

# Mutual Societies Annual Return



# FSA

## AR 30 – Industrial and Provident Societies Act 1965 Form

### Full name of society

GREEN COMMUNITY TRAVEL LIMITED (FORMERLY YATE SODBURY AND DISTRICT COMMUNITY TRANSPORT LTD)
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26771R

### Secretary Full Name

BARBARA POOKS
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### Email Address

yct@yate-ct.org.uk
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### Telephone No.

01454 228706
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### Important information you should read before completing this form

We require all Industrial and Provident societies to complete this form every year.

For a society registered on or after 8 January 2012, the year of account will end on the last day of the month in which the anniversary of its registration falls, unless the society has notified us otherwise. For a society registered before 8 January 2012, the society's year of account must end between 31 August to 31 January inclusive, unless the society has notified us otherwise.

All the required information must be submitted within seven months of the year end date. Failure to submit the documents constituting your society's annual return by the due date is an offence and may result in prosecution.

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

The notes that accompany this form will help you complete the questions.

Please be aware that 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 assess your annual return.

### Terms in this form and Contents

'FSA', 'we' and 'us' refer to the Financial Services Authority.

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

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FSA use only		
	Date Received	Case Officer
1st		
2nd		

# Mutual Societies Annual Return



# FSA

## AR 30 – Industrial and Provident Societies Form

### 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 out the completed form and arrange for it to be signed.

2 If you are filling in the form by hand:

- use black ink;
- write clearly; and
- arrange for it to be signed.

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

4 If you think a question is not relevant to you, write 'not applicable' and explain why.

5 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 have to treat the return as incomplete. This will increase the time taken to assess your return.

6 If there is not enough space on the form, you may need to use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number.

7 Send us your application by post. It must include:

- this form;
- a set of printed accounts;
- an audit report or accountant's report where appropriate (or a supplementary return); and
- supporting documents.

Send it to:

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

## 1

## Details of society

## 1.1 Details of the society

Register number	267712
Registered office address	21 HORSE STREET CHIPPING SODRY BRISTOL
Postcode	BS37 6DA

## 1.2 Year end date (dd/mm/yyyy)

See Note 1.2

3	1	/	0	3	/	2	0	1	2
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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	HOWARD GAWLER
Address	SHALE COTTAGE WOOTTON ROAD IRON ACTON
Postcode	BS37 9XE
Year of birth	yyyy 1943
Business occupation and other directorships	COUNCILLOR

## 1.4 Details of Treasurer

Name	ROGER TANNER
Address	36 LOWER CHAPPEL LANE FRAMPTON COTTRELL
Postcode	BS36 2RL
Year of birth	yyyy 1939
Business occupation and other directorships	RETIRED

## 1.5 Details of Secretary

Name	BARBARA PERKS
Address	64 HAMDEN CLOSE YATE
Postcode	BS37 5UP
Year of birth	yyyy 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
LIN KENDALL	96 ST. BRAVEOLS DRIVE YATE BS37	yyyy 1946	PASLANCOK ASSISTANT
PETER ROBINSON	14 HUDSON CLOSE YATE BS37 4NP	yyyy 1946	RETIRED
DAVID THORN	HIDDEN COTTAGE BOEMORE ROAD COALPIT HEATH BS36 2LS	yyyy 1939	RETIRED
PAM MATTHEWS	111 SWINDRIDE PARK YATE BS37	yyyy 1946	SEMI-RETIRED
MIKE DOLLIN	41 MOUNTBATTEN CLOSE YATE BS37 5TE	yyyy 1987	ASSISTANT MANAGER
		yyyy	

Please use separate sheets of paper if you need more space.

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

All societies must answer the following questions whether the answers are yes or no, and provide all other information requested

1.7 Does the society take deposits (excluding withdrawable shares) within the provisions of the Financial Services and Markets Act 2000?

- No  
 Yes

1.8 Does the society hold deposits (excluding withdrawable shares) taken previously, even though it does not currently take them, within the provisions of the Financial Services and Markets Act 2000?

- No  
 Yes

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 Inland Revenue as a charity for tax purposes?

- No ▶ Continue to question 1.12  
 Yes ▶ Give details below

Reference number of letter from Inland Revenue or the Scottish Charity number

X R 4 1400

You must confirm that you have attached a copy of the  Yes  
 Inland Revenue's letter to this return

1.12 Is the society registered with the Tenant Services Authority, Welsh Ministers or The Scottish Housing Regulator?

- No ▶ Continue to question 1.14  
 Yes ▶ Select the one you are registered with below and provide the registration number
- Tenant Services Authority  
 Welsh Ministers  
 The Scottish Housing Regulator

Register number

1.13 Is the society a registered social landlord?

- No  
 Yes

1.14 Does the society offer any insurance products?

- No  
 Yes

1.15 Does the society undertake residential mortgage business?

- No  
 Yes

1.16 Name of any organisation to which the society is affiliated

Name

**Benefit of the community societies**

- 1.17 As once completed this return will be placed on the society's public file, benefit of the community societies are welcome to use the space below to provide a report for all those who may have an interest in the society. If provided, this report should cover the activities of the society during the financial period covered by the return and should set out how these activities have brought benefit to the community.

We have continued to provide affordable and accessible transport to those who cannot easily access public transport with the use of minibuses. The range of persons includes the elderly, disabled and children with special needs.

Please use separate sheets of paper if you need more space.

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

## 2

## Statistics

We can use these figures in our Annual Report.

## 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	140
B	Members ceased during year	132
C	Members admitted during year	NIL
D	Members at end of year	8
E	Turnover for year	509 216
F	Total of income and expenditure (receipts and payments added together)	
G	Net surplus/(deficit) for year	84035
H	Fixed assets	117 626
I	Current assets	200036
J	Total assets (equal to amount in row O, below)	317 642
K	Current liabilities	15237
L	Share capital	8
M	Long-term liabilities	NIL
N	Reserves	302397
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	317 642
All societies (excluding clubs) must complete boxes P-T		
P	Investments in other Industrial and Provident 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 Section 15 of the Friendly and Industrial and Provident Societies Act 1968**


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

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 general meeting, in accordance with section 4A(2) of the Friendly and Industrial and Provident Societies Act 1968, a resolution allowing the society not to undertake a full professional audit for the year of account in question?

- 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	8	/	0	8	/	2	0	1	2
---	---	---	---	---	---	---	---	---	---


- 4.2 Does your society have to produce 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 complete a supplementary return, see notes for details.  Attached

## 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 to the best of my knowledge and belief, correct.

Name	BARBARA PERKS
Signature	
Date	dd/mm/yy 8.8.12.



Inland  
**Revenue**  
(Charities)

Whittaker Gregory & Company  
Chartered Accountants  
Brick House  
21 Horse Street  
Chipping Sodbury  
BRISTOL BS37 6DA

St John's House Unit 380C  
Merton Road  
BOOTLE  
Merseyside  
L69 9BB

Tel: 0151 472 6029  
Fax: 0151 472 6268

\*Minicom

Date: 9 October 2000  
Our Ref: XR41400  
Your Ref: CJ/TR/Y.005

**HELP ME**  
To maintain customer service please quote  
our full reference. If possible, can I also  
have a day time telephone number?

Dear Sirs

***YATE SODBURY AND DISTRICT COMMUNITY TRANSPORT LIMITED***

Bristol Cabot Tax Office passed their Corporation Tax records for Yate Sodbury and District Community Transport Limited to this office as we deal with charities.

We accept that Yate Sodbury and District Community Transport Limited is a charity for tax purposes under our reference XR41400.

Our Audit and Compliance section will write separately about the Society's liability to tax for the year ended 31 March 2000.

*Please*

- Do not send us any accounts unless we ask for them.
- Make any future enquiries about the charity to us under XR41400.

Yours faithfully

A J DOBSON  
Technical Adviser

\*Only callers with Minicom should use this number: - 0151 472 6112

CTV3

Business Director: Caroline Rookes

Form K



**INDUSTRIAL AND PROVIDENT SOCIETIES ACT 1965**

*Acknowledgement of Registration of Change of Name*

Register No. **26771 R**

The change of the name of **Yate Sodbury and District Community Transport Limited** to **Green Community Travel Limited** is this day registered as an amendment of rules under the Industrial and Provident Societies Act 1965.

Date: **01 April 2012**

C. Hsu

The change of name is hereby approved.

C. Hsu

Financial Services Authority

Date: **01 April 2012**

Financial Services Authority  
25 The North Colonnade  
Canary Wharf  
London, E14 5HS

**GREEN COMMUNITY TRAVEL LIMITED**  
**(FORMERLY YATE SODBURY AND DISTRICT COMMUNITY TRANSPORT LIMITED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

11 03 2012

**GREEN COMMUNITY TRAVEL LIMITED**

**(FORMERLY YATE SODBURY AND DISTRICT COMMUNITY TRANSPORT LIMITED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

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**GREEN COMMUNITY TRAVEL LIMITED**

**(Formerly Yate, Sodbury and District Community Transport Limited)**

**Trustees' Annual Report for the Year ended 31<sup>st</sup> March 2012**

We have continued to provide affordable and accessible transport to those who cannot easily access public transport with the use of minibuses. The range of persons includes the elderly, disabled and children with special needs. We obtained our objectives during the year thanks to the considerable help from staff and volunteers.

The improvement in the financial position as mentioned in last years report has been achieved and this is anticipated to continue in the year to 31<sup>st</sup> March 2013. However the grants for the year to 31<sup>st</sup> March 2013 will be reduced as follows:-

Drivers Allowances £1750 per month

Enhanced Travel Allowance £8600 every six months

Also there will be reductions in the fuel grant received from the Department of Transport.

The company changed its name to Green Community Travel Limited with effect from 1<sup>st</sup> April 2012.



.....

R Tanner - Trustee


**GREEN COMMUNITY TRAVEL LIMITED**

**(FORMERLY YATE SODBURY AND DISTRICT COMMUNITY TRANSPORT LIMITED)**

**ACCOUNTANTS REPORT**

**YEAR ENDED 31 MARCH 2012**

I have examined the revenue account and balance sheet for the year ended 31 March 2012. In my opinion they are in agreement with the books of accounts maintained by the society and those same books together with the revenue account and balance sheet comply with the requirements of the Co-operative and Community Benefit Societies and Credit Unions Act 1965.

  
.....  
Christopher Perry FCCA  
Chartered Certified Accountant and Registered Auditor

Date: 7<sup>th</sup> SEPTEMBER 2012



**GREEN COMMUNITY TRAVEL LIMITED**

**(FORMERLY YATE SODBURY AND DISTRICT COMMUNITY TRANSPORT LIMITED)**

**BALANCE SHEET AS AT 31 MARCH 2012**

	<u>Cost</u>	<u>Depreciation</u>	<u>£</u>	<u>£</u>	(2011) <u>£</u>
<b><u>FIXED ASSETS</u></b>					
Buses	315067	206356	108711		107239
Equipment	<u>31387</u>	<u>22492</u>	<u>8895</u>		<u>10236</u>
	<u>346454</u>	<u>228848</u>	117606		117475
<b><u>CURRENT ASSETS</u></b>					
Debtors and Prepayments		46588		16955	
Balances at Bank - Ordinary		153431		34423	
Balances at Bank - Restricted		-		85246	
Petty Cash Balance		<u>17</u>		<u>106</u>	
		200036		136730	
<b><u>Less: CURRENT LIABILITIES</u></b>					
Creditors amounts falling due within one year		<u>15237</u>		<u>35703</u>	
			<u>184799</u>		<u>101027</u>
Net Assets			<u>302405</u>		<u>218502</u>
<b><u>The Funds of the Charity:-</u></b>					
Restricted Income Fund			-		85246
Share Capital			8		140
Unrestricted Income Funds			<u>302397</u>		<u>133116</u>
Total Charity Funds			<u>302405</u>		<u>218502</u>

Secretary ..... *Berkes* .....

Member ..... *S. Gardner* .....

Member ..... *Robin* .....

Date ..... *15.8.12* .....

**GREEN COMMUNITY TRAVEL LIMITED**  
**(FORMERLY YATE SODBURY AND DISTRICT COMMUNITY TRANSPORT LIMITED)**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2012**

	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Year Total Funds £
<b>Incoming Resources</b>				
Voluntary Income	10604		10604	2187
Investment Income	861		861	452
Incoming Resources from charitable activities	<u>498612</u>	<u>      </u>	<u>498612</u>	<u>413088</u>
Total incoming Resources	510077		510077	415727
<b>Resources Expended</b>				
Fundraising trading: cost of goods sold and other costs	<u>426174</u>	<u>      </u> -	<u>426174</u>	<u>417657</u>
Net outgoing resources before transfers	83903		83903	(1930)
<b>Transfers</b>				
Gross transfers between funds	<u>85246</u>	(85246)	<u>      </u> -	<u>      </u> -
Net outgoing resources before other recognised gains and losses	169149	(85246)	83903	(1930)
<b>Other recognised gains/losses</b>				
Share Capital adjustment	<u>132</u>	<u>      </u> -	<u>132</u>	<u>      </u> -
Net movement in funds	169281	(85246)	84035	(1930)
<b>Reconciliation of Funds</b>				
Total funds brought forward	<u>133116</u>	<u>85246</u>	<u>218362</u>	<u>220292</u>
Total funds carried forward	<u>302397</u>	<u>      </u> -	<u>302397</u>	<u>218362</u>

Secretary ..... *Berks* .....

Member ..... *H. J. A. Gaudes* .....

Member ..... *[Signature]* .....

Date ..... *25.03.12* .....

**GREEN COMMUNITY TRAVEL LIMITED**  
**(FORMERLY YATE, SODBURY AND DISTRICT COMMUNITY TRANSPORT LIMITED)**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the provisions in the Statement of Recommended Practice Accounting by Charities and the Financial Reporting Standard for Smaller Entities (effective April 2008).

**Income**

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.

**Taxation**

As a registered charity, the Company is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

**Depreciation**

Depreciation of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor Vehicles	-	25% reducing balance
Equipment	-	15% reducing balance

**Grants**

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

**GREEN COMMUNITY TRAVEL LIMITED**  
**(FORMERLY YATE SODBURY AND DISTRICT COMMUNITY TRANSPORT LIMITED)**

**NOTES TO THE FINANCIAL STATEMENTS (contd)**

**YEAR ENDED 31 MARCH 2012**

Tangible Fixed Assets

	Motor Vehicles £	Equipment £	Total £
Cost			
Brought Forward	322533	31158	353691
Additions	54010	229	54239
Disposals	<u>(61476)</u>	—	<u>(61476)</u>
Carried Forward	<u>315067</u>	<u>31387</u>	<u>346454</u>
Depreciation	£	£	£
Brought Forward	215294	20922	236216
Charge for year	36478	1570	38048
Disposals	<u>(45416)</u>	—	<u>(45416)</u>
Carried Forward	<u>206356</u>	<u>22492</u>	<u>228848</u>
Net Book Value 31 March 2012	<u>108711</u>	<u>8895</u>	<u>117606</u>
Net Book Value 31 March 2011	<u>107239</u>	<u>10236</u>	<u>117475</u>

**GREEN COMMUNITY TRAVEL LIMITED**  
**(FORMERLY YATE SODBURY AND DISTRICT COMMUNITY TRANSPORT LIMITED)**

**NOTES TO THE FINANCIAL STATEMENTS (contd)**

**YEAR ENDED 31 MARCH 2012**

<b>Debtors</b>	2012	2011
	£	£
Prepayments and accrued income	30906	4350
VAT	<u>15682</u>	<u>12605</u>
	<u>46588</u>	<u>16955</u>

<b>Creditors</b>	2012	2011
	£	£
Trade Creditors	6175	5175
Amounts due to subsidiary and associated undertakings	-	16763
Taxation and social security	-	3597
Accruals and deferred income	<u>9062</u>	<u>10168</u>
	<u>15237</u>	<u>35703</u>

Called up Share Capital	2012	2011
	£	£
Allotted, Issued and Fully Paid Ordinary £1	<u>8</u>	<u>140</u>

**Funds**

	Unrestricted Funds	Restricted Funds	Total
At 1 April 2011	133116	85246	218362
Net movement in Funds	<u>169281</u>	<u>(85246)</u>	<u>84035</u>
	<u>302397</u>	<u>-</u>	<u>302397</u>

**GREEN COMMUNITY TRAVEL LIMITED**  
**(FORMERLY YATE SODBURY AND DISTRICT COMMUNITY TRANSPORT LIMITED)**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2012**

	£	£	£	<u>2011</u> £
<u>Receipts:</u>				
Hire	454615			384625
Membership	12600			3694
Miscellaneous	31397			24769
Fundraising and Donations	<u>10604</u>			<u>2187</u>
	509216			415275
<u>LESS EXPENSES</u>				
Rent, Rates and Power	18142		18805	
Salaries and National Insurance	216544		226577	
Vehicle Costs	129281		105569	
Postage, Stationery and Office Machine Maintenance	5549		7176	
Subscriptions, Permits and Registration	353		506	
Telephone	2769		2994	
Insurance	521		195	
Accountancy and Legal Fees	1880		1930	
Hire of Rooms and Buffets	301		-	
Sundry Expenses, Publicity and Advertising	1750		2022	
Volunteers	2000		3579	
Training Expenses	456		440	
Bank Charges and Interest	20		29	
Depreciation (plus loss on disposal)	<u>46608</u>		<u>47835</u>	
	<u>426174</u>			<u>417657</u>
Surplus on Activities for year	83042			(2382)
<u>Add:</u> Adjustment Share Capital		132		-
<u>Add:</u> Bank Interest		<u>861</u>		<u>452</u>
Surplus for the Year		<u>84035</u>		<u>(1930)</u>