

Which, if any, access groups such as local schools etc are signed up to allow SYF to engage with young persons from the Godalming Area. We approach schools and local youth groups on a case by case basis once we are sufficiently confident that we can run the Soup event. As mentioned above this can be quite a time consuming process involving presentations to schools. We have a list of local schools and other youth groups in the area (noting that the proposed event is to cover Haslemere as well) and will be approaching them shortly to establish contact where we do not already so have.

Are there any measurable outcomes of the project We certainly measure the number of Young People participating; those additionally exposed to the concept and also whether their individual projects have been successful or not (this is the 3 month monitor/evaluation point mentioned in our plan), We also collect data on why participants took part and what they hope to gain from it.

What is the duration of the project and how are any benefits from it maintained. As mentioned above the timescales are quite flexible. The core length of the project is about 3 months - this allows enough time to get the individual groups (from schools or youth organisations) set up[and ready, and to hold the actual Soup event. There is then the 3 month monitor and evaluation period. We see whilst not all the participants will remain involved with Youth Social action; enough of them do and this is how the benefit to society is maintained; aside from the benefits that come out of the individual groups projects.

Looking forward to hearing from you.

Best regards

Andy Jeffery
Acting Town Clerk
Godalming Town Council
01483 523112



www.twitter.com/godalmingtc
www.facebook.com/godalmingtc
www.instagram.com/godalmingtowncouncil

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From: Godalming Town Council | Town Clerk
Sent: 14 December 2017 14:33
To: Andy Jeffery <operations@godalming-tc.gov.uk>
Subject: FW: Application for Grant Aid from Surrey Youth Focus

From: David Halliwell
Sent: 14 December 2017 14:32:20 (UTC) Dublin, Edinburgh, Lisbon, London
To: Godalming Town Council | Town Clerk
Subject: Application for Grant Aid from Surrey Youth Focus

Dear Sir/Madam

Please find enclosed an application form from Surrey Youth Focus for Grant Aid together with associated attachments. Unfortunately, we were unable to scan the application form so this is included as two pictures; the original is in the post to you. Please do let me know if you need any of the attachments in paper form. I have taken the liberty of including a Project description which gives full detail on our proposed project, costs and funders.

Kind regards

David Halliwell MA C Eng C ITP – Finance Manager - 01483 453962 or 07817 327245

David.Halliwell@surreyyouthfocus.org.uk



SURREY YOUTH FOCUS

Championing; Inspiring; Empowering

Sharing perspective; Generating action

www.surreyyouthfocus.org.uk

[@SurreyYF](https://twitter.com/SurreyYF)

Company Limited by Guarantee No: 7531644 Registered Charity No: 1140934

Astolat, Coniers Way, New Inn Lane, Burpham, GUILDFORD GU4 7HL



SURREY YOUTH FOCUS

C H A M P I O N I N S P I R E E M P O W E R

Project and Need

Youth Social Action is a unique project as it inspires young people to take ownership of a problem in their local community and do something about it. Thus creating not only a community lead solution to a problem, but empowered young people as responsible citizens of the future.

This project is to give local young people from across Waverley (but in particular areas around Haslemere and Godalming) a voice on issues in their community. In particular we will undertake the following:

- 1) Youth Practitioners and Teachers briefing - this twilight session introduces "Youth Social Action" exploring the benefits and giving examples of the positive impact it has had on young people's lives. This session also enables professionals to network and identify other potential collaborations.
- 2) Interactions with young people - we provide support and resources for sessions with young people whether they are in a school setting or a youth club. In the past this has included running workshops, tutor sessions, assemblies etc - the support package will be decided at the briefing and based on need. The outcome of these sessions would be issues identified and a project plan initiated
- 3) Interactions with community groups and service providers - we are keen to engage with local service providers to hear the voice of young people and ensure young people have access to appropriate support for their projects (e.g. a sports related project - supported by leisure services/active surrey)
- 4) Youth Soup event - arrange venue, catering, logistics, attendance list and compering
- 5) Seed funding for young people's projects - to help kick start their plan e.g. photocopy posters etc plus a Star prize to be chosen by the Youth Soup audience on the night for the most inspiring project
- 6) Follow up and case studies - 3 months after the event

We cannot tell at this stage what issues your young people will feel passionately about and how they want to address them, but to give you an example from other YSA projects in Surrey we have had park tidy ups to stop antisocial behaviour, anti bullying campaigns, mental health apps to name a few. We have been working with schools to embed this as part of their PSHE and now the DfE has announced Youth Social Action can be used as part of a young person's work experience.

We have spoken to young people, youth workers and have approached schools to take part. There is a huge interest in this project. We have successfully run a number of these projects

in various boroughs around Surrey. At our last such in Guildford, Cllr Peter Martin and Haslemere Town Mayor Malcolm Carter were present and suggested that an event specific to Waverley and in particular the areas around Godalming and Haslemere would be most welcome. Subsequently they have indicated that they could provide some funding towards the costs and thus we are requesting similar funding from yourselves to complete the picture. Details are shown below.

Costings and Funding

Total costs are £3, 785

This covers project management, workshop costs, event costs, soup (!!), seed funding for the young people, broken down as follows.

- 1) Youth Practitioners and Teachers briefing - this twilight session introduces "Youth Social Action" exploring the benefits and giving examples of the positive impact it has had on young people's lives. This session also enables professionals to network and identify other potential collaborations. (2 days to identify key contacts, engage, co-ordinate briefing and deliver = £500)
- 2) Interactions with young people - we provide support and resources for sessions with young people whether they are in a school setting or a youth club. In the past this has included running workshops, tutor sessions, assemblies etc - the support package will be decided at the briefing and based on need. The outcome of these sessions would be issues identified and a project plan initiated (6 days available = £1500)
- 3) Interactions with community groups and service providers - we are keen to engage with local service providers to hear the voice of young people and ensure young people have access to appropriate support for their projects (e.g. a sports related project - supported by leisure services/active surrey) (1 day = £250)
- 4) Youth Soup event - arrange venue, catering, logistics, attendance list and compering (4 days = £1000)
- 5) Seed funding for young people's projects - to help kick start their plan e.g. photocopy posters etc (£20per group x 6 = £120 plus a Star prize £40 to be chosen by the Youth Soup audience on the night for the most inspiring project = total £160)
- 6) Follow up and case studies - 3 months after the event (1.5 days = £375)

We have been promised money from Haslemere Town Charity and we have applied for a members allowance from Cllr Martin as well. To some extent, after a minimum cost of £3, 000, we can shape the event depending upon money available. We believe that an ideal cost is £3, 785 which allows us to plan, produce and follow-up with a good set of young people and their ideas.

From Godalming Town Council we seek the sum of £1, 500.

SURREY YOUTH FOCUS

Operating Budget For the period Apr 17-Mar 18

Income

Unrestricted

Surrey CC grant	£40,000.00
Member Subscription fees	£10,500.00
Member Other Income	£2,000.00
Other Unrestricted Income	£1,000.00
Grant Making Trusts	£0.00
Bank Interest	£200.00
Miscellaneous	£100.00
	£53,800.00

Restricted

YSA Projects	£15,000.00
Other Projects	£64,000.00
	£79,000.00

Total Income £132,800.00

Expenditure

Unrestricted

Staff Costs	£32,424.34
Travel Expenses	£1,300.00
Training (incl courses and fees)	£700.00
Forums and Meetings	£550.00
Office Charges	£3,500.00
IT and Telephones	£6,500.00
Equipment	£1,500.00
Post and Stationery	£1,300.00
Marketing	£800.00
Insurance	£700.00
Professional Fees	£1,500.00
Miscellaneous	£400.00
Membership Expenses	£450.00
	£51,624.34

Restricted

Recovered Staff Costs	£63,950.00
YSA Project Expenses	£2,250.00
Other Projects Expenses & Direct Costs	£12,800.00
	£79,000.00

Total Net Costs £130,624.34

SURPLUS/(DEFICIT)	£2,175.66
Restricted	£0.00
Unrestricted	£2,175.66



SURREY YOUTH FOCUS

Improving the lives of young people by supporting our members

C H A M P I O N I N S P I R E E M P O W E R

Annual Report and Financial Statements, 2016-17

For year ending: 31st March 2017

**Company Limited by Guarantee No 7531644
Registered charity no. 1140934**

Independent Examiner:

Anthony Kelly

Roffe Swayne

Ashcombe Court

Woolsack Way

Godalming

GU7 1LQ



**SURREY
YOUTH
FOCUS**

Contents	Page
Administrative Information	2
Trustees Annual Report	3
Independent Examiner's Report	11
Statements of Financial Activities	13
Balance Sheet	14
Notes to the Financial Statements	16

Surrey Youth Focus
Administrative Information 31st March 2017
Company Limited by Guarantee No 7531644
Registered charity no. 1140934

REGISTERED ADDRESS

Astolat, Coniers Way
New Inn Lane Burpham
Guildford Surrey GU4 7HL

PRESIDENT

Michael More-Molyneux, Lord-Lieutenant of Surrey

VICE PRESIDENTS

John Walshe DL
David Hypher OBE DL

TRUSTEES

Independent Trustees

Lesley Myles MBE JP DL – Chairman
Bernard Stevens FCA - Treasurer &
Company Secretary
Nigel Biggs - Vice Chairman
Alec Sanderson
Carol Brannigan (until Oct 2016)

Young Trustees

Rhiannon Hopkin (until Oct 2016)
Laura-Jane Gravett (Until Oct 2016)

Young Adviser

Alex Tweeddale

Member Trustees

Ian Burks (YMCA East Surrey)
Les Hillman (The Boys' Brigade)
Martin Gerrard QPM DL – Vice
Chairman (Surrey Scouts)
Sarah Ings (Girlguiding Surrey
West)
Maria Angel (N-Factor) (Until Oct
2016)
Dan Eley (Dan Eley Foundation)
(Until Jan 2017)
Dr Beccy Bowden (Surrey SATRO)
(Until Jan 2017)

Chief Executive: Cate Newnes-Smith

Patrons: (as of 31st March 2017)

Richard Whittington
High Sheriff of Surrey 2016/17

Professor Max Lu AO DL
President and Vice-Chancellor
University of Surrey
Mrs Sally Marks
Chairman Surrey County Council

The Rt Revd Andrew Watson,
Bishop of Guildford, Representing
Faith Communities

TRUSTEES' ANNUAL REPORT 2016-17

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. This has been another year of transition for Surrey Youth Focus though one with the prospect of better times. To adjust to the shifting public finances and on going cuts in grant funding, we have laid the foundations for a new future, continuing to serve the youth organisations and young people in Surrey, but with a more diverse range of activities and funding streams. These are starting to bear fruit.

Revenue in this year was £109,887 as compared to £101,089 for the previous year; a small but significant increase. There was a surplus of £5, 798 on unrestricted funds which together a reduction of £4, 441 on restricted funds (which had been at a high level at 31st March 2016) led to an overall surplus of £1, 357.

Surrey Youth Focus is both a charity (Registered Charity No: 1140934) and also an incorporated company (Company Limited by Guarantee No: 7531644, registered in England and Wales.). It is obliged to produce Annual Report and Accounts that meet the requirements of both company law and the charity law.

Consequently, this Annual Report and Accounts is produced in accordance with the requirements of the Charities Act 2011, and the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).. It also complies with relevant company law provisions.

Surrey Youth Focus has income between £25,000 and £500,000 and so is subject to Independent Examination, conducted by Roffe Swayne Chartered Accountants.

The Charity's objects are to benefit young people in Surrey by:

- Promoting good practice and the efficiency and effectiveness of its member organisations;
- Supporting and strengthening the work of its members;
- Helping members to support young people to develop their physical, mental and spiritual capacities to help them mature and have a good quality of life and
- Ensuring that young people's voices, concerns and issues are represented wherever it is most appropriate.

CHAIRMAN'S STATEMENT

We have recognised for some time that the landscape of funding and provision of services is shifting and that maintaining the status quo is not an option. To this end, Surrey Youth Focus has been developing significant new services aiming to secure our financial future and these have progressed significantly during the year.

We have continued to maintain excellent relations with Surrey County Council (SCC) and are pleased to say that we continue to receive our core grant that helps us to deliver the wide variety of services to our members and the wider voluntary youth sector in Surrey. With the agreement of SCC we were able to redirect £18, 889 of funds left in the Youth Small Grants into other programmes; thus reducing our previous high level of restricted funds.

However, we are mindful of the wider economic climate and are aiming to secure our financial future by growing the organisation so that the percentage of money spent on governance and overheads is reduced over time. In addition, we have implemented a more specific time and expense collection system and a renewed monthly reporting system. These changes allow monthly reconciliation of funds, monitoring of progress on projects and a better understanding of overhead and core costs and how they are recovered via fees charged to funders/clients.

In growing the organisation, we seek to diversify income, by identifying and growing a number of service offerings whereby we can utilise our skills and networks to provide a unique cost effective service to customers. Although not all of these will progress to reliable income streams, within the year Youth Social Action, Safeguarding network and Employment collaborations have so done.

At the start of the year, development of Communilab, and specifically brokering services for Company CSR was hoped to become a major income stream. However, despite initial promising signs, as the year progressed it became clear for a number of reasons that a sufficiently attractive market for this service did not exist, so the decision was taken to close this down. We have high hopes of replacing this via work for the Police and Crime Commissioner.

Our services are themed into three areas:

Championing the Youth Sector

We continue to receive excellent feedback about the individual help that we give to members, described by one as the "rock" for them to turn to when they need help. We make introductions, help with business planning, developing skills, and sourcing funding opportunities e.g. CAMHS commission. One of our objectives for the 2017-18 year is to increase the number of members in preparation for a revised membership fee structure to apply from April 2018 onwards. This should more closely align services used by members with fees paid.

We provided regular bulletins and funding bulletins to members, keeping them informed about funding and other important information. We had a higher than industry average click through rate and members have informed us of positive outcomes on funding bids as a result of our help to them.

We have nearly 4000 followers on Twitter including, high profile people such as the Cabinet office, one of the participants in Dragon's Den and senior leaders in businesses. We are making use of this to further the causes of our members and ourselves.

Following on from the Safeguarding Young People Conference held in November 2015 and with the aid of re-allocated funds from the Youth Small Grants programme, we were able to develop a Safeguarding Network which promulgates the latest advice, news, training etc. to a wide network of organisations.

We continued to represent the youth sector with various statutory bodies and statutory boards/committees in Surrey and beyond, including the Surrey Safeguarding Children Board, the Surrey Children and Adolescent Mental Health Services (CAMHS) strategy board and Surrey County Council's Early Help Transformation Board.

Inspiring Collaboration

During the year, we successfully provided a Communilab Service proposition to three separate customers (two commercial organisations and a borough council). By the year end, it was clear that a commercial proposition was no longer valid so this specific programme was closed down. We hope to provide a slightly different service to commercial customers in the future.

Our Youth Work on the Pitch Project operated successfully for the first half of the year and we were very successful in securing funding to sustain the project for the foreseeable future. Sadly, however, the pitch was vandalised and out of action which brought the project to a halt. Since the value of the project came from the pitch being located in close proximity to the target young people, it was not appropriate to relocate to other pitches outside of the target area. We had excess funding for this project, which is being reallocated.

Empowering Young People

We ran a highly successful Surrey Young Superstars awards ceremony to celebrate the achievements of young people in conjunction with Haslemere Travel again in May 2016, sponsored by Savills. This event has now reached a maturity on which we can continue to build.

We sourced funding and ran a number of Youth Social Action programmes in conjunction with members and local schools. Our aim is not to duplicate the valuable work that is already done by schools, youth clubs, uniformed organisations, etc. We want to provide enhanced opportunities which bolster and support existing activities as well as encourage new ones. Our strategy is to have a rolling programmes of activities with good coverage across the county utilising funding from both local councils and local funding bodies. We have a significant pipeline of work established and hope to extend the coverage fully during the 2017-18 year.

Our other major development in this area was the winning of and delivery of a pilot project to help the Police and Crime Commissioner better understand the views of young people around policing in Surrey. This involved the construction of a large-scale survey of young people (over 2, 000 responses) with detailed analysis and suggestions for follow on work.

Governance

The Directors shall comprise:

- at least three and not more than ten individuals and
- at least three and not more than ten persons who are representatives of member organisations.

within overall limits of a maximum of fifteen and a minimum of six directors. A Director shall be appointed either:

- by ordinary resolution of the members at general meeting;
- or by the Board of Directors.

During the year, a number of Trustees resigned for personal reasons thus bringing the Board of Directors down to 8 by year end. As Chairman, I announced my intention not to seek a second term of office but agreed to serve up to a further year until a new Chairman is appointed and in post. With the imminent completion of their maximum 6-year term of three other Trustees, action has been taken to appoint both a new Chairman and up to 6 further Trustees with a broad range of skills and experience to support the growth of SYF going forward.

Four meetings of the Trustee Board were held during 2016-17.

The Board receives standing quarterly reports on the financial position and on the performance against targets in the business plan.

Apart from the main Board of Trustees, we hold meetings of our Management and Finance (M&F) Subcommittee on a quarterly basis. The Management and Finance Committee receives detailed monthly financial management accounts from the Treasurer, and it is here that detailed discussions take place about issues relating to the business plan, governance, risk management and management. Reports and recommendations are then made to the full Board meeting, as necessary.

With the reduction in importance of Communilab brokering service the Communilab Subcommittee has been disbanded.

Surrey Youth Focus is a membership organisation. Full membership shall be open to any Registered Charity, Voluntary Youth Organisation, Youth Social Enterprise or Sports Bodies that are providing services for young people primarily within the County of Surrey, which furthers the objectives of the Charity and which has paid the Annual Subscription for full members as laid down from time to time by the membership in general meeting.

Risk Management

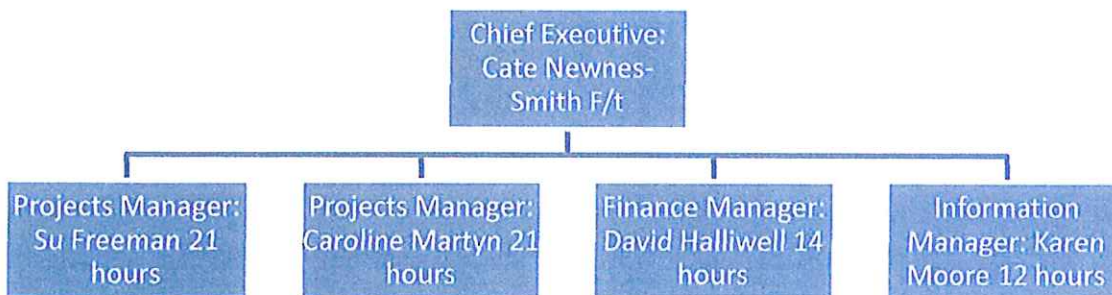
A review of the Risk Register is a standing item on the M&F Committee. The risk register is reviewed by the Board annually. During the year, the Risk Register was completely overhauled and revised so that it was more appropriate to our on-going operations.

Staff Team

Our able staff team has continued to be led by Cate Newnes-Smith. A new Finance Manager was recruited and one team member (Gjoril Berg) left at year end for personal reasons, to be replaced in the new year by Caroline Martyn. Subject to meeting revenue targets, we may well be able to recruit new staff in the new financial year.

As the organisation continues to punch well above its weight and achieve a huge amount of work, it remains a surprise to those who do not know Surrey Youth Focus well that there are only 2.95 FTE worth of staff.

The team now comprises:



Marketing

We continued to keep our website fresh, up to date and relevant. We have achieved good coverage in local papers through our relationships and press releases. Subsequent to the year-end we reached 4000 followers on Twitter.

Our Funders

During the year, aside from our grant and other funding from Surrey County Council, we received funding from the following sources:

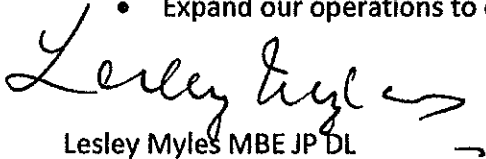
Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

Legal & General, Pennington Manches, The Coleman Trust, The Police and Crime Commissioner of Surrey, Guildford and Runnymede Borough Councils, Community Foundation for Surrey, Allianz, Help & Care, UNUM and Bellinger Donay, for which we would like to record our thanks.

Looking forward to 2017-18

Surrey Youth Focus has good prospects for 2017- 18 when we aim to:

- Continue to expand and bring to maturity our major projects.
- Grow our fledgling projects and develop new seedlings.
- Seek new work which utilises our existing skills and track record.
- Continue to deliver excellent services to members and grow services where appropriate.
- Expand our operations to cover Under 11s.



Lesley Myles MBE JP DL
Chairman

Statement of Public Benefit

The Trustees have considered the guidance provided by the Charity Commission relating to public benefit and its impact on the charity's work, and in particular the requirement that there must be specific identifiable benefits, and ones applicable to the wider public. Trustees consider that both requirements have been met.

Financial Statement

Reserves Policy

The Trustees have examined the Charity's need for reserves in the context of planned activities during 2017/18. This process has included consideration of quantifiable financial risks to the Charity within the context of continued spending cuts by central and local government. This impacts on the charity by way of the loss of income at very short notice. The charity has also looked outside the usual funding sources to sponsorship and funding by commercial partners. The Trustees are aware that this increases the risk of significant deficits in any year and therefore increases the need to carry adequate reserves.

Reserves are needed to:

- Meet the working capital requirements of the Charity
- Allow for the development of new initiatives
- Provide additional resources which enhance the quality of our delivery
- Meet the Trustees' responsibilities
- Provide against any significant drop in short term funding.

At the year-end the level of unrestricted reserves was £34,939. Based on the above criteria, the Trustees aim to achieve a level of reserves sufficient to fund 4 months of core operating costs, which approximates to £40,000.

The current level of reserves is a little below that target and we are actively seeking new sources of funding in order that we can continue to fulfil our objective to enhance the capacity and capability of our members and the voluntary youth sector as a whole.

However, it should also be noted that there was £35,809 in restricted funds and on average in the financial year 65% of our total core costs came out of restricted funds.

Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

Small companies

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

Approved by the Board on 18th July 2017, and signed on its behalf:



Lesley Myles MBE JP DL
Chairman

18/7/17.

Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

Surrey Youth Focus

Independent Examiner's Report to the Trustees of Surrey Youth Focus

I report on the accounts of the company for the period ended 31 March 2017, which are set out on pages 13 to 20.

This report is made solely to the charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of Trustees and Examiner

The Trustees (who are also the Directors of the Company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 report

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 seeking 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:

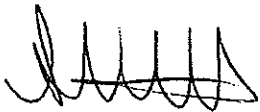
- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006, and

Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



A Kelly FCA

Independent Examiner

Roffe Swayne

Ashcombe Court

Woolsack Way

Godalming

GU7 1LQ

Date: 26/7/17

Surrey Youth Focus

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2017

	Notes	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
INCOMING RESOURCES					
Subscriptions		9,975		9,975	10,320
Consullancy Services		0		0	0
Charitable Activities					
Grants Received	2				
Surrey County Council		40,000	2,700	42,700	51,000
Other Sponsors		0	56,792	56,792	39,250
		<u>40,000</u>	<u>59,492</u>	<u>99,492</u>	<u>90,250</u>
Other Income	3	125		125	146
Investment Income	4	295		295	373
TOTAL INCOME		<u>50,395</u>	<u>59,492</u>	<u>109,887</u>	<u>101,089</u>
RESOURCES EXPENDED					
Charitable Activities					
Direct service delivery	5	0	4,131	4,131	10,422
Staff costs	6	30,993	59,802	90,795	85,787
Office and property costs	7	10,525	0	10,525	12,423
Sundry expenses	8	2,119	0	2,119	2,151
Governance costs	9	960		960	1,800
TOTAL EXPENDITURE		<u>44,597</u>	<u>63,933</u>	<u>108,530</u>	<u>112,583</u>
NET INCOME/(EXPENDITURE)		5,798	-4,441	1,357	-11,494
TOTAL FUNDS AT 1 APRIL 2016		<u>29,140</u>	<u>40,251</u>	<u>69,391</u>	<u>80,885</u>
TOTAL FUNDS AT 31 MARCH 2017		<u>34,938</u>	<u>35,810</u>	<u>70,748</u>	<u>69,391</u>

Surrey Youth Focus (Company No. 7531644)

BALANCE SHEET as at 31 March 2017

	Notes	2017		2016	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	10		-		-
CURRENT ASSETS					
Debtors		0		0	
Cash at Bank		<u>71,708</u>		<u>71,191</u>	
		71,708		71,191	
CREDITORS					
Falling due within one year	11	<u>-960</u>		<u>-1,800</u>	
NET CURRENT ASSETS			70,748		69,391
NET ASSETS			<u>70,748</u>		<u>69,391</u>
RESERVES					
Unrestricted funds			34,938		29,140
Restricted funds			<u>35,810</u>		<u>40,251</u>
			<u>70,748</u>		<u>69,391</u>

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the period ended 31 March 2017.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 2017 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for :

(a) ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and its profit or loss for each financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

The financial statements on pages 13 to 20 were approved by the Trustees on 18 July 2017
and signed on their behalf by:



Lesley Myles MBE JP DL

Chairman

Surrey Youth Focus

18/7/17 .

Surrey Youth Focus
Notes to the Financial Statements
For the year ended 31 March 2017

1. Accounting Policies

General

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention. The transition to FRS 102 has had no impact on its reported financial position or financial performance. Accordingly, no reconciliations of its profit determined under FRSE 2015 at 31 March 2016 to its profit determined in accordance with FRS 102 have been presented.

Income

Income comprises grants, donations, subscriptions, interest and consultancy services.

Fixed Assets

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off each asset over its expected useful life as follows:

- Office Equipment: 33% straight line
- Assets purchased in the year costing in excess of £1,000 are included in the balance sheet
- All other assets are written off in the year of purchase.

Office, Property and Sundry Expenses

These costs are allocated between core operations and major projects on an actual basis.

Governance Costs

These include the Independent Examiner's Fee.

Operating Commitments

The Charity has a 3 year lease with Surrey Community Action for the occupation of its office. The cost is a proportion of the building running costs and there is a 6 month break clause after the first year.

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price

Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

Surrey Youth Focus
Notes to the Financial Statements
For the year ended 31 March 2017

2. Grants Received

	2017		2016	
	£	£	£	£
	Unrestricted	Restricted	Unrestricted	Restricted
Surrey County Council				
Operating Grant	40,000		40,000	
Safeguarding Conference				7,000
Spotlight on Youth Organisations (Former SYN)				2,000
Member Allocation		2,700		2,000
	<hr/>	<hr/>	<hr/>	<hr/>
	40,000	2,700	40,000	11,000
Other Sponsors				
Barclays				10,000
Coleman Trust		2,500		2,500
Legal & General		5,000		
Pennington Manches		4,000		
Other Sponsors		45,292		26,750
	<hr/>	<hr/>	<hr/>	<hr/>
	40,000	59,492	40,000	50,250

We are grateful for funds received from the above and The Police and Crime Commissioner of Surrey, Guildford and Runnymede Borough Councils, Community Foundation for Surrey, Allianz, Help & Care, UNUM and Bellinger Donay

3. Other Income

Other income represents miscellaneous sums received totalling £125 (2016: £146)

4. Investment Income

	2017	2016
	£	£
Bank interest receivable	<hr/> 295	<hr/> 373

Surrey Youth Focus
Notes to the Financial Statements
For the year ended 31 March 2017

5. Direct Service Delivery

	2017		2016	
	£ Unrestricted	£ Restricted	£ Unrestricted	£ Restricted
Surrey Youth Superstars (former Celebration of Youth)				735
West Sussex CVYS legacy				1,320
Youth Social Action		783		2,100
Safeguarding Conference				3,977
Youth Work on the Pitch		165		2,290
H Smith Funding Bulletin		146		
Communilab		0		
Spotlight on Youth		62		
Empowering Young People		687		
Upskilling		22		
SEND Employment		2,266		
	<u>0</u>	<u>4,131</u>	<u>0</u>	<u>10,422</u>

6. Staff Costs

	2017 £	2016 £
Salaries	83,555	78,397
Social security costs	3,330	3,768
Pension contributions	3,910	3,622
	<u>90,795</u>	<u>85,787</u>
Average number of employees (FTE)		
Administration	1.0	1.0
Direct Service Delivery	2.1	1.9
	<u>3.1</u>	<u>2.9</u>

No member of staff received remuneration in excess of £60,000.
£59,802 was charged to restricted funds (2016 - £37,433)

7. Office and Property Costs

	2017 £	2016 £
Insurance	642	640
Office services/maintenance	3,408	2,988
Printing, postage and stationary	986	1,866
Telephone and IT	5,489	6,929
	<u>10,525</u>	<u>12,423</u>

£0 was charged to restricted funds (2016 -£199)
£2,988 of the £3,408 above was due under a lease from Surrey Community Action.
This lease ended 31/3/17, but a new 3 year lease with annual payments of £2,968 is in place.

Surrey Youth Focus
 Notes to the Financial Statements
 For the year ended 31 March 2017

8. Sundry Expenses

	2017	2016
	£	£
Training	305	66
Travel/subsistence	978	1,228
Marketing	296	51
Office equipment	0	160
Meetings	427	467
Legal & Professional Costs	13	0
Other	100	179
	2,119	2,151

£0.00 was charged to restricted funds (2016 - £317)

9. Governance Costs

	2017	2016
	£	£
Independent examiner's fee	960	1,800
	960	1,800

10. Fixed Assets

	Office Equipment			
	Cost	Depreciation		NBV
	£	£		£
1 April 2016	1,773	1,773	0	
Additions	0	0	0	
Disposals	0	0	0	
31 March 2017	1,773	1,773	0	

11. Creditors: Amounts falling due within one year

	2017	2016
	£	£
Other creditors	960	1,800
	960	1,800

12. Trustee Remuneration

No trustee or connected person (who served at any time during the year) received any remuneration or expenses.

13. Independent Examiner's Fee

The fee paid to the Independent Examiner totalled £800 plus VAT

Surrey Youth Focus
 Notes to the Financial Statements
 For the year ended 31 March 2017

14. Restricted Funds

	Balance 01/04/201 6 £	Incoming Resources £	Outgoing Resources £	Transfer* £	Balance 31/03/201 7 £
Communitlab	5,729	14,110	(19,005)		834
^ CWDC (Common Induction)	3,059	0	0	(3,059)	0
Henry Smith Funding Project	2,558	0	(2,558)		0
Start up Fund (YDS Projects)	1,929	0	(1,598)		331
Surrey Young Superstars	0	0	0		0
Surrey Youth News	1,423	0	(1,423)		0
* SCC - Youth Small Grants	18,897	0	0	(18,897)	0
^ Youth Social Action	821	17,119	(5,834)	27	12,133
* Safeguarding Network	2	0	(4,599)	5,700	1,103
^ Youth Work on the Pitch (YWOTP)	2,853	4,978	(1,398)	(2,119)	4,314
Transition to Trading	2,139	2,500	(273)		4,366
* Employment Collaborations	841	0	(8,657)	13,197	5,381
PCC - Empowering Youth	0	15,785	(15,412)		373
^ Upskilling	0	4,999	(3,175)	5,151	6,975
	40,251	59,491	(63,933)	0	35,810

* It was agreed by Surrey County Council to redeploy £5,700 from Youth Small Grants to Safeguarding Network and £13,197 from Youth Small Grants to Employment Collaborations.

^ The money in CWDC was transferred to Upskilling along with some residual funds in YWOTP. This was by agreement with the sponsors

A small correction of £27 was made between Youth Social Action and YWOTP

When agreement is reached it is intended to further transfer the outstanding money in YWOTP to Upskilling.

Youth Social Action funds a number of youth summits in Surrey where young people can meet to discuss issues of concern to them and how these can be resolved

Employment Collaborations is a programme to help young people with special educational needs gain employment.

Upskilling is a programme to enable better coaching of young people from disadvantaged backgrounds.

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation THE CLOCKHOUSE (MILFORD & VILLAGES DAY CENTRE)

2. Contact Name, Address and Telephone Number DAVID KYD, VOLUNTEER & GRANTS
ADMINISTRATOR, THE CLOCKHOUSE, CHAPPELLANE, MILFORD,
GODALMING, SURREY GU8 5EZ 01483 420668

3. Details of Organisation; is it

- a) A Charity?
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration?

4. What are the aims and objectives of the Organisation? TO PROVIDE A SAFE, SECURE AND FRIENDLY
ENVIRONMENT FOR THE ELDERLY BY OFFERING A RANGE OF STIMULATING ACTIVITIES
AND ENTERTAINMENT PLUS SERVICES (CITIROLOGY, HAIRDRESSING ETC). A KEY OBJECTIVE IS
TO ADDRESS ISOLATION AND LONELINESS - TRANSPORT IS PROVIDED BY OUR 2 MINIBUSES

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

AS AN ADDITIONAL INCOME STREAM THE BUILDING CAN BE HIRED FOR
SOCIAL EVENTS, BRIDGE / PILATES. THE CRUSE BEREAVEMENT CHARITY RENTS OFFICE
SPACE.

6. Please state size of membership and annual subscription levels of Organisation. 240 REGULAR
MEMBERS - 29 FROM AARONSHILL, GODALMING TOWN FARNCOMBE AND
CATTERSHALL AND 6 VOLUNTEERS

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation) TO BE GIVEN
AT AGM 23 MARCH

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

SEE PAGE 4 OF THE ANNUAL ACCOUNTS. IN ADDITION OWING TO
DEMAND THE EXERCISE / FALLS AWARENESS AND BALANCE CLASSES HAVE
BEEN EXTENDED TO 4 DAYS A WEEK.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

TIE 3 FIRE/SECURITY DOORS ARE IN NEED OF REPLACEMENT. THEY ARE 20 YRS OLD AND ARE NOT SECURE. IN ONE CASE WATER SEEPS IN DAMAGING THE WOODEN FLOOR IN THE DINING AREA

b) Specify

- Total Estimated Cost	£ 12,960 INCL VAT
- Amount already available	£
- Amount expected to be available at commencement	£
- Dates scheduled to commence and finish	SUBJECT TO SUFFICIENT FUNDS, LATE 2018

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
------	--------------------	-----------------

ELSTED PARISH COUNCIL		£ 1500 APPLICATION ALS
PROVINCIAL GRAND LODGE OF SURREY		£ 1000 MADE TO THE
ROTARY		£ 750 BERNARD SUNLEY
WITLEY PAROCHIAL CHURCH COUNCIL		£ 500 CHARITABLE TRUST
		(AWAITING DECISION)

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 2000

b) Whether you have received a previous grant from the Town Council

- Amount £
 - Date NONE
 - Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

BY RAISING FUNDS FOR CAPITAL PROJECTS OTHER FUND RAISING CAN BE USED SOLELY FOR THE DIRECT BENEFIT OF MEMBERS IE ACTIVITIES, CRAFTS, ENTERTAINMENT, EXERCISE | BALANCE AWARENESS CLASSES, ETC

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed [Signature] Date 27.2.18

Capacity in which signed BOARD MEMBER, VOLUNTEER AND GRANTS ADMINISTRATOR

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

BUDGET FOR THE YEAR ENDED
1st October 2017 to 30 September 2018

	2017/18 Budget	2016/17 Business Plan	2015/16 Actual	2014/15 Actual
	£'000	£'000	£'000	£'000
INCOME				
Grants:				
Waverley Borough Council	43	45	45	40
Others	<u>1</u>	<u>18</u>	<u>12</u>	<u>14</u>
	44	63	57	
Food and shop sales, outings, transport, and miscellaneous takings	103	98	95	102
Hall hire and other income	27	27	26	24
Donations, fund raising and Friends	44	54	60	42
Bank interest and sundry income	1	1	1	1
Legacies	-	-	-	-
	<u>219</u>	<u>243</u>	<u>239</u>	<u>171</u>
OUTGOINGS				
Salaries and staff costs	119	117	114	119
Food, shop, outings and activities	50	50	45	56
Premises costs	32	39	40	36
Management and administration	18	15	23	15
Transport	19	20	20	19
Improvement projects	-	10	10	51
	<u>238</u>	<u>251</u>	<u>252</u>	<u>296</u>
Deficit before depreciation	(19)	(8)	(13)	(125)
Depreciation	(28)	(28)	(28)	(20)
Overall deficit	<u>(47)</u>	<u>(36)</u>	<u>(41)</u>	<u>(145)</u>

Registered Charity No. 1059045

Milford and Villages Day Centre

**Report of the Trustees
and
Financial Statements**

for the Year ended

30 September 2017

Milford and Villages Day Centre

**Index to the Financial Statements
for the Year ended 30 September 2017**

	Page
Company information	2
Report of the Trustees	3 - 5
Independent Examiner's Report	6
Statement of Financial Activities (incorporating Income and Expenditure Account)	7
Balance Sheet	8 - 9
Notes to the Financial Statements	10 - 16

Milford and Villages Day Centre
Company Information
for the Year ended 30 September 2017

Trustees: Mr Clive Webster (Chairman)
Dr Rachel Bray
Mrs Alison Briscoe
Mrs Jose Stead
Mr William Edwards
Mrs Denise Murphy
Mr Dermot Coakley FCA
Mr Robert Andrews

Secretary: Mr Dermot Coakley FCA

Registered Office: Chapel Lane
Milford
Godalming
Surrey
GU8 5EZ

Company Registration No. 3254216

Registered Charity No. 1059045

Independent Examiner: Mrs Sharon Ward BSc FCA CF
Roffe Swayne
Ashcombe Court
Woolsack Way
Godalming
Surrey
GU7 1LQ

Bankers: Lloyds Bank Plc
49 High Street
Godalming
Surrey
GU17 1AT

Santander
Bootle
Merseyside
GIR 0AA

CCLA Investment Management Limited
80 Cheapside
London
EC2V 6DZ

Milford and Villages Day Centre
Report of the Trustees
for the Year ended 30 September 2017

The Trustees (who are also the directors under Company Law) present their Report and the Financial Statements for the year ended 30 September 2017.

OBJECTIVES AND ACTIVITIES

The objective of Milford and Villages Day Centre is "to promote the welfare of the aged in any manner which now is, or hereafter may be deemed by law, to be charitable within the county of Surrey".

The Trustees have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

The mission statement is to make time for people, and offer opportunities and friendship in a stimulating and enjoyable setting, while providing relief for carers.

The Centre operates independently but is recognised by Waverley Borough Council as a core day centre in the borough. It provides services for the elderly within Milford and its eight surrounding villages of Brook, Chiddingfold, Elstead, Hambledon, Hascombe, Thursley, Witley and Wormley.

The Centre operates under the name of The Clockhouse, and it is open 5 days a week as a drop-in centre with a full range of activities, entertainment and lunches.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Milford and Villages Day Centre is a company limited by guarantee, governed by its Memorandum & Articles of Association.

The Board of Directors comprises the Trustees of the charity and they undertake the management function, with committees under the chairmanship of a Trustee empowered to implement the policies approved by the Board. Board meetings are normally held bi-monthly and are attended by the day centre manager to whom day to day management is delegated within defined terms of reference.

The composition of the Board is kept under regular review in order to ensure that The Clockhouse is able to benefit from a wide range of professional skills. To this end there have been a number of changes in recent times.

Potential new trustees are invited to attend meetings before induction and they are provided with documentation and briefings on all aspects of The Clockhouse and its functions.

There is a small team of full and part-time staff to manage the activities of The Clockhouse, and they are supplemented by a group of committed volunteers who carry out a wide variety of tasks and without whom The Clockhouse would not be able to function.

As a core centre in Waverley, The Clockhouse benefits from funding under a 3-year Service Level Agreement from Waverley Borough Council, which amounted to £43,200 in the Financial Year 2016/17. As part of the partnership agreement liaison is maintained with the local authority but it does not participate in the management of The Clockhouse. It is anticipated that this support will continue for a further period and is essential funding for the centre, much appreciated by all at the Clockhouse.

The Trustees prepare a formal Budget each year which enables them to identify the significant factors and risks that The Clockhouse is likely to face in the coming period.

Milford and Villages Day Centre

Report of the Trustees (continued) for the Year ended 30 September 2017

ACHIEVEMENTS & PERFORMANCE

Main events during the last year:

- We continued to benefit from our Service Level Agreement with Waverley Borough Council ensuring their close co-operation and financial support.
- We engaged a new Manager.
- We continued to promote our services around the villages with increased, targeted publicity, with a view to increasing both membership and funding.
- We increased our fundraising through successful grant applications.
- Our fundraising in the year was exceptional as a result of some successful larger-scale events, including a Jazz Picnic and two Golf Days being held in the financial year as well as a number of other events, including, summer and Christmas Fairs, Lecture and Film Nights and a charity car wash day with the help of Surrey Community Action.
- We completed the modernising of our lighting system.
- We furthered links with nearby schools of all age groups.

FINANCIAL REVIEW

The Clockhouse has continued to receive its principal source of funding from Waverley Borough Council, for which we are very grateful, together with donations and grants from other external bodies. In addition, funds are generated by the provision of services, fundraising and external hire income. However, the Trustees are very aware of the pressures that general public spending cuts can bring and, in common with many other similar organisations, funding continues to be difficult. We are fortunate in having a very strong and successful fundraising and grant application resource.

Despite the efforts of our fundraising team, Grant Manager, Trustees, Volunteers and members, we have recorded a deficit on our Unrestricted Funds of £8,623 for the year to 30 September 2017. This is the third successive year that we have regrettably recorded a deficit on Unrestricted Funds although the level of annual deficit has reduced every year over the last three years. The Trustees are looking at ways to reduce and eliminate this going forward.

INVESTMENT AND RESERVES POLICY

The policy is to maintain the free reserves of the charity at a level which equates to between 3 and 6 months' unrestricted expenditure. This provides sufficient funds to continue current activities in the event of a significant drop in income and would be adequate to cover most contingencies.

The level of reserves is monitored and reviewed by the Trustees on a quarterly basis.

Designated Funds are set aside by the Trustees and a significant proportion of these funds have been expended during the year with the completion of the lighting project.

The Trustees have full investment powers and have invested the funds to establish The Clockhouse with a purpose-built building, an extended car park, furniture, fittings and minibuses.

The Trustees have resolved that the cash reserves should be readily accessible and hence they are held on bank deposit earning competitive rates of interest commensurate with security.

Milford and Villages Day Centre

Report of the Trustees (continued) for the Year ended 30 September 2017

PLANS FOR FUTURE PERIODS AND PUBLIC BENEFIT

Our continuing aim is to maintain high levels of service and to bring these to a larger number of people with a particular view to widening our reach to those at risk of alienation in our community. In this regard the Trustees feel that the charity operates with full regard to the published guidance on public benefit by ensuring that the excellent facilities offered are available to the general public in the vicinity. We are looking at increasing the level of entertainment and other activities, with the twin aim of improving the experience of attendees to the day centre and increasing membership.

TRUSTEES

The Trustees in office during the year were as follows:

Mr Clive Webster (Chairman)
Dr Rachel Bray
Mr Tony Kelly (resigned 3 March 2017)
Lady Amanda Strathalmond (resigned 3 March 2017)
Mrs Alison Briscoe
Mrs Jose Stead
Mr David Else (resigned 23 November 2016)
Mr William Edwards
Mr Stephen Bott (resigned 28 November 2017)
Mr Dermot Coakley (appointed 3 March 2017)
Mr Robert Andrews (appointed 9 June 2017)

Signed on behalf of the Board on 6 February 2018

Mr Dermot Coakley - Secretary

Milford and Villages Day Centre

Independent Examiner's Report to the Trustees of Milford and Villages Day Centre

I report on the accounts for the year ended 30 September 2017 set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's report

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 seeking 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Sharon Ward BSc FCA CF
Roffe Swayne
Chartered Accountants
Ashcombe Court
Woolsack Way
Godalming
Surrey
GU7 1LQ

20 February 2018

Milford and Villages Day Centre

Statement of Financial Activities
(incorporating Income and Expenditure Account)
for the Year ended 30 September 2017

	Notes	Unrestricted			2017 Total	2016 Total
		General Funds	Designated Funds	Restricted Funds		
		£	£	£	£	£
Incoming resources:						
Incoming resources from generated funds:						
Voluntary income	2	61,389	-	150	61,539	74,944
Activities for generating funds:						
Fundraising		26,238	-	-	26,238	20,835
Hire of building		19,178	-	-	19,178	26,136
Investment income:						
Deposit interest		429	-	-	429	755
Incoming resources from charitable activities						
	3	97,153	-	24,809	121,962	171,033
		<u>204,387</u>	<u>-</u>	<u>24,959</u>	<u>229,346</u>	<u>293,703</u>
Resources expended:						
Charitable activities						
	4	213,010	-	40,471	253,481	281,247
		<u>213,010</u>	<u>-</u>	<u>40,471</u>	<u>253,481</u>	<u>281,247</u>
Net (outgoing)/incoming resources for the year before transfers						
	8	(8,623)	-	(15,512)	(24,135)	12,456
Total funds at 1 October 2016						
		<u>76,977</u>	<u>94,859</u>	<u>661,958</u>	<u>833,794</u>	<u>821,338</u>
Total funds at 30 September 2017						
	13	<u>68,354</u>	<u>94,859</u>	<u>646,446</u>	<u>809,659</u>	<u>833,794</u>

Milford and Villages Day Centre

(Company Number 3254216)

Balance Sheet
as at 30 September 2017

	Notes	2017		2016	
		£	£	£	£
FIXED ASSETS					
Tangible assets	12		628,175		656,672
CURRENT ASSETS					
Stock		2,264		3,023	
Debtors		7,791		2,383	
Tax recoverable		3,138		3,078	
Prepayments and accrued income		5,808		5,217	
Bank deposit account		154,984		169,556	
Cash and bank balances		21,112		9,136	
			195,097		192,393
CURRENT LIABILITIES:					
Amounts falling due within one year					
Income received in advance		6,120		9,411	
Creditors		3,549		769	
Accruals		3,944		5,091	
			13,613		15,271
NET CURRENT ASSETS					
			181,484		177,122
TOTAL ASSETS LESS CURRENT LIABILITIES					
			809,659		833,794
FUNDS:					
Restricted Funds	13		646,446		661,958
Unrestricted Funds					
General funds		68,354		76,977	
Designated funds		94,859		94,859	
			163,213		171,836
TOTAL FUNDS					
	14		809,659		833,794

Milford and Villages Day Centre

**Balance Sheet
as at 30 September 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2017.

The Trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 30 September 2017 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The financial statements were approved by the Board of Trustees on 6 February 2018 and were signed on its behalf by:

Mr Clive Webster - Trustee

Mr Dermot Coakley - Trustee

Milford and Villages Day Centre

Notes to the Financial Statements For the Year ended 30 September 2017

1. ACCOUNTING POLICIES

The Financial Statements have been prepared under the historical cost convention and are in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and the requirements of the Statement of Recommended Practice "Accounting and Reporting by Charities".

(a) Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:-

Freehold Buildings	2% on cost
Leasehold Property	over the term of the lease
Fixtures and Fittings	20% on the reducing balance
Minibuses	25% on the reducing balance

Included in freehold buildings is an amount of £102,854 relating to the purchase of freehold land and associated legal costs which is not depreciated.

(b) Grants receivable

Capital grants are accounted for on an accruals basis. Revenue grants are apportioned over the period to which they relate; those in respect of specific services are included as income from activities in furtherance of the charity's objects, while those of a more general nature are included with donations.

(c) Legacies

Legacies received in previous years have been designated by the Trustees for use in connection with the project to improve building access, subsequent refurbishment and the installation of solar panels. Legacies are recognised in the accounts as they are received, or certain to be received.

(d) Interest receivable

Interest receivable is accounted for when it becomes due for payment.

(e) Resources expended, and basis of allocation of costs

Expenditure is charged when incurred, on an accruals basis. The majority of expenditure is directly attributable to the operation of The Clockhouse and is shown as a cost in furtherance of the objects of the charity.

(f) Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

(g) Stock

Stock represents items held within the shop and kitchen at the year end and are stated at the lower of cost and net realisable value.

(h) Funds accounting

The funds held are:

Unrestricted General Funds - these can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated Funds – these are set aside by the Trustees out of unrestricted general funds for chosen purposes or projects.

Restricted Funds – these can only be used for particular purposes as specified by the donor.

(i) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate, and receivable or payable within one year, are recorded at transaction price.

Milford and Villages Day Centre

Notes to the Financial Statements
For the Year ended 30 September 2017

	Notes	Unrestricted Designated Funds £	Restricted Funds £	2017 Total £	2016 Total £
2. VOLUNTARY INCOME					
Grant from Waverley Borough Council		43,200	-	43,200	44,800
Donations		3,898	-	3,898	15,093
Friends' donations		14,291	150	14,441	15,051
		<u>61,389</u>	<u>150</u>	<u>61,539</u>	<u>74,944</u>
3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES					
Food and snack bar sales		48,954	-	48,954	50,791
Activities and classes		6,794	-	6,794	7,775
Hairdressing, chiropody, pilates & balance		10,703	-	10,703	8,307
Outings		14,246	-	14,246	8,433
Transport		13,071	-	13,071	15,800
Grants from external bodies	11	-	24,809	24,809	76,085
Membership fees & other income		3,385	-	3,385	3,842
		<u>97,153</u>	<u>24,809</u>	<u>121,962</u>	<u>171,033</u>
4. RESOURCES EXPENDED FOR CHARITABLE ACTIVITIES					
Staff costs	9	101,158	2,000	103,158	113,614
Transport		12,540	1,055	13,595	20,152
Centre expenses:-					
Food and snackbar		22,541	-	22,541	27,880
Outings		15,218	-	15,218	6,991
Activities, classes & entertainment		9,164	147	9,311	10,841
Premises	5	29,930	8,772	38,702	46,954
Insurance		3,340	-	3,340	3,549
Office expenses	6	7,177	-	7,177	6,349
Advertising & staff training		2,535	-	2,535	2,924
Bank charges		60	-	60	18
Other centre expenses		2,767	-	2,767	5,599
Depreciation:					
Buildings		-	17,101	17,101	17,101
Fixtures and fittings		-	227	227	284
Motor vehicles		-	11,169	11,169	10,822
Governance costs	7	6,580	-	6,580	8,169
		<u>213,010</u>	<u>40,471</u>	<u>253,481</u>	<u>281,247</u>

Milford and Villages Day Centre

Notes to the Financial Statements
For the Year ended 30 September 2017 (continued)

	2017 £	2016 £
5. PREMISES COSTS		
Lighting works	6,886	10,214
Repairs, renewals and maintenance	7,275	14,509
Kitchen equipment replacement	3,027	1,579
Car park rental	600	600
Light and heat	4,760	5,278
Water rates	1,717	2,197
Cleaning	14,437	12,577
	<u>38,702</u>	<u>46,954</u>
6. OFFICE EXPENSES		
Telephone	2,302	2,078
Postage	1,357	317
Printing and stationery	813	906
Computer and photocopying	1,662	2,388
Payroll services	1043	660
	<u>7,177</u>	<u>6,349</u>
7. GOVERNANCE COSTS		
Independent examiner's fees	3,820	4,209
Professional fees	2,760	3,960
	<u>6,580</u>	<u>8,169</u>
8. NET OUTGOING RESOURCES		
Stated after charging: Depreciation (net)	<u>28,497</u>	<u>28,207</u>

Milford and Villages Day Centre

Notes to the Financial Statements
For the Year ended 30 September 2017 (continued)

9. EMPLOYEE AND STAFF COSTS

	2017 £	2016 £
The average number of persons employed during the year was 11 (2016: 11).		
The aggregate payroll costs were as follows:		
Salaries	101,045	110,080
National Insurance	1,770	3,452
Pension contributions	343	82
	<u>103,158</u>	<u>113,614</u>

No employee earned in excess of £60,000 either in 2017 or in 2016.

The Clockhouse operates with the valued assistance of many unpaid volunteers who are not included above.

10. TRUSTEES' REMUNERATION AND EXPENSES

No trustee, nor any individual connected with them, has received, or is due to receive, any remuneration or expenses for the year or for the prior year, either directly or indirectly, from the charity.

11. GRANTS FROM EXTERNAL BODIES

	2017 £	2016 £
Grants were received as follows:		
For restricted purposes		
Guildford and Waverley Voluntary Grants Panel - salaries	-	3,767
Minibus	-	50,374
Kitchen equipment & repairs	3,200	1,398
Computer equipment	-	3,500
Department of Transport – fuel subsidy	1,055	1,217
Extend leader	-	3,150
Lighting project	8,994	10,500
Carers	2,000	-
Entertainment of Members	9,560	-
For unrestricted purposes	-	2,179
	<u>24,809</u>	<u>76,085</u>

The Trustees are grateful to the following organisations for their generous support in respect of these named projects:

Lighting Project: Smyth Community Fund
Elstead Parish Council
Witley Parish Council
Godalming Golo
Chiddingfold Parish Council
Waverley Borough Council

Kitchen/Fridge Repairs: Hamamelis Trust

Carers: Hall Hunter Partnership
Provincial Grand Lodge of Surrey

Milford and Villages Day Centre

Notes to the Financial Statements
For the Year ended 30 September 2017 (continued)

12. TANGIBLE FIXED ASSETS

	Freehold Property £	Leasehold Property £	Fixtures and Fittings £	Motor Vehicles £	Total £
Cost:					
At 1 October 2016	846,176	55,886	67,091	88,744	1,057,897
Additions	-	-	-	-	-
At 30 September 2017	846,176	55,886	67,091	88,744	1,057,897
Depreciation:					
At 1 October 2016	267,491	23,710	65,957	44,067	401,225
Charge for year	14,866	2,236	226	11,169	28,497
At 30 September 2017	282,357	25,946	66,183	55,236	429,722
Net book value:					
At 30 September 2017	563,819	29,940	908	33,508	628,175
At 30 September 2016	578,685	32,176	1,134	44,677	656,672

13. MOVEMENT OF FUNDS

	Opening Balance 1/10/16 £	Income £	Expenditure & Transfers £	Closing Balance 30/09/17 £
Restricted funds:				
Land and buildings	611,994	-	17,328	594,666
Motor vehicles	44,678	-	11,169	33,509
Doors	5,000	-	-	5,000
Guildford & Waverley Voluntary Grants Panel	-	-	-	-
Department of Transport	-	1,055	1,055	-
Staff costs	-	2,000	2,000	-
Kitchen Equipment/Repairs	-	3,200	1,886	1,314
Lighting project	286	8,994	6,886	2,394
Entertainment	-	9,710	147	9,563
Total Restricted Funds	661,958	24,959	40,471	646,446
General funds	76,977	204,287	213,010	210,291
Designated fund:				
Improvement and Refurbishment Fund	94,859	-	-	94,859
Total Unrestricted Funds	171,836	204,287	212,910	163,213
TOTAL FUNDS	833,794	229,346	253,481	809,659

Restricted Funds carried forward of 646,446 (2016: £656,672) represent the net book value of the Charity's Tangible Fixed Assets. This sum is not therefore available to meet future expenditure needs.

Milford and Villages Day Centre

Notes to the Financial Statements
For the Year ended 30 September 2017(continued)

13. MOVEMENT OF FUNDS (continued)

The designated funds comprise specific monies set aside for further building improvement and refurbishment works.

The restricted building fund represents the net book value of the freehold day centre and its original fixtures and fittings, together with the cost of subsequent additions and alterations. The fund is reduced by the annual charge for depreciation.

The restricted vehicles fund represents the sums received in connection with the purchase of 2 minibuses. The fund is reduced by the annual charge for depreciation.

MOVEMENT OF FUNDS – PRIOR YEAR

	Opening Balance 1/10/15 £	Income £	Expenditure & Transfers £	Closing Balance 30/09/16 £
Restricted funds:				
Land and buildings	629,380	-	17,386	611,994
Motor vehicles	7,159	50,374	12,855	44,678
Doors	-	5,000	-	5,000
Guildford & Waverley Voluntary Grants Panel	-	3,767	3,767	-
Department of Transport	-	1,217	1,217	-
Activities	-	3,150	3,150	-
Kitchen equipment	-	1,398	1,398	-
Lighting project	-	10,500	10,214	286
Computer equipment	-	3,500	3,500	-
Total Restricted Funds	636,539	78,906	53,487	661,958
General funds	89,940	214,797	227,760	76,977
Designated fund:				
Improvement and Refurbishment Fund	94,859	-	-	94,859
Total Unrestricted Funds	184,799	214,797	227,760	171,836
TOTAL FUNDS	821,338	293,703	281,247	833,794

14. ANALYSIS OF NET ASSETS BY FUNDS

	Restricted Funds £	Designated Funds £	General Funds £	Total £
Fund balances at 30 September 2017 are represented by:				
Tangible fixed assets	628,175	-	-	628,175
Net current assets	18,271	94,859	68,354	181,484
	646,446	94,859	68,354	809,659

Milford and Villages Day Centre

**Notes to the Financial Statements
For the Year ended 30 September 2017(continued)**

15. GUARANTEE

The company has no share capital and is limited by guarantee. The liability of each member in the event of a winding up, as stated in the Memorandum of Association, is an amount not exceeding £10.

16. CONTROLLING PARTY

There is no overall controlling party.

17. RELATED PARTY TRANSACTIONS

Mr Tony Kelly, one of the former Trustees, is a partner of Roffe Swayne, the charity's Accountants. Transactions with Roffe Swayne during the year, under normal trading conditions, amounted to £3,820 (2016: £4,209).

18. TRANSITION TO FRS102

The accounts for the year ended 30 September 2017 were prepared under SORP 2005. The charity has adopted SORP (FRS102) for the first time in the year ended 30 September 2017.

In adopting SORP (FRS102) there has been no impact on the charity's reported financial position. Accordingly, no reconciliations of the charity's funds or surplus have been reported.

RECEIVED
04 APR 2018

GODALMING TOWN COUNCIL

Application for Grant Aid

- 1. Name of Voluntary Organisation Godalming Cycle Campaign
- 2. Contact Name, Address and Telephone Number Richard McTurraith,
3, Lower Manor Rd, Farncombe, Surrey GU7 3EG.
Tel: 01483 414093 email mciturraithrichard@gmail.com

- 3. Details of Organisation; is it
 - a) A Charity?
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?

The Godalming Cycle Campaign is an unincorporated legal body. It is not a charity or a trust just a small group of local cycling enthusiasts.

- 4. What are the aims and objectives of the Organisation? To promote cycling and better cycling facilities in Godalming including the Guildford Godalming Greenway project.
- 5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

No

- 6. Please state size of membership and annual subscription levels of Organisation. _____

Membership is currently around 17 people and the suggested voluntary annual subscription is £5.00

- 7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims
 - b) Copy of accounts (these will not be required for a new organisation)
 - c) Copy of budget for current financial year
 - d) Copy of last annual report to members (this will not be required for a new organisation)

- 8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

7. We do not currently have any of these documents however we are working on a statement of aims, accounts and a bank account are being set up. We do not have a current budget as we have almost no expenditure and currently no annual report.

8. In the past year we have drawn up detailed plans for a system of cyclepaths throughout Godalming and this documentation will shortly be presented to the Town Council. We are also in the process of setting up a website dedicated to these plans.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

Grant aid in kind in the form of the use of one of the Town Council's meeting rooms once a month for 2 hours on a Wednesday evening to hold our monthly committee meetings.

- b) Specify
- Total Estimated Cost £
 - Amount already available £
 - Amount expected to be available at commencement £
 - Dates scheduled to commence and finish

10. Are you applying for or have you already received other financial assistance for this project? *no*
Please provide details:-

Body	Amount Applied For	Amount Received
------	--------------------	-----------------

11. What level of financial assistance are you seeking from Godalming Town Council? State:

- a) Amount £ *12 x 2 hours per week = £168 per annum*
- b) Whether you have received a previous grant from the Town Council → *NO*

- Amount £
- Date
- Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

Improved cycling facilities in Godalming including the building of the Guildford Godalming Greenway project and increased cycling by Godalming residents.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed *R. McEwan* Date *3 April 2018*

Capacity in which signed *Treasurer for Godalming Cycle Campaign*

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation: ***Waverley Hoppa Community Transport***

2. Contact Name, Address and Telephone Number: ***Steve Forward
Unit 8, TowerGate Business Centre, Combe Lane, Wormley, Surrey GU8 5SZ
01428 681710***

3. Details of Organisation; is it:
 - a) A Charity? ***Yes – Charity Number 1104954***
 - b) A Trust?
 - c) A Private Limited Company? ***A Company Limited by Guarantee & Non-Profit***
 - d) Affiliated to any National Body? ***Member of the Community Transport Association***
 - e) Any other official registration? ***Data Protection, VAT Registered***

4. What are the aims and objectives of the Organisation?
***Hoppa aims to provide affordable, accessible, door-to-door transport to those who cannot access public transport, because they may have a disability, mobility issues or may be rurally isolated.
Our objectives are: Reduce levels of rural isolation, promote independence and social inclusion and provide access to all local health facilities.***

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If **YES**, please provide full details.
Hoppa as does create revenue streams via various transport contracts undertaken on a non-profit basis and from fare income. This direct trading activity helps support the loss-making dial-a-ride operations and services such as our dial-a-ride services and the Hospital Hoppa. Hoppa's predicted turnover for 2017/18 is in the region of £1m, with approximately 18% coming from grant funding support.

6. Please state size of membership and annual subscription levels of Organisation.
Our membership currently stands at approximately 5,000, of which 1,600 reside in the Godalming area and 691 of those live in the town of Godalming.

7. Please enclose the following information as applicable to your Organisation:
 - a) Constitution or aims
 - b) Copy of accounts (these will not be required for a new organisation)
 - c) Copy of budget for current financial year
 - d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

Hospital Hoppa: This service provides an accessible door to door, non-emergency patient transport service for the residents of Godalming & Haslemere and the surrounding villages, who do not qualify for free NHS Transport. The service goes to the Royal Surrey County Hospital, all other health facilities in the Guildford area and all other health facilities between Haslemere and Guildford.

- b) Specify
- Total Estimated Cost £55,000
 - Amount already available £22,000
 - Amount expected to be available at commencement £ 0
 - Fare income (estimated) £13,000
 - Dates scheduled to commence and finish - April 2017 to March 2018

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
Haslemere Town Council	£5,000	£5,000
Royal Surrey County Hospital	£15,000*	£15,000
Care Haslemere	£1,500**	£1,500
Godalming Lottery (GoLo)	£500	£500

*This was a one-off donation rather than a grant we applied for, with much help from J Hunt MP

** This is a quarterly donation based on the number of passengers transported from Haslemere Town. Total donation for the year is expected to be approximately £3,000.

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount: **£5,000**

b) Whether you have received a previous grant from the Town Council

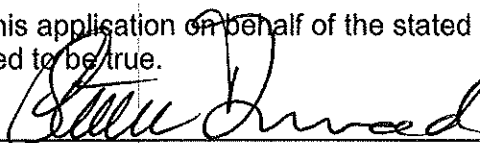
- Amount: £5,000
- Date: January 2016
- Project: Hospital Hoppa

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

Since the its conception the Hospital Hoppa service has delivered over 20,000 passenger journeys, 20% of those journeys for wheelchair users to the Royal Surrey County Hospital and other local health facilities. Approximately 35% of those journeys originated in the Town of Godalming. The service benefits those who need to access local health facilities who cannot use public transport because they may have a disability, mobility difficulties or rurally isolated. The service also benefits those who are on fixed incomes and simply cannot afford any other form of transport such as taxis. The return fare from the Godalming area to the Royal Surrey County Hospital by taxi is approximately £50.00. The single fare for the same journey on the Hospital Hoppa service is currently £10.00 and £2.50 for carers and companions, which represents excellent value for money.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed



Date: 31.10.2017

Capacity in which signed: General Manager

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HR.

Please note that financial information provided may be discussed in a public forum.

Waverley Hoppa Community Transport 2017/18 Budget Final - As of 04

PROFIT & LOSS BUDGET

	Apr-17	May-17	Jun-17	Jul-17	Aug-17
TURNOVER					
Demand Responsive 4000-4099	5,363	5,272	5,454	5,726	5,272
SCC Mainstream Contract Travel 4100-4299	8,059	17,014	17,909	12,536	0
SCC SEN Contract Travel 4300-4499	15,301	32,212	33,823	23,756	0
Other SCC Contract Travel	2,308	2,518	2,457	2,518	2,719
Hospital Hoppa 4500-4599	1,100	1,100	1,100	1,100	1,100
Group Travel - 4800-4809	300	300	300	300	300
Other Contract Travel 4810-4819	13,330	13,330	14,596	13,963	14,596
Grants 4700-4799	52,075	75	75	27,075	75
Donations - 4820-4829	100	100	100	100	100
Other Income - 4900-4999	253	253	253	253	253
TOTAL REVENUE	98,189	72,174	76,067	87,328	24,415
DIRECT TRANSPORT COST					
Drivers Wages Costs 5000-5099	33,866	46,929	43,795	37,334	25,414
Vehicle Equipment & Livery 5200-5249	50	50	50	50	50
Agency Staff 5250-5299	0	0	0	0	0
Drivers' Training & H&S 5100-5199	175	175	175	175	175
Drivers travel subsistence etc. - 5300	25	25	25	25	25
Medicals & CRB's 5350-5399	75	75	75	75	75
Clothing 5400-5449	250	250	250	250	250
Vehicle fleet insurance - 5500-5549	2,000	2,000	2,000	2,000	2,000
Vehicle licences - 5600-5699	227	227	2,500	227	227
Fuel net of BSOG - 5700-5799	4,588	7,029	-605	6,009	3,980
Vehicle Garaging 5800-5899	75	1,575	2,075	75	75
Vehicle Hire Charges 5850	200	200	200	200	200
TOTAL DIRECT TRANSPORT COST	41,531	58,536	50,540	46,420	32,471
TRANSPORT REPAIR & MAINTENANCE					
Vehicles Repair 6000-6299	1,630	1,630	1,630	1,630	1,630
Vehicle Maintenance 6300-6599	2,810	2,810	2,810	2,810	2,810
Tyres - 6600-6999	500	500	500	500	500
TOTAL TRANSPORT REPAIR & MAINT	4,940	4,940	4,940	4,940	4,940
GROSS PROFIT	51,718	8,698	20,587	35,968	-12,996
OVERHEADS					
Office Staff Salaries 7000-7099	15,683	15,683	15,683	15,683	15,683
Directors' expenses 7100-7199	25	25	25	25	25
Rent & Service Charge - 7500-7599	0	0	175	0	0
Rates 7600-7699	129	129	129	129	129

Light heat & power - 7700-7799	115	115	115	115	115
Stationery, Postage & Telephone 7800-7899	1,620	1,020	1,020	1,020	1,020
Miscellaneous Office Expenses 7900-7999	200	200	200	200	200
Repairs & Renewals 8100-8199	50	50	2,450	50	50
Travelling & Subsistence - 8200-8249	100	100	100	100	100
IT Maintenance and development - 8250-8299	1,175	175	175	1,775	175
Recruitment & Training - 8300-8399	250	250	250	250	250
Publicity 8600-8699	200	200	200	200	200
General Insurance 8700-8799	350	350	350	350	350
Audit & Accountancy Fees- 8800-8899	50	50	800	5,300	50
Professional Fees - 8900-8999	650	650	650	650	650
Depreciation Vehicles - 9000	7,886	7,886	7,886	7,886	7,886
Depreciation - Premises & Equipment - 9051	256	256	256	256	256
Bank charges/Interest Paid 9100-9199	5	5	5	5	5
Subscriptions and Donations	50	50	50	50	50
Entertainment	50	50	3,550	50	50
OVERHEADS TOTAL	28,844	27,244	34,069	34,094	27,244
NET SURPLUS	22,873	-18,546	-13,483	1,874	-40,240

115	115	115	115	115	115	115	1,380
1,020	1,020	1,020	1,020	1,020	1,020	1,020	12,840
200	200	200	2,500	200	200	200	4,700
50	50	50	50	50	50	50	3,000
100	100	100	100	100	100	100	1,200
175	175	175	175	175	175	175	4,700
250	250	250	250	250	250	250	3,000
200	200	200	200	200	200	200	2,400
350	350	350	350	350	350	350	4,200
800	2,550	50	800	1,250	50	800	12,550
650	650	650	650	650	650	650	7,800
7,886	7,886	7,886	7,886	7,886	7,886	7,886	94,632
256	256	256	256	256	256	256	3,072
5	5	5	5	5	5	5	60
50	50	50	50	50	50	50	600
50	50	50	50	50	50	50	4,100
28,169	29,744	27,244	30,469	28,444	27,244	36,382	359,192
-14,827	52,757	-9,806	-18,656	22,168	-19,156	-21,502	-56,542

Registered number: 04989679
Charity number: 1104954

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2 - 7
Independent auditors' report	8 - 9
Statement of financial activities	10
Balance sheet	11 - 12
Cash flow statement	13
Notes to the financial statements	14 - 29

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2017

Trustees

R H Knight
A M Fox
J J Brydon
A J D Boughton
R I Stansbury (appointed 21 April 2016)
S C Naughally (appointed 21 April 2016)
J G Cumming (resigned 21 May 2016)

Company registered number

04989679

Charity registered number

1104954

Registered office

Unit 8 Towergate Business Park, Coopers Place, Godalming, Surrey, GU8 5SY

Company secretary

A R W Carrington

Independent auditors

Wise & Co, Wey Court West, Union Road, Farnham, Surrey, GU9 7PT

Solicitors

Carrington & Associates, 8-12 New Bridge Street, London, EC4V 6AL

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2017

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Waverley Hoppa Community Transport (the company) for the year ended 31 March 2017. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

a. POLICIES AND OBJECTIVES

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

Policies and objectives are defined by the Memorandum of Association as refined by the advice of experts and approved by the Board.

b. STRATEGIES FOR ACHIEVING OBJECTIVES

Strategies for achieving objectives are defined by a 5 yearly business plan and a budget prepared annually by the General Manager and Board, presented to the local authority and distributed to appropriate parties.

c. ACTIVITIES FOR ACHIEVING OBJECTIVES

Activities for achieving objectives are the provision of subsidised transport services in the locality of Waverley Borough and limited commercial services to support the primary activities.

d. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT

The organisation's core activities are the provision of dial-a-ride transport within Waverley Borough to anyone unable to utilise public services by reason of age, disability or remoteness.

The Trustees have given full regard to the Charity Commission's guidance on public benefit, and are confident that, while our customers clearly benefit from transportation, there is a benefit to the wider public in terms of addressing rural isolation, and promoting the wellbeing and social inclusion of our customers.

e. VOLUNTEERS

The company is managed by unpaid Board members, a small professional management team and a staff of employed drivers.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Achievements and performance

a. KEY FINANCIAL PERFORMANCE INDICATORS

The Trustees use two main financial indicators – the proportion of grant funding to total income, and net income or expenditure generated.

Grant funding in the year represented 22% of income (2016: 22%). The Trustees have been pursuing a deliberate strategy of contracting commercial routes – to Schools, Day Centres etc. – to subsidise the core dial-a-ride operation. In this way we have been able to minimise the need for increased public funding to maintain our objectives.

Net income or expenditure – in the year to 31 March 2017 the organisation reported net expenditure of £17k (2016: £55k). The majority of this was from restricted funds, being the core dial-a-ride services. These services are subsidised by the commercial routes undertaken under contract with Surrey County Council.

b. REVIEW OF ACTIVITIES

In the period of review the organisation continued to provide transport services within the ambit of the operations described in its original Business Plan.

At the end of the year Hoppa reported a deficit of £17k (2016: £55k). This result reflects continued support from Waverley Borough Council and Surrey County Council in terms of grants, as well as the continued subsidisation from our commercial activities.

The organisation's core activities are the provision of demand responsive transport within Waverley Borough, mainly assisting those with disabilities and the elderly who are unable to utilise public services by reason of remoteness or access difficulties. These priority services assist in reducing social exclusion among the disadvantaged and in the year some 25,128 passenger trips were made.

Other community support services covers school runs – both mainstream and Special Educational Needs – Group Transport contracts (e.g. Alzheimers Society) and transporting passengers to Day Centres. A total of 48,228 passenger trips were made in this service category during the year.

c. FUNDRAISING ACTIVITIES/INCOME GENERATION

During the year Farnham Town Council sponsored a "Hoppa vehicle fund". This involved local businesses and individuals pledging money for a new vehicle to be used on the Farnham routes. A total of over £30k was raised and used to buy a new accessible bus which arrived in March 2017.

d. INVESTMENT POLICY AND PERFORMANCE

There is no policy to invest in assets other than the premises and vehicles utilised for delivering the services.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Financial review

a. GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES

The Trustees have identified two main financial risks – loss of grant funding, and the inability to fund replacement of our key capital asset, the vehicles themselves.

In terms of grant funding the largest single amount comes from Waverley Borough Council. Hoppa are operating the second three year term of a Service Level Agreement with Waverley; this agreement provides certainty of income in exchange for quarterly performance reviews. Both parties have found this arrangement to be very beneficial and hope to renew this every three years. Other grants are received from other County, Town and Parish Councils. Hoppa minimise risk to these grants by maintaining regular contact with all these stakeholders, updating them on our operational and financial situation.

Hoppa operate twenty seven vehicles, mostly minibuses with wheelchair access. There is a Board target to maintain an average vehicle life of between five and six years, with no vehicle being older than twelve years. This gives rise to a capital requirement of over £100k every year to replace older vehicles; the funding for this needs to be provided from net income, capital grants or other fundraising. In terms of risk the Trustees have considered options of debt financing, as well as maintaining vehicles for longer, albeit likely to incur greater repair costs.

c. RESERVES POLICY

There is a monthly review of likely operating expenses and income, grants, donations and requirements for replacing vehicles, all to ensure the ability to continue providing services throughout a forthcoming period of at least 6 months.

d. DEFICIT

In the year to 31 March 2017 Hoppa has reported a deficit of £17k (2016: deficit £55k) before actuarial gains. The Trustees approve an annual budget with a target of generating net income before depreciation, to be used for capital funding. Before vehicle depreciation the company generated net income and the funds generated have been earmarked for further vehicle replacements.

e. PRINCIPAL FUNDING

Local authority grants and donations from parish councils and charitable institutions comprise 22% of funding (2016: 22%), the balance being generated by operating income. The reliance on grant funding continues to reduce as a result of a deliberate strategy by the Trustees.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Structure, governance and management

a. CONSTITUTION

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 9 December 2003.

The charity was formed in succession to Waverley Community Transport and assumed all that company's assets and liabilities with effect from 31 March 2004.

The principal object of the company is to provide relief to the inhabitants of the Borough of Waverley in Surrey whose access to transport is affected by age, mental or physical disability, poverty or rural isolation, and in particular to provide and maintain non-profit community transport services and to assist the charitable work of organisations and bodies engaged in promoting relief of such persons through the provision of appropriate services.

The objectives have not been amended during the year.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

All Trustees receive explanatory documentation from Companies House and the Charities Commission and an introductory briefing with the Chairman, Operating Director and General Manager and attend a full Board meeting as an observer before appointment. Subsequently each Board member receives financial results, board minutes, budgets, draft business plans and a health and safety manual.

d. PAY POLICY FOR SENIOR STAFF

The General Manager is the senior member of staff and a key employee. The Trustees policy is to ensure that this employee is remunerated on a par with commercial enterprises, and use a combination of salary and performance bonus to achieve this.

e. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Chairman, Operating Director, General Manager and Board meet monthly and are advised quarterly by local authority Councilors and experts. Limits of decision making authority are defined by reference to magnitude and banking mandates by Board authority.

f. RELATED PARTY RELATIONSHIPS

The Trustees and senior staff make a declaration each year concerning related parties. There were no transactions with related parties during the year.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Plans for future periods

a. FUTURE DEVELOPMENTS

In a climate of financial challenge for our local authorities, who are our key sponsors, Hoppa continues to subsidise its core services by bidding for, and winning, contracts to provide community transport routes wherever they fit within the operational criteria.

TRUSTEES' LIABILITY

The Trustees of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

SMALL COMPANY PROVISIONS

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

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of Waverley Hoppa Community Transport for the purposes of company law) are responsible for preparing the Trustees' 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 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

DISCLOSURE OF INFORMATION TO AUDITOR

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the company's auditors in connection with preparing their report and to establish that the company's auditors are aware of that information.

This report was approved by the Trustees on 17/8/17 and signed on their behalf by:



R I Stansbury
Trustee

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WAVERLEY HOPPA COMMUNITY
TRANSPORT**

We have audited the financial statements of Waverley Hoppa Community Transport for the year ended 31 March 2017 set out on pages 10 to 29. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

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

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit, the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with those financial statements and such reports have been prepared in accordance with applicable legal requirements.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF WAVERLEY HOPPA COMMUNITY
TRANSPORT**

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustee's Report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a Strategic report.

Turner

Treena Turner FCA (Senior statutory auditor)
for and on behalf of

Wise & Co
Chartered Accountants
Statutory Auditors
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

Date: *30 August 2017.*

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017**

	Note	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
INCOME FROM:					
Donations and legacies	2	39,306	3,436	42,742	32,690
Charitable activities	3	181,309	729,485	910,794	869,149
Investments	4	-	20	20	42
Other income	5	-	2,631	2,631	270
TOTAL INCOME		220,615	735,572	956,187	902,151
EXPENDITURE ON:					
Charitable activities	7,10	259,286	714,061	973,347	956,948
TOTAL EXPENDITURE	11	259,286	714,061	973,347	956,948
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS					
Transfers between Funds	20	(38,671) 21,600	21,511 (21,600)	(17,160) -	(54,797) -
NET EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES					
		(17,071)	(89)	(17,160)	(54,797)
Actuarial gains on defined benefit pension schemes	24	-	22,000	22,000	67,000
NET MOVEMENT IN FUNDS		(17,071)	21,911	4,840	12,203
RECONCILIATION OF FUNDS:					
Total funds brought forward		164,877	274,647	439,524	427,321
TOTAL FUNDS CARRIED FORWARD		147,806	296,558	444,364	439,524

All activities relate to continuing operations.

The notes on pages 14 to 29 form part of these financial statements.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)
REGISTERED NUMBER: 04989679

BALANCE SHEET
AS AT 31 MARCH 2017

	Note	£	2017 £	£	2016 £
FIXED ASSETS					
Tangible assets	15		491,805		415,993
Investments	16		1		1
			<u>491,806</u>		<u>415,994</u>
CURRENT ASSETS					
Debtors	17	132,061		105,184	
Cash at bank and in hand		127,472		187,798	
		<u>259,533</u>		<u>292,982</u>	
CREDITORS: amounts falling due within one year	18	<u>(115,551)</u>		<u>(110,885)</u>	
NET CURRENT ASSETS			<u>143,982</u>		<u>182,097</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>635,788</u>		<u>598,091</u>
CREDITORS: amounts falling due after more than one year	19		<u>(99,424)</u>		<u>(52,567)</u>
NET ASSETS EXCLUDING PENSION SCHEME LIABILITIES			<u>536,364</u>		<u>545,524</u>
Defined benefit pension scheme liability	24		<u>(92,000)</u>		<u>(106,000)</u>
NET ASSETS INCLUDING PENSION SCHEME LIABILITIES			<u>444,364</u>		<u>439,524</u>
CHARITY FUNDS					
Restricted funds	20		147,806		164,877
Unrestricted funds:	20				
Unrestricted funds excluding pension liability		388,558		380,647	
Pension reserve		<u>(92,000)</u>		<u>(106,000)</u>	
Total unrestricted funds			<u>296,558</u>		<u>274,647</u>
TOTAL FUNDS			<u>444,364</u>		<u>439,524</u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

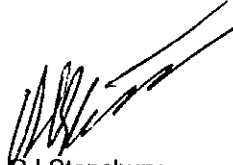
WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

BALANCE SHEET (continued)
AS AT 31 MARCH 2017

The financial statements were approved by the Trustees on *17th August 2017* and signed on their behalf, by:



R H Knight
Trustee



R I Stansbury
Trustee

The notes on pages 14 to 29 form part of these financial statements.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2017

	Note	2017 £	2016 £
Cash flows from operating activities			
Net cash provided by operating activities	22	<u>38,238</u>	<u>140,638</u>
Cash flows from investing activities:			
Proceeds from the sale of tangible fixed assets		3,000	14,075
Purchase of tangible fixed assets		<u>(165,815)</u>	<u>(95,570)</u>
Net cash used in investing activities		<u>(162,815)</u>	<u>(81,495)</u>
Cash flows from financing activities:			
Repayments of borrowings		(22,867)	(17,518)
Cash inflows from new borrowing		<u>87,118</u>	<u>-</u>
Net cash provided by/(used in) financing activities		<u>64,251</u>	<u>(17,518)</u>
Change in cash and cash equivalents in the year		(60,326)	41,625
Cash and cash equivalents brought forward		<u>187,798</u>	<u>146,173</u>
Cash and cash equivalents carried forward	23	<u><u>127,472</u></u>	<u><u>187,798</u></u>

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006

Waverley Hoppa Community Transport meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The company is the parent of a small group and as such is not required to prepare group accounts. These financial statements therefore present information about the company as an individual undertaking and not about its group.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs 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.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Incoming resources from charitable activities are recognised when the service has been provided.

Grants are assessed as to whether they represent a gift or include performance related conditions. Grants that represent a gift are recognised when the charity has entitlement, receipt is probable and the amount can be reliably measured and are included in income from donations and legacies. Grants that include performance related conditions are recognised to the level that those conditions have been met and are included in income from charitable activities.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Charitable activities and governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

All costs are charged to restricted or unrestricted expenses based on mileage.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES (continued)

1.6 Tangible fixed assets and depreciation

All assets are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	50 years straight line
Fittings and equipment	-	50% straight line and 25% reducing balance
Motor vehicles	-	25% reducing balance

1.7 Investments

Investments are a form of basic financial instrument and represent the investment in the subsidiary company and are valued at cost less provision for impairment.

1.8 Leasing and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of financial activities incorporating income and expenditure account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

1.9 Debtors

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

1.10 Cash at Bank and in hand

Cash at bank and 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.

1.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES (continued)

1.12 Taxation

The company is considered to meet the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received, to the extent that such income or gains are applied exclusively to charitable purposes.

1.13 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

The company operates a defined benefits pension scheme and the pension charge is based on a full actuarial valuation dated 31 March 2017.

The liability recognised in the balance sheet in respect of the defined benefit plan is the present value of the defined benefit obligation at the end of the reporting date less the fair value of the plan assets at the reporting date.

The defined benefit obligation is calculated using the projected unit credit method. Annually the company engages independent actuaries to calculate the obligation. The present value is determined by discounting the estimated future payments using market yields on high quality corporate bonds that are denominated in sterling and that have terms approximating the estimated period of the future payments.

The fair value of plan assets is measured in accordance with the FRS 102 fair value hierarchy.

2. INCOME FROM DONATIONS AND LEGACIES

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	<i>Total funds 2016 £</i>
Donations	24,306	2,436	26,742	2,923
Grants	15,000	1,000	16,000	29,767
	<hr/>	<hr/>	<hr/>	<hr/>
Total donations and legacies	39,306	3,436	42,742	<i>32,690</i>

In 2016, of the total income from donations and legacies, £3,223 was to unrestricted funds and £29,467 was to restricted funds

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

3. INCOME FROM CHARITABLE ACTIVITIES

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Transport	-	729,485	729,485	699,134
Performance related grants	181,309	-	181,309	170,015
	<u>181,309</u>	<u>729,485</u>	<u>910,794</u>	<u>869,149</u>

In 2016, of the total income from charitable activities, £699,134 was to unrestricted funds and £170,015 was to restricted funds.

4. INVESTMENT INCOME

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Investment income	-	20	20	42
	<u>-</u>	<u>20</u>	<u>20</u>	<u>42</u>

In 2016, of the total investment income, £ 42 was to unrestricted funds and £ NIL was to restricted funds.

5. OTHER INCOMING RESOURCES

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Sundry income	-	2,631	2,631	270
	<u>-</u>	<u>2,631</u>	<u>2,631</u>	<u>270</u>

In 2016, of the total other incoming resources, £ 270 was to unrestricted funds and £ NIL was to restricted funds.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

6. GOVERNMENT GRANTS

During the year the charity received the following grants from government bodies.

	2017 £	2016 £
Waverley Borough Council	129,294	118,000
Surrey County Council	52,015	52,015
Godalming Town Council	-	5,000
Haslemere Town Council	5,000	5,000
Farnham Town Council	10,000	15,000
Total	196,309	195,015

7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Transport services	258,000	710,547	968,547	952,063

In 2016, of the total expenditure, £718,537 was expenditure from unrestricted funds and £233,526 was expenditure from restricted funds.

8. DIRECT COSTS

	Transport £	Total 2017 £	Total 2016 £
Vehicle costs	129,914	129,914	136,540
Training costs	1,339	1,339	1,291
Vehicle storage costs	8,000	8,000	11,442
Wages and salaries	438,566	438,566	412,877
National insurance	22,744	22,744	21,810
Pension cost	12,821	12,821	15,508
Depreciation and (profit)/loss on disposal	83,926	83,926	80,863
Total	697,310	697,310	680,331