



## Trustees' Annual Report for the period

From **1<sup>st</sup> April 2020** Period start date To **31<sup>st</sup> March 2021** Period end date

**Charity name:**

**Okehampton District Community Transport**

**Group Charity registration number:**

### **41577 Objectives and Activities**

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | Provide transport facilities for persons who are elderly or disabled, poor, mothers with young children or people living in isolated areas where there are no adequate public transport facilities   |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | A regular weekday bus service from different villages into Okehampton for shopping and social contact.<br>We provide a voluntary door to door car service for transport to hospitals, medical centres and for shopping.<br><br>We organise bus trips to local towns and other places of interest |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | The Trustees have noted the guidance issued by the Charity Commission on public benefit.   |

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      |  |
| Policy on social investment including program related investment | Para 1.38      |  |

|                                 |           |  |
|---------------------------------|-----------|--|
| Contribution made by volunteers | Para 1.38 |  |
|                                 |           |  |
| Other                           |           |  |

## Achievements and Performance

|   | SORP reference |  |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | Our shopping days, lifestyle trips and community cars provide a great service and our transport for medical and hospital appointments are a vital part of community welfare. Our services are widely appreciated by both our clients and the care community. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |

|       |  |  |
|-------|--|--|
| Other |  |  |
|-------|--|--|

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | The charity is in a sound financial position  |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | The Group seeks to hold sufficient unrestricted reserves to cover gaps in funding or cash flow, and to ensure that all outstanding obligations can be met if it was decided to cease operations |
| Amount of reserves held  | Para 1.22 | <b>£43590</b>   |
| Reasons for holding zero reserves  | Para 1.22 |   |
| Details of fund materially in deficit  | Para 1.24 |   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>None</b>   |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other   |           |  |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document (trust deed, royal charter)  | Para 1.25 | Constitution   |
| How is the charity constituted? (e.g. unincorporated association, CIO)  | Para 1.25 | Drivers are organised by our Co-ordinator who reports to the Management Committee. |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Proposed and voted onto the Management Committee during Committee meetings.        |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 |  |
| Other   |           |  |

### Reference and Administrative details

|                        |   |
|------------------------|---|
| Charity name           | Okehampton District Community Transport Group |
| Other name the charity | Ring & Ride                                   |



- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

Corporate trustees - names of the directors at the date the report was approved

| Director name |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

**Funds held as custodian trustees on behalf of others**

|   |  |
|---|--|
| Description of the assets held in this capacity   |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

**Type of adviser      Name                                  Address**

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

**Other optional information**

|  |
|--|
|  |
|--|

**Declarations**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**

**Position (eg  
Secretary,  
Chair, etc)**

|                |            |
|----------------|------------|
|                |            |
| Graham Harding | Tony Leech |
| Treasurer      | Chairman   |

**Date**

23/8/21

**OKEHAMPTON DISTRICT COMMUNITY TRANSPORT GROUP  
YEAR 1ST APRIL 2020 TO 31ST MARCH 2021**

**RECONCILIATION  
BROUGHT FORWARD**

**34707.15**

**ADMINISTRATION**

**INCOME** 51593.16  
**EXPENDITURE** 35692.83  
15900.33

**COMMUNITY CARS**

**INCOME** 3208.75  
**EXPENDITURE** 1160.05  
2048.70

**MERCEDES WA70SJO**

**INCOME** 23600.09  
**EXPENDITURE** 28259.95  
-4659.86

**MERCEDES HV16NXU**

**INCOME** 0.00  
**EXPENDITURE** 2424.25  
-2424.25

**FORD**

**INCOME** 2262.85  
**EXPENDITURE** 2940.41  
-677.56

**CITROEN**

**INCOME** 1584.82  
**EXPENDITURE** 2889.83  
-1305.01

**RECEIPTS NOT CREDITED**

649.75

**CHEQUES NOT DEBITED**

1404.81

**ACCRUALS**

0.00

**PREPAYMENTS**

0.00

**NAT WEST**

44344.56

**43589.50**

0

**INCOME**

**EXPENSES**

**RING & RIDE**

R&R funding DCC 17568.00 24978.60  
R&R funding WDBC 7033.00  
School run 21296.69 2532.02  
Fares 1111.00 21930.72  
Bus Fuel 2727.81  
Bus Repairs 1069.40  
BSOG 1192.40  
Other Funding 9985.29  
100 CLUB 2088.00 870.00  
Donations 14918.87  
Office 9844.23  
Sundry

**Total Ring & Ride 75193.25 63952.78**

**FORD**

BSOG 300.00 0.00  
Insurance 1122.36  
Fares/Expense 1962.85 1818.05  
**Total Second Bus 2262.85 2940.41**

**CITROEN**

BSOG 311.02 0.00  
Insurance 965.34  
Fares/Expense 1273.80 1924.49  
**Total Citroen 1584.82 2889.83**

**NEW BUS**

Grants & BSOG 0.00 0.00  
Insurance 2248.39  
Fares/Expense 0.00 175.86  
**Total New Bus 0.00 2424.25**

**COMMUNITY CARS**

Mileage 3208.75 1160.05  
Sundry  
DCC  
**Total Community Ca 3208.75 1160.05**

**TOTAL 82249.67 73367.32  
8882.35**

Examiners unqualified report

Independent Examiner's Report to the Trustees of  
Okehampton District Community Transport Group

I report on the accounts of the Okehampton District Community Transport Group for the year ended 31<sup>st</sup> March 2021, attached.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts: you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

(1) Which gives me reasonable cause to believe that in any material respect the requirements

- To keep accounting records in accordance with section 41 of the Act, and
- To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

Have not been met, or

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

Name: Beverley Lawson



Relevant professional qualification or body: Okehampton Golf Club

Address: Ockington, Northams Meadow, High Street, Okehampton, Devon, EX20  
IJP

Date: 18<sup>th</sup> May 2021