

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
Springfield
Chelmsford
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