



Annual Report 2008

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HOUNSLOW COMMUNITY TRANSPORT
MANAGEMENT COMMITTEE

Officers

Chair Lorna Stephens
Vice-Chair Peta Vaught
Company Secretary Alfred Sanders
Treasurer Bernie Robson

Members

John Stephens Hounslow Phab
Lok Dhir
Patricia Hopson
David Silva

Staff

Chief Officer Peter Blake
Fleet Manager Dan O'Driscoll
Finance & Administration Manager Anvar Tajmahal
Accounts Administrator Pam Wooldridge
Shopmobility Assistant Rosalind Pitts
Shopmobility Assistant Penny Rowntree
Furniture Project Assistant Elizabeth Perkins
Driver/Warehouse Assistant Peter Farrow

Volunteers

Peter Batten
Patricia Hopson
Peter Stephen

**Hounslow Community Transport is a Registered Charity
Charity Number 291410
Registered Office
9 Montague Road Hounslow Middlesex TW3 1JY**

Chairman's Report

Much progress has been made in 2007/8 and for the first time in three years we have operated with financial surplus at the end of the year. Overall, income is up over £17k on 2006/7.

Group Transport continues to be adversely affected by the loss of key members who have purchased their own minibuses and by members reducing or curtailing their hire of HCT minibuses due to grant reductions. Efforts in 2008/9 will focus on rebuilding the income from Group Transport. Group Transport was successful in gaining 24 new members in 2007/8, which is very encouraging.

The Management Committee is delighted with the turnaround in fortunes prompted by the reorganization of the Furniture Recycling Project in May 2007 and by the successful re-launch of the HCT MiDAS training service in early 2007.

Financial controls put in place last year, together with the production of clear and detailed financial statements for discussion at each meeting of the Management Committee, means that the financial management of HCT is of the highest level at a time when careful and prudent management of our financial affairs could not be more important.

I have said before that working in this sector never gets easier and this certainly applies today. I would like to thank on behalf of the Management Committee our staff and all those who have volunteered their time to support our services during the past year.

We are all passionate at HCT about what we do and that provides the additional impetus and determination to tackle whatever the challenges that lay ahead.

Lorna Stephens
Chair

Chief Officer's Report

The year 2007/8 represents the first full financial year that I have been Chief Officer and it has been both a challenging and rewarding year.

After two years of operating with deficits of £12551 and £10341 in 2005/6 and 2006/7 respectively, I am pleased to report that for 2007/8 a surplus of £1264 was achieved. Our internal financial controls were completely reviewed in 2007 and detailed financial statements are now presented to every Management Committee meeting to ensure that the fullest understanding of HCT's financial position is shared and discussed.

The appointment of Garners as HCT's auditors has gone well. For the first time for a long while the HCT report and accounts for have been signed-off prior to the AGM.

Total income received in 2007/8 was £225227, an increase of £17705 on 2006/7. A key contributor to the income growth was the significant turnaround in the fortunes of the Furniture Recycling Project, which was completely restructured in May 2007. Income from the Furniture Recycling Project in 2007/8 was £59081 compared with £28721 in 2006/7. The bottom line effect of the reorganization last year has meant that more than twice the number of items of furniture and household appliances were sold to people in need within the borough. HCT considers itself privileged to be the organization, supported by the London Borough of Hounslow, that provides this vitally important service in the borough. I would like to take the opportunity of thanking Natasha Epstein, who is the London Borough of Hounslow's Head of Waste Management, for her support. In 2007/8 we were successful in obtaining grants specifically for a new toilet, with accessibility for wheelchair users, and for a new combined kitchen and rest room for our staff and volunteers. The offices have been redecorated and re-furnished with donated furniture and we really look now that we are in business! Grants are in the pipeline for a replacement delivery van, a new driveway with wheelchair access into the showroom and for the premises to be completely rewired. We have been fortunate in attracting volunteers since the reorganization

in May 2007 to act as drivers' assistants and to help in the warehouse and this makes a very worthwhile contribution in controlling staffing costs.

Group Transport income in 2007/8 was £35664 compared with £43917 in 2006/7, an income reduction whilst disappointing was not a surprise. A comprehensive review of our fleet resulted in a recommendation to the Management Committee earlier this year to reduce the size of the HCT fleet of minibuses to six vehicles and this has been completed. A key personal priority in 2008 is to ensure that progress with respect to the minibus replacement programme is delivered and we have so far received a grant of £20000 for the purchase of a replacement vehicle from The Clothworkers' Foundation. The objective is to acquire six replacement minibuses by the end of 2010 and we are underway to achieve this. I am optimistic that we will be able to reverse the fortunes of Group Transport and success in replacing our existing fleet with new or newer vehicles will be key to meeting this challenge.

Shopmobility, which moved from the Treaty Centre to the Blenheim Centre in November 2006, is making very encouraging progress. We are now operating a fully reliable seven day week service. We managed to secure from Blenheim Norwest, the developers of the shopping centre, 12 parking bays offering free parking for the exclusive use of our members. This development was immediately communicated to our current and lapsed members. The result has been both an immediate uptake in usage of Shopmobility by existing members and in lapsed members rejoining. A mailing to over 100 organizations involved directly or indirectly with elderly or disabled people within and outside of the borough was undertaken in early 2008 with the objective of seeking their support in letting their members and people who make contact with them know about Shopmobility. We have a job to do to ensure that all potential users of Shopmobility know that it exists! In May of this year, I was sorry to lose Tricia Hopson and Peter Batten as volunteers at Shopmobility. They have both been volunteers for the past four years. On a personal note I will miss them both. Tricia and Peter, from the day I joined HCT, have provided me with much support and encouragement. Tricia has been a great leader of the team and Peter

has been relentless in coming up with ideas and suggestions to move Shopmobility forward.

In my report last year, I mentioned that the re-launch of the MiDAS training service at the start of 2007 had been a great success. This has been borne out by income of £12040 being achieved from this service in 2007/8 compared with £2135 in 2006/7. The MiDAS training service now represents a significant contribution to HCT's annual income.

I am a very lucky Chief Officer to have a core team at HCT who all share the commitment and enthusiasm to take our organization forward and to ensure that it will have a successful future. We do have many challenges ahead and certainly nothing can ever be taken for granted, but the right people make things happen and can create change - and I have that team.

Peter Blake
Chief Officer

Financial Statement

The following two pages contain the following:

- A detailed Income and Expenditure Statement containing information for 2007/8 in comparison with 2006/7
- The Balance Sheet for 2007/8 compared with that for 2006/7

A surplus of £1264 has been achieved in 2007/8 compared with a deficit of £12551 in 2006/7.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED
DETAILED INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2008**

GROUP CONSOLIDATION

	£	2008 £	£	2007 £
INCOME				
Grants received		106,235		119,505
Vehicles hire		35,664		43,917
Cash sales		59,081		28,721
BSOG receipts		2,845		6,009
MiDAS training		12,040		2,135
Membership fees		3,637		3,441
Bank interest		2,208		2,696
Sundry		1,200		1,098
Profit on sale of fixed assets		<u>2,317</u>		<u>-</u>
TOTAL INCOME		225,227		207,522
EXPENDITURE				
Gross wages	132,793		111,953	
Volunteer expenses	366		9,563	
Advertising and recruitment	3,988		1,285	
Rent and rates	3,212		2,424	
Insurance	3,443		5,303	
Heat, light and power	1,234		1,014	
Motor expenses	35,030		37,149	
Scooter repairs	1,647		-	
Traveling and training	460		354	
Printing, postage and telephone	9,874		7,037	
Audit and accountancy fees	(700)		1,900	
Fundraising costs	580		4,553	
Premises	8,578		4,498	
Office machine maintenance	3,070		1,251	
Computer expenses	3,208		2,780	
Bank charges	90		32	
Depreciation	13,559		14,940	
Bad debts	20		10,427	
Professional fees	1,250		2,878	
Subscriptions and training	335		521	
PAT testing	1,460		-	
Staff welfare	<u>466</u>		<u>211</u>	
TOTAL EXPENDITURE		<u>223,963</u>		<u>204,506</u>
SURPLUS/DEFICIT FOR THE YEAR		1,264		(12,551)

**HOUNSLOW COMMUNITY TRANSPORT LIMITED
BALANCE SHEET 31 MARCH 2008**

	2008		2007	
	£	£	£	£
FIXED ASSETS				
Tangible assets		32,778		41,044
CURRENT ASSETS				
Debtors	26,771		77,761	
Cash at bank and in hand	<u>60,515</u>		<u>34,635</u>	
	87,286		112,396	
CREDITORS:				
Amounts falling due within one year	<u>10,917</u>		<u>45,557</u>	
NET CURRENT ASSETS		<u>76,369</u>		<u>66,839</u>
NET ASSETS		109,147		107,883
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Unrestricted funds		101,547		107,883
Restricted funds		<u>7,600</u>		<hr/>
TOTAL FUNDS		109,147		107,883

