

**COMPANY REGISTRATION NUMBER: 03924074**  
**CHARITY REGISTRATION NUMBER: 1081117**

**North Norfolk Community Transport**  
**Company Limited by Guarantee**  
**Unaudited financial statements**  
**31 March 2023**

# **North Norfolk Community Transport**

## **Company Limited by Guarantee**

### **Financial statements**

**Year ended 31 March 2023**

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	<b>Page</b>
Trustees' annual report (incorporating the directors' report)	<b>1</b>
Independent examiner's report to the trustees	<b>6</b>
Statement of financial activities (including income and expenditure account)	<b>7</b>
Balance sheet	<b>8</b>
Notes to the financial statements	<b>9</b>

# North Norfolk Community Transport

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report)

#### Year ended 31 March 2023

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charity Statement of Recommended Practice applicable in the UK and Republic of Ireland (SORP) published in October 2019.

#### Reference and administrative details

<b>Registered charity name</b>	North Norfolk Community Transport
<b>Charity registration number</b>	1081117
<b>Company registration number</b>	03924074
<b>Principal office and registered office</b>	15 Cornish Way North Walsham Norfolk NR28 0AW

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

B Youngs  
N Lloyd (Chair)  
R A Paul (resigned on 13/02/2023)  
C Penfold (resigned on 13/02/2023)  
J Todd  
E M Whitworth  
D W Fitzgerald  
C Wilkinson  
D G Evans (appointed on 31/05/2023)  
J E Pratt (appointed on 31/05/2023)

**Key management personnel** J Bishop (Executive Lead)

**Independent examiner** Mr Ian Barlow FCCA  
Sexty & Co  
Chartered Certified Accountants  
124 Thorpe Road  
Norwich  
Norfolk  
NR1 1R2

**Bankers** HSBC Bank plc  
18 London Street  
Norwich  
Norfolk

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Mallory  
Kent  
ME19 4JQ

# **North Norfolk Community Transport**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2023**

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#### **Objective and activities**

The purposes of the charity, which are for the public benefit, are:

- To develop and provide transport initiatives that support people to connect to others and to their local community
- To develop and provide transport initiatives that support people to access important local services
- To support other charities and community groups to transport their members and connect with others

**Our vision** is helping people go to places together. **Our mission** is to enhance quality of life by supporting people to access local services and connect with their community and others. By meeting our objectives, we aim to support people by achieving the following key outcomes:

- To combat loneliness and social isolation
- To help our passengers become more independent
- To provide transport which aids capacity for people to remain living in their own homes

The criteria we use to measure our success is the number of passenger trips we undertake for each of our services. In addition, we collect and respond to feedback from passengers about the impact the transport we provide has on their lives. In this way, we shape our services around the needs of our beneficiaries.

#### **Public benefit**

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

#### **Significance of volunteers**

Volunteers play a key role in the delivery of our Dial-a-ride services. Volunteers drive some of our minibus routes and without them we would not be able to afford to transport passengers at the levels we do currently. We are continually seeking new volunteers to help deliver and expand these services.

# **North Norfolk Community Transport**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2023**

##### **Achievements and performance**

In 2022/23 we provided a total of 12,532 trips on all our community transport services (an increase of 2,802 from the previous year). This included 7,711 trips through Dial-a-ride; 1,400 trips for wheelchair accessible transport; 2,302 trips on our lottery funded Making Connections programme and 1,119 trips through our minibus group hire. We also continued to provide transport for one rural school in North Norfolk for part of the year, but this ceased in February 2023 so that we could focus all our resources on meeting the needs of people without access to their own transport.

Over the course of the year, we have seen an increase in demand for our all our services, particularly our lottery funded excursions which are often hugely oversubscribed and we have had to operate waiting lists for most trips. Passengers are very much at the heart of choosing destinations.

The new Dial-a-Ride route piloted in the Summer of 2022 proved successful and is now part of our regular schedule. We have also introduced an additional route in another area where we noticed more passengers than we could accommodate were asking for help. Dial-a-Ride continues to be a service which many people identify as allowing them to remain living independent lives in their own homes.

In February we obtained a significant grant from Motability which allowed us to purchase an additional wheelchair accessible vehicle and fund a driver for three years. Despite this increase in capacity, it is still a huge unmet need. Our three vehicles are busier than ever, mainly taking people to medical appointments, but also to other social and work-related events.

We have developed relationships with other charities who now regularly use us for their group transport, saving them much needed funds and making best use of our resources. Many other small groups use us on an ad hoc basis, some of whom rely on having wheelchair accessible buses.

We still seek to attract volunteers, and although we struggle to attract many people, the few we have are extremely valuable, assisting with both the Dial-a-Ride and Wheelchair Accessible transport services.

##### **Financial review**

The Statement of Financial Activities for the year is set out on page 7 of the financial statements. A summary of the financial results is as follows. The income for the year amounted to £321,800 (2022: £309,463). Total expenditure was £310,667 (2022: £294,891) resulting in a net surplus of £11,133 (2022: £14,572 surplus). The surplus has been added to the fund balances brought forward and at the balance sheet date, total funds amounted to £307,547 (2022: £296,414).

##### **Reserves policy**

Free reserves should be maintained at a level representing what the board of trustees would consider would be a healthy position and would ensure that the organisation's core activities can continue during a period of unforeseen difficulty. A full reserves policy is maintained by the board of trustees and publicly available upon request from NNCT'S office. At the end of the current financial year reserves were as follows: restricted reserves were £1,229 (2022: £6,480), free reserves were £147,986 (2022: £150,292) and capital reserves were £158,332 (2022: £139,642).

##### **Principal funding sources**

The majority of the charity's income is from grants.

##### **Plans for future periods**

Upgrading our fleet will be a priority for the coming financial year. We have identified maintenance costs as a huge drain on our resources, so we would like to replace our older minibuses. We will also seek to expand the fleet by one bus and would aim for this to be an electric vehicle as we further our commitment to reducing our carbon footprint.

# **North Norfolk Community Transport**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2023**

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##### **Plans for future periods *(continued)***

To this end we have also measured and published our Scope 1 and 2 emissions and will seek to reduce these year on year.

We continue to connect with other voluntary sector groups, local councils and integrated health care professionals to work on solving unmet transport needs for the many people who identify this as a barrier to better healthcare and independence. We are actively seeking opportunities for pilot programmes in this area and conducting our own research on identifying the areas of greatest demand.

Finally, the trustees have reviewed the three-year strategic plan. Overall objectives remain the same, but some small adjustments have been made and we now plan:

- 1) To develop greater understanding of unmet need so we can acquire resources to develop new projects and fill these gaps
- 2) To explore and develop solutions that will enable us to provide services that are accessible to all parts of the community
- 3) To develop services and solutions that are key to combatting loneliness and isolation, and improving wellbeing across all parts of the community
- 4) To develop a sustainability strategy for the organisation and reduce any negative impact on the environment

##### **Structure, governance and management**

The charity is a charitable company limited by guarantee and was incorporated on 11 February 2000. It is governed by its Memorandum and Articles of Association.

The charitable company has no share capital and is limited by guarantee. Each member is liable to contribute £1 to the assets of the company in the event of its winding up and total members may not exceed 12. At 31 March 2023 the company had 8 such members.

In the event of the charitable company being wound up with surplus funds, no member shall be entitled to participate in the distribution of this surplus. The funds remaining after settlement of all debts and liabilities will be transferred to organisations pursuing similar objectives to those of this charity.

##### **Appointment of trustees**

Trustees are appointed at a general meeting of the organisation in accordance with the Memorandum and Articles of Association. New trustees are briefed on their legal obligations as a trustee/director under charity and company law, the content on the charity's Memorandum and Articles of Association, the board of trustees and decision making process, the business plan and supporting financial plans.

The trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report and are set out on page 1. The trustees have full decision making responsibility and meet regularly.

##### **Organisational structure**

The charity is managed by the Executive Lead, who is supported by a Community Transport Manager.

# **North Norfolk Community Transport**

**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) (continued)**

**Year ended 31 March 2023**

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## **Risk management**

The charity monitors its risk on an ongoing basis and has ensured that both policies and funding to mitigate these risks will be met during the financial year 2022/23. Internal risks are minimised by the implementation of procedures for authorisation of all projects and to ensure consistent and quality delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they meet the needs of the charity.

## **Employee involvement**

In accordance with the charity's equal opportunities policy, the charity has long established fair employment practices in the recruitment, selection, retention and training of all staff. Full details of these policies are available from the charity's offices.

## **Key management personnel pay policy**

The salary of the Executive Lead is set by the trustees. The pay of all staff including the Executive Lead is reviewed annually. The Executive Lead's salary has been benchmarked against other equivalent roles within the voluntary sector in Norfolk.

## **Independent examiner**

Mr I Barlow FCCA is willing to continue as independent examiner for the charitable company. A proposal regarding the reappointment of Mr I Barlow FCCA will be made at the forthcoming Annual General Meeting.

## **Small company provisions**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on <sup>26<sup>th</sup> Sept '23</sup> and signed on behalf of the board of trustees by:



N Lloyd (Chair)  
Trustee

# **North Norfolk Community Transport**

## **Company Limited by Guarantee**

### **Independent examiner's report to the trustees of North Norfolk Community Transport**

**Year ended 31 March 2023**

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I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 March 2023 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

#### **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 financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

#### **Independent examiner's statement**

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

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

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

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



I. A. Barlow FCCA  
Sexty & Co  
Chartered Certified Accountants  
and Registered Auditors  
124 Thorpe Road  
Norwich  
Norfolk  
NR1 1RS

26/09/2023



# North Norfolk Community Transport

Company Limited by Guarantee

## Statement of financial activities (Including income and expenditure account)

Year ended 31 March 2023

		Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	27,741	218,711	246,452	236,612
Charitable activities	6	35,949	-	35,949	26,040
Other trading activities	7	38,619	-	38,619	46,793
Investment income	8	780	-	780	18
<b>Total income</b>		<u>103,089</u>	<u>218,711</u>	<u>321,800</u>	<u>309,463</u>
<b>Expenditure</b>					
Raising funds					
Costs of other trading activities	9	(87,805)	-	(87,805)	(117,587)
Charitable activities	10	(28,395)	(194,467)	(222,862)	(177,304)
<b>Total expenditure</b>		<u>(116,200)</u>	<u>(194,467)</u>	<u>(310,667)</u>	<u>(294,891)</u>
<b>Net expenditure before transfer of funds</b>		(13,111)	24,244	11,133	14,572
Transfers between funds		29,495	(29,495)	-	-
<b>Net movement in funds</b>		<u>16,384</u>	<u>(5,251)</u>	<u>11,133</u>	<u>14,572</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		289,934	6,480	296,414	281,842
<b>Total funds carried forward</b>		<u>306,318</u>	<u>1,229</u>	<u>307,547</u>	<u>296,414</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 9 to 18 form part of these financial statements.

# North Norfolk Community Transport

## Company Limited by Guarantee

### Balance sheet

31 March 2023

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible fixed assets	15	158,332	158,789
<b>Current assets</b>			
Debtors	16	13,517	16,007
Cash at bank and in hand		246,632	218,442
		260,149	234,449
<b>Creditors: Amounts falling due within one year</b>	17	(110,934)	(96,824)
<b>Net current assets</b>		149,215	137,625
<b>Total assets less current liabilities</b>		307,547	296,414
<b>Funds of the charity</b>			
Restricted funds		1,229	6,480
Unrestricted funds		306,318	289,934
<b>Total charity funds</b>	18	307,547	296,414

For the year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements were approved by the board of trustees and authorised for issue on 26<sup>th</sup> Sept 2023, and are signed on behalf of the board by:

  
N. Lloyd (Chair)  
Trustee

Company registration number: 03924074

The notes on pages 9 to 18 form part of these financial statements.

# **North Norfolk Community Transport**

## **Company Limited by Guarantee**

### **Notes to the financial statements**

**Year ended 31 March 2023**

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#### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 15 Comish Way, North Walsham, Norfolk, NR28 0AW.

#### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006 and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

#### **3. Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared on the historical cost basis.

##### **Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

##### **Income**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# North Norfolk Community Transport

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 March 2023

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#### 3. Accounting policies *(continued)*

##### **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

##### **Depreciation**

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

Motor vehicles	- 10% in year of purchase, 10% of remaining value in following 10 years
Equipment	- 4 years straight line basis

##### **Finance leases and hire purchase contracts**

Assets held under finance leases and hire purchase contracts are recognised in the balance sheet as assets and liabilities at the lower of the fair value of the assets and the present value of the minimum lease payments, which is determined at the inception of the lease term. Any initial direct costs of the lease are added to the amount recognised as an asset.

Lease payments are apportioned between the finance charges and reduction of the outstanding lease liability using the effective interest method. Finance charges are allocated to each period so as to produce a constant rate of interest on the remaining balance of the liability.

# North Norfolk Community Transport

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 3. Accounting policies *(continued)*

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### Employee benefits

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### 4. Limited by guarantee

The charity is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

#### 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>Donations</b>			
Other (Donations)	3,929	396	4,325
<b>Grants</b>			
Awards for All	-	9,161	9,161
Childwick Trust	5,000	-	5,000
Norfolk Community Foundation	-	4,871	4,871
Edward Gostling	10,000	-	10,000
Norfolk County Council	-	37,773	37,773
North Norfolk District Council	-	40,000	40,000
CTA	-	9,181	9,181
Woodroffe Benton	-	1,500	1,500
Postcode Lottery	-	43,450	43,450
Motability Capital Grant	-	29,495	29,495
Motability Grant	-	6,373	6,373
Mercers	-	33,011	33,011
Zedra Trust	-	3,000	3,000
Other grants	8,812	500	9,312
	<u>27,741</u>	<u>218,711</u>	<u>246,452</u>

# North Norfolk Community Transport

## Company Limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2023

#### 5. Donations and legacies (continued)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
<b>Donations</b>			
Other (Donations)	8,238	-	8,238
<b>Grants</b>			
Norfolk County Council	12,736	37,773	50,509
North Norfolk District Council	-	40,000	40,000
National Lottery Awards for All	-	7,500	7,500
Lottery Making Connections	-	39,528	39,528
Childwick Trust	-	8,000	8,000
Victory Housing	-	3,000	3,000
Postcode Lottery	15,000	-	15,000
R C Snelling	-	1,000	1,000
Barchester Healthcare	-	750	750
Garfield Weston Trust	5,000	-	5,000
D B Simpson	-	2,500	2,500
Independent Age	15,000	-	15,000
Frances Winham	5,000	-	5,000
Strangward Trust	3,000	-	3,000
Grey Court Trust	5,000	-	5,000
Geoffery Watling Trust	-	2,500	2,500
Tesco	-	1,000	1,000
Covid-19 Job Retention Scheme	2,637	-	2,637
Other grants	21,450	-	21,450
	<u>93,061</u>	<u>143,551</u>	<u>236,612</u>

#### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Subscriptions and fares	<u>35,949</u>	<u>35,949</u>	<u>26,040</u>	<u>26,040</u>

#### 7. Other trading activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Contracts	<u>38,619</u>	<u>38,619</u>	<u>46,793</u>	<u>46,793</u>

#### 8. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Interest Receivable	<u>780</u>	<u>780</u>	<u>18</u>	<u>18</u>

# North Norfolk Community Transport

## Company Limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2023

#### 9. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Contracts	47,415	47,415	63,497	63,497
Management and administration	40,390	40,390	54,090	54,090
	<u>87,805</u>	<u>87,805</u>	<u>117,587</u>	<u>117,587</u>

#### 10. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Provision of Transport	13,577	105,012	118,589
Management and administration	11,566	89,455	101,021
Governance costs	3,252	-	3,252
	<u>28,395</u>	<u>194,467</u>	<u>222,862</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Provision of Transport	18,893	75,662	94,555
Management and administration	16,094	64,452	80,546
Governance costs	2,203	-	2,203
	<u>37,190</u>	<u>140,114</u>	<u>177,304</u>

#### 11. Analysis of governance costs

	Total Funds 2023 £	Total Funds 2022 £
Independent examination	<u>3,252</u>	<u>2,203</u>

#### 12. Net expenditure

Net expenditure is stated after charging/(crediting):

	2023 £	2022 £
Depreciation of tangible fixed assets	<u>25,144</u>	<u>28,059</u>

# North Norfolk Community Transport

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	164,141	162,923
Social security costs	4,826	6,895
Employer contributions to pension plans	2,574	2,712
	<u>171,541</u>	<u>172,530</u>

The average head count during the period was 12 (2022: 11).

No employee received employee benefits of more than £60,000 during the period.

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £29,863 (2022: £42,789).

#### 14. Trustee remuneration and expenses

During the year no remuneration or other benefits were paid to Trustees in their capacity as Trustees.

#### 15. Tangible fixed assets

	Motor vehicles £	Equipment £	Total £
<b>Cost</b>			
At 1 April 2022	313,841	7,242	321,083
Additions	49,490	-	49,490
Disposals	(47,085)	-	(47,085)
<b>At 31 March 2023</b>	<u>316,246</u>	<u>7,242</u>	<u>323,488</u>
<b>Depreciation</b>			
At 1 April 2022	155,052	7,242	162,294
Charge for the year	25,144	-	25,144
Elim on disposals	(22,282)	-	(22,282)
<b>At 31 March 2023</b>	<u>157,914</u>	<u>7,242</u>	<u>165,156</u>
<b>Carrying amount</b>			
At 31 March 2023	<u>158,332</u>	<u>-</u>	<u>158,332</u>
At 31 March 2022	<u>158,789</u>	<u>-</u>	<u>158,789</u>



# North Norfolk Community Transport

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 March 2023

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#### 16. Debtors

	2023	2022
	£	£
Trade debtors	537	3,095
Prepayments and accrued income	12,035	12,912
Other debtors	945	-
	<u>13,517</u>	<u>16,007</u>

#### 17. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	8,561	14,506
Accruals and deferred income	93,431	72,948
Social security and other taxes	4,224	4,075
Other creditors	4,718	5,295
	<u>110,934</u>	<u>96,824</u>

	2023	2022
	£	£
Deferred during the year	90,289	70,011
Deferred income carried forward	<u>90,289</u>	<u>70,011</u>

Deferred income relates to grants received in advance for the accessible car service, car scheme and making connections service.

# North Norfolk Community Transport

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 March 2023

#### 18. Analysis of charitable funds

2023

##### Unrestricted funds

	At 1 Apr 2022	Income	Expenditure	Transfers	At 31 Mar 2023
	£	£	£	£	£
General funds	150,292	103,089	(91,056)	(14,339)	147,986
Capital reserves	139,642	-	(25,144)	43,834	158,332
	<u>289,934</u>	<u>103,089</u>	<u>(116,200)</u>	<u>29,495</u>	<u>306,318</u>

##### Restricted funds

	At 1 Apr 2022	Income	Expenditure	Transfers	At 31 Mar 2023
	£	£	£	£	£
North Norfolk District Council	-	40,000	(40,000)	-	-
National Lottery Awards for All	-	9,161	(9,161)	-	-
Zedra Trust	-	3,000	(3,000)	-	-
Donations	-	396	(396)	-	-
Mercers	-	33,011	(33,011)	-	-
National Lottery	-	43,450	(42,221)	-	1,229
Miscellaneous grants	-	36,368	(6,873)	(29,495)	-
Woodroffe Benton	-	1,500	(1,500)	-	-
CTA	-	9,181	(9,181)	-	-
Norfolk County Council	6,480	37,773	(44,253)	-	-
Norfolk Community Foundation	-	4,871	(4,871)	-	-
	<u>6,480</u>	<u>218,711</u>	<u>(194,467)</u>	<u>(29,495)</u>	<u>1,229</u>
Total funds	<u>296,414</u>	<u>321,800</u>	<u>(310,667)</u>	<u>-</u>	<u>307,547</u>

# North Norfolk Community Transport

## Company Limited by Guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2023

#### 2022

##### Unrestricted funds

	At 1 Apr 2021	Income	Expenditure	Transfers	At 31 Mar 2022
	£	£	£	£	£
General funds	111,098	165,912	(126,718)	-	150,292
Capital reserves	167,701	-	(28,059)	-	139,642
	<u>278,799</u>	<u>165,912</u>	<u>(154,777)</u>	<u>-</u>	<u>289,934</u>

##### Restricted funds

	At 1 Apr 2021	Income	Expenditure	Transfers	At 31 Mar 2022
	£	£	£	£	£
North Norfolk District Council	3,043	40,000	(43,043)	-	-
R C Snelling	-	1,000	(1,000)	-	-
National Lottery Awards for All	-	7,500	(7,500)	-	-
Barchester Healthcare	-	750	(750)	-	-
Childwick Trust	-	8,000	(8,000)	-	-
Lottery Making Connections	-	39,528	(39,528)	-	-
D B Simpson	-	2,500	(2,500)	-	-
Geoffery Watling Trust	-	2,500	(2,500)	-	-
Norfolk County Council	-	37,773	(31,293)	-	6,480
Tesco	-	1,000	(1,000)	-	-
Victory Housing	-	3,000	(3,000)	-	-
	<u>3,043</u>	<u>143,551</u>	<u>(140,114)</u>	<u>-</u>	<u>6,480</u>
Total funds	<u>281,842</u>	<u>309,463</u>	<u>(294,891)</u>	<u>-</u>	<u>296,414</u>

The Dial a Ride service is the charity's core community transport service and it was only possible with support of £37,773 provided by Norfolk County Council, £12,000 provided by North Norfolk District Council and £33,011 provided by Mercers.

The accessible car service, providing both medical transport and social outings, was supported by a grant from North Norfolk District Council of £28,000 together further funding from Awards for All, CTA and Woodroffe Benton.

We continued to be supported by the National Lottery Fund for the Making Connections Project with funding of £43,450 up to end of March 2023.

Grants were also received from the Zedra Trust and Norfolk Community Foundation for Group transport and excursions, tackling social exclusion and isolation in the community.

When the charity receives restricted funds to purchase fixed assets, once the asset is purchased and provided it can be used for general purposes, there is no longer any restriction and the asset forms part of the charity's unrestricted reserves. A transfer is then made from restricted reserves to unrestricted reserves.

# North Norfolk Community Transport

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2023

#### 19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	158,332	-	158,332
Current assets	196,881	63,268	260,149
Creditors less than 1 year	(48,895)	(62,039)	(110,934)
<b>Net assets</b>	<b>306,318</b>	<b>1,229</b>	<b>307,547</b>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	158,789	-	158,789
Current assets	200,969	33,480	234,449
Creditors less than 1 year	(69,824)	(27,000)	(96,824)
<b>Net assets</b>	<b>289,934</b>	<b>6,480</b>	<b>296,414</b>

#### 20. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2023 £	2022 £
<b>Financial assets that are debt instruments measured at amortised cost</b>		
Trade debtors (note 16)	537	3,095
Accrued income (note 16)	1,075	1,075
	<u>1,612</u>	<u>4,170</u>
<b>Financial liabilities measured at amortised cost</b>		
Trade creditors (note 17)	8,562	14,506
Accruals (note 17)	3,142	2,937
Other creditors (note 17)	4,718	5,295
	<u>16,422</u>	<u>22,738</u>