

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:

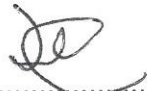
- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures 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