

PEMBROKESHIRE VOLUNTARY TRANSPORT

England & Wales · Charity number 1078690

Details

Other names	PACTO, PEMBROKESHIRE ASSOCIATION OF COMMUNITY TRANSPORT ORGANISATIONS, PVT
Status	Registered
Legal form	Charitable company
Company number	03865537
Registered	1999-12-21
Register	View on the Charity Commission register

Contact

Address	45 High Street Haverfordwest Pembrokeshire SA61 2BP
Phone	07989265130
Email	peter.p@pembrokeshirevoluntarytransport.org.uk
Website	www.pembrokeshirevoluntarytransport.org.uk

Activities

Objects: TO PROVIDE RELIEF TO THE INHABITANTS OF PEMBROKESHIRE AND ITS ENVIRONS WHO HAVE NEED BECAUSE OF AGE, MENTAL OR PHYSICAL DISABILITY, OR POVERTY, MOTHERS WITH YOUNG CHILDREN OR PEOPLE LIVING IN ISOLATED AREAS WHERE THERE ARE NO ADEQUATE PUBLIC TRANSPORT FACILITIES AND IN PARTICULAR BUT NOT SO AS TO LIMIT THE GENERALITY OF THE FOREGOING:-A/ TO PROVIDE AND MAINTAIN NON-PROFIT COMMUNITY TRANSPORT SERVICES; ANDB/ TO ASSIST THE CHARITABLE WORK OF ORGANISATIONS AND BODIES ENGAGED IN PROMOTING THE RELIEF OF SUCH PERSONS THROUGH THE PROVISION OF APPROPRIATE SERVICES.

Activities: Pembrokeshire Voluntary Transport provides relief to the inhabitants of Pembrokeshire who have need because of age, mental or physical disability, or poverty, or people living in isolated areas where there is no public transport facilities and in particular:-a) To provide and maintain non-profit community transport services, b) to assist the charitable work of organisations and bodies.

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** General Charitable Purposes, Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** PEMBROKESHIRE
- Pembrokeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£298,177	£308,033	-	-
2024-12-31	£299,273	£294,419	-	-
2023-12-31	£235,875	£244,872	-	-
2022-12-31	£203,765	£188,003	-	-
2021-12-31	£155,627	£119,537	-	-
2020-12-31	£86,724	£72,908	-	-

Trustees

Name	Role	Appointed
Kellie Dawn Lowther		2024-09-20
Naomi Katriana Rees		2023-11-20
PETER SCOBLE		2013-03-12
Peter Owen Parsons		2024-09-20
Simon Robert Jones		2023-01-16
Yvonne Susan Bowen		2026-02-02

PEMBROKESHIRE VOLUNTARY TRANSPORT

England & Wales - Charity number 1078690

Accounts

REGISTERED COMPANY NUMBER: 03865537 (England and Wales)
REGISTERED CHARITY NUMBER: 1078690

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024
FOR
PEMBROKESHIRE VOLUNTARY TRANSPORT**

Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

PEMBROKESHIRE VOLUNTARY TRANSPORT

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PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of 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

Chairman's Report

The Fflesci Service operated by PVT, under a SLA with PCC, had another very successful year, despite bad weather and breakdowns. After a Pay Review, in February, the wages of Coordinator and Drivers, were increased by 3.5%. Both Fflesci buses spent considerable time out of Service again due to running repairs. Each vehicle covered over 1,000 miles/ week. Both vehicles urgently need replacing by PCC/ TfW. Only one Minibus is suitable as a 'stand in' for the Fflesci Service.

In July 2024, Katy Leese was given Redundancy Notice and a package, and gratefully thanked for her 3 years work with PVT as Minibus Coordinator, unfortunately this post was no longer viable, duties were absorbed within other posts. Mike Jones took over some of the minibus coordinator's duties as Administration Assistant. Minibus Hire Service bookings increased, new organisations joined, including several schools. But repair bills on the vehicles also increased, due to their age and use. The daily Hire fees were increased to £30, £35 for larger Minibuses, with the continued 'free' first 20 miles, then £1.50/mile, £1.70 for larger minibuses. In November, paid hours for Mike Jones were increased from 4 to 10 hours/ week. The Service, is still under utilised, better promotion is urgently required, (for all 3 services) but PVT doesn't have the resources, whereas PACTO has resources available as part of the Motorbility Grant.

In February, the SLA was renewed, between RVS and PCC for the Pembrokeshire Country Cars Service, including the Accessible part. Through a long standing informal arrangement, PVT had provided Accessible Vehicles, a Coordinator, conducted client and wheelchair risk assessments plus Driver WAV training. In May, a Memorandum of Understanding was signed between RVS and PVT, duties and responsibilities of both organisations set out. PVT agreed to provide vehicles, a Coordinator, plus final driver WAV training. Risk assessments of clients and wheelchairs and MIDAS WAV driver training would be done by PACTO for RVS. This Service began on 3rd June, with Kellie Lowther as Bookings Officer for the RVS Accessible Country Cars Service, wages paid for by PVT but millage for Service, claimed from PCC. Kellie also took over the post of PVT WAV Coordinator, from Mike Jones, her hours were increased to 28 hours/ week and her pay from £13.20 to £13.80/ hour. Mike Jones took over Kellie's duties as PVT Administration Assistant. Journey numbers of this Service increased over the rest of the year from 30 to 60 journeys/ month, with many new regular clients. The PVT Facebook page, edited by Kellie, was very successful in promoting PVT and bringing in volunteer drivers. Bookings for the WAV Hire Service, also increased over the year. After a Review, the Hiring fee for the WAVs was increased to £30 /day, after the first free 20 miles ,additional mileage increased to £1.00. After consulting our clients, extra time slots morning, afternoon and evening were introduced. This increased numbers and brought in new clients. The WAV VW Maxi Caddi NK62 ELH bought by PVT, was sold, to Car and Commercial for £1,400, as due to age and millage it couldn't pass the MOT test. This put extra pressure on the Service and some requests had to be turned down.

On 9th July, two 'Free Lease Agreements' were signed with PACTO for a new Boxer Lite 16 seater accessible Minibus, HT73XTD (funded from Motability Grant) and a second hand WAV WB19BXG (People's Postcode Lottery Grant). 1st August the Vehicles were handed over to PVT. Conversations continue with PACTO about the first WAV and also the second Minibus from the Motability Grant. Unfortunately, the second hand WAV, doesn't have a Winch and can only be used for a wide based wheelchair, so isn't really suitable for use by a Community Transport Organisation. PVT collated information, reports and requested a replacement vehicle from PACTO, similar to one PVT already uses.

The three Coordinators, were given access to all vehicle trackers, enabling them to move vehicles between Services. Data was collated and the Local Bus Service Grant was once again applied for and awarded. The two sets of Policies, for Charity and Business, were combined into one online indexed 'Handbook', accessible to all members and the new IT Share Point Site was set up. Work on a 'Procedures and Quality Manual' also an 'Adverse Weather Policy' began. It was agreed to pay Staff cover hours, when other Staff are on Annual or Sick Leave. After a review in November, the paid hours were increased of Fflesci Coordinator Andrew Lloyd from 16 to 26 hours/ week and Administration Assistant Mike Jones, from 4 to 10 hours/ week, beginning 1st December.

With the new Charity Commission Guidelines published in 2023, it was proposed and agreed that PVT adopt the Charities Commission new Model, as our Governing Document, which aligns with current IT and modern practices. New Articles of Association were put together and adjusted to suit the needs of a CTO. In August, it was agreed to cease fees and Membership of PVT for Groups/ Clubs/ organisations that hire the Minibuses and WAVs, membership will continue as just members of the 'Working Committee.'

PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

PVT continued to work with the Transformation Team from PACTO Motability Project. Initial Information, covering 12 months, including a 'SWOT' Analysis, was collected by PVT staff, to enable the Team, to set a 'Base line' for the Project. Extra Data was also requested by the Team, and agreed on, to be submitted each quarter. Collection of this Data, takes considerable time, which PVT pays for, plus PVT Staff are not trained or experienced in I.T.

At the AGM on 20th September, Tina Norman was re elected as Chairperson (her final year), Peter Scoble, Simon Jones and Naomi Rees were re elected as Trustees. The Board of Trustees was joined by Peter Parsons and Kellie Lowther, (both RVS Drivers)

This year has been a period of growth for PVT in all areas, increased revenue, journey and passenger/client numbers, range of groups we serve but also in our understanding of our strengths and weaknesses as an organisation. And how we can improve as a Community Transport Organisation, for the people of Pembrokeshire.

Objectives and aims

Pembrokeshire Voluntary Transport exists to provide relief to the inhabitants of Pembrokeshire and its environs, who have need because of age, mental or physical disability, or poverty, mothers with young children or people living in isolated areas where there is no public transport facilities and in particular but not so as to limit the generality of the foregoing:-

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.

Public benefit

The Trustees have had due regard to Charity Commission guidance on Public Benefit and this annual report of PVT's activities clearly demonstrate that these objects are being fully met. We continue to provide both a range of community transport services in a number of ways to meet the needs of Pembrokeshire inhabitants identified in the objects, and to seek ways of providing similar services in new areas to meet the needs of other inhabitants.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We continue with the provision of group transport services throughout Pembrokeshire.

Representation

PVT continues to represent the interest of community groups and individuals within the Pembrokeshire area, especially those who experience problems with normal transport facilities.

FINANCIAL REVIEW

Principal funding sources

Total funding received was £299,273 (2023 £235,875) and resources expended during the year amount to £294,419 (2023 £244,872) resulting in a surplus of £4,854 (2023 deficit of £8,997). Total funds held as at 31 December 2024 amount to £130,352 (2023 £125,498) of which £130,227 (2023 £125,350) is unrestricted and £125 (2023 £148) is restricted.

We rely on hire costs from our accessible Minibuses and Wheelchair Accessible Vehicles, as well as support from Pembrokeshire County Council's transport department for our North West Pembrokeshire Fflesci Service and for providing accessible vehicles to the Royal Voluntary Service Accessible Country Cars Service, and from the South West Wales Bus Service Support Grant, to keep our services running.

We aim to keep our costs and charges at an affordable and sustainable level.

Reserves policy

A reserves policy for the organisation has been formally agreed, in line with recommended practice of the Charity Commission. In current circumstances, the Board recognises the need to maintain adequate reserves for the organisation realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured.

It is established that the general reserves take into account three months' overheads/running costs; provision against the risk of funding being reclaimed by funders; sufficient funds to cover any deficit in resources for restricted projects or core activities that may not be funded in future; sufficient working capital to finance cash flow shortfalls anticipated for any restricted project or programme and sufficient funds to build up a reserve to cover replacement of vehicles. The organisation's required level of reserves is £90,000. The level of reserves is calculated annually in order that the Board can establish an appropriate level of reserves for the coming year.

PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document and constitutes an incorporated charity, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Management Committee members are elected individually at the Annual General Meeting. Only individual members of the company or persons nominated by organisations which are members may stand for election for the Management Committee.

Organisational structure

Mrs T Norman - Chairperson
Mr P Scoble - Trustee
Mr S Jones - Trustee
Miss N Rees - Trustee
Mr P Parsons - Trustee
Mrs K Moseley- Trustee and WAV Co-ordinator
Mr B A Hough - Company secretary
Mr A Lloyd - Fflesci Service Co-ordinator
Mr M Jones - Administration assistant
Mrs K Moseley- Accessible PIVOT Co-ordinator
Mr T Reynolds - Driver
Mr M James - Driver
Mr C Payne - Driver
Mr D Mayled - Relief driver
Mr K James - Relief driver

Induction and training of new trustees

Trustees follow an induction programme as recommended by the Charity Commission. Trustees attend training courses provided by PAVS where appropriate.

Related parties

All those charged with governance (directors or trustees), key management personnel and any individual or entity that has control of the charity as well as their spouses, domestic partners and dependents are related parties. Related party transactions are detailed in Note 12.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03865537 (England and Wales)

Registered Charity number

1078690

Registered office

Puffins
9 Cedar Close
East Moor Park,
Cuffern, Haverfordwest
Pembrokeshire
SA62 6HR

Trustees

P Scoble
Mrs T Norman
S R Jones
Ms N Rees (appointed 15.1.24)
P O Parsons (appointed 20.9.24)
Ms K D L Moseley (appointed 20.9.24)

Company Secretary

B A Hough

PEMBROKESHIRE VOLUNTARY TRANSPORT

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner
Alun Evans FCA
Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA81 2BP

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 10/07/2025 and signed on its behalf by:


Mrs T Norman - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PEMBROKESHIRE VOLUNTARY TRANSPORT**

Independent examiner's report to the trustees of Pembrokeshire Voluntary Transport ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity's 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 charity'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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 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.

Alun Evans

Alun Evans FCA

Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

Date: *15 July 2025*

PEMBROKESHIRE VOLUNTARY TRANSPORT

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2024**

		Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds as restated £
	Notes	£	£	£	
INCOME AND ENDOWMENTS FROM					
Donations and legacies		30,525	-	30,525	500
Charitable activities					
Community Transport		63,741	-	63,741	49,314
Other trading activities	2	<u>205,007</u>	-	<u>205,007</u>	<u>186,061</u>
Total		<u>299,273</u>	-	<u>299,273</u>	<u>235,875</u>
EXPENDITURE ON					
Charitable activities					
Community Transport		<u>294,396</u>	<u>23</u>	<u>294,419</u>	<u>244,872</u>
NET INCOME/(EXPENDITURE)		4,877	(23)	4,854	(8,997)
RECONCILIATION OF FUNDS					
Total funds brought forward		125,350	148	125,498	134,495
TOTAL FUNDS CARRIED FORWARD		<u><u>130,227</u></u>	<u><u>125</u></u>	<u><u>130,352</u></u>	<u><u>125,498</u></u>

The notes form part of these financial statements

STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds as restated £
FIXED ASSETS					
Tangible assets	8	25,881	-	25,881	21,506
CURRENT ASSETS					
Debtors	9	66,110	-	66,110	66,350
Cash at bank		53,738	125	53,863	52,938
		<u>119,848</u>	<u>125</u>	<u>119,973</u>	<u>119,288</u>
CREDITORS					
Amounts falling due within one year	10	(15,502)	-	(15,502)	(15,296)
NET CURRENT ASSETS		<u>104,346</u>	<u>125</u>	<u>104,471</u>	<u>103,992</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>130,227</u>	<u>125</u>	<u>130,352</u>	<u>125,498</u>
NET ASSETS		<u>130,227</u>	<u>125</u>	<u>130,352</u>	<u>125,498</u>
FUNDS	11				
Unrestricted funds				130,227	125,350
Restricted funds				125	148
TOTAL FUNDS				<u>130,352</u>	<u>125,498</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 10/07/2025 and were signed on its behalf by

* T Norman
T Norman - Trustee

The notes form part of these financial statements

PEMBROKESHIRE VOLUNTARY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost 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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 15% reducing balance
Motor vehicles	- 20% on cost

Assets over £150 are capitalised and impairment reviews are carried out annually.

Taxation

The charity is exempt from corporation tax on its charitable activities.

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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Preparation of the accounts on a going concern basis

The trustees have considered the financial performance of the Charity for the foreseeable future, in particular, the next 12 to 18 months and are confident that the Charity is a going concern.

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

2. OTHER TRADING ACTIVITIES

	2024	2023 as restated
	£	£
Live Kilometer Support Grant	16,191	13,920
Vehicle hire charge	176,910	130,372
Miscellaneous income	4	-
Filecsi bus co-ordinator SLA	3,420	10,260
School bus service	8,482	31,509
	<u>205,007</u>	<u>186,061</u>

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023 as restated
	£	£
Depreciation - owned assets	<u>7,625</u>	<u>5,266</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

Trustees' expenses

	2024	2023 as restated
	£	£
Trustees' expenses	<u>172</u>	<u>300</u>

Payments were made to one trustee to reimburse expenses incurred on behalf of the charity.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2024	2023 as restated
Drivers	6	5
Company secretary	1	1
Project Co-ordinator	1	1
Minibus Co-ordinator	1	1
Accessible Cars Co-ordinator	1	1
	<u>10</u>	<u>9</u>

No employees received emoluments in excess of £60,000.

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds as restated £
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	500	-	500
Charitable activities			
Community Transport	49,314	-	49,314
Other trading activities	186,061	-	186,061
Total	<u>235,875</u>	<u>-</u>	<u>235,875</u>
EXPENDITURE ON			
Charitable activities			
Community Transport	244,846	26	244,872
NET INCOME/(EXPENDITURE)			
Transfers between funds	(8,971) 65	(26) (65)	(8,997) -
Net movement in funds	<u>(8,906)</u>	<u>(91)</u>	<u>(8,997)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward			
As previously reported	105,195	239	105,434
Prior year adjustment	29,061	-	29,061
As restated	<u>134,256</u>	<u>239</u>	<u>134,495</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>125,350</u></u>	<u><u>148</u></u>	<u><u>125,498</u></u>

7. PRIOR YEAR ADJUSTMENT

The prior period adjustment is a result of an understatement of income and debtors in the prior year. Income was understated by £29,061.

8. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 January 2024	12,374	48,240	60,614
Additions	-	12,000	12,000
At 31 December 2024	<u>12,374</u>	<u>60,240</u>	<u>72,614</u>
DEPRECIATION			
At 1 January 2024	10,864	28,244	39,108
Charge for year	226	7,399	7,625
At 31 December 2024	<u>11,090</u>	<u>35,643</u>	<u>46,733</u>
NET BOOK VALUE			
At 31 December 2024	<u>1,284</u>	<u>24,597</u>	<u>25,881</u>
At 31 December 2023	<u>1,510</u>	<u>19,996</u>	<u>21,506</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023 as restated
	£	£
Incoming resources due	37,600	37,158
Other debtors	21,206	22,254
Prepayments and accrued income	7,304	6,938
	<u>66,110</u>	<u>66,350</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023 as restated
	£	£
Suppliers invoices payable	2,946	6,315
Social security and other taxes	9,732	6,356
Other creditors	2,824	2,625
	<u>15,502</u>	<u>15,296</u>

11. MOVEMENT IN FUNDS

	At 1.1.24 £	Net movement in funds £	At 31.12.24 £
Unrestricted funds			
Pembrokeshire Voluntary Transport	125,350	4,877	130,227
Restricted funds			
SWWITCH	148	(23)	125
	<u>125,498</u>	<u>4,854</u>	<u>130,352</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	299,273	(294,396)	4,877
Restricted funds			
SWWITCH	-	(23)	(23)
	<u>299,273</u>	<u>(294,419)</u>	<u>4,854</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.23 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds					
Pembrokeshire Voluntary Transport	105,195	29,061	(8,971)	65	125,350
Restricted funds					
SWWITCH	239	-	(26)	(65)	148
TOTAL FUNDS	<u>105,434</u>	<u>29,061</u>	<u>(8,997)</u>	<u>-</u>	<u>125,498</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	235,875	(244,846)	(8,971)
Restricted funds			
SWWITCH	-	(26)	(26)
TOTAL FUNDS	<u>235,875</u>	<u>(244,872)</u>	<u>(8,997)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.23 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31.12.24 £
Unrestricted funds					
Pembrokeshire Voluntary Transport	105,195	29,061	(4,094)	65	130,227
Restricted funds					
SWWITCH	239	-	(49)	(65)	125
TOTAL FUNDS	<u>105,434</u>	<u>29,061</u>	<u>(4,143)</u>	<u>-</u>	<u>130,352</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	535,148	(539,242)	(4,094)
Restricted funds			
SWWITCH	-	(49)	(49)
TOTAL FUNDS	<u>535,148</u>	<u>(539,291)</u>	<u>(4,143)</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024**

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2024.

13. MEMBER'S GUARANTEE

The charity is a private company limited by guarantee and consequently does not have share capital. The liability of the members in the event of liquidation is limited to £1 per member.

PEMBROKESHIRE VOLUNTARY TRANSPORT

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

	2024	2023
	£	as restated £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	525	500
Grants	30,000	-
	<hr/>	<hr/>
	30,525	500
Other trading activities		
Live Kilometer Support Grant	16,191	13,920
Vehicle hire charge	176,910	130,372
Miscellaneous income	4	-
Fflecsi bus co-ordinator SLA	3,420	10,260
School bus service	8,482	31,509
	<hr/>	<hr/>
	205,007	186,061
Charitable activities		
Community transport services	58,036	32,173
Affiliation fees	705	180
PIVOT services	-	10,961
Employers allowance	5,000	6,000
	<hr/>	<hr/>
	63,741	49,314
Total incoming resources	<hr/>	<hr/>
	299,273	235,875
EXPENDITURE		
Charitable activities		
Wages	157,497	135,864
Pensions	2,819	2,602
Telephone	821	628
Postage and stationery	761	1,035
Advertising	635	590
Travel and subsistence	3,110	3,130
Meetings, conferences, events	64	893
Training	-	210
Subscriptions	30	150
Vehicle running costs	113,023	87,520
Miscellaneous expenses	1,054	892
Staff uniforms	-	1,516
Computer and software costs	688	-
Equipment repairs and renewals	1,571	-
Plant and machinery	226	267
Motor vehicles	7,399	4,999
	<hr/>	<hr/>
	289,698	240,296
Support costs		
Management		
Trustees' expenses	172	300
Professional fees	3,570	3,577
Insurance	979	699
	<hr/>	<hr/>
	4,721	4,576
Total resources expended	<hr/>	<hr/>
	294,419	244,872
Net income/(expenditure)	<hr/>	<hr/>
	4,854	(8,997)

This page does not form part of the statutory financial statements

PEMBROKESHIRE VOLUNTARY TRANSPORT

England & Wales - Charity number 1078690

Accounts

REGISTERED COMPANY NUMBER: 03865537 (England and Wales)
REGISTERED CHARITY NUMBER: 1078690

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023
FOR
PEMBROKESHIRE VOLUNTARY TRANSPORT

Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

PEMBROKESHIRE VOLUNTARY TRANSPORT

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

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PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of 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

Chairman's Report

A 'Review and Future Planning Lunch' was held with Committee and Drivers. Simon Jones and Andrew Bingham were appointed new Trustees at Committee Meeting on 16th January. The area covered by Fflesci Service expanded by a third, absorbing two existing bus services. Fflesci buses now each averaging 1,000 miles a week, more than PCC and Transport for Wales predicted. South West Wales Bus Service Support Grant applied for and awarded. Fflesci Drivers given a pay rise in line with Government guidelines. PVT Registered Charity Digital Organisation and ISO. New leaflets printed. In March, PVT attended CTA Welsh Conference, Fflesci and WAV Services held up as positive examples. Fflesci bus involved in accident, bus off road for 16 weeks. Verizon Fleet Management system purchased for Fleet. GDPR policy developed.

PVT worked with PACTO on Bid for UK SP Fund. Successful PVT Facebook Page set up by Kellie. At AGM on 20th June, Simon Jones and Andrew Bingham elected as new Trustees. Tina Norman re elected as Chairman, Peter Scoble as Trustee, Brian Hough continues as Company Secretary. Mike Jones stepped down as Trustee but will continue as WAV Coordinator and RVS Liaison Officer but in a paid rather than voluntary capacity. WAV Service journeys trebled from last year, from 30 to 90 per month, limited by number of RVS drivers and vehicles.

PVT worked with PACTO nearly 2 years putting together Bids for the Mobility Grant and for the UK Shared Prosperity Fund, in July, both Bids confirmed successful. Unfortunately there was a breakdown in communication, over several months between the Trustees and with the Committee. In September Mike Jones stepped down as RVS Liaison Officer, RVS then PACTO, temporarily took over this post. On 5th October Andrew Bingham resigned as a Trustee. At Committee meeting 16th October, Trustees apologised to everyone, especially Mike Jones, for lack of clear communication and guidance.

In September PVT purchased a much needed WAV, Volkswagen Caddy C20, NK19AWC, for £24,995. Funding for post of Accessible PIVOT Service Co-ordinator by LHA withdrawn, Kellie continues as PVT Administration Assistant. In November PVT awarded, £30,000 from People's Postcode Lottery Trust. Two more Fflesci Services set up by PCC one by Private company. PVT disadvantaged as a Charity. PCC put all Bus Services out to Tender, with only a few weeks notice, Fflesci Coordinator Andrew Lloyd put together a Bid for the North West Fflesci Service, an important source of revenue for PVT, decision in March. At the Committee meeting on 20th November Naomi Rees was appointed as Trustee. A Christmas Lunch was given for Trustees, Committee, Fflesci and RVS Drivers, a Thank You for everyone's hard work, paid and Voluntary over the past year.

Objectives and aims

Pembrokeshire Voluntary Transport exists to provide relief to the inhabitants of Pembrokeshire and its environs, who have need because of age, mental or physical disability, or poverty, mothers with young children or people living in isolated areas where there is no public transport facilities and in particular but not so as to limit the generality of the foregoing:-

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.

Public benefit

The Trustees have had due regard to Charity Commission guidance on Public Benefit and this annual report of PVT's activities clearly demonstrate that these objects are being fully met. We continue to provide both a range of community transport services in a number of ways to meet the needs of Pembrokeshire inhabitants identified in the objects, and to seek ways of providing similar services in new areas to meet the needs of other inhabitants.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We continue with the provision of group transport services throughout Pembrokeshire.

Representation

PVT continues to represent the interest of community groups and individuals within the Pembrokeshire area, especially those who experience problems with normal transport facilities.

PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2023

FINANCIAL REVIEW

Principal funding sources

Total funding received was £235,875 (2022 £232,827) and resources expended during the year amount to £244,872 (2022 £188,004) resulting in a deficit of £8997 (2022 surplus £44,823). Total funds held as at 31 December 2023 amount to £125,498 (2022 £134,495) of which £125,350 (2022 134,256) is unrestricted and £148 (2022 £239) is restricted.

We rely on hire costs from our accessible Minibuses and Wheelchair Accessible Vehicles, as well as support from Pembrokeshire County Council's transport department for our North West Pembrokeshire Fflesci Service and for providing accessible vehicles to the Royal Voluntary Service Accessible Country Cars Service, and from the South West Wales Bus Service Support Grant, to keep our services running.

We aim to keep our costs and charges at an affordable and sustainable level.

Reserves policy

A reserves policy for the organisation has been formally agreed, in line with recommended practice of the Charity Commission. In current circumstances, the Board recognises the need to maintain adequate reserves for the organisation realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured.

It is established that the general reserves take into account three months' overheads/running costs; provision against the risk of funding being reclaimed by funders; sufficient funds to cover any deficit in resources for restricted projects or core activities that may not be funded in future; sufficient working capital to finance cash flow shortfalls anticipated for any restricted project or programme and sufficient funds to build up a reserve to cover replacement of vehicles. The organisation's required level of reserves is £90,000. The level of reserves is calculated annually in order that the Board can establish an appropriate level of reserves for the coming year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document and constitutes an incorporated charity, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Management Committee members are elected individually at the Annual General Meeting. Only individual members of the company or persons nominated by organisations which are members may stand for election for the Management Committee.

Organisational structure

Mrs T Norman - Chairperson
Mr P Scoble - Trustee
Mr M Jones - Trustee and WAV Co-ordinator
Mr S Jones - Trustee (appointed 16.1.23)
Mr A Bingham - Trustee (appointed 16.1.23, resigned 05.10.23)
Miss N Rees - Trustee (appointed 20.11.23)
Mr B A Hough - Company secretary
Mr A Lloyd - Fflesci Service Co-ordinator
Ms K Leese - Minibus Co-ordinator
Mrs K Moseley- Accessible PIVOT Co-ordinator
Mr T Reynolds - Driver
Mr M James - Driver
Mr C Payne - Driver
Mr P Harvard - Driver
Mr D Mayled - Relief driver
Mr K James - Relief driver

Induction and training of new trustees

Trustees follow an induction programme as recommended by the Charity Commission. Trustees attend training courses provided by PAVS where appropriate.

Related parties

All those charged with governance (directors or trustees), key management personnel and any individual or entity that has control of the charity as well as their spouses, domestic partners and dependents are related parties. Related party transactions are detailed in Note 12.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03865537 (England and Wales)

PEMBROKESHIRE VOLUNTARY TRANSPORT

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023**

Registered Charity number
1078690

Registered office
Puffins
9 Cedar Close
East Moor Park,
Cuffern, Haverfordwest
Pembrokeshire
SA62 6HR

Trustees
P Scoble
Mrs T Norman
M Jones (resigned 20.6.23)
A N Bingham (appointed 16.1.23) (resigned 14.11.23)
S R Jones (appointed 16.1.23)
Ms N Rees (appointed 15.1.24)

Company Secretary
B A Hough

Independent Examiner
Alun Evans
Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on20/09/2024..... and signed on its behalf by:



.....
Mrs T Norman - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PEMBROKESHIRE VOLUNTARY TRANSPORT**

Independent examiner's report to the trustees of Pembrokeshire Voluntary Transport ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's 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 charity'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

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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 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.



Alun Evans

Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

Date: 20.9.2024.

PEMBROKESHIRE VOLUNTARY TRANSPORT

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds as restated £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		500	-	500	815
Charitable activities					
Community Transport		49,314	-	49,314	44,031
Other trading activities	2	186,061	-	186,061	187,981
Total		<u>235,875</u>	<u>-</u>	<u>235,875</u>	<u>232,827</u>
EXPENDITURE ON					
Charitable activities					
Community Transport		244,846	26	244,872	188,004
NET INCOME/(EXPENDITURE)					
Transfers between funds	11	(8,971) 65	(26) (65)	(8,997) -	44,823 -
Net movement in funds		<u>(8,906)</u>	<u>(91)</u>	<u>(8,997)</u>	<u>44,823</u>
RECONCILIATION OF FUNDS					
Total funds brought forward					
As previously reported		105,195	239	105,434	89,672
Prior year adjustment	7	29,061	-	29,061	-
As restated		<u>134,256</u>	<u>239</u>	<u>134,495</u>	<u>89,672</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>125,350</u></u>	<u><u>148</u></u>	<u><u>125,498</u></u>	<u><u>134,495</u></u>

PEMBROKESHIRE VOLUNTARY TRANSPORT (REGISTERED NUMBER: 03865537)

STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds as restated £
FIXED ASSETS					
Tangible assets	8	21,506	-	21,506	1,458
CURRENT ASSETS					
Debtors	9	66,350	-	66,350	77,253
Cash at bank		52,790	148	52,938	58,033
		<u>119,140</u>	<u>148</u>	<u>119,288</u>	<u>135,286</u>
CREDITORS					
Amounts falling due within one year	10	(15,296)	-	(15,296)	(2,249)
		<u>103,844</u>	<u>148</u>	<u>103,992</u>	<u>133,037</u>
NET CURRENT ASSETS					
		<u>125,350</u>	<u>148</u>	<u>125,498</u>	<u>134,495</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>125,350</u>	<u>148</u>	<u>125,498</u>	<u>134,495</u>
NET ASSETS					
		<u>125,350</u>	<u>148</u>	<u>125,498</u>	<u>134,495</u>
FUNDS					
	11				
Unrestricted funds				125,350	134,256
Restricted funds				148	239
				<u>125,498</u>	<u>134,495</u>
TOTAL FUNDS					
				<u>125,498</u>	<u>134,495</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 29.9.2024 and were signed on its behalf by:

Mrs T Norman

Mrs T Norman - Trustee

PEMBROKESHIRE VOLUNTARY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost 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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 15% reducing balance
Motor vehicles	- 20% on cost

Assets over £150 are capitalised and impairment reviews are carried out annually.

Taxation

The charity is exempt from corporation tax on its charitable activities.

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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Preparation of the accounts on a going concern basis

The trustees have considered the financial performance of the Charity for the foreseeable future, in particular, the next 12 to 18 months and are confident that the Charity is a going concern.

PEMBROKESHIRE VOLUNTARY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

2. OTHER TRADING ACTIVITIES

	2023	2022 as restated
	£	£
Live Kilometer Support Grant	13,920	21,717
Vehicle hire charge	130,372	127,607
Fillecsi bus co-ordinator SLA	10,260	10,260
School bus service	31,509	28,397
	<u>186,061</u>	<u>187,981</u>

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022 as restated
	£	£
Depreciation - owned assets	5,266	259
	<u>5,266</u>	<u>259</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees' expenses

	2023	2022 as restated
	£	£
Trustees' expenses	300	655
	<u>300</u>	<u>655</u>

Payments were made to one trustee to reimburse expenses incurred on behalf of the charity.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2023	2022 as restated
Drivers	5	5
Company secretary	1	1
Project Co-ordinator	1	1
Minibus Co-ordinator	1	1
Accessible Cars Co-ordinator	1	1
	<u>9</u>	<u>9</u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds as restated
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	815	-	815
Charitable activities			
Community Transport	44,031	-	44,031
Other trading activities	187,981	-	187,981
Total	<u>232,827</u>	<u>-</u>	<u>232,827</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds	Restricted funds	Total funds as restated
	£	£	£
	<u> </u>	<u> </u>	<u> </u>
EXPENDITURE ON			
Charitable activities			
Community Transport	188,040	(36)	188,004
	<u> </u>	<u> </u>	<u> </u>
NET INCOME	44,787	36	44,823
RECONCILIATION OF FUNDS			
Total funds brought forward	89,469	203	89,672
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD	<u>134,256</u>	<u>239</u>	<u>134,495</u>

7. PRIOR YEAR ADJUSTMENT

The prior period adjustment is a result of an understatement of income and debtors in the prior year. Income was understated by £29,061.

8. TANGIBLE FIXED ASSETS

	Plant and machinery	Motor vehicles	Totals
	£	£	£
	<u> </u>	<u> </u>	<u> </u>
COST			
At 1 January 2023	12,055	138,596	150,651
Additions	319	24,995	25,314
Disposals	-	(115,351)	(115,351)
	<u> </u>	<u> </u>	<u> </u>
At 31 December 2023	12,374	48,240	60,614
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
At 1 January 2023	10,597	138,596	149,193
Charge for year	267	4,999	5,266
Eliminated on disposal	-	(115,351)	(115,351)
	<u> </u>	<u> </u>	<u> </u>
At 31 December 2023	10,864	28,244	39,108
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 31 December 2023	1,510	19,996	21,506
	<u> </u>	<u> </u>	<u> </u>
At 31 December 2022	1,458	-	1,458
	<u> </u>	<u> </u>	<u> </u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022 as restated
	£	£
	<u> </u>	<u> </u>
Incoming resources due	37,158	47,192
Other debtors	29,192	30,061
	<u> </u>	<u> </u>
	66,350	77,253
	<u> </u>	<u> </u>

PEMBROKESHIRE VOLUNTARY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022 as restated
	£	£
Suppliers invoices payable	6,315	16
Social security and other taxes	6,356	349
Other creditors	2,625	1,884
	<u>15,296</u>	<u>2,249</u>

11. MOVEMENT IN FUNDS

	At 1.1.23 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds					
Pembrokeshire Voluntary Transport	105,195	29,061	(8,971)	65	125,350
Restricted funds					
SWWITCH	239	-	(26)	(65)	148
TOTAL FUNDS	<u>105,434</u>	<u>29,061</u>	<u>(8,997)</u>	<u>-</u>	<u>125,498</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	235,875	(244,846)	(8,971)
Restricted funds			
SWWITCH	-	(26)	(26)
TOTAL FUNDS	<u>235,875</u>	<u>(244,872)</u>	<u>(8,997)</u>

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
Pembrokeshire Voluntary Transport	89,469	44,787	134,256
Restricted funds			
SWWITCH	203	36	239
TOTAL FUNDS	<u>89,672</u>	<u>44,823</u>	<u>134,495</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023**

11. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	232,827	(188,040)	44,787
Restricted funds			
SWWITCH	-	36	36
TOTAL FUNDS	<u>232,827</u>	<u>(188,004)</u>	<u>44,823</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.22 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds					
Pembrokeshire Voluntary Transport	89,469	29,061	35,816	65	154,411
Restricted funds					
SWWITCH	203	-	10	(65)	148
TOTAL FUNDS	<u>89,672</u>	<u>29,061</u>	<u>35,826</u>	<u>-</u>	<u>154,559</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	468,702	(432,886)	35,816
Restricted funds			
SWWITCH	-	10	10
TOTAL FUNDS	<u>468,702</u>	<u>(432,876)</u>	<u>35,826</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

PEMBROKESHIRE VOLUNTARY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2023

13. MEMBER'S GUARANTEE

The charity is a private company limited by guarantee and consequently does not have share capital. The liability of the members in the event of liquidation is limited to £1 per member.

PEMBROKESHIRE VOLUNTARY TRANSPORT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

	2023	2022
	£	as restated £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	500	815
Other trading activities		
Live Kilometer Support Grant	13,920	21,717
Vehicle hire charge	130,372	127,607
Flecsi bus co-ordinator SLA	10,260	10,260
School bus service	31,509	28,397
	<hr/>	<hr/>
	186,061	187,981
Charitable activities		
Community transport services	32,173	36,447
Affiliation fees	180	240
PIVOT services	10,961	-
Employers allowance	6,000	7,344
	<hr/>	<hr/>
	49,314	44,031
Total incoming resources	<hr/>	<hr/>
	235,875	232,827
EXPENDITURE		
Charitable activities		
Wages	135,864	105,364
Pensions	2,602	1,972
Telephone	628	672
Postage and stationery	1,035	471
Advertising	590	524
Travel and subsistence	3,130	3,039
Meetings, conferences, events	893	48
Training	210	245
Subscriptions	150	-
Vehicle running costs	87,520	71,405
Miscellaneous expenses	892	-
Staff uniforms	1,516	-
Plant and machinery	267	259
Motor vehicles	4,999	-
	<hr/>	<hr/>
	240,296	183,999
Support costs		
Management		
Trustees' expenses	300	655
Professional fees	3,577	3,310
Insurance	699	40
	<hr/>	<hr/>
	4,576	4,005
Total resources expended	<hr/>	<hr/>
	244,872	188,004
Net (expenditure)/income	<hr/>	<hr/>
	(8,997)	44,823

This page does not form part of the statutory financial statements

PEMBROKESHIRE VOLUNTARY TRANSPORT
FIXED ASSET REGISTER
YEAR ENDED 31 December 2023

	Cost 01.01.23	Additions	Disposals	Funded by restricted grant	Cost 31.12.23	Depr'n B/fwd	Depr'n for year	Depr'n on dispa	Depr'n C/fwd	WDV 31.12.23	WDV 31.12.22
MOTOR VEHICLES (20% SL)											
VW Caddy Life Feb 08	£ 24,995.57		(£ 24,996)		£ -	£ 24,995.57	-	(£ 24,995.57)	£ -	£ -	£ -
L168 NUJ Sep 08	£ 42,881.01		(£ 42,881)		£ -	£ 42,881.01	-	(£ 42,881.01)	£ -	£ -	£ -
VW Caddy Maxi 4 Life	£ 23,245.00	£ 24,995.00		(23,245.00)	£ 23,245.00	£ 23,245.00	-	-	£ 23,245.00	£ -	£ -
VW Caddy	£ 19,086.23	£ 24,995.00		£ 24,995.00	£ 24,995.00	£ 4,999.00	£ 4,999.00	-	£ 4,999.00	£ 19,996.00	£ -
	£ 91,121.58	£ 24,995.00	(£ 67,876.58)	(£ 23,245.00)	£ 48,240.00	£ 91,121.58	£ 4,999.00	(£ 67,876.58)	£ 28,244.00	£ 19,996.00	£ -
PLANT & EQUIPMENT (15% RB)											
4x Laptop Computers	£ 4,388.00			(4,388.00)	£ 4,388.00	£ 4,112.00	£ 41.00		£ 4,153.00	£ 235.00	£ 276.00
2x Display Units	£ 1,057.48			(1,057.48)	£ 1,057.48	£ 991.00	£ 10.00		£ 1,001.00	£ 56.48	£ 66.48
Office Equipment	£ 711.41			(711.41)	£ 711.41	£ 666.00	£ 7.00		£ 673.00	£ 38.41	£ 45.41
Computer & software	£ 699.00			(699.00)	£ 699.00	£ 648.00	£ 8.00		£ 656.00	£ 43.00	£ 51.00
Computer & software	£ 536.82				£ 536.82	£ 482.00	£ 8.00		£ 490.00	£ 46.82	£ 54.82
Wheelchair accessories	£ 962.02				£ 962.02	£ 825.00	£ 21.00		£ 846.00	£ 116.02	£ 137.02
Pressure Washer	£ 470.93				£ 470.93	£ 404.00	£ 10.00		£ 414.00	£ 56.93	£ 66.93
Childseats	£ 898.06				£ 898.06	£ 771.00	£ 19.00		£ 790.00	£ 108.06	£ 127.06
Container	£ 990.00				£ 990.00	£ 849.00	£ 21.00		£ 870.00	£ 120.00	£ 141.00
Container	£ 888.00				£ 888.00	£ 761.00	£ 19.00		£ 780.00	£ 108.00	£ 127.00
Container	£ 1,878.00			(£ 1,878.00)	£ -	£ 1,611.00	£ 40.00		(£ 1,651.00)	£ 227.00	£ 267.00
Grant	£ 1,074.00				£ 1,074.00	£ 895.00	£ 27.00		£ 922.00	£ 152.00	£ 179.00
Container	£ 130.00				£ 130.00	£ 105.00	£ 4.00		£ 109.00	£ 21.00	£ 25.00
HP Printer	£ 430.00			(430.00)	£ -	£ 348.00	£ 12.00		£ 360.00	£ 70.00	£ 82.00
Samsung laptop	£ 398.00			(398.00)	£ -	£ 306.00	£ 14.00		£ 320.00	£ 78.00	£ 92.00
2 Wheelchairs	£ 299.00				£ 299.00	£ 45.00	£ 38.00		£ 83.00	£ 216.00	£ 254.00
Laptop	£ 0.00				£ -	£ -	£ 48.00		£ 48.00	£ 271.20	£ -
Push button key cabinet	£ 319.20				£ 319.20	£ -	£ -		£ -	£ -	£ -
	£ 12,054.72	£ 319.20	(£ 7,683.89)	(£ 7,683.89)	£ 12,373.92	£ 10,597.00	£ 267.00	(£ 67,876.58)	£ 10,864.00	£ 1,509.92	£ 1,457.72
TOTAL											
	£ 103,176.30	£ 25,314.20	(£ 67,876.58)	(£ 30,928.89)	£ 60,613.92	£ 101,718.58	£ 5,266.00	(£ 67,876.58)	£ 39,108.00	£ 21,505.92	£ 1,457.72
										SWWITCH	£ 148.00
										PCC	£ 874.72
										Unrestricted	£ 21,505.92

PEMBROKESHIRE VOLUNTARY TRANSPORT

England & Wales - Charity number 1078690

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Commission
PO Box 211
Bootle
L20 7YX

Email letter to Charity contact

Date: 17th October 2023

Dear Trustees,

PEMBROKESHIRE VOLUNTARY TRANSPORT : 1078690

The Charity Commission has recently been made aware that there may be a dispute, in the above named charity. Please ensure that a copy of this correspondence is circulated to all the trustees.

Whilst disputes within charities are relatively rare, when they occur they can be extremely damaging to the charity and its reputation, as well as placing its assets and beneficiaries at risk. In all cases we expect people to put their personal differences aside and aim to work solely in the best interests of the charity.

It is the trustees' responsibility to resolve disputes. The Charity Commission can only get involved in exceptional circumstances. This is when we have evidence that all other available methods of resolving the dispute have been attempted and have failed. Should we receive further information that this is the case, we may write to you again to seek assurances.

We require the trustees to consider the following guidance:

[Disagreements and Disputes in Charities](#)

[CC3 - The essential trustee](#)

[5-minute guides for charity trustees - GOV.UK \(www.gov.uk\)](#)

You do not need to reply to this letter, it has been sent under section 15(2) of the Charities Act 2011 to provide you with information and advice to manage potential risks in your charity.

All information, including this letter, has been saved to the charity's records.

On track to meet your deadline?

Visit www.gov.uk/charity-commission for help on filing your annual return and accounts

t: 0300 066 9197 (General enquiries)

w: www.gov.uk/charity-commission

Yours faithfully,
Lorraine Ross



CHARITY COMMISSION
FOR ENGLAND AND WALES

PEMBROKESHIRE VOLUNTARY TRANSPORT

England & Wales - Charity number 1078690

Accounts

REGISTERED COMPANY NUMBER: 03865537 (England and Wales)
REGISTERED CHARITY NUMBER: 1078690

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021
FOR
PEMBROKESHIRE VOLUNTARY TRANSPORT

Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

PEMBROKESHIRE VOLUNTARY TRANSPORT

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

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PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of 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

Chairman's Report

During 2021 most of our committee meetings were held via Zoom. The number of users and journeys made were reduced by covid restrictions, however the level of bookings for the minibuses during the year did steadily increase as more groups, clubs, organisations and individuals resumed their pre covid activities. The increase in bookings can also be attributed to the increased publicity and advertising of our services.

Around 22 organisations used our minibuses in 2021. It was agreed that an additional post was required, that of Minibus Co-ordinator. After interviews Katy Leese was offered and accepted the position. In January one of our minibuses (Gracie) was sold, it not being cost effective to pay for the repairs to pass the MOT, in October we had to sell a further minibus (Rosie) for the same reasons.

2021 was also a successful year for the Accessible Car Scheme despite the covid restrictions. The two vehicles were hired out to groups, clubs and individuals, and also hired with a volunteer driver. Mike Jones, our new volunteer trustee and Accessible Car Co-ordinator was co-opted onto the committee in March.

Hirer numbers continued to increase, many users becoming regulars, using the cars for access to work, medical appointments, social or support groups, shopping, visiting family and friends or for other personal reasons. The service was used to enable people to receive vaccinations.

Mike took over the training of hirers. The dead mileage for volunteer drivers was reinstated with Pembrokeshire County Council. There was an increase in requests for the use of the vehicles in the evenings and at weekends. There are four volunteer drivers and Mike who endeavour to provide cover seven days a week, including evenings.

The Flecsi Service Project continued to grow over the year, 175 rides in July to over 500 in December. There are four contracted drivers and four relief drivers.

In March online banking for salaries was set up, driver hours were increased and lunchtime slots and ticket options were increased. There was a sharp increase in use over the summer period, the increased publicity meant two buses ran 7.30 to 18.30 Monday to Friday and one bus 8.30 to 18.30 Saturdays. Around 800 passenger accounts were created. The number of 'demand met' journeys increased.

The expected drop in passenger numbers in Autumn was offset by an increase in local elderly and young passengers. Pembrokeshire Voluntary Transport has a website, Facebook, Instagram and Twitter accounts. Our great drivers have helped individuals and other organisations whilst also supporting each other. Karel Jasper excelled in her post as Project Co-ordinator.

In October Pembrokeshire Voluntary Transport agreed to join a pilot scheme with the existing PIVOT scheme at Withybush Hospital. Pembrokeshire Voluntary Transport providing a dedicated accessible vehicle and paid drivers, 3pm to 8pm seven days a week, to enable those with mobility problems to be taken home when discharged from hospital. Funding to come from WCVA Health and Social Care team. The scheme was to run January to April 2022. The jobs were advertised, three drivers were interviewed, offered jobs and accepted positions.

PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

OBJECTIVES AND ACTIVITIES

Objectives and aims

Pembrokeshire Voluntary Transport exists to provide relief to the inhabitants of Pembrokeshire and its environs, who have need because of age, mental or physical disability, or poverty, mothers with young children or people living in isolated areas where there is no public transport facilities and in particular but not so as to limit the generality of the foregoing:-

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.

Public benefit

The Trustees have had due regard to Charity Commission guidance on Public Benefit and this annual report of PVT's activities clearly demonstrate that these objects are being fully met. We continue to provide both a range of community transport services in a number of ways to meet the needs of Pembrokeshire inhabitants identified in the objects, and to seek ways of providing similar services in new areas to meet the needs of other inhabitants.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We continue with the provision of group transport services throughout Pembrokeshire. In compliance with Pembrokeshire County Council's PPE guidelines, all vehicles were fitted out, drivers given protection and a cleaning scheme put in place.

Representation

PVT continues to represent the interest of community groups and individuals within the South Pembrokeshire area, especially those who experience problems with normal transport facilities.

FINANCIAL REVIEW

Principal funding sources

Total funding received was £155,627 (2021 £86,724) and resources expended during the year amount to £119,537 (2020 £72,908) resulting in a surplus of £36,090 (2020 £13,816). Total funds held as at 31 December 2021 amount to £89,672 (2020 £53,582) of which £89,469 (2020 £53,343) is unrestricted and £203 (2020 £239) is restricted.

We rely on contributions from our users for vehicle hire costs and passenger fares as well as support from Pembrokeshire County Council's transport department and the Flecsi Scheme Pilot Project to keep these services running. We also receive support from local organisations and PACTO in obtaining funding to replace the vehicles.

We aim to keep our costs and charges at an affordable and sustainable level.

PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

FINANCIAL REVIEW

Reserves policy

A reserves policy for the organisation has been formally agreed, in line with recommended practice of the Charity Commission. In current circumstances, the Board recognises the need to maintain adequate reserves for the organisation realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured.

It is established that the general reserves take into account three months' overheads/running costs; provision against the risk of funding being reclaimed by funders; sufficient funds to cover any deficit in resources for restricted projects or core activities that may not be funded in future; sufficient working capital to finance cash flow shortfalls anticipated for any restricted project or programme and sufficient funds to build up a reserve to cover replacement of vehicles. The organisation's required level of reserves is £90,000. The level of reserves is calculated annually in order that the Board can establish an appropriate level of reserves for the coming year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

Recruitment and appointment of new trustees

Management Committee members are elected individually at the Annual General Meeting. Only individual members of the company or persons nominated by organisations which are members may stand for election for the Management Committee.

There are around 24 organisation members. In March Mike Jones joined as a trustee and 'Accessible Car Co-ordinator'. In May Margaret Vickery resigned as a trustee, she had been the driving force behind Pembrokehire Voluntary Transport for many years. Under her guidance Pembrokehire Voluntary Transport has grown from a small local charity to an established countywide charity and a limited company. She encouraged Pembrokehire Voluntary Transport to work with Transport for Wales and Pembrokehire County Council on the successful Flecsi Scheme Pilot Project. In December another trustee, Phil Kirkby resigned. He has been a voluntary driver in the St Davids area and a valued, consistent Pembrokehire Voluntary Transport trustee for many years.

Organisational structure

Mrs M A Vickery - Trustee - resigned in May
Mrs T Norman - Chairperson - appointed 14.10.2020
Mr P Scoble - Trustee
Mr P Kirkby - Trustee - resigned in December
Mr M Jones - Trustee and Accessible Cars Co-ordinator - joined in March
Mr B A Hough - Company secretary
Ms K Jasper - Project Co-ordinator
Ms K Leese - Minibus Co-ordinator - joined in August
Mr T Reynolds - Driver
Mr M James - Driver
Mr C Payne - Driver
Mr P Harvard - Driver
Mr D Mayled - Relief driver
Mr K James - Relief driver
Mr J Burchell - Relief driver
Mr A Lloyd - Relief driver

PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

Trustees follow an induction programme as recommended by the Charity Commission. Trustees attend training courses provided by PAVS where appropriate.

Related parties

All those charged with governance (directors or trustees), key management personnel and any individual or entity that has control of the charity as well as their spouses, domestic partners and dependents are related parties. Related party transactions are detailed in Note 12.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03865537 (England and Wales)

Registered Charity number

1078690

Registered office

Puffins
9 Cedar Close
East Moor Park,
Cuffern, Haverfordwest
Pembrokeshire
SA62 6HR

Trustees

P M Kirby
P Scoble
M A Vickery
Mrs T Norman

Company Secretary

B A Hough

Independent Examiner

Alun Evans
ICAEW
Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

PEMBROKESHIRE VOLUNTARY TRANSPORT

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2021**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on and signed on its behalf by:

.....
Mrs T Norman - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PEMBROKESHIRE VOLUNTARY TRANSPORT**

Independent examiner's report to the trustees of Pembrokeshire Voluntary Transport ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity's 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 charity'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

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 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.

Alun Evans
ICAEW
Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

Date:

PEMBROKESHIRE VOLUNTARY TRANSPORT
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		3,775	-	3,775	1,318
Other trading activities	2	151,852	-	151,852	85,406
Total		155,627	-	155,627	86,724
EXPENDITURE ON					
Charitable activities					
Community Transport		121,701	36	121,737	72,908
Other		(2,200)	-	(2,200)	-
Total		119,501	36	119,537	72,908
NET INCOME/(EXPENDITURE)		36,126	(36)	36,090	13,816
RECONCILIATION OF FUNDS					
Total funds brought forward		53,343	239	53,582	39,766
TOTAL FUNDS CARRIED FORWARD		89,469	203	89,672	53,582

The notes form part of these financial statements

PEMBROKESHIRE VOLUNTARY TRANSPORT (REGISTERED NUMBER: 03865537)

STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	7	1,454	(36)	1,418	1,668
CURRENT ASSETS					
Debtors	8	38,586	-	38,586	32,364
Cash at bank		55,039	239	55,278	24,267
		<u>93,625</u>	<u>239</u>	<u>93,864</u>	<u>56,631</u>
CREDITORS					
Amounts falling due within one year	9	(5,610)	-	(5,610)	(4,717)
NET CURRENT ASSETS		<u>88,015</u>	<u>239</u>	<u>88,254</u>	<u>51,914</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>89,469</u>	<u>203</u>	<u>89,672</u>	<u>53,582</u>
NET ASSETS		<u>89,469</u>	<u>203</u>	<u>89,672</u>	<u>53,582</u>
FUNDS	10				
Unrestricted funds				89,469	53,343
Restricted funds				203	239
TOTAL FUNDS				<u>89,672</u>	<u>53,582</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

PEMBROKESHIRE VOLUNTARY TRANSPORT (REGISTERED NUMBER: 03865537)

**STATEMENT OF FINANCIAL POSITION - continued
31 DECEMBER 2021**

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

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
T Norman - Trustee

PEMBROKESHIRE VOLUNTARY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost 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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 15% reducing balance
Motor vehicles	- 20% on cost

Assets over £150 are capitalised and impairment reviews are carried out annually.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

1. ACCOUNTING POLICIES - continued

Fund accounting

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.

Preparation of the accounts on a going concern basis

The trustees have considered the financial performance of the Charity for the foreseeable future, in particular, the next 12 to 18 months and are confident that the Charity is a going concern.

2. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Vehicle hire charge	151,627	85,346
Affiliation fees	225	60
	151,852	85,406

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	250	295
Surplus on disposal of fixed assets	(2,200)	-
	(1,950)	295

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

	2021	2020
	£	£
Trustees' expenses	935	898
	935	898

Payments were made to one trustee to reimburse expenses incurred on behalf of the charity.

PEMBROKESHIRE VOLUNTARY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2021	2020
Drivers	4	3
Company secretary	1	1
Project Co-ordinator	1	1
Minibus Co-ordinator	1	-
Accessible Cars Co-ordinator	1	-
	<u>8</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,318	-	1,318
Other trading activities	85,406	-	85,406
Total	<u>86,724</u>	<u>-</u>	<u>86,724</u>
EXPENDITURE ON			
Charitable activities			
Community Transport	72,865	43	72,908
NET INCOME/(EXPENDITURE)	<u>13,859</u>	<u>(43)</u>	<u>13,816</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	39,484	282	39,766
TOTAL FUNDS CARRIED FORWARD	<u>53,343</u>	<u>239</u>	<u>53,582</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

7. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 January 2021	11,756	207,199	218,955
Disposals	-	(68,603)	(68,603)
	<hr/>	<hr/>	<hr/>
At 31 December 2021	11,756	138,596	150,352
DEPRECIATION			
At 1 January 2021	10,088	207,199	217,287
Charge for year	250	-	250
Eliminated on disposal	-	(68,603)	(68,603)
	<hr/>	<hr/>	<hr/>
At 31 December 2021	10,338	138,596	148,934
NET BOOK VALUE			
At 31 December 2021	<hr/> <hr/> 1,418	<hr/> <hr/> -	<hr/> <hr/> 1,418
At 31 December 2020	<hr/> <hr/> 1,668	<hr/> <hr/> -	<hr/> <hr/> 1,668

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Incoming resources due	38,586	32,364
	<hr/> <hr/>	<hr/> <hr/>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Suppliers invoices payable	16	153
Social security and other taxes	3,836	2,895
Other creditors	1,758	1,669
	<hr/> <hr/> 5,610	<hr/> <hr/> 4,717

10. MOVEMENT IN FUNDS

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
Pembrokeshire Voluntary Transport	53,343	36,126	89,469
Restricted funds			
SWWITCH	239	(36)	203
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
TOTAL FUNDS	53,582	36,090	89,672

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	155,627	(119,501)	36,126
Restricted funds			
SWWITCH	-	(36)	(36)
TOTAL FUNDS	<u>155,627</u>	<u>(119,537)</u>	<u>36,090</u>

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
Pembrokeshire Voluntary Transport	39,484	13,859	53,343
Restricted funds			
SWWITCH	282	(43)	239
TOTAL FUNDS	<u>39,766</u>	<u>13,816</u>	<u>53,582</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	86,724	(72,865)	13,859
Restricted funds			
SWWITCH	-	(43)	(43)
TOTAL FUNDS	<u>86,724</u>	<u>(72,908)</u>	<u>13,816</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021**

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.20 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
Pembrokeshire Voluntary Transport	39,484	49,985	89,469
Restricted funds			
SWWITCH	282	(79)	203
TOTAL FUNDS	<u>39,766</u>	<u>49,906</u>	<u>89,672</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	242,351	(192,366)	49,985
Restricted funds			
SWWITCH	-	(79)	(79)
TOTAL FUNDS	<u>242,351</u>	<u>(192,445)</u>	<u>49,906</u>

11. CONTINGENT LIABILITIES

The following fixed assets have been purchased with public grant funding. The grant providers reserve the right to monitor the assets for 5 years. The grant is treated as restricted funds which is reduced over the useful life of the asset. The closing fund at 31 December 2021 is £203.

Plant and machinery at cost	£
2013 purchased with funding from SWWITCH	430
2014 purchases with funding from SWWITCH	398
Total	<u>828</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

13. MEMBER'S GUARANTEE

The charity is a private company limited by guarantee and consequently does not have share capital. The liability of the members in the event of liquidation is limited to £1 per member.

PEMBROKESHIRE VOLUNTARY TRANSPORT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,524	1,020
Grants	251	298
	<hr/>	<hr/>
	3,775	1,318
Other trading activities		
Vehicle hire charge	151,627	85,346
Affiliation fees	225	60
	<hr/>	<hr/>
	151,852	85,406
	<hr/>	<hr/>
Total incoming resources	155,627	86,724
EXPENDITURE		
Charitable activities		
Wages	72,255	35,681
Pensions	1,038	305
Telephone	943	522
Postage and stationery	1,087	711
Advertising	300	16
Sundries	25	11
Travel and subsistence	1,772	2,199
Meetings, conferences, events	-	70
Training	300	1,100
MOT and road tax	1,300	1,458
Fuel	18,512	7,151
Vehicle maintenance and repair	8,740	5,974
Vehicle insurance	10,876	13,249
Plant and machinery	250	295
	<hr/>	<hr/>
	117,398	68,742
Other		
Profit/Loss on sale of tangible fixed assets	(2,200)	-
Support costs		
Management		
Trustees' expenses	935	898
Professional fees	2,787	2,633
Carried forward	3,722	3,531

This page does not form part of the statutory financial statements

PEMBROKESHIRE VOLUNTARY TRANSPORT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 £	2020 £
Management		
Brought forward	3,722	3,531
Insurance	617	635
	<u>4,339</u>	<u>4,166</u>
Total resources expended	<u>119,537</u>	<u>72,908</u>
Net income	<u><u>36,090</u></u>	<u><u>13,816</u></u>

This page does not form part of the statutory financial statements

PEMBROKESHIRE VOLUNTARY TRANSPORT

England & Wales - Charity number 1078690

Accounts

REGISTERED COMPANY NUMBER: 03865537 (England and Wales)
REGISTERED CHARITY NUMBER: 1078690

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020
FOR
PEMBROKESHIRE VOLUNTARY TRANSPORT

Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

DRAFT

PEMBROKESHIRE VOLUNTARY TRANSPORT

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

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PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of 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

Chairman's Report

2020 - What a year!

It was to be full of promise with a new energetic worker in place, Karel, and a partnership opportunity with Transport for Wales (TfW) to start up a flexible bus service running throughout St Davids Peninsular. This had begun on time with a daily school run from Croesgoch to Caer Elen School in Haverfordwest in September 2019 and has carried on until the school's closure in March 2020 because of the pandemic.

The main element of this whole service, using 2 new Mercedes low floor accessible minibuses was due to begin on April 1st but in fact did not start until September this year (again mainly due to the pandemic). For several weeks it began with exploratory journeys in order to show ourselves and the buses to the community. This service also incorporated the well established twice weekly Dial-a-Ride within St Davids. This whole service has carried on up to the end of December (and onwards) being financed by TfW and operated physically by PVT with 3 full time energized drivers and several relief drivers and of course with our part time worker, When the bus is not operating with pre-arranged passengers, the drivers take the opportunity to ensure that the appropriate roads are suitable for our vehicles, dropping informative contact leaflets appropriately, taking photos of 'pick up spots' for advertisement purposes, carrying out safety checks with PACTO trained staff to ensure wheelchairs and their users can use all aspects of this service safely with confidence etc etc.

The accessible cars, because they are driven by RVS volunteers have not been used as the relevant authorities would not allow any journeys with their volunteers. However after careful consideration with the trustees, it was agreed that it would be permissible for a driver to hire one of the buses, in order to transport a wheelchair user if they were in the same bubble, this was to limit the amount of close contact with one another.

Our 6 minibuses were only used occasionally in Jan - March as is usual at this time of the year (cold and wet) not many groups going out and then when the pandemic struck this part of PVT's work and income closed down and is still to open up. Several volunteers have kindly started both all the cars and minibuses to prevent any lack of battery charges and brakes sticking etc, this happened generally every 3 weeks.

Trustees did consider buying screens to put around the drivers in each minibus to enable them to be used but this was discounted as not economically viable. However as the flexible service was continuing we did get full screens around the drivers in the 2 new buses and in Bws Y Bobl (relief bus for service).

During the year Paul Guisbourne-Hilton resigned his position as a trustee and as the booking co-ordinator as he was re-evaluating what he was doing and where he might move. We thanked him for all his work in both positions. Therefore we asked Karel to take over the role of booking co-ordinator and were very glad when she said 'yes' and will do this task mainly online.

Maggie gave up the role of the Chair of Trustees towards the end of the year as she was hoping to move away due to her husband's job. Although this move was delayed (because of the pandemic) Tina still took over the role with the trustees full agreement, with Maggie doing a few months joint working with her.

PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

OBJECTIVES AND ACTIVITIES

Objectives and aims

Pembrokeshire Voluntary Transport exists to provide relief to the inhabitants of Pembrokeshire and its environs, who have need because of age, mental or physical disability, or poverty, mothers with young children or people living in isolated areas where there is no public transport facilities and in particular but not so as to limit the generality of the foregoing:-

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.

Public benefit

The Trustees have had due regard to Charity Commission guidance on Public Benefit and this annual report of PVT's activities clearly demonstrate that these objects are being fully met. We continue to provide both a range of community transport services in a number of ways to meet the needs of Pembrokeshire inhabitants identified in the objects, and to seek ways of providing similar services in new areas to meet the needs of other inhabitants.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The bulk of our operation continues to be the provision of group transport services throughout Pembrokeshire.

Representation

PVT continues to represent the interest of community groups and individuals within the South Pembrokeshire area, especially those who experience problems with normal transport facilities.

FINANCIAL REVIEW

Principal funding sources

Total funding received was £86,724 (2019 £40,538) and resources expended during the year amount to £72,908 (2019 £44,774) resulting in a surplus of £13,816 (2019 deficit £4,236). Total funds held as at 31 December 2020 amount to £53,582 (2019 £39,766) of which £53,343 (2019 £39,484) is unrestricted and £239 (2019 £282) is restricted.

We rely on contributions from our users for vehicle hire costs and passenger fares as well as support from Pembrokeshire County Council's transport department to keep these services running. We also receive support from local organisations and PACTO in obtaining funding to replace the vehicles.

We aim to keep our costs and charges at an affordable and sustainable level.

Reserves policy

A reserves policy for the organisation has been formally agreed, in line with recommended practice of the Charity Commission. In current circumstances, the Board recognises the need to maintain adequate reserves for the organisation realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured.

It is established that the general reserves take into account three months' overheads/running costs; provision against the risk of funding being reclaimed by funders; sufficient funds to cover any deficit in resources for restricted projects or core activities that may not be funded in future; sufficient working capital to finance cash flow shortfalls anticipated for any restricted project or programme and sufficient funds to build up a reserve to cover replacement of vehicles. The organisation's required level of reserves is £90,000. The level of reserves is calculated annually in order that the Board can establish an appropriate level of reserves for the coming year.

PEMBROKESHIRE VOLUNTARY TRANSPORT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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.

Recruitment and appointment of new trustees

Management Committee members are elected individually at the Annual General Meeting. Only individual members of the company or persons nominated by organisations which are members may stand for election for the Management Committee.

Member organisations totalling 53, include many community groups and most of the organisations serving the elderly and disabled in Pembrokeshire and also the residents of nursing and residential homes in the County. Additionally, service organisations utilise our facilities in connection with their welfare activities.

Organisational structure

Mrs M A Vickery - Chairperson - resigned 14.10.2020
Mrs T Norman - Chairperson - appointed 14.10.2020
Mr B A Hough - Company Secretary.
Mr J Felstead - Driver - resigned 01.08.2020
Mr T Reynolds - Driver.
Mr C Payne - Driver - appointed 01.09.2020
Mr J Kightley - Driver - appointed 01.09.2020
Mr P Guisebourn-Hilton - Booking Co-ordinator - resigned 25.10.2020
Ms K Jasper - Project Co-ordinator - appointed 13.01.2020

Induction and training of new trustees

Trustees follow an induction programme as recommended by the Charity Commission. Trustees attend training courses provided by PAVS where appropriate.

Related parties

All those charged with governance (directors or trustees), key management personnel and any individual or entity that has control of the charity as well as their spouses, domestic partners and dependents are related parties. Related party transactions are detailed in Note 12.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03865537 (England and Wales)

Registered Charity number

1078690

Registered office

Puffins
9 Cedar Close
East Moor Park,
Cuffern, Haverfordwest
Pembrokeshire
SA62 6HR

Trustees

P M Kirby
P Scoble
M A Vickery
Mrs T Norman

PEMBROKESHIRE VOLUNTARY TRANSPORT

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

REFERENCE AND ADMINISTRATIVE DETAILS

Company Secretary

B A Hough

Independent Examiner

Alun Evans

ICAEW

Bevan Buckland LLP

Chartered Accountants

45 High Street

Haverfordwest

Pembrokeshire

SA61 2BP

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on and signed on its behalf by:

.....
Mrs T Norman - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PEMBROKESHIRE VOLUNTARY TRANSPORT**

Independent examiner's report to the trustees of Pembrokeshire Voluntary Transport ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity's 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 charity'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

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 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.

Alun Evans
ICAEW
Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

Date:

PEMBROKESHIRE VOLUNTARY TRANSPORT

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		1,318	-	1,318	457
Other trading activities	2	85,406	-	85,406	40,081
Total		86,724	-	86,724	40,538
EXPENDITURE ON					
Charitable activities					
Community Transport		72,865	43	72,908	45,659
SWWITCH		-	-	-	50
Other		-	-	-	(935)
Total		72,865	43	72,908	44,774
NET INCOME/(EXPENDITURE)		13,859	(43)	13,816	(4,236)
RECONCILIATION OF FUNDS					
Total funds brought forward		39,484	282	39,766	44,002
TOTAL FUNDS CARRIED FORWARD		53,343	239	53,582	39,766

The notes form part of these financial statements

PEMBROKESHIRE VOLUNTARY TRANSPORT (REGISTERED NUMBER: 03865537)

STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	7	1,890	(222)	1,668	1,963
CURRENT ASSETS					
Debtors	8	32,364	-	32,364	21,896
Cash at bank		23,806	461	24,267	17,599
		<u>56,170</u>	<u>461</u>	<u>56,631</u>	<u>39,495</u>
CREDITORS					
Amounts falling due within one year	9	(4,717)	-	(4,717)	(1,692)
NET CURRENT ASSETS		<u>51,453</u>	<u>461</u>	<u>51,914</u>	<u>37,803</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>53,343</u>	<u>239</u>	<u>53,582</u>	<u>39,766</u>
NET ASSETS		<u>53,343</u>	<u>239</u>	<u>53,582</u>	<u>39,766</u>
FUNDS	10				
Unrestricted funds				53,343	39,484
Restricted funds				239	282
TOTAL FUNDS				<u>53,582</u>	<u>39,766</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

PEMBROKESHIRE VOLUNTARY TRANSPORT (REGISTERED NUMBER: 03865537)

**STATEMENT OF FINANCIAL POSITION - continued
31 DECEMBER 2020**

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

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
T Norman - Trustee

PEMBROKESHIRE VOLUNTARY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost 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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 15% reducing balance
Motor vehicles	- 20% on cost

Assets over £150 are capitalised and impairment reviews are carried out annually.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. ACCOUNTING POLICIES - continued

Fund accounting

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.

Preparation of the accounts on a going concern basis

The trustees have considered the financial performance of the Charity for the foreseeable future, in particular, the next 12 to 18 months and are confident that the Charity is a going concern.

2. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Vehicle hire charge	85,346	39,196
Affiliation fees	60	885
	<u>85,406</u>	<u>40,081</u>

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation - owned assets	295	346
Surplus on disposal of fixed assets	-	(935)
	<u>-</u>	<u>(594)</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

	2020	2019
	£	£
Trustees' expenses	898	479
	<u>898</u>	<u>479</u>

Payments were made to one trustee to reimburse expenses incurred on behalf of the charity.

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2020	2019
Drivers	3	3
Company secretary	1	1
	<u>4</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	457	-	457
Other trading activities	40,081	-	40,081
Total	<u>40,538</u>	-	<u>40,538</u>
EXPENDITURE ON			
Charitable activities			
Community Transport	45,659	-	45,659
SWWITCH	-	50	50
Other	(935)	-	(935)
Total	<u>44,724</u>	50	<u>44,774</u>
NET INCOME/(EXPENDITURE)	<u>(4,186)</u>	(50)	<u>(4,236)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	43,670	332	44,002
TOTAL FUNDS CARRIED FORWARD	<u>39,484</u>	<u>282</u>	<u>39,766</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

7. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 January 2020 and 31 December 2020	<u>11,756</u>	<u>207,199</u>	<u>218,955</u>
DEPRECIATION			
At 1 January 2020	9,793	207,199	216,992
Charge for year	<u>295</u>	<u>-</u>	<u>295</u>
At 31 December 2020	<u>10,088</u>	<u>207,199</u>	<u>217,287</u>
NET BOOK VALUE			
At 31 December 2020	<u>1,668</u>	<u>-</u>	<u>1,668</u>
At 31 December 2019	<u>1,963</u>	<u>-</u>	<u>1,963</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Incoming resources due	32,364	20,862
Other incoming resources due	<u>-</u>	<u>1,034</u>
	<u>32,364</u>	<u>21,896</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Suppliers invoices payable	153	86
Social security and other taxes	2,895	-
Other creditors	<u>1,669</u>	<u>1,606</u>
	<u>4,717</u>	<u>1,692</u>

10. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
Pembrokeshire Voluntary Transport	39,484	13,859	53,343
Restricted funds			
SWWITCH	282	(43)	239
TOTAL FUNDS	<u>39,766</u>	<u>13,816</u>	<u>53,582</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	86,724	(72,865)	13,859
Restricted funds			
SWWITCH	-	(43)	(43)
TOTAL FUNDS	<u>86,724</u>	<u>(72,908)</u>	<u>13,816</u>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
Pembrokeshire Voluntary Transport	43,670	(4,186)	39,484
Restricted funds			
SWWITCH	332	(50)	282
TOTAL FUNDS	<u>44,002</u>	<u>(4,236)</u>	<u>39,766</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	40,538	(44,724)	(4,186)
Restricted funds			
SWWITCH	-	(50)	(50)
TOTAL FUNDS	<u>40,538</u>	<u>(44,774)</u>	<u>(4,236)</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
Pembrokeshire Voluntary Transport	43,670	9,673	53,343
Restricted funds			
SWWITCH	332	(93)	239
TOTAL FUNDS	<u>44,002</u>	<u>9,580</u>	<u>53,582</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Pembrokeshire Voluntary Transport	127,262	(117,589)	9,673
Restricted funds			
SWWITCH	-	(93)	(93)
TOTAL FUNDS	<u>127,262</u>	<u>(117,682)</u>	<u>9,580</u>

11. CONTINGENT LIABILITIES

The following fixed assets have been purchased with public grant funding. The grant providers reserve the right to monitor the assets for 5 years. The grant is treated as restricted funds which is reduced over the useful life of the asset. The closing fund at 31 December 2020 is £240.

Plant and machinery at cost	£
2013 purchased with funding from SWWITCH	430
2014 purchases with funding from SWWITCH	398
Total	<u>828</u>

PEMBROKESHIRE VOLUNTARY TRANSPORT

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

13. MEMBER'S GUARANTEE

The charity is a private company limited by guarantee and consequently does not have share capital. The liability of the members in the event of liquidation is limited to £1 per member.

PEMBROKESHIRE VOLUNTARY TRANSPORT

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	1,020	354
Grants	298	103
	1,318	457
Other trading activities		
Vehicle hire charge	85,346	39,196
Affiliation fees	60	885
	85,406	40,081
Total incoming resources	86,724	40,538
EXPENDITURE		
Charitable activities		
Wages	35,681	8,732
Pensions	305	-
Telephone	522	508
Postage and stationery	711	1,135
Advertising	16	-
Sundries	11	188
Travel and subsistence	2,199	1,208
Meetings, conferences, events	70	30
Training	1,100	1,100
MOT and road tax	1,458	1,324
Fuel	7,151	7,922
Vehicle maintenance and repair	5,974	8,604
Vehicle insurance	13,249	11,550
Plant and machinery	295	296
	68,742	42,597
Other		
Profit/Loss on sale of tangible fixed assets	-	(935)
Support costs		
Management		
Trustees' expenses	898	479
Professional fees	2,633	2,027
Insurance	635	606
	4,166	3,112

This page does not form part of the statutory financial statements

PEMBROKESHIRE VOLUNTARY TRANSPORT

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020 £	2019 £
Total resources expended	<u>72,908</u>	<u>44,774</u>
Net income/(expenditure)	<u><u>13,816</u></u>	<u><u>(4,236)</u></u>

