

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