

UTTLESFORD COMMUNITY TRAVEL

England & Wales · Charity number 1072529

Details

Other names	UCT
Status	Registered
Legal form	Charitable company
Company number	03456224
Registered	1998-11-20
Register	View on the Charity Commission register

Contact

Address	Uttlesford Community Travel Unit 1 Flitch Industrial Estate Chelmsford Road Dunmow CM6 1XJ
Phone	01371875787
Email	info@uttlesfordcommunitytravel.org
Website	www.uttlesfordcommunitytravel.org

Activities

Objects: TO PROVIDE RELIEF TO THE INHABITANTS OF THE DISTRICT OF UTTLESFORD AND ITS ENVIRONS WHO HAVE NEED BECAUSE OF AGE, MENTAL OR PHYSICAL DISABILITY, POVERTY, PARTICULARLY THOSE SOCIALLY AND ECONOMICALLY DISADVANTAGED, OR BY REASON OF INADEQUATE MEANS ARE UNABLE TO TRANSPORT THEMSELVES AND IN PARTICULAR BUT NOT SO AS TO LIMIT THE GENERALITY OF THE FOREGOING:-(A) TO PROVIDE AND MAINTAIN A NON-PROFIT COMMUNITY TRANSPORT SERVICE, COMPLEMENTARY TO EXISTING PUBLIC TRANSPORT SERVICES, WHICH SHALL BE OPEN TO ALL MOBILITY IMPAIRED RESIDENTS OF THE DISTRICT, AND (B) TO ASSIST THE CHARITABLE WORK OF ORGANISATIONS AND BODIES ENGAGED IN PROMOTING THE RELIEF OF SUCH PERSONS THROUGH THE PROVISION OF APPROPRIATE SERVICES.

Activities: Provision of a community transport service in the district of Uttlesford

Classification

- **How:** Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Religious Activities, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups

Geography

- **Area of benefit:** DISTRICT OF UTTLESFORD AND ITS ENVIRONS
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£442,016	£464,652	-	-
2024-03-31	£335,360	£349,643	-	-
2023-03-31	£401,070	£417,030	-	-
2022-03-31	£435,206	£426,744	-	-
2021-03-31	£336,538	£297,972	-	-

Trustees

Name	Role	Appointed
IAN CAMPBELL SHAW	Chair	
Bruce Roy Sinclair		2026-03-25
Christopher Mark Davies		2026-04-28
Felicity M M Benson		2020-10-28
Jacqueline Margaret Tokley		2022-11-22
MR STEVE BIDDLECOMBE		
Mark Nikolas Fulda Easton		2025-09-23

Accounts

REGISTERED COMPANY NUMBER: 03456224 (England & Wales)

REGISTERED CHARITY NUMBER: 1072529

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
For The Year Ended 31 March 2025
UTTLESFORD COMMUNITY TRAVEL

Andrew Richardson FCCA
5 Wells Court
Springfield
Chelmsford
Essex CM1 6ND

UTTLESFORD COMMUNITY TRAVEL

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For the Year Ended 31 March 2025

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UTTLESFORD COMMUNITY TRAVEL

DIRECTORS' AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2025

The Directors present their report and financial statements for the year ended 31st March 2025.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

3456224 (England and Wales)

Registered Charity number

1072529

Registered office

Unit 1
Flitch Industrial Estate
Chelmsford Road
Great Dunmow
Essex CM6 1XJ

Patron

Rt Hon Kemi Badenoch MP

Trustees

I C Shaw
S J A Biddlecombe
J V Fox (Resigned 03/06/2024)
F M M Benson
J Tokley
P M Churchill

Company Secretary

J M Goodwin

Accountant

Andrew Richardson
5 Wells Court
Springfield
Chelmsford CM1 6ND

STRUCTURE, GOVERNANCE AND MANAGEMENT

Objectives and activities for the public benefit.

Uttlesford Community Travel (UCT) is a charity and is registered as a Company Limited by Guarantee and is therefore governed by a Memorandum and Articles of Association.

The charity's objective and its principal activity is to provide a non-profit community door to door transport service for the residents of the District of Uttlesford who, because of age, mental or physical disability or rural isolation, are unable to use public transport to meet their needs.

The charity is organised so that the trustees/directors meet monthly to manage its affairs. There is also an Advisory Committee that meets on alternate months. This allows the trustees to obtain support and advice from users of our service and members of other local representative organisations, including local government and the voluntary sector.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

UTTLESFORD COMMUNITY TRAVEL

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2025

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2025

Public benefit statement

The trustees confirm that they have complied with their duty in the Charities Act 2011 and amendments in the Charities act 2022 to have due regard to public benefit guidance published by the Charity Commission in reviewing the aims and objectives in planning future activities and in reviewing the outcome of our work. The public benefit of the Charity's activities is outlined within this report through our activities and achievement and in planning future development.

Development, activities and achievements this year

2024/25 has been a year of change for Uttlesford Community Travel (UCT), Malcolm Barrell our General Manager retired in June after 14 years of extremely valuable service to UCT, the Trustees have thanked Malcolm and look forward to him joining the Board of Trustees. After 6 months of shadowing Malcolm and learning all of our procedures Mick Bott took over the General Manager role and quickly got to grips with adding value to the organisation.

At the end of the financial year, we had 1031 Book A Ride members and 85 Group members which is a record for UCT, and of course the number of members is one of the reasons that 24/25 has been a very busy one for us. The total number of passengers this year was 31,632 which, is virtually the same as last year which was a record for UCT. The Hospital Car service carried 4,740 passengers which is a 20% increase over last year which resulted in volunteers covering just under 52,000 miles. As a result of a reduction of our Uttlesford District Council Grant and how busy we were and how much more difficult it is to obtain external fund raising we unfortunately finished the year with a deficit of just over £22,000.

We have improved our working methods and IT systems, which are essential for UCT's efficient operation. Our website was completely redesigned and has resulted in not only members using it for many more functions but is also supporting the office staff in allowing them more time to spend on their very busy duties.

We were having great difficulty in attracting drivers which we were badly in need of so the Trustees agreed that all drivers not just the full-time ones should be contracted, this change successfully allowed us to attract the drivers we so badly needed.

I would like to thank all the office staff and drivers for their continued dedication to our members and would again particularly like to thank all our volunteers who give up their own time to ensure that our members needs are met. As I mention every year, we are very reliant on volunteers without whom the Hospital Car Service would not exist, and we would not be able to fulfil our passenger journeys or be able to cover all the administration in the office. When we calculate the value of their time on a commercial basis, our volunteers saved us £159K.

As always, we are immensely grateful to our principal funder Essex County Council and our second most important funder Hertfordshire and West Essex Integrated Care Board (H&WEICB) (formerly The West Essex Clinical Commissioning Group) who have guaranteed our grant until 2029/30 for which we are very grateful and Uttlesford District Council who have guaranteed our grant for 3 years. Without their grants and those from Saffron Walden Town Council, and Great Dunmow Town Council we would not be able to function.

I would also like to thank all the Parish Councils, local organisations and individuals who made donations to us this year. These, together with the proceeds of our fundraising events, are a vital part of our income.

UTTLESFORD COMMUNITY TRAVEL
REPORT OF THE TRUSTEES
For the Year Ended 31 March 2025

Future developments

As a result of us having the largest number of members in our history, 25/26 will continue to be a very busy year for UCT which obviously results in our costs increasing which means that our drive to reduce costs will continue.

I am delighted to report that our funders continue to support us, and that Uttlesford District Council have guaranteed our grant for 3 years together with a 6% increase.

One of the operating changes that will take place is the introduction of a new system for recording the pickup and drop off of our members which will save time and effort of both drivers and office staff, this follows from Mick Bott our General Manager working with the team at Flexi-route (our route planning system) to initialise a process that existed but had never been used.

As always fund raising will be a vital part of our income and with ever increasing costs we will continue to investigate all sources of funds. Our annual Christmas Concert which is an important part of our fund-raising will take place on 6th December we are very grateful to the Dunmow Town Band and the Great Dunmow Big Voices Community Choir.

As we not only provide transport to our members it is recognised that there is a great deal of social work involved in the service we provide, without which many of our members would not have the freedom which UCT allows them. To this end we are researching which organisations are willing to support charities who are providing a social service to their communities.

As the use of our services increases, we shall again need more volunteers for the Hospital Car Service, and to help with our administration and we shall use all the means at our disposal to achieve this. To support our ever-increasing service, Mick Bott will be responsible for both attracting volunteers and of marketing our service.

Our office staff will as always ensure that we are obtaining and using the full capabilities of Flexi-route, the computer system which allows us to plan journeys, and which calculates all the metrics that we require to operate our service in our ongoing quest to make our operation as efficient as possible. We have seen a very positive improvement in the way we can plan trips, and the staff are keen to continue to ensure that we build on this.

I would like to thank my fellow Trustees who unstintingly give of their time and talents, and the members of our Advisory Committee and all the staff and drivers for their efforts for UCT and the help and guidance they have given me during the last year.

UTTLESFORD COMMUNITY TRAVEL
REPORT OF THE TRUSTEES
For the Year Ended 31 March 2025

Reserves policy and going concern

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three to six months of unrestricted expenditure.

This provides sufficient funds to cover management and administration and support costs. Unrestricted funds were maintained at this level throughout the year.

The Accounts have been prepared on a going concern basis. No material uncertainties that cast significant doubt about the ability of the Charity to continue as a going concern have been identified by the trustees.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under the law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period.

In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK 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 appropriate to presume the charitable company will not continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Independent Examiner, Andrew Richardson, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:


.....
I C Shaw – Chair

Date: 27-5-25
.....

UTTLESFORD COMMUNITY TRAVEL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES **YEAR ENDED 31 MARCH 2025**

I report on the accounts of the company for the year ended 31 March 2025 which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts.

Having satisfied myself that the accounts of the Company are not required to be audited under part 16 of the 2006 Act and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Chartered Accountants.

Having satisfied myself that the charity is not subject to an 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:

Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, as amended; and

State whether particular matters have come to my attention

Basis of independent examiner's statement

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 kept 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 you as 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:

1. 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

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Richardson FCCA
5 Wells Court
Springfield
Chelmsford
CM1 6ND

Signed.....

Date: 21ST May 2025.....

UTTLESFORD COMMUNITY TRAVEL**STATEMENT OF FINANCIAL ACTIVITIES****For the Year Ended 31 March 2025**

	Notes	Unrestricted funds £	Restricted funds £	31/03/2025 Total funds £	31/03/2024 Total funds £
INCOME					
Income from generated funds					
Voluntary income	2	9,721		9,721	11,779
Activities for generating funds	3	149,643		149,643	127,965
Investment income	4	9,435		9,435	4,860
<u>Income from charitable activities</u>					
Grants	5	273,217		273,217	190,756
Total income		<u>442,016</u>	<u>0</u>	<u>442,016</u>	<u>335,360</u>
EXPENDITURE					
Cost of generating funds					
Fundraising trading: cost of goods sold	6	264,261	0	264,261	167,815
Charitable activities					
Grants	7	197,878		197,878	180,045
Governance costs	9	2,513		2,513	1,783
Total expenditure		<u>464,652</u>	<u>0</u>	<u>464,652</u>	<u>349,643</u>
NET INCOME / (DEFICIT)		<u>(22,636)</u>	<u>0</u>	<u>(22,636)</u>	<u>(14,283)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		96,501	80,459	176,960	158,567
Transfer to vehicle replacement fund				0	0
Movement on reserves			(49,027)	(49,027)	32,676
TOTAL FUNDS CARRIED FORWARD		<u>73,865</u>	<u>31,432</u>	<u>105,297</u>	<u>176,960</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes form part of these financial statements

UTTLESFORD COMMUNITY TRAVEL

BALANCE SHEET

AT 31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	31/03/2025 Total funds £	31/03/2024 Total funds £
CURRENT ASSETS					
Debtors	12	24,531		24,531	18,432
Investments	13	140,257	31,432	171,689	180,237
Cash at bank and in hand		23,550		23,550	81,744
		<u>188,338</u>	<u>31,432</u>	<u>219,770</u>	<u>280,413</u>
CREDITORS					
Amounts falling due within one year	14	<u>(114,473)</u>		<u>(114,473)</u>	<u>(103,453)</u>
NET CURRENT ASSETS		73,865	31,432	105,297	176,960
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>73,865</u>	<u>31,432</u>	<u>105,297</u>	<u>176,960</u>
NET ASSETS		<u>73,865</u>	<u>31,432</u>	<u>105,297</u>	<u>176,960</u>
FUNDS					
Unrestricted funds	15			73,865	96,501
Restricted funds	16			<u>31,432</u>	<u>80,459</u>
TOTAL FUNDS				<u>105,297</u>	<u>176,960</u>

The directors are satisfied that the company was entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Act, and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements, of Section 393 and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2015).

These financial statements were approved by the board of trustees on the 27.5.25 and are signed on their behalf by:


.....
I C Shaw - Chair

The notes on pages 8 to 11 form part of these financial statements

The notes form part of these financial statements

UTTLESFORD COMMUNITY TRAVEL

NOTES TO THE FINANCIAL STATEMENTS

For the year Ended 31 March 2025

1 Basis of accounting

- A) The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards, the Companies Act 2006, the Charities SORP Financial Reporting Standard applicable in the UK (FRS 102, effective 1 January 2015), the Charity's Act 2011 and the Charity Commissions guidelines on Public Benefit.

B) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

C) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

D) Taxation

The charity is exempt from corporation tax on its charitable activities.

E) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements,

2 VOLUNTARY INCOME

	31/03/2025	31/03/2024
	£	£
Donations and fundraising	9,721	11,779
	<u>9,721</u>	<u>11,779</u>

3 ACTIVITIES FOR GENERATING FUNDS

	31/03/2025	31/03/2024
	£	£
Transport	149,643	127,965
	<u>149,643</u>	<u>127,965</u>

4 INVESTMENT INCOME

	31/03/2025	31/03/2024
	£	£
Deposit account interest	9,435	4,860
	<u>9,435</u>	<u>4,860</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2025

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Grants	31/03/2025	31/03/2024
	£	£
Activity Grants	184,399	190,756
	<u>184,399</u>	<u>190,756</u>
	31/03/2025	31/03/2024
	£	£
Gt Dunmow Town Council	5,000	5,000
Vehicle funds —restricted	88,818	0
H&WEICB (Formally WECCG)	40,000	39,357
Saffron Walden Town Council	8,500	8,500
Garfield Weston Foundation	6,000	0
Essex Community Foundation Grant	0	10,000
Uttlesford District Council	32,000	35,000
Essex County Council - core	92,899	92,899
	<u>273,217</u>	<u>190,756</u>

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	31/03/2025	31/03/2024
	£	£
Running costs (inc drivers wages)	175,443	155,815
Vehicle Purchases	88,818	0
Transfer to vehicle replacement fund	0	12,000
	<u>264,261</u>	<u>167,815</u>

7 CHARITABLE ACTIVITIES COSTS

	Direct costs	Support Costs (See note 8)	Totals
Activity costs	<u>197,232</u>	<u>646</u>	<u>197,878</u>

8 SUPPORT COSTS

	31/03/2025
	£
Bank charges	646
	<u>646</u>

9 GOVERNANCE COSTS

	31/03/2025	31/03/2024
	£	£
Legal Fees	813	83
Accountancy (Independent Inspection)	1,700	1,700
	<u>2,513</u>	<u>1,783</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2025

10 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024. No charity trustee received payment for professional or other services supplied to the charity (2024: £nil).

	31/03/2025	31/03/2024
	£	£
11 STAFF COSTS		
Wages and salaries	146,561	124,303
	<u>146,561</u>	<u>124,303</u>

None of the employee's emoluments exceeded £60,000.

STAFF NUMBERS

The average monthly head count was 13 staff, (2024: 12 Staff).

The average number of full time equivalent employees (including casual and part time staff) during the year was as follows:

	31/03/2025	31/03/2024
Drivers	7	6
Administration	6	7
	<u>13</u>	<u>13</u>

12 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/03/2025	31/03/2024
	£	£
Trade Debtors	16,232	9,740
Other Debtors	8,299	8,692
	<u>24,531</u>	<u>18,432</u>

	31/03/2025	31/03/2024
	£	£
13 CURRENT ASSET INVESTMENTS		
Cash at bank	<u>171,689</u>	<u>180,237</u>
Apart from cash at bank no other investments are held.		

14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/03/2025	31/03/2024
	£	£
Trade creditors	7,099	2,242
Taxation and social security	4,530	5,004
Other creditors	102,844	96,207
	<u>114,473</u>	<u>103,453</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2025

15 MOVEMENT IN FUNDS	Unrestricted General Fund	Restricted Funds	Total
	£	£	£
At 01/04/24	96,501	80,459	176,960
Net movement	(22,636)	0	(22,636)
Transfer to vehicle replacement fund	0	0	0
Movement on reserves	0	(49,027)	(49,027)
TOTAL FUNDS	73,865	31,432	105,297

Net movement in funds, included in the above are as follows:

	Incoming Resources	Resources Expended	Movement in funds
	£	£	£
Unrestricted funds General fund	442,016	464,652	(22,636)
Restricted funds	0	0	0
TOTAL FUNDS	442,016	464,652	(22,636)

16 RESTRICTED FUNDS	31/03/2025	31/03/2024
Restricted funds are made up as follows:	£	£
Training	310	310
Stansted Airport Community Fund	790	0
Vehicle replacement fund	30,332	80,149
	31,432	80,459

17 The Charity operates a defined contribution pension scheme, which is open to all eligible employees. During the year the Charity contributed £4,589 to the scheme (2024 £3,882). The pension plan is managed by the Peoples Pension. The total expenses ratio of the plan is 3% and this is deducted from the investment fund annually. The Charity has no liability beyond making its contributions and paying across the deductions for the employees contributions.

18 The Charity does not capitalise and depreciate motor vehicles. Motor vehicles are written off in the year of purchase due to the Charity applying for external funds exclusively for motor vehicles.

If the Charity did capitalise and depreciate motor vehicles the Net Book Value of the vehicles at 31 March 2025 would be £190,576.

UTTLESFORD COMMUNITY TRAVEL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2025

INCOME	Notes	31/03/2025	31/03/2024
		£	£
Voluntary Income			
Donations & fundraising		9,721	11,779
Activities for generating funds			
Transport		149,643	127,965
Investment income			
Deposit account interest		9,435	4,860
Incoming from charitable activities			
Grants	5	273,217	190,756
Other income		0	0
Total income		442,016	335,360
EXPENDITURE			
<u>Fundraising trading: cost of goods sold and other costs</u>			
Drivers wages		126,763	106,630
Transfer to vehicle replacement fund		0	12,000
Vehicle running costs		48,680	49,185
Vehicle purchase		88,818	0
		264,261	167,815
Charitable activities			
Wages		146,561	124,303
Rent		10,000	10,000
Water rates		328	284
Insurance		2,808	2,727
Telephone & internet		10,810	7,895
Postage & stationery		3,599	3,211
Computer expenses		13,789	16,242
Repairs & renewals		798	477
Licence & subscriptions		0	215
Covid 19 expenditure		0	43
Adverts & promotion		315	0
Sundry		3,197	4,757
Professional fees		2,209	6,632
Light & heat		2,818	2,331
		197,232	179,117
<u>Governance costs</u>			
Audit & accountancy		1,700	1,700
Legal fees		813	83
		2,513	1,783
<u>Finance</u>			
Bank charges		646	928
Total expenditure		464,652	349,643
Net expenditure		(22,636)	(14,283)

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 03456224 (England & Wales)

REGISTERED CHARITY NUMBER: 1072529

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
For The Year Ended 31 March 2024
UTTLESFORD COMMUNITY TRAVEL

Andrew Richardson FCCA
5 Wells Court
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Essex CM1 6ND

UTTLESFORD COMMUNITY TRAVEL

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For the Year Ended 31 March 2024

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UTTLESFORD COMMUNITY TRAVEL

DIRECTORS' AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2024

The Directors present their report and financial statements for the year ended 31st March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

3456224 (England and Wales)

Registered Charity number

1072529

Registered office

Unit 1
Flitch Industrial Estate
Chelmsford Road
Great Dunmow
Essex CM6 1XJ

Patron

Rt Hon Kemi Badenoch MP

Trustees

I C Shaw
S J A Biddlecombe
D R Perks (Resigned 04/07/2023)
J V Fox
F M M Benson
J Tokley
R Jones (Resigned 31/05/2023)
P M Churchill (Appointed 25/07/2023)

Company Secretary

J M Goodwin

Accountant

Andrew Richardson
5 Wells Court
Springfield
Chelmsford CM1 6ND

STRUCTURE, GOVERNANCE AND MANAGEMENT

Objectives and activities for the public benefit.

Uttlesford Community Travel (UCT) is a charity and is registered as a Company Limited by Guarantee and is therefore governed by a Memorandum and Articles of Association.

The charity's objective and its principal activity is to provide a non-profit community door to door transport service for the residents of the District of Uttlesford who, because of age, mental or physical disability or rural isolation, are unable to use public transport to meet their needs.

The charity is organised so that the trustees/directors meet monthly to manage its affairs. There is also an Advisory Committee that meets on alternate months. This allows the trustees to obtain support and advice from users of our service and members of other local representative organisations, including local government and the voluntary sector.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

UTTLESFORD COMMUNITY TRAVEL

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2024

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2024

Public benefit statement

The trustees confirm that they have complied with their duty in the Charities Act 2011 and amendments in the Charities act 2022 to have due regard to public benefit guidance published by the Charity Commission in reviewing the aims and objectives in planning future activities and in reviewing the outcome of our work. The public benefit of the Charity's activities is outlined within this report through our activities and achievement and in planning future development.

Development, activities and achievements this year

2023/24 was the busiest year in the history of UCT. We attracted more Book A Ride members, Groups and Hospital Car passengers as a result of the lack and cost of all other methods of transport. Our performance is above that of many other like organisations, which reflects the need for community travel and in our case the very rural nature of our area.

The total number of passengers this year was 34,975, which is an increase of 39% and is the largest number that we have ever transported, which again underlines that without UCT the citizens of Uttlesford would not have the mobility that they require. 2023/24 was also the year in which we had the largest number of members with 973 Book A Ride members and 84 Group members.

The more journeys we make obviously results in our costs increasing which inevitably means that we will have a deficit again this year and we have finished this year with a deficit of £14k.

We have continued to improve our ways of working and also our IT systems which are critical to the smooth and efficient running of UCT. Our sophisticated IT systems show our staff exactly where all our buses are during their journeys, allowing them to answer time queries if raised by passengers about to be picked up.

I would like to thank all the office staff and drivers for their continued dedication to our member's and would again particularly like to thank all our volunteers who gave up their own time to ensure that our members needs are met. As I mention every year, we are very reliant on volunteers without whom the Hospital Car Service would not exist, and we would not be able to fulfil our passenger journeys or be able to cover all the administration in the office. When we calculate the value of their time on a commercial basis, our volunteers saved us £153k.

As always, we are immensely grateful to our principal funder Essex County Council and our second most important funder Uttlesford District Council, and Hertfordshire and West Essex Integrated Care Board (H&WEICB) (formerly The West Essex Clinical Commissioning Group). Without their grants and those from Saffron Walden Town Council as well as Great Dunmow Town Council we would not be able to function.

I would also like to thank all the Town and Parish Councils, local organisations and individuals who made donations to us this year. These, together with the proceeds of our fundraising events, are a vital part of our income.

UTTLESFORD COMMUNITY TRAVEL
REPORT OF THE TRUSTEES
For the Year Ended 31 March 2024

Future developments

2024/25 will be another year in which we will be subjected to increased costs, which we can only partly offset by a fares increase. We are currently budgeting for a deficit of £24k which we will do everything we can to mitigate.

In June 2024 Malcolm Barrell who has been General Manager will be retiring. Malcolm joined UCT in 2010 and during his 14 years of leadership has made many changes to both the IT capability and the many functions of the organisation all of which have improved the efficiency and running costs of UCT. The good news is that Malcolm will become a Trustee so we will continue to benefit from his knowledge and understanding of the charity.

Malcolm is being succeeded in the role of General Manager by Mick Bott, who joined us in January and who has spent his time getting an in-depth understanding of the many duties of his role.

I am delighted to report that most of our funders have continued to support us at the same level as last year with the exception of Uttlesford District Council who, because of the many issues that most councils are currently experiencing have reduced our grant by just under 10%. However, they have continued to grant us £17k towards the cost of a new bus, for which we are very grateful. We are also grateful to H&WEICB who have guaranteed our grant for 5 years.

We are keen to start to change our current diesel vehicles to electric and we have and will continue to investigate the availability of vehicles, which provide the facilities, mileages, and seats that we need to meet the services that our members require.

Fund-raising provides a crucial part of our income and we will continue to explore any possible opportunities. Over the last 6 years the Trustee who performed this role has generated more donations and grants than we had previously achieved. Unfortunately, because she is moving to another part of the country she is having to resign but I would like to thank Jane Fox for all her hard work.

Our Christmas concert will again take place this year. This concert is very important to our income and we are very grateful to the Dunmow Town Band and The Great Dunmow Big Voices Community Choir who give up their time to stage the event.

As the use of our services increase, we shall again be in need of more volunteers for the Hospital Car Service, minibus drivers and to help with our administration and we shall use all the means at our disposal to achieve this.

Our office staff will as always ensure that we are obtaining and using the full capabilities of Flexiroute the computer system which allows us to plan journeys and which calculates all the metrics that we require to operate our service in our ongoing quest to make our operation as efficient as possible. We have seen a very positive improvement in the way we can plan trips, and the staff are keen to continue to ensure that we build on this.

I would like to thank my fellow Trustees who unstintingly give of their time and talents, and the help and guidance they have given me during the last year, and also the members of our Advisory Committee and all the staff, drivers and volunteers for their efforts for UCT.

UTTLESFORD COMMUNITY TRAVEL
REPORT OF THE TRUSTEES
For the Year Ended 31 March 2024

Reserves policy and going concern

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three to six months of unrestricted expenditure.

This provides sufficient funds to cover management and administration and support costs. Unrestricted funds were maintained at this level throughout the year.

The Accounts have been prepared on a going concern basis. No material uncertainties that cast significant doubt about the ability of the Charity to continue as a going concern have been identified by the trustees.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under the law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period.

In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP:
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK 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 appropriate to presume the charitable company will not continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Independent Examiner, Andrew Richardson, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:


.....
I C Shaw – Chair

Date: 28th MAR 2024

UTTLESFORD COMMUNITY TRAVEL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES **YEAR ENDED 31 MARCH 2024**

I report on the accounts of the company for the year ended 31 March 2024 which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts.

Having satisfied myself that the accounts of the Company are not required to be audited under part 16 of the 2006 Act and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Chartered Accountants.

Having satisfied myself that the charity is not subject to an 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:

Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, as amended; and

State whether particular matters have come to my attention

Basis of independent examiner's statement

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 kept 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 you as 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:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:

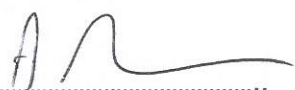
to keep accounting records in accordance with section 386 of the Companies Act 2006; and

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

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Richardson FCCA
5 Wells Court
Springfield
Chelmsford
CM1 6ND

Signed.....

Date: 28th May 2024.....

UTTLESFORD COMMUNITY TRAVEL

STATEMENT OF FINANCIAL ACTIVITIES

For the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31/03/2024 Total funds £	31/03/2023 Total funds £
INCOME					
Income from generated funds					
Voluntary income	2	11,779		11,779	24,412
Activities for generating funds	3	127,965		127,965	111,693
Investment income	4	4,860		4,860	2,568
<u>Income from charitable activities</u>					
Grants	5	190,756		190,756	262,397
Total income		<u>335,360</u>	<u>0</u>	<u>335,360</u>	<u>401,070</u>
EXPENDITURE					
Cost of generating funds					
Fundraising trading: cost of goods sold	6	155,815	12,000	167,815	252,912
Charitable activities					
Grants	7	180,045		180,045	162,438
Governance costs	9	1,783		1,783	1,680
Total expenditure		<u>337,643</u>	<u>12,000</u>	<u>349,643</u>	<u>417,030</u>
NET INCOME / (DEFICIT)		<u>(2,283)</u>	<u>(12,000)</u>	<u>(14,283)</u>	<u>(15,960)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		105,989	52,578	158,567	210,202
Transfer to vehicle replacement fund		(12,000)	12,000	0	0
Movement on reserves		4,795	27,881	32,676	(35,675)
TOTAL FUNDS CARRIED FORWARD		<u>96,501</u>	<u>80,459</u>	<u>176,960</u>	<u>158,567</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes form part of these financial statements

UTTLESFORD COMMUNITY TRAVEL

BALANCE SHEET AT 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31/03/2024 Total funds £	31/03/2023 Total funds £
CURRENT ASSETS					
Debtors	12	18,432		18,432	19,012
Investments	13	99,778	80,459	180,237	211,122
Cash at bank and in hand		81,744		81,744	35,264
		<u>199,954</u>	<u>80,459</u>	<u>280,413</u>	<u>265,398</u>
CREDITORS					
Amounts falling due within one year	14	<u>(103,453)</u>		<u>(103,453)</u>	<u>(106,831)</u>
NET CURRENT ASSETS		96,501	80,459	176,960	158,567
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>96,501</u>	<u>80,459</u>	<u>176,960</u>	<u>158,567</u>
NET ASSETS		<u>96,501</u>	<u>80,459</u>	<u>176,960</u>	<u>158,567</u>
FUNDS					
Unrestricted funds	15			96,501	105,989
Restricted funds	16			<u>80,459</u>	<u>52,578</u>
TOTAL FUNDS				<u>176,960</u>	<u>158,567</u>

The directors are satisfied that the company was entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no members have requested an audit pursuant to section 476 of the Act. The directors acknowledge their responsibilities for:

- i) ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Act, and
- ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements, of Section 393 and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2015).

These financial statements were approved by the board of trustees on the 28th MAY 2024 and are signed on their behalf by:



I C Shaw - Chair

The notes on pages 8 to 11 form part of these financial statements

The notes form part of these financial statements

UTTLESFORD COMMUNITY TRAVEL

NOTES TO THE FINANCIAL STATEMENTS

For the year Ended 31 March 2024

1 Basis of accounting

- A) The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards, the Companies Act 2006, the Charities SORP Financial Reporting Standard applicable in the UK (FRS 102, effective 1 January 2015), the Charity's Act 2011 and the Charity Commissions guidelines on Public Benefit.

B) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

C) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

D) Taxation

The charity is exempt from corporation tax on its charitable activities.

E) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements,

2 VOLUNTARY INCOME

	31/03/2024	31/03/2023
	£	£
Donations and fundraising	11,779	24,412
	<u>11,779</u>	<u>24,412</u>

3 ACTIVITIES FOR GENERATING FUNDS

	31/03/2024	31/03/2023
	£	£
Transport	127,965	111,693
	<u>127,965</u>	<u>111,693</u>

4 INVESTMENT INCOME

	31/03/2024	31/03/2023
	£	£
Deposit account interest	4,860	2,568
	<u>4,860</u>	<u>2,568</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2024

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Grants	31/03/2024	31/03/2023
	£	£
Activity Grants	190,756	262,397
	<u>190,756</u>	<u>262,397</u>
	31/03/2024	31/03/2023
	£	£
Gt Dunmow Town Council	5,000	5,000
Vehicle funds —restricted	0	82,337
H&WEICB (Formally WECCG)	39,357	38,661
Saffron Walden Town Council	8,500	8,500
Essex Community Foundation Grant	10,000	0
Uttlesford District Council	35,000	35,000
Essex County Council - core	92,899	92,899
	<u>190,756</u>	<u>262,397</u>

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	31/03/2024	31/03/2023
	£	£
Running costs (inc drivers wages)	155,815	158,575
Vehicle Purchases	0	82,337
Transfer to vehicle replacement fund	12,000	12,000
	<u>167,815</u>	<u>252,912</u>

7 CHARITABLE ACTIVITIES COSTS

	Direct costs	Support Costs (See note 8)	Totals
Activity costs	<u>179,117</u>	<u>928</u>	<u>180,045</u>

8 SUPPORT COSTS

	31/03/2024
	£
Bank charges	928
	<u>928</u>

9 GOVERNANCE COSTS

	31/03/2024	31/03/2023
	£	£
Legal Fees	83	80
Accountancy (Independent Inspection)	1,700	1,600
	<u>1,783</u>	<u>1,680</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2024

10 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023. No charity trustee received payment for professional or other services supplied to the charity (2023: £nil).

	31/03/2024	31/03/2023
	£	£
11 STAFF COSTS		
Wages and salaries	124,303	114,129
	<u>124,303</u>	<u>114,129</u>

None of the employee's emoluments exceeded £60,000.

STAFF NUMBERS

The average monthly head count was 13 staff, (2023: 12 Staff).

The average number of full time equivalent employees (including casual and part time staff) during the year was as follows:

	31/03/2024	31/03/2023
Drivers	6	7
Administration	7	5
	<u>13</u>	<u>12</u>

12 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/03/2024	31/03/2023
	£	£
Trade Debtors	9,740	11,013
Other Debtors	8,692	7,999
	<u>18,432</u>	<u>19,012</u>

	31/03/2024	31/03/2023
	£	£
13 CURRENT ASSET INVESTMENTS		
Cash at bank	<u>180,237</u>	<u>211,122</u>
Apart from cash at bank no other investments are held.		

14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/03/2024	31/03/2023
	£	£
Trade creditors	2,242	6,348
Taxation and social security	5,004	4,519
Other creditors	96,207	95,964
	<u>103,453</u>	<u>106,831</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2024

	Unrestricted General Fund	Restricted Funds	Total
	£	£	£
15 MOVEMENT IN FUNDS			
At 01/04/23	105,989	52,578	158,567
Net movement	(2,283)	(12,000)	(14,283)
Transfer to vehicle replacement fund	(12,000)	12,000	0
Movement on reserves	4,795	27,881	32,676
TOTAL FUNDS	96,501	80,459	176,960

Net movement in funds, included in the above are as follows:

	Incoming Resources	Resources Expended	Movement in funds
	£	£	£
Unrestricted funds General fund	335,360	337,643	(2,283)
Restricted funds	0	12,000	(12,000)
TOTAL FUNDS	335,360	349,643	(14,283)

16 RESTRICTED FUNDS	31/03/2024	31/03/2023
Restricted funds are made up as follows:	£	£
PCT Partnership —advertising grant	0	1,556
Training	310	310
Stansted Airport Community Fund	0	563
Vehicle replacement fund	80,149	50,149
	80,459	52,578

17 The Charity operates a defined contribution pension scheme, which is open to all eligible employees. During the year the Charity contributed £3,882 to the scheme (2023 £3,509). The pension plan is managed by the Peoples Pension. The total expenses ratio of the plan is 3% and this is deducted from the investment fund annually. The Charity has no liability beyond making its contributions and paying across the deductions for the employees contributions.

18 The Charity does not capitalise and depreciate motor vehicles. Motor vehicles are written off in the year of purchase due to the Charity applying for external funds exclusively for motor vehicles.

If the Charity did capitalise and depreciate motor vehicles the Net Book Value of the vehicles at 31 March 2024 would be £134,864.

UTTLESFORD COMMUNITY TRAVEL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2024

INCOME	31/03/2024	31/03/2023
	£	£
Voluntary Income		
Donations & fundraising	11,779	24,412
Activities for generating funds		
Transport	127,965	111,693
Investment income		
Deposit account interest	4,860	2,568
Incoming from charitable activities		
Grants	190,756	262,397
Other income	0	0
Total income	335,360	401,070
EXPENDITURE		
<u>Fundraising trading: cost of goods sold and other costs</u>		
Drivers wages	106,630	109,353
Transfer to vehicle replacement fund	12,000	12,000
Vehicle running costs	49,185	49,222
Vehicle purchase	0	82,337
	167,815	252,912
Charitable activities		
Wages	124,303	114,129
Rent	10,000	10,000
Water rates	284	223
Insurance	2,727	2,324
Telephone & internet	7,895	7,314
Postage & stationery	3,211	3,021
Computer expenses	16,242	17,001
Repairs & renewals	477	652
Licence & subscriptions	215	215
Covid 19 expenditure	43	199
Sundry	4,757	3,529
Professional fees	6,632	1,633
Light & heat	2,331	1,497
	179,117	161,737
<u>Governance costs</u>		
Audit & accountancy	1,700	1,600
Legal fees	83	80
	1,783	1,680
<u>Finance</u>		
Bank charges	928	701
Total expenditure	349,643	417,030
Net expenditure	(14,283)	(15,960)

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 03456224 (England & Wales)
REGISTERED CHARITY NUMBER: 1072529

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
For The Year Ended 31 March 2023
UTTLESFORD COMMUNITY TRAVEL

Andrew Richardson FCCA
5 Wells Court
Springfield
Chelmsford
Essex CM1 6ND

UTTLESFORD COMMUNITY TRAVEL

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UTTLESFORD COMMUNITY TRAVEL

DIRECTORS' AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2023

The Directors present their report and financial statements for the year ended 31st March 2023.

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Rt Hon Kemi Badenoch MP

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I C Shaw
S J A Biddlecombe
D R Perks
J V Fox
F M M Benson
J Tokley (appointed 22/11/2022)
R Jones (appointed 28/02/2023)

Company Secretary

J M Goodwin

Accountant

Andrew Richardson
5 Wells Court
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Chelmsford CM1 6ND

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The charity is organised so that the trustees/directors meet monthly to manage its affairs. There is also an Advisory Committee that meets on alternate months. This allows the trustees to obtain support and advice from users of our service and members of other local representative organisations, including local government and the voluntary sector.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

UTTLESFORD COMMUNITY TRAVEL

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2023

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2023

Public benefit statement

The trustees confirm that they have complied with their duty in the Charities Act 2011 and amendments in the Charities act 2022 to have due regard to public benefit guidance published by the Charity Commission in reviewing the aims and objectives in planning future activities and in reviewing the outcome of our work. The public benefit of the Charity's activities is outlined within this report through our activities and achievement and in planning future development.

Development, activities and achievements this year

Last year I reported that it had been a year of re adjustment. However, 22/23 has virtually taken us back to pre pandemic levels of both passengers and mileage. We are aware that this is not true for all community travel organisations, some of whom are still well below their previous performance.

At the end of the financial year we had 885 Book A Ride members and 85 Group members which is a record for UCT, and of course the number of members is one of the reasons that 22/23 has been a very busy one for us. The total number of passengers this year was 25,212, which, although not a record, is very much getting back towards pre Covid days. The area that has not recovered as strongly is the Hospital Car passenger numbers which has been affected by both a reduction in the number of drivers and many cancelled appointments.

As a result of not being sure of how quickly we would return to normality our original budget predicted a deficit of £51k and, although we finished the year with a deficit of £16k, it is obviously a huge improvement on our original budget.

We have continued to improve our ways of working and also our IT systems which are critical to the smooth and efficient running of UCT. The biggest issue during the year in relation to the operation of the business was the failure of our server towards the end of the calendar year, which resulted in a great deal of additional work in order to get all our systems back up and running.

I would like to thank all the office staff and drivers for their continued dedication to our members and would again particularly like to thank all our volunteers who give up their own time to ensure that our members, needs are met. As I mentioned every year, we are very reliant on volunteers without whom the Hospital Car Service would not exist, and we would not be able to fulfil our passenger journeys or be able to cover all the administration in the office. When we calculate the value of their time on a commercial basis, our volunteers saved us £113k.

As always, we are immensely grateful to our principal funder Essex County Council and our second most important funder Uttlesford District Council and also Hertfordshire and West Essex Integrated Care Board (H&WEICB) (formerly The West Essex Clinical Commissioning Group). Without their grants and those from Saffron Walden Town Council, and Great Dunmow Town Council we would not be able to function.

I would also like to thank all the Town and Parish Councils, local organisations and individuals who made donations to us this year. These, together with the proceeds of our fundraising events, are a vital part of our income.

UTTLESFORD COMMUNITY TRAVEL
REPORT OF THE TRUSTEES
For the Year Ended 31 March 2023

Future developments

23/24 will be a year in which we continue to be subjected to increased costs which we can only partly offset by a fares increase. We are currently budgeting for a £38k deficit but we will do everything we can to mitigate this large deficit.

I am delighted to report that all our funders have continued to support us at the same level as last year with the exception of H&WEICB who have given us a 1.8% increase for which we are very grateful.

We are keen to start to change our current diesel vehicles to electric and we have and will continue to investigate the availability of vehicles which provide the facilities, mileages and seats that we need to meet the services that our members require.

Fund-raising provides a crucial part of our income and the trustee who has the task of obtaining grants and donations will have another very busy year although she has found that as a result of the current financial difficulties that many organisations are experiencing, getting grants and donations is much harder than in the past. Our Christmas concert will again take place this year. This concert is very important to our income and we are very grateful to the Dunmow Town Band.

As the use of our services increases, we shall again be in need of more volunteers for the Hospital Car Service, minibus drivers and to help with our administration and we shall use all the means at our disposal to achieve this and I am delighted to announce that we now have a trustee who is responsible for both attracting volunteers and of marketing our service.

Our office staff will as always ensure that we are obtaining and using the full capabilities of Flexiroute, the computer system which allows us to plan journeys and which calculates all the metrics that we require to operate our service in our ongoing quest to make our operation as efficient as possible. We have seen a very positive improvement in the way we can plan trips and the staff are keen to continue to ensure that we build on this.

I would like to thank my fellow Trustees who unstintingly give of their time and talents, and also the members of our Advisory Committee and all the staff and drivers for their efforts for UCT and the help and guidance they have given me during the last year.

UTTLESFORD COMMUNITY TRAVEL
REPORT OF THE TRUSTEES
For the Year Ended 31 March 2023

Reserves policy and going concern

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three to six months of unrestricted expenditure.

This provides sufficient funds to cover management and administration and support costs. Unrestricted funds were maintained at this level throughout the year.

The Accounts have been prepared on a going concern basis. No material uncertainties that cast significant doubt about the ability of the Charity to continue as a going concern have been identified by the trustees.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under the law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period.

In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK 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 appropriate to presume the charitable company will not continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Independent Examiner, Andrew Richardson, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:


.....
I C Shaw – Chair

Date: 23 - 5 - 23.....

UTTLESFORD COMMUNITY TRAVEL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES **YEAR ENDED 31 MARCH 2023**

I report on the accounts of the company for the year ended 31 March 2023 which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts.

Having satisfied myself that the accounts of the Company are not required to be audited under part 16 of the 2006 Act and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Chartered Accountants.

Having satisfied myself that the charity is not subject to an 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:

Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, as amended; and

State whether particular matters have come to my attention

Basis of independent examiner's statement

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 kept 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 you as 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:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:

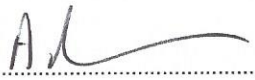
to keep accounting records in accordance with section 386 of the Companies Act 2006; and

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

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Richardson FCCA
5 Wells Court
Springfield
Chelmsford
CM1 6ND

Signed.....

Date: ..18th May 2023.....

UTTLESFORD COMMUNITY TRAVEL

STATEMENT OF FINANCIAL ACTIVITIES

For the Year Ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	31/03/2023 Total funds £	31/03/2022 Total funds £
INCOME					
Income from generated funds					
Voluntary income	2	24,412		24,412	18,348
Activities for generating funds	3	111,693		111,693	66,024
Investment income	4	2,568		2,568	1,202
<u>Income from charitable activities</u>					
Grants	5	262,397		262,397	336,514
Government Furlough Scheme		0		0	13,118
Total income		<u>401,070</u>	<u>0</u>	<u>401,070</u>	<u>435,206</u>
EXPENDITURE					
Cost of generating funds					
Fundraising trading; cost of goods sold	6	240,912	12,000	252,912	273,128
Charitable activities					
Grants	7	162,438		162,438	151,705
Governance costs	9	1,680		1,680	1,911
Total expenditure		<u>405,030</u>	<u>12,000</u>	<u>417,030</u>	<u>426,744</u>
NET INCOME / (DEFICIT)		<u>(3,960)</u>	<u>(12,000)</u>	<u>(15,960)</u>	<u>8,462</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		120,538	89,664	210,202	241,511
Transfer to vehicle replacement fund		(12,000)	12,000	0	0
Movement on reserves		1,411	(37,086)	(35,675)	(39,771)
TOTAL FUNDS CARRIED FORWARD		<u>105,989</u>	<u>52,578</u>	<u>158,567</u>	<u>210,202</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes form part of these financial statements

UTTLESFORD COMMUNITY TRAVEL

BALANCE SHEET **AT 31 March 2023**

	Notes	Unrestricted funds £	Restricted funds £	31/03/2023 Total funds £	31/03/2022 Total funds £
CURRENT ASSETS					
Debtors	12	19,012		19,012	13,929
Investments	13	- 158,544	52,578	211,122	265,000
Cash at bank and in hand		35,264		35,264	25,611
		<u>212,820</u>	<u>52,578</u>	<u>265,398</u>	<u>304,540</u>
CREDITORS					
Amounts falling due within one year	14	<u>(106,831)</u>		<u>(106,831)</u>	<u>(94,338)</u>
NET CURRENT ASSETS		105,989	52,578	158,567	210,202
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>105,989</u>	<u>52,578</u>	<u>158,567</u>	<u>210,202</u>
NET ASSETS		<u>105,989</u>	<u>52,578</u>	<u>158,567</u>	<u>210,202</u>
FUNDS					
Unrestricted funds	15			105,989	120,538
Restricted funds	16			<u>52,578</u>	<u>89,664</u>
TOTAL FUNDS				<u>158,567</u>	<u>210,202</u>

The directors are satisfied that the company was entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Act, and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements, of Section 393 and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2015).

These financial statements were approved by the board of trustees on the
and are signed on their behalf by:


.....

I C Shaw - Chair

The notes on pages 8 to 11 form part of these financial statements

The notes form part of these financial statements

UTTLESFORD COMMUNITY TRAVEL

NOTES TO THE FINANCIAL STATEMENTS

For the year Ended 31 March 2023

1 Basis of accounting

- A) The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards, the Companies Act 2006, the Charities SORP Financial Reporting Standard applicable in the UK (FRS 102, effective 1 January 2015), the Charity's Act 2011 and the Charity Commissions guidelines on Public Benefit.

B) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

C) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

D) Taxation

The charity is exempt from corporation tax on its charitable activities.

E) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements,

2 VOLUNTARY INCOME

	31/03/2023	31/03/2022
	£	£
Donations and fundraising	24,412	18,348
	<u>24,412</u>	<u>18,348</u>

3 ACTIVITIES FOR GENERATING FUNDS

	31/03/2023	31/03/2022
	£	£
Transport	111,693	66,024
	<u>111,693</u>	<u>66,024</u>

4 INVESTMENT INCOME

	31/03/2023	31/03/2022
	£	£
Deposit account interest	2,568	1,202
	<u>2,568</u>	<u>1,202</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2023

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Grants	31/03/2023	31/03/2022
	£	£
Activity Grants	262,397	336,514
	<u>262,397</u>	<u>336,514</u>
	31/03/2023	31/03/2022
	£	£
Gt Dunmow Town Council	5,000	5,000
Vehicle funds —restricted	82,337	143,154
H&WEICB (Formally WECCG)	38,661	38,661
Saffron Walden Town Council	8,500	8,500
Uttlesford District Council	35,000	48,300
Essex County Council - core	92,899	92,899
	<u>262,397</u>	<u>336,514</u>

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	31/03/2023	31/03/2022
	£	£
Running costs (inc drivers wages)	158,575	117,974
Vehicle Purchases	82,337	143,154
Transfer to vehicle replacement fund	12,000	12,000
	<u>252,912</u>	<u>273,128</u>

7 CHARITABLE ACTIVITIES COSTS

	Direct costs	Support Costs (See note 8)	Totals
Activity costs	<u>161,737</u>	<u>701</u>	<u>162,438</u>

8 SUPPORT COSTS

	31/03/2023
	£
Bank charges	701
	<u>701</u>

9 GOVERNANCE COSTS

	31/03/2023	31/03/2022
	£	£
Legal Fees	80	61
Accountancy (Independent Inspection)	1,600	1,850
	<u>1,680</u>	<u>1,911</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2023

10 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022. No charity trustee received payment for professional or other services supplied to the charity (2022: £nil).

	31/03/2023	31/03/2022
	£	£
11 STAFF COSTS		
Wages and salaries	114,129	107,279
	<u>114,129</u>	<u>107,279</u>

None of the employee's emoluments exceeded £60,000.

STAFF NUMBERS

The average monthly head count was 11 staff, (2022: 10 Staff).

The average number of full time equivalent employees (including casual and part time staff) during the year was as follows:

	31/03/2023	31/03/2022
Drivers	7	6
Administration	5	4
	<u>12</u>	<u>10</u>

12 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/03/2023	31/03/2022
	£	£
Trade Debtors	11,013	7,229
Other Debtors	7,999	6,700
	<u>19,012</u>	<u>13,929</u>

31/03/2023	31/03/2022
------------	------------

13 CURRENT ASSET INVESTMENTS

	£	£
Cash at bank	<u>211,122</u>	<u>265,000</u>

Apart from cash at bank no other investments are held.

14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/03/2023	31/03/2022
	£	£
Trade creditors	6,348	3,275
Taxation and social security	4,519	4,205
Other creditors	95,964	86,858
	<u>106,831</u>	<u>94,338</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2023

15 MOVEMENT IN FUNDS	Unrestricted General Fund	Restricted Funds	Total
	£	£	£
At 01/04/22	120,538	89,664	210,202
Net movement	(3,960)	(12,000)	(15,960)
Transfer to vehicle replacement fund	(12,000)	12,000	0
Movement on reserves	1,411	(37,086)	(35,675)
TOTAL FUNDS	105,989	52,578	158,567

Net movement in funds, included in the above are as follows:

	Incoming Resources	Resources Expended	Movement in funds
	£	£	£
Unrestricted funds General fund	401,070	405,030	(3,960)
Restricted funds	0	12,000	(12,000)
TOTAL FUNDS	401,070	417,030	(15,960)

16 RESTRICTED FUNDS	31/03/2023	31/03/2022
Restricted funds are made up as follows:	£	£
Essex County Council System Replacement Fund	0	225
PCT Partnership —advertising grant	1,556	1,643
Training	310	310
Stansted Airport Community Fund	563	1,000
Vehicle replacement fund	50,149	86,486
	52,578	89,664

17 The Charity operates a defined contribution pension scheme, which is open to all eligible employees. During the year the Charity contributed £3,509 to the scheme (2022 £3,038). The pension plan is managed by the Peoples Pension. The total expenses ratio of the plan is 3% and this is deducted from the investment fund annually. The Charity has no liability beyond making its contributions and paying across the deductions for the employees contributions.

18 The Charity does not capitalise and depreciate motor vehicles. Motor vehicles are written off in the year of purchase due to the Charity applying for external funds exclusively for motor vehicles.

If the Charity did capitalise and depreciate motor vehicles the Net Book Value of the vehicles at 31 March 2023 would be £177,521.

UTTLESFORD COMMUNITY TRAVEL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2023

INCOME	31/03/2023	31/03/2022
	£	£
Voluntary Income		
Donations & fundraising	24,412	18,348
Activities for generating funds		
Transport	111,693	66,024
Investment income		
Deposit account interest	2,568	1,202
Incoming from charitable activities		
Grants	262,397	336,514
Other income		
Government Furlough Scheme	0	13,118
Total income	401,070	435,206
EXPENDITURE		
<u>Fundraising trading: cost of goods sold and other costs</u>		
Drivers wages	109,353	86,014
Transfer to vehicle replacement fund	12,000	12,000
Vehicle running costs	49,222	31,960
Vehicle purchase	82,337	143,154
	252,912	273,128
Charitable activities		
Wages	114,129	107,279
Rent	10,000	10,000
Water rates	223	127
Insurance	2,324	2,208
Telephone & internet	7,314	7,120
Postage & stationery	3,021	2,107
Computer expenses	17,001	13,266
Repairs & renewals	652	155
Licence & subscriptions	215	430
Covid 19 expenditure	199	570
Sundry	3,529	3,894
Professional fees	1,633	1,767
Light & heat	1,497	2,074
	161,737	150,997
<u>Governance costs</u>		
Audit & accountancy	1,600	1,850
Legal fees	80	61
	1,680	1,911
<u>Finance</u>		
Bank charges	701	708
Total expenditure	417,030	426,744
Net expenditure / income	(15,960)	8,462

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 03456224 (England & Wales)
REGISTERED CHARITY NUMBER: 1072529

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
For The Year Ended 31 March 2022
UTTLESFORD COMMUNITY TRAVEL

Andrew Richardson FCCA
5 Wells Court
Springfield
Chelmsford
Essex CM1 6ND

UTTLESFORD COMMUNITY TRAVEL

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For the Year Ended 31 March 2022

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UTTLESFORD COMMUNITY TRAVEL

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2022

The Directors present their report and financial statements for the year ended 31st March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

3456224 (England and Wales)

Registered Charity number

1072529

Registered office

Unit 1
Flitch Industrial Estate
Chelmsford Road
Great Dunmow
Essex CM6 1XJ

Patron

Kemi Badenoch MP

Trustees

I C Shaw
S J A Biddlecombe
D R Perks
V J Fox
F M M Benson

Company Secretary

J M Goodwin

Accountant

Andrew Richardson
5 Wells Court
Springfield
Chelmsford CM1 6ND

STRUCTURE, GOVERNANCE AND MANAGEMENT

Objectives and activities for the public benefit.

Uttlesford Community Travel (UCT) is a charity and is registered as a Company Limited by Guarantee and is therefore governed by a Memorandum and Articles of Association.

The charity's objective and its principal activity is to provide a non-profit community door to door transport service for the residents of the District of Uttlesford who, because of age, mental or physical disability or rural isolation, are unable to use public transport to meet their needs.

The charity is organised so that the trustees/directors meet monthly to manage its affairs. There is also an Advisory Committee that meets on alternate months. This allows the trustees to obtain support and advice from users of our service and members of other local representative organisations, including local government and the voluntary sector.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

UTTLESFORD COMMUNITY TRAVEL
REPORT OF THE TRUSTEES
For the Year Ended 31 March 2022

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2022

Public benefit statement

The trustees confirm that they have complied with their duty in the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in reviewing the aims and objectives in planning future activities and in reviewing the outcome of our work. The public benefit of the Charity's activities is outlined within this report through our activities and achievement and in planning future development.

Development, activities and achievements this year

This year has been a year of re adjustment for everyone, with people trying to return to some kind of normality while still being apprehensive as to what Covid will throw at us next. This uncertainty has been reflected in the way our members used our services during the earlier months of this year. This was particularly true of Groups as many of the organisations were very hesitant to start up which was reflected in very low passenger numbers for most of the year. We have only at the end of the year started to return to anything like pre pandemic levels.

During the year we continued to transport members and some non members to and from the various vaccination centres. Although outside our obligation for non-members, we felt it was our civic duty as we were well placed to provide this additional service.

The Hospital Car Service was impacted during the year by several events, a large number of cancelled hospital appointments, a reduction in the number of drivers and also that towards the end of the year some of the drivers found that their fuel and car costs were greater than the 45p mileage allowance allowed by HMRC.

In relation to our grants, we were delighted that Uttlesford District Council (UDC) increased our grant by £8.2K and that all our funders provided our full grant.

Our Book-A-Ride membership at the year end was 805 which is now higher than last year and as it was before the pandemic. Our Group membership was 67 which was up on last year but slightly down on pre pandemic numbers.

We finished the year with a surplus of just under 8.5K which is a better than forecast result. However, we are very aware that 2022/23 will be a very challenging year with rising fuel costs and high inflation.

I would like to thank all the office staff and drivers for their continued dedication to our members and would again particularly like to thank all our volunteers who give up their own time to ensure that our members needs are met. As I mention every year, we are very reliant on volunteers, without whom the Hospital Car Service would not operate at all, and we would not be able to fulfil our passenger journeys or be able to cover all the administration in the office, When we calculate on a commercial basis our volunteers saved us £71,351.

As always, we are immensely grateful to our principal funder Essex County Council (ECC) and our second most important funder Uttlesford District Council (UDC). Without their grants and those from Saffron Walden Town Council (SWTC), West Essex Clinical Commissioning Group (WECCG) and Great Dunmow Town Council we would not be able to function.

I would also like to thank all the Town and Parish Councils, local organisations and individuals who made donations to us this year. These, together with the proceeds of our fundraising event, are a vital part of our income.

UTTLESFORD COMMUNITY TRAVEL
REPORT OF THE TRUSTEES
For the Year Ended 31 March 2022

Future developments

The start of 2022/23 reflects a much more normal way in which UCT is operating than we experienced over the last 2 years. Our members are more confident to shop, attend clubs and generally getting about much more than they could during the pandemic and lockdowns. The Hospital Car Service is the part of our organisation that is not showing the growing demands of both Book-A-Ride and Groups, there are several reasons for this. The cancellation of hospital appointments, the fact that some members who previously used the service now prefer using a bus and the large increase in fuel cost has meant that some of the drivers are finding it uneconomical and are therefore not willing to currently participate in the service.

The biggest challenges facing UCT this year are the large increases in fuel and inflationary increases on a large number of our costs which will increase as the number of trips increases. We are budgeting for a large deficit this year but of course we will be doing everything that we can to mitigate this deficit.

In July we will be celebrating the 25th Anniversary of UCT. The number of members and trips we now provide are not only on a far greater scale than when UCT was formed in 1997 and the Hospital Car Service is in addition to the anticipated services that UCT would provide.

We have in the main been granted the same level of grants this year by our funders the only exception being UDC who because of a budgeted shortfall have unfortunately had to make a reduction in our main grant while maintaining our vehicle purchase grant for which we are very grateful.

Fund-raising provides a crucial part of our income and the trustee who has the task of obtaining grants and donations will have another very busy year. Our Christmas concert which was reinstated last year will again take place this year. This concert is very important to our income and we are very grateful to the Dunmow Town Band and Choir who give up their time to stage the event.

As the use of our services increases, we will again be in need of more volunteers for the Hospital Car Service, minibus drivers and to help with our administration and we will use all the means at our disposal to achieve this. Our office staff will as always ensure that we are obtaining and using the full capabilities of Flexiroute the computer system which allows us to plan journeys and which calculates all the metrics that we require to operate our service in our ongoing quest to make our operation as efficient as possible. We have seen a very positive improvement in the way we can plan trips and the staff are keen to continue to ensure that we build on this.

I would like to thank my fellow trustees who unstintingly give of their time and talents, and also thank the members of our Advisory Committee and all the staff and drivers for their efforts for UCT and the help and guidance they have given me during the last year.

UTTLESFORD COMMUNITY TRAVEL
REPORT OF THE TRUSTEES
For the Year Ended 31 March 2022

Reserves policy and going concern

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three to six months of unrestricted expenditure.

This provides sufficient funds to cover management and administration and support costs. Unrestricted funds were maintained at this level throughout the year.

The Accounts have been prepared on a going concern basis. No material uncertainties that cast significant doubt about the ability of the Charity to continue as a going concern have been identified by the trustees.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under the law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period.

In preparing those financial statements, the trustees are required to:

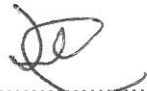
- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is appropriate to presume the charitable company will not continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Independent Examiner, Andrew Richardson, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:


.....
I C Shaw – Chair

Date: 20th MAY 2022

UTTLESFORD COMMUNITY TRAVEL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES **YEAR ENDED 31 MARCH 2022**

I report on the accounts of the company for the year ended 31 March 2022 which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts.

Having satisfied myself that the accounts of the Company are not required to be audited under part 16 of the 2006 Act and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Chartered Accountants.

Having satisfied myself that the charity is not subject to an 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:

Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, as amended; and

State whether particular matters have come to my attention

Basis of independent examiner's statement

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 kept 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 you as 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:

1. 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

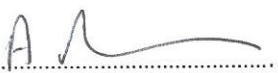
to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Richardson FCCA
5 Wells Court
Springfield
Chelmsford
CM1 6ND

Signed.....



Date: 20th May 2022.....

UTTLESFORD COMMUNITY TRAVEL**STATEMENT OF FINANCIAL ACTIVITIES****For the Year Ended 31 March 2022**

	Notes	Unrestricted funds	Restricted funds	31/03/2022 Total funds	31/03/2021 Total funds
		£	£	£	£
INCOME					
Income from generated funds					
Voluntary income	2	18,348		18,348	17,724
Activities for generating funds	3	66,024		66,024	20,330
Investment income	4	1,202		1,202	2,768
<u>Income from charitable activities</u>					
Grants	5	336,514		336,514	180,060
Government Furlough Scheme		13,118		13,118	115,656
Total income		<u>435,206</u>	<u>0</u>	<u>435,206</u>	<u>336,538</u>
EXPENDITURE					
Cost of generating funds					
Fundraising trading: cost of goods sold	6	261,128	12,000	273,128	142,396
Charitable activities					
Grants	7	151,705		151,705	153,715
Governance costs	9	1,911		1,911	1,861
Total expenditure		<u>414,744</u>	<u>12,000</u>	<u>426,744</u>	<u>297,972</u>
NET INCOME / (DEFICIT)		<u>20,462</u>	<u>(12,000)</u>	<u>8,462</u>	<u>38,566</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		112,076	129,435	241,511	209,537
Transfer to vehicle replacement fund		(12,000)	12,000	0	0
Movement on reserves			(39,771)	(39,771)	(6,592)
TOTAL FUNDS CARRIED FORWARD		<u>120,538</u>	<u>89,664</u>	<u>210,202</u>	<u>241,511</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes form part of these financial statements

UTTLESFORD COMMUNITY TRAVEL

BALANCE SHEET **AT 31 March 2022**

	Notes	Unrestricted funds	Restricted funds	31/03/2022 Total funds	31/03/2021 Total funds
		£	£	£	£
CURRENT ASSETS					
Debtors	12	13,929		13,929	6,743
Investments	13	175,336	89,664	265,000	295,193
Cash at bank and in hand		25,611		25,611	30,771
		<u>214,876</u>	<u>89,664</u>	<u>304,540</u>	<u>332,707</u>
CREDITORS					
Amounts falling due within one year	14	(94,338)		(94,338)	(91,196)
NET CURRENT ASSETS					
		120,538	89,664	210,202	241,511
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>120,538</u>	<u>89,664</u>	<u>210,202</u>	<u>241,511</u>
NET ASSETS					
		<u>120,538</u>	<u>89,664</u>	<u>210,202</u>	<u>241,511</u>
FUNDS					
Unrestricted funds	15			120,538	112,076
Restricted funds	16			<u>89,664</u>	<u>129,435</u>
TOTAL FUNDS					
				<u>210,202</u>	<u>241,511</u>

The directors are satisfied that the company was entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Act, and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements, of Section 393 and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2015).

These financial statements were approved by the board of trustees on the 20th MAY 2022
and are signed on their behalf by:


.....
I C Shaw - Chair

The notes on pages 8 to 11 form part of these financial statements

The notes form part of these financial statements

UTTLESFORD COMMUNITY TRAVEL

NOTES TO THE FINANCIAL STATEMENTS

For the year Ended 31 March 2022

1 Basis of accounting

- A) The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards, the Companies Act 2006, the Charities SORP Financial Reporting Standard applicable in the UK (FRS 102, effective 1 January 2015), the Charity's Act 2011 and the Charity Commissions guidelines on Public Benefit.

B) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

C) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

D) Taxation

The charity is exempt from corporation tax on its charitable activities.

E) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements,

2 VOLUNTARY INCOME

	31/03/2022	31/03/2021
	£	£
Donations and fundraising	18,348	17,724
	<u>18,348</u>	<u>17,724</u>

3 ACTIVITIES FOR GENERATING FUNDS

	31/03/2022	31/03/2021
	£	£
Transport	66,024	20,330
	<u>66,024</u>	<u>20,330</u>

4 INVESTMENT INCOME

	31/03/2022	31/03/2021
	£	£
Deposit account interest	1,202	2,768
	<u>1,202</u>	<u>2,768</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2022

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Grants	31/03/2022	31/03/2021
	£	£
Activity Grants	336,514	180,060
	<u>336,514</u>	<u>180,060</u>
	31/03/2022	31/03/2021
	£	£
Gt Dunmow Town Council	5000	
Vehicle funds —restricted	143,154	--
WECCG	38,661	38,661
Saffon Walden Town Council	8,500	8,500
Uttlesford District Council	48,300	40,000
Essex County Council	92,899	92,899
	<u>336,514</u>	<u>180,060</u>

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	31/03/2022	31/03/2021
	£	£
Running costs (inc drivers wages)	117,974	118,396
Vehicle Purchases	143,154	--
Sundry	--	--
Support costs	--	--
Transfer to vehicle replacement fund	12,000	24,000
	<u>273,128</u>	<u>142,396</u>

7 CHARITABLE ACTIVITIES COSTS

	Direct costs	Support Costs (See note 8)	Totals
Costs	<u>150,997</u>	<u>708</u>	<u>151,705</u>

8 SUPPORT COSTS

	31/03/2022
	£
Bank charges	708
	<u>708</u>

9 GOVERNANCE COSTS

	31/03/2022	31/03/2021
	£	£
Legal Fees	61	61
Accountancy (Independent Inspection)	1,850	1,800
	<u>1,911</u>	<u>1,861</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2022

10 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021. No charity trustee received payment for professional or other services supplied to the charity (2021: £nil).

	31/03/2022	31/03/2021
	£	£
11 STAFF COSTS		
Wages and salaries	107,279	107,332
	<u>107,279</u>	<u>107,332</u>

None of the employee's emoluments exceeded £60,000.

STAFF NUMBERS

The average monthly head count was 10 staff, (2021: 10 Staff).

The average number of full time equivalent employees (including casual and part time staff) during the year was as follows:

	31/03/2022	31/03/2021
Drivers	6	6
Administration	4	4
	<u>10</u>	<u>10</u>

12 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/03/2022	31/03/2021
	£	£
Trade Debtors	7,229	666
Other Debtors	6,700	6,077
	<u>13,929</u>	<u>6,743</u>
	31/03/2022	31/03/2021

13 CURRENT ASSET INVESTMENTS

	£	£
Cash at bank	<u>265,000</u>	<u>295,193</u>
Apart from cash at bank no other investments are held.		

14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/03/2022	31/03/2021
	£	£
Trade creditors	3,275	2,546
Taxation and social security	4,205	4,291
Other creditors	86,858	84,359
	<u>94,338</u>	<u>91,196</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2022

15 MOVEMENT IN FUNDS	Unrestricted General Fund	Restricted Funds	Total
	£	£	£
At 01/04/21	112,076	129,435	241,511
Net movement	20,462	(12,000)	8,462
Transfer to vehicle replacement fund	(12,000)	12,000	0
Movement on reserves	0	(39,771)	(39,771)
TOTAL FUNDS	120,538	89,664	210,202

Net movement in funds, included in the above are as follows:

	Incoming Resources	Resources Expended	Movement in funds
	£	£	£
Unrestricted funds General fund	435,206	414,744	20,462
Restricted funds	0	12,000	(12,000)
TOTAL FUNDS	435,206	426,744	8,462

16 RESTRICTED FUNDS	31/03/2022	31/03/2021
Restricted funds are made up as follows:	£	£
Essex County Council System Replacement Fund	225	1,101
PCT Partnership —advertising grant	1,643	1,793
Training	310	310
Stansted Airport Community	1,000	1,000
Vehicle replacement fund	86,486	117,731
Uttlesford District Council	--	--
Essex Community foundation - core	--	7,500
	89,664	129,435

17 The Charity operates a defined contribution pension scheme, which is open to all eligible employees. During the year the Charity contributed £3,038 to the scheme (2021 £3,681). The pension plan is managed by the Peoples Pension. The total expenses ratio of the plan is 3% and this is deducted from the investment fund annually. The Charity has no liability beyond making its contributions and paying across the deductions for the employees contributions.

18 The Charity does not capitalise and depreciate motor vehicles. Motor vehicles are written off in the year of purchase due to the Charity applying for external funds exclusively for motor vehicles.

If the Charity did capitalise and depreciate motor vehicles the Net Book Value of the vehicles at 31 March 2022 would be £158,725.

UTTLESFORD COMMUNITY TRAVEL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2022

INCOME	31/03/2022	31/03/2021
	£	£
Voluntary Income		
Donations & fundraising	18,348	17,724
Activities for generating funds		
Transport	66,024	20,330
Investment income		
Deposit account interest	1,202	2,768
Incoming from charitable activities		
Grants	336,514	180,060
Other income		
Government Furlough Scheme	13,118	115,656
Total income	435,206	336,538
EXPENDITURE		
<u>Fundraising trading: cost of goods sold and other costs</u>		
Drivers wages	86,014	102,395
Transfer to vehicle replacement fund	12,000	24,000
Vehicle running costs	31,960	16,001
Vehicle purchase	143,154	0
Sundry	0	0
	273,128	142,396
Charitable activities		
Wages	107,279	107,332
Rent	10,000	10,000
Water rates	127	189
Insurance	2,208	2,174
Telephone & internet	7,120	7,070
Postage & stationery	2,107	2,735
Computer expenses	13,266	10,737
Repairs & renewals	155	1,497
Licence & subscriptions	430	215
Training	0	0
Covid 19 expenditure	570	6,705
Sundry	3,894	952
Advertising & promotion	0	0
Professional fees	1,767	2,289
Travelling & meetings	0	0
Light & heat	2,074	1,302
	150,997	153,197
<u>Governance costs</u>		
Audit & accountancy	1,850	1,800
Legal fees	61	61
	1,911	1,861
<u>Finance</u>		
Bank charges	708	518
Total expenditure	426,744	297,972
Net income	8,462	38,566

This page does not form part of the statutory financial statements

Accounts

REGISTERED COMPANY NUMBER: 03456224 (England & Wales)
REGISTERED CHARITY NUMBER: 1072529

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
For The Year Ended 31 March 2021
UTTLESFORD COMMUNITY TRAVEL

Andrew Richardson FCCA
5 Wells Court
Springfield
Chelmsford
Essex CM1 6ND

UTTLESFORD COMMUNITY TRAVEL

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For the Year Ended 31 March 2021

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UTTLESFORD COMMUNITY TRAVEL

DIRECTORS' AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2021

The Directors present their report and financial statements for the year ended 31st March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

3456224 (England and Wales)

Registered Charity number

1072529

Registered office

Unit 1
Flitch Industrial Estate
Chelmsford Road
Great Dunmow
Essex CM6 1XJ

Patron

Kemi Badenoch MP

Trustees

S J A Biddlecombe

I C Shaw

D R Perks

Ms P M Churchill Resigned 26/06/2020

V J Fox

F M M Benson Appointed 28/10/2020

Kit C Li Appointed 29/04/2020 and Resigned 30/04/2021

Company Secretary

J M Goodwin

Accountant

Andrew Richardson
5 Wells Court
Springfield
Chelmsford CM1 6ND

STRUCTURE, GOVERNANCE AND MANAGEMENT

Objectives and activities for the public benefit.

Uttlesford Community Travel (UCT) is a charity and is registered as a Company Limited by Guarantee and is therefore governed by a Memorandum and Articles of Association.

The charity's objective and its principal activity is to provide a non-profit community door to door transport service for the residents of the District of Uttlesford who, because of age, mental or physical disability or rural isolation, are unable to use public transport to meet their needs.

The charity is organised so that the Trustees/Directors meet monthly to manage its affairs. There is also an Advisory Committee that meets on alternate months. This allows the Trustees to obtain support and advice from users of our service and members of other local representative organisations, including local government and the voluntary sector.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

UTTLESFORD COMMUNITY TRAVEL

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2021

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2021

Public benefit statement

The Trustees confirm that they have complied with their duty in the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in reviewing the aims and objectives in planning future activities and in reviewing the outcome of our work. The public benefit of the Charity's activities is outlined within this report through our activities and achievement and in planning future development.

Development, activities and achievements this year

Without doubt 2020/21 was the most difficult year and in many ways a life changing period that the whole nation has experienced. Like the majority of businesses and organisations, UCT had to close down from the introduction of lockdown in March 2020 and we were unable to start providing our services until the beginning of August.

Before we commenced our activities we did everything in our power to ensure that our vehicles, staff and members were operating in as safe conditions as possible. Our vehicles were modified to a maximum of four seats with a solid plastic surround protecting the passengers faces. All passengers had their temperatures taken and hands sanitised on entering the vehicle.

Although we only transported a fraction of our members compared to previous years, we did provide a valuable service getting our members to hospital and doctors appointments and were recognised by the West Essex Clinical Commissioning Group as a vital means of getting both our members and in some cases non members to the vaccination centres when they started operating during December 2020.

The Hospital Car Service has not been operating since March 2020 because of safety concerns and social distancing requirements. The service will hopefully resume in 2021 when we are convinced that it is safe to do so.

In relation to our grants we were delighted that all our funders provided our full grants, Saffron Walden Town Council increased their grant by £1000 and Great Dunmow Town Council granted us £5000. For all these grants we are very grateful .

Our Book-a-Ride membership at the year end was 749 which was fewer than last year but remarkably good considering that a much smaller number of our members used our services. This demonstrates that our members intend using us, as shops and retail open again in April 2021. Our group membership was 55 which is 30 fewer than last year but reflects the fact that many groups will not be meeting for some time. As a result of the many restrictions still in place at the year end our passenger numbers were only a fraction of the previous year.

We finished the year with a surplus of £38,500 mainly as a result of the monies we received from the furlough scheme and another record year for fundraising. While this is a far greater surplus than we have ever had it will be required in 2021/22 as we are currently budgeting for a sizeable deficit.

UTTLESFORD COMMUNITY TRAVEL

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2021

Development, activities and achievements this year (cont'd)

I would like to thank all the office staff and drivers for their continued dedication to our members and would again particularly like to thank all our volunteers who give up their own time to ensure that our members' needs are met. As I mention every year, we are very reliant on volunteers, without whom the Hospital Car service would not operate at all (when it becomes possible), and we would not be able to fulfil our passenger journeys or be able to cover all the administration in the office. When it is calculated on a commercial basis, even in a year when activity was much reduced our volunteers still managed to save us £18,000.

As always, we are immensely grateful to our principal funder Essex County Council (ECC) and our second most important funder Uttlesford District Council (UDC). Without their grants and those from Saffron Walden Town Council (SWTC), West Essex Clinical Commissioning Group (WECCG) Great Dunmow Town Council we would not be able to function.

I would also like to thank all the Town and Parish Councils, local organisations and individuals who made donations to us this year. These, together with the proceeds of our fundraising event, are a vital part of our income.

Future developments

Our main focus at the start and throughout 2021/22 will be to ensure that we are operationally ready for what we hope will be a greatly increased use of our services, both by our individual and group members as a result of the fact that the majority of our users will have received both vaccine doses, lockdown eases and our members regain confidence. We have been encouraged by the increased use of our service since the relaxing of the Lockdown rules on the 12 April.

As soon as we believe that it is safe to do so we will reintroduce the Hospital Car Service following strict safety rules with all drivers being supplied with the necessary Personal Protection Equipment. We will also introduce a phased approach to increasing the current bus seating capacity of 4 to the normal one of 15. Although we are keen to get back to some kind of normal operation the safeguarding of our members will be of paramount importance.

After reporting another year when our fundraising was the largest we have ever had fundraising continues to remain a vital part of our annual income and the Trustees and General Manager will continue to source donations and grants from external organisations. We hope that we will be able to reinstate our Christmas Concert which has become an important part of our income.

As the use of our services increases we will again be in need of more volunteers for the Hospital Car Service, minibus drivers and to help with our administration and we will use all the means at our disposal to achieve this.

Our office staff will as always ensure that we are obtaining and using the full capabilities of Flexiroute the computer system which allows us to plan journeys and which calculates all the metrics that we require to operate our service in our ongoing quest to make our operation as efficient as possible. We have seen a very positive improvement in the way we can plan trips and the staff are keen to continue to ensure that we build on this.

I would like to thank my fellow Trustees who unstintingly give of their time and talents, and also the members of our Advisory Committee and all the staff and drivers for their efforts for UCT and the help and guidance they have given me during the last year.

UTTLESFORD COMMUNITY TRAVEL
REPORT OF THE TRUSTEES
For the Year Ended 31 March 2021

Reserves policy and going concern

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three to six months of unrestricted expenditure.

This provides sufficient funds to cover management and administration and support costs. Unrestricted funds were maintained at this level throughout the year.

The Accounts have been prepared on a going concern basis. No material uncertainties that cast significant doubt about the ability of the Charity to continue as a going concern have been identified by the Trustees.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under the law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period.

In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK 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 appropriate to presume the charitable company will not continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Independent Examiner, Andrew Richardson, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:



I C Shaw – Chairman

Date:

14th June 2021

UTTLESFORD COMMUNITY TRAVEL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES **YEAR ENDED 31 MARCH 2021**

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts.

Having satisfied myself that the accounts of the Company are not required to be audited under part 16 of the 2006 Act and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Chartered Accountants.

Having satisfied myself that the charity is not subject to an 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:

Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, as amended; and

State whether particular matters have come to my attention

Basis of independent examiner's statement

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 kept 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 you as 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:

1. 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

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Richardson FCCA
5 Wells Court
Springfield
Chelmsford
CM1 6ND

Signed.....

Date: 14th June 2021.....

UTTLESFORD COMMUNITY TRAVEL**STATEMENT OF FINANCIAL ACTIVITIES**
For the Year Ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	31/03/2021 Total funds £	31/03/2020 Total funds £
INCOME					
Income from generated funds					
Voluntary income	2	17,724		17,724	26,470
Activities for generating funds	3	20,330		20,330	105,260
Investment income	4	2,768		2,768	2,937
<u>Income from charitable activities</u>					
Grants	5	180,060		180,060	181,060
Government Furlough Scheme		115,656		115,656	0
Total income		<u>336,538</u>	<u>0</u>	<u>336,538</u>	<u>315,727</u>
EXPENDITURE					
Cost of generating funds					
Fundraising trading:cost of goods sold	6	118,396	24,000	142,396	150,315
Charitable activities					
Grants	7	153,715		153,715	162,042
Governance costs	9	1,861		1,861	2,348
Total expenditure		<u>273,972</u>	<u>24,000</u>	<u>297,972</u>	<u>314,705</u>
NET INCOME / (DEFICIT)		<u>62,566</u>	<u>(24,000)</u>	<u>38,566</u>	<u>1,022</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		73,510	136,027	209,537	176,103
Transfer to vehicle replacement fund		(24,000)	24,000	0	0
Movement on reserves			(6,592)	(6,592)	32,412
TOTAL FUNDS CARRIED FORWARD		<u>112,076</u>	<u>129,435</u>	<u>241,511</u>	<u>209,537</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes form part of these financial statements

UTTLESFORD COMMUNITY TRAVEL

BALANCE SHEET AT 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	31/03/2021 Total funds £	31/03/2020 Total funds £
CURRENT ASSETS					
Debtors	12	6,743		6,743	16,466
Investments	13	165,758	129,435	295,193	203,385
Cash at bank and in hand		30,771		30,771	12,904
		<u>203,272</u>	<u>129,435</u>	<u>332,707</u>	<u>232,755</u>
CREDITORS					
Amounts falling due within one year	14	<u>(91,196)</u>		<u>(91,196)</u>	<u>(23,218)</u>
NET CURRENT ASSETS		112,076	129,435	241,511	209,537
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>112,076</u>	<u>129,435</u>	<u>241,511</u>	<u>209,537</u>
NET ASSETS		<u>112,076</u>	<u>129,435</u>	<u>241,511</u>	<u>209,537</u>
FUNDS					
Unrestricted funds	15			112,076	73,510
Restricted funds	16			<u>129,435</u>	<u>136,027</u>
TOTAL FUNDS				<u>241,511</u>	<u>209,537</u>

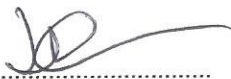
The directors are satisfied that the company was entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Act, and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements, of Section 393 and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2015).

These financial statements were approved by the board of Trustees on the 6th June 2021 and are signed on their behalf by:



I C Shaw - Chairman

The notes on pages 8 to 11 form part of these financial statements

The notes form part of these financial statements

UTTLESFORD COMMUNITY TRAVEL

NOTES TO THE FINANCIAL STATEMENTS

For the year Ended 31 March 2021

1 Basis of accounting

- A) The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards, the Companies Act 2006, the Charities SORP Financial Reporting Standard applicable in the UK (FRS 102, effective 1 January 2015), the Charity's Act 2011 and the Charity Commissions guidelines on Public Benefit.

B) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

C) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

D) Taxation

The charity is exempt from corporation tax on its charitable activities.

E) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements,

2 VOLUNTARY INCOME

	31/03/2021	31/03/2020
	£	£
Donations and fundraising	17,724	26,470
	<u>17,724</u>	<u>26,470</u>

3 ACTIVITIES FOR GENERATING FUNDS

	31/03/2021	31/03/2020
	£	£
Transport	20,330	105,260
	<u>20,330</u>	<u>105,260</u>

4 INVESTMENT INCOME

	31/03/2021	31/03/2020
	£	£
Deposit account interest	2,768	2,937
	<u>2,768</u>	<u>2,937</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2021

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Grants	31/03/2021	31/03/2020
	£	£
Activity Grants	180,060	181,060
	<u>180,060</u>	<u>181,060</u>
	31/03/2021	31/03/2020
	£	£
Vehicle funds —restricted	--	--
WECCG	38,661	38,661
SW Town Council	8,500	7,500
Uttlesford District Council	40,000	42,000
Essex County Council	92,899	92,899
	<u>180,060</u>	<u>181,060</u>

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	31/03/2021	31/03/2020
	£	£
Running costs (inc drivers wages)	118,396	138,315
Vehicle Purchases	--	--
Sundry	--	--
Support costs	--	--
Transfer to vehicle replacement fund	24,000	12,000
	<u>142,396</u>	<u>150,315</u>

7 CHARITABLE ACTIVITIES COSTS

	Direct costs	Support Costs (See note 8)	Totals
Grants	<u>153,197</u>	<u>518</u>	<u>153,715</u>

8 SUPPORT COSTS

	31/03/2021
	£
Bank charges	518
	<u>518</u>

9 GOVERNANCE COSTS

	31/03/2021	31/03/2020
	£	£
Legal Fees	61	798
Accountancy (Independent Inspection)	1,800	1,550
	<u>1,861</u>	<u>2,348</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2021

10 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020. No charity trustee received payment for professional or other services supplied to the charity (2020: £nil).

	31/03/2021	31/03/2020
	£	£
11 STAFF COSTS		
Wages and salaries	107,332	116,243
	<u>107,332</u>	<u>116,243</u>

None of the employee's emoluments exceeded £60,000.

STAFF NUMBERS

The average monthly head count was 10 staff, (2020: 11 Staff).

The average number of full time equivalent employees (including casual and part time staff) during the year was as follows:

	31/03/2021	31/03/2020
Drivers	6	6
Administration	4	5
	<u>10</u>	<u>11</u>

12 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/03/2021	31/03/2020
	£	£
Trade Debtors	666	6,251
Other Debtors	6,077	10,215
	<u>6,743</u>	<u>16,466</u>
	31/03/2021	31/03/2020

13 CURRENT ASSET INVESTMENTS

	£	£
Cash at bank	<u>295,193</u>	<u>203,385</u>

Apart from cash at bank no other investments are held.

14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/03/2021	31/03/2020
	£	£
Trade creditors	2,546	7,989
Taxation and social security	4,291	4,017
Other creditors	84,359	11,212
	<u>91,196</u>	<u>23,218</u>

UTTLESFORD COMMUNITY TRAVEL
NOTES TO THE FINANCIAL STATEMENTS- CONTINUED
For the year Ended 31 March 2021

15 MOVEMENT IN FUNDS	Unrestricted General Fund	Restricted Funds	Total
	£	£	£
At 01/04/20	73,510	136,027	209,537
Net movement	62,566	(24,000)	38,566
Transfer to vehicle replacement fund	(24,000)	24,000	0
Movement on reserves	0	(6,592)	(6,592)
TOTAL FUNDS	112,076	129,435	241,511

Net movement in funds, included in the above are as follows:

	Incoming Resources	Resources Expended	Movement in funds
	£	£	£
Unrestricted funds General fund	336,538	273,972	62,566
Restricted funds	0	24,000	(24,000)
TOTAL FUNDS	336,538	297,972	38,566

16 RESTRICTED FUNDS

Restricted funds are made up as follows:

	31/03/2021 £	31/03/2020 £
Essex County Council System Replacement Fund	1,101	1,101
PCT Partnership —advertising grant	1,793	2,783
Training	310	310
Stansted Airport Community	1,000	1,000
Vehicle replacement fund	117,731	115,833
Uttlesford District Council	--	15,000
Essex Community foundation - core	7,500	--
	129,435	136,027

17 The Charity operates a defined contribution pension scheme, which is open to all eligible employees. During the year the Charity contributed £3,681 to the scheme (2020 £3,780). The pension plan is managed by the Peoples Pension. The total expenses ratio of the plan is 3% and this is deducted from the investment fund annually. The Charity has no liability beyond making its contributions and paying across the deductions for the employees contributions.

18 Going forward the Trustees have decided that all new vehicle purchases will be capitalised and written down over their useful economic lives.

If the policy had been applied to our existing fleet of six motor vehicles the net book value of the vehicles at 31 March 2021, would have been £102,350.

UTTLESFORD COMMUNITY TRAVEL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2021

INCOME	31/03/2021	31/03/2020
	£	£
Voluntary Income		
Donations & fundraising	17,724	26,470
Activities for generating funds		
Transport	20,330	105,260
Investment income		
Deposit account interest	2,768	2,937
Incoming from charitable activities		
Grants	180,060	181,060
Other income		
Government Furlough Scheme	115,656	0
Total income	336,538	315,727
EXPENDITURE		
<u>Fundraising trading: cost of goods sold and other costs</u>		
Drivers wages	102,395	99,312
Transfer to vehicle replacement fund	24,000	12,000
Vehicle running costs	16,001	39,003
Vehicle purchase	0	0
Sundry	0	0
	142,396	150,315
Charitable activities		
Wages	107,332	116,243
Rent	10,000	8,905
Water rates	189	217
Insurance	2,174	2,064
Telephone & internet	7,070	4,404
Postage & stationery	2,735	3,768
Computer expenses	10,737	11,883
Repairs & renewals	1,497	5,308
Licence & subscriptions	215	230
Training	0	1,521
Covid 19 expenditure	6,705	0
Sundry	952	3,729
Advertising & promotion	0	0
Professional fees	2,289	1,223
Travelling & meetings	0	186
Light & heat	1,302	1,649
	153,197	161,330
<u>Governance costs</u>		
Audit & accountancy	1,800	1,550
Legal fees	61	798
	1,861	2,348
<u>Finance</u>		
Bank charges	518	712
Total expenditure	297,972	314,705
Net income	38,566	1,022

This page does not form part of the statutory financial statements