


Accessible
Caring
Transport

2021/2022 Annual Report




Registered Office: 4 Knight Street, Mountain Ash, RCT, CF45 3EY

Charity No: 1072933 | Company No: 2730904 | VAT No: 615790430

 **01443 478013**

 **enquiries@accessibletransport.co.uk**

 **www.accessibletransport.co.uk**

 **Accessible Caring Transport**
4 Knight Street
Mountain Ash
Rhondda Cynon Taff
CF45 3EY

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About ACT:

Registered Charity Name: Accessible Caring Transport

Charity Registration Number: 1072933

Company Number: 2730904 (England & Wales)

Registered Office: 4, Knight Street,
Mountain Ash,
Rhondda Cynon Taff,
CF45 3EY.

Trustees:

The trustees who served the charity during the period and since the year end were as follows:-

R.W.J Jones
M.G.Brown
R.Grundy
M.W.Morgan
G. Davies

Accountants:

Barlow, Mendham & Co.
Glandover House,
67 Bute Street,
Aberdare,
Rhondda Cynon Taff
CF44 7LD.

Accounts 2021 / 2022:

The trustees are pleased to present their annual director's report, together with the financial statements of the Charity for the year ended 31st. March 2022 which are also prepared to meet the requirements of a directors' report and accounts for Companies Act purposes. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, the Charities Act 2011 and Accounting & Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland published in October 2019.

Structure, Governance and Management:

The company was incorporated in England and Wales as a company limited by guarantee on 14th July 1998. It is a private company and is governed by its Memorandum and Articles of Association.

The induction and training of our trustees is carried out in association with other voluntary organisations. The trustees are members of the organisation and can volunteer or may be appointed at the Annual General Meeting. The Trustees have delegated authority for the day to day running of the organisation to the Operations Manager and certain key members of staff. The trustees have adopted a risk management policy that seeks to identify significant risks to the company and its activities, to guard against those risks and to mitigate the effects of any that should arise. The Community Transport Association UK is an association set up throughout the UK which advises charities, voluntary groups etc, on the risks of operating in the transport field. CTA UK has produced a software package that has been approved by Health and Safety. The trustees have decided to adopt this risk policy system for the charity.

Objectives and Activities:

The charity was set up to provide and maintain community transport services that will offer disadvantaged members of the community a better quality of life. It also assists other charitable bodies engaged in similar work. The charity also aims to create employment through the provision of services that benefit the community. The charity has set up various types of community transport in the area that are supported by the local authority, the Welsh Assembly Government and other bodies. The charity also provides a service that most people can access, producing income for the charity. In shaping our objective and planning our activities the trustees have considered the Charity Commission's guidance on public benefit.

Achievements & Performance:

Following on from the last financial year, it finally felt that Accessible Caring Transport was on an even keel, with restrictions fully lifted we are now operating all our services

At a well-attended Annual General Meeting all trustees were re-elected with the officers returning to their posts. Work has progressed on reviewing the finances of the charity with regular monitoring sessions between the Treasurer, Chair and Operations Manager taking place

The charity has an overall result in a surplus of income over expenditure of £15,837 during this year which is tremendous. This has largely been due to the support from Welsh Assembly Government and Rhondda Cynon Taff. This surplus will be offset against liabilities in lieu of redundancies and will be spent on asset replacement.

During this year, with its own funds the charity was able to purchase two buses to complement our current fleet. As well as an increase in the vehicle numbers, the charity was able to take on 3 staff members.

The charity is committed to becoming a living wage employer demonstrating the value we place on our staff. This year the board planned to review the charity's pay rates in line with inflation and the cost-of-living crisis.

ACT continues to meet with local organisations to build up a network of contacts in order to share information and best practices. As we have moved into a post pandemic world, ACT has carried out more engagement with members both for social and business purposes. The charity has planned to relaunch the Outriderz service which offers Member's trips. The intention was to plan trips for the Summer Holidays to areas such as Porthcawl and Brecon.

The charity is still providing contractual services with Rhondda Cynon Taf and Caerphilly County Borough Council and, under the stewardship of a new leadership team, we are looking for new contracts in the near future.

The Range Rider services are still running at a loss and will continue to do so. However, the extra Range Rider journey from Abercynon/Carnetown to Aberdare on a Friday was extended until further notice.

The charity continues to apply for fuel rebate through the Bus Support Grants in Wales and also receives Concessionary Fares reimbursement on the Section 22 Permit Range Rider service. The local authorities continue to support with core funding.

As always, the Trustees would like to acknowledge the tremendous work the staff have carried out during the last year in helping it through the COVID pandemic. They work tirelessly in order to ensure those who use our services have the transport they require, when required – Accessible Caring Transport continues to work with some of society's most vulnerable members.

Financial Review:

In the year to 31st March 2022 the charity's income generated from the provision of minibus services increased by 28%, up from £151,395 in 2021 to £193,933 for 2022. There was a fall in the previous year of 8% primarily due to the pandemic. Its own generated income is now at its highest ever level. The charity's grant income from Rhondda Cynon Taff increased by £6,152, up from £75,711 to £81,863 and it also received grant income from Monmouthshire County Council of £11,370 which is a new grant for the charity. The Charity's expenditure in the year to 31st March 2022 was £310,034, up by 27% from £242,306 for 2021. Vehicle costs saw a rise of £29,012 and wages saw a rise of £33,253. The overall result is a surplus of income over expenditure of £15,837.

Reserves Policy:

The trustees of Accessible Caring Transport have considered the reserves of the organisation and have adopted the following policy:-

The trustees consider that the levels of reserves should be set at a level to ensure that the charity can meet the liabilities and contractual obligations of the organisation, should it cease to exist. The reserves of the organisation are to be held in an account as determined by the trustees at the time. The funding offered by the main donors is such that any deficit in funding is addressed by liaison with the appropriate funding organisation.

Statement Of Trustees' Responsibilities:

The trustees (who are also directors of Accessible Caring Transport) are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these 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 inappropriate to presume that the charitable company will continue in operation.

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 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.

The Trustees Report has been prepared having taking advantage of the small companies' exemption in the Companies Act 2006.

Signed on behalf of the Trustees


Richard Jones (Chairperson)

Dated: 23rd November 2021

Independent Examiner's Report To The Trustess:

I report to the charity trustees on my examination of the Accounts of the company for the year ended 31st. March 2022, which are set out on pages 5 to 14.

Responsibilities and basis of report:

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement:

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in Section 145 of the 2011 Act. I can confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England & Wales.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- ✓ accounting records were not kept in respect of the company as required by Section 386 of the 2006 Act; or
- ✓ the accounts do not accord with those records; or
- ✓ the accounts do not comply with the requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination, or
- ✓ the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).]

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr. L.H. Jones
Association of Chartered Accountants
c/o Glandover House,
67 Bute Street,
Aberdare
Rhondda Cynon Taff
CF44 7LD

Statement of Financial Activities

(Including The Income & Expenditure Account)

For the year ended 31st March 2022

	<u>Notes</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds 2022</u>	<u>Total Funds 2021</u>
<u>Income:</u>					
Donation and Legacies	2	17,139	81,863	99,002	105,558
Income from Charitable Activities:					
Operation of Minibus Services	3	226,865	-	226,865	172,174
Income from Investments	4	4	-	4	1
		-----	-----	-----	-----
<u>Total Income</u>		£244,008	£81,863	£325,871	£277,733
		=====	=====	=====	=====
<u>Expenditure:</u>					
Expenditure on Charitable Activities:					
Operation of Minibus Service	6	228,171	81,863	310,034	242,306
		-----	-----	-----	-----
<u>Total Expenditure</u>		£228,171	£81,863	£310,034	£242,306
		=====	=====	=====	=====
<u>Net Income/(Expenditure) and net movement in funds for the year</u>		15,837	-	15,837	35,427
<u>Reconciliation of Funds</u>					
Total funds brought forward		221,387	-	221,387	185,960
		-----	-----	-----	-----
		237,224	-	237,224	221,387
<u>Transfers between funds</u>		-	-	-	-
		-----	-----	-----	-----
<u>Total funds carried forward</u>		£237,224	-	£237,224	£221,387
		=====	=====	=====	=====

The Statement of Financial Activities include all gains and losses recognised in the year.

All income and expenditure derives from continuing activities:

Balance Sheet

For the year ended 31st March 2022

	<u>Notes</u>		<u>2022</u>	<u>2021</u>
<u>FIXED ASSETS</u>				
Tangible Assets	13		121,984	107,329
<u>CURRENT ASSETS</u>				
Debtors	14	28,080		26,528
Cash at Bank and In Hand		101,362		97,278
		-----		-----
		129,442		123,806
<u>CREDITORS: Amounts falling due within one year</u>	15	14,202		9,748
		-----		-----
<u>NET CURRENT ASSETS</u>			115,240	114,058
			-----	-----
<u>TOTAL ASSETS, LESS CURRENT LIABILITIES</u>			237,224	221,387
			-----	-----
<u>NET ASSETS</u>			£237,224	£221,387
			=====	=====
<u>THE FUNDS OF THE CHARITY</u>				
Restricted income funds	16	-	-	-
Unrestricted funds	16		237,224	221,387
			-----	-----
<u>TOTAL CHARITY FUNDS</u>			£237,224	£221,387
			=====	=====

The company was entitled to exemption from audit under S477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The directors, as trustees, acknowledge their responsibilities for complying with the requirement of the Companies Act with respect to accounting records and the preparation of accounts.

Balance Sheet (Continued)

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS 102 SORP and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

These accounts were approved by the Trustees on 23rd November 2021 and signed on their behalf by:



Richard Jones (Chairperson)

Notes forming part of the financial statements for the year ended 31st March 2022

1.Accounting Policies:

The principal accounting policies adopted in the preparation of the financial statements are as follows:-

a) Basis of preparation and general information

The Charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the Charity and rounded to the nearest £1.

b) Donations

Donations are credited to the income and expenditure account in the year in which they are notified to the charity.

c) Grant Income

Grants received are credited to the accounts in the year to which they relate.

d) Minibus Income

Income derived from the provision of minibus services is credited to the accounts for the year in which the service is provided.

e) Expenditure

Expenditure is included in the statement of financial activities on the accruals basis.

f) Fixed Assets

All Fixed Assets are initially recorded at cost.

g) Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:-

Freehold Property – Knight Street, Mountain Ash	2% straight line
Freehold Property – Garage Buildings	5% reducing balance
Fixtures, Fittings & Equipment	25% reducing balance
Motor Vehicles	25% reducing balance

h) Debtors

Trade and other debtors are recognised at the invoiced amount there being no trade discounts offered. Prepayments are valued at the amount prepaid after taking into account any trade discounts due.

i) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. Donation And Legacies:			
	<u>2022</u>		<u>2021</u>
Gifts and Fundraising	5,108		2,852
Members Subscriptions	570		380
Grants Receivable (see note 5)	93,324		102,326
	-----		-----
	£99,002		£105,558
	=====		=====

Of the £99,002 received in 2022 (2021 £105,558), £81,863 was restricted funds (2021 £75,711) and £17,139 (2021 £29,847) unrestricted funds.

3. Income From Charitable Activities:	<u>Unrestricted Funds 2022</u>	<u>Unrestricted Funds 2021</u>
Income received from fares and contract hire of minibuses	193,933	151,395
Bus Services Support Grants Kilometre & Young Persons BSSG	32,932	20,779
	-----	-----
	£226,865	£172,174
	=====	=====

4. Income From Investments

All of the Charity's investment income arises from money held in interest bearing deposit accounts.

5. Analysis Of Grants Received:	<u>Total</u>
Rhondda Cynon Taff Revenue Grant	£81,863
Coronavirus Job Retention Scheme Grants	£ 90
Monmouthshire County Council BES2	£11,370
	=====
	£ 93,324
	=====
6. Analysis Of Expenditure On Charitable Activities:	<u>Total</u>
Vehicle Fuel	25,935
Vehicle Repairs & Maintenance	27,767
Vehicle Insurance, Licences & Permits	11,211
Driver's and Passenger Assistant's Wages	129,697
Uniforms & Clothing	919
Depreciation of Vehicles	15,326
Staff Training	726
Bad Debts	60
Office & Garage Premises Costs	10,555
Bank Charges	331
Governance Costs (see note 7)	79,541
Support Costs (see note 8)	7,966

	£310,034
	=====

Of the £310,034 expenditure in 2022 (2021 £242,306) £228,171 was charged to unrestricted funds (2021 £166,595) and £81,863 to restricted funds (2021 £75,711).

7. Analysis Of Support Costs:	<u>Total</u>
Salaries, Wages and related costs	62,634
General office costs	6,282
Depreciation Fixtures, Fittings & Equipment	1,117
Loss on disposal – fixtures, fittings & equipment	869
Sundry Expenses	1,381
Car leasing	5,503
Human Resources Expenditure	1,755
	<u>£79,541</u>
	=====
8. Analysis Of Governance Costs:	
Accountancy services for Accounts Preparation / VAT & payroll	6,614
Accountancy services for BSSG/Kilometre Support claim	1,352
	<u>£7,966</u>
	=====

	<u>2022</u>	<u>2021</u>
9. Net Movement In Funds For The Year:		
This is stated after charging:		
Depreciation	18,434	12,895
Accountancy Services - Independent Examination	4,180	4,240
Accountancy Services – Other	3,786	3,460
	=====	=====
10. Analysis Of Staff Wages & Trustee Remuneration & Expenses		
Salaries & Wages	187,656	156,655
Social Security Costs	3,260	1,563
Pension Costs	1,415	860
	<u>£192,331</u>	<u>£159,078</u>
	=====	=====

No employees had emoluments in excess of £60,000 (2021 £Nil). The charity trustees were not paid or received any other benefits from employment with the charity in the year (2021 £Nil) neither were they reimbursed expenses during the year (2021 £Nil). No charity trustee received payment for professional or other services supplied to the charity (2021 £Nil).

The salary paid to the Chief Executive Officer was £27,480 (2021 £9,476).

11. Staff Numbers

The average number of employees during the year calculated on the basis of full time equivalents, are as follows:

	<u>2022</u> <u>number</u>	<u>2021</u> <u>number</u>
Administration Staff:	4	4
Vehicle Drivers & Passenger Assistants	13	11
	-----	-----
	17	15
	=====	=====

12. Corporation Taxation:

The Charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13. Fixed Assets:	<u>Freehold Property Knight St.</u>	<u>Freehold Property Garages</u>	<u>Fixtures, Fittings & Equipt.</u>	<u>Motor Vehicle</u>	<u>Total</u>
<u>Cost</u>					
At 1.4.21	87,048	18,684	11,856	182,677	300,265
Additions	-	-	3,963	29,995	33,958
Disposals	-	-	(7,076)	-	(7,076)
	-----	-----	-----	-----	-----
At 31.3.22	£87,048	£18,684	£8,743	£212,672	£327,147
	=====	=====	=====	=====	=====
<u>Depreciation</u>					
At 1.4.21					
Charge for year	17,407	£13,923	10,480	151,376	192,936
On disposals	1,741	250	1,117	15,326	18,434
	-	-	(6,207)	-	(6,207)
	-----	-----	-----	-----	-----
At 31.3.22	£19,148	£13,923	£5,390	£166,702	£205,163
	=====	=====	=====	=====	=====
<u>Net Book Value</u>					
At 31.3.22	£67,900	£4,761	£3,353	£45,970	£121,984
	=====	=====	=====	=====	=====
At 31.3.21	£69,641	£5,011	£1,376	£31,301	£107,329
	=====	=====	=====	=====	=====
14. Debtors					
Trade Debtors			<u>2022</u>		<u>2021</u>
Prepayments			22,702		22,320
Other Debtors			2,375		2,499
			3,003		1,709
			-----		-----
			£28,080		£26,528
			=====		=====

15. Creditors:		<u>2022</u>		<u>2021</u>
Amounts falling due within one year				
Trade Creditors		4,741		537
Accruals		6,247		5,866
Taxation & Social Security		2,246		949
Other Creditors		968		2,396
		-----		-----
		£14,202		£ 9,501
		=====		=====
16. Analysis Of Charitable Funds:				
Analysis in movement in restricted funds:	<u>Balance at 1.4.21</u>	<u>Income</u>	<u>Expenditure</u>	<u>Balance at 31.3.22</u>
RCT Revenue grant re admin costs	-	£81,863	£(81,863)	-
	=====	=====	=====	=====
Analysis in movement in restricted funds - previous year:				
	<u>Balance At 1.4.20</u>	<u>Income</u>	<u>Expenditure</u>	<u>Balance at 31.3.21</u>
RCT Revenue grant re admin costs	-	£75,711	£(75,711)	-
	=====	=====	=====	=====
Analysis of movements in unrestricted funds:				
	<u>Balance At 1.4.21</u>	<u>Income</u>	<u>Expenditure</u>	<u>Balance at 31.3.22</u>
General Funds	£221,387	£244,008	£(228,171)	£237,224
	=====	=====	=====	=====
Analysis of movements in unrestricted funds - previous year:				
	<u>Balance At 1.4.20</u>	<u>Income</u>	<u>Expenditur</u>	<u>Balance at 31.3.21</u>
General Funds	£185,960	£202,022	£(166,595)	£221,387
	=====	=====	=====	=====

17. Related Party Transactions:

There were no related party transactions during the year.

Detailed Income and Expenditure Account:

	<u>2022</u>			<u>2021</u>	
Grants received:-					
RCT Local Transport Services	81,863			75,711	
Grant	-			10,000	
RCT Local Authority Covid19					
Grant	91			16,615	
Coronavirus Job Retention					
Scheme	11,370			-	
Grants	-----	93,324		-----	102,326
Monmouthshire County Council –					
BES2		193,933			151,395
grant		32,932			20,779
		570			380
		4			1
Minibus Income		4,948			2,372
BSSG / Support Grant		160			480
Members Subscriptions		-----			-----
Bank Deposit Interest		325,871			277,733
Donations & Fundraising					
Room Hire	64,913			35,901	
	129,697			111,763	
<u>Less expenses:</u>	62,634			47,315	
Vehicle costs	919			-	
Staff, costs – Drivers &	5,503			3,539	
Passenger Assistants	726			-	
Staff costs – Office & Admin	235			251	
Staff costs – uniforms/clothing	2,526			2,846	
Car Leasing	1,055			2,932	
Training	4,748			3,758	
Rates & Water	2,715			2,786	
Insurances	1,900			1,799	
Repairs & Renewals	1,667			1,824	
Light & Heat	6,614			6,475	
Telephone	1,352			1,225	
Phone System Rental	1,755			3,863	
Printing, Postage & Stationery	-			5	
Accountancy Fees	331			286	
Professional Fees re BSSG	1,381			253	
Claim	18,434			12,895	
Professional Fees re Human	869			2,070	
Resources	60			520	
HMRC Interest	-----	310,034		-----	242,306
Bank Charges		-----			-----
Sundry Expenses		£15,837			£35,427
Depreciation		=====			=====

This page does not form part of the statutory accounts



Registered Office: 4 Knight Street, Mountain Ash, RCT, CF45 3EY

Charity No: 1072933 | Company No: 2730904 | VAT No: 615790430