

**US in a BUS**

**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013**

**Charity Registration Number: 1088570**

**Company Number 04207000**

Crilly and Co  
Wyvern House  
1 Church Road  
Great Bookham  
Surrey  
KT23 3PD

**US in a BUS**

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AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013**

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**US in a BUS**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013**

**DIRECTORS, TRUSTEES  
AND COUNCIL MEMBERS**

Julia Hancock      Chairperson  
Judy Denziloe  
Marianne Hecker  
Helen Jones  
Catherine Redman  
John Spedding

**SECRETARY**

Colin Medway

**CHIEF EXECUTIVE**

Janet Gurney

**TREASURER**

Colin Medway

**REGISTERED OFFICE  
AND OPERATIONAL ADDRESS**

Queens House  
Philanthropic Road  
Redhill  
Surrey  
RH1 4DZ

**REPORTING ACCOUNTANT**

Crilly and Co  
Wyvern House  
1 Church Road  
Great Bookham  
Surrey  
KT23 3PD

**BANKERS**

CAFBANK Limited  
Kings Hill  
West Malling  
Kent  
ME19 4TA

## **US in a BUS**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013**

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The trustees present their report and the financial statements for the period ended 31<sup>st</sup> March 2013.

#### **STATUS**

The charity is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association. The company was incorporated on 27<sup>th</sup> April 2001 and registered as a charity on 1<sup>st</sup> October 2001. The company took over the assets and liabilities of Us in a Bus, an unincorporated charity, on 1<sup>st</sup> October 2001 and commenced activities from that date.

#### **GOVERNANCE**

Members of the Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the period and up to the date of this report are set out on page 1.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of a winding up. The total number of such guarantees at 31<sup>st</sup> March 2013 was six.

Trustees are people with appropriate experience and knowledge who are recruited by personal contact or recommendation. Prior to nomination, potential trustees are invited to observe the work of the charity (including a trustees meeting) and upon election they are given a short induction package including a copy of the Charity Commission leaflet CC3.

All trustees are invited to participate in the annual one-day meeting between staff and trustees at which past achievements and future developments are discussed.

The Articles require that the Members of the Board be elected at an AGM. One-third of the members of the Board shall retire from office. Retiring members may be re-elected. Meetings of the Board are held every two months, and meetings of the fundraising and strategic planning sub-committees are held at least twice per annum.

The Chief Executive is responsible for operational decisions and the day-to-day management of the charity, working within the policy framework set out by the trustees. The Chief Executive is supported by the 2 Senior Practitioners, 1 Business Development Manager, 2 Office Administrators and eight Interaction Practitioners (9 full-time equivalents).

## **US in a BUS**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013**

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#### **AIMS AND OBJECTIVES**

This charity's purposes as set out in the objects contained in the company's memorandum of association are:

- (i) To relieve people who have severe learning and/or multiple disabilities by providing or assisting in the provision of leisure time activities for such persons with the object of improving their condition of life
- (ii) To advance public education concerning the needs of such people who have severe learning and/or multiple disabilities

#### **PUBLIC BENEFIT**

The people who benefit from the Us in a Bus service are those with severe learning and/or multiple disabilities who can be "difficult to reach". Although we work with a wide range of people who have profound learning difficulties and complex needs, our aim with each of our service users is the same: we believe that each of us should have the opportunity to discover more about ourselves and to express our emotions and creativity. We explore this with our service users through the relationships we build together, ensuring that those relationships are based on trust, respect and shared experiences.

Us in a Bus specialises in finding "ways in" with people who are otherwise very isolated. We spend relaxed time with people, aiming to create a safe and respectful space for people to be heard, valued and understood. Through careful observation we learn how people express themselves, find ways of communicating together, trying out various activities and interactions, encouraging people to develop their sociability and communication abilities.

To achieve its objectives, the charity provides activity sessions to people living across Surrey, in North Hampshire and SW Greater London. It also provides training courses for professionals in the field and consultancy services for agencies providing care and support for people with profound and multiple learning disabilities. These services can be delivered anywhere in the UK and Ireland.

#### **REVIEW OF PROGRESS AND ACHIEVEMENTS**

Us in a Bus's main objective for the year has remained the same, namely to continue to develop and expand its service for people with profound learning disabilities and complex needs – through direct contact with them and through training for their care teams. Our strategy for doing this has been fivefold:

- Ensure that the interactive sessions we provide are filled to maximum capacity.
- Expand the number of people we provide training for.
- Develop our "follow-up" services, mainly through consultancy and Active Involvement sessions.
- Provide a secure administrative and managerial framework to support these objectives.

## **US in a BUS**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013**

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- Attract sufficient income to ensure the future security of the services we provide.

Us in a Bus maintains its regular relationship with over 200 people with profound learning disabilities and complex needs living in over 45 homes. Some of these relationships are of many years duration, and consequently our Interaction Practitioners often provide the most long-standing relationship in a person's life. This reflects the comparatively high turn-over of support staff in residential settings and the particularly low level of turn-over of Us in a Bus staff. This consistency is satisfying for the service users and for the Us in a Bus team, allowing deeper understanding and recognition to develop. There are many aspects of our service users' lives that are unpredictable to them; the regularity of the Us in a Bus service and the familiarity of our approach enables people to experience anticipation, recognition and satisfaction, which is an important part of emotional well-being for us all.

As well as continuing our connections with service users of long-standing, we have also brought the service to new people. Getting to know our new service users involves our Interaction Practitioners in a process of observation, interpretation and engagement, ensuring the time and space necessary for these engagements to be led by the person, not by us. Intensive Interaction is a vital tool in this process

We have also continued to provide workshops across the UK and Ireland in schools and in residential settings and to develop our programme of "open-venue" workshops, open to people who may not be able to access in-house training. Participants have included parents and family carers, and it is always a worthwhile opportunity for professionals and family carers to explore the potential of Intensive Interaction together. Feedback from workshops has included: "The strong message coming through is that no matter how profound the disability there is always a way through to connect and interact with an individual. A real pleasure to go on a course which is both inspirational and practical," (special needs teacher) and "This workshop really helps to focus on how we can build relationships with the hardest to reach clients – giving staff tools to bring meaning and value into people's lives. An excellent trainer – very dynamic, knowledgeable and sensitive," (music therapist).

During this year we were supported by an Awards for All grant to identify and address the need to expand our skills and abilities in promoting our services professionally and effectively. Interaction Practitioners received practical training in videoing our work and we invested in up to date equipment to make the process of editing simpler and quicker. This has meant that we are able (where it has been agreed it is in the person's best interests) to record interactions that can be presented and explained at review meetings. This means that good practice can be shared, and support staff can be encouraged to adopt a more interactive approach themselves. We hope that these media skills will also promote our ability to fundraise successfully. Part of the Awards for All grant was used to explore our marketing potential. The management team received some very focussed training and we were lucky enough to engage the support of a volunteer, Jenny Clarke, with

## **US in a BUS**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013**

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significant experience in the field of marketing, who has begun to guide us through the process of building a marketing strategy.

Our outreach work this year reached into the London Borough of Lambeth. The standard of services provided by Us in a Bus was highlighted by agencies there as something that could benefit people with PMLD throughout the borough. This resulted in joint working between Lambeth Mencap, Lambeth Social Services and Speech and Language Therapists from the local Primary Care Trust, looking at equipping front line workers and family carers with the skills to use Intensive Interaction successfully to promote social inclusion. During the year, the priority was to deliver training at Lambeth Walk Day Centre, and for parents and carers identified by Lambeth Mencap. Two 3-part courses were delivered, involving a total of 45 people. Following the training, an Interactive Café was established with Us in a Bus's continued support to embed Intensive Interaction into practice. The aim is that this café, named The Hubbub, will in the future be able to run independently.

Last year's decision to employ a Business Development Manager has continued to prove its worth. Our income from funding applications has increased and we have slowly and steadily seen an increase in session take up. It is a testament to the standard of work that our team of Interaction Practitioners deliver that professionals and families continue to make the decision that it is money well spent to bring Us in a Bus in to the lives of the people they support.

The safety and wellbeing of the Us in a Bus team, and the people we support, is of significant importance and the organization has continued to improve its processes and policies during the year. The Staff Handbook undergoes continual review. The Safeguarding Policy on Protecting Vulnerable People is in place to ensure that it supports employees who could be put in difficult situations, whilst also supporting the vulnerable people we support. There are 22 policies and procedures in place to ensure a supportive, safe and ethical working environment for all employees. The organization also has an informal two-way feedback process, which is used extensively, and which provides a healthy environment for continuous improvement. To aid the continuous development of all practitioners, and to ensure that our service is always at its best, a training week is held every quarter. This investment of time is proving extremely valuable and beneficial to the team and the organization. During the year there have been no lost time accidents reported.

An exciting development for us this year has been The Bus Stop, an opportunity for young adults (18 to 25) with learning disabilities and complex needs to meet once a week, in the community and explore social interaction. Research has shown that such opportunities are hard to come by – social networking is something that most young people take for granted, but for the people we support it is really difficult to access. Us in a Bus, supported by the Learning Disability Development Fund, responded to this need, by setting up and facilitating a pilot scheme. Based in a Church Hall in central Redhill, the scheme involved young people who each attended with a carer. The 20 week trial period was a resounding success; we will use this experience to seek more funding to run this resource on a more long term basis.

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### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013**

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Since the Bus Stop pilot concluded, we were asked to deliver weekly sessions for one of the young men involved, at his home. We coached his care staff to use Intensive Interaction techniques every day and it has enabled them to connect in a much more fulfilling way. This has not only benefitted their relationships but has enabled them to better support this young man to manage his distressed, challenging behaviour, which at one point was endangering his life. Expressing gratitude to the Us in a Bus team, his mother said "Your input has saved my son's life, has given confidence back to his staff and restored my hope of my son enjoying his life like everybody else".

#### **FINANCIAL RESULTS**

The net incoming resources for the period amounted to £315,481. Total expenditure amounted to £314,361. The charity produced a surplus of £1,120 for the 12 month period.

#### **FUTURE STRATEGY**

Us in a Bus will continue to deliver a mix of activity sessions, training and consultancy. The proportions of that mix are kept under review, and take into consideration the success of the training and consultancy programmes. Us in a Bus will continue to raise funds from grant giving trusts and corporate giving. Us in a Bus is committed to continuing its delivery of a hands-on service to people with profound learning disabilities. A priority is to continue to develop our "Active Involvement" initiative which will help embed more interactive practice in residential homes. The Strategic Planning Group continues to meet regularly to ensure that any strategic implications of the training or fundraising programmes are discussed and plans made for the future. This planning is supported by sub-committees covering Finance, Fundraising and Employment Policies.

#### **RISK MANAGEMENT**

The major risks to the charity are identified as:

- a. loss of income from sessions
- b. the cost of covering long term sick leave
- c. loss of income from training due to possible cuts in public sector spending

The charity continues to mitigate the first of these risks by extending its training and consultancy programme to increase income. Us in a Bus continues to designate funds as a contingency against long term sick leave. The potential risk to training income from public sector spending cuts is difficult to predict. To mitigate the risk we plan to widen the promotion of the training workshops to a broader range of customers.

Us in a Bus continues to review potential risk on a regular basis.



## **US in a BUS**

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013**

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#### **RESERVES POLICY**

The charity recognises the need to establish an unrestricted reserve fund of at least three months' running costs. However we have also needed to make investments to maintain the quality of the services that we provide as well as to provide an appropriate and efficient office environment. As a result of these investments we have decreased our General Reserve Fund at the end of this period by £17,431 and the General Reserve Fund now stands at £50,149. The trustees are considering ways in which these funds will be utilised and enhanced to achieve Us in a Bus's strategic objectives and maintain the necessary level of reserves.

#### **RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Board of Trustees is 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.

#### **REPORTING ACCOUNTANTS**

The directors appointed Crilly and Co as reporting accountants to the company.

Approved by the Board on the 17<sup>th</sup> December 2013

And signed on its behalf by:



.....  
Julia Hancock  
Trustee

**CHARTERED ACCOUNTANT'S REPORT**

**TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF US in a BUS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013**

In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006 we have compiled the financial statements of the company which comprise the Statement of Financial Activities, balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Trustees that we have done so, and state those matters that we have agreed to state to them in this 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 Company and the Company's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31 March 2013 your duty to ensure that the company has kept adequate accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



.....  
Aidan Crilly  
Crilly and Co  
Wyvern House  
1 Church Road  
Great Bookham  
Surrey  
KT23 3PD

.....  
Dated: 17 December 2013

## US in a BUS

### STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and Expenditure Account)

For the year ended 31<sup>st</sup> March 2013

	Notes	Restricted Funds 2013 Total £	Unrestricted Funds 2013 Total £	Total Funds 2013 £	Total Funds 2012 £
Incoming resources from generated funds:					
Voluntary income					
Donations	1	40,549	4,574	45,123	45,221
Activities for generating funds:					
Investment income		-	59	59	55
Sales of training books/other items		-	259	259	155
Incoming resources from charitable activities:					
Interactive sessions	2	-	233,595	233,595	218,405
Training and Consultancy	2	-	36,257	36,257	21,414
Buss Stop project		-	188	188	-
Job Fund Grant		-	-	-	1,041
Total incoming resources		40,549	274,932	315,481	286,291
Resources expended					
Costs of generating voluntary income	4		6,775	6,775	9,232
Fundraising trading: cost of goods sold	4		160	160	735
Charitable activities	4	21,998	278,175	300,173	272,603
Governance costs	4		7,253	7,253	6,745
Total resources expended		21,998	292,363	314,361	289,315
Net incoming resources		18,551	(17,431)	1,120	(3,024)
Reconciliation of funds					
Total funds brought forward	12/18	10,505	67,580	78,085	81,109
Total funds carried forward	12/18	29,056	50,149	79,205	78,085

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

No separate statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the Statement of Financial Activities.

The notes on pages 10 to 18 form an integral part of these financial statements.

## US in a BUS

### BALANCE SHEET

As at 31<sup>st</sup> March 2013

	Notes	2013 £	2012 £
<b>FIXED ASSETS</b>			
Tangible assets	9	12,182	9,207
<b>CURRENT ASSETS</b>			
Debtors	10	17,198	30,263
Stock	8	0	160
Cash floats with staff		775	550
Cash at bank		64,436	59,596
		<u>82,409</u>	<u>90,569</u>
<b>CURRENT LIABILITIES</b>			
Creditors: Amounts falling due within one year	11	15,386	21,691
		<u>67,023</u>	<u>68,878</u>
<b>NET CURRENT ASSETS</b>			
		<u>79,205</u>	<u>78,085</u>
<b>TOTAL NET ASSETS</b>			
		<u>79,205</u>	<u>78,085</u>
Represented by:			
Unrestricted fund:			
General fund	12	27,989	45,120
Designated Fund	12	22,160	22,460
Restricted fund	17	29,056	10,505
		<u>79,205</u>	<u>78,085</u>
<b>TOTAL FUNDS</b>		<u>79,205</u>	<u>78,085</u>

For the year ending 31 March 2013 the directors are of the opinion that the company is entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for:

- ensuring that the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006;
- complying with the requirements of the Act in respect to accounting records and the preparation of accounts;
- ensuring that the accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial reporting Standard for Smaller Entities (effective April 2008).

Approved by the board on the 17<sup>th</sup> December 2013 and signed on its behalf by

Julia Hancock  
Trustee

*Julia Hancock*  
.....

Company Registration Number 4207000

The notes on pages 10 to 18 form an integral part of these financial statements

## **US in a BUS**

### **NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> March 2013**

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#### **ACCOUNTING POLICIES**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### **BASIS OF PREPARATION**

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice published in March 2007 and applicable accounting standards.

#### **FUND ACCOUNTING**

##### **General funds**

These are unrestricted and are available for general purposes.

##### **Designated funds**

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

##### **Restricted funds**

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **INCOMING RESOURCES**

##### **Service fees, consultancy and training income**

These represent amounts receivable for services provided within the year.

##### **Donations**

These are accounted for on the basis of monies received during the year.

##### **Investment income**

Investment income is included when receivable.

##### **Sales of books**

Educational books are sold to reinforce and support those attending training sessions. Income is included as the books are sold.

#### **RESOURCES EXPENDED**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

## **US in a BUS**

### **NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> March 2013**

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#### **COSTS OF GENERATING FUNDS**

Costs of generating funds

Costs of generating funds are the costs associated with attracting voluntary income.

Cost of goods sold is the costs of sales for the sales of books in support of training activities.

#### **ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **GOVERNANCE COSTS**

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accounting fees as well as costs linked with the strategic management of the charity.

#### **SUPPORT COSTS**

Support costs are not costs that relate to an activity in themselves but support the charity's activities. Support costs are allocated to the charity's activities on an appropriate basis.

Costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, other costs are apportioned on an appropriate basis e.g. per capita, staff time or estimated usage as set out in note 4.

#### **DEPRECIATION**

Depreciation is provided on fixtures, fittings and equipment, computer equipment and motor vehicles at the following rates based on the estimated useful life of these fixed assets and their anticipated residual value:

Fixtures, fittings and equipment	25% reducing balance
Computer equipment	25% reducing balance
Motor vehicles	25% straight line

#### **STOCK**

Stock is valued at the lower of cost or net realisable value.

## US in a BUS

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> March 2013

1	<b>DONATIONS</b>	2013	2012
		£	£
	Unrestricted	4,574	30,915
	Restricted	40,549	14,306
		<u>45,123</u>	<u>45,221</u>
2	<b>INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS</b>	2013	2012
		£	£
	Interactive sessions	233,595	218,405
	Training	20,475	18,784
	Active involvement	15,572	2,630
	Supervision	210	-
		<u>269,852</u>	<u>239,819</u>

### 3 ALLOCATION OF SUPPORT COSTS AND OVERHEADS

#### Allocation of support costs and overheads

The breakdown of support costs and how these were allocated between Governance, Fund-raising and Charitable Activities is shown in the table below

Cost type	Total Allocated	Governance	Fund-raising	Charitable Activities	Basis of Apportionment
	£	£		£	
Premises	7,000	101	101	6,797	Staff time
General office and finance staff	92,755	1,339	1,339	90,076	Staff time
Office and IT equipment	1,863	27	27	1,809	Staff time
Post, telephone and fax	931	13	13	904	Staff time
Printing and stationery	1,526	22	22	1,482	Staff time
Insurance	706	10	10	685	Staff time
Subscriptions	368	5	5	358	Staff time
Sundries	2,041	29	29	1,982	Staff time
Depreciation	1,574	23	23	1,528	Staff time
Payroll Costs	747	11	11	725	Staff time
	<u>109,544</u>	<u>1,582</u>	<u>1,582</u>	<u>106,381</u>	

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> March 2013

**4 Total Resources Expended**

	Basis of Allocation	Voluntary income	Sale of Books	Interactive Sessions	Training/Consulting	Governance	2013 Total	2012 Total
	£	£	£	£	£	£	£	£
<b>Costs directly allocated to Activities</b>								
Audit and accountancy	Direct					720	720	780
Bad debt provision	Direct			374			374	1,119
Bus Stop Project	Direct			273			273	368
Circus Service Users Event	Direct			-			-	926
Cost of sale of books	Direct		160				160	735
Depreciation	Direct			5,467			5,467	3,005
Development and resources	Direct			1,237			1,237	409
Miscellaneous	Direct	1,883					1,883	0
Recruitment	Direct			334			334	131
Sessional workers	Direct			5,465			5,465	8,512
Staff Costs	Direct	3,310		151,458	16,320	4,162	175,251	189,547
Staff training	Direct			313	300	260	873	5,788
Trust expenses	Direct					529	529	788
Trustees' expenses	Direct						0	53
Van expenses and travel	Direct			9,122	1,483		10,605	8,646
Van Insurance	Direct			1,646			1,646	1,589
<b>Support costs allocated to activities</b>								
<b>General office and finance staff</b>								
General office and finance staff	Staff time	1,339		84,585	5,492	1,339	92,755	52,354
Bank Charges	Staff time	0		31	2	0	34	0
Depreciation	Staff time	23		1,435	93	23	1,574	2,043
HR Consultancy	Staff time	29		1,861	121	29	2,041	459
Insurance	Staff time	10		644	42	10	706	1,119
Office and IT equipment	Staff time	27		1,699	110	27	1,863	1,057
Payroll Costs	Staff time	11		681	44	11	747	586
Post, telephone and fax	Staff time	13		849	55	13	931	892
Premises	Staff time	101		6,383	414	101	7,000	7,788
Printing and stationery	Staff time	22		1,391	90	22	1,526	1,363
Subscriptions	Staff time	5		336	22	5	368	375
		6,775	160	275,584	24,589	7,253	314,361	289,315



**US in a BUS**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> March 2013**

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<b>5</b>	<b>NET INCOMING RESOURCES</b>	<b>2013</b>	<b>2012</b>
		£	£
	Net incoming resources for the period after charging:		
	Depreciation	7,041	5,048

<b>6</b>	<b>STAFF COSTS</b>	<b>2013</b>	<b>2012</b>
		£	£
	Salaries and wages	246,833	222,149
	Employer's national insurance contributions	20,205	18,784
	Pension Scheme Contribution	968	968
		<u>268,006</u>	<u>241,901</u>

No employee received emoluments including taxable benefits which exceeded £50,000 in the period.

	<b>2013</b>	<b>2012</b>
	No	No

The average number of employees during the period was made up as follows:

Chief Executive	1	1
Interactive Practitioners	8	8
Administrator	1	1
	<u>10</u>	<u>10</u>

No director/trustee received emoluments in the period.

**7** **TAXATION**

The charitable company is exempt from corporation tax on its charitable activities.

<b>8</b>	<b>STOCK</b>	<b>2013</b>	<b>2012</b>
		£	£
	Stock of Books	-	160

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**US in a BUS**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> March 2013**

**9 TANGIBLE FIXED ASSETS**

	<i>Motor Vehicles</i>	<i>Computer equipment</i>	<i>Office Furniture</i>	<i>Total</i>
<b>VALUATION:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2012	34,226	12,914	452	47,592
Additions	9,850	-	166	10,016
Disposals	3,644	-	-	3,644
At 31 March 2013	40,432	12,914	618	53,964
<b>DEPRECIATION:</b>				
At 1 April 2012	31,148	6,789	448	38,385
Charged in the year	5,467	1,531	43	7,041
Disposals	3,644	-	-	3,644
At 31 March 2013	32,971	8,320	491	41,782
Net book value 31 March 2013	7,461	4,594	127	12,182

**10 DEBTORS**

	2013 £	2012 £
Trade debtors	14,101	29,150
Prepayments	3,097	1,113
	17,198	30,263

**11 CREDITORS: Amounts falling due within one year**

	2013 £	2012 £
Trade creditors	4,107	3,888
Accruals and other creditors	5,625	12,397
Inland Revenue	5,654	5,406
	15,386	21,691

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> March 2013**

12	<b>RESERVES</b>	At 1 April 2012	Income	Expenditure	Transfers	At 31 March 2013
	General Fund	£46,120	£274,932	(£292,363)	(£700)	£27,989
	Designated Fund	£21,460	£0	£0	£700	£22,160
	Restricted Fund	£10,505	£40,549	(£21,998)	£0	£29,056
		<u>£78,085</u>	<u>£315,481</u>	<u>(£314,361)</u>	<u>£0</u>	<u>£79,205</u>

**13 TRANSACTIONS WITH TRUSTEES**

The trustees only receive reimbursement for expenses actually incurred in attending meetings. No payments are made in respect of time or to compensate for loss of earnings so no remuneration is paid to trustees. The gross amount that has been reimbursed in respect of attendance of meetings in the period was £0, (2012 £53).

**14 PENSION COSTS**

The charity provides access to a contributory Stakeholders pension scheme. There are currently 2 contributors to the scheme.

**15 LEGAL STATUS OF THE CHARITY**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

**16 DESIGNATED FUND**

A designated fund of £22,160 has been set up within unrestricted funds, (2012 £21,460). This is to cover 9 months sick pay at an average full time rate, including national insurance contributions at 13.8% (2012 13.8%).

## US in a BUS

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> March 2013

#### 17 RESTRICTED FUNDS

Analysis of net assets between funds	Purpose	1 April 2012	Incoming Resources	Outgoing Resources	31 March 2013
		£	£	£	£
Dorking Punks	Motor Vehicle	365	-	365	-
Zurich Assurance	Motor Vehicle	250	-	250	-
Technologic UK Ltd	Motor Vehicle	25	-	25	-
Raynes Park Old Boys	Motor Vehicle	750	-	750	-
Combined Golf Day	Motor Vehicle	459	-	459	-
Anville Sensors Ltd	Motor Vehicle	1	-	1	-
David Solomon's Charitable Trust	Motor Vehicle	1,000	-	250	750
Big Lottery Funding	Training Equipment	3,195	-	1,065	2,130
John Ede Trust	Motor Vehicle	500	-	125	375
Boshier-Hinton Foundation	Motor Vehicle	2,000	-	500	1,500
Peter Lambrell	Young Linking Lives	660	-	-	660
Peter Lambrell	ACT Database and Salaries	1,300	-	1,300	-
Johnson Wax	Motor Vehicle		4,000	1,000	3,000
Boshier Hinton	Motor Vehicle		3,500	875	2,625
Mercers	Salary Costs		10,000	5,000	5,000
Lloyds	Salary Costs		15,049	10,033	5,016
SCC	Motor Vehicle		3,000	-	3,000
Bryn Siriol	Bus Stop		1,000	-	1,000
Netherby Trust	Bus Stop		4,000	-	4,000
		<u>10,505</u>	<u>40,549</u>	<u>21,998</u>	<u>29,056</u>

The purposes for which the restricted funds were donated are as stated in the table.

#### 18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Analysis of net assets between funds	Tangible Fixed Assets	Cash at bank and in hand	Other net current assets	Total
	£	£	£	£
Other Donations	10,380	18,676	-	29,056
	<u>10,380</u>	<u>18,676</u>	<u>-</u>	<u>29,056</u>
Designated Funds	-	22,160	-	22,160
Other unrestricted funds	1,802	23,600	2,587	27,989
	<u>12,182</u>	<u>64,436</u>	<u>2,587</u>	<u>79,205</u>