

# Keighley Community Transport

Charity number 1027411

## Annual Report and Financial Statements

for the year ended 31 March 2024



# **Keighley Community Transport**

## **Annual Report and Financial Statements for the year ended 31 March 2024**

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

# **Keighley Community Transport**

## **Trustees' report for the year ended 31 March 2024**

### **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>
Gareth Logan	Chair
Robert Gould	
Muriel Lumley	

**Charity number** 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
Goulbourne House	74 Towngate	PO Box 250
Goulbourne Street	Airedale Centre	Skelmersdale
Keighley	Keighley	WN8 6WT
BD21 1PG	BD21 3QE	

### **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 2024**

### **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**

It hasn't been the best of years again for the use of our minibuses. After coming back from the covid shutdown it is clear that we are still not back to where we were before covid.

As many schools in Keighley are now within academies, they are either leasing or have bought their own buses, so some schools definitely will not be back to use us.

Some older peoples' groups did come back but they seem to be using us less than they were before. Whether that is because of pricing or whether that is because they don't want to go out as much, but it has still had an impact.

We did do a bit of marketing around July and August to encourage more use for the older people but as soon as winter hit, it stopped again.

We know that money has been tight and we have looked at lots of funders during the year, but they seem to do either match funding or funding for specific activities, not for core costs.

Our core costs are fixed and majority goes on rent of the garage and maintenance for the buses, so we are quite tied, but we have looked at finding cheaper premises, unfortunately ours seem to be a competitive rate for the size we have.

We move into the next year on a similar financial footing from last year – let's hope that things pick up and we will keep searching for funding.

#### **Financial review**

The net payments for the year was £793, being all unrestricted in nature.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £60,884.

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 2023/24 expenditure this equates to approximately £41,100. 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 23/10/2024

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 2024, 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

23/10/2024

### **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 2024**

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Donations		1,500	-	1,500	3,150
Fuel duty rebate		1,691	-	1,691	1,992
User charges		76,626	-	76,626	61,769
Affiliation fees		1,167	-	1,167	1,088
Profit on disposal of vehicle		-	-	-	500
Other income		418	-	418	42
<b>Total income</b>		<b>81,402</b>	<b>-</b>	<b>81,402</b>	<b>68,541</b>
<b>Expenditure on:</b>					
Salaries and NI	(2)	42,661	-	42,661	40,899
Rent, rates, water, light and heat		11,465	-	11,465	10,157
Insurance		1,480	-	1,480	1,352
Telephone		989	-	989	491
Printing, postage and stationery		558	-	558	264
Sundries		262	-	262	558
Vehicle running costs		20,920	-	20,920	22,602
Volunteers expenses		734	-	734	1,056
Repairs, maintenance and cleaning		111	-	111	497
Depreciation		1,728	-	1,728	1,975
Independent examination		866	-	866	1,170
Professional fees and subscriptions		286	-	286	801
Payroll fees		135	-	135	131
Bad Debts		-	-	-	230
<b>Total expenditure</b>		<b>82,195</b>	<b>-</b>	<b>82,195</b>	<b>82,183</b>
<b>Net income / (expenditure)</b>		<b>(793)</b>	<b>-</b>	<b>(793)</b>	<b>(13,642)</b>
<b>Fund balances brought forward</b>		<b>63,406</b>	<b>360</b>	<b>63,766</b>	<b>77,408</b>
<b>Fund balances carried forward</b>	(3)	<b>62,613</b>	<b>360</b>	<b>62,973</b>	<b>63,766</b>

All incoming resources and resources expended derive from continuing activities.

**Keighley Community Transport**  
**Balance sheet**  
**as at 31 March 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(4) 1,729	-	1,729	3,457
<b>Total fixed assets</b>	<u>1,729</u>	<u>-</u>	<u>1,729</u>	<u>3,457</u>
<b>Current assets</b>				
Debtors and prepayments	(5) 13,295	-	13,295	10,793
Cash at bank and in hand	(6) 49,012	360	49,372	50,686
<b>Total current assets</b>	<u>62,307</u>	<u>360</u>	<u>62,667</u>	<u>61,479</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Accruals	1,423	-	1,423	1,170
<b>Total current liabilities</b>	<u>1,423</u>	<u>-</u>	<u>1,423</u>	<u>1,170</u>
<b>Net current assets / (liabilities)</b>	<u>60,884</u>	<u>360</u>	<u>61,244</u>	<u>60,309</u>
<b>Net assets</b>	<u>62,613</u>	<u>360</u>	<u>62,973</u>	<u>63,766</u>
<b>Funds</b>				
Unrestricted funds	62,613	-	62,613	63,406
Restricted funds	-	360	360	360
<b>Total funds</b>	<u>62,613</u>	<u>360</u>	<u>62,973</u>	<u>63,766</u>

The financial statements were approved by the board of trustees on 23/10/2024

Gareth Logan (Trustee)

# **Keighley Community Transport**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **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 2024

2 Staff costs and numbers	2024	2023
	£	£
Gross salaries	41,418	39,493
Social security costs	4,460	4,623
Employment allowance	(4,460)	(4,402)
Pensions	1,243	1,185
	<u>42,661</u>	<u>40,899</u>

The average number of employees during the year was 1, being an average of 1 full time equivalent (2023: 1, 1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	1,243	1,185

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Arnold Clark	<u>360</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>360</u>
	<u>360</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>360</u>

Fund name	Purpose of restriction
Arnold Clark	To support costs for the cleaning and sanitisation of vehicles post Covid-19.

4 Tangible assets	Motor Vehicles	Equipment	Improvements to property	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2023	151,846	3,146	1,747	156,739
Additions	-	-	-	-
At 31 March 2024	<u>151,846</u>	<u>3,146</u>	<u>1,747</u>	<u>156,739</u>
<b>Depreciation</b>				
At 1 April 2023	148,637	2,898	1,747	153,282
Charge for year	1,604	124	-	1,728
At 31 March 2024	<u>150,241</u>	<u>3,022</u>	<u>1,747</u>	<u>155,010</u>
<b>Net book value</b>				
At 31 March 2024	<u>1,605</u>	<u>124</u>	<u>-</u>	<u>1,729</u>
At 31 March 2023	<u>3,209</u>	<u>248</u>	<u>-</u>	<u>3,457</u>

**Keighley Community Transport**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

<b>5 Debtors and prepayments</b>	2024	2023
	£	£
Debtors	9,616	8,222
Prepayments	699	778
Other debtors	2,980	1,793
	<u>13,295</u>	<u>10,793</u>

<b>6 Cash at bank and in hand</b>	2024	2023
	£	£
Cash at bank	49,336	50,685
Cash in hand	36	1
	<u>49,372</u>	<u>50,686</u>

**7 Related party transactions**

**Trustee expenses**

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

**Trustee expenses**

During the year one trustee was paid a total of £129 in respect of travel (previous year: nil).

**Keighley Community Transport**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2024**

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Donations	1,500	3,150	-	-	1,500	3,150
Fuel duty rebate	1,691	1,992	-	-	1,691	1,992
User charges	76,626	61,769	-	-	76,626	61,769
Affiliation fees	1,167	1,088	-	-	1,167	1,088
Profit on disposal of vehicle	-	500	-	-	-	500
Other income	418	42	-	-	418	42
<b>Total income</b>	<b>81,402</b>	<b>68,541</b>	<b>-</b>	<b>-</b>	<b>81,402</b>	<b>68,541</b>
<b>Expenditure</b>						
Salaries and NI	42,661	40,899	-	-	42,661	40,899
Rent, rates, water, light and heat	11,465	10,157	-	-	11,465	10,157
Insurance	1,480	1,352	-	-	1,480	1,352
Telephone	989	491	-	-	989	491
Printing, postage and stationery	558	264	-	-	558	264
Sundries	262	558	-	-	262	558
Vehicle running costs	20,920	22,602	-	-	20,920	22,602
Volunteers expenses	734	1,056	-	-	734	1,056
Repairs, maintenance and cleaning	111	263	-	234	111	497
Depreciation	1,728	1,975	-	-	1,728	1,975
Independent examination	866	1,170	-	-	866	1,170
Professional fees and subscriptions	286	801	-	-	286	801
Payroll fees	135	131	-	-	135	131
Bad Debts	-	230	-	-	-	230
<b>Total expenditure</b>	<b>82,195</b>	<b>81,949</b>	<b>-</b>	<b>234</b>	<b>82,195</b>	<b>82,183</b>
<b>Net income / (expenditure)</b>	<b>(793)</b>	<b>(13,408)</b>	<b>-</b>	<b>(234)</b>	<b>(793)</b>	<b>(13,642)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>2,247</b>	<b>-</b>	<b>(2,247)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(793)</b>	<b>(11,161)</b>	<b>-</b>	<b>(2,481)</b>	<b>(793)</b>	<b>(13,642)</b>
<b>Fund balances brought 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>
<b>Fund balances carried forward</b>	<b>62,613</b>	<b>63,406</b>	<b>360</b>	<b>360</b>	<b>62,973</b>	<b>63,766</b>