

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 2024

TENDRING COMMUNITY TRANSPORT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	D Bolton D Casey Ms V Chapman Ms G Placey L R Phillips G Taylor	(Appointed 26 October 2023) (Appointed 26 October 2023)
Charity number	1074755	
Company number	03719282	
Principal address	76 Station Road Clacton-on-Sea Essex England CO15 1SP	
Registered office	76 Station Road Clacton-on-Sea Essex England CO15 1SP	
Independent examiner	Gascoynes Gascoynes House Moseleys Farm Business Centre Fornham All Saints Suffolk IP28 6JY	

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TENDRING COMMUNITY TRANSPORT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

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 1 year Service Level Agreement
- working with partners to enhance transport for people of all ages
- 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 2024 amounted to £605,905.

This year the Trustees reported a deficit totalling £4,755.

TENDRING COMMUNITY TRANSPORT

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

FOR THE YEAR ENDED 31 MARCH 2024

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

L R Phillips

(Appointed 26 October 2023)

G Taylor

(Appointed 26 October 2023)

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 2024

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 Chairman of the Board of Trustees.


.....
D Casey
Trustee

Date: 

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 2024.

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

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

Dated: 7/6/2024

TENDRING COMMUNITY TRANSPORT**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 MARCH 2024**

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Notes							
Income and endowments from:							
Donations and legacies	2	144,264	215,638	359,902	162,672	62,279	224,951
Charitable activities	3	34,573	-	34,573	8,793	-	8,793
Other trading activities	4	215,148	-	215,148	217,389	-	217,389
Investments	5	13,851	-	13,851	4,290	-	4,290
Other income		426	-	426	-	-	-
Total income		408,262	215,638	623,900	393,144	62,279	455,423
Expenditure on:							
Raising funds		-	-	-	718	-	718
Charitable activities	6	414,681	213,974	628,655	502,783	156,823	659,606
Total expenditure		414,681	213,974	628,655	503,501	156,823	660,324
Net (expenditure)/income for the year/							
Net movement in funds		(6,419)	1,664	(4,755)	(110,357)	(94,544)	(204,901)
Fund balances at 1 April 2023		612,324	85,456	697,780	722,681	180,000	902,681
Fund balances at 31 March 2024		605,905	87,120	693,025	612,324	85,456	697,780

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 2024***

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	9		140,218		186,969
Current assets					
Debtors	10	11,677		15,341	
Cash at bank and in hand		567,914		530,797	
		<u>579,591</u>		<u>546,138</u>	
Creditors: amounts falling due within one year	11	<u>(26,784)</u>		<u>(35,327)</u>	
Net current assets			<u>552,807</u>		<u>510,811</u>
Total assets less current liabilities			<u><u>693,025</u></u>		<u><u>697,780</u></u>
Income funds					
Restricted funds	12	87,120		85,456	
Unrestricted funds		605,905		612,324	
		<u>693,025</u>		<u>697,780</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 2024.

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



D Casey
Trustee

7-6-24

Company registration number 03719282

TENDRING COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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 2024

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 2024****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
	2024 £	2024 £	2024 £	2023 £	2023 £	2023 £
Gifts	682	-	682	637	-	637
Balance of funds transferred from fellow charity on cessation	-	-	-	17,329	-	17,329
Annual subscriptions - Social car subscriptions	14,302	-	14,302	12,768	-	12,768
Donations and grants	129,280	215,638	344,918	131,938	62,279	194,217
	<u>144,264</u>	<u>215,638</u>	<u>359,902</u>	<u>162,672</u>	<u>62,279</u>	<u>224,951</u>

TENDRING COMMUNITY TRANSPORT**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)*****FOR THE YEAR ENDED 31 MARCH 2024*****3 Charitable activities**

	2024 £	2023 £
BSOG	34,573	6,064
Other income	-	2,729
	<u>34,573</u>	<u>8,793</u>

4 Other trading activities

	Unrestricted funds	Unrestricted funds
	2024 £	2023 £
Transport income	<u>215,148</u>	<u>217,389</u>

5 Investments

	Unrestricted funds	Unrestricted funds
	2024 £	2023 £
Interest receivable	<u>13,851</u>	<u>4,290</u>

TENDRING COMMUNITY TRANSPORT**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)*****FOR THE YEAR ENDED 31 MARCH 2024*****6 Charitable activities**

	2024	2023
	£	£
Training costs	587	860
Wages	331,091	293,968
Social security	18,671	16,862
Pension	5,298	4,409
Rent, rates and water	17,241	20,692
Insurance	1,945	1,862
Light and heat	8,007	6,163
Telephone	3,538	3,619
Postage and stationery	3,235	1,862
Sundries	3,138	2,558
Motor costs	145,542	178,429
Depreciation	45,677	61,087
Computer	7,559	8,218
Premises expenses, repairs and renewals	11,337	7,084
Social car expenditure	16,856	45,395
	<u>619,722</u>	<u>653,068</u>
Share of support costs (see note 7)	8,933	6,538
	<u>628,655</u>	<u>659,606</u>
Analysis by fund		
Unrestricted funds	414,681	502,783
Restricted funds	213,974	156,823
	<u>628,655</u>	<u>659,606</u>

TENDRING COMMUNITY TRANSPORT**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2024****7 Support costs**

	Support costs	Governance costs	2024	Support costs	Governance costs	2023
	£	£	£	£	£	£
Finance	604	-	604	404	-	404
Governance	8,329	-	8,329	6,134	-	6,134
	<u>8,933</u>	<u>-</u>	<u>8,933</u>	<u>6,538</u>	<u>-</u>	<u>6,538</u>
Analysed between						
Charitable activities	<u>8,933</u>	<u>-</u>	<u>8,933</u>	<u>6,538</u>	<u>-</u>	<u>6,538</u>

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	<u>19</u>	<u>14</u>
Employment costs	2024 £	2023 £
Wages and salaries	331,091	293,968
Social security costs	18,671	16,862
Other pension costs	5,298	4,409
	<u>355,060</u>	<u>315,239</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 2024****9 Tangible fixed assets**

	Fixtures and fittings £	Motor vehicles £	Total £
Cost			
At 1 April 2023	20,429	632,780	653,209
Disposals	-	(45,215)	(45,215)
At 31 March 2024	20,429	587,565	607,994
Depreciation and impairment			
At 1 April 2023	12,459	453,781	466,240
Depreciation charged in the year	1,195	44,481	45,676
Eliminated in respect of disposals	-	(44,140)	(44,140)
At 31 March 2024	13,654	454,122	467,776
Carrying amount			
At 31 March 2024	6,775	133,443	140,218
At 31 March 2023	7,970	178,999	186,969

10 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	3,301	6,091
Other debtors	-	403
Prepayments and accrued income	8,376	8,847
	11,677	15,341

11 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	5,607	5,817
Trade creditors	2,677	10,565
Other creditors	1,200	2,305
Accruals and deferred income	17,300	16,640
	26,784	35,327

12 Restricted funds

TENDRING COMMUNITY TRANSPORT**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2024****12 Restricted funds****(Continued)**

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

	Movement in funds			Movement in funds			
	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 1 April 2023	Incoming resources	Resources expended	Balance at 31 March 2024
	£	£	£	£	£	£	£
Integrated Care Systems	101,000	-	(77,823)	23,177	-	(23,177)	-
Reaching Communities	79,000	-	(79,000)	-	-	-	-
Integrated Care Systems	-	39,950	-	39,950	-	(39,950)	-
Helping Hands Closure	-	17,329	-	17,329	-	(17,329)	-
Lottery - Awards For All	-	5,000	-	5,000	-	(5,000)	-
Lottery	-	-	-	-	95,880	(71,910)	23,970
Screwfix	-	-	-	-	3,500	(3,500)	-
CVST - Latimer Community Grant	-	-	-	-	2,000	(2,000)	-
CVST - Stay Well	-	-	-	-	47,514	(15,838)	31,676
CVST - Age Well	-	-	-	-	34,540	(17,270)	17,270
CVST - Age Well Sailship	-	-	-	-	11,704	(5,000)	6,704
TDC	-	-	-	-	15,000	(7,500)	7,500
Essex Community Foundation - Hopper/Social Cars	-	-	-	-	7,000	(7,000)	-
	<u>180,000</u>	<u>62,279</u>	<u>(156,823)</u>	<u>85,456</u>	<u>217,138</u>	<u>(215,474)</u>	<u>87,120</u>

TENDRING COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

12 Restricted funds

(Continued)

Lottery Fund - Reaching Communities

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

Screwfix

Funding towards the installation of an accessible ramp at Tendring Community Transport's offices.

CVST - Latimer Community Grant

Funding towards Tendring Community Transport's core activities.

CVST - Stay Well

One years funding for the Hospital Hopper Service.

CVST - Age Well

Two years funding to cover the costs of a Dial-a-Ride driver's salary together with funding to support elderly, vulnerable people access Sailship services.

Tendring District Council - Tendring Community Fund

One years funding to cover the running costs of an extra Dial-a-Ride minibus.

Essex Community Foundation

One off funding to support the Hospital Hopper Service and the Social Car Expenses.

13 Related party transactions

There were no trustees' remuneration, benefits or expenses for the year ended 31 March 2024 nor for the year ended 31 March 2023.