

TRANS-VOL
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2022

Charity No: 1082389
Company No: 4033874

TRANS-VOL

Contents	Page
Report of the Management Committee	1-5
Report of the Auditors	6-8
Statement of Financial Activities	9
Balance Sheet	10
Notes forming part of the Financial Statements	11-17

TRANS-VOL**REPORT OF THE MANAGEMENT COMMITTEE**
FOR THE YEAR ENDED 31ST MARCH 2022**Introduction**

The committee submits their report and the accounts of the charity for the year ended 31st March 2022.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019).

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Number: 1082389

Company Number: 4033874

Committee Members

N. Woodbridge	Director/Trustee and Chairperson
T. Fish	Director/Trustee
J.H. Paddick	Director/Trustee
A.P. White	Director/Trustee

Senior Management

D. Cheeseman

Principal Office

Thameside Complex
Orsett Road
Grays
Essex
RM17 5DX

Auditors

Rowland Hall
44/54 Orsett Road
Grays
Essex
RM17 5ED

Bankers

Lloyds Bank Plc
34 High Street
Grays
Essex
RM17 6LX

TRANS-VOL

REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31ST MARCH 2022
(CONTINUED)

OBJECTS, AIMS, OBJECTIVES AND ACTIVITIES

Charitable Objects

The charitable objects of the charity are to provide relief to the inhabitants of Thurrock and its environs who have need thereof, and in particular but not so as to limit the generality of the foregoing:

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

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Management Committee consider how planned activities will contribute to the aims and objectives they have set.

Objectives for the Year

- 1. To generate additional core funding.
- 2. To promote all of Trans-Vol's services throughout the community and increase the level of awareness.

Strategies to Achieve the Year's Objectives

- 1. To research and apply for assistance and support to suitable grant making organisations and local/national businesses to promote the benefits of supporting Trans-Vol and its objectives within Thurrock.
- 2. To generate funds to support its charitable purposes by bidding for contracts for service that fall within the bounds of its charitable purposes.
- 3. To continue to review the charity's expenditure with an aim to reduce unnecessary costs and to renegotiate the terms and discount levels of all suppliers' contracts.
- 4. To review the level of passenger contributions to the cost of travel with Trans-Vol and, if required, implement any increase agreed through the Management Committee.
- 5. To re-visit Trans-Vol's website to ensure all information is up to date and relevant.
- 6. To ensure that all of Trans-Vol's promotional information is up to date, appropriate and readily available at all public buildings and other allied outlets.

Principal Activities of the Year

Due to the Covid-19 pandemic, and ensuing government restrictions, the charity was unable to provide subsidised transport services for its members throughout Thurrock for either the **Social Car Service** (Volunteers using their own cars to help members who find it difficult to use public transport), or **Minibus Service** (or those members who have to travel in or with their wheelchairs or any member who, by way of impairment, needs an accessible vehicle), during the year.

However, the **School Transport** routes continued to run daily (including during the Easter Break) for the most vulnerable children, albeit the Council decided to reduce the value of each contract to 80% of its normal value as there were fewer children on each route. The Charity was also asked by the Disabled Children's Team at the Council to transport 3 of extremely vulnerable children to respite centres in Brentwood and Leigh-on-Sea for which a separate monetary rate was agreed.

TRANS-VOL

REPORT OF THE MANAGEMENT COMMITTEE FOR THE YEAR ENDED 31ST MARCH 2022 (CONTINUED)

Principal Activities of the Year (continued)

During the height of the pandemic, the National Lottery offered additional funds to support Charities such as ours. We were fortunate enough to receive £48k asking *"to use this funding to continue to Transport our elderly, vulnerable and Disabled Passengers - Transporting them to medical appointments, Shopping Trips, Befriending Clubs, Alzheimer, Dementia and Stroke Support Groups/Day Care Centres - Providing safe, affordable, reliable door-to-door accessible transport within Thurrock for our elderly and vulnerable Residents - who may have no other form of transport or they find wheelchair accessible vehicles and private taxis too expensive"*. As part of this it supported us to enable people to attend their COVID vaccination appointments – we did some 336 trips towards this and the money allowed us to maintain our other services during this period too – providing transport for shopping, respite, car and minibus to enable people to maintain their contacts.

At 31st March 2021 the total number of registered users of Trans-Vol remained at **1,486**, and the annual fee was waived for all.

Over the year Trans-Vol completed **11,632** journeys.

FINANCIAL REVIEW AND RESULTS FOR THE YEAR

A summary of the results for the year is given on page 8 of the financial statements.

The charity has continued to operate with no charitable financial assistance from the local authority. As mentioned above, the Council requested that the transport of disabled children continue, but as occupancy was reduced, they Council decided that it would only pay 80% of each contract's value.

The net incoming resources for the year amounted to £8,207 (previous year £34,854 outgoing) and the surplus will be added to reserves brought forward giving total reserves carried forward of £97,560. Of this amount £10,000 is attributable to designated funds and £87,560 remains in general reserves. Attention is drawn to Note 1 to the financial statements on page 10 regarding our assessment of the charity to continue as a going concern.

Reserves Policy

The Management Committee have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be between 3 and 6 months of the resources expended, which equates to £43,000 to £86,000 in general funds. At this level, the Management Committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. The present free reserves amount to £87,560 and are only slightly above the target range for the organisation.

Investment Policy

The policy of the Management Committee in respect of investment is to place any funds not immediately required in management of the charity in deposits with clearing banks or in cash funds designed specifically for charities such as the Charities Official Investment Fund (COIF) money fund. Such deposits meet the Management Committee's requirement for the maximising of income commensurate with the protection of capital.

FUTURE PLANS

Trans-vol continues to seek additional opportunities to raise its revenue streams by exploring activities within its charitable purposes. Its activities over the year have illustrated its flexibility and willingness to deliver to the community it serves.

Thurrock is at the threshold of major changes including the creation of a new freeport, increased investment in infrastructure and an ambitious house building programme. These changes will undoubtedly produce challenges and opportunities and Trans-vol's connections to local government and key enterprises within the borough mean it is well placed to leverage its capabilities and secure a sustainable future.

TRANS-VOL

REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31ST MARCH 2022
(CONTINUED)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 14th July 2000 under number 4033874 and registered as a charity on 12th September 2000 under number 1082389.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

Recruitment and Appointment of Management Committee Members

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee.

Under the requirements of the company's Articles all members of the Management Committee will hold office until the next Annual General Meeting following her/his election or co-option. On expiration of the period of office for which he/she was appointed, a member of the Management Committee shall be eligible for re-election or further co-option.

The charity has a wide range of activities and, as a result, seeks to ensure that the knowledge and experience of the Management Committee covers a wide range of voluntary and community activities, in addition to business and management skills. A skills audit of Management Committee members is usually undertaken annually and, where potential gaps are identified, new Committee members are actively sought.

All members of the Board give their time voluntarily and receive no benefit from the charity. Any expenses reclaimed from the charity are set out in Note 9 to the Accounts.

Committee Members Induction and Training

It has been agreed that a Management Committee Members Training Programme covering both the induction of new Committee Members and continuing training of existing Committee Members should be implemented. The programme will include an induction pack sent to new Committee Members and describes a programme of trustees training and covers:-

- The Legal Framework for charities and companies;
- The organisation's strategic plan;
- An introduction to the activities undertaken by the organisation; and
- A description of the external information and resources available to trustees and company directors.

Organisational Management

The charity is run by a Management Committee consisting of trustees appointed by the Annual General Meeting or co-opted during the year. Major decisions on policy, personnel and expenditure are made by the Management Committee. The charity also employed a Transport Manager who dealt with the day-to-day decisions and general running of the charity.

Risk Management

The Management Committee has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan, which will allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

TRANS-VOL**REPORT OF THE MANAGEMENT COMMITTEE**
FOR THE YEAR ENDED 31ST MARCH 2022
(CONTINUED)**ACCOUNTING AND REPORTING RESPONSIBILITIES****Statement of Committee Members' Responsibilities**

The trustees (who are also directors of Trans-Vol for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explain in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to Disclosure of Information to Auditors

So far as the committee members/directors are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and the trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

Rowland Hall have indicated their willingness to continue in office and a resolution to re-appoint them as auditors will be proposed at the forthcoming annual general meeting.

This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and taking advantage of the small companies exemption of Section 415A of the Companies Act 2006.

Approved by the Committee on
And signed on its behalf by

.....
N. WOODBRIDGE (Chairman)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF TRANS-VOL

OPINION

We have audited the financial statements of Trans-Vol (the 'charitable company') for the year ended 31st March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

OTHER INFORMATION

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINIONS ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
TRANS-VOL
(CONTINUED)

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement set out on page 5, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Obtaining an understanding of the legal and regulatory frameworks applicable to the entity including, but not limited to, the Charities Act 2011, The Charities SORP (FRS102) and the Charity's governing document and considering the culture and control environment of the organisation.
- Enquiry of management and those charged with governance around actual and potential litigation and claims.
- Review of legal costs to ascertain the nature of the costs and possible related non-compliance.
- Performing audit work over the risk of management override of controls, including testing journal entries and other adjustments for appropriateness, and evaluating the rationale of significant transactions outside the normal course of activity and reviewing accounting estimates for bias.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
TRANS-VOL
(CONTINUED)

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

44/54 Orsett Road
 Grays
 Essex
 RM17 5ED

Dean Matthew Flood (Senior Statutory Auditor)
 For and on behalf of **ROWLAND HALL, Statutory Auditor**

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TRANS-VOL

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2022

	<u>Notes</u>	<u>Restricted Funds</u> £	<u>Unrestricted Funds</u> £	<u>Designated Funds</u> £	<u>Total Funds 2022</u> £	<u>Total Funds 2021</u> £
INCOME FROM:						
Donations and Legacies	3	-	-	-	-	-
Charitable Activities:						
Grants and Fares	4	-	189,978	-	189,978	180,866
Investment Income	5	-	15	-	15	43
Other Incoming Resources		-	1,534	-	1,534	331
TOTAL INCOMING RESOURCES		-	191,527	-	191,527	181,240
EXPENDITURE ON:						
Cost of Raising Funds:		-	-	-	-	-
Charitable Activities	6	-	188,753	-	188,753	173,033
Other	6	-	-	-	-	-
TOTAL RESOURCES EXPENDED		-	188,753	-	188,753	173,033
NET (EXPENDITURE)/INCOME		-	2,774	-	2,774	8,207
TRANSFER BETWEEN FUNDS		-	-	-	-	-
NET MOVEMENT IN FUNDS		-	2,774	-	2,774	8,207
RECONCILIATION OF FUNDS						
Total funds brought forward		-	87,560	10,000	97,560	89,353
TOTAL FUNDS CARRIED FORWARD		£-	£90,334	£10,000	£100,334	£97,560

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

All income and expenditure derives from continuing activities.

TRANS-VOL
BALANCE SHEET
AS AT 31ST MARCH 2022

Company No. 4033874

	<u>Notes</u>	<u>2022</u>	<u>2021</u>
		£	£
FIXED ASSETS			
Tangible Assets	12	437	125
CURRENT ASSETS			
Debtors	13	9,603	5,774
Cash at bank and in hand		101,898	99,031
		111,501	104,805
CREDITORS: amounts falling due within one year	14	11,604	7,370
NET CURRENT ASSETS		99,897	97,435
TOTAL ASSETS LESS CURRENT LIABILITIES		100,334	97,560
CREDITORS: amounts falling due after more than one year		-	-
NET ASSETS	16	<u>£100,334</u>	<u>£97,560</u>
UNRESTRICTED FUNDS			
Designated Funds		10,000	10,000
General Funds		90,334	87,560
		100,334	97,560
RESTRICTED FUNDS		-	-
TOTAL FUNDS	17	<u>£100,334</u>	<u>£97,560</u>

These accounts are prepared in accordance with the special provisions relating to small entities within Part 15 of the Companies Act 2006.

Approved and authorised for issue by the Management Committee on
and signed on its behalf by

.....
N. WOODBRIDGE (Chairman)

TRANS-VOL

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

1. ACCOUNTING POLICIES

(a) General Information and Basis of Accounting

Trans-Vol is a charitable company limited by guarantee in the United Kingdom. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member. The charity's registered office is disclosed on page 1 of these financial statements.

The nature of the charity's operations and principal activities are disclosed on page 2 of these financial statements. The registered office is Thameside Complex, Orsett Road, Grays, Essex, RM17 5DX.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The charity does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared in Sterling which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historic cost convention with items recognised at cost of transaction value unless otherwise stated in the relevant note(s) to these accounts.

Trans-Vol meets the definition of a public benefit entity under FRS 102.

(b) Going Concern

The directors have given consideration to the ability of the charity to continue to trade normally as a going concern. In their consideration they have had regard to a period of 12 months from the signing of these accounts, broadly to the end of October 2022. The charity achieved a small surplus of £9,072 during the year to 31st March 2021 and the management forecast is a broadly break-even position for the current financial year.

The trustees recognise the current financial difficulties they face. Attention is drawn to the comments within the 2nd paragraph of the management committee report on page 3 of these accounts (Financial Review and Results for Year section). Trustees have been prudent in keeping enough reserves to pay all creditors if necessary and will consider an orderly closing of the charity if there is insufficient income in 2022. The accounts are prepared on the basis that the charity is a going concern.

COVID-19

As mentioned earlier, the charity has continued to run its transport of disabled children service throughout the pandemic. However, the core service was suspended in April and has now recommenced operations in a limited way – mostly clubs and some individuals. Safety is of the utmost importance and for many people they are awaiting their booster jab before using the Charity again. We believe the customer demand will increase over the coming year. The temporary suspension did allow the Charity to return a number of leased vehicles to save cost, and of course reduce other associated variable costs. Consequently, the financial position of the Charity as of end July was a substantial improvement on the same point in the previous year. In September 2020 the Charity was successful in bidding for a grant under the Government's Coronavirus Community Support Fund to finance the recommencement of operations.

(c) Income

All income is recorded once the charity has entitlement to the income, there is sufficient certainty or receipt and so is probable that the income will be received, and the amount of income receivable can be measured reliably.

Income from government and other grants, whether capital or revenue in nature, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

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.

TRANS-VOL

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

1. ACCOUNTING POLICIES (Continued)

(d) Resources

- (i) Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is shown net of VAT.
- (ii) Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- (iii) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.
- (iv) All costs are allocated between the expenditure categories on a basis designed to reflect the use of the resource. The majority of costs relate to charitable activities and have been allocated as such.

(e) Fund Accounting

- (i) Restricted funds are grants and contracts awarded for specific purposes as laid down by the donor.
- (ii) Unrestricted funds comprise other income received or generated for charitable purposes but which may be spent at the discretion of the Management Team.
- (iii) Designated funds are those unrestricted funds that have been earmarked by the trustees for particular purposes.

(f) Fixed Assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as detailed below. Items of equipment are capitalised where the purchase price exceeds £500.

Fixtures, Fittings and Equipment	- 25% reducing balance and 33 $\frac{1}{3}$ % straight line
Mini Buses	- 25% on reducing balance.

(g) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid after taking account of any trade discount due.

(h) Creditors

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

(i) Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

(j) Staff and Pension Costs

Staff costs and overhead expenses are allocated in the Statement of Financial Activities on the basis of time spent on those activities.

The charity operates a defined contribution scheme, the assets of which are held separately from those of the charity. Pension costs are charged to the SOFA in the period to which they relate.

2. JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In the application of the charity's accounting policies the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period or in the period of the revision and future periods where the revision affects both current and future periods.

TRANS-VOL**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST MARCH 2022**3. DONATIONS AND LEGACIES**

	<u>2022</u>	<u>2021</u>
	£	£
Donations	£-	£-

The charity benefits from the involvement and support of its volunteers, details of which are given in the Management Committee Report. In accordance with accounting standards, the economic contribution of general volunteers is not measured in the accounts.

Premises Costs

The charity operates from premises owned by Thurrock Council. No charge is made by the council for the use of these facilities.

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	<u>Restricted</u>	<u>Unrestricted</u>	<u>2022</u>	<u>2021</u>
	£	£	Total	Total
			£	£
Minibus Fares and Contracts	-	188,792	188,792	132,505
Volunteer Driver Fares	-	1,186	1,186	556
National Lottery Community Fund Grant	-	-	-	47,805
	£-	£189,978	£189,978	£180,866

5. INVESTMENT INCOME AND INTEREST

	<u>2022</u>	<u>2021</u>
	£	£
Bank Interest	£15	£43

All of the above income relates to unrestricted funds.

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	<u>Total</u>	<u>Total</u>
	<u>2022</u>	<u>2021</u>
	£	£
Salaries, Wages and Related Costs	113,209	109,803
Volunteer Expenses	877	865
Minibus Expenses	17,473	10,538
Minibus Hire	30,496	25,878
Insurance	1,330	1,047
Telephone and Internet	2,635	2,247
Computer Costs	2,115	2,115
Depreciation and (Profit)/Loss on Disposal	204	42
Governance Costs	7,359	7,000
Support Costs	13,055	13,498
	£188,753	£173,033

Of the £188,753 expenditure in the year to 31st March 2022 (2021: £173,033), £nil was charged to restricted funds (2021: £48,670) and £188,753 to unrestricted funds (2021: £124,363).

TRANS-VOL**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST MARCH 2022**7. ANALYSIS OF GOVERNANCE AND SUPPORT COSTS**

The charity initially identifies the cost of its support functions. It then identifies those costs which relate to the governance function. Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	<u>General Support</u>	<u>Governance Function</u>	<u>Total</u>	<u>Basis of Apportionment</u>
	£	£	£	
Salaries	11,391	-	11,391	Staff Time
Healthcare	591	-	591	Staff Time
Insurance	-	183	183	Governance
Telephone and Internet	139	-	139	Usage
Printing, Postage, Stationery and Advertising	666	-	666	Usage
Repairs and Renewals	-	-	-	Usage
Legal and Professional Fees	-	2,981	2,981	Governance
Audit Fees	-	4,195	4,195	Governance
Sundry Expenses	268	-	268	Usage
	<u>£13,055</u>	<u>£7,359</u>	<u>£20,414</u>	

The charity operates from premises owned by Thurrock Council. No charge is made by the council for the use of these facilities.

8. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	<u>2022</u>	<u>2021</u>
	£	£
Depreciation	£204	£42
Loss/(Profit) on Disposal	£-	£-
Management Committee's Remuneration	£-	£-
Auditors' Remuneration - Audit Services	£3,595	£3,405
- Non Audit Services	£600	£650
	<u>£3,800</u>	<u>£4,100</u>

9. STAFF COSTS AND NUMBERS

	<u>2022</u>	<u>2021</u>
	£	£
Staff costs were as follows:		
Salaries and Wages	121,874	117,149
Social Security Costs	72	1,204
Staff Pensions	2,654	2,834
	<u>£124,600</u>	<u>£121,187</u>

No employee received emoluments of more than £60,000.

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

	<u>2022</u>	<u>2021</u>
	No	No
Directors	4	4
Transport and Support	15	13
	<u>19</u>	<u>17</u>

The directors/trustees received no remuneration nor were they reimbursed for any expenses during the year (2021: £nil).

The charity considers its key management personnel comprise the trustees and Operations Manager. The total employment benefits including employer pension contributions of the key management personnel were £36,495.

TRANS-VOL**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST MARCH 2022**10. TAXATION**

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

11. INDEMNITY INSURANCE

Trustee liability insurance was paid during the year and is included in the charity's total insurance premium for the year of £1,330.

12. TANGIBLE FIXED ASSETS

	Fixtures, Fittings & Equipment £	Total £
COST		
Brought Forward	37,322	37,322
Additions	516	516
Disposals	-	-
At 31 st March 2022	£37,838	£37,838
DEPRECIATION		
Brought Forward	37,197	37,197
Charge for the period	204	204
Eliminated on Disposal	-	-
At 31 st March 2022	£37,401	£37,401
NET BOOK VALUE At 31st March 2022	<u>£437</u>	<u>£437</u>
NET BOOK VALUE At 31st March 2021	<u>£167</u>	<u>£167</u>

13. DEBTORS

	<u>2022</u> £	<u>2021</u> £
Fares Receivable	36	-
Other Debtors and Prepayments	9,567	5,774
	£9,603	£5,774

14. CREDITORS: amounts falling due within one year

	<u>2022</u> £	<u>2021</u> £
Trade Creditors	4,733	-
Other Creditors and Accruals	6,871	7,370
	£11,604	£7,370

TRANS-VOL**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST MARCH 2022**15. PENSION COSTS**

The charity operates a defined contribution stakeholder pension scheme and also contributes to suitable personal pension schemes of employees. Contributions are charged to the SOFA in the period to which they relate. The charge for the year was £2,654 (2021: £2,834).

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	437	-	-	437
Current Assets	101,501	10,000	-	101,501
Current Liabilities	(11,604)	-	-	(11,604)
Long Term Liabilities	-	-	-	-
Net Assets at 31st March 2022	£90,334	£10,000	£-	£100,334

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PREVIOUS YEAR

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	125	-	-	125
Current Assets	94,805	10,000	-	104,805
Current Liabilities	(7,370)	-	-	(7,370)
Long Term Liabilities	-	-	-	-
Net Assets at 31st March 2021	£87,560	£10,000	£-	£97,560

TRANS-VOL**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST MARCH 2022**17. MOVEMENT IN FUNDS**

	At 1 st April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 st March 2022 £
Restricted Funds:					
Shopmobility	-	-	-	-	-
Total Restricted Funds	£-	£-	£-	£-	£-
Unrestricted Funds:					
Designated Redundancy Reserve	10,000	-	-	-	10,000
General Funds	87,560	191,527	(188,753)	-	90,334
Total Unrestricted Funds	£97,560	£191,527	(£188,753)	£-	£100,334
Total Funds	£97,560	£191,527	(£188,753)	£-	£100,334

MOVEMENT IN FUNDS – PREVIOUS YEAR

	At 1 st April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 st March 2021 £
Restricted Funds:					
Coronavirus Community Support Fund	-	47,805	(48,670)	865	-
Total Restricted Funds	£-	£47,805	(£48,670)	£865	£-
Unrestricted Funds:					
Designated Redundancy Reserve	10,000	-	-	-	10,000
General Funds	79,353	133,435	(124,363)	(865)	87,560
Total Unrestricted Funds	£89,353	£133,435	(£124,363)	(£865)	£97,560
Total Funds	£89,353	£181,240	(£173,033)	£-	£97,560

Purposes of Restricted Funds**Coronavirus Community Support Fund**

The National Lottery awarded a grant specifically to fund Covid-19 related services such as providing transportation for the most vulnerable for vaccination appointments.

Purposes of Designated Funds**Redundancy Reserve**

Trans-Vol's Management Committee believe it is essential that provision is set aside to meet any and all of its legal responsibilities in respect of staff redundancies in the unfortunate event of the closure of the charity.

18. OPERATING LEASE COMMITMENTS

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows:

	2022 £	2021 £
Due Within 1 Year	30,785	6,900
Due Within 2-5 Years	100,978	-
	£131,763	£6,900

19. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

Trans-Vol
Thameside Complex
Orsett Road
Grays
Essex
RM17 5DX

Rowland Hall
44/54 Orsett Road
Grays
Essex
RM17 5ED

Dear Sirs,

Trans-Vol
Financial Statements to 31 March 2022

We confirm to the best of our knowledge and belief, and having made appropriate enquiries of other trustees/directors and officials of the Charity, the following representations given to you in connection with your audit of the Charity's Financial Statements for the year ended 31 March 2022.

GENERAL

1. We acknowledge as directors our responsibility under the Companies Act 2006/Charities Act 2011 for preparing Financial Statements which give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the Charity have been properly reflected and recorded in the accounting records. All other records and related information, including Minutes of all trustees, members and management meetings, have been made available to you.
2. The Financial Statements are free of material misstatements, including omissions.
3. We believe that the effect of uncorrected misstatements is immaterial both individually and in total.

INTERNAL CONTROL

4. We acknowledge our responsibility for the design and implementation of internal control systems to prevent and detect fraud. We have disclosed to you the results of our risk assessment that the Financial Statements may be misstated as a result of fraud. There have been no irregularities (or allegations of irregularities) involving management, employees who have a significant role in internal control or others that could have a material effect on the Financial Statements.

ASSETS AND LIABILITIES

5. The company has satisfactory title to all assets and there are no liens or encumbrances on the company's assets, except for those that are disclosed in the notes to the Financial Statements.
6. We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the notes to the Financial Statements all guarantees that we have given to third parties.
7. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the Financial Statements.

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LOANS AND ARRANGEMENTS

8. The Charity has not had nor entered into at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit facilities) for directors nor to guarantee or provide security for such matters.

LEGAL CLAIMS

9. All claims in connection with litigation that have been, or are expected to be, received have been properly accrued for in the Financial Statements. The Charity has no material exposure to any financial claims arising from previous incidents notified to the company's insurers.

LAWS AND REGULATIONS

10. We are not aware of any irregularities, including fraud, involving management or employees of the Charity; nor are we aware of any breaches or possible breaches of statute, regulations, contracts [or] agreements [or the Charity's Memorandum and Articles of Association] [which might prejudice the Charity's going concern status or that might result in the Charity suffering significant penalties or other loss]. No allegations of such irregularities, including fraud, or such breaches have come to our notice.

TRANSACTIONS WITH RELATED PARTIES

11. All transactions with related parties have been disclosed in the Financial Statements. We have made available to you all relevant information concerning such transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Companies Act 2006/Charities Act 2011 or Accounting Standards.

POST-BALANCE SHEET EVENTS

12. There have been no events since the Balance Sheet date which necessitate revision of the figures included in the Financial Statements or inclusion of a note thereto. Should further material events occur, which may necessitate revision of the figures included in the Financial Statements or inclusion of a note thereto, we will advise you accordingly.

GOING CONCERN

13. The accounts have been prepared on the going concern basis on the assumption that the company will be able to continue to provide services for a period of at least 12 months from the date of approval of the financial statements.

GRANTS AND DONATIONS

14. All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of each income.

Restricted grants and donations are correctly disclosed within the Financial Statements.

Yours faithfully,

.....
Signed on behalf of the Management Committee
Trans-Vol