

Keighley Community Transport

Trustees' report for the year ended 31 March 2022

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:

Name Position Dates

Gareth Logan Chair

Robert Gould

Muriel Lumley

John Philip Treasurer

Charity number 1027411 Registered in England and Wales

Registered and principal address Bankers

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 Accountancy Service CIO

Stringer House

34 Lupton Street

Leeds

LS10 2QW

Structure, governance and management

Method of recruitment and appointment of trustees

The charity is governed by a constitution which was adopted on 27 March 1990, and amended 21 July

1993 and 4 September 2007.

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

Keighley Community Transport

Trustees' report for the year ended 31 March 2022

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.

The charity's main activities

We provide minibus service for community groups, educational facilities and community sports groups.

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

We have had a difficult year yet again, as I expect the majority of community groups/charities/businesses will

have had the same struggles.

We began to look at re-opening in September 2021, hoping that the schools would be back and that the other

groups would slowly find the confidence to come back. Unfortunately, this was a lot slower than we had

anticipated, the schools were still within a "lockdown" whereby they stayed indoors within their own bubbles.

So, the predicted return to use our transport was a lot slower. Many schools didn't start to return to some sort

of normality until January 2022.

Whilst in the pandemic The Friends of Airedale decided that they were no longer going to provide ad hoc one to

one transport – this is transport using a car to help elderly/vulnerable people, who for whatever reason, cannot

use public transport to access their medical appointments. This service is/was a lifeline to many people living

on the outskirts of towns/villages within the catchment area of Airedale NHS Trust.

We decided to extend our services into this area and have now purchased a Peugeot Partner from Airedale

General Hospital (Friends of Airedale Hospital) which would enable us to help those in need. The hospital would

also point people in our direction whom may need our support. We are hoping to blend this individual service

into our current group service.

We would like to thank the volunteers who have still continued to give their time, and to all our customers who

have trust in us to provide our service.

Financial review

The net expenditure for the year was £23,566, including net expenditure of £17,107 on unrestricted funds and

net expenditure of £6,459 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £69,135.

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 9/12/2022

Gareth Logan (Trustee)

Keighley Community Transport Trustees' report for the year ended 31 March 2022 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: Name Position Dates Gareth Logan Chair Robert Gould Muriel Lumley John Philip Treasurer Charity number 1027411 Registered in England and Wales Registered and principal address Bankers 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 Accountancy Service CIO Stringer House 34 Lupton Street Leeds LS10 2QW Structure, governance and management Method of recruitment and appointment of trustees The charity is governed by a constitution which was adopted on 27 March 1990, and amended 21 July 1993 and 4 September 2007. The trustees of the charity are appointed by the members at the AGM. 2 Keighley Community Transport Trustees' report (continued) for the year ended 31 March 2022 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. The charity's main activities We provide minibus service for community groups, educational facilities and community sports groups. 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 We have had a difficult year yet again, as I expect the majority of community groups/charities/businesses will have had the same struggles. We began to look at re-opening in September 2021, hoping that the schools would be back and that the other groups would slowly find the confidence to come back. Unfortunately, this was a lot slower than we had anticipated, the schools were still within a "lockdown" whereby they stayed indoors within their own bubbles. So, the predicted return to use our transport was a lot slower. Many schools didn't start to return to some sort of normality until January 2022. Whilst in the pandemic The Friends of Airedale decided that they were no longer going to provide ad hoc one to one transport – this is transport using a car to help elderly/vulnerable people, who for whatever reason, cannot use public transport to access their medical appointments. This service is/was a lifeline to many people living on the outskirts of towns/villages within the catchment area of Airedale NHS Trust. We decided to extend our services into this area and have now purchased a Peugeot Partner from Airedale General Hospital (Friends of Airedale Hospital) which would enable us to help those in need. The hospital would also point people in our direction whom may need our support. We are hoping to blend this individual service into our current group service. We would like to thank the volunteers who have still continued to give their time, and to all our customers who have trust in us to provide our service. Financial review The net expenditure for the year was £23,566, including net expenditure of £17,107 on unrestricted funds and net expenditure of £6,459 on restricted funds after transfers. Reserves policy The charity's free reserves, excluding fixed assets, at the year end were £69,135. 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 9/12/2022 Gareth Logan (Trustee) Keighley Community Transport Trustees' report for the year ended 31 March 2022 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: Name Position Dates Gareth Logan Chair Robert Gould Muriel Lumley John Philip Treasurer Charity number 1027411 Registered in England and Wales Registered and principal address Bankers 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 Accountancy Service CIO Stringer House 34 Lupton Street Leeds LS10 2QW Structure, governance and management Method of recruitment and appointment of trustees The charity is governed by a constitution which was adopted on 27 March 1990, and amended 21 July 1993 and 4 September 2007. The trustees of the charity are appointed by the members at the AGM. 2 Keighley Community Transport Trustees' report (continued) for the year ended 31 March 2022 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

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Keighley Community Transport

Charity number 1027411

Annual Report and Financial Statements for the year ended 31 March 2022



West Yorkshire Community Accounting Service

Keighley Community Transport

Annual Report and Financial Statements for the year ended 31 March 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Keighley Community Transport

Trustees' report for the year ended 31 March 2022

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

Name	Position	Dates
Gareth Logan	Chair	
Robert Gould		
Muriel Lumley		
John Philip	Treasurer	
Charity number	1027411	Registered in England and Wales
Registered and principal address	Bankers	
Units 6 and 7	TSB Bank plc	The Co-operative Bank plc
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Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

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Keighley Community Transport

Trustees' report (continued) for the year ended 31 March 2022

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Signed on behalf of the board of trustees on 9/12/2022

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 2022, which are set out on pages 5 to 11.

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

12/12/2022

West Yorkshire Community Accountancy Service CIO

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 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	103	17,405	17,508	51,743
Fuel duty rebate		1,343	-	1,343	926
User charges		32,851	-	32,851	-
Affiliation fees		850	-	850	-
Profit on disposal of vehicle		2,500	-	2,500	-
Other income		100	-	100	-
Total income		37,747	17,405	55,152	52,669
Expenditure on:					
Salaries and NI	(3)	28,197	14,005	42,202	38,332
Rent, rates, water, light and heat		5,164	4,625	9,789	9,783
Insurance		1,777	-	1,777	1,995
Telephone		439	-	439	717
Printing, postage and stationery		404	153	557	8
Sundries		404	-	404	285
Vehicle running costs		13,625	4,675	18,300	2,696
Volunteers expenses		911	-	911	41
Repairs, maintenance and cleaning		84	406	490	18
Depreciation		2,391	-	2,391	9,659
Independent examination		690	-	690	690
Professional fees and subscriptions		583	-	583	268
Payroll fees		185	-	185	186
Computer equipment		-	-	-	-
Bad Debts		-	-	-	79
Total expenditure		54,854	23,864	78,718	64,757
Net income / (expenditure)		(17,107)	(6,459)	(23,566)	(12,088)
Fund balances brought forward		91,674	9,300	100,974	113,062
Fund balances carried forward	(4)	74,567	2,841	77,408	100,974

All incoming resources and resources expended derive from continuing activities.

Keighley Community Transport

Balance sheet

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 5,432	-	5,432	910
Total fixed assets	<u>5,432</u>	<u>-</u>	<u>5,432</u>	<u>910</u>
Current assets				
Debtors and prepayments	(6) 15,140	-	15,140	5,549
Cash at bank and in hand	(7) 54,685	2,841	57,526	96,227
Total current assets	<u>69,825</u>	<u>2,841</u>	<u>72,666</u>	<u>101,776</u>
Current liabilities: amounts falling due within one year				
Creditors and accruals	(8) 690	-	690	1,712
Total current liabilities	<u>690</u>	<u>-</u>	<u>690</u>	<u>1,712</u>
Net current assets / (liabilities)	<u>69,135</u>	<u>2,841</u>	<u>71,976</u>	<u>100,064</u>
Net assets	<u>74,567</u>	<u>2,841</u>	<u>77,408</u>	<u>100,974</u>
Funds				
Unrestricted funds	74,567	-	74,567	91,674
Restricted funds	-	2,841	2,841	9,300
Total funds	<u>74,567</u>	<u>2,841</u>	<u>77,408</u>	<u>100,974</u>

The financial statements were approved by the board of trustees on 9/12/2022

Gareth Logan (Trustee)

Keighley Community Transport

Notes to the accounts

for the year ended 31 March 2022

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.

The charity has changed its depreciation policy from 15% reducing balance to depreciating its equipment on a four year life basis. As a result additional depreciation of £576 has been charged in the year ending 31 March 2022. There have been no other changes 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: over 4 years

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 2022

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

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Arnold Clark	-	1,000	1,000	-
HMRC Job Retention Scheme (JRS)	-	14,005	14,005	25,762
Bradford Metropolitan District Council (BMDC)	-	2,400	2,400	15,000
National Lottery Community Fund	-	-	-	9,300
Other donations	103	-	103	1,681
	<u>103</u>	<u>17,405</u>	<u>17,508</u>	<u>51,743</u>

3 Staff costs and numbers

	2022	2021
	£	£
Gross salaries	40,672	37,222
Social security costs	4,422	3,895
Employment allowance	(4,000)	(3,895)
Pensions	1,108	1,110
	<u>42,202</u>	<u>38,332</u>

The average number of employees during the year was 1, being an average of 1 full time equivalent (2021: 1, 1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2022	2021
	£	£
Costs of the scheme to the charity for the year	1,108	1,110
Amount of any contributions outstanding at the year end	-	215

4 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
HMRC JRS	-	14,005	14,005	-	-
National Lottery Community Fund	9,300	-	9,300	-	-
Arnold Clark	-	1,000	406	-	594
BMDC Transformation Fund	-	2,400	153	-	2,247
	<u>9,300</u>	<u>17,405</u>	<u>23,864</u>	<u>-</u>	<u>2,841</u>

Keighley Community Transport

Notes to the accounts continued

for the year ended 31 March 2022

4 Restricted funds continued

Fund name	Purpose of restriction
HMRC JRS	To support the employment costs of furloughed staff due to Covid-19.
National Lottery Community Fund	To support the charity as it recommenced activities following Covid-19.
Arnold Clark	To support costs for the cleaning and sanitisation of vehicles post Covid-19.
BMDC Transformation Fund	To support business development activities.

5 Tangible assets

	Motor Vehicles	Equipment	Improvements to property	Total
Cost	£	£	£	£
At 1 April 2021	172,314	12,626	1,747	186,687
Additions	6,417	496	-	6,913
Disposals	(24,395)	(9,976)	-	(34,371)
At 31 March 2022	<u>154,336</u>	<u>3,146</u>	<u>1,747</u>	<u>159,229</u>
Depreciation				
At 1 April 2021	172,314	11,716	1,747	185,777
Depn reversed re. disposals	(24,395)	(9,976)	-	(34,371)
Charge for year	1,604	787	-	2,391
At 31 March 2022	<u>149,523</u>	<u>2,527</u>	<u>1,747</u>	<u>153,797</u>
Net book value				
At 31 March 2022	<u>4,813</u>	<u>619</u>	<u>-</u>	<u>5,432</u>
At 31 March 2021	<u>-</u>	<u>910</u>	<u>-</u>	<u>910</u>

6 Debtors and prepayments

	2022	2021
	£	£
Debtors	11,097	3,920
Prepayments	682	1,068
Other debtors	3,361	561
	<u>15,140</u>	<u>5,549</u>

7 Cash at bank and in hand

	2022	2021
	£	£
Cash at bank	57,227	96,185
Cash in hand	299	42
	<u>57,526</u>	<u>96,227</u>

8 Creditors and accruals

	2022	2021
	£	£
Creditors	-	1,022
Accruals	690	690
	<u>690</u>	<u>1,712</u>

Keighley Community Transport
Notes to the accounts continued
for the year ended 31 March 2022

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

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 the manager. The total employee benefits received were £46,417 (previous year: £38,332).

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

Keighley Community Transport

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2022

	2022	2021	2022	2021	2022	2021
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	103	16,681	17,405	35,062	17,508	51,743
Fuel duty rebate	1,343	926	-	-	1,343	926
User charges	32,851	-	-	-	32,851	-
Affiliation fees	850	-	-	-	850	-
Profit on disposal of vehicle	2,500	-	-	-	2,500	-
Other income	100	-	-	-	100	-
Total income	37,747	17,607	17,405	35,062	55,152	52,669
Expenditure						
Salaries and NI	28,197	12,570	14,005	25,762	42,202	38,332
Rent, rates, water, light and heat	5,164	9,783	4,625	-	9,789	9,783
Insurance	1,777	1,995	-	-	1,777	1,995
Telephone	439	717	-	-	439	717
Printing, postage and stationery	404	8	153	-	557	8
Sundries	404	285	-	-	404	285
Vehicle running costs	13,625	2,696	4,675	-	18,300	2,696
Volunteers expenses	911	41	-	-	911	41
Repairs, maintenance and cleaning	84	18	406	-	490	18
Depreciation	2,391	9,659	-	-	2,391	9,659
Independent examination	690	690	-	-	690	690
Professional fees and subscriptions	583	268	-	-	583	268
Payroll fees	185	186	-	-	185	186
Computer equipment	-	-	-	-	-	-
Bad Debts	-	79	-	-	-	79
Total expenditure	54,854	38,995	23,864	25,762	78,718	64,757
Net income / (expenditure)	(17,107)	(21,388)	(6,459)	9,300	(23,566)	(12,088)
Fund balances brought forward	91,674	113,062	9,300	-	100,974	113,062
Fund balances carried forward	74,567	91,674	2,841	9,300	77,408	100,974

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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.

Signed: 

Name: Rhys North ACA

12/12/2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW