

**ANNANDALE COMMUNITY TRANSPORT SERVICES  
(COMPANY LIMITED BY GUARANTEE)**

**UNAUDITED FINANCIAL STATEMENTS**

**31<sup>ST</sup> MARCH 2021**

**COMPANY REGISTRATION NUMBER:- SC200686**

**CARSON & TROTTER**

**CHARTERED ACCOUNTANTS  
123 IRISH STREET  
DUMFRIES  
DG1 2PE**

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Company information**

Directors	Mr F Dziejentkowski-Davis Mr G Kitt Mr E Jensen Madam McKerrell of Hillhouse Mr J Scott Mr P Farrell Miss H Crichton Mr D Card Miss E Thompson
Secretary	Ms J Saunders
Company number	SC200686
Charity number	SC029660
Registered office	72 - 74 High Street Lockerbie DG11 2AA
Independent Examiners	Carson & Trotter Chartered Accountants 123 Irish Street Dumfries DG1 2PE
Business address	72-74 High Street Lockerbie Dumfriesshire DG11 2AA

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Contents**

	<b>Page</b>
Directors' report	<b>1 - 4</b>
Independent Examiners' report	<b>5</b>
Statement of Financial Activities (Including Income & Expenditure Account)	<b>6</b>
Balance sheet	<b>7 - 8</b>
Notes to the financial statements	<b>9 - 16</b>

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Directors' report**  
**for the year ended 31st March 2021**

The trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report and the financial statements for the year ended 31st March 2021.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

**Objectives and activities**

The Company activities in the year under review were charitable, in line with the objects:

The provision of community transport and other services for the inhabitants of Annandale and the surrounding areas in need by reason of disablement, poverty, social or economic circumstances.

Annandale Community Transport Services provides vehicle hire for community groups and individuals in need, a Travel Club providing a programme of weekly day trips, driver training and other services designed to meet the transport needs identified in the community.

**Achievements and performance**

The year was hugely disrupted by Covid 19. The decision was taken to extend all group memberships until 31/5/22 as it was unclear what service, if any, ACTS would be able to offer due to lockdowns and distancing requirements.

All measurements of activity show the enormous impact of the pandemic. At 31st March 2021 the organisation had 113 group members and 566 individual members. The Travel Club was not able to operate at all.

There were 155 minibus hires and 321 community car hires. During lockdown the minibuses were used for individual transport until protective screens and other mitigating measures were able to be introduced into the community cars.

Despite the limited operations which were provided (essentially transport to hospital appointments), the ACTS volunteer drivers carried out 522 activities over 2,147 hours. ACTS does not employ any drivers and therefore all services are provided on a volunteer basis. At the start of the pandemic there were 36 volunteer drivers however this has now reduced to about 20; there are ongoing efforts to recruit more volunteer drivers as activities increase. ACTS provided car driver training for 2 new volunteer drivers. There are 2 trainers who can deliver D1 driver training.

There were 4 changes to the vehicle fleet over the year. The 2 Renault Kangoos, which were nearing the end of their useful life, were disposed of as it was clear they could not be upgraded to offer protection from infection for drivers or passengers. Thanks to funding from local trusts (The Arthur Bell of Langholm Trust, The Stevenson Trust and The Bowman Little Trust Fund), Dumfries & Galloway Council's Regionwide Community Asset Fund, Muirhall Energy and Cunninghame Housing Association, a community car (VW Caddy) was purchased for use in the Langholm/Canonbie area which has been very popular and well used. Three new volunteers were recruited to assist in providing the service. At the end of 2020 an application was made to the Community Climate Asset Fund for funding to purchase an electric community car. This was successful and a Nissan eNV200 arrived in February 2021. This has been a learning curve for drivers and staff but is a welcome first step on the road to transforming the fleet to being more environmentally friendly. The fleet now comprises four 16-seater minibuses and four community cars, all of which are wheelchair accessible. Buses are based at Moffat, Lockerbie and Annan, with cars at Langholm, Lockerbie and Annan.

ACTS worked with the Dumfries & Galloway Public Social Partnership for Community Transport, the Council, SWESTRANS, the NHS and other CT providers. ACTS delivers 2 transport schemes - one for hospital patients out with the region and a second, to local hospitals in Dumfries. These provide subsidised journeys to hospital appointments for those who do not meet the criteria for Ambulance transport. The average age of these passengers is over 70.

In addition to charges, the following funding was used towards core running costs:-

Minnygap revenue funding	£10,000.00
D & G Anti poverty grant	5,000.00
ANCBC	12,000.00

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Directors' report**  
**for the year ended 31st March 2021**

Various Covid 19 financial support measures have been essential including Transport Scotland's decision to continue providing Bus Service Operator's Grant and concessionary fare reimbursement at 2019/20 levels, Business Support Grant and the HMRC Job Retention scheme. ACTS was able to access this Scheme and placed staff on furlough once lockdown was implemented. The Vehicle Condition Assistant returned as soon as hires resumed to sanitise vehicles. The Manager returned as and when required to carry out essential functions and organise meetings of the Trustees. It became clear that it would be a considerable time before services would require all staff to be back at work.

Voluntary redundancy was offered to the two Co-ordinators and accepted by one who left employment in September 2020. Once flexible furlough was available, the office staff worked reduced hours to maintain services.

At 31st March 2021, ACTS employed 2 members of office staff to provide administrative services and carry out the day to day running of the organisation. A third, part time member of staff, the Vehicle Condition Assistant, cleans and checks the vehicles. The office is based in Lockerbie in the same building as the Dumfries & Galloway Handyvan Service. This location gives ACTS a prominent position on Lockerbie High Street.

**Financial review**

At the end of 2020-2021 the organisation is solvent, as indicated in the Accounts attached to this Report; the organisation has applied for sufficient funding for the period 2021-2022 to meet ongoing costs. Funding is currently sourced on a year by year basis and this has an impact on the ability of ACTS to plan for the future. The Board remains committed to delivering transport services. There was a surplus of £28,800 for the year compared to a surplus of £18,355 in 2020. At 31st March 2021 there were restricted reserves of £339 and unrestricted reserves totalling £230,300.

**Reserves policy**

The directors have identified the need to maintain a reserve sufficient to cover that would be required to implement an exit strategy. With this in mind, the directors have designated £60,000 for the general provision fund and £32,970 for the vehicle replacement & improvement fund. Unrestricted reserves as at 31st March 2021 are in addition to these amounts.

**Structure, governance and management**

Annandale Community Transport Services (formerly Annandale Transport Initiative) was constituted as a company limited by guarantee and not having a share capital on 12th October 1999 and is governed by a Board of Directors. Directors are appointed in accordance with the terms of the Memorandum and Articles of Association.

Due to ill health, the Chair, William Fergie, stood down on 21/1/21. The Board were keen to recognise his contribution to ACTS over the years and named the new electric vehicle "Fergie".

**Recruitment and appointment**

Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

The elected directors all represent member groups or individuals to ensure that the needs of the members are reflected in the governing body. The directors bring a range of skills to the organisation ranging from business and vehicle experiences and expertise to an understanding of issues facing elderly and disabled groups. In the event of particular skills being required or lost to the organisation, individuals are approached to offer themselves for election to the Management Committee: if they do not represent a member there are two spaces for co-opted directors. One of these spaces has been used to co-opt Mr G Kitt for his financial expertise.

**Induction and training**

New directors are provided with a full induction pack covering operational policies, the organisation and its structure, the business plan and financial information; there is also a briefing by the Manager. Information is also provided about the roles and responsibilities of directors. Directors are encouraged to visit the office base to get a fuller understanding of the work of the charity and have undertaken to participate in regular training where deemed necessary.

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Directors' report**  
**for the year ended 31st March 2021**

**Risk management**

The directors have assessed the major risks to which the charity is exposed in particular those related to the operations and financing of the company and are satisfied that systems are in place to mitigate these risks. All drivers are trained to a nationally recognised standard (Minibus Driver Awareness Scheme Training). Procedures are in place to ensure compliance with health and safety of staff, volunteers and passengers. Workstation assessments have been carried out and will be regularly reviewed. The Manager and the Finance Sub Committee continues to investigate future funding opportunities. Risk assessments were carried out on vehicles to mitigate risk of Covid infections for drivers and passengers.

**Organisational structure**

The Board of Directors of up to 14 members meet on a monthly basis and are responsible for the strategic direction and policy of the charity. Within the board of directors there are four sub-committees focusing on Vehicles, Personnel/Grievance, Marketing/Press and Strategy/Finance, who along with the Manager report back to the Board of Directors with recommendations for action. There is also an ad hoc vehicle purchase sub committee which meets as required.

**Reference and administration details**

Charity Number: SC029660

Company Number: SC200686

Registered Office: 72-74 High Street, Lockerbie, DG11 2AA

Independent Examiners: Linda Brannock BA CA  
Carson & Trotter, Chartered Accountants  
123 Irish Street, Dumfries, DG1 2PE

Company Secretary: Ms J Saunders

The directors as at 31st March 2021 were as follows. All served throughout the year unless otherwise shown.

Mr G Kitt Chairperson/Treasurer  
Mr E Jensen  
Madam McKerrell of Hillhouse  
Mr J Scott  
Miss H Crichton  
Mr F Dziejewicki-Davis  
Mr P Farrell  
Mr D Card  
Miss E Thompson

Mr W Fergie resigned as a director 20th January 2021 and Mr J Dewar resigned 26th November 2020.

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Directors' report**  
**for the year ended 31st March 2021**

**Statement of directors' responsibilities**

The trustees (who are also directors of Annandale Community Transport Services for the purposes of company law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS102);
- make judgements and 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.


The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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.

**Small Company Exemptions**

This report is prepared in accordance with the special provisions of Section 415A of the Companies Act 2006 relating to small companies.

This report was approved by the Board on 29th September 2021 and signed on its behalf by

**Ms J Saunders**  
**Secretary**



**Annandale Community Transport Services**  
**Company limited by guarantee**

**Independent Examiner's Report to the Trustees of**  
**Annandale Community Transport Services**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2021 which are set out on pages 6 to 16.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44 (1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

a. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and

- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;

have not been met; or

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



**Linda Brannock B.A. C.A.**  
**Carson & Trotter**  
**Chartered Accountants**  
**123 Irish Street**  
**Dumfries**  
**DG1 2PE**

**Date: 7th October 2021**



**Annandale Community Transport Services**  
**Company limited by guarantee**

**Statement of Financial Activities (incorporating Income and Expenditure Account)**  
**for the year ended 31st March 2021**

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>Income from:</b>					
Donations and legacies	2	84,593	-	84,593	86,825
Investment income	3	646	-	646	524
Charitable activities	4	23,411	48,386	71,797	85,918
<b>Total Income</b>		108,650	48,386	157,036	173,267
<b>Expenditure on:</b>					
Charitable activities	5	127,567	-	127,567	155,120
Other expenditure	6	244	-	244	164
<b>Total Expenditure</b>		127,811	-	127,811	155,284
<b>Net income/(expenditure) for the year before gains/(losses)</b>	7	(19,161)	48,386	29,225	17,983
<b>Transfers</b>					
Gross transfers between funds		56,547	(56,547)	-	-
<b>Other recognised gains/(losses):</b>					
Other gains/(losses)		(425)	-	(425)	372
<b>Net movement in funds</b>		36,961	(8,161)	28,800	18,355
<b>Reconciliation of funds:</b>					
<b>Fund Balance Brought Forward at 1st April 2020</b>		193,369	8,500	201,869	183,514
<b>Fund Balance Carried Forward at 31st March 2021</b>		230,330	339	230,669	201,869

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 9 to 16 form an integral part of these financial statements.

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Company Number SC200686**

**Balance sheet**

**as at 31st March 2021**

	Notes	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	10		123,575		98,945
<b>Current assets</b>					
Debtors	11	21,591		15,520	
Cash at bank and in hand		102,370		103,662	
		<u>123,961</u>		<u>119,182</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(7,427)</u>		<u>(5,893)</u>	
<b>Net current assets</b>			<u>116,534</u>		<u>113,289</u>
<b>Total net assets excluding pension liability</b>			240,109		212,234
Pension scheme liability	13		(9,440)		(10,365)
<b>Net assets</b>			<u>230,669</u>		<u>201,869</u>
<b>The funds of the charity:</b>					
<b>Unrestricted</b>					
General fund	14		25,484		7,471
Designated fund	14		204,846		185,898
<b>Restricted fund</b>					
Restricted fund	14		339		8,500
<b>Total charity funds</b>			<u>230,669</u>		<u>201,869</u>

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

The notes on pages 9 to 16 form an integral part of these financial statements.

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Balance sheet (continued)**

**Directors' statements required by Section 475**  
**for the year ended 31st March 2021**

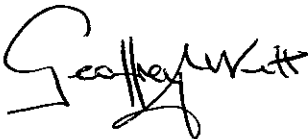
For the year ending 31st March 2021 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

(a) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section Section 476;

(b) the directors' acknowledge their responsibilities for complying with the requirements of the act with respect to accounting records and the preparation of accounts.

The financial statements were approved and authorised for issue by the Board on 29th September 2021 and signed on its behalf by:



**G Kitt**  
**Director**

Company registration number: SC200686

**The notes on pages 9 to 16 form an integral part of these financial statements.**

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 31st March 2021**

**1. Summary of significant accounting policies**

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**1.1. General information and basis of preparation**

Annandale Community Transport Services is a company limited by guarantee registered in Scotland. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the directors report.

The financial statements are prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Annandale Community Transport Services meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

**1.2. Fund accounting**

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

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

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

**1.3. Income recognition**

All income is included in the Statement of Financial Activities when the charity is legally entitled to the income, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Investment income is recognised on a receivable basis.

No amount is included in the financial statements for volunteer time in line with SORP (FRS102).

**1.4. Expenditure recognition**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity and includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. The activity of the charity is providing community transport and as such all support costs are allocated to this activity.

**Annandale Community Transport Services**

**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 31st March 2021**

**1.5. Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Computer equipment	-	Straight line over 3 years
Fixtures & equipment	-	25% Reducing balance
Motor vehicles	-	25% Reducing balance

**1.6. Pensions**

The company participates in a multi-employer defined benefit scheme. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for it as a defined contribution scheme.

**1.7 Taxation**

The Company has charitable status for taxation purposes and accordingly it is not liable to Corporation Tax.

**1.8. Going concern**

At the balance sheet date, the company had a strong net current asset position. At the time of signing these accounts, the directors have considered the effect of the Coronavirus on the going concern position, and consider that this does indicate that the company will continue to trade for a period of at least 12 months from the date of signing these accounts due to the resources available to it and the UK Government support available to businesses during this difficult time.

On that basis, the directors have prepared these financial statements on a going concern basis.

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 31st March 2021**

**2. Donations and legacies**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Core grants received</b>				
Grant income - Core funding	24,666	-	24,666	48,500
Grant income - Covid 19 funding	28,118	-	28,118	-
Bus Services Operators Grant	29,952	-	29,952	25,459
	<u>82,736</u>	<u>-</u>	<u>82,736</u>	<u>73,959</u>
<b>Other donations</b>				
Membership fees	322	-	322	5,052
Donations	1,535	-	1,535	7,814
	<u>1,857</u>	<u>-</u>	<u>1,857</u>	<u>12,866</u>
	<u>84,593</u>	<u>-</u>	<u>84,593</u>	<u>86,825</u>

Of the income from donations and legacies receivable in 2020, all was unrestricted.

**3. Investment income**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Bank interest received	646	-	646	524
	<u>646</u>	<u>-</u>	<u>646</u>	<u>524</u>

Of the investment income in 2020, £524 was unrestricted.

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 31st March 2021**

**4. Income from charitable activities**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Grant & donation income - Minibus	-	48,386	48,386	8,500
	-	48,386	48,386	8,500
<b>Other charitable income</b>				
Hires	1,197	-	1,197	25,389
Hospital transport hires	14,672	-	14,672	19,482
Fares	38	-	38	6,613
MIDAS / PATS training	-	-	-	1,445
D1 training	-	-	-	707
Administration recharges	22	-	22	1,759
Expense recharges	7,482	-	7,482	22,023
	23,411	-	23,411	77,418
	23,411	48,386	71,797	85,918

Of the income from charitable activities receivable in 2020, £77,418 was unrestricted.

**5. Analysis of expenditure on charitable activities:**

	Activities Undertaken Directly	Support & Governance Costs	2021 Total	2020 Total
Community Transport Provision	126,067	1,500	127,567	155,120

Support & governance costs include the following:

	Community Transport 2021	Community Transport 2020
Accountancy and BSOG fee	1,500	1,290
Director expenses	-	319
Room hire	-	53
	1,500	1,662

Of the expenditure on charitable activities in 2020, £155,120 was unrestricted.

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 31st March 2021**

**6. Other expenditure**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Unwinding of discount factor	244	-	244	164
	244	-	244	164

Of the other expenditure in 2020, £164 was unrestricted.

**7. Net income/(expenditure) for the year**

	2021 £	2020 £
Net income/(expenditure) for the year is stated after charging:		
Depreciation and other amounts written off tangible assets	30,728	33,382
(Gain)/loss on disposal of tangible fixed assets	7	-
	30,735	33,382

**8. Independent examiners remuneration**

The independent examiners remuneration amounts to an independent examination fee of £1,000 (2020 - £1,000) and accountancy services of £500 (2020 - £290).

**9. Employees**

	2021 Number	2020 Number
<b>Number of employees</b>		
The average monthly numbers of employees during the year were:	3	4
	3	4
<b>Employment costs</b>		
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	51,877	49,486
Other pension costs	7,359	7,954
	59,236	57,440

Directors received no remuneration (2020 - nil) in the year and no directors received re-imbursment of expenses (2020 - £319).

No employees had employee benefits in excess of £60,000.



**Annandale Community Transport Services**  
**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 31st March 2021**

10. Tangible fixed assets	Computer equipment £	Fixtures & equipment £	Motor vehicles £	Total £
<b>Cost</b>				
At 1st April 2020	9,734	5,921	267,331	282,986
Additions	-	32	56,547	56,579
Disposals	-	-	(15,276)	(15,276)
At 31st March 2021	9,734	5,953	308,602	324,289
<b>Depreciation</b>				
At 1st April 2020	9,061	5,217	169,763	184,041
On disposals	-	-	(14,055)	(14,055)
Charge for the year	351	185	30,192	30,728
At 31st March 2021	9,412	5,402	185,900	200,714
<b>Net book values</b>				
At 31st March 2021	322	551	122,702	123,575
At 31st March 2020	673	704	97,568	98,945

11. Debtors: all receivable within one year	2021 £	2020 £
Trade debtors	17,859	15,520
Other debtors	3,732	-
	21,591	15,520

12. Creditors: amounts falling due within one year	2021 £	2020 £
Trade creditors	5,362	3,876
Other taxes and social security costs	565	1,017
Accruals and deferred income	1,500	1,000
	7,427	5,893

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 31st March 2021**

**13. Pension**

The Company participates in the Scottish Voluntary Sector Pension Scheme (the Scheme). The Scheme is a multi-employer defined benefit (DB) pension scheme. The Scheme is funded and was contracted-out of the State scheme until 31st March 2010, when the Scheme was closed to future accrual.

The Scheme operated a single benefit structure, final salary with a 1/60th accrual rate until 30st September 2007. From October 2007 there were two benefit structures available, final salary with a 1/60th accrual rate and final salary with an 1/80th accrual rate, until the date of Scheme closure on 31st March 2010.

The Scheme closed to future accrual on 31st March 2010. There is currently no intention to wind-up the Scottish Voluntary Sector Pension Scheme and it continues in paid-up form.

The Trustee commissions an actuarial valuation of the Scheme every three years. The main purpose of the valuation is to determine the financial position of the Scheme in order to determine the level of future contributions required so that the Scheme can meet its pension obligations as they fall due.

A full actuarial valuation for the scheme was carried out at 30th September 2011. This valuation showed assets of £66.21m, liabilities of £95.04m and a deficit of £28.83m.

A further full actuarial valuation for the scheme was carried out at 30th September 2014. This valuation showed assets of £88.22m, liabilities of £122.15m and a deficit of £33.93m.

A recent actuarial report produced at 30th September 2017 shows assets of £120.0m, liabilities of £145.9m and a deficit of £25.9m. To eliminate the funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme.

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the scheme liabilities. Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate of 0.86% (2020 - 2.57%) which are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

**Reconciliation of provision at present value**

	<b>2021</b>	<b>2020</b>
	£	£
Provision at start of period	10,365	12,120
Unwinding of discount factor (interest expense)	244	164
Deficit contribution paid	(1,594)	(1,547)
Remeasurements - impact of change in assumptions	425	(372)
Provision at end of period	<u>9,440</u>	<u>10,365</u>

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 31st March 2021**

**14. Funds**

	Funds at 1st April 2020	Income	Expenditure	Transfers	Gains/ (losses)	Funds at 31st March 2021
	£	£	£	£	£	£
Unrestricted funds:						
- general	7,471	108,650	127,811	37,599	(425)	25,484
- designated	185,898	-	-	18,948	-	204,846
Restricted funds	8,500	48,386	-	(56,547)	-	339
	<u>201,869</u>	<u>157,036</u>	<u>127,811</u>	<u>-</u>	<u>(425)</u>	<u>230,669</u>

Grants were received in the year to assist with the replacement of a vehicle with wheelchair accessibility and an electric vehicle. There was also funds brought forward of £8,500. At the year end there was a balance of £339 not spent.

**15. Designated funds**

	2021 £
a) Capital funding grants	100,474
b) Asset Fund	11,402
c) Vehicle Replacement & Improvement Fund	32,970
d) General Provision Fund	60,000
	<u>204,846</u>

a) Grants received for the purchase of vehicles are shown in the Balance Sheet as a designated fund and released to the Statement of Financial Activities in the same proportions as depreciation.

b) Motor vehicles purchased without the use of grant funding are shown in the Balance Sheet as a designated fund and released to the Statement of Financial Activities in the same proportions as depreciation.

c) Funds designated for the purchase of new vehicles or improvements to existing vehicles.

d) This represents a provision to cover the costs in the event an exit strategy has to be implemented.

**16. Analysis of net assets between funds**

	Tangible fixed assets	Other net assets	Total
	£	£	£
Unrestricted funds	123,575	106,755	230,330
Restricted funds	-	339	339
	<u>123,575</u>	<u>107,094</u>	<u>230,669</u>

**17. Related party transactions**

Donations received from trustees in year without any conditions amounted to £350.

No transactions with related parties were undertaken during the year.

The following pages do not form part of the Statutory Financial Statements

**Annandale Community Transport Services**  
**(Company limited by guarantee)**

**Detailed Balance Sheet**  
**as at 31st March 2021**

	2021		2020	
	£	£	£	£
<b>Fixed Assets</b>				
Computer equipment		321		672
Fixtures & equipment		551		704
Motor Vehicles		122,703		97,569
		<u>123,575</u>		<u>98,945</u>
<b>Current Assets</b>				
Debtors	17,859		15,520	
Value added tax	3,732		-	
Bank and cash	102,370		103,662	
		<u>123,961</u>		<u>119,182</u>
<b>Current Liabilities</b>				
Trade creditors	5,362		3,876	
Value added tax	-		510	
P.A.Y.E. outstanding	565		507	
Accruals	1,500		1,000	
		<u>7,427</u>		<u>5,893</u>
<b>Net Current assets</b>		116,534		113,289
<b>Creditors: amounts falling due after more than one year</b>				
Pension scheme liability		(9,440)		(10,365)
<b>Net Assets</b>		<u>230,669</u>		<u>201,869</u>
<b>Represented by</b>				
<b>Unrestricted Funds</b>				
Funds brought forward		7,471		6,636
Movement for the year		18,013		835
		<u>25,484</u>		<u>7,471</u>
<b>Designated Funds</b>				
Capital Funding Grants		100,474		77,725
Asset Fund		11,402		15,203
Vehicle Replacement & Investment Fund		32,970		32,970
General Provision Fund		60,000		60,000
		<u>204,846</u>		<u>185,898</u>
<b>Restricted Funds</b>				
Vehicle purchase grant		339		8,500
<b>Total Charity Funds</b>		<u>230,669</u>		<u>201,869</u>

**Annandale Community Transport Services**  
**(Company limited by guarantee)**

**Detailed Income and Expenditure Account**  
**for the year ended 31st March 2021**

	2021		2020	
	£	£	£	£
<b>Income</b>				
Hires		1,197		25,389
Hospital transport hires		14,672		19,482
Membership fees		322		5,052
Fares		38		6,613
Administration recharges		22		1,759
Grant income - Core funding		24,666		48,500
Grant income - Covid 19 funding		28,118		-
Bus Services Operators Grant		29,952		25,459
Driver Training		199		536
Donations		1,535		7,814
Bank interest received		646		524
		101,367		141,128
<b>Expenditure</b>				
<b>Admin Costs</b>				
Wages and salaries	51,877		49,486	
Staff pension costs	7,359		7,954	
Room hire	-		53	
Insurance	834		786	
Advertising	-		273	
Telephone, internet and postage	1,202		1,995	
Printing, stationery and consumables	244		878	
Travelling and subsistence	758		905	
Computer costs	350		1,464	
Hire of equipment (concessionary card readers)	668		65	
Legal & professional	90		-	
Bank charges	185		85	
Accountancy and BSOG fee	1,500		1,290	
Payroll charges	527		525	
General expenses	220		78	
Subscriptions	293		293	
Other donations	-		150	
		(66,107)		(66,280)
<b>Office costs</b>				
Office rent	2,557		2,493	
Utilities	1,565		1,528	
Cleaning etc	1,224		1,052	
		(5,346)		(5,073)
<b>Carried forward</b>		29,914		69,775

**Annandale Community Transport Services**  
**(Company limited by guarantee)**

	2021		2020	
	£	£	£	£
<b>Brought forward</b>		29,914		69,775
<b>Vehicle costs</b>				
Fuel and oil	(1,375)		865	
Vehicle insurance	8,534		8,662	
Vehicle licensing	723		1,685	
Lift servicing	1,037		1,044	
Miscellaneous motor expenses	59		249	
Servicing and repairs	7,233		9,533	
Tyres	533		1,064	
Volunteer expenses and trip costs	1,352		3,644	
		<u>(18,096)</u>		<u>(26,746)</u>
Net Income/(Expenditure) for year		<u>11,818</u>		<u>43,029</u>
<b><u>Unrestricted Funds</u></b>				
Net Income/(Expenditure) for year		11,818		43,029
Depreciation	30,728		33,382	
(Gains)/losses on disposal of tangible assets	7		-	
Less: Capital Grant released	(33,798)		(25,911)	
Less: Asset Fund released	(3,801)		(5,069)	
		<u>6,864</u>		<u>(2,402)</u>
		18,682		40,627
<b>Other expenditure</b>				
Unwinding of discount factor (interest expense)	244		164	
<b>Pension fund adjustments</b>				
Remeasurements - impact of a change in assumptions	425		(372)	
Remeasurements - amendments to contribution scheme	-		-	
		<u>(669)</u>		<u>208</u>
		18,013		40,835
Transfer to/from designated funds		-		(40,000)
<b>Net movement on unrestricted funds for the year</b>		<u>18,013</u>		<u>835</u>
<b><u>Designated Funds - Capital Funding Grants</u></b>				
Opening Balance		77,725		103,636
Add: Transferred from restricted		56,547		-
		<u>134,272</u>		<u>103,636</u>
Less: Released during year		(33,798)		(25,911)
<b>Capital Funding Grants carried forward</b>		<u>100,474</u>		<u>77,725</u>
<b><u>Designated Funds - Asset Fund</u></b>				
Opening Balance		15,203		20,272
Add: Increase due to assets bought		-		-
		<u>15,203</u>		<u>20,272</u>
Less: Released during year		(3,801)		(5,069)
<b>Asset Fund carried forward</b>		<u>11,402</u>		<u>15,203</u>

**Annandale Community Transport Services**  
**(Company limited by guarantee)**

**Designated Funds - Vehicle Replacement & Investment Fund**

Opening Balance	32,970	22,970
Add: Transferred from general unrestricted funds	-	-
	<hr/> 32,970	<hr/> 22,970
Less: Spent during year	-	10,000
<b>Vehicle Replacement &amp; Investment Fund carried forward</b>	<hr/> <hr/> 32,970	<hr/> <hr/> 32,970

**Designated Funds - General Provision Fund**

Opening Balance	60,000	30,000
Add: Transferred from unrestricted funds	-	30,000
	<hr/> 60,000	<hr/> 60,000
Less: Spent during year	-	-
<b>General Provision Fund carried forward</b>	<hr/> <hr/> 60,000	<hr/> <hr/> 60,000

**Restricted Funds - Vehicles**

Restricted funds brought forward	8,500	-
Add: Received during year	48,386	8,500
	<hr/> 56,886	<hr/> 8,500
Less: Spent during year	(56,547)	-
<b>Restricted Funds carried forward</b>	<hr/> <hr/> 339	<hr/> <hr/> 8,500



**Annandale Community Transport Services**  
**Company limited by guarantee**

**Fixed Asset Schedule**  
**for the year ended 31st March 2021**

	£	£
<b><u>Computer Equipment</u></b>		
<b>Opening Balance</b>		672
Less: Depreciation for year @ 33.33% SL		351
<b>Closing Balance</b>		<u>321</u>

<b><u>Fixtures &amp; Equipment</u></b>		
<b>Opening Balance</b>		704
<b>Additions</b>		
Office heater	32	
		<u>32</u>
Less: Depreciation for year @ 25%		736
		<u>185</u>
<b>Closing Balance</b>		<u>551</u>

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Fixed Asset Schedule**  
**for the year ended 31st March 2021**

	£	£
<b><u>Motor Vehicles</u></b>		
<b>HX64 DNY - cost</b>	52,038	
Aggregate depreciation	41,233	
Depreciation for year @ 25%	2,701	
	43,934	
		8,104
<b>HX64 DHY - cost</b>	53,547	
Aggregate depreciation	41,370	
Depreciation for year @ 25%	3,044	
	44,414	
		9,133
<b>VW Crafter PY66 EDU - cost</b>	54,027	
Aggregate depreciation	32,659	
Depreciation for year @ 25%	5,342	
	38,001	
		16,026
<b>Renault Kangoo GX08 HCY- cost</b>	1,700	
Aggregate depreciation	1,011	
Sold in year	689	
	1,700	
		-
<b>VW Caddy YC12 WWX - cost</b>	10,840	
Aggregate depreciation	4,743	
Depreciation for year @ 25%	1,524	
	6,267	
		4,573
<b>VW Caddy VK69 YLJ - cost</b>	17,995	
Depreciation for year @ 25%	4,499	
	4,499	
		13,496
<b>Improvements - cost</b>	6,076	
Aggregate depreciation	5,957	
Disposed in year	119	
	6,076	
		-
carried forward		51,332

**Annandale Community Transport Services**  
**Company limited by guarantee**

**Fixed Asset Schedule**  
**for the year ended 31st March 2021**

	£	£
<b><u>Motor Vehicles</u></b>		
brought forward		51,332
<b>Nissan Electric WD70 NLK - cost</b>	38,552	
Aggregate depreciation	-	
Depreciation for year @ 25%	1,606	
	<u>1,606</u>	
		36,946
<b>Renault Kangoo RK08 BZY - cost</b>	7,500	
Aggregate depreciation	7,087	
Sold in year	413	
	<u>7,500</u>	
		-
<b>Minibus PX18 YOK - cost</b>	57,108	
Aggregate depreciation	24,985	
Depreciation for year @ 25%	8,031	
	<u>33,016</u>	
		24,092
<b>VW Transporter RE64 TLK - cost</b>	24,495	
Aggregate depreciation	10,717	
Depreciation for year @ 25%	3,445	
	<u>14,162</u>	
		10,333
<b>Closing book value</b>		<u><u>122,703</u></u>