

# Keighley Community Transport

Charity number 1027411

## Annual Report and Financial Statements

for the year ended 31 March 2023



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COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **Keighley Community Transport**

## **Annual Report and Financial Statements for the year ended 31 March 2023**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Keighley Community Transport**

## **Trustees' report for the year ended 31 March 2023**

### **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	Deceased 5 September 2022
<b>Charity number</b>	1027411	Registered in England and Wales

### **Registered and principal address**

Units 6 and 7  
Goulborne House  
Goulborne Street  
Keighley  
West Yorkshire  
BD21 1PG

### **Bankers**

TSB Bank plc  
74 Towngate  
Airedale Centre  
Keighley  
BD21 3QE

The Co-operative Bank plc  
PO Box 250  
Skelmersdale  
WN8 6WT

### **Independent examiner**

Rhys North ACA

### **West Yorkshire Community Accountancy Service CIO**

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 2023**

### **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 minibuss 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**

Yet another slow year. This pandemic has shown that most older people are not wanting to mix with others or are now comfortable at staying in.

We continue to provide our service to school and clubs, who can enjoy out of school activities and learn in a different environment. We have spoken to a few residential and nursing homes to tell them about our service, and the benefits to the people there. Quite a few have shown an interest and have said they are looking into using our services.

#### **Financial review**

The net expenditure for the year was £13,642, including net expenditure of £11,161 on unrestricted funds and net expenditure of £2,481 on restricted funds, after transfers.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £59,949.

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. Based on actual 2022/2023 expenditure this equates to £40,100. Any significant funds above this level are utilised for the periodic renewal and refurbishment of the mini bus fleet.

Approved by the board of trustees on 25/1/2024

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 2023, 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

29/1/2024

### **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 2023**

	Notes	2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Grants and donations	(2)	3,150	-	3,150	17,508
Fuel duty rebate		1,992	-	1,992	1,343
User charges		61,769	-	61,769	32,851
Affiliation fees		1,088	-	1,088	850
Profit on disposal of vehicle		500	-	500	2,500
Other income		42	-	42	100
<b>Total income</b>		<b>68,541</b>	<b>-</b>	<b>68,541</b>	<b>55,152</b>
<b>Expenditure on:</b>					
Salaries and NI	(3)	40,899	-	40,899	42,202
Rent, rates, water, light and heat		10,157	-	10,157	9,789
Insurance		1,352	-	1,352	1,777
Telephone		491	-	491	439
Printing, postage and stationery		264	-	264	557
Sundries		558	-	558	404
Vehicle running costs		22,602	-	22,602	18,300
Volunteers expenses		1,056	-	1,056	911
Repairs, maintenance and cleaning		263	234	497	490
Depreciation		1,975	-	1,975	2,391
Independent examination		1,170	-	1,170	690
Professional fees and subscriptions		801	-	801	583
Payroll fees		131	-	131	185
Bad Debts		230	-	230	-
<b>Total expenditure</b>		<b>81,949</b>	<b>234</b>	<b>82,183</b>	<b>78,718</b>
<b>Net income / (expenditure)</b>		<b>(13,408)</b>	<b>(234)</b>	<b>(13,642)</b>	<b>(23,566)</b>
<b>Transfers between funds</b>		<b>2,247</b>	<b>(2,247)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(11,161)</b>	<b>(2,481)</b>	<b>(13,642)</b>	<b>(23,566)</b>
<b>Fund balances brought forward</b>		<b>74,567</b>	<b>2,841</b>	<b>77,408</b>	<b>100,974</b>
<b>Fund balances carried forward</b>	(4)	<b>63,406</b>	<b>360</b>	<b>63,766</b>	<b>77,408</b>

All incoming resources and resources expended derive from continuing activities.

**Keighley Community Transport**  
**Balance sheet**  
**as at 31 March 2023**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 3,457	-	3,457	5,432
<b>Total fixed assets</b>	<u>3,457</u>	<u>-</u>	<u>3,457</u>	<u>5,432</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 10,793	-	10,793	15,140
Cash at bank and in hand	(7) 50,326	360	50,686	57,526
<b>Total current assets</b>	<u>61,119</u>	<u>360</u>	<u>61,479</u>	<u>72,666</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Accruals	1,170	-	1,170	690
<b>Total current liabilities</b>	<u>1,170</u>	<u>-</u>	<u>1,170</u>	<u>690</u>
<b>Net current assets / (liabilities)</b>	<u>59,949</u>	<u>360</u>	<u>60,309</u>	<u>71,976</u>
<b>Net assets</b>	<u>63,406</u>	<u>360</u>	<u>63,766</u>	<u>77,408</u>
<b>Funds</b>				
Unrestricted funds	63,406	-	63,406	74,567
Restricted funds	-	360	360	2,841
<b>Total funds</b>	<u>63,406</u>	<u>360</u>	<u>63,766</u>	<u>77,408</u>

The financial statements were approved by the board of trustees on 25/1/2024

Gareth Logan (Trustee)

# **Keighley Community Transport**

## **Notes to the accounts**

### **for the year ended 31 March 2023**

#### **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.

No changes have been made 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, if 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.

##### **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.

**Keighley Community Transport**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Arnold Clark	-	-	-	1,000
HMRC Job Retention Scheme (JRS)	-	-	-	14,005
Bradford Metropolitan District Council (BMDC)	-	-	-	2,400
Other donations	3,150	-	3,150	103
	<u>3,150</u>	<u>-</u>	<u>3,150</u>	<u>17,508</u>

3 Staff costs and numbers	2023	2022
	£	£
Gross salaries	39,493	40,672
Social security costs	4,623	4,422
Employment allowance	(4,402)	(4,000)
Pensions	1,185	1,108
	<u>40,899</u>	<u>42,202</u>

The average number of employees during the year was 1, being an average of 1 full time equivalent (2022: 1, 1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023	2022
	£	£
Costs of the scheme to the charity for the year	1,185	1,108

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Arnold Clark	594	-	234	-	360
BMDC Transformation Fund	2,247	-	-	(2,247)	-
	<u>2,841</u>	<u>-</u>	<u>234</u>	<u>(2,247)</u>	<u>360</u>

Fund name	Purpose of restriction
Arnold Clark	To support costs for the cleaning and sanitisation of vehicles post Covid-19.
BMDC Transformation Fund	To support business development activities. The transfer is for an agreed transfer to unrestricted funds.

**Keighley Community Transport**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

<b>5 Tangible assets</b>	Motor Vehicles	Equipment	Improvements to property	Total
<u>Cost</u>	£	£	£	£
At 1 April 2022	154,336	3,146	1,747	159,229
Additions	-	-	-	-
Disposals	(2,490)	-	-	(2,490)
At 31 March 2023	<u>151,846</u>	<u>3,146</u>	<u>1,747</u>	<u>156,739</u>
<u>Depreciation</u>				
At 1 April 2022	149,523	2,527	1,747	153,797
Depn reversed re. disposals	(2,490)	-	-	(2,490)
Charge for year	1,604	371	-	1,975
At 31 March 2023	<u>148,637</u>	<u>2,898</u>	<u>1,747</u>	<u>153,282</u>
<u>Net book value</u>				
At 31 March 2023	<u>3,209</u>	<u>248</u>	<u>-</u>	<u>3,457</u>
At 31 March 2022	<u>4,813</u>	<u>619</u>	<u>-</u>	<u>5,432</u>

<b>6 Debtors and prepayments</b>	2023	2022
	£	£
Debtors	8,222	11,097
Prepayments	778	682
Other debtors	1,793	3,361
	<u>10,793</u>	<u>15,140</u>

<b>7 Cash at bank and in hand</b>	2023	2022
	£	£
Cash at bank	50,685	57,227
Cash in hand	1	299
	<u>50,686</u>	<u>57,526</u>

**8 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.

**Keighley Community Transport**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2023**

	2023	2022	2023	2022	2023	2022
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	3,150	103	-	17,405	3,150	17,508
Fuel duty rebate	1,992	1,343	-	-	1,992	1,343
User charges	61,769	32,851	-	-	61,769	32,851
Affiliation fees	1,088	850	-	-	1,088	850
Profit on disposal of vehicle	500	2,500	-	-	500	2,500
Other income	42	100	-	-	42	100
<b>Total income</b>	<b>68,541</b>	<b>37,747</b>	<b>-</b>	<b>17,405</b>	<b>68,541</b>	<b>55,152</b>
<b>Expenditure</b>						
Salaries and NI	40,899	28,197	-	14,005	40,899	42,202
Rent, rates, water, light and heat	10,157	5,164	-	4,625	10,157	9,789
Insurance	1,352	1,777	-	-	1,352	1,777
Telephone	491	439	-	-	491	439
Printing, postage and stationery	264	404	-	153	264	557
Sundries	558	404	-	-	558	404
Vehicle running costs	22,602	13,625	-	4,675	22,602	18,300
Volunteers expenses	1,056	911	-	-	1,056	911
Repairs, maintenance and cleaning	263	84	234	406	497	490
Depreciation	1,975	2,391	-	-	1,975	2,391
Independent examination	1,170	690	-	-	1,170	690
Professional fees and subscriptions	801	583	-	-	801	583
Payroll fees	131	185	-	-	131	185
Bad Debts	230	-	-	-	230	-
<b>Total expenditure</b>	<b>81,949</b>	<b>54,854</b>	<b>234</b>	<b>23,864</b>	<b>82,183</b>	<b>78,718</b>
<b>Net income / (expenditure)</b>	<b>(13,408)</b>	<b>(17,107)</b>	<b>(234)</b>	<b>(6,459)</b>	<b>(13,642)</b>	<b>(23,566)</b>
<b>Transfers between funds</b>	<b>2,247</b>	<b>-</b>	<b>(2,247)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(11,161)</b>	<b>(17,107)</b>	<b>(2,481)</b>	<b>(6,459)</b>	<b>(13,642)</b>	<b>(23,566)</b>
<b>Fund balances brought forward</b>	<b>74,567</b>	<b>91,674</b>	<b>2,841</b>	<b>9,300</b>	<b>77,408</b>	<b>100,974</b>
<b>Fund balances carried forward</b>	<b>63,406</b>	<b>74,567</b>	<b>360</b>	<b>2,841</b>	<b>63,766</b>	<b>77,408</b>