

WARRINGTON COMMUNITY TRANSPORT

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2022

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 were⁴ Matthew Boulton
Dida Goode
Patsy Hodson
Clem Lawton
Vicky Leigh
Steve Taylor

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

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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.

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TRUSTEES ANNUAL REPORT FOR YEAR ENDED 31ST MARCH 2022

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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, we continued to see the effects of the ongoing waves of covid. The service continued to serve members while complying with government restrictions. Throughout the year we saw passenger numbers increase on the previous year as restrictions were lifted and confidence grew. Throughout this period the trustees, service manager, staff and volunteers worked hard to ensure the service remained available when needed by the members.

Financially, the service was able to continue to run within the budget and requirements expected under our charter maintaining the fleet, buildings and commitments to our staff. As passenger numbers have increased we have expanded cautiously but in line with the increased use of the service.

Through the year we saw passenger numbers increase substantially on the previous year as our service users gained confidence and began to resume some of the activities that they were unable to take part in from shopping trips, community events and social engagements that we have the pleasure to facilitate. Passenger journeys for the year were 7,587 up 80% on the previous year.

FUTURE PLANS

We were able to begin the planned works to the portacabin office space bringing this to an acceptable standard for our staff and volunteers to effectively carry out their roles in a safe and comfortable environment. We will continue to complete the remaining works to the office space and to create a storage area as and when unallocated funds are available.

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As confidence continues to improve and passenger numbers return to pre 2020 levels we will continue to review the suitability and viability of the fleet of vehicles we operate with a view to replace these as and when this makes financial sense for the service.

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 2022, and the Balance Sheet as at that date are included in these accounts, with appropriate additional information. Income for the year was £124,852 (2021: £121,435) which included a grant from Warrington Borough Council of £48,000 (2021: £48,000). Expenditure for the year was £103,394 (2021: £82,388).

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.

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TRUSTEES ANNUAL REPORT FOR YEAR ENDED 31ST MARCH 2022

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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 2016, 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 09/01/23 and signed on their behalf by:

Matthew S Boulton.



Chair of Trustees

Date

09/01/23

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 2022, 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.

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 Trust as required by section 130 of the Act;
or
2. the accounts do not accord with those records.

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



Barbara L Blaber BA(Econ) FCA

Date January 9th 2023

WARRINGTON COMMUNITY TRANSPORT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2022

		Unrestricted Total Funds 2022 £	Unrestricted Total Funds 2021 £
Income from	Note 1		
Grants and donations		48,693	48,420
Fares		72,245	71,600
Investment income		0	2
Charitable activities		3,608	1,323
Other incoming resources		305	0
Total incoming resources		124,852	121,345
Expenditure on	Note 2		
Charitable activities		79,893	63,312
Support costs and administration		18,683	13,911
Governance costs		4,818	5,165
Total expenditure		103,394	82,388
Net income		21,457	38,957
Net movement in funds		21,457	38,957
Total funds brought forward		95,095	56,138
Total funds carried forward		116,553	95,095
<i>General Fund</i>		<i>81,553</i>	
<i>Contingency Fund</i>		<i>35,000</i>	

WARRINGTON COMMUNITY TRANSPORT

BALANCE SHEET AS AT 31st MARCH 2022

	Note	2022		2021	
		£	£	£	£
Fixed Assets					
Tangible assets	3		43,571		14,380
Current assets					
Debtors	4	6,385		6,254	
Cash at bank and in hand		67,830		75,972	
Total current assets		74,215		82,226	
Creditors: amounts falling due within one year	5	-1,234		-1,511	
Net Current Assets			72,981		80,715
Total Net Assets			116,553		95,095
Funds (Unrestricted)					
General Fund			81,553		95,095
Contingency Fund			35,000		
Total Funds			116,553		95,095

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

Approved by the Trustees and signed on their behalf on the 09/01/23 by:

Trustee *Matthew S Boulton*

Trustee *Patsy Holman*

WARRINGTON COMMUNITY TRANSPORT

ACCOUNTING POLICIES FOR THE YEAR ENDED 31st MARCH 2022

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 2022

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 2022

WARRINGTON COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2022

1. Analysis of income

	Unrestricted Funds	Total Funds	Total Funds
	2022	2022	2021
	£	£	£
Grants and donations			
Revenue Grant income WBC	48,000	48,000	48,000
Other grants	0	0	0
Donations	693	693	420
	48,693	48,693	48,420
Fares			
Subsidised services – Dial a Ride	7,867	7,867	7,404
Non-subsidised – Group Hire	202	202	20
Concessionary Travel	64,176	64,176	64,176
	72,245	72,245	71,600
Investment income			
Bank interest received	0	0	2
	0	0	2
Charitable activities			
Bus service operator’s grant	3,608	3,608	1,323
	3,608	3,608	1,323
Other incoming resources			
Other income	305	305	0
	305	305	0

WARRINGTON COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2022 continued

2. Analysis of Expenditure

	Unrestricted Funds	Total Funds	Total Funds
	2022	2022	2021
	£	£	£
Charitable Activities			
Employee costs	59,696	59,696	47,349
Volunteer costs	0	0	275
Vehicle costs	16,252	16,252	14,392
Vehicle depreciation, net of profit on sale of vehicles	3,945	3,945	1,295
	79,893	79,893	63,312
Support costs			
Repairs and maintenance	0	0	0
Cleaning and protective clothing	79	79	57
Telephone	538	538	736
Printing, postage and stationery	382	382	260
Utilities	3,410	3,410	3,261
Office rent and other expenses	9,565	9,565	9,517
Depreciation of office equipment	4,908	4,908	80
Less: Profit on sale of assets	-200	-200	0
	18,683	18,683	13,911
Governance costs			
Audit and accountancy	329	329	329
Insurance	2,498	2,498	2,473
Other professional fees	1,991	1,991	2,363
	4,818	4,818	5,165

WARRINGTON COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2022 continued

3. Fixed Assets

	Freehold Property	Equipment	Motor vehicles	TOTAL
	£	£	£	£
Cost at April 1 2021	48,542	20,520	87,415	156,477
Additions	19,564		19,200	38,764
Disposals		- 200	- 34,465	- 34,665
Cost at March 31 2022	68,106	20,320	72,150	160,576
Dpcn at April 1 2021	48,542	20,503	73,052	142,097
Dpcn on disposals		- 200	- 34,465	- 34,665
Charge for the year	4,891	17	4,665	9,573
				-
DPCN at March 31 2022	53,433	20,320	43,252	117,005
NBV at March 31 2022	14,673	-	28,898	43,571
NBV at March 31 2021	-	17	14,363	14,380

4. Debtors

	2022	2021
	£	£
Trade Debtors	5,500	5,500
Other debtors	885	754
	6,385	6,254

5. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	0	0
Tax and social security	884	1,161
Accruals	350	350
	1,234	1,511

WARRINGTON COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2022 continued

6. Employees

Total staff costs including National Insurance were £59,696 (2021: £47,439).

HMRC employment grants of £22,910 were included in the total for 2021.

No employee was paid in excess of £50,000

The average number of employees during the year was 6 (2021: 6)

The average number of employees expressed as full-time equivalents was 4 (2021: 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