

Charity number: 1005716
Company number: 2633594

Lydney Dial A Ride and Community Transport
Trustees' report and financial statements
for the year ended 31 March 2023

Lydney Dial A Ride and Community Transport

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Lydney Dial A Ride and Community Transport

Legal and administrative information

Charity number	1005716
Company registration number	2633594
Business address	The Bus Station Lydney Gloucestershire GL15 5PE
Registered office	The Bus Station Lydney Gloucestershire GL15 5PE
Trustees	M. J. Green D. R. Biddle M. J. Bowring R.W.O Edge
Secretary	Mr. M. J. Green
Accountants	Oversby & Company Unit 1C Crucible Close Coleford Gloucestershire GL16 8RE
Bankers	Nat West PLC. Newerne Street Lydney Gloucestershire
	Virgin Money PLC Jubilee House Gosforth Newcastle Upon Tyne NE3 4PL

Lydney Dial A Ride and Community Transport

Report of the trustees (incorporating the directors' report) for the year ended 31 March 2023

The Directors present their Annual Report together with the audited accounts for the year ended 31st March 2023

The Company is limited by Guarantee and the governing documents are a Memorandum of Articles of Association.

The Company is also a Registered Charity, Charity Number 1005716

Principle Objective and Activity

The principal objective of the Company is to promote the welfare of the elderly, handicapped and people with disabilities, to prevent social isolation and for such other purposes for the benefit of Lydney, Coleford and Cinderford and the surrounding areas of the South Forest and in furtherance of this, to operate a transport service.

The transport service has expanded this year with the fleet returning to thirteen minibuses. Vehicles have been adapted to carry wheelchair passengers and operate five days a week from 9am. to 4.30pm.

The number of staff employed this year stands at thirty-two. This is made up of the Manager, Finance Manager, Transport Manager, Administrator, four Charity shop staff and twenty-four drivers and passengers assistants.

There has been a slow recovery in numbers after the pandemic, but the charity has suffered the effects of higher fuel costs, higher vehicle repair costs and an ageing fleet.

Dial A Ride

The numbers of Dial a Ride passengers have increased this year but are still well behind the level seen prior to the pandemic; this year's total being 60% of the passengers taken in 2019. There is a marked increase in passenger frailty and walking aid use. This has led to increased time been allocated to each passenger to ensure we meet their needs getting on and off the minibuses.

Special education needs Home to School Transport

The charity has continued to provide home to school transport. The number of children has increased to 41 across 9 routes. Strong links with the special school have been fostered and a close relationship with the County Council maintained to ensure they appreciate the charity's experience and expertise in this service. Our drivers and passenger assistants undertake a range of training to ensure we provide the best possible service to these children, who have a wide range of needs and require specialist care.

Volunteer Car Service

The self-funded Volunteer Car Service continues to see an increase in demand. The number of volunteer car journeys increased by thirteen percent compared to last year, with eighty percent of those journeys being for medical purposes. All these journeys are undertaken by a small but dedicated team of eight volunteers that give up their time freely and make use of their own vehicles. Despite campaigns across local and social media, it is proving difficult to recruit new volunteers to this service. With a new fundraising strategy taking place this year, it is hoped that we can widen the net and increase the number of volunteers registered, to ensure we are able to accommodate the increasing demand.

Rural Bus Routes

Lydney Dial a Ride plays an important role in ensuring that, when a commercial bus route is deemed no longer viable, we can offer a similar route and frequency to those passengers spread out among the rural village and hamlets across our area. Eight rural routes are operated, taking in the market towns of Lydney, Cinderford and Coleford and even crossing the Welsh border to take local people to Chepstow and Monmouth three days per week. We offer a range of routes that include bus stops by the local hospital, train station and various supermarkets. This ensures the local community can remain active and make use of the local amenities.

Lydney Dial A Ride and Community Transport

Report of the trustees (incorporating the directors' report) for the year ended 31 March 2023

Charity Shops

We have maintained both Charity shops in Cinderford and Lydney this year. Cinderford has rebounded well from the pandemic and has seen high levels of donations and increasing levels of sales. As well as the paid staff, Cinderford has three volunteers to help with sorting and pricing of the donated goods. Lydney has taken much longer to recover. This year has seen an increase of thefts when donated goods are left outside the shop and we have seen a drop in footfall into the shop. This correlates to the reduced number of buses coming into the bus station where the Lydney Charity shop is based.

The Robin – Demand Responsive Transport

In October 2022, The Robin was launched in a two-year pilot project for demand responsive transport in the South of the Forest of Dean. The project is in partnership with Gloucestershire County Council. Two vehicles provide up to twelve hours of coverage of the area from 7am to 7pm six days a week. Passengers can book via an app, online or call centre and they can be picked up and dropped at hundreds of bus stops across the designated area. The project has been a great success. In October 2022 there were 65 passenger journeys, increasing to 543 in December 2022 and 746 in March 2023. Feedback from passengers has been excellent, with the overall rating of five stars being maintained throughout the year. There has been speedy adoption of technology on this project with over seventy percent of journeys being booked via the app or online. This has opened transport opportunities to a range of new users, and we are seeing people attend their local college or go to and from their place of work using this service. We are looking forward to continuing this trend as the project continues and are grateful to Gloucestershire County Council for this opportunity.

The Board of Trustees would like to extend their gratitude to all the staff and volunteers who have worked tirelessly this year across the range of services, and particularly the new project launched in October 2022. We would also like to thank our funding providers for their continued support.

Lydney Dial A Ride and Community Transport

**Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2023**

Lydney Dial A Ride and Community Transport

Report of the trustees (incorporating the directors' report) for the year ended 31 March 2023

Statement of trustees' responsibilities

The trustees (who are also directors of Lydney Dial A Ride and Community Transport for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 financial statements; and
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board

Mr. M. J. Green
Secretary

Lydney Dial A Ride and Community Transport

Independent examiner's report to the trustees on the unaudited financial statements of Lydney Dial A Ride and Community Transport.

I report on the accounts of Lydney Dial A Ride and Community Transport for the year ended 31 March 2023 set out on pages 2 to 15.

Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011("The Act"). I report in respect of my examination of the Trust's Accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Mr. Daniel John Oversby

A.C.P.A.

Independent examiner

Unit 1C

Crucible Close

Coleford

Gloucestershire

GL16 8RE

Lydney Dial A Ride and Community Transport

Statement of financial activities

For the year ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Incoming resources					
Incoming resources from generating funds:					
Voluntary income	2	121,831	-	121,831	108,441
Activities for generating funds	3	495,136	4,405	499,541	327,175
Investment income	4	162	-	162	36
Other incoming resources	5	15,200	-	15,200	19,308
Total incoming resources		<u>632,329</u>	<u>4,405</u>	<u>636,734</u>	<u>454,960</u>
Resources expended					
Staff costs	7	376,887	-	376,887	301,020
Establishment costs		57,872	-	57,872	36,249
Motor and travelling expenses		110,385	-	110,385	76,384
Accountancy fees		1,450	-	1,450	1,200
Legal and professional fees		13,012	-	13,012	590
Communications and IT		2,430	-	2,430	1,948
Other office expenses		22,511	4,405	26,916	22,259
Depreciation and impairment		18,002	-	18,002	19,574
Total resources expended		<u>602,549</u>	<u>4,405</u>	<u>606,954</u>	<u>459,224</u>
Total funds brought forward		<u>54,249</u>	<u>119,086</u>	<u>173,335</u>	<u>177,601</u>
Total funds carried forward		<u>84,029</u>	<u>119,086</u>	<u>203,115</u>	<u>173,337</u>

Lydney Dial A Ride and Community Transport

Income and expenditure account

For the year ended 31 March 2023

	Notes	2023 £	2022 £
Income		636,572	454,387
Net gains from disposal of income fund fixed assets		-	537
Total income		<u>636,572</u>	<u>454,924</u>
Operating expenditure		(606,954)	(459,224)
Operating surplus/(deficit)		<u>29,618</u>	<u>(4,300)</u>
Other income			
Interest receivable and similar income		162	36
		<u>162</u>	<u>36</u>
Retained surplus/(deficit) for the financial year		<u><u>29,780</u></u>	<u><u>(4,264)</u></u>

Lydney Dial A Ride and Community Transport

Lydney Dial A Ride and Community Transport

Balance sheet as at 31 March 2023

	Notes	£	2023 £	£	2022 £
Fixed assets					
Tangible assets	9		55,914		55,615
Current assets					
Debtors	10	63,013		33,027	
Cash at bank and in hand		126,753		99,764	
		<u>189,766</u>		<u>132,791</u>	
Creditors: amounts falling due within one year	11	(42,566)		(15,069)	
Net current assets			<u>147,200</u>		<u>117,722</u>
Net assets			<u>203,114</u>		<u>173,337</u>
Funds	12				
Restricted income funds			119,086		119,086
Unrestricted income funds			84,029		54,249
Total funds			<u>203,115</u>		<u>173,335</u>

The Balance Sheet continues on the following page.

Lydney Dial A Ride and Community Transport

Balance sheet (continued)

Trustees statements required by the Companies Act 2006 for the year ended 31 March 2023

In approving these financial statements as trustees of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;
- (b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2023.
- (c) that we acknowledge our responsibilities for:
 - (1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and
 - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the board on and signed on its behalf by

M. J. Green
Director

Lydney Dial A Ride and Community Transport

Notes to financial statements for the year ended 31 March 2023

1. Accounting policies

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

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities effective April 2008), the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on the 16th July 2014.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from the charity shop is included in the year in which it is receivable.

Income from investments is included in the year in which it is receivable.

1.3. 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.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

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.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

Lydney Dial A Ride and Community Transport

Notes to financial statements for the year ended 31 March 2023

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	-	10% Straight Line
Fixtures, fittings and equipment	-	20% Straight Line
Motor vehicles	-	25% Reducing Balance

2. Voluntary income

	Unrestricted funds £	2023 Total £	2022 Total £
Donations	4,206	4,206	2,856
Grants receivable	117,625	117,625	105,585
	<u>121,831</u>	<u>121,831</u>	<u>108,441</u>

3. Activities for generating funds

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Shop income	73,184	-	73,184	57,436
Fundraising events	-	4,405	4,405	-
Fares	237,403	-	237,403	100,324
Tenders	184,549	-	184,549	159,415
Oth. activities for generating funds income type 4	-	-	-	10,000
	<u>495,136</u>	<u>4,405</u>	<u>499,541</u>	<u>327,175</u>

4. Investment income

	Unrestricted funds £	2023 Total £	2022 Total £
Bank interest receivable	162	162	36
	<u>162</u>	<u>162</u>	<u>36</u>

Lydney Dial A Ride and Community Transport

Notes to financial statements for the year ended 31 March 2023

5. Other incoming resources

	Unrestricted funds £	2023 Total £	2022 Total £
Gain on disposal of tangible fixed assets	-	-	537
Fuel Rebate	5,038	5,038	9,139
Other Chargeable	2,753	2,753	3,632
Rental Income	6,000	6,000	6,000
Insurance Payments	1,409	1,409	-
	<u>15,200</u>	<u>15,200</u>	<u>19,308</u>

6. Net incoming/(outgoing) resources for the year

	2023 £	2022 £
Net incoming/(outgoing) resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	<u>18,003</u>	<u>19,575</u>
and after crediting:		
Profit on disposal of tangible fixed assets	<u>-</u>	<u>537</u>

7. Employees

Employment costs	2023 £	2022 £
Wages and salaries	<u>376,887</u>	<u>301,020</u>
No employee received emoluments of more than £60,000 (2022 : None).		

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2023 Number	2022 Number
Management & Administration	4	5
Drivers & Passenger Assistants	24	24
Shop Staff	4	4
	<u>32</u>	<u>33</u>

Lydney Dial A Ride and Community Transport

Notes to financial statements for the year ended 31 March 2023

8. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

9. Tangible fixed assets	Plant and machinery		Fixtures, fittings and equipment	Motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2022	7,419	31,102	492,787	531,308	
Additions	-	-	18,300	18,300	
At 31 March 2023	<u>7,419</u>	<u>31,102</u>	<u>511,087</u>	<u>549,608</u>	
Depreciation					
At 1 April 2022	7,353	30,187	438,152	475,692	
Charge for the year	66	183	17,754	18,003	
At 31 March 2023	<u>7,419</u>	<u>30,370</u>	<u>455,906</u>	<u>493,695</u>	
Net book values					
At 31 March 2023	-	732	55,181	55,913	
At 31 March 2022	<u>66</u>	<u>915</u>	<u>54,635</u>	<u>55,617</u>	

10. Debtors

	2023	2022
	£	£
Trade debtors	51,087	38,696
Other debtors	11,926	(5,669)
	<u>63,013</u>	<u>33,027</u>

11. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	19,753	8,922
Other taxes and social security	5,814	4,947
Other creditors	1,200	-
Accruals and deferred income	15,800	1,200
	<u>42,567</u>	<u>15,069</u>

Lydney Dial A Ride and Community Transport

Notes to financial statements for the year ended 31 March 2023

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2023 as represented by:			
Current assets	84,024	119,086	203,110
	<u>84,024</u>	<u>119,086</u>	<u>203,110</u>

13. Unrestricted funds

	At 1st April 2022 £	Incoming resources £	Outgoing resources £	At 31st March 2023 £
General Funds	54,249	632,329	(602,549)	84,029
	<u>54,249</u>	<u>632,329</u>	<u>(602,549)</u>	<u>84,029</u>

Purposes of unrestricted funds

Running cost funds

14. Restricted funds

	At 1st April 2022 £	Incoming resources £	Outgoing resources £	At 31st March 2023 £
Redundancy Funds	119,086	4,405	(4,405)	119,086
	<u>119,086</u>	<u>4,405</u>	<u>(4,405)</u>	<u>119,086</u>

Purposes of restricted funds

Estimated costs of Redundancies and associated expenses relating to the closure of the business.

Lydney Dial A Ride and Community Transport

The following pages do not form part of the statutory accounts.

Lydney Dial A Ride and Community Transport

Detailed statement of financial activities

For the year ended 31 March 2023

	2023 £	2022 £
Charitable activities		
Transport Services		
<i>Activities undertaken directly</i>		
Activity1 - Direct - Staff - Wages & Salaries	291,330	260,683
Activity1 - Direct - Establishment - Rent	60	20
Activity1 - Direct - Establishment - Rates & water	690	812
Activity1 - Direct - Establishment - Light & heat	3,104	2,746
Activity1 - Direct - Establishment - Rep. & maint.	10,116	5,234
Activity1 - Direct - Establishment - Insurance	18,239	9,876
Activity1 - Direct - Motor vehicle expenses	42,433	34,544
Activity1 - Direct - Other motor & travel expenses	60,126	41,840
Activity1 - Direct - Professional - Legal fees	11,480	590
Activity1 - Direct - Office expenses - Telephone	1,645	1,635
Activity1 - Direct - Office expenses - Other	23,944	11,397
Activity1 - Direct - Depreciation & impairment	18,002	19,574
	<u>481,169</u>	<u>388,951</u>
<i>Support costs</i>		
Activity1 - Support - Office expenses - Other	-	10,000
	<u>-</u>	<u>10,000</u>
Transport Services total expenditure	<u>481,169</u>	<u>398,951</u>
Charity Shops		
<i>Activities undertaken directly</i>		
Activity2 - Direct - Staff - Wages & Salaries	39,273	-
Activity2 - Direct - Establishment - Rent	99	-
Activity2 - Direct - Establishment - Light & heat	312	-
Activity2 - Direct - Establishment - Rep. & maint.	184	-
Activity2 - Direct - Establishment - Insurance	1,785	-
Activity2 - Direct - Motor vehicle expenses	6,564	-
Activity2 - Direct - Other motor & travel expenses	1,262	-
Activity2 - Direct - Professional - Accountancy	11	-
Activity2 - Direct - Professional - Legal fees	1,232	-
Activity2 - Direct - Office expenses - Telephone	540	-
Activity2 - Direct - Office expenses - Other	1,829	-
	<u>53,091</u>	<u>-</u>
Charity Shop total expenditure	<u>53,091</u>	<u>-</u>
Total charitable activity expenditure	<u>534,260</u>	<u>398,951</u>

Lydney Dial A Ride and Community Transport

Detailed statement of financial activities

For the year ended 31 March 2023

Governance costs

Activities undertaken directly

Professional - Accountancy fees

1,439

1,200

Office expenses - Other

-

(2)

1,439

1,198

Total governance costs

1,439

1,198

Net incoming/(outgoing) resources for the year

(46,978)

(83,714)

Lydney Dial A Ride and Community Transport

Detailed statement of financial activities

For the year ended 31 March 2023

	2023		2022	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
Donations		4,206		2,856
Grants receivable		117,625		105,585
		<u>121,831</u>		<u>108,441</u>
<i>Activities for generating funds</i>				
Shop income		73,184		57,436
Fundraising events		4,405		-
Fares		237,403		100,324
Tenders		184,549		159,415
Oth. activities for generating funds income type 4		-		10,000
		<u>499,541</u>		<u>327,175</u>
<i>Investment income</i>				
Bank interest receivable		162		36
		<u>162</u>		<u>36</u>
Total incoming resources from generating funds		<u>621,534</u>		<u>435,652</u>
Other incoming resources				
Gain on disposal of tangible fixed assets		-		537
Fuel Rebate		5,038		9,139
Other Chargeable		2,753		3,632
Rental Income		6,000		6,000
Insurance Payments		1,409		-
		<u>15,200</u>		<u>19,308</u>
Total incoming resources		<u>636,734</u>		<u>454,960</u>
Resources expended				
Costs of generating funds:				

Lydney Dial A Ride and Community Transport

Detailed statement of financial activities

For the year ended 31 March 2023

Fundraising trading:

cost of goods sold and other costs

Shop costs

Shop costs - Staff - Wages & salaries	46,284	40,337
Shop costs - Establishment - Rent	13,500	13,125
Shop costs - Establishment - Rates & water	972	475
Shop costs - Establishment - Light & heat	906	970
Shop costs - Establishment - Repairs & maintenance	7,905	2,874
Shop costs - Establishment - Insurance	-	117
Shop costs - Professional - Legal fees	300	-
Shop costs - Office expenses - Telephone	245	313
Shop costs - Office expenses - Other	1,143	864
	<u>71,255</u>	<u>59,075</u>
Total fundraising trading		
cost of goods sold and other costs	<u>71,255</u>	<u>59,075</u>
Total costs of generating funds	<u>71,255</u>	<u>59,075</u>