs

	2018	2017
	£	£
Premises costs	36,546	31,843
Office costs	38,745	33,413
Governance costs	6,445	7,843
	<u>81,736</u>	<u>73,099</u>

7 Net income/(expenditure) and net movement in funds

This is stated after charging:

	2018	2017
	£	£
Depreciation	48,559	46,748
Auditors' remuneration	4,640	4,640
- audit fees		
- other services	1,805	3,203
Payment of trustees' travel expenses	<u>140</u>	<u>62</u>

Payments made to one trustee (2017: one) was for travel costs to meetings. No Trustee received any remuneration during the year or the prior year.

8 Staff costs and numbers

The aggregate payroll costs were:

	2018	2017
	£	£
Wages and salaries	413,014	365,760
Social security costs	19,645	15,502
Employer pension contribution	4,263	3,471
	<u>436,922</u>	<u>384,733</u>

No employee received emoluments of more than £60,000.

The total amount of employee benefits received by trustees and key management personnel for their services to the charity was £92,252 (2017: £92,217).

The average headcount, or number of staff employed, during the period was 38.5 (2017: 36.6).

9 Taxation

The charity is exempt from corporation tax on its charitable activities.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

10 Tangible fixed assets

	Office Furniture £	Computer Equipment £	Motor Vehicles £	Total £
Cost				
At 1 April 2017	4,296	7,367	486,082	497,745
Additions	-	-	9,800	9,800
Disposals	-	-	(83,958)	(83,958)
At 31 March 2018	<u>4,296</u>	<u>7,367</u>	<u>411,924</u>	<u>423,587</u>
Depreciation				
At 1 April 2017	4,296	7,367	376,473	388,136
Charge	-	-	48,559	48,559
Disposals	-	-	(83,958)	(83,958)
At 31 March 2018	<u>4,296</u>	<u>7,367</u>	<u>341,074</u>	<u>352,737</u>
Net book value				
At 31 March 2018	<u>-</u>	<u>-</u>	<u>70,850</u>	<u>70,850</u>
At 31 March 2017	<u>-</u>	<u>-</u>	<u>109,609</u>	<u>109,609</u>

11 Investment in trading subsidiary - liquidation

The charity had a wholly owned subsidiary, Severnside Transport Limited, which was incorporated in the United Kingdom. The principal activity of this company was the operation of transport activities. On 5 September 2017 the board of Severnside Transport Limited passed a special resolution to wind the company up. A liquidator was appointed and as such the charity no longer holds an investment in the subsidiary and all balances are treated at expected recovery.

12 Debtors

	2018 £	2017 £
Trade debtors	49,918	55,537
Other debtors	-	5,533
Prepayments and accrued income	833	-
VAT debtor	6,082	20,387
Amounts due from Severnside Transport Limited	314,579	263,229
Provision on amounts due from Severnside Transport Limited	(222,429)	(105,000)
	<u>148,983</u>	<u>239,686</u>

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

13 Creditors: Amounts falling due within one year

	2018	2017
	£	£
Trade creditors	15,560	12,166
Other creditors	-	506
Accruals and deferred income	4,674	4,658
Taxation and social security costs	5,316	5,200
	<u>25,550</u>	<u>22,530</u>

14 Commitments under operating leases

At 31 March 2018 the charity had total minimum lease payments under non-cancellable operating leases as follows:

	Land & buildings	Total	Total
	£	2018	2017
	£	£	£
Due within:			
One year	<u>4,125</u>	<u>4,125</u>	<u>21,875</u>

15 Reconciliation of net movement in funds to net cash inflow from operating activities

	2018	2017
	£	£
Statement of Financial Activities: Net movement in funds	(142,552)	(68,825)
Gift in kind income: capital items	-	(76,000)
Investment income	-	(4)
Realised loss on investment	1	-
Depreciation	48,559	46,748
Gain on disposal of tangible fixed assets	(898)	(1,300)
Increase/(decrease) in creditors: current liabilities	3,020	(1,651)
Decrease in debtors	90,703	113,316
Net cash outflow from operating activities	<u>(1,167)</u>	<u>12,284</u>

16 Analysis of change in cash for the year

	2018	2017	Change
	£	£	£
Cash in bank and in hand	<u>314,243</u>	<u>324,312</u>	<u>(10,069)</u>
	<u>2017</u>	<u>2016</u>	<u>Change</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Cash in bank and in hand	<u>324,312</u>	<u>310,724</u>	<u>13,588</u>

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

17 Movements in funds

Year ended 31 March 2018	At 1 April 2017 £	Income £	Expenditure £	Transfers In/(Out) £	At 31 March 2018 £
Unrestricted funds					
Fixed asset designated fund	109,609	-	(48,559)	9,800	70,850
Vehicle replacement fund	150,000	-	-	-	150,000
Future premises development	150,000	-	-	(150,000)	-
General funds	241,469	663,445	(757,438)	140,200	287,676
	<u>651,078</u>	<u>663,445</u>	<u>(805,997)</u>	<u>-</u>	<u>508,526</u>

Year ended 31 March 2017	At 1 April 2016 £	Income £	Expenditure £	Transfers In/(Out) £	At 31 March 2017 £
Unrestricted funds					
Fixed asset designated fund	80,357	-	(46,748)	76,000	109,609
Vehicle replacement fund	150,000	-	-	-	150,000
Future premises development	150,000	-	-	-	150,000
General funds	339,546	694,579	(716,656)	(76,000)	241,469
	<u>719,903</u>	<u>694,579</u>	<u>(763,404)</u>	<u>-</u>	<u>651,078</u>

In the year, the transfer of £9,800 (2017: £76,000) represents the change in value of fixed assets which have been purchased from the Vehicle replacement fund, which was in turn replenished by General funds.

Vehicle replacement fund - represents funds put aside in order for the charity to replace older vehicles in the fleet.

Future premises development - represents funds put aside to cover any potential costs associated with acquiring new premises. These funds have been returned to general funds upon the commencement of leasing the new premises.

18 Analysis of net assets between funds

Year ended 31 March 2018	Tangible Fixed assets £	Other Net assets £	Total £
Unrestricted funds			
Designated funds	70,850	150,000	220,850
General Funds	-	287,676	287,676
	<u>70,850</u>	<u>437,676</u>	<u>508,526</u>

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2018

18 Analysis of net assets between funds (continued)

	Tangible Fixed assets	Other Net assets	Total
Year ended 31 March 2017	£	£	£
Unrestricted funds			
Designated funds	109,609	300,000	409,609
General Funds	-	241,469	241,469
	<u>109,609</u>	<u>541,469</u>	<u>651,078</u>

19 Related party transactions

During the year Four Towns and Vale Link Community Transport (4TVLCT) was the parent company of Severnside Transport Ltd (STL). During the year Severnside Transport Limited went into liquidation as detailed in note 11.

During the year £20,752 (2017: £8,779) in relation to management charges and interest was charged to STL. Additionally net £46,370 (2017: £21,779) was recharged to STL in respect of office costs, labour, premises and vehicle costs. STL in turn recharged 4TVLCT net £nil (2017: £21,547) in respect of labour and vehicle costs. At the balance sheet date Severnside Transport Ltd owed the charity net £314,579 (2017: £263,229).

In the charity there is a total provision of £222,429 (2017: £105,000) due to the expected recoverability of the balance owed by Severnside Transport Ltd as it went into liquidation.

20 Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the Company being wound up the liability of the members is limited to £1 each.

21 Going concern

The trustees of Four Towns and Vale Link Community Transport Limited, consider that there are no material uncertainties affecting the ability of the charity to continue as a going concern. This is due to the significant reserves that the charity holds and the actions taken by the trustees such as moving premises to reduce ongoing costs. The liquidation of the trading subsidiary Severnside Transport Limited has materially impacted the charity as evidenced by the provision in note 19. However the liquidation doesn't threaten the ongoing viability of the charity in the opinion of the trustees.

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT
MANAGEMENT INFORMATION
YEAR ENDED 31 MARCH 2018

**The following pages do not form part of the statutory financial statements
which are the subject of the auditor's report on page 12 - 14.**

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2018

	Unrestricted Funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Income from:				
Gift and donations	1,795	-	1,795	295
Parish Grants	9,554	-	9,554	9,504
Legacies	20,000	-	20,000	-
Other grants	850	-	850	76,000
Management and other charges from				
Sevenside Transport Limited	43,861	-	43,861	30,558
Membership subscriptions	5,436	-	5,436	10,344
Operation of transport activities	95,548	-	95,548	85,231
South Gloucestershire Council - ITU				
Contract	359,928	-	359,928	355,352
South Gloucestershire Council - SLA	124,200	-	124,200	124,200
Investments income	3	-	3	4
Providing training	1,372	-	1,372	-
Other income	898	-	898	3,091
Total income	663,445	-	663,445	694,579
Expenditure on:				
Raising funds: Fundraising activities				
Marketing	530	-	530	71
Advertising	932	-	932	1,281
Bank Charges	-	-	-	-
	1,462	-	1,462	1,352

FOUR TOWNS AND VALE LINK COMMUNITY TRANSPORT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2018

	Unrestricted Funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Expenditure on:				
Charitable activities				
Wages and salaries	413,014	-	413,014	365,760
Employer NI contributions	19,645	-	19,645	15,502
Employer pension contributions	4,263	-	4,263	3,471
Bookkeeping costs	3,641	-	3,641	4,066
Diesel and motor costs	110,447	-	110,447	114,224
Service delivery	186	-	186	131
Staff recruitment	-	-	-	3,450
Travel and subsistence	2,646	-	2,646	2,853
Telephone	5,859	-	5,859	5,433
Office accommodation costs	26,204	-	26,204	25,407
Heat & light	1,882	-	1,882	1,662
Room hire	1,661	-	1,661	1,320
Building repairs and renewals	10,342	-	10,342	6,436
Insurance	5,757	-	5,757	2,855
Training	6,610	-	6,610	10,266
Office supplies and photocopying	1,518	-	1,518	2,203
Postage	1,330	-	1,330	1,345
Computer Software and supplies	6,241	-	6,241	6,598
Sundry expenses	830	-	830	1,088
Depreciation	48,559	-	48,559	46,748
Professional fees	7,748	-	7,748	4,553
Gifts and donations	455	-	455	185
Recharges from Severnside Transport Ltd	-	-	-	21,548
Miscellaneous	1,823	-	1,823	2,105
Governance costs				
Auditors remuneration:				
- audit fees	4,640	-	4,640	4,640
- other services	1,805	-	1,805	3,203
	<u>687,106</u>	<u>-</u>	<u>687,106</u>	<u>657,052</u>
Other				
Severnside Transport Limited loan provision	117,429	-	117,429	105,000
	<u>117,429</u>	<u>-</u>	<u>117,429</u>	<u>105,000</u>
Total expenditure	<u>805,997</u>	<u>-</u>	<u>805,997</u>	<u>763,404</u>
Net income/(expenditure)	<u>(142,552)</u>	<u>-</u>	<u>(142,552)</u>	<u>(68,825)</u>