

WARRINGTON COMMUNITY TRANSPORT

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2021

CHARITY NO: 516384

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WARRINGTON COMMUNITY TRANSPORT

TRUSTEES ANNUAL REPORT FOR YEAR ENDED 31ST MARCH 2020

The Trustees present their annual report and financial statements of the charity for the year ended 31st March 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name Warrington Community Transport

Charity number 516384

Principal office 19 Athlone Road
Warrington
Cheshire
WA2 8JJ

The Trustees who served the charity during the period were Steve Taylor
Patsy Hodson
Dida Goode
Vicky Leigh
Steve Hennis
Matthew Boulton
Clem Lawton

Independent Examiner Barbara L Blaber BA(Econ), FCA
16 Christchurch Road
Sale
M33 5JL

Bankers The Co-operative Bank plc
1 Balloon Street
Manchester
M60 4EP

WARRINGTON COMMUNITY TRANSPORT

TRUSTEES ANNUAL REPORT FOR YEAR ENDED 31ST MARCH 2021

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STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity, number 516384, is governed by the Constitution and Rules adopted on 8th February 1993

The charity maintains an Executive Committee which selects Trustees using a formalised Trustee Selection method as prescribed below:-

Trustee selection method

The existing Executive Management Committee members select trustees, with their nomination being ratified at a full Committee Meeting and then subjected to the re-election process at each subsequent Annual General Meeting.

Their suitability is evaluated upon areas of expertise, with resultant benefits to the organisations continued efficient management and operations being fully assessed.

Areas of expertise generally encompass: Commercial, Financial, Education, Personnel, Local Authority, other voluntary Sector Organisations, Individual and Group Service Representatives.

Each prospective Trustee receives the following information pack containing:

- Guide to Warrington Community Transport 'Trustee' Management Committee containing brief details of the organisation Objectives

- Aims

- The role of committee members

- What is a charity trustee

- People who are disqualified from acting as a Trustee Conflict of interest Job description

- Person specification

- Skills audit

- Biography

- Code of Conduct for Trustees

- Trustees' Undertaking

Warrington Borough Council, as principal funder of the Charity, has the facility to appoint up to two Trustees, usually from their elected council members. In addition, they nominate their Passenger Transport Coordinator as an observer who may attend all Management Committee Meetings.

The day to day management of the charity is performed by Mrs S Taylor, the General Manager and administrative staff, together with a core volunteer team.

WARRINGTON COMMUNITY TRANSPORT

TRUSTEES ANNUAL REPORT FOR YEAR ENDED 31ST MARCH 2021

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OBJECTIVES AND ACTIVITIES

The principal objective continues to be the provision of specialised door-to-door accessible transport for people with disabilities and those community members with mobility difficulties.

The Charity aims to create a more inclusive society through the provision of life-enhancing opportunities for people with disabilities within the boundaries of the Unitary Authority of Warrington Borough Council. These opportunities are created by providing "Door-to-Door" specialised transport to enable people with disabilities to lead a more fulfilled and active life. This transport is provided by wheelchair accessible minibuses operating as the "Dial-a-Ride" and "Group Travel" services which have been serving local community members since 1985. In addition to providing a wide range of social opportunities our specialised transport service ensures employment, education, health and wellbeing establishments are accessed by many of our clients. This has been carried out with due regard to guidance published by the Charities' Commission on public benefit.

ACHIEVEMENTS AND PERFORMANCE

At the start of the financial year, the whole country was in lockdown due to the Covid 19 Pandemic. This meant we were not allowed to mix with other households, everyone but essential workers had to work from home and older or vulnerable members of the community had to isolate in order to protect themselves from the virus. Therefore Warrington Community Transport had to close for business from 23rd March, through to 1st July 2020. This was a very difficult time for the population as a whole but particularly for WCT members as we work hard to ensure they can maintain their independence and to combat social isolation, however they had no option but to stay at home and isolate.

Financially, the service was able to continue to pay staff during this period of closure, due to the furlough scheme implemented by the government in support of businesses who employ staff. Understandably once Covid restrictions began to lift in the summer, people remained cautious about mixing with others and social distancing rules meant that our buses were limited to carrying just a small proportion of the passengers we could prior to Covid.

Throughout the remainder of the year, as we saw new waves of the virus spread, we were again faced with further lockdowns as shops and businesses were closed and people unable to mix with one another. The result of this meant that overall passenger numbers for the year were reduced to just 4,222 passenger journeys. However we remain grateful to the support of Warrington Borough Council to ensure that as a small charity, we have been able to continue to provide our service. When restrictions have allowed, our members have been so pleased to be able to return to seeing friends and going on shopping trips meaning the service is as valuable as ever.

WARRINGTON COMMUNITY TRANSPORT

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During this year we have also said goodbye to three of our longstanding drivers, John Hardy, Peter Butcher and Ray Pennington, we would like to extend our thanks to all three for their years of service and commitment to Warrington Community Transport and wish them well for the future.

FUTURE PLANS

As we look forward to the next financial year, one of our priorities will be to replace or refurbish our current portakabin office space as it is currently in such poor condition there is no way it will see us through another winter. We therefore plan to invest a small amount of our reserves into this essential work. We hope that the country as a whole will begin to return to something more like normality over the next twelve months and we will seek to recruit more drivers and see passenger numbers rise again.

The trustees would like to extend their thanks to all of the staff and volunteers who work tirelessly to ensure that the service continues to meet the needs of our members and helps to maintain the independence of elderly and disabled members of the community.

FINANCIAL REVIEW

The Statement of Financial Activities for the year ended 31st March 2021, and the Balance Sheet as at that date are included in these accounts, with appropriate additional information. Income for the year was £121,435 (2020: £147,131) which included a grant from Warrington Borough Council of £48,000 (2020: £48,000). Expenditure for the year was £82,388 (2020: £138,985).

The Trustees wish to place on record their sincere thanks for the continued support of Warrington Borough Council.

RISK MANAGEMENT

The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to operations and finance of the Trust and are satisfied that suitable insurance cover and systems are in place to mitigate our exposure to major risks.

RESERVES POLICY

It is the policy of the charity to maintain unrestricted funds, which are free reserves of the charity, at a level which equates to approximately 10% of annual unrestricted expenditure. It is a contingency measure to cover future unforeseen short term income fluctuations but is now subject to review.

INVESTMENT POLICY

The nature of our Community Transport service operation does not allow the accumulation of substantial investment funds. Whenever surplus operational funding arises, by way of advanced grant payment, the monies are placed on deposit with our bankers until such time as they are required.

WARRINGTON COMMUNITY TRANSPORT

TRUSTEES ANNUAL REPORT FOR YEAR ENDED 31ST MARCH 2020

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TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Charity law requires us as Trustees to prepare financial statements for each accounting year which give a true and fair view of the state of the charity and of its income and expenditure.

We are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

We are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities

Approved by the trustees on

17/01/22

and signed on their behalf by:

Patricia Adam
Treasurer

Chair of Trustees

Date

17/1/22

[Signature]

WARRINGTON COMMUNITY TRANSPORT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WARRINGTON COMMUNITY TRANSPORT

I report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 8 to 15.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state 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 Commission. An examination includes a review of the accounting records 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with section 386 of the Companies Act 2006; and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met: or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Barbara L Blaber BA(Econ) FCA

Date January 7, 2022



WARRINGTON COMMUNITY TRANSPORT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2021

	Note	Unrestricted Total Funds	Unrestricted Total Funds
		2021 £	2020 £
Income from	1		
Grants and donations		48,420	57,361
Fares		71,600	85,048
Investment income		2	0
Charitable activities		1,323	4,645
Other incoming resources		0	76
Total incoming resources		121,345	147,131
Expenditure on	2		
Charitable activities		63,312	120,183
Support costs and administration		13,911	13,917
Governance costs		5,165	4,884
Total expenditure		82,388	138,985
Net income		38,957	8,146
Net movement in funds		38,957	8,146
Total funds brought forward		56,138	47,992
Total funds carried forward		95,095	56,138

WARRINGTON COMMUNITY TRANSPORT

BALANCE SHEET AS AT 31st MARCH 2021

	Note	2021		2020	
		£	£	£	£
Fixed Assets					
Tangible assets	3		14,380		19,755
Current assets					
Debtors	4	6,254		6,555	
Cash at bank and in hand		75,972		31,323	
Total current assets		82,226		37,878	
Creditors: amounts falling due within one year	5	-1,511		-1,495	
Net Current Assets			80,715		36,383
Total Net Assets			95,095		56,138
Funds					
Unrestricted funds			95,095		56,138
Total Funds			95,095		56,138

The notes on pages 10 - 15 form part of these accounts

Approved by the Trustees and signed on their behalf on the 17/01/22 by:

Trustee

Paddy Ham

Trustee

Deej

WARRINGTON COMMUNITY TRANSPORT

ACCOUNTING POLICIES FOR THE YEAR ENDED 31st MARCH 2021

BASIS OF ACCOUNTING

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and the UK Generally Accepted Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A

The accounts have been prepared on a going concern basis 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 significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented unless otherwise stated.

Income

Income is included on receipt. Grants receivable are credited to income in so far as they relate to the accounting period

Expenditure

Resources expended are recognised in the period in which they are incurred

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost or valuation, less estimated residual value, of each asset over its expected useful life, as follows:-

Freehold property	Over 4 years
Office equipment	Over 7 years
Motor vehicles	Over 10 years

WARRINGTON COMMUNITY TRANSPORT

ACCOUNTING POLICIES FOR THE YEAR ENDED 31st MARCH 2021

GOING CONCERN

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

INVESTMENTS AND INVESTMENT INCOME

The charity does not have any investments. Interest is earned only on bank account surpluses.

INCOME FROM SERVICES

Users of the charity's service pay a standard fee. If they hold a concessionary permit issued under the auspices of the Cheshire District Concessionary Fares Scheme/ Warrington Borough Council, or are under 16 years of age, a lower concessionary fare is charged. Users holding appropriate passes travel free of charge within the parameters of the scheme.

FUND RAISING EXPENDITURE

No fundraising activities have taken place during the year.

CAPITAL COMMITMENTS

The charity has no outstanding commitments at 31st March 2021

WARRINGTON COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2021

1. Analysis of income

	Unrestricted Funds	Total Funds	Total Funds
	2021	2021	2020
	£	£	£
Grants and donations			
Revenue Grant income WBC	48,000	48,000	48,000
Other grants	0	0	7,500
Donations	420	420	1,861
	48,420	48,420	57,361
Fares			
Subsidised services – Dial a Ride	7,404	7,404	19,780
Non-subsidised – Group Hire	20	20	593
Concessionary Travel	64,176	64,176	64,676
	71,600	71,600	85,048
Investment income			
Bank interest received	2	2	0
	2	2	0
Charitable activities			
Bus service operator's grant	1,323	1,323	4,645
	1,323	1,323	4,645
Other incoming resources			
Other income	0	0	76
	0	0	76

WARRINGTON COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2021 continued

2. Analysis of Expenditure

	Unrestricted Funds	Total Funds	Total Funds
	2021	2021	2020
	£	£	£
Charitable Activities			
Employee costs	47,349	47,349	82,514
Volunteer costs	275	275	2,297
Vehicle costs	14,392	14,392	32,542
Vehicle depreciation, net of profit on sale of vehicles	1,295	1,295	2,831
	63,312	63,312	120,183
Support costs			
Repairs and maintenance	0	0	0
Cleaning and protective clothing	57	57	170
Telephone	736	736	886
Printing, postage and stationery	260	260	331
Utilities	3,261	3,261	4,053
Office rent and other expenses	9,517	9,517	8,396
Depreciation of office equipment	80	80	81
Less: Profit on sale of assets	0	0	0
	13,911	13,911	13,917
Governance costs			
Audit and accountancy	329	329	350
Insurance	2,473	2,473	2,374
Other professional fees	2,363	2,363	2,160
	5,165	5,165	4,884

WARRINGTON COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2021 continued

3. Fixed Assets

	Freehold Property	Equipment	Motor vehicles	TOTAL
	£	£	£	£
Cost at April 1 2020	48,542	20,520	143,030	212,092
Additions				-
Disposals			- 55,615	- 55,615
Cost at March 31 2021	48,542	20,520	87,415	156,477
Dpcn at April 1 2020	48,542	20,423	123,372	192,337
Dpcn on disposals			- 55,615	- 55,615
Charge for the year		80	5,295	5,375
DPCN at March 31 2021	48,542	20,503	73,052	142,097
NBV at March 31 2021	-	17	14,363	14,380
NBV at March 31 2020	-	97	19,658	19,755

4. Debtors

	2021	2020
	£	£
Trade Debtors	5,500	5,500
Other debtors	754	1,055
	6,254	6,555

5. Creditors: Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	0	0
Tax and social security	1,161	1,145
Accruals	350	350
	1,511	1,495

WARRINGTON COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2021 continued

6. Employees

Total staff costs including National Insurance were £47,349 (2020: £82,514).

HMRC employment grants of £22,910 are included in the total above

No employee was paid in excess of £50,000

The average number of employees during the year was 6 (2020: 7)

The average number of employees expressed as full-time equivalents was 4.3 (2020: 4)

7. Expenses paid to Trustees

No expenses were reimbursed to Trustees in the year (2020: NIL). No remuneration was paid to any of the Trustees.

8. Subsidiary undertakings

The charity has no subsidiary undertakings

9. Related party transactions

There were no related party transactions during the year under review