



**Sevenoaks Volunteer Transport Group**  
**Report and unaudited Financial Statements**  
**31 March 2017**

**Sevenoaks Volunteer Transport Group**  
**Reference and administrative details for the year ended 31 March 2017**

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<b>Status</b>	The organisation is a registered charity, registered on 20 October 1978	
<b>Governing document</b>	The charity is constituted under a constitution dated 15 May 1978	
<b>Charity number</b>	276663	
<b>Office</b>	Sevenoaks Hospital, Hospital Road Sevenoaks, Kent TH13 3PH	
<b>Trustees</b>	Chris Holgate Ian Craig Anthony Weston Smith Rodney Clarke Margaret Holgate Claire Williams Graham Lacey	Chairman Vice Chairman Treasurer
<b>Sevenoaks District Council Representative</b>	Richard Davison	
<b>Coordinator &amp; Secretary</b>	Joanne Spark	
<b>Bankers</b>	NatWest Bank plc., 67 High Street Sevenoaks TN13 1JY	CAF Bank Ltd., 25 Kings Hill Avenue Kings Hill West Malling ME19 4JQ
<b>Independent examiner</b>	David Williams Red Court Woodland Rise Seal, Sevenoaks TN15 0JB	

## **Sevenoaks Volunteer Transport Group Report of the Trustees for the year ended 31 March 2017**

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The Trustees present their report and the unaudited financial statements for the year ended 31 March 2017.

The reference and administrative information set out on Page 1 forms part of this report. The financial statements have been prepared on the accounting policies set out in Note 1 to the financial statements and comply with the Charity's Constitution, applicable law and the requirements of the Statement of Recommended Practice, "Accounting for Charities" revised in March 2005.

### **Objective and activities**

The purpose of the Charity is to provide a coordinated local transport scheme to cater for the individual needs of persons who are elderly, infirm, disabled or otherwise in need of assistance within the Sevenoaks area. Passengers may be recommended by their local medical professionals or may approach the Charity directly. Normally, they will be in need of assistance to attend hospitals, surgeries or other health centres. Passengers contribute to the cost of their transport at favourable rates and drivers are paid a mileage allowance. The transport is provided by volunteers using their own cars. The Charity carries car insurance for third party risks and the protection of the volunteer drivers' no claims bonuses, whilst they carry out their duties.

### **Achievements and performance**

In the year to 31 March 2017, 21 volunteer drivers made 1,100 round trips carrying 730 passengers. These passengers contributed to the cost of their transport at rates which were substantially below those charged by commercial providers.

### **Financial review**

#### **Sources of funding**

The Charity meets its operating costs out of the contributions its passengers pay and the funding it receives from its donors.

#### **Reserves policy**

The Charity's policy is to hold reserves of at least six months' expenditure. At 31 March 2017, reserves stood at exactly six months.

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

The Sevenoaks Volunteer Transport Group was formed by a Constitution on 15 May 1978. Its purpose is to provide transport to take residents of the Sevenoaks area to medical facilities. The trust is governed by the Trustees who meet three times a year.

The Charity's assets consist of its office furniture and equipment, which is expensed in the year of purchase, and its cash reserves held at banks.

The Trustees who have served throughout the year are shown on Page 2. Half their number retire at each Annual General Meeting and are then eligible for reappointment. Apart from payments to three Trustees for mileage expenses in their capacity as volunteer drivers amounting in total to £1,312, the Trustees are unpaid.

The Coordinator & Secretary is a part-time paid employee of the Charity who arranges the transport and acts as secretary to the Trustees.

### **Sevenoaks Volunteer Transport Group**

## Report of the Trustees for the year ended 31 March 2017

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### Acknowledgements

The Charity is indebted to the following local authorities for their generous financial support:

Kent County Council	£1,750
Sevenoaks District Council	500
Sevenoaks Town Council	500
Otford Parish Council	200
Seal Parish Council	200
Westerham Town Council	125
Brasted Parish Council	100
Chevening Parish Council	100
Dunton Green Parish Council	100
Kemsing Parish Council	100
Riverhead Parish Council	100
Shoreham Parish Council	100
	<b>£3,775</b>

In addition, members of the public and passengers contributed a further **£2,616** for which the Charity is most grateful.

Finally, the Trustees thank Sevenoaks Hospital for continuing to make its facilities available.

### The future

The Trustees believe the Charity provides a worthwhile service which satisfies a clear need within the Sevenoaks area. Provided the present level of financial support is maintained, it should be possible to continue this service.

This report was approved by the Trustees on 26 September 2017 and signed on their behalf by:

Chris Holgate - Chairman

## Independent examiner's report to the Trustees of Sevenoaks Volunteer Transport Group

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I report on the accounts of the Charity for the year ended 31st March 2017 which are set out on pages 6 and 7.

### *Respective responsibilities of Trustees and examiner*

The Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 [the 2011 Act] and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

### *Basis of independent examiner's statement*

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### *Independent examiner's statement*

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 130 of the 2011 Act;
- to prepare accounts which accord with the accounting records and comply with the methods and principles of the Statement of Recommended Practice: Financial Reporting Standard for Smaller Entities and the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

12 June 2017

Name: David A R Williams

Address: Red Court, Woodland Rise, Seal, Sevenoaks TN15 0JB

**Sevenoaks Volunteer Transport Group**  
**Statement of financial activities [incorporating an income and expenditure account]**  
**for the year ended 31 March 2017**

	<b>2017</b>	2016
	<b>Unrestricted</b>	Unrestricted
	<b>Total funds</b>	Total funds
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds:		
Contributions from passengers	<b>15,977</b>	14,822
Local authority grants	<b>3,875</b>	4,171
Other grants and donations	<b>2,616</b>	1,095
Gift Aid	<b>83</b>	63
Deposit interest	<b>7</b>	11
<b>Total incoming resources</b>	<b>22,558</b>	20,162
<b>Resources expended</b>		
Coordinator's salary	<b>9,630</b>	9,240
Payments to Drivers	<b>9,956</b>	9,067
Telephone and broadband	<b>649</b>	617
Insurance	<b>325</b>	315
Postage	<b>330</b>	278
Printing & Stationery	<b>152</b>	130
Computing	<b>11</b>	115
Governance costs	-	30
Sundries	<b>20</b>	12
<b>Total resources expended</b>	<b>21,073</b>	19,804
<b>Net movement in funds</b>	<b>1,485</b>	358
<b>Reconciliation of funds</b>		
Total funds brought forward	<b>9,553</b>	9,195
<b>Total funds carried forward</b>	<b>11,038</b>	9,553
	=====	=====

**Sevenoaks Volunteer Transport Group  
Balance Sheet as at 31 March 2017**

		2017		2016
	Note	£	£	£
Debtors	5.	<b>1,546</b>		1,633
Cash at bank		<b><u>10,557</u></b>		<u>9,061</u>
Total current assets		<b>12,103</b>		10,694
Creditors:	6.			
Amounts falling due within one year		<b>1,065</b>		1,141
		<u>          </u>	<b>11,038</b>	<u>          </u> 9,553
Total assets less current liabilities			<b><u>11,038</u></b>	<u>          </u> 9,553
			=====	=====
<b>Funds of the Charity</b>				
Unrestricted funds			<b>11,038</b>	9,553
Total funds			<b><u>11,038</u></b>	<u>          </u> 9,553
			=====	=====

Approved by the Trustees on 22 May 2017 and signed on their behalf by:

Chris Holgate - Chairman

Anthony Weston Smith - Treasurer

## Notes to the financial statements for the year ended 31 March 2017

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### 1. Accounting policies

[a] Basis of accounting. These financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities Act 2011. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities [revised 2005] and Financial Reporting Standard] 102.

[b] Incoming resources. All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

[c] Charitable expenditure. Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

[d] Debtors represent amounts owing to the Charity from passengers for journeys undertaken on their behalf.

[e] Cash at bank represents balances held with NatWest Bank plc. and CAF Bank plc. obtainable on demand.

[f] Creditors represent the amounts owed for volunteer drivers' claims for mileage incurred in the year, the charge from the Charity's provider of telephone and broadband services which was invoiced after the Balance Sheet date and postage stamps bought by the Coordinator for which she was refunded after that date.

### 2. Continuation

There are no material uncertainties about the Charity's ability to continue.

### 3. Public benefit

The Charity is a public benefit entity.

### 4. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

### 5. Debtors

	2017	2016
Amounts due from Passengers	<b>£1,546</b>	£1,633

### 6. Creditors

	2017	2016
Mileage claims due to volunteer drivers	<b>£957</b>	£1,088
Accrued telephone and broadband services	<b>53</b>	53
Postage stamps purchased by Coordinator	<b>55</b>	
	<b>1,065</b>	£1,141
	=====	=====