

**REGISTERED COMPANY NUMBER: 03438618 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1088911**

Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2021  
for  
Speke Garston Minibus Agency  
(A Company Limited by Guarantee)

V & R Accountancy Services  
Chartered Certified Accountants  
Cropton House  
Three Tuns Lane  
Formby  
Merseyside  
L37 4AQ

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for the Year Ended 31 March 2021

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Report of the Trustees  
for the Year Ended 31 March 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 March 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**

**Objectives and aims**

The Association's objects (The Objects) are as follows:

- \* To provide or assist in the provision of facilities (with particular emphasis on transportation facilities) for recreation or other leisure time occupation in the interests of social welfare provided that;
- \* Such facilities are provided with the object of improving the conditions of life for the persons for whom the facilities are primarily intended and;
- \* These persons have need of such facilities as aforesaid by reason of their youth, age, infirmity, disablement, poverty or economic circumstances;
- \* To relieve poverty and provide aid (particularly aid in the form of transportation) to people suffering from economic or social disadvantage by reason of lack of mobility;
- \* To provide vocational training and work experience for young persons and those in need;
- \* To carry out any other charitable object that can be beneficially carried out in conjunction with the above main objects.

Speke Garston Minibus Agency's main objective for the coming year is to reduce operating costs and if possible update the fleet of vehicles they currently hold. The charity is also aiming to increase client and user base by undertaking more contracts within the community with a view to securing sustainability.

The Charity aims to meet these objectives by using both its existing reserves and by seeking out potential grant assistance and continuing usage and seeking new brokerage of buses where similar operations have excess capacity.

The Charity makes use of considerable contribution of volunteers for a range of duties from driving buses to cleaning, as well as special needs disability passenger assistance and passenger assistance to Liverpool City Council.

Report of the Trustees  
for the Year Ended 31 March 2021

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The Speke Garston Minibus Agency has been established for over 23 years and now has a fleet of 19 vehicles.

The number of journeys/ bookings continued to fall with only 5/12 LCC contracts being used for children of Key worker Parents/Vulnerable attending School. This continued for some time.

Following on from government restrictions on Covid 19 being relaxed Minibus journey's/bookings are slowly increasing with user groups gaining confidence to use vehicles. Taking all travel guidance in closed environment into consideration. Face coverings are worn, window's left open, vehicles are sanitized daily. We transport on average 120 pupils, 6 wheelchair users twice daily during term time.

The Minibus Agency are now running 12 contracts plus 2 small additional routes from Liverpool City Council, we are now in our final year of these contracts.

	<b>Year to 31 March 21</b>	<b>Year to 31 March 20</b>	<b>Variation</b>
Passengers	19,510	36,437	-16,927
Wheelchair users	846	2,075	-1,229
Bookings	181	459	-278
Journeys	3,430	5,037	-1,607

The Agency is currently in the process of replacing obsolete and high mileage vehicles in the fleet. Vehicle SM04 TKC was scrapped 26/08/2020.

Our Training Department did not deliver any MIDAS training due to Covid restrictions.

## **FINANCIAL REVIEW**

### **Reserves policy**

The financial position of the company is summarised as follows:

	<b>Year to 31 March 21</b>	<b>Year to 31 March 20</b>
	<b>£</b>	<b>£</b>
Net Income / (Expenditure)	1,666	44,164
Net Assets	391,225	389,559

Speke Garston Minibus Agency's reserves are held to maintain and improve vehicle fleet as necessary based on the economic useful life of the vehicles. The reserves held at the year end were £391,225 and include net current assets totalling £360,676. This is equivalent to more than 12 months expenditure which the trustees consider to be an adequate level of cover.

## **FUTURE PLANS**

Speke Garston Minibus Agency aims to maintain its current client and user base with the view to increasing both of these along with the maintenance and expansion of their fleet of vehicles.

The Charity also plans to increase the use of the new training packages available and also the use of the existing bus training courses MIDAS.

Speke Garston Minibus Agency will actively seek grant funding in order to assist in achieving these aims.

Report of the Trustees  
for the Year Ended 31 March 2021

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Speke Garston Minibus Agency was incorporated on 24th September 1997. Speke Garston Minibus Agency is a company limited by guarantee and is governed by its Memorandum and Articles of Association. The Company was registered as a charity on 11th October 2001 under the registration number 1088911.

The charity continues to appeal for further Trustees to add diversity to the existing board which is made up of individuals from a range of backgrounds representing local businesses and the community. There are no formal procedures for the recruitment and training of new trustees however a comprehensive briefing of the charity's governing documents does form an important part of the induction process, a responsibility that falls under the remit of the charity's manager. One third of the Trustee board members are nominated for re-election each year on an annual rotation basis.

Day to day operational decisions are delegated to charity staff and policy decisions are made by trustees.

Speke Garston Minibus Agency is exposed to financial risks with regards to the cost implications of road traffic accidents affecting their vehicles, the cost of ensuring numbers of volunteers are sufficient to cope with demand and the increasing costs of fuel and vehicle insurance. These financial risks are managed by the centre staff whose task it is to minimise costs wherever possible. All members of staff and volunteers undergo DBS verification in order to mitigate the risks associated with child protection legislation.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03438618 (England and Wales)

**Registered Charity number**

1088911

**Registered office**

Unit 13 The Match Factory  
140 Speke Road  
Garston  
Liverpool  
L19 2RF

**Trustees**

Mr B Salkin (resigned 25.2.21)  
Mr J Whittle  
Mrs A Johnson  
Mr I Marquis  
Mr P Bostock

**Independent Examiner**

V & R Accountancy Services  
Chartered Certified Accountants  
Cropton House  
Three Tuns Lane  
Formby  
Merseyside  
L37 4AQ

Approved by order of the board of trustees on 10 December 2021 and signed on its behalf by:



Mrs A Johnson - Trustee

**Independent examiner's report to the trustees of Speke Garston Minibus Agency ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 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**

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 registered member of FCCA 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.



Mr G J Rummens  
FCCA  
V & R Accountancy Services  
Chartered Certified Accountants  
Cropton House  
Three Tuns Lane  
Formby  
Merseyside  
L37 4AQ

10 December 2021

Speke Garston Minibus Agency

Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2021

	Notes	31.3.21 Unrestricted fund £	31.3.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>			
Sales		229,349	330,739
COVID support		32,354	-
Other income		63	314
<b>Total</b>		<b>261,766</b>	<b>331,053</b>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Minibus Hire		106,261	138,071
Other		153,839	148,818
<b>Total</b>		<b>260,100</b>	<b>286,889</b>
 <b>NET INCOME</b>		<b>1,666</b>	<b>44,164</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>389,559</b>	<b>345,395</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>391,225</b>	<b>389,559</b>

Balance Sheet  
31 March 2021

	Notes	31.3.21 Unrestricted fund £	31.3.20 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	6	30,549	62,986
<b>CURRENT ASSETS</b>			
Debtors	7	26,319	57,140
Prepayments and accrued income		2,223	3,014
Cash at bank		343,282	280,129
		<u>371,824</u>	<u>340,283</u>
<b>CREDITORS</b>			
Amounts falling due within one year	8	(11,148)	(13,710)
<b>NET CURRENT ASSETS</b>		<u>360,676</u>	<u>326,573</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>391,225</u>	<u>389,559</u>
<b>NET ASSETS</b>		<u>391,225</u>	<u>389,559</u>
<b>FUNDS</b>	9		
Unrestricted funds		<u>391,225</u>	<u>389,559</u>
<b>TOTAL FUNDS</b>		<u>391,225</u>	<u>389,559</u>

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 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.

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 December 2021 and were signed on its behalf by:



Mrs A Johnson - Trustee

The notes form part of these financial statements



Notes to the Financial Statements  
for the Year Ended 31 March 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.

**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.

**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	- Straight line over 4 years
Motor vehicles	- Straight line over 4 years
Computer equipment	- Straight line over 4 years

**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.

**2. NET INCOME/(EXPENDITURE)**

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

	31.3.21	31.3.20
	£	£
Depreciation - owned assets	32,437	35,381
Surplus on disposal of fixed assets	(400)	(1,500)
	<u>          </u>	<u>          </u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**3. TRUSTEES' REMUNERATION AND BENEFITS**

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

**Trustees' expenses**

Trustees are reimbursed for out-of-pocket expenses incurred whilst carrying out their duties on behalf of Speke Garston Minibus Agency. The aggregate value reimbursed for the year was £100.00 (2020 - Nil).

**4. STAFF COSTS**

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

	31.3.21	31.3.20
Staff	3	4
	<u>      </u>	<u>      </u>

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

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
<b>Charitable activities</b>	
Sales	330,739
Other income	314
<b>Total</b>	<u>331,053</u>
 <b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Minibus Hire	138,071
Other	148,818
<b>Total</b>	<u>286,889</u>
 <b>NET INCOME</b>	<u>44,164</u>
 <b>RECONCILIATION OF FUNDS</b>	
<b>Total funds brought forward</b>	345,395
 <b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>389,559</u></u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**6. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2020	1,705	2,893	319,395	7,521	331,514
Disposals	-	-	(9,450)	-	(9,450)
At 31 March 2021	1,705	2,893	309,945	7,521	322,064
<b>DEPRECIATION</b>					
At 1 April 2020	905	2,893	257,209	7,521	268,528
Charge for year	-	-	32,437	-	32,437
Eliminated on disposal	-	-	(9,450)	-	(9,450)
At 31 March 2021	905	2,893	280,196	7,521	291,515
<b>NET BOOK VALUE</b>					
At 31 March 2021	800	-	29,749	-	30,549
At 31 March 2020	800	-	62,186	-	62,986

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.21 £	31.3.20 £
Trade debtors	26,319	57,140

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.21 £	31.3.20 £
Trade creditors	905	1,505
VAT	8,643	8,485
Accruals and deferred income	1,600	3,720
	11,148	13,710

**9. MOVEMENT IN FUNDS**

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	389,559	1,666	391,225
<b>TOTAL FUNDS</b>	389,559	1,666	391,225

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**9. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	261,766	(260,100)	1,666
<b>TOTAL FUNDS</b>	<u>261,766</u>	<u>(260,100)</u>	<u>1,666</u>

**Comparatives for movement in funds**

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General fund	345,395	44,164	389,559
<b>TOTAL FUNDS</b>	<u>345,395</u>	<u>44,164</u>	<u>389,559</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	331,053	(286,889)	44,164
<b>TOTAL FUNDS</b>	<u>331,053</u>	<u>(286,889)</u>	<u>44,164</u>

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

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	345,395	45,830	391,225
<b>TOTAL FUNDS</b>	<u>345,395</u>	<u>45,830</u>	<u>391,225</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2021

**9. MOVEMENT IN FUNDS - continued**

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 £
<b>Unrestricted funds</b>			
General fund	592,819	(546,989)	45,830
<b>TOTAL FUNDS</b>	<u>592,819</u>	<u>(546,989)</u>	<u>45,830</u>

**10. RELATED PARTY DISCLOSURES**

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

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Charitable activities</b>		
Sales	220,343	321,733
Grants	41,360	9,006
	<hr/> 261,703	<hr/> 330,739
<b>Other income</b>		
Interest received	63	314
	<hr/> 261,766	<hr/> 331,053
<b>Total incoming resources</b>		
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Motor expenses	52,874	69,508
Driver and volunteer expenses	53,387	68,063
	<hr/> 106,261	<hr/> 137,571
<b>Support costs</b>		
<b>Management</b>		
Wages	96,519	81,963
Social security	3,329	4,173
	<hr/> 99,848	<hr/> 86,136
<b>Finance</b>		
Bank charges	765	1,024
<b>Other</b>		
Rent, rates and water	9,544	10,770
Insurance	1,153	1,132
Light and heat	1,031	1,141
Telephone	1,167	1,596
Post, stationery and computer	1,110	1,620
Sundries	966	1,781
Waste and cleaning	664	984
Repairs and renewals	1,253	2,267
Subscriptions	189	326
Training Costs	-	1,699
Advertising	-	180
Donation	500	500
Depreciation of tangible fixed assets	32,438	35,381
Gain on sale of tangible fixed assets	(400)	(1,500)
	<hr/> 49,615	<hr/> 57,877
<b>Governance costs</b>		
Accountancy and legal fees	1,600	2,000
Carried forward	1,600	2,000

Speke Garston Minibus Agency

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
<b>Governance costs</b>		
Brought forward	1,600	2,000
Professional fees	2,011	2,281
	<u>3,611</u>	<u>4,281</u>
Total resources expended	<u>260,100</u>	<u>286,889</u>
<b>Net income</b>	<u>1,666</u>	<u>44,164</u>