



Mutual Societies Annual Return Form (AR30)

For societies registered under the Co-operative and Community Benefit Societies Act 2014

Society name:

Green Community Travel Limited

Important information you should read before completing this form

You must use this form if you are a:

- registered society (previously referred to as an 'industrial and provident society')
- co-operative society
- community benefit society

registered under the Co-operative and Community Benefit Societies Act 2014.

You must submit this form and the society's accounts within 7 months of the end of your financial year. Failure to submit is an offence for which the society may be prosecuted.

Please note:

- we have an information note that may assist you in completing this application
- any personal details you give on the form will be placed on the society's public file.
- it is important you give accurate and complete information and disclose all relevant information. If you do not, it may take us longer to process your annual return.

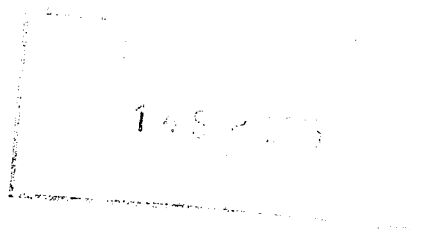
Please keep a copy of the form and supporting documents for future reference.

Terms in this form

'FCA', 'PRA', 'us' and 'we' refer to the Financial Conduct Authority or Prudential Regulation Authority.

'You' refers to the person signing the form on behalf of the society.

'The 2014 Act' is the Co-operative and Community Benefit Societies Act 2014





Mutual Societies Annual Return Form (AR30)

For societies registered under the Co-operative and Community Benefit Societies Act 2014

Filling in the form

1 If you are using your computer to complete the form:

- use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question; and
- print the completed form and arrange for it to be signed by all relevant individuals.

2 If you are filling in the form by hand:

- use black ink;
- write clearly; and
- arrange for it to be signed and dated by all relevant individuals.

3 If you make a mistake, cross it out and initial the changes; do not use correction fluid.

4 If you:

- leave a question blank;
- do not get the form signed; or
- do not attach the required supporting information

without telling us why, we will treat the application as incomplete. This will increase the time taken to assess your application.

5 If there is not enough space on the form, you may use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number. Any separate sheets should be signed by the signatories to the form.

6 Email a scanned copy of the signed form and supporting documents to

mutualsanrtns@fca.org.uk

or send it by post to:

Mutuals Team
Financial Conduct Authority
25 The North Colonnade
Canary Wharf
LONDON
E14 5HS

7. Please make sure you include:

- this form
- a set of printed accounts – signed by two members and the secretary (3 signatures in total)
- an audit report or accountant's report where required; and
- any supporting documents.

1 Details of society

1.1 Details of the society

Register number	26771R
Registered office address	21 Horse Street Chipping Sodbury Bristol
Postcode	BS37 6DA

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

3	1	/	0	3	/	2	0	1	6
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Committee of management

If you are a club you do not need to give a year of birth in questions 1.3-1.6.

The names of the members of the Committee at the date on which the return is signed should be entered below in BLOCK CAPITALS.

1.3 Details of Chairman

Name	Mr Michael Bell
Address	2 Rogers Court Chipping Sodbury Bristol
Postcode	BS37 6BR
Year of birth	1954
Business occupation and other directorships	Retired

1.4 Details of Treasurer

Name	Roger Tanner
Address	36 Lower Chapple Lane Frampton Cotterell
Postcode	BS36 2RL
Year of birth	1939
Business occupation and other directorships	Retired

1.5 Details of Secretary

Name	Barbara Perks
Address	64 Hampden Close Yate
Postcode	BS37 5UP
Year of birth	1938
Business occupation and other directorships	Retired

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
Marian Lewis	274 North Road Yate BS37 7LQ	1944	South Gloucestershire Councillor
Howard Gawler	4 Millbrook Walk Inchbrook Stroud GL5 5HE	1943	Retired
William Sims	17 Eggshill Lane Yate Bristol BS27 4BH	1935	Retired
		yyyy	
		yyyy	
		yyyy	

Please use separate sheets of paper if you need more space, following the instructions provided in section 5 above.

Please indicate how many separate sheets of paper you have used

Please continue, answering all questions.

1.7 Are any members of the society's committee disqualified as directors under the Company Director Disqualification Act 1986?

- No
 Yes

1.8 Does the society carry out any activity which is regulated under the Financial Services and Markets Act 2000? (e.g. accepting deposits in a form other than withdrawable shares; offering insurance products; undertaking residential mortgage business). If 'yes' please state the society's Financial Services Register firm reference number

- No
 Yes

Financial Services Register firm reference number

1.9 Is the society a subsidiary of another society?

- No
 Yes

1.10 Does the society have one or more subsidiaries?

- No
 Yes

1.11 Is the society currently accepted by the HM Revenue and Customs as a charity for tax purposes?

- No
 Yes

Please confirm you have attached a copy of the letter from HM Revenue and Customs confirming charitable tax status:

- Yes

1.12 Is this society a charity registered with the Office of the Scottish Charity Regulator (OSCR)?

- No
 Yes ▶ provide your Scottish Charity number below

1.13 Is the society registered with one of the following (please tick)?

- Homes and Communities Agency
 The Welsh Ministers
 Scottish Housing Regulator

If so, please provide your register number

All societies must answer the following questions:

- if a **bona fide co-operative society** go to question 1.14
- if **existing for the benefit of the community** go to question 1.19

Bona fide co-operative society

1.14 How did members benefit from the business, industry or trade of the society during the year?

1.15 Is membership of the society required to obtain the benefits offered by it?

- Yes
 No

1.16 In what way did members participate in an ongoing basis in the society's primary business during the year?

1.17 How did members democratically control the society?

1.18 How did the society use any surplus/profit?

•

If the society distributed the surplus/profit to members please explain how this was done.

Please use separate sheets of paper if you need more space (see section 5 above)

Please indicate how many separate sheets of paper you have used.

Continue to 2.1

•

•

Community benefit society**1.19 Who are the community the society benefited?**

Individuals that cannot access public transport, those with mobility, social or medical issues and children with special educational needs. Local youths and community organisations also benefit.

1.20 How did the society benefit that community during the year?

By providing accessible transport through ring and ride, day trips, voluntary car scheme, youth partnership and group travel schemes.

1.21 How did the society use any surplus/profit?

Reinvestment into the services and vehicles.

Please use separate sheets of paper if you need more space (see section 5 above).

Please indicate how many separate sheets of paper you have used.

Continue to 2.1

2 Statistics

Account details

2.1 You must enter the figures below

See notes for help on items E-T. Enter NIL where applicable

A	Members at beginning of year	5
B	Members ceased during year	0
C	Members admitted during year	1
D	Members at end of year	6
E	Turnover for year	283,919
F	Total of income and expenditure (receipts and payments added together)	
G	Net surplus/(deficit) for year	(72,595)
H	Fixed assets	125,165
I	Current assets	175,276
J	Total assets (equal to amount in row O, below)	300,441
K	Current liabilities	5,331
L	Share capital	8
M	Long-term liabilities	-
N	Reserves	295,102
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	300,441
All societies (excluding clubs) must complete boxes P-T		
P	Investments in other registered societies	Nil
Q	Loans from members	Nil
R	Loans from Employees' Superannuation Schemes	Nil
S	Dividends on sales	Nil
T	Share interest	Nil

2.2 Names of subsidiaries as defined in sections 100 and 101 of the Co-operative and Community Benefit Societies Act 2014

N/a

2.3 Names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions (as approved by the FCA)

The society must have written authority from us to exclude a subsidiary from group accounts

3

The audit

3.1 Type of audit used for the attached accounts.

If the society has used a full professional audit or an accountant's report then the report must be prepared by a registered auditor.

- Full professional audit ▶ Continue to section 4
- Accountant's report ▶ Complete questions 3.2 and 3.3
- Lay audit ▶ Complete questions 3.2 and 3.3
- Unaudited ▶ Complete questions 3.2 and 3.3

3.2 Do the society's registered rules allow the society not to undertake a full professional audit?

- No
- Yes

3.3 Has the membership passed at a general meeting a resolution allowing the society not to undertake a full professional audit for the year of account in question? (In accordance with section 84 of the Co-operative and Community Benefit Societies Act 2014)

- No
- Yes

4 Accounts and signature

Accounts

4.1 Date on which the accounts and balance sheet will be/were laid before the AGM (dd/mm/yyyy)

0	2	/	0	9	/	2	0	1	6
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4.2 Has your society produced accounts to the minimum standard required?

Yes ▶ you must confirm that you have attached the accounts and the audit/accountant's report bearing the original signatures of the auditor (if required by law), the secretary and the two committee members. Attached

No ▶ you must produce accounts to the minimum standard required, see notes for details.

Signature – all societies to complete

4.3 The Secretary of the society must sign and date below

I certify that the information in this form is correct to the best of my knowledge and belief.

Name	Barbara Perks
Signature	Perks.
Phone number	01454 315028
Email	
Date	dd/mm/yy 02/09/16.

Company reference: 26771R

Green Community Travel Limited
Report and Unaudited Financial Statements
31 March 2016

GREEN COMMUNITY TRAVEL LIMITED

REPORT AND UNAUDITED FINANCIAL STATEMENTS 2016

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GREEN COMMUNITY TRAVEL LIMITED

GENERAL INFORMATION

REGISTERED OFFICE

21 Horse Street
Chipping Sodbury
Bristol
BS37 6DA

ACCOUNTANTS

Whittaker Gregory
21 Horse Street
Chipping Sodbury
Bristol
BS37 6DA

Frost Wiltshire LLP
Brick House
21 Horse Street
Chipping Sodbury
Bristol
BS37 6DA

GREEN COMMUNITY TRAVEL LIMITED

Trustees' Annual Report for the year ended 31 March 2016

The Trustees present their annual report and the financial statements for the year ended 31 March 2016.

The financial statements comply with the current statutory requirements and the Statement of Recommended Practice (SORP) for charities issued in March 2015.

Background and Constitution

Green Community Travel Limited is a registered society (previously known as an Industrial and Provident Society) that is governed by the Co-operative and Community Benefit Societies Act 2014 (previously Industrial and Provident Societies Act 1965). Shares are held by the five committee members.

Structure, Governance and Management

The Board of Trustees meet at least monthly to determine strategy and to optimise the objectives of the society.

Recruitment and Training of Trustees

New Trustees may be appointed or discharged by resolution of a general meeting. A new Trustee may be appointed at any time. New Trustees are recruited for their appropriate skills, experience and eligibility and are appointed by the existing Trustees.

New Trustees are inducted into the workings of the society by the Chairman and existing Trustees. Trustees are kept up to date with legislation and other factors, as deemed necessary, through training courses and briefings.

Objects

The object of the society is to operate transport services for the benefit of the community. To assist the work of organisations and bodies engaged in the relief of poverty, sickness and the disabilities of age. The provision of facilities for recreation or other leisure time occupation within the meaning of Section 1 of the Recreational Charities Act 1958 and any other charitable purposes in the parishes of Yate, Sodbury, Westerleigh, Dodington and district, and, when necessary, to relieve poverty, sickness and the disabilities of age.

Achievements and Performance

During the year, the society has continued to provide affordable and accessible transport, to those who cannot easily access public transport, with the use of minibuses. The range of persons benefiting from the service include the elderly, disabled and children with special needs.

We obtained our objectives through the year thanks to the considerable help from staff and volunteers.

Financial Review

The results for the period are set out in the Statement of Financial Activities on page 6.

Reserves Policy

The unrestricted funds balance at 31 March 2016 was £124,685 (2015: £197,280). It is the Members' aim to ensure that the assets are transferred in order that the level of reserves can be known with certainty and anticipated. Designated reserves of £170,417 were in place at 31 March 2016 and 31 March 2015.

Signed on behalf of the committee



R Tanner

2 September 2016

GREEN COMMUNITY TRAVEL LIMITED

Independent reporting Accountants' report to the members on the unaudited accounts of Green Community Travel Limited

We report on the accounts for the year ended 31 March 2016.

Respective responsibilities of the committee, of management and the reporting accountant

The society's Committee of Management is responsible for the preparation of the accounts, and they consider that the society is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our procedures consisted of comparing the accounts with the books of account kept by the society and making such limited enquiries of the officers of the society as we considered necessary for the purpose of this report. These procedures provide the only assurance expressed in our opinion.

Opinion

In our opinion:

- the revenue account and balance sheet for the year ended 31 March 2016 are in agreement with the books of account kept by the society, under Section 75 of the Co-operative and Community Benefit Societies Act 2014;
- having regard only to, and on the basis of the information contained in the books of account, the statement of financial activities and balance sheet for the year ended 31 March 2016 comply with the requirements of the Co-operative and Community Benefit Societies Act 2014; and
- the society met the financial criteria enabling it to disapply the requirement to have an audit of the accounts for the year specified in section 84 of the Co-operative and Community Benefit Societies Act 2014.

Frost Wiltshire LLP

**Frost Wiltshire LLP
Reporting Accountants
Statutory Auditor**

Brick House
21 Horse Street
Chipping Sodbury
Bristol
BS37 6DA

2 September 2016

GREEN COMMUNITY TRAVEL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
Year ended 31 March 2016

	Note	Unrestricted Funds £	Designated Funds £	Total Funds £	2015 Total Funds £
Income					
Voluntary income	2	415	-	415	2,789
Investment income		595	-	595	994
Charitable activities		282,909	-	282,909	291,735
Total income		283,919	-	283,919	295,518
Expenditure					
Expenditure on charitable activities		(356,448)	-	(356,448)	(290,130)
Interest payable and similar costs		(66)	-	(66)	(68)
Total expenditure		(356,514)	-	(356,514)	(290,198)
Net (outgoing)/ incoming resources before transfers	3	(72,595)	-	(72,595)	5,320
Transfers					
Gross transfers between funds		-	-	-	-
Net movement in funds		(72,595)	-	(72,595)	5,320
Reconciliation of funds					
Funds brought forward		197,280	170,417	367,697	362,377
Total funds carried forward		124,685	170,417	295,102	367,697

All activities derive from continuing operations.

16/03/16

GREEN COMMUNITY TRAVEL LIMITED

BALANCE SHEET
At 31 March 2016

	Note	2016		2015	
		£	£	£	£
Fixed assets					
Tangible fixed assets	5		125,165		112,768
Current assets					
Debtors	6	29,829		28,519	
Cash at bank and in hand		145,447		240,006	
			<u>175,276</u>		<u>268,525</u>
Creditors: Amounts falling due within one year	7	<u>(5,331)</u>		<u>(13,591)</u>	
Net current assets			169,945		254,934
Net assets			<u>295,110</u>		<u>367,702</u>
Funds of the organisation					
Share capital			8		5
Unrestricted reserves	8	124,685		197,280	
Designated reserves	8	170,417		170,417	
			<u>295,110</u>		<u>367,702</u>

The financial statements of Green Community Travel Limited, registered number 26771R, were approved by the trustees and authorised 2 September 2016. They were signed on the Trustees' behalf by:

Michael Bell
Chairman



Roger Tanner
Treasurer



Barbara Perks
Secretary



GREEN COMMUNITY TRAVEL LIMITED

NOTES TO THE FINANCIAL STATEMENTS **Year ended 31 March 2016**

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. They have all been applied consistently throughout the period.

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable United Kingdom accounting standards and the requirements of the Statement of Recommended Practice on accounting and reporting by Charities: the Charities SORP 2015.

Income recognition

Income from the supply of services represents the value of services provided under contracts to the extent that there is a right to consideration and is recorded at the value of the consideration due. Donations are accounted for when received by the company. Other income is accounted for on an accruals basis as far as it is prudent to do so. Donations received in kind are not valued unless the items involved are of significant value.

Expenditure

Resources expended are accounted for on an accruals basis. Irrecoverable VAT is included with the expense to which it relates.

Taxation

As the company has charitable status with HMRC, the company is generally exempt from income tax and capital gains tax, but not VAT. Irrecoverable VAT is included within the cost of those items to which it relates.

Tangible Fixed Assets

Tangible fixed assets are stated at cost, net of depreciation and any provision for impairment. Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost or valuation, less estimated residual value of each asset on a straight-line basis over its expected useful life, as follows:

Motor vehicles	25% reducing balance
Equipment	15% reducing balance

Grants

Grant income is allocated against the expenditure to which it relates.

Unrestricted Fund

The unrestricted fund is the retained annual surpluses/deficits. They are available at the discretion of the Trustee to achieve the objectives of the society.

Designated Funds

Designated funds are held to ensure monies are available to cover leasing commitments and 6 months of operating costs.

GREEN COMMUNITY TRAVEL LIMITED

NOTES TO THE FINANCIAL STATEMENTS
Year ended 31 March 2016

2. VOLUNTARY INCOME

	2016	2015
	£	£
Donations	415	2,789
	<u> </u>	<u> </u>

3. EXPENDITURE

Expenditure is stated after charging £40,593 (2015: £21,748) for depreciation of assets and no profit/loss on disposal of assets (2015: £nil).

4. INFORMATION REGARDING TRUSTEES

No Trustee received remuneration during the year or any reimbursement for expenditure.

5. TANGIBLE FIXED ASSETS

	Equipment	Motor	Total
	£	vehicles	£
		£	
Cost			
At 1 April 2015	35,922	232,325	268,247
Additions	-	52,990	52,990
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2016	35,922	285,315	321,237
	<u> </u>	<u> </u>	<u> </u>
Depreciation			
At 1 April 2015	27,458	128,021	155,479
Additions	1,269	39,324	40,593
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2016	28,727	167,345	196,072
	<u> </u>	<u> </u>	<u> </u>
Net book value			
At 31 March 2016	7,195	117,970	125,165
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2015	8,464	104,304	112,768
	<u> </u>	<u> </u>	<u> </u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Trade debtors	3,502	-
Prepayments and accrued income	21,464	23,708
Other debtors	4,863	4,811
	<u> </u>	<u> </u>
	29,829	28,519
	<u> </u>	<u> </u>

GREEN COMMUNITY TRAVEL LIMITED

NOTES TO THE FINANCIAL STATEMENTS
Year ended 31 March 2016

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Wages and social security creditor	-	2,310
Accruals and deferred income	5,331	11,281
	<u>5,331</u>	<u>13,591</u>

8. Funds

	Unrestricted Funds £	Designated Funds £	Total Funds £
At 1 April 2015	197,280	170,417	367,697
Net movement in funds	(72,595)	-	(72,595)
Funds at 31 March 2016	<u>124,685</u>	<u>170,417</u>	<u>295,102</u>

The designated funds consist of £116,417 for 6 months of ear-marked operating costs and £54,000 in relation to leasing costs.

GREEN COMMUNITY TRAVEL LIMITED**INCOME AND EXPENDITURE ACCOUNT**
Year ended 31 March 2016

	2016		2015	
	£	£	£	£
Receipts				
Hire		258,581		272,675
Membership		8,911		12,330
Miscellaneous		15,417		6,730
Fundraising and donations		415		2,789
		<hr/>		<hr/>
Total incoming resources		283,324		294,525
Less expenses				
Rent, rates and power	25,081		21,108	
Salaries and national insurance	163,272		143,719	
Vehicle costs	101,924		79,039	
Postage, stationery and office machine maintenance	8,007		5,578	
Subscriptions, permits and registration	271		515	
Telephone	2,312		2,768	
Insurance	811		561	
Accountancy and legal fees	6,672		7,926	
Premises maintenance	1,865		897	
Sundry expenses, publicity and advertising	4,178		3,362	
Volunteer costs	1,462		2,909	
Bank charges and interest	66		68	
Depreciation	40,593		21,748	
		<hr/>		<hr/>
		(356,514)		(290,198)
(Deficit)/surplus on activities for the year		<hr/>		<hr/>
		(73,190)		4,326
Bank interest		595		994
(Deficit)/surplus for the year		<hr/>		<hr/>
		(72,595)		5,320