

# **Keighley Community Transport**

Charity number 1027411

## **Annual Report and Financial Statements for the year ended 31 March 2021**



West Yorkshire Community Accounting Service

# **Keighley Community Transport**

## **Annual Report and Financial Statements for the year ended 31 March 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# **Keighley Community Transport**

## **Trustees' report for the year ended 31 March 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Gareth Logan	Chair	
Robert Gould		
Muriel Lumley		
John Philip	Treasurer	
<b>Charity number</b>	1027411	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
Units 6 and 7	TSB Bank plc	The Co-operative Bank plc
Goulborne House	74 Towngate	PO Box 250
Goulborne Street	Airedale Centre	Skelmersdale
Keighley	Keighley	WN8 6WT
West Yorkshire	BD21 3QE	
BD21 1PG		

### **Independent examiner**

Rhys North ACA

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is governed by a constitution which was adopted on 27 March 1990, and amended 21 July 1993 and 4 September 2007.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Keighley Community Transport**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Objectives and activities**

#### **The charity's objects**

To promote any charitable purpose for the benefit of the community and in particular the relief of poverty, sickness, old age, infirmity or distress, through the provision of a transportation service.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### **Achievements and performance**

This has been a difficult year due to the global pandemic.

We closed down the service in March 2020 and are hoping to reopen the service in the foreseeable future.

I would like to thank the trustees for their unwavering support and our Transport Manager and the volunteers for their continuing support at these difficult times.

Hopefully the service will go from strength to strength when we open up, then we can have a more positive report.

#### **Financial review**

The net expenditure for the year was £12,088, including net expenditure of £21,388 on unrestricted funds and net income of £9,300 on restricted funds.

When the coronavirus pandemic hit in March 2020, we closed our operation down so that we could lower the outgoing costs. We significantly lowered the insurance on the vehicles which we then "sorn" the vehicles, utility costs reduced as we were not using nearly as much electricity or water and we also benefitted from Bradford Council Rates Covid grants.

Moving forward we have plans to prepare a budget and cash flow forecast to enable us to monitor our financial position as we emerge from the effects of the pandemic.

Due to Covid restrictions, we have not had any formal Board meetings although trustees have maintained contact with the transport manager. The organisation has enough money in the bank and reserves to continue as a going concern. As mentioned earlier, we had reduced our outgoings during lock down and successfully applied for grants to cover the opening up costs for our organisation. HMRC furlough grants have covered the majority of employment costs and a National Lottery Community Fund is available to help the charity re-start its activities.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £90,764.

The reserves policy of the charity is to retain general reserves equivalent to at least 6 months worth of expenditure in order to allow for temporary funding shortages. Any significant funds above this level are utilised for the periodic renewal and refurbishment of the mini bus fleet.

Signed on behalf of the board of trustees on 16/08/2021

Gareth Logan (Trustee)

# **Keighley Community Transport**

## **Independent examiner's report to the trustees of Keighley Community Transport**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021, which are set out on pages 5 to 10.

### **Responsibilities and basis of report**

As the charity trustees you 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 charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Rhys North ACA

17/08/2021

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Keighley Community Transport**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	16,681	35,062	51,743	4,934
Fuel duty rebate		926	-	926	1,383
User charges		-	-	-	55,397
Other income		-	-	-	556
Affiliation fees		-	-	-	1,279
<b>Total income</b>		<b>17,607</b>	<b>35,062</b>	<b>52,669</b>	<b>63,549</b>
<b>Expenditure on:</b>					
Salaries and NI	(3)	12,570	25,762	38,332	38,311
Rent, rates, water, light and heat		9,783	-	9,783	10,831
Insurance		1,995	-	1,995	2,072
Telephone		717	-	717	708
Printing, postage and stationery		8	-	8	606
Sundries		285	-	285	887
Vehicle running costs		2,696	-	2,696	22,248
Volunteers expenses		41	-	41	1,808
Repairs, maintenance and cleaning		18	-	18	416
Depreciation		9,659	-	9,659	24,055
Independent examination		690	-	690	690
Professional fees		268	-	268	429
Subscriptions		-	-	-	142
Drinks machine rental and refreshments		-	-	-	129
Travel and entertaining		-	-	-	6
Payroll expenses		186	-	186	161
Equipment		-	-	-	333
Bad Debts		79	-	79	523
<b>Total expenditure</b>		<b>38,995</b>	<b>25,762</b>	<b>64,757</b>	<b>104,355</b>
<b>Net movement in funds</b>		<b>(21,388)</b>	<b>9,300</b>	<b>(12,088)</b>	<b>(40,806)</b>
<b>Fund balances brought forward</b>		<b>113,062</b>	<b>-</b>	<b>113,062</b>	<b>153,868</b>
<b>Fund balances carried forward</b>	(4)	<b>91,674</b>	<b>9,300</b>	<b>100,974</b>	<b>113,062</b>

All incoming resources and resources expended derive from continuing activities.

# Keighley Community Transport

## Balance sheet

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 910	-	910	10,569
<b>Total fixed assets</b>	<u>910</u>	<u>-</u>	<u>910</u>	<u>10,569</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 3,088	2,461	5,549	10,360
Cash at bank and in hand	(7) 89,388	6,839	96,227	92,911
<b>Total current assets</b>	<u>92,476</u>	<u>9,300</u>	<u>101,776</u>	<u>103,271</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(8) 1,712	-	1,712	778
<b>Total current liabilities</b>	<u>1,712</u>	<u>-</u>	<u>1,712</u>	<u>778</u>
<b>Net current assets / (liabilities)</b>	<u>90,764</u>	<u>9,300</u>	<u>100,064</u>	<u>102,493</u>
<b>Net assets</b>	<u>91,674</u>	<u>9,300</u>	<u>100,974</u>	<u>113,062</u>
<b>Funds</b>				
Unrestricted funds	91,674	-	91,674	113,062
Restricted funds	-	9,300	9,300	-
<b>Total funds</b>	<u>91,674</u>	<u>9,300</u>	<u>100,974</u>	<u>113,062</u>

The financial statements were approved by the board of trustees on 16/08/2021

Gareth Logan (Trustee)

# **Keighley Community Transport**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with 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) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and 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.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Improvements to property: over 10 years

Equipment: 15% on reducing balance

Motor vehicles: over 4 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

# Keighley Community Transport

## Notes to the accounts continued

### for the year ended 31 March 2021

#### 1 Accounting policies continued

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

#### 2 Grants and donations

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
HM Revenue & Customs	-	25,762	25,762	1,601
City of Bradford Metropolitan District Council	15,000	-	15,000	-
National Lottery Community Fund	-	9,300	9,300	-
Donations	1,681	-	1,681	3,333
	<u>16,681</u>	<u>35,062</u>	<u>51,743</u>	<u>4,934</u>

#### 3 Staff costs and numbers

	2021	2020
	£	£
Gross salaries	37,222	35,030
Social security costs	3,895	3,643
Employment allowance	(3,895)	(3,000)
Pensions	1,110	2,638
	<u>38,332</u>	<u>38,311</u>

The average number employees during the year was 1, being an average of 1 full time equivalent (2020: 1, 1 FTE). There were no employees with emoluments above £60,000.

#### Defined contribution pension scheme

	2021	2020
	£	£
Costs of the scheme to the charity for the year	1,110	2,638
Amount of any contributions outstanding at the year end	215	-

#### 4 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Coronavirus Job Retention Scheme	-	25,762	25,762	-	-
National Lottery Community Fund	-	9,300	-	-	9,300
	<u>-</u>	<u>35,062</u>	<u>25,762</u>	<u>-</u>	<u>9,300</u>

##### Fund name

##### Purpose of restriction

Coronavirus Job Retention Scheme	To support the employment costs of furloughed staff due to Covid-19.
National Lottery Community Fund	To recommence the charity activities i.e. vehicles costs, Insurance, Promotional cost.

**Keighley Community Transport**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

**5 Tangible assets**

	Motor Vehicles	Equipment	Improvements to property	Total
<u>Cost</u>		£	£	£
At 1 April 2020	172,314	12,626	1,747	186,687
Additions	-	-	-	-
At 31 March 2021	<u>172,314</u>	<u>12,626</u>	<u>1,747</u>	<u>186,687</u>
<u>Depreciation</u>				
At 1 April 2020	162,816	11,555	1,747	176,118
Charge for year	9,498	161	-	9,659
At 31 March 2021	<u>172,314</u>	<u>11,716</u>	<u>1,747</u>	<u>185,777</u>
<u>Net book value</u>				
At 31 March 2021	<u>-</u>	<u>910</u>	<u>-</u>	<u>910</u>
At 31 March 2020	<u>9,498</u>	<u>1,071</u>	<u>-</u>	<u>10,569</u>

**6 Debtors and prepayments**

	2021	2020
	£	£
Debtors	3,920	7,734
VAT	561	1,506
Prepayments	1,068	1,120
	<u>5,549</u>	<u>10,360</u>

**7 Cash at bank and in hand**

	2021	2020
	£	£
Lloyds TSB	53,625	50,267
Lloyds TSB - DAR account	42,501	42,501
Co-operative bank	59	19
Petty cash	42	124
	<u>96,227</u>	<u>92,911</u>

**8 Creditors and accruals**

	2021	2020
	£	£
Creditors	1,022	88
Accruals	690	690
	<u>1,712</u>	<u>778</u>

**Keighley Community Transport**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

**9 Related party transactions**

**Trustee expenses**

During the year no trustees were paid in respect of travel (previous year: 1 trustees and £245).

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and Manager. The total employee benefits received by the Manager were £38,332 (previous year: £38,311).

No trustee received any remuneration or benefit in this capacity during this or the previous year.