

Charity registration number 1074755

Company registration number 03719282 (England and Wales)

TENDRING COMMUNITY TRANSPORT
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

TENDRING COMMUNITY TRANSPORT

CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 14

TENDRING COMMUNITY TRANSPORT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "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 (FRS 102)" (effective 1 January 2019).

Objectives and activities

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The charity's objectives are to provide relief to the inhabitants of Tendring District and its environs who have need because of age, mental or physical disability, or poverty and in particular:

- to provide and maintain non-profit community transport services and,
- to assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services.

Achievements and performance

During the year TCT's team focused on:

- developing and improving the quality of the organisation's services
- working with Essex County Council to secure a 2 year Service Level Agreement
- working with partners to enhance transport for children/young people
- promoting Community Transport within the Tendring area.

Financial review

The Trustees have a set reserves policy which requires that the reserves be maintained at a level, which ensure TCT's core activity could continue during a period of unforeseen difficulty and that a proportion of reserves be maintained in a readily realised form. The Trustees consider readily realisable reserves as an integral part of TCT's planning, budget and forecast cycle. It takes into account: the risks associated with each stream of income and expenditure being different from that budgeted, the planned activity level and TCT's commitments.

The Trustees assess the reserves policy on an annual basis. They discuss levels of readily realisable reserves and TCT's main commitments. The main risk to both income and expenditure is TCT's dependence upon Local Authority Funding. The Trustees use this information to ensure an adequate level of readily realisable reserves are held in the event of a reduction or withdrawal of Essex County Council Funding.

The total Unrestricted Reserves maintained at 31 March 2023 amounted to £612,324.

This year the Trustees reported a deficit totalling £204,901.

TENDRING COMMUNITY TRANSPORT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

D Bolton

D Casey

Ms V Chapman

Ms G Placey

Trustees are recruited and appointed by TCT's existing trustees, based on the skills and competences they can bring to the organisation. Trustees are mainly recruited from within the Tendring district and, if necessary, from nearby Colchester. Trustees also recruit and appoint representatives from the communities within Tendring district, to serve on the Board alongside trustees. Committee members may be offered the role of trustees following a probationary period during which their input and commitment is assessed by trustees.

TCT workforce undergo enhanced DBS (Disclosure and Barring Service) checks every year.

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Organisational structure

The Executive Committee is comprised of trustees and co-opted committee members. The committee meets six times per annum to consider organisational and financial issues relating to the running of the scheme.

Executive Committee members include the following officers responsible for: Chair, Vice Chair, Treasurer, Risk/Health & Safety, Health & Disability, Fundraising & Volunteering, Children & Younger People, Older & Disabled people, Poverty & Deprivation.

Partnerships

TCT works in partnership with numerous organisations and agencies including Essex County Council, Tendring District Council, Community, Schools and Colleges, Community Transport Association UK, Tendring Community Voluntary Services, Community Transport Schemes nationwide, Integrated Care Systems and other key stakeholders.

TENDRING COMMUNITY TRANSPORT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Risk Management

On an annual basis the Trustees review the risks that the charity faces in five key areas: strategic direction; financial reputation; legal and statutory; human resource and ICT. All identified risks are assessed for the likelihood of occurrence and potential impact in addition to TCT's attitude to individual risks being ascertained. This information is then used to develop a risk management strategy for the organisation, including the identification of existing controls in operation and any new controls the Trustees consider necessary.

In respect of financial risk, the Trustees believe that maintaining TCT's realisable reserves at the levels stated, combined with the annual review of controls over key systems, will provide sufficient resources in the event of unplanned adverse conditions.

Key objectives for the forthcoming year include:

1. Recruit new trustees;
2. Work with partners to plug gaps in provision of transport services, which cannot be filled by existing resources;
3. Recruit new volunteers;
4. Source funding to continue to provide a Hospital Hopper Service.
5. Source funding for new vehicles to replace oldest vehicles in the fleet.

The trustees' report was approved by the Board of Trustees.

D Casey
Trustee



30 August 2023

TENDRING COMMUNITY TRANSPORT

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TENDRING COMMUNITY TRANSPORT

I report to the trustees on my examination of the financial statements of Tendring Community Transport (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

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:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting 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
- 4 the financial statements 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 financial statements to be reached.

Gascoynes

Gascoynes House
Moseleys Farm Business Centre
Fornham All Saints
Suffolk
IP28 6JY

Dated: 30 August 2023

TENDRING COMMUNITY TRANSPORT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
Income from:							
Donations and legacies	2	162,672	62,279	224,951	162,652	277,150	439,802
Charitable activities	3	8,793	-	8,793	12,185	-	12,185
Other trading activities	4	217,389	-	217,389	211,169	-	211,169
Investments	5	4,290	-	4,290	185	-	185
Total income		393,144	62,279	455,423	386,191	277,150	663,341
Expenditure on:							
Raising funds		718	-	718	192	-	192
Charitable activities	6	502,783	156,823	659,606	263,237	148,886	412,123
Total expenditure		503,501	156,823	660,324	263,429	148,886	412,315
Net (expenditure)/income for the year/							
Net movement in funds		(110,357)	(94,544)	(204,901)	122,762	128,264	251,026
Fund balances at 1 April 2022		722,681	180,000	902,681	599,919	51,736	651,655
Fund balances at 31 March 2023		612,324	85,456	697,780	722,681	180,000	902,681

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

TENDRING COMMUNITY TRANSPORT

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	9		186,969		118,966
Current assets					
Debtors	10	15,341		13,253	
Cash at bank and in hand		530,797		798,266	
		<u>546,138</u>		<u>811,519</u>	
Creditors: amounts falling due within one year	11	(35,327)		(27,804)	
Net current assets			510,811		783,715
Total assets less current liabilities			<u>697,780</u>		<u>902,681</u>
Income funds					
Restricted funds	12	85,456		180,000	
Unrestricted funds		612,324		722,681	
		<u>697,780</u>		<u>902,681</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 30 August 2023

D Casey
Trustee



Company registration number 03719282

TENDRING COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Tendring Community Transport is a private company limited by guarantee incorporated in England and Wales. The registered office is 76 Station Road, Clacton-on-Sea, Essex, CO15 1SP, England.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

TENDRING COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% reducing balance
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

TENDRING COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Gifts	637	-	637	10,721	-	10,721
Balance of funds transferred from fellow charity on cessation	17,329	-	17,329	-	-	-
Annual subscriptions - Social car subscriptions	12,768	-	12,768	6,960	-	6,960
Donations and grants	131,938	62,279	194,217	144,971	277,150	422,121
	<u>162,672</u>	<u>62,279</u>	<u>224,951</u>	<u>162,652</u>	<u>277,150</u>	<u>439,802</u>

TENDRING COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Charitable activities

	2023 £	2022 £
BSOG	6,064	11,185
Other income	2,729	1,000
	<u>8,793</u>	<u>12,185</u>

4 Other trading activities

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Transport income	<u>217,389</u>	<u>211,169</u>

5 Investments

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Interest receivable	<u>4,290</u>	<u>185</u>

TENDRING COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Charitable activities

	2023 £	2022 £
Training costs	860	-
Wages	293,968	217,137
Social security	16,862	11,011
Pension	4,409	2,400
Rent, rates and water	20,692	8,748
Insurance	1,862	1,475
Light and heat	6,163	2,435
Telephone	3,619	1,649
Postage and stationery	1,862	1,929
Sundries	2,558	412
Motor costs	178,429	123,657
Depreciation	61,087	38,184
Computer	8,218	-
Premises expenses, repairs and renewals	7,084	-
Social car expenditure	45,395	-
	<u>653,068</u>	<u>409,037</u>
Share of support costs (see note 7)	6,538	3,086
	<u>659,606</u>	<u>412,123</u>
Analysis by fund		
Unrestricted funds	502,783	263,237
Restricted funds	156,823	148,886
	<u>659,606</u>	<u>412,123</u>

TENDRING COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Finance	404	-	404	273	-	273
Governance	6,134	-	6,134	2,813	-	2,813
	<u>6,538</u>	<u>-</u>	<u>6,538</u>	<u>3,086</u>	<u>-</u>	<u>3,086</u>
Analysed between						
Charitable activities	<u>6,538</u>	<u>-</u>	<u>6,538</u>	<u>3,086</u>	<u>-</u>	<u>3,086</u>

8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	<u>14</u>	<u>14</u>
Employment costs	2023 £	2022 £
Wages and salaries	293,968	217,137
Social security costs	16,862	11,011
Other pension costs	4,409	2,400
	<u>315,239</u>	<u>230,548</u>

There were no employees whose annual remuneration was more than £60,000.

TENDRING COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Tangible fixed assets

	Fixtures and fittings	Motor vehicles	Total
	£	£	£
Cost			
At 1 April 2022	20,429	503,690	524,119
Additions	-	129,090	129,090
At 31 March 2023	20,429	632,780	653,209
Depreciation and Impairment			
At 1 April 2022	11,053	394,100	405,153
Depreciation charged in the year	1,406	59,681	61,087
At 31 March 2023	12,459	453,781	466,240
Carrying amount			
At 31 March 2023	7,970	178,999	186,969
At 31 March 2022	9,376	109,590	118,966

10 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	6,091	4,695
Other debtors	403	403
Prepayments and accrued income	8,847	8,155
	15,341	13,253

11 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other taxation and social security	5,817	4,903
Trade creditors	10,565	5,835
Other creditors	2,305	1,846
Accruals and deferred income	16,640	15,220
	35,327	27,804

TENDRING COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2021 £	Movement in funds		Balance at 1 April 2022 £	Movement in funds		Balance at 31 March 2023 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	
Integrated Care Systems	25,875	75,125	-	101,000	-	(77,823)	23,177
Lottery - Reaching Communities	17,036	79,000	(17,036)	79,000	-	(79,000)	-
Integrated Care Systems	8,825	-	(8,825)	-	39,950	-	39,950
Helping Hands Closure	-	-	-	-	17,329	-	17,329
Lottery - Awards For All	-	-	-	-	5,000	-	5,000
	<u>51,736</u>	<u>154,125</u>	<u>(25,861)</u>	<u>180,000</u>	<u>62,279</u>	<u>(156,823)</u>	<u>85,456</u>

Integrated Care Systems

This fund was provided to cover admin costs and provide free transport to the social car scheme, hospital hopper and the Dial-a-Ride service users for one year.

Lottery Fund - Reaching Communities

Three year funding to cover operating costs of the Tendring Shuttle Service.

Integrated Care Systems

These funds were provided over two years to support the running costs of the Tendring Shuttle Service.

Lottery Fund - Awards For All

Funding towards replacing aging heating system.

13 Related party transactions

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

