



**community transport  
association**

**COMMUNITY TRANSPORT ASSOCIATION UK**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31 March 2018**

**Charity Number (England & Wales): 1002222**

**Charity registered in Scotland: SC038518**

**Company Number: 01985361**

# COMMUNITY TRANSPORT ASSOCIATION UK

## TRUSTEES REPORT

For the year ended 31 March 2018

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### 1. OUR PURPOSES AND ACTIVITIES

#### Purpose

The purpose of the charity is to relieve age, poverty, sickness or disability by the provision of education and support to charitable bodies or persons who supply transport to groups or individuals in need of such relief.

The vision that we work toward is of a world where people can shape and create their own accessible and inclusive transport solutions.

#### Public Benefit

In shaping our objectives for the year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance "Public Benefit: Running a Charity (PB2)". The charity provides a wide range of advice, training, publications, advocacy, events, development support, and other services to providers of community transport throughout the United Kingdom. We also help people to establish community transport schemes and help existing organisations to learn from each other and work effectively. Our free advice and information service covers all issues relating to voluntary, community and accessible transport for both members and non-members alike, thereby ensuring that Community Transport Association UK (CTA)'s expertise is readily available to all who may require it across the UK.

The extensive range of services provided by CTA helps many different organisations to deliver local solutions to meet specific transport needs identified in their communities. As such, our work of empowering community-based organisations and local authorities directly contributes to the well-being of people and communities. CTA is dedicated to promoting the role of voluntary and community transport to enable social inclusion, access, mobility and choice. We continue to work to influence government and others at national, regional and local level, to build support and investment for the community transport sector.

With staff based in all four nations of the UK, CTA works to the public benefit of its members, non-members and community transport users who are affected by different policies, legislation and political agendas, and is recognised as the voice of community transport across the UK.

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### Activities

The purposes of the charity are:

- Championing accessible and inclusive transport
  - We will be the UK's leading authority on making transport more accessible and inclusive for the benefit of the communities served by our members.
- Connecting people and ideas
  - We will be recognised as the UK's main hub for the creation and exchange of knowledge, ideas and innovation on improving the accessibility and inclusivity of transport
- Strengthening our members and raising standards.
  - We work with our members to promote high standards of practice in community transport and support them to deliver excellent services

Putting these strategies into action we have five major areas of activity which are: advice and training, external relations, policy and advocacy, project delivery and events. Our work as described below is in the furtherance of developing the community transport sector to enable communities to shape and create their own accessible and inclusive transport solutions.

### ***Advice and Training***

CTA's advice and information service is available across the UK. We are the only organisation in the UK that provides a comprehensive and free advice and information service on community transport issues. CTA are custodians of sector-led performance standards for community transport and through our advice service we support operators to work to these. Issues which CTA would advise on generally include; licensing, passenger safety, training enquiries and vehicle maintenance. CTA's advice and information service is delivered by staff who advise members by telephone and email. As part of this service we also provide a range of print and digital resources for our members and supporters.

In addition to the free advice service CTA manages a national training programme (MiDAS) and provides in-house training programmes to members. CTA also works with partners to deliver training and training resources to members.

### ***Developing External Relations***

We devote a significant amount of staff resource to developing and maintaining relationships with external stakeholders. This enables us to: connect people and ideas, champion the role of inclusive and accessible transport to those outside of the community transport sector, and through these new relationships undertake project work which will strengthen the sector. Our relationship management is carried out primarily through our Director of External Relations, Chief Executive and Country Directors and through our developing communication channels which are managed by the staff team.

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Our current communication channels are: CTA's website and blog, Twitter and LinkedIn accounts; "Together" the Journal of CTA; and News Brief (CTA's monthly newsletter.) Each communication channel serves a slightly different purpose, but they provide a unified means of reaching out to stakeholders and connecting members.

### ***Policy and Advocacy***

CTA works on behalf of its members to contribute to the formation of public policy where community-led transport solutions can improve access and inclusion. This has involved developing relationships with government departments (particularly the Department for Transport and their equivalents in Wales, Scotland and Northern Ireland), as well as government Ministers. This has involved arranging regular meetings to further relationships and the continued involvement of colleagues across government in our events such as the CTA Roadshow and annual conferences.

CTA collects membership insights to influence others across the sector. This year we have collected information from members on a range of issues including the profile of their organisation, changes to local services and their reasons for being a CTA member.

### ***Project Delivery***

CTA runs a range of projects and programmes that enable us to receive positive engagement from new partners who work within commercial transport, infrastructure and third sector organisations. Our income development is centred on building relationships that lead to investment in project work where there will be direct benefits to our members and the communities they serve. This has included developing relationships across the public and private sector and with key funders such as the Department for Transport.

### ***Events***

CTA hosts events across the UK to connect members and share ideas. Our main events programme includes an annual roadshow where we travel the UK to meet with members, annual conferences across the country where members come together to learn from us and each other; and thought leadership events which connect a cross-section of people to share ideas. Events also provide an important source of income for CTA.

CTA's attendance at events enables us to gain new supporters, share ideas from the sector and build coalitions of supporters to develop inclusive and accessible transport solutions. Ultimately, this provides mechanisms through which members can access new funds, learn new ideas, and improve services to their users.

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### 2. ACHIEVEMENTS AND PERFORMANCE

The biggest priority for our time, attention and resources in 2017/18 has been managing the impact of the UK Government's proposed reforms to the use of permits under section 19 and 22 of the Transport Act 1985 which has the potential to leave countless vulnerable people without any viable form of transport as the services they rely on face the threat of closure.

We have mobilised a vast coalition of interests to support and defend our sector, united in common concern about the impact of these changes. This includes parliamentarians and national assembly members, national charities, local authorities, schools and other transport NGOs. Our actions on this issue are shown across a number of objectives in the report.

It has also been important to not lose sight of the opportunities for community transport to make a bigger contribution and offer a more reliable and resilient solution to many of today's and tomorrow's transport problems and contribute to important agendas such as tackling rural isolation.

#### **Championing accessible and inclusive transport**

*We will be the UK's leading authority on making transport more accessible and inclusive for the benefit of the communities served by our members*

#### **Contributing to the formation of public policy where community-led transport solutions can improve access and inclusion**

We have taken part in bus workshops held by the Welsh Government and fed into work on a bus strategy for Wales to ensure community transport is included in this work. We frequently work closely with Assembly committees to show how community transport supports other policy areas such as health and social care.

We have established an All Party Parliamentary Group (APPG) in Westminster on Community Transport to provide a forum for MPs and Peers to raise the profile of community transport in both Houses.

We have responded to over 20 national consultations including those on the use of section 19/22 permits for road passenger transport in Great Britain, community rail strategy, Northern Ireland government finance review and the Scottish Government's consultation on a strategic approach to preventing and tackling social isolation and loneliness.

#### **Gathering and sharing data from our network which enables policy-makers and the public to understand and value community transport**

Our stand-out piece of work this year was our support for members to understand the likely impact of the proposed changes to guidance in the Department for Transport (DfT) consultation on permit usage. We produced a calculator that enabled them to identify the likely costs for their organisations of having to set up a PSV Operator's license and use Driver CPC. This helped us to produce case studies on community transport in different parts of the

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country, including the Prime Minister's own constituency, and informed our highly acclaimed analysis of the DfT's impact assessment which was published with their consultation on the use of section 19/22 permits.

### **We will consult and involve our members and other stakeholders in the development of policy initiatives.**

In the autumn we successfully organised five events for members in all parts of the UK to hear their views on the proposed DfT reforms and get feedback on CTA's activities in advancing these views. These events gave CTA members the chance to hear our view and ideas in an unmediated way.

In the build up to the Transport Select Committee's Inquiry CTA produced a template for members to use to submit their own response. In total there were 276 evidence submissions to the Transport Select Committee. 98 of these respondents used the CTA template. We conducted a similar exercise for the DfT's consultation which was launched in February 2018.

In Northern Ireland we have worked closely with the 11 government-funded Rural Community Transport Partnerships on several areas of policy development. In Wales we have sought and shared views on concessionary fares and young person's travel that informed government consultations. In Scotland we also responded to consultations on the accessible travel framework, concessionary travel, emission zones and bus market development.

### **Connecting people and ideas**

*We will be recognised as the UK's main hub for the creation and exchange of knowledge, ideas and innovation on improving the accessibility and inclusivity of transport.*

### **We will show how better outcomes are achieved for people and communities when they have accessible and inclusive transport.**

We have contributed as speakers and panel members at several conferences and events throughout the year, including the Northern Ireland national pensioners' parliament. We have developed and shared a number of case studies which highlight the work of community transport providers across the country.

CTA's blog receives an average of over 2,500 views per month with blogs around the DfT's consultation (specifically our guidance and campaign blogs) receiving over 2,000 views each becoming our most widely accessed posts to date.

CTA's engagement with members and others on Twitter has continued to increase with our tweets receiving the most impressions (an average of 133,000 per month) during the period of the consultation. We now have over 1,500 followers, up from 1,000 in April 2017.

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Our contribution to stories on community transport in local and national media has also increased, with CTA staff appearing on radio programmes such as BBC Radio Somerset, BBC Radio Cambridge, BBC Radio Humberside and BBC Radio Wales. We have also helped contribute research and provide comment to stories about community transport on ITV News, Bus and Coach Week and the Guardian.

### **Creating opportunities for our members and supporters to come together, exchange ideas and be inspired.**

This year CTA hosted and attended several events across the UK which gave opportunities for our members to come together, exchange ideas and be inspired. In Scotland we held our sixth annual conference, which was attended by the Minister for Transport. This continues to be generously supported by the Royal Bank of Scotland.

In Wales we have developed Transport Innovation Networks through the Connecting Communities in Wales project. The networks have so far brought together almost 200 stakeholders who have an interest in community transport.

In November 2017 we put together two reports: "The Future of Demand Responsive Transport" in partnership with the Institution of Mechanical Engineers, and "Innovations in Health Transport" with Arriva Transport Solutions. Both reports included contributions from organisations from across the transport and third sectors.

To launch these reports, we held an event in November in partnership with the Institution of Mechanical Engineers where we brought together a wide range of individuals from the third sector, the wider transport, infrastructure and health sectors as well as Robert Courts MP who opened the event.

### **Creating partnerships with like-minded organisations across all sectors who share our vision and values.**

The DfT's licensing reforms will have an impact on the services and beneficiaries of many within the charity sector, not just those described as community transport. Over the last year we have built much stronger relationships with other national charities providing strategic leadership to the broader voluntary sector, such as NCVO and Social Enterprise UK, and those working with particular interest or membership groups such as the National Union of Students, to raise awareness of community transport.

In Scotland we are active members of the Scottish Community Alliance and the Scottish Council for Voluntary Organisation's (SCVO) intermediaries network. We have continued to work across Wales and Northern Ireland with a range of key partners including Volunteer Now, the Welsh Ambulance Service Trust and the Older People's Commissioner.

We have welcomed a number of new Corporate Supporters, including: Enterprise Flex-e-Rent and Phoenix Seating Ltd.

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### **Strengthening our members and raising standards**

*We work with our members to promote high standards of practice in community transport and support them to deliver excellent services*

A dominant and recurring theme for our support work in 2017/18 has been associated with the DfT reforms to licensing and helping organisations to understand the implications for their future practices and future plans. It has also involved helping members to deal with enquiries from commissioners and their local partners.

### **Working as the custodians of sector-led performance standards for community transport and support operators to work to these.**

CTA's membership team support CTA members across advice, policy, and training. We have responded to over 2,000 calls and emails and issued over 800 section 19 and section 10B permits to our members. Our training has included sessions in Northern Ireland on governance and GDPR compliance.

We have reviewed and refreshed our advice materials over this period. We have also produced other leaflets on topics such as Health and Safety.

### **Managing a national programme of quality assured education and training to enhance driving standards and the safe operation of community transport vehicles.**

We continue to manage and provide resources for a national programme of driver and passenger assistant training, through our long-established cascade model. Over 23,000 drivers and 714 trainers have received training in new refresher materials launched in April 2017.

We also re-registered our two driver Certificate of Professional Competence (CPC) courses with the Joint Approvals Unit for Periodic Training (JAUPT) and refreshed the content of our webpages to reflect the DfT/DVSA changed guidance.

### **Running programmes that support our members to benefit from new opportunities and meet emerging needs.**

One major success was completing our work on round two of the DfT's Community Minibus Fund. This saw funding being distributed to 40 organisations for the purchase of new minibuses. CTA membership was also offered as part of this funding, as part of our commitment to help promote high standards of practice and provide support to deliver excellent services.

A further significant achievement in the year was securing a £1.1 million grant through the Rural Development Programme, funded by the Welsh Government and European Union. Our project "Connecting Communities in Wales" will support the growth of new services to address gaps in provision through innovative and collaborative partnerships at a local level.

Our D1 Training Programme in Scotland, funded by the Scottish Government continues to make progress in developing a cohort of trainers in the not-for-profit sector to train minibus drivers to pass their D1 driving test.

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### 3. FINANCIAL REVIEW

#### Income

Incoming resources were £1.36m (2017, £3.20m). 65% of this is grant funding income with the remainder comprised of membership fees, income earned from the sales of training, consultancy and other services and advertising/corporate partnerships. The total income was bolstered with the provision of £215k in restricted grant funding from the Wales Government and European Union (EU) to finance the Connecting Communities project.

#### Expenditure

Operating expenses were £3.01m (2017, £1.15m). Of this figure, £1.79m represented the distribution of grants from the restricted Community Minibus Fund received in the previous financial year.

As a result, CTA produced a deficit of in year income over expenditure of £1.66m (2017, surplus of £2.05m). CTA's operating deficit on its unrestricted income was £6.5k (2017, surplus of £138k).

In keeping with recent practice, a provision has been created for publication stock held by the organisation that would become obsolete over the next twelve months. The provision was tested by and agreed with CTA's auditors at year end and was set at a cost of £10,071 (2017, £15,366).

#### Investment policy

Investment income relates to bank interest received from balances held on the deposit account. In view of the level of average deposits it is not considered to be material to the charity's objectives. The charity's objectives are maintained mainly through grants and charitable trading income. Priority is given to the charity's need to maintain predefined levels of annual cash flow to cover spending requirements incorporated in the latest business plan.

#### Reserves policy and going concern

The trustees have previously adopted a reserves policy, the objective of which was to protect CTA and its charitable activities by ensuring adequate liquidity while the organisation adjusts to changes in the financial and operating environment in the immediate short term (two to three months). At the same time, the trustees wanted to ensure reserves were not too high in order to maximise the resources applied to CTA's charitable purpose.

Following this policy, the trustees determined a target level of reserves of £200,000 to £290,000 in 2012/13. Free reserves sat at £254,978 at the end of the last financial year but have reduced slightly in the 2017/18 year through the £6k loss on unrestricted fund activity and the establishment of a £12k designated fund to support the organisation's GDPR compliance work.

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**Reserves policy and going concern (continued)**

Free reserves totalled £236k at the end of the 2017/18 year, with total reserves reaching £628k (2017, £2.28m). The year-end change in total reserves resulted from expenditure of £1.79m from the restricted Community Minibus Fund received from the DfT in 2016/17, offset by the net receipt of £166k from the Welsh Government and European Union for the Connecting Communities project.

The Trustees are still committed to a continued programme of gradually rebuilding the free reserves through improved income generation activities over the next five years and have set budgetary targets for 2018/19 accordingly. The initial target level of free reserves of at least £200k was exceeded at the end of 2017/18. As a result of the restricted fund expenditure, the consolidated balance sheet now has net current assets of £598k (2017, £2.27m). The Trustees regularly review the circumstances of CTA and consider that adequate resources continue to be available to fund the activities of the charity for the foreseeable future. The Trustees are of the view that CTA is a going concern for the future.

Total funds held at 31 March 2018 were £628,819 (2017, £2,284,164). The categorisation and purpose of these funds is as follows:

	<b>2017/18</b>	<b>2016/17</b>
<b>Unrestricted Reserves</b>		
<b>General Reserve</b> – being the accumulated surpluses of the organisation	£236,428	£254,978
<b>Designated Reserve</b> – being a fund to cover the organisation’s GDPR compliance costs	£12,000	-
<b>Restricted Reserves</b>		
<b>Taith Training Fund</b> – being a fund provided for development of community transport in Wales.	£4,567	£4,567
<b>DfT Minibus Project Fund</b> – being a fund provided to cover costs associated with the administration and distribution of the DfT’s minibus purchase grants.	£205,779	£2,000,000
<b>D1 Driver Training Fund</b> – being a fund to provide specialist D1 driver training in Scotland.	£3,255	£24,619
<b>Connecting Communities Fund</b> – being a fund to develop community transport in Wales	£166,790	-
<b>TOTAL</b>	<b>£628,819</b>	<b>£2,284,164</b>

Across the year, there was a net outflow of cash from the organisation of £1.6m.

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### **CTA Trading Limited**

CTA Trading Limited is the wholly owned subsidiary company of Community Transport Association UK. Following changes to CTA's business model, and advice from VAT specialists and CTA's auditors, the Trustees decided to cease trading through the company as of 31 March 2016.

**For the year ended 31 March 2018**

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#### **4. FUTURE PLANS**

2017/18 was the second full year of CTA implementing the objectives set out in its three strategic priorities. Much of this work has been coloured by the planned reforms to how section 19 and 22 permits can be used and trying to push for alternative approaches that will not have the same negative impact on our members and their service users. As well as protecting the viability of our members' services we have also had to consider the risks to CTA of having so many of our services and activities designed to support usage of the permit regime as it is currently understood.

We envisage that this work will continue to dominate our activities for the foreseeable future but we are mindful of the need to also keep sight of more positive and progressive endeavours that will make sure our members are not forgotten in important debates about the future of public services and transport, where they have such a clear contribution to make.

The success of current and recent projects has convinced us that our model of CTA leveraging investment in the sector which is then combined with training and support from us stands out as a valuable activity, notwithstanding member concerns about their ability to participate in such endeavours given the challenging public policy environment.

This reflects an organisational shift away from an over-reliance on retailing products and services to our members and instead deriving income from project work that provides direct benefits to members on this ground.

We will therefore ensure we emphasise supporting growth and improvement within the sphere of their current services as well as our focus on them adopting new activities that might help them to diversify their income base.

Our brand new website coupled with our new way of organising the benefits of membership will give greater shape and direction to how we support our members to run their services and organisations successfully and sustainably.

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### **Championing accessible and inclusive transport**

**We will be the UK's leading authority on making transport more accessible and inclusive for the benefit of the communities served by our members.**

#### **In order to achieve this:**

We will contribute to the formation of public policy where community-led transport solutions can improve access and inclusion.

We will gather and share data from our network which enables policy-makers and the public to understand and value community transport.

We will consult and involve our members and other stakeholders in the development of policy initiatives.

### **Connecting People and Ideas**

**We will be recognised as the UK's main hub for the creation and exchange of knowledge, ideas and innovation on improving the accessibility and inclusivity of transport.**

#### **In order to achieve this:**

We will show how better outcomes are achieved for people and communities when they have accessible and inclusive transport.

We will create opportunities for our members and supporters to come together, exchange ideas and be inspired.

We will create partnerships with like-minded organisations across all sectors who share our vision and values.

### **Strengthening Our Members and Raising Standards.**

**We work with our members to promote high standards of practice in community transport and support them to deliver excellent services.**

#### **In order to achieve this:**

We will be the custodians of sector-led performance standards for community transport and support operators to work to these.

We will manage a national programme of quality assured education and training to enhance driving standards and the safe operation of community transport vehicles.

We will run programmes that support our members to benefit from new opportunities and meet emerging needs.

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### 5. REFERENCE AND ADMINISTRATIVE DETAILS

#### Directors and Trustees

All directors of the company are also trustees of the charity, there are no other trustees. Applications for trusteeship are sought by advertisement. Trustees serve for a three year period (if appointed prior to 25 November 2015) or a four year period (if appointed after that date) and can be re-elected for a further four year period. The board has the power to appoint additional trustees as it considers fit to do so. The trustees serving during the year and since the year end were:

Susan Evans (Chair)	Patrick McEldowney
Lawrence Wilson (Vice Chair)	Chris Kutesko (appointed 15 November 2017)
Paul Appelbe (Treasurer)	Joanne Foxall (appointed 20 March 2018)
Peter Hardy	Sue Davey (resigned 15 November 2017)
Rachel Milne	Brian Smith (resigned 15 November 2017)
Joseph Hannett	Yvonne Chappell (resigned 15 November 2017)

**Company Secretary** Bill Freeman

**Chief Executive** Bill Freeman

**Registered office** 12 Hilton Street  
Manchester  
M1 1JF

**Auditors** Dains LLP  
Suite 2, Albion House  
2 Etruria Office Village  
Forge Lane  
Etruria  
Stoke on Trent  
ST1 5RQ

**Bankers** Charities Aid Foundation Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

The Royal Bank of Scotland plc  
1 Corporation Street  
Hyde  
SK14 1AQ

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<b>Finance and business advisors</b>	Counterculture Partnership LLP Unit NH.204 E1 Studios 7 Whitechapel Road London E1 1DU
<b>Charity numbers</b>	1002222 (England & Wales) SC038518 (Scotland)
<b>Company number</b>	01985361
<b>Key management personnel:</b>	
Bill Freeman	Chief Executive
Charlotte Hughes	Director of External Relations (to 31 May 2018)

As allowed under Section 60 of the Companies Act 2006 the company is exempt from the requirement to use "limited".

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### 6. STRUCTURE, GOVERNANCE & MANAGEMENT

#### Governing Document

The Community Transport Association UK (CTA) is a company limited by guarantee governed by its Memorandum and Articles dated 3 February 1986. It is registered as a charity with the Charity Commission. The charity's objective and its principal activity continues to be the relief of age, poverty, sickness or disability by the provision of education and support to the charitable bodies or persons who supply transport to groups or individuals in need of such relief.

#### Appointment of Trustees

As set out in the Articles of Association, the Board is composed of up to eight Trustees elected by the members from among candidates nominated by the Governance Committee, and up to three Trustees co-opted by the Board to meet such skills, experience and diversity requirements as the Governance Committee may from time to time specify. The Chair, Vice Chair and Treasurer are selected from amongst the Trustees.

When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed. For example, Paul Appelbe is a retired chartered accountant and joined the Board to hold the position of Treasurer.

#### Trustee Induction and Training

Induction of new members of the Board is a shared responsibility between the Governance Committee, the Chair and the senior management team. New trustees can undertake an orientation day at CTA's Manchester office, meeting key staff and receiving guidance on their responsibilities. They can also be briefed on the governance structure of CTA and its committees and decision-making processes, the current strategic objectives and the recent financial performance of the charity. Additionally, a formal trustee induction training session takes place prior to the December Board meeting each year covering the statutory responsibilities and obligations of the role.

#### Organisation

The Board of Trustees administers the charity. The Board meets quarterly and there are sub committees covering Governance, and Finance and Audit. The committees also meet on a quarterly basis. A Chief Executive is appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms approved by the Trustees, for operations including finance, employment, external relations, public policy and public affairs and other related activity.

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### Related Parties and Co-operation with Other Organisations

None of the trustees receive remuneration or other benefit from their work with the charity other than reimbursement for out of pocket expenses. Any potential connection between Trustees, senior managers, or their extended families and any potential related party must be disclosed to the full Board of Trustees. In the current year, no such related party transactions were reported.

The charity's wholly owned subsidiary, CTA Trading Ltd, was established to manage the organisation's non-mutual trading activities. CTA Trading Ltd is now dormant.

### Pay Policies for Senior Staff

The Trustees consider the Trustee Board and the senior management team to comprise the key management personnel of the charity in charge of directing, controlling, running and operating the charity on a day to day basis. All Trustees give of their time freely and no Trustee received remuneration during the year. Details of Trustees' expenses and related party transactions are given in notes 10 and 12 to the accounts.

The pay of the senior staff is reviewed annually, and normally increased by the value of any cost of living award granted by the Finance and Audit Committee. In view of the nature of the charity, the Trustees benchmark against pay levels in other similar sized membership organisations. Details of the total remuneration and expenses received by senior staff members are provided in note 10.

### Principal Risks and Uncertainties

The trustees have a risk management strategy that comprises:

- A regular review by the Finance and Audit Committee of the principal risks and uncertainties that the charity and its subsidiary company face;
- The establishment of policies, systems, and procedures to mitigate those risks identified; and
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is the regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank, regular contact with key funders, the production of timely and accurate financial management information, and active management of trade debtors and creditors balances to ensure sufficient working capital is in place.

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### 7. STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity trustees (who are also the directors of Community Transport Association UK for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare accounts for each financial year which 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 accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts;
- 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 disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006. The trustees 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **Trustees' statement of disclosure of information to the auditors**

In so far as the trustees are aware at the date of approval of this report:

- there is no relevant audit information of which the charity's auditor is unaware, and
- the trustees have taken all steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**Approved by the Board of Trustees and signed on its behalf**

**Susan Evans**  
Chair of Trustees

**25 September 2018**

# COMMUNITY TRANSPORT ASSOCIATION UK

## AUDITORS REPORT

For the year ended 31 March 2018

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### Independent Auditor's Report to the Members of Community Transport Association UK

#### Opinion

We have audited the financial statements of Community Transport Association UK (the 'parent charitable company') and its subsidiary (the 'group') for the year ended 31 March 2018 which comprise the consolidated Statement of Financial Activities, the consolidated and charity Balance Sheets, the consolidated statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2018, and of the group's 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.

#### Basis for opinion

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

#### Conclusions relating to going concern

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

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

# COMMUNITY TRANSPORT ASSOCIATION UK

## AUDITORS REPORT

For the year ended 31 March 2018

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### Other information

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

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

We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

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

- adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's 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.

# COMMUNITY TRANSPORT ASSOCIATION UK

## AUDITORS REPORT

For the year ended 31 March 2018

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### Responsibilities of trustees

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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

### Auditor's responsibilities for the audit of the financial statements

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### Use of our report

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 auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Jonathan Dudley** (Senior statutory auditor)

for and on behalf of Dains LLP, Chartered Accountants, Statutory Auditor.

Suite 2, Albion House  
2 Etruria Office Village  
Forge Lane  
Etruria  
Stoke on Trent  
ST1 5RQ  
25 September 2018

**COMMUNITY TRANSPORT ASSOCIATION UK**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 March 2018

	Notes	Unrestricted Funds			Total funds	Total funds
		General Funds	Designated Funds	Restricted Funds	Year to 31 March 2018	Year to 31 March 2017
Income from:		£	£	£	£	£
Donations	2	-	-	-	-	20,000
Charitable Activities	3	328,090	-	887,841	1,215,931	2,977,515
Other Trading Activities	4	110,763	-	-	110,763	204,674
Other Income	5	30,000	-	-	30,000	-
Investments	6	288	-	-	288	110
<b>Total</b>		<b>469,141</b>	<b>-</b>	<b>887,841</b>	<b>1,356,982</b>	<b>3,202,299</b>
<b>Expenditure on:</b>						
Raising Funds		132,588	-	-	132,588	122,046
Charitable Activities		343,103	-	2,536,636	2,879,739	1,029,322
<b>Total resources expended</b>	8	<b>475,691</b>	<b>-</b>	<b>2,536,636</b>	<b>3,012,327</b>	<b>1,151,368</b>
<b>Net income/(expenditure)</b>	9	<b>(6,550)</b>	<b>-</b>	<b>(1,648,795)</b>	<b>(1,655,345)</b>	<b>2,050,931</b>
<b>Transfers between funds</b>		<b>(12,000)</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(18,550)</b>	<b>12,000</b>	<b>(1,648,795)</b>	<b>(1,655,345)</b>	<b>2,050,931</b>
Total funds brought forward		254,978	-	2,029,186	2,284,164	233,233
<b>Total funds carried forward</b>		<b>236,428</b>	<b>12,000</b>	<b>380,391</b>	<b>628,819</b>	<b>2,284,164</b>

The charity has no recognised gains or losses other than the results for the year as set out above.

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

**The notes on pages 24 to 35 form part of these financial statements**

**COMMUNITY TRANSPORT ASSOCIATION UK**  
**CONSOLIDATED AND CHARITY BALANCE SHEETS**

As at 31 March 2018

	Notes	Group		Charity	
		2018 £	2017 £	2018 £	2017 £
<b>Fixed assets</b>					
Tangible assets	14	<b>31,161</b>	13,400	<b>31,161</b>	13,400
Investment	15	-	-	<b>100</b>	100
		<b>31,161</b>	13,400	<b>31,261</b>	13,500
<b>Current assets</b>					
Stocks	16	<b>19,128</b>	24,273	<b>19,128</b>	24,273
Debtors	17	<b>95,384</b>	92,182	<b>95,384</b>	102,082
Cash at bank and in hand	24	<b>589,348</b>	2,238,892	<b>589,348</b>	2,228,892
		<b>703,860</b>	2,355,347	<b>703,860</b>	2,355,247
<b>Creditors: amounts falling due within one year</b>	18	<b>106,202</b>	(84,583)	<b>106,302</b>	(84,583)
<b>Net current assets</b>		<b>597,658</b>	2,270,764	<b>597,558</b>	2,270,664
<b>Net assets</b>	22	<b>628,819</b>	2,284,164	<b>628,819</b>	2,284,164
<b>Funds</b>					
<b>Unrestricted funds</b>	23	<b>236,428</b>	254,978	<b>236,428</b>	254,978
<b>Designated Funds</b>	23	<b>12,000</b>	-	<b>12,000</b>	-
<b>Restricted funds</b>	23	<b>380,391</b>	2,029,186	<b>380,391</b>	2,029,186
<b>Total funds</b>		<b>628,819</b>	2,284,164	<b>628,819</b>	2,284,164

The financial statements were approved and authorised for issue by the board of trustees on 25 September 2018 and were signed below on its behalf:

Paul Appelbe  
Trustee

Company registration number: 01985361

The notes on pages 24 to 35 form part of these financial statements

**COMMUNITY TRANSPORT ASSOCIATION UK**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**

**For the year ended 31 March 2018**

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	<b>Notes</b>	<b>2018</b> <b>£</b>	<b>2017</b> <b>£</b>
Net cash provided by/(used in) operating activities	24	<u><b>(1,606,780)</b></u>	<u>2,074,517</u>
Cash flows from investing activities:			
Purchase of fixed assets		<u><b>(42,764)</b></u>	<u>(6,843)</u>
Net cash provided by /(used in) investing activities		<u><b>(42,764)</b></u>	<u>(6,843)</u>
Change in cash and cash equivalents in the year		<u><b>(1,649,544)</b></u>	<u>2,067,674</u>
Cash and cash equivalents at the beginning of the year		<b>2,238,892</b>	171,218
Cash and cash equivalents at the end of the year		<u><b>589,348</b></u>	<u>2,238,892</u>

**The notes on pages 24 to 35 form part of these financial statements.**

# COMMUNITY TRANSPORT ASSOCIATION UK

## NOTES TO THE ACCOUNTS

For the year ended 31 March 2018

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### 1. Accounting policies

Community Transport Association UK (CTA UK), which is a charitable company limited by guarantee and limited to £1 per member has adopted the following accounting policies:

#### a) Basis of accounting

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.

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

#### b) Public Benefit Entity

Community Transport Association UK meets the definition of a public benefit entity under FRS102.

#### c) Going Concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

#### d) Group Financial Statements

The financial statements consolidate the results of the charity and its wholly owned subsidiary CTA Trading Ltd on a line by line basis. A separate Statement of Financial Activities and Income and Expenditure Account for the charity has not been presented because it has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

#### e) Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

#### f) Income

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Where income is received in respect of a future period, the amounts are reflected within deferred income.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are received. Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

#### g) Government Grant Income

Income from government grants are included in restricted funds and recognised when the charity has entitlement to the funds, its receipt is probable and its amount can be measured reliably.

# COMMUNITY TRANSPORT ASSOCIATION UK

## NOTES TO THE ACCOUNTS

For the year ended 31 March 2018

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### **h) Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in the furtherance of the general objectives of the charity and some of which have been designated for specific purposes.

Restricted funds are funds which are used in accordance with specific restrictions imposed by donors.

### **i) Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the cost of commercial trading activities including monthly journal production costs, corporate advertising costs, insurance commission costs and the costs associated with consultancy work.
- Expenditure on charitable activities includes costs related to government grants, memberships, member services and support, and training and conferences.

### **j) Allocation of support costs**

Support costs are costs that cannot be directly attributed to particular headings and have been allocated to activities on a basis consistent with use of the resources. These costs relate to functions that assist the work of the charity but do not directly undertake charitable activities. The method of allocation of support costs is shown in note 8.

### **k) Operating leases**

Rental charges are charged on a straight line basis over the term of the lease.

### **l) Tangible fixed assets and depreciation**

Tangible fixed assets costing more than £100 are capitalised at cost.

Depreciation is provided on the cost of the tangible fixed assets at rates calculated to write off their cost, less residual value, on a straight line basis over their expected life-span as follows:

Computer equipment - over 3 years

Fixtures and fittings:

Other equipment - over 3 years

Building improvements - over the period of the lease

### **m) Stock**

Stock consists of purchased goods for resale. Stock is valued at the lower of cost and net realisable value.

### **n) Debtors**

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

**COMMUNITY TRANSPORT ASSOCIATION UK**  
**NOTES TO THE ACCOUNTS**

**For the year ended 31 March 2018**

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**o) Cash at bank and in hand**

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

**p) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

The charity only has financial assets and financial liabilities of a kind that qualify as basic, financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**q) Pension costs**

The charity operates a defined contribution scheme that is auto-enrolment compliant. Contributions are charged to the SOFA as they become due and are managed by a third party.

**r) Value Added Tax**

The Charity is registered for VAT. Income and expenditure is shown excluding VAT except to the extent that VAT is not recoverable

**s) Judgements made by Management**

In the process of applying the above accounting policies the management have made the following judgements in preparing the financial statements:

	<b>2018</b>	2017
	<b>£</b>	£
Stock write off provision	<b>10,071</b>	15,366
Bad Debt Provision	-	1,629

**t) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**COMMUNITY TRANSPORT ASSOCIATION UK**  
**NOTES TO THE ACCOUNTS**

For the year ended 31 March 2018

**2. Income from donations**

	<b>2018</b>	2017
	<b>£</b>	£
Donations of meeting room space	-	20,000

**3. Income from charitable activities**

	<b>2018</b>	2017
	<b>£</b>	£
Government Grants (see note 7)	<b>887,841</b>	2,596,824
Memberships	<b>104,883</b>	99,351
Training and Conference Income	<b>4,180</b>	40,847
Member Services & Support	<b>219,026</b>	240,493
	<b>1,215,931</b>	2,977,515

**4. Income from other trading activities**

	<b>2018</b>	2017
	<b>£</b>	£
Consultancy Fees	<b>33,052</b>	117,427
Monthly Journal Subscriptions	<b>41,359</b>	47,960
Advertisement Fees	<b>17,931</b>	18,794
Insurance Commission	<b>18,007</b>	19,660
Sundry Income	<b>415</b>	833
	<b>110,763</b>	204,674

**5. Other income**

	<b>2018</b>	2017
	<b>£</b>	£
Compensation for termination of office rental lease	<b>30,000</b>	-

**6. Investment income**

	<b>2018</b>	2017
	<b>£</b>	£
Bank interest	<b>288</b>	110

**COMMUNITY TRANSPORT ASSOCIATION UK**  
**NOTES TO THE ACCOUNTS**

For the year ended 31 March 2018

**7. Government Grants**

The charity enjoys a close working relationship with each of the Government bodies of the United Kingdom who provide funding to enable the charity to carry out its charitable objectives.

The following is a summary of the funding provided by these entities.

	2018 £	2017 £
Department for Transport Grant	<b>284,000</b>	200,000
Scottish Government Grant	<b>129,679</b>	131,000
Department for Regional Development (NI) Grant	<b>58,000</b>	60,000
Welsh Assembly Government Grant	<b>170,000</b>	177,024
DFT Minibus Project Grant	-	2,000,000
Scottish Government D1 Driver Training Grant	<b>31,300</b>	28,800
EU Project Funding	<b>214,862</b>	-
	<b>887,841</b>	2,596,824

**8. Analysis of Expenditure**

	Cost of Sales £	Staff Costs £	Other Costs £	Governance costs £	Support Costs £	2018 Total £	2017 Total £
Raising Funds	-	75,922	22,030	397	34,239	<b>132,588</b>	122,046
	-	75,922	22,030	397	34,239	<b>132,588</b>	122,046
Charitable Activities:							
Grant Expenditure	-	387,636	2,040,608	9,834	98,557	<b>2,536,636</b>	684,325
Memberships	-	54,039	19,418	297	32,421	<b>106,176</b>	46,402
Training & Conferences	-	2,154	774	12	1,292	<b>4,232</b>	66,935
Member Services & Support	44,742	65,788	53,795	666	67,705	<b>232,696</b>	231,660
	44,742	509,617	2,114,595	10,809	199,975	<b>2,879,739</b>	1,029,322
	<b>44,742</b>	<b>585,539</b>	<b>2,136,626</b>	<b>11,206</b>	<b>234,214</b>	<b>3,012,327</b>	1,151,368

Of the total expenditure, £475,691 was unrestricted (2017: £467,043) and £2,536,636 was restricted (2017: £684,325).

The support costs have first been allocated against the grant funded activities and then on the basis of activity income.

The governance costs have first been allocated against the cost of raising funds and then on the basis of activity expenditure.

**COMMUNITY TRANSPORT ASSOCIATION UK**  
**NOTES TO THE ACCOUNTS**

For the year ended 31 March 2018

**8. Analysis of Expenditure (cont.)**

In addition to the staff costs above, there are a further £57,332 (2017: £111,706) which are included in support costs.

Support costs can be analysed as follows:

	2018	2017
	£	£
Staff costs	57,332	111,706
Facility costs	24,059	23,253
Office costs	35,655	23,931
Travel, subsistence & meeting costs	8,794	15,878
Legal & professional	49,133	22,226
IT/Website costs	20,204	8,617
Sundry costs	39,037	5,397
	<b>234,214</b>	<b>211,008</b>

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

	2018	2017
	£	£
<b>This is stated after charging/ (crediting):</b>		
Depreciation	17,948	8,227
Loss on disposal of fixed assets	6,741	-
Operating lease rentals – property	46,961	45,018
Operating lease rentals – equipment	1,607	1,607
Bad debts incurred/(recovered)	(2,566)	3,217
Auditors remuneration:		
Audit	6,000	6,200
Other Services	-	-
	<b>-</b>	<b>-</b>

**10. Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel.**

	2018	2017
	£	£
Staff costs were as follows:		
Salaries and wages	560,780	536,805
Redundancy and termination costs	3,081	4,750
Social security costs	51,401	49,213
Employer's contribution to a defined contribution pension scheme	24,912	24,086
Other forms of employee benefits	2,698	3,389
	<b>642,871</b>	<b>618,243</b>

The following number of employees received employee benefits (excluding employer pension costs) during the year between:

	2018	2017
	No.	No.
£60,000 - £69,999	<b>1</b>	<b>1</b>

The total employee benefits including pension contributions of the key management personnel were £129,878 (2017: £125,469)

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2017: £nil). No charity trustee received payment for professional or other services supplied to the charity (2017: £nil)

**COMMUNITY TRANSPORT ASSOCIATION UK**  
**NOTES TO THE ACCOUNTS**

For the year ended 31 March 2018

**10. Analysis of staff costs, trustee remuneration and expenses (continued)**

Trustees' expenses represent the payment or reimbursement of travel and subsistence costs totalling £5,206 (2017: £7,668) incurred by 11 (2017: 10) trustees relating to attendance at meetings of the trustees.

**11. Staff Numbers**

The average number of employees (head count based on staff employed) during the year was as follows:

	<b>2018</b>	2017
	<b>No.</b>	No.
Raising Funds	<b>1.2</b>	2.8
Grant Funded Activities	<b>9.8</b>	7.7
Memberships	<b>1.2</b>	1.3
Training & Conference	<b>0.1</b>	0.5
Member Services and Support	<b>2.4</b>	3.3
Governance	<b>0.2</b>	0.2
Support	<b>3.5</b>	3.6
	<b>18.4</b>	19.4

**12. Related Party Transactions**

The charity had no transactions with related parties during 2018. (2017: £nil).

The charity has a subsidiary company CTA Trading Limited which was dormant throughout 2017 and 2018.

As at 31 March 2018 the amounts owed by the subsidiary amounted to £nil (2017: £9,900).

The assets and liabilities of the subsidiary were:

	<b>2018</b>	2017
	<b>£</b>	£
Current assets	100	10,000
Creditors: amounts falling due within one year	-	(9,900)
<b>Total net assets</b>	<b>100</b>	100
<b>Aggregate share capital and reserves</b>	<b>100</b>	100

**13. Taxation**

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

**COMMUNITY TRANSPORT ASSOCIATION UK**  
**NOTES TO THE ACCOUNTS**

For the year ended 31 March 2018

14. Tangible Fixed Assets – Group and charity	Computer Equipment £	Fixtures & Fittings £	Total £
<b>Cost</b>			
At 1 April 2017	20,462	5,660	26,122
Additions	32,751	10,013	42,764
Disposals	(1,880)	(9,603)	(11,483)
<b>At 31 March 2018</b>	<b>51,333</b>	<b>6,070</b>	<b>57,403</b>
<b>Depreciation</b>			
At 1 April 2017	9,607	3,115	12,722
Charge for the year	13,165	4,783	17,948
Disposals	(1,566)	(2,862)	(4,428)
<b>At 31 March 2018</b>	<b>21,206</b>	<b>5,036</b>	<b>26,242</b>
<b>Net book value</b>			
<b>At 31 March 2018</b>	<b>30,127</b>	<b>1,034</b>	<b>31,161</b>
At 31 March 2017	10,855	2,545	13,400

Capital expenditure contracted for, but not provided for in the financial statements, was £Nil (2017: £Nil).

**15. Investment**

The charity's investment of £100 relates to the 100% holding in its wholly-owned subsidiary, CTA Trading Limited. (see note 12).

16. Stock	Group		Charity	
	2018 £	2017 £	2018 £	2017 £
Purchased goods for resale	<b>19,128</b>	24,273	<b>19,128</b>	24,273

The amount of stock recognised as an expense during the year was £44,742 (2017: £55,297).

The value of stock impaired at the year end was £10,071 (2017: £15,366).

**COMMUNITY TRANSPORT ASSOCIATION UK**  
**NOTES TO THE ACCOUNTS**

For the year ended 31 March 2018

17. Debtors	Group		Charity	
	2018	2017	2018	2017
	£	£	£	£
Amounts owed by subsidiary undertaking	-	-	-	9,900
Trade debtors	23,542	19,340	23,542	19,340
Prepayments	71,843	72,842	71,843	72,842
	<b>95,385</b>	<b>92,182</b>	<b>95,385</b>	<b>102,082</b>

18. Creditors: amounts falling due within one year	Group		Charity	
	2018	2017	2018	2017
	£	£	£	£
Amounts due to subsidiary undertaking	-	-	100	-
Trade creditors	31,462	12,216	31,462	12,216
Other taxation and social security	18,746	18,278	18,746	18,278
Accruals	39,947	41,412	39,947	41,412
Deferred income	13,762	9,958	13,762	9,958
Sundry creditors	2,285	2,719	2,285	2,719
	<b>106,202</b>	<b>84,583</b>	<b>106,302</b>	<b>84,583</b>

**19. Deferred Income**

Deferred income comprises corporate supporter income and trainer agent fees which are spread over the period to which they relate, plus any conference income invoiced in advance.

	Group		Charity	
	2018	2017	2018	2017
	£	£	£	£
Balance brought forward	9,958	26,150	9,958	12,929
Amount released to income in the year	(9,958)	(26,150)	(9,958)	(12,929)
Amount deferred in the year	13,762	9,958	13,762	9,958
Balance carried forward	<b>13,762</b>	<b>9,958</b>	<b>13,762</b>	<b>9,958</b>

**20. Bank facilities**

The bank facilities are secured by a fixed charge over the charity's book and other debts and by a fixed and floating charge over all property and assets, of its wholly owned subsidiary CTA Trading Limited, present/future; in favour of The Royal Bank of Scotland plc.

The charity currently has an overdraft facility of £50,000 for which there is an annual charge of £750.

**21. Financial Instruments**

	Group		Charity	
	2018	2017	2018	2017
	£	£	£	£
Financial assets measured at amortised cost	612,889	2,258,232	612,889	2,248,232
Financial liabilities measured at amortised cost	(71,411)	(53,628)	(71,411)	(53,628)

Financial assets held at amortised cost comprise trade debtors, other debtors and cash at bank.

Financial liabilities held at amortised cost comprise trade creditors and accruals

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**22. Analysis of group net assets between funds - current year**

	General Funds	Designated Funds	Restricted Funds	Total
	£	£	£	£
Tangible fixed assets	31,161	-	-	31,161
Current assets	311,470	12,000	380,391	703,861
Creditors due within one year	(106,203)	-	-	(106,203)
	<b>236,428</b>	<b>12,000</b>	<b>380,391</b>	<b>628,819</b>

**Analysis of group net assets between funds prior year**

	General Funds	Restricted Funds	Total
	£	£	£
Tangible fixed assets	13,400	-	13,400
Current assets	326,161	2,029,186	2,355,347
Creditors due within one year	(84,583)	-	(84,583)
	<b>254,978</b>	<b>2,029,186</b>	<b>2,284,164</b>

**23. Statement of funds movement**

	1 April 2016	Incoming Resources	Resources Expended	31 March 2017	Incoming Resources	Resources Expended	Transfers	31 March 2018
	£	£	£	£	£	£	£	£
<b>Restricted funds</b>								
Dept for Transport grant	-	200,000	(200,000)	-	284,000	(284,000)	-	-
Scottish gov't grant	-	131,000	(131,000)	-	129,679	(129,679)	-	-
Dept for Regional Development – NI grant	-	60,000	(60,000)	-	58,000	(58,000)	-	-
Welsh gov't grant	-	177,024	(177,024)	-	170,000	(170,000)	-	-
DFT minibus grant	107,881	2,000,000	(107,881)	2,000,000	-	(1,794,221)	-	205,779
Taith Training Fund	8,806	-	(4,239)	4,567	-	-	-	4,567
D1 Driver Training Grant	-	28,800	(4,181)	24,619	31,300	(52,664)	-	3,255
EU Connecting Communities Fund	-	-	-	-	214,862	(48,072)	-	166,790
<b>Total restricted funds</b>	<b>116,687</b>	<b>2,596,824</b>	<b>(684,325)</b>	<b>2,029,186</b>	<b>887,841</b>	<b>(2,536,636)</b>	<b>-</b>	<b>380,391</b>
<b>Unrestricted Funds</b>								
General Funds	116,546	605,475	(467,043)	254,978	469,141	(475,691)	(12,000)	236,428
Designated Fund – GDPR costs	-	-	-	-	-	-	12,000	12,000
<b>Total unrestricted funds</b>	<b>116,546</b>	<b>605,475</b>	<b>(467,043)</b>	<b>254,978</b>	<b>469,141</b>	<b>(475,691)</b>	<b>-</b>	<b>248,428</b>

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**Purposes of restricted funds**

The 4 Government grants are grants awarded in order to enable the company to support charitable bodies or persons who supply transport to groups or individuals in need of mobility which would otherwise be denied.

The DFT minibus grant relates to a grant awarded in order for the company to administer the provision of Minibuses awarded by the Department of Transport to various community transport charities.

The Taith training grant relates to a grant awarded for the promotion of Community Transport in Wales.

The D1 Driver Training Grant relates to a grant in order to provide specialised D1 driver training in Scotland.

The Wales EU Connecting Communities Fund relates to a grant awarded by the European Union in order to develop innovative solutions and projects to solve community transport issues in Wales.

The designated fund relates to funds set aside to cover costs relating to the charity's GDPR compliance activity.

**24. Reconciliation of net income/(expenditure) to net cash flow from operating activities**

	2018	2017
	£	£
Net movement in funds	(1,655,345)	2,050,931
Add back depreciation charge	17,948	8,227
(Profit)/loss on disposal of fixed assets	7,055	-
(Increase)/decrease in stocks	5,145	16,913
(Increase)/decrease in debtors	(3,203)	28,147
Increase/(decrease) in creditors	21,620	(29,701)
Net movement in funds	<u>(1,606,780)</u>	<u>2,074,517</u>

**25 Analysis of cash and cash equivalents**

	2018	2017
	£	£
Cash in hand	300	300
Current accounts	68,276	24,723
Deposit accounts	520,772	2,213,869
	<u>589,348</u>	<u>2,238,892</u>

**26 Operating lease commitments**

As at 31 March 2018 the charity had future minimum lease payments under non-cancellable operating leases as set out below:

	Property		Equipment	
	2018	2017	2018	2017
	£	£	£	£
Within one year	28,769	40,553	1,607	1,607
Within two to five years	103,107	50,746	803	2,410
After more than five years	-	-	-	-
	<u>131,876</u>	<u>91,299</u>	<u>2,410</u>	<u>4,017</u>

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**NOTES TO THE ACCOUNTS**

For the year ended 31 March 2018

**27. Pension Costs**

CTA operates a defined contribution pension scheme through Royal London. The scheme is fully compliant with auto-enrolment legislation. There are two versions of the scheme in operation. For all employees who joined the scheme after the auto-enrolment date of 1 October 2015, contributions are split as 5% from the employer and 3% from the employee. For employees who were members of the scheme prior to the auto-enrolment date, contributions are related to their length of service rising to a maximum of 6% from the employer, but with no employee contribution. In order for that version of the scheme to remain auto-enrolment compliant as the statutory contribution rates increase, employees will be required to make a 2% personal contribution to the scheme from 1 October 2018.

Total employer contributions to the scheme in the year were £24,912. (2017, £24,086)

The total amounts paid into the scheme in the year were £33,088 (2017: £33,979).

**28 Capital Commitments**

There are no capital commitments as at 31 March 2018 (2017, £nil)

**29. Comparative Statement of Financial Activity**

		Unrestricted Funds	Restricted Funds	Total funds Year to 31 March 2017 £
Income from:	Notes	£	£	£
Donations	2	20,000	-	20,000
Charitable Activities	3	380,691	2,596,824	2,977,515
Other Trading Activities	4	204,674	-	204,674
Investments	6	110	-	110
<b>Total</b>		<b>605,475</b>	<b>2,596,824</b>	<b>3,202,299</b>
<b>Expenditure on:</b>				
Raising Funds		122,046	-	122,046
Charitable Activities		344,997	684,325	1,029,322
<b>Total resources expended</b>	<b>8</b>	<b>467,043</b>	<b>684,325</b>	<b>1,151,368</b>
<b>Net income/(expenditure)</b>	<b>9</b>	<b>138,432</b>	<b>1,912,499</b>	<b>2,050,931</b>
<b>Transfers between funds</b>		-	-	-
<b>Net movement in funds</b>		<b>138,432</b>	<b>1,912,499</b>	<b>2,050,931</b>
Total funds brought forward		116,546	116,687	233,233
<b>Total funds carried forward</b>		<b>254,978</b>	<b>2,029,186</b>	<b>2,284,164</b>