

# KINGSWOOD COMMUNITY TRANSPORT

England & Wales · Charity number 1091206

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [04197657](#)

**Registered** 2002-03-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Kingswood Community Transport  
2 Old School House  
Kingswood Foundation Estate  
Kingswood  
Bristol  
BS15 8DB

**Phone** 07872583307

**Email** [info@KINGSWOODCT.ORG.UK](mailto:info@KINGSWOODCT.ORG.UK)

**Website** [www.kingswoodct.org.uk](http://www.kingswoodct.org.uk)

## Activities

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**Objects:** TO PROVIDE RELIEF TO INHABITANTS OF SOUTH GLOUCESTERSHIRE AND ITS ENVIRONS WHO HAVE NEED BECAUSE OF AGE, MENTAL OR PHYSICAL DISABILITY, OR POVERTY 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 THE CHARITABLE WORK OF ORGANISATIONS AND BODIES ENGAGED IN PROMOTING THE RELIEF OF SUCH PERSONS THROUGH THE PROVISION OF APPROPRIATE SERVICES.

**Activities:** Kingswood Community Transport is a charity that provides demand-responsive transport for the residents of South Gloucestershire, including Acton Turville, Bitton, Cadbury Heath, Cold Ashton, Downend, Doynton, Dyrham and Hinton, Frenchay, Hanham, Hanham Abbots, Kingswood, Longwell Green, Mangotsfield, Marshfield, Oldland, Pucklechurch, Siston, Staple Hill, Tormarton, Warmley, Wick and Abson.

## Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** INHABITANTS OF SOUTH GLOUCESTERSHIRE AND ITS ENVIRONS
- Bath And North East Somerset
- Bristol City
- North Somerset
- South Gloucestershire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£418,769	£463,820	-	-
2024-03-31	£382,419	£394,986	-	-
2023-03-31	£378,446	£361,476	-	-
2022-03-31	£301,623	£275,428	-	-
2021-03-31	£341,893	£303,248	-	-

## Trustees

Name	Role	Appointed
Janet Biggin	Chair	2018-10-22
George Brown		2025-06-11
Heather Thomas		2025-03-17
Michael Cox		2018-10-22
ROBERT HART		
Richard Gee		2015-09-26
Robert Mittins		2025-04-22

**KINGSWOOD COMMUNITY TRANSPORT**

England & Wales - Charity number 1091206

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# Accounts

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**REGISTERED COMPANY NUMBER: 04197657 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1091206**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2025**  
**for**  
**Kingswood Community Transport**

Norton Tax Shops Limited  
3 & 5 Station Road  
Keynsham  
Bristol  
BS31 2BH

**Kingswood Community Transport**

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for the Year Ended 31 March 2025**

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## Kingswood Community Transport

### Report of the Trustees for the Year Ended 31 March 2025

#### **KINGSWOOD COMMUNITY TRANSPORT TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025**

The trustees present their report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives**

Kingswood Community Transport (KCT) provides community transport to residents within South Gloucestershire and its environs. The Dial & Ride operation provides a door-to-door service for users who struggle or unable to use standard public transport. Our group hire service provides fully accessible vehicles and sixteen-seater minibuses for affiliated community user groups to hire. This is subject to published conditions, and competitive rates are offered. Our daily service trips are supplemented by our trendy day trips arranged by 'Friday Friends'. We also provide a service to train mini-bus drivers to the nationally recognised MiDAS (Minibus Drivers Awareness Scheme) standard. This service is available to outside bodies. All drivers of our mini-bus fleet are required to complete this training.

#### **Development, activities, and achievements during the year**

During the period covered by this report, Kingswood Community Transport has operated with a fleet of 11 mini-buses and eight cars. All minibuses conform to the current recommendations and are fully accessible and equipped to carry wheelchairs. Four of the cars are Volkswagen Caddys and are also fully accessible and ideal for providing transport to health appointments. The remaining four are electric, and the board are keen to invest in further electric vehicles to reduce our fuel bill and help with the environment. It continues to be KCT's policy to maintain a fleet of vehicles whose average age is no more than 5 years old. This typically means that in future, we will be planning to replace two or three vehicles each year.

#### **Financial activities and affairs**

West of England Combined Authority continues to provide a grant to Kingswood Community Transport for all the work completed on its behalf. These payments are a contribution to the overall running costs of our services. Eligible members benefit from concessions arranged under the Diamond Travel Card. Due to the reduction in funding from these concessions and to ensure our current level of services is maintained, members now pay £3.00 per trip or £4.00 if travelling outside our core area. Group hire with and without a driver and MiDAS training also carry a user charge. User revenue provides for investment that ensures that a robust vehicle replacement programme is in place. Fundraising and member donations are essential in our financial planning, and we would like to thank all parties involved with our fundraising activities.

#### **Financial review**

Company law requires the Board to prepare financial statements for each financial year, giving an accurate and fair view of the company's situation and the charity's surplus or deficit. In preparing those financial statements, the Board are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume the charity will continue to operate.

The Board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the charity's financial position and enabling the financial statements to comply with the Companies Act 2006. They are also responsible for safeguarding the charity's assets and, hence, for taking reasonable steps to prevent and detect fraud and other irregularities.

## Kingswood Community Transport

### Report of the Trustees for the Year Ended 31 March 2025

#### **Significant information**

Kingswood Community Transport is established as a company limited by guarantee and is registered as a charity with the Charity Commission. Its Memorandum and Articles of Association govern the affairs of the company. The liability of each member in the event of the company being wound up is limited to a sum not exceeding £1.00.

The Board shall comprise between 3 and 15 officers. Currently, there are 7 directors and a company secretary. The subscribers to the Memorandum and Articles of Association appointed the first Board. New Board members are elected individually at the time of membership renewal. The elected members sitting on the Board accommodate the interests of all members. In addition, the Board may co-opt no more than two other persons, whether members of Kingswood Community Transport or not, to serve as full voting members of the Board.

The trustees, who are also the directors for company law and who served during the year and up to the date of signature of the financial statements, were:

Ms J E Biggin  
Mr C E Jordan  
Mr R H B Hart  
Mr R C Gee  
Mr M J Cox  
Mrs H Thomas  
Mr Bob Mittins

#### **Operating reserves policy**

The Operating Reserve Policy for Kingswood Community Transport aims to ensure the stability of the organisation's mission, programs, employment, and ongoing operations. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. The Operating Reserve Policy will be implemented in concert with the other governance and financial policies of Kingswood Community Transport and is intended to support the goals and strategies.

#### **ACCOUNTING FOR RESERVES**

Following investment policies, the Operating Reserve Fund will be maintained in the business savings account and a COIF Charities Deposit fund.

#### **FUNDING OF RESERVES**

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Directors may occasionally direct that a specific source of revenue be set aside for Operating Reserves. Examples may include one-time gifts, bequests, special grants, or special appeals.

#### **USE OF RESERVES**

Use of the Operating Reserves requires three steps:

##### **1. Identification of appropriate use of reserve funds**

The Board will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. This step requires an analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and an evaluation of the period that the funds will be required and replenished.

The present holding of reserves held in various current and savings accounts stands at: £93,399.

The Board considers that between 35% and 50% should be available at any time to meet planned and irregular or unforeseen costs (£29,000 - £48,755). The board have agreed that as of 1st April, single fares will increase from £3.00 and £4.00 for each single passenger Journey.

The assets of KCT are vehicles and IT and office equipment, which are depreciated over appropriate periods, and these are adequately maintained and replaced over determined periods, all of which are expressed in our annual financial reports. These reports will be made available to KCT's members on the website and on request and will be presented at the annual presentation tea.

## **Kingswood Community Transport**

### **Report of the Trustees for the Year Ended 31 March 2025**

KCT rolling three-year fleet replacement programme:	2024-25 £30,000, 2025-26 £30,000 2026-27 £30,000
Vehicle hire as part of KCT disaster plan	£5,000
Cover for unforeseen operational costs. i.e. Employing temporary staff to cover a long-term sick absence	£15,000
In the event of a forced or voluntary closure of the charity	£40,000
Other costs incurred if KCT has to cease trading.	£10,000

#### 2. Authority to use operating reserves.

The Chair or Vice Chair and one other board member will provide the authority for the General Manager to use reserve funds by this policy.

#### **Organisation**

Kingswood Community Transport is overseen by a Board of Directors which meets regularly. Day-to-day management of the charity is the responsibility of the General Manager.

#### **Volunteers**

Kingswood Community Transport is grateful for the support provided by its volunteers, who are involved in many capacities within the charity.

#### **Employee involvement**

Kingswood Community Transport is committed to the welfare of its employees. Following incorporation, the company has agreed to comply with all existing contractual obligations of the charity.  
The Board approved the trustees' report of Trustees.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

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

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Company number**

04197657 (England and Wales)

#### **Registered Charity number**

1091206

#### **Registered office**

No 2 Office Old School House  
Kingswood Foundation Estate  
Kingswood  
Bristol  
BS15 8DB

#### **Trustees**

Ms J Biggin  
Ms V Robinson  
Mr M Sagar  
Mr M Cox  
Mr R Gee  
Mr C Jordan  
Mr R Reed  
Mr R Hart

**Kingswood Community Transport**

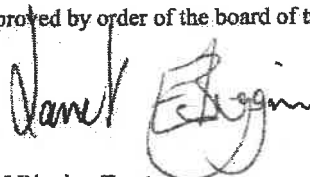
**Report of the Trustees**  
**for the Year Ended 31 March 2025**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Company Secretary**  
Mr M Vernon

**Independent Examiner**  
Mark Loader  
Norton Tax Shops Limited  
3 & 5 Station Road  
Keynsham  
Bristol  
BS31 2BH

Approved by order of the board of trustees on 23 June 2025 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Janet Biggin', is written over a circular stamp or seal.

Ms J Biggin - Trustee

**Independent Examiner's Report to the Trustees of  
Kingswood Community Transport**

**Independent examiner's report to the trustees of Kingswood Community Transport ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Accounting Technicians, 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.



Mark Loader  
The Association of Accounting Technicians

Norton Tax Shops Limited  
3 & 5 Station Road  
Keynsham  
Bristol  
BS31 2BH

Date: .....

**Kingswood Community Transport**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2025**

	Notes	Unrestricted fund £	Restricted fund £	31.3.25 Total funds £	31.3.24 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		410,904	6,600	417,504	381,539
Investment income	2	1,265	-	1,265	880
<b>Total</b>		<u>412,169</u>	<u>6,600</u>	<u>418,769</u>	<u>382,419</u>
<b>EXPENDITURE ON</b>					
Charitable activities		463,320	500	463,820	396,259
<b>NET INCOME/(EXPENDITURE)</b>		(51,151)	6,100	(45,051)	(13,840)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		261,319	14,250	275,569	289,409
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>210,168</u>	<u>20,350</u>	<u>230,518</u>	<u>275,569</u>

The notes form part of these financial statements

**Kingswood Community Transport**

**Balance Sheet**  
**31 March 2025**

	Notes	Unrestricted fund £	Restricted fund £	31.3.25 Total funds £	31.3.24 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	7	120,461	-	120,461	131,073
<b>CURRENT ASSETS</b>					
Debtors	8	27,305	-	27,305	25,613
Cash at bank and in hand		73,049	20,350	93,399	125,859
		<u>100,354</u>	<u>20,350</u>	<u>120,704</u>	<u>151,472</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	(10,647)	-	(10,647)	(6,976)
<b>NET CURRENT ASSETS</b>		<u>89,707</u>	<u>20,350</u>	<u>110,057</u>	<u>144,496</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>210,168</u>	<u>20,350</u>	<u>230,518</u>	<u>275,569</u>
<b>NET ASSETS</b>		<u>210,168</u>	<u>20,350</u>	<u>230,518</u>	<u>275,569</u>
<b>FUNDS</b>	10				
Unrestricted funds				210,168	261,319
Restricted funds				20,350	14,250
<b>TOTAL FUNDS</b>				<u>230,518</u>	<u>275,569</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

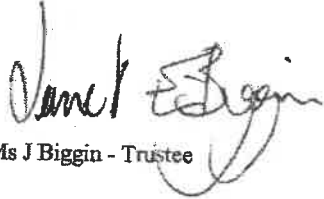
The notes form part of these financial statements

**Kingswood Community Transport**

**Balance Sheet - continued**  
**31 March 2025**

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 23 June 2025 and were signed on its behalf by:



Ms J Biggin - Trustee

**Kingswood Community Transport**

**Notes to the Financial Statements**  
**for the Year Ended 31 March 2025**

**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	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

**Taxation**

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

**Fund accounting**

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

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

**Kingswood Community Transport**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**2. INVESTMENT INCOME**

	31.3.25	31.3.24
	£	£
Deposit account interest	<u>1,265</u>	<u>880</u>

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

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

	31.3.25	31.3.24
	£	£
Depreciation - owned assets	<u>40,155</u>	<u>43,689</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**5. STAFF COSTS**

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

	31.3.25	31.3.24
Number of Employees	<u>11</u>	<u>8</u>

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

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

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	377,539	4,000	381,539
Investment income	880	-	880
<b>Total</b>	<u>378,419</u>	<u>4,000</u>	<u>382,419</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities	396,259	-	396,259
<b>NET INCOME/(EXPENDITURE)</b>	(17,840)	4,000	(13,840)

**Kingswood Community Transport**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	279,159	10,250	289,409
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>261,319</u>	<u>14,250</u>	<u>275,569</u>

**7. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>				
At 1 April 2024	368	345,446	8,150	353,964
Additions	577	39,663	7,937	48,177
Disposals	-	(84,650)	-	(84,650)
At 31 March 2025	<u>945</u>	<u>300,459</u>	<u>16,087</u>	<u>317,491</u>
<b>DEPRECIATION</b>				
At 1 April 2024	92	217,317	5,482	222,891
Charge for year	213	37,290	2,652	40,155
Eliminated on disposal	-	(66,016)	-	(66,016)
At 31 March 2025	<u>305</u>	<u>188,591</u>	<u>8,134</u>	<u>197,030</u>
<b>NET BOOK VALUE</b>				
At 31 March 2025	<u>640</u>	<u>111,868</u>	<u>7,953</u>	<u>120,461</u>
At 31 March 2024	<u>276</u>	<u>128,129</u>	<u>2,668</u>	<u>131,073</u>

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

	31.3.25	31.3.24
	£	£
Trade debtors	4,643	1,051
Other debtors	-	199
VAT	430	7,950
Prepayments	22,232	16,413
	<u>27,305</u>	<u>25,613</u>

**Kingswood Community Transport**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

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

	31.3.25	31.3.24
	£	£
Trade creditors	9,322	5,716
Accruals and deferred income	1,325	1,260
	<u>10,647</u>	<u>6,976</u>

**10. MOVEMENT IN FUNDS**

	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
<b>Unrestricted funds</b>			
General fund	261,319	(51,151)	210,168
<b>Restricted funds</b>			
General fund	14,250	6,100	20,350
<b>TOTAL FUNDS</b>	<u>275,569</u>	<u>(45,051)</u>	<u>230,518</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	412,169	(463,320)	(51,151)
<b>Restricted funds</b>			
General fund	6,600	(500)	6,100
<b>TOTAL FUNDS</b>	<u>418,769</u>	<u>(463,820)</u>	<u>(45,051)</u>

**Kingswood Community Transport**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**10. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
<b>Unrestricted funds</b>			
General fund	279,159	(17,840)	261,319
<b>Restricted funds</b>			
General fund	10,250	4,000	14,250
<b>TOTAL FUNDS</b>	<u>289,409</u>	<u>(13,840)</u>	<u>275,569</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	378,419	(396,259)	(17,840)
<b>Restricted funds</b>			
General fund	4,000	-	4,000
<b>TOTAL FUNDS</b>	<u>382,419</u>	<u>(396,259)</u>	<u>(13,840)</u>

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

	At 1.4.23 £	Net movement in funds £	At 31.3.25 £
<b>Unrestricted funds</b>			
General fund	279,159	(68,991)	210,168
<b>Restricted funds</b>			
General fund	10,250	10,100	20,350
<b>TOTAL FUNDS</b>	<u>289,409</u>	<u>(58,891)</u>	<u>230,518</u>

**Kingswood Community Transport**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2025**

**10. 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	790,588	(859,579)	(68,991)
<b>Restricted funds</b>			
General fund	10,600	(500)	10,100
<b>TOTAL FUNDS</b>	<u>801,188</u>	<u>(860,079)</u>	<u>(58,891)</u>

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2025.

**Kingswood Community Transport**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2025**

	31.3.25	31.3.24
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	2,186	2,126
Donations	10,161	5,085
Use of vehicles	206,558	232,886
South Glos. council grants	178,024	115,502
Other council grants	6,600	1,500
Other income	13,975	24,440
	<hr/> 417,504	<hr/> 381,539
<b>Investment income</b>		
Deposit account interest	1,265	880
	<hr/> 418,769	<hr/> 382,419
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Volunteer expenses	22,601	19,868
Advertising	508	461
Vehicles - fuel	34,034	37,131
Vehicles - repairs	51,211	44,928
Vehicles - tax and insurance	27,347	20,317
Travel and subsistence	320	58
Parking fines	3,423	1,461
	<hr/> 139,444	<hr/> 124,224
<b>Support costs</b>		
<b>Management</b>		
Wages	214,449	175,751
Social security	11,432	7,582
Pensions	5,434	4,546
Rent and services	18,614	6,292
Insurance	1,970	2,232
Computer and IT software	8,078	8,932
Telephone	5,223	4,637
Postage and stationery	4,748	4,691
Sundries	8,756	9,317
Bank charges	273	284
Profit on sale of tangible fixed assets	(4,827)	2,809
Training	8,606	-
Carried forward	282,756	227,073

This page does not form part of the statutory financial statements

**Kingswood Community Transport**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2025**

	31.3.25	31.3.24
	£	£
<b>Management</b>		
Brought forward		
Depreciation of plant and machinery	282,756	227,073
Depreciation of motor vehicles	213	92
Depreciation of computer equipment	37,290	42,708
	2,652	889
	<u>322,911</u>	<u>270,762</u>
<b>Governance costs</b>		
Accountancy and legal fees	1,465	1,273
Total resources expended	<u>463,820</u>	<u>396,259</u>
Net expenditure	<u>(45,051)</u>	<u>(13,840)</u>

This page does not form part of the statutory financial statements.

Ms J Earley  
Kingswood Community Transport  
No 2 Office  
Old School House  
Britannia Road  
Kingswood  
Bristol  
BS15 8DB

30 July 2025

Dear Jo,

Many thanks for returning the accounts for the year ended 31 March 2025.

Please find enclosed a copy for you to keep with your records, which I trust you will find sufficient.

Kind regards

Yours sincerely



Rhiannon Reid  
**Norton Tax Shops Ltd**

Enc

**KINGSWOOD COMMUNITY TRANSPORT**

England & Wales - Charity number 1091206

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# Accounts

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REGISTERED COMPANY NUMBER: 04197657 (England and Wales)  
REGISTERED CHARITY NUMBER: 1091206

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2024**  
**for**  
**Kingswood Community Transport**

Norton Tax Shops Limited  
3 & 5 Station Road  
Keynsham  
Bristol  
BS31 2BH

**Kingswood Community Transport**

**Contents of the Financial Statements  
for the Year Ended 31 March 2024**

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## Kingswood Community Transport

### Report of the Trustees for the Year Ended 31 March 2024

#### **KINGSWOOD COMMUNITY TRANSPORT TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024**

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives**

Kingswood Community Transport (KCT) provides community transport to residents within South Gloucestershire and its environs. The Dial & Ride operation provides a door-to-door service for users who struggle or unable to use standard public transport. Our group hire service provides fully accessible vehicles and sixteen-seater minibuses for affiliated community user groups to hire. This is subject to published conditions, and competitive rates are offered. Our daily service trips are supplemented by our trendy day trips arranged by 'Friday Friends'. We also provide a service to train mini-bus drivers to the nationally recognised MiDAS (Minibus Drivers Awareness Scheme) standard. This service is available to outside bodies. All drivers of our mini-bus fleet are required to complete this training.

#### **Development, activities, and achievements during the year**

During the period covered by this report, Kingswood Community Transport has operated with a fleet of 12 mini-buses and eight cars. All minibuses conform to the current recommendations and are fully accessible and equipped to carry wheelchairs. Four of the cars are Volkswagen Caddys and are also fully accessible and ideal for providing transport to health appointments. The remaining four are electric, and the board are keen to invest in further electric vehicles to reduce our fuel bill and help with the environment. It continues to be KCT's policy to maintain a fleet of vehicles whose average age is no more than 5 years old. This typically means that in future, we will be planning to replace two or three vehicles each year.

We are still planning to invest in improving the facilities on our parking lot at Creative Youth Network. This will include water and an electric supply, enabling us to valet and maintain our fleet in a safe and controlled environment.

#### **Financial activities and affairs**

West of England Combined Authority continues to provide a grant to Kingswood Community Transport for all the work completed on its behalf. These payments are a contribution to the overall running costs of our services. Eligible members benefit from concessions arranged under the Diamond Travel Card. Due to the reduction in funding from these concessions and to ensure our current level of services is maintained, members now pay £2.50 per trip or £3.00 if travelling outside our core area. Group hire with and without a driver and MiDAS training also carry a user charge. User revenue provides for investment that ensures that a robust vehicle replacement programme is in place. Fundraising and member donations are essential in our financial planning, and we would like to thank all parties involved with our fundraising activities.

#### **Financial review**

Company law requires the Board to prepare financial statements for each financial year, giving an accurate and fair view of the company's situation and the charity's surplus or deficit. In preparing those financial statements, the Board are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume the charity will continue to operate.

The Board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the charity's financial position and enabling the financial statements to comply with the Companies Act 2006. They are also responsible for safeguarding the charity's assets and, hence, for taking reasonable steps to prevent and detect fraud and other irregularities.

#### **Significant information**

## Kingswood Community Transport

### Report of the Trustees for the Year Ended 31 March 2024

Kingswood Community Transport is established as a company limited by guarantee and is registered as a charity with the Charity Commission. Its Memorandum and Articles of Association govern the affairs of the company. The liability of each member in the event of the company being wound up is limited to a sum not exceeding £1.00.

The Board shall comprise between 3 and 15 officers. Currently, there are 8 directors and a company secretary. The subscribers to the Memorandum and Articles of Association appointed the first Board. New Board members are elected individually at the time of membership renewal. The elected members sitting on the Board accommodate the interests of all members. In addition, the Board may co-opt no more than two other persons, whether members of Kingswood Community Transport or not, to serve as full voting members of the Board.

The trustees, who are also the directors for company law and who served during the year and up to the date of signature of the financial statements, were:

Ms J E Biggin  
Mr M Sagar  
Ms V Robinson  
Mrs R Reed  
Mr C E Jordan  
Mr R H B Hart  
Mr R C Gee  
Mr M J Cox

#### **Operating reserves policy**

The Operating Reserve Policy for Kingswood Community Transport aims to ensure the stability of the organisation's mission, programs, employment, and ongoing operations. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. The Operating Reserve Policy will be implemented in concert with the other governance and financial policies of Kingswood Community Transport and is intended to support the goals and strategies.

#### **ACCOUNTING FOR RESERVES**

Following investment policies, the Operating Reserve Fund will be maintained in the business savings account and a COIF Charities Deposit fund.

#### **FUNDING OF RESERVES**

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Directors may occasionally direct that a specific source of revenue be set aside for Operating Reserves. Examples may include one-time gifts, bequests, special grants, or special appeals.

#### **USE OF RESERVES**

Use of the Operating Reserves requires three steps:

##### 1. Identification of appropriate use of reserve funds

The Board will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. This step requires an analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and an evaluation of the period that the funds will be required and replenished.

The present holding of reserves held in various current and savings accounts stands at: £125,000.

With annual expenditure this stands at 36% of our annual expenditure. To allow KCT to operate responsibly, the Board considers that between 35% and 50% should be available at any time to meet planned and irregular or unforeseen costs (£122,500 - £175,000). Currently, there is a surplus of £2,500; hence currently there is no requirement to increase trip fares. The board have agreed that as of 1st April, single fares will remain at £2.50 and £3.00.

The assets of KCT are vehicles and IT and office equipment, which are depreciated over appropriate periods, and these are adequately maintained and replaced over determined periods, all of which are expressed in our annual financial reports. These reports will be made available to KCT's members on the website and on request and will be presented at the annual presentation tea.

KCT rolling three-year fleet replacement programme:	2024-25 £30,000, 2025-26 £30,000 2026-27 £30,000
Vehicle hire as part of KCT disaster plan	£5,000
Cover for unforeseen operational costs.	
i.e. Employing temporary staff to cover a long-term sick absence	£15,000
In the event of a forced or voluntary closure of the charity	£40,000

## **Kingswood Community Transport**

### **Report of the Trustees** **for the Year Ended 31 March 2024**

Other costs incurred if KCT has to cease trading.

£10,000

2. Authority to use operating reserves.

The Chair or Vice Chair and one other board member will provide the authority for the General Manager to use reserve funds by this policy.

#### **Organisation**

KCT is overseen by a Board of Directors which meets regularly. Day-to-day management of the charity is the responsibility of the General Manager.

#### **Volunteers**

KCT is grateful for the support provided by its volunteers, who are involved in many capacities within the charity.

#### **Employee involvement**

KCT is committed to the welfare of its employees. Following incorporation, the company has agreed to comply with all existing contractual obligations of the charity.

The Board approved the trustees' report of Trustees.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

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

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Company number**

04197657 (England and Wales)

#### **Registered Charity number**

1091206

#### **Registered office**

No 2 Office Old School House  
Kingswood Foundation Estate  
Kingswood  
Bristol  
BS15 8DB

#### **Trustees**

Ms J Biggin  
Ms V Robinson  
Mr M Sagar  
Mr M Cox  
Mr R Gee  
Mr C Jordan  
Mr R Reed  
Mr R Hart

#### **Company Secretary**

Mr M Vernon


#### **Independent Examiner**

Mark Loader  
Norton Tax Shops Limited  
3 & 5 Station Road  
Keynsham  
Bristol  
BS31 2BH

**Kingswood Community Transport**

**Report of the Trustees**  
**for the Year Ended 31 March 2024**

Approved by order of the board of trustees on 14 December 2024 and signed on its behalf by:

Alderman 

Ms J Biggin - Trustee

**Independent Examiner's Report to the Trustees of  
Kingswood Community Transport**

**Independent examiner's report to the trustees of Kingswood Community Transport ('the Company')**

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

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Accounting Technicians, 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.



Mark Loader  
The Association of Accounting Technicians

Norton Tax Shops Limited  
3 & 5 Station Road  
Keynsham  
Bristol  
BS31 2BH

Date: .....

*19 December 2024*

**Kingswood Community Transport**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2024**

	Notes	Unrestricted fund £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		377,539	4,000	381,539	370,365
Investment income	2	880	-	880	94
<b>Total</b>		<u>378,419</u>	<u>4,000</u>	<u>382,419</u>	<u>370,459</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Charitable activities		<u>396,259</u>	-	<u>396,259</u>	<u>361,476</u>
<b>NET INCOME/(EXPENDITURE)</b>		(17,840)	4,000	(13,840)	8,983
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		279,159	10,250	289,409	280,426
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>261,319</u></u>	<u><u>14,250</u></u>	<u><u>275,569</u></u>	<u><u>289,409</u></u>

The notes form part of these financial statements

**Kingswood Community Transport**

**Balance Sheet**  
**31 March 2024**

	Notes	Unrestricted fund £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	7	131,073	-	131,073	128,852
<b>CURRENT ASSETS</b>					
Debtors	8	25,613	-	25,613	23,473
Cash at bank and in hand		111,609	14,250	125,859	154,850
		<u>137,222</u>	<u>14,250</u>	<u>151,472</u>	<u>178,323</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	(6,976)	-	(6,976)	(17,766)
<b>NET CURRENT ASSETS</b>		<u>130,246</u>	<u>14,250</u>	<u>144,496</u>	<u>160,557</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>261,319</u>	<u>14,250</u>	<u>275,569</u>	<u>289,409</u>
<b>NET ASSETS</b>		<u>261,319</u>	<u>14,250</u>	<u>275,569</u>	<u>289,409</u>
<b>FUNDS</b>	10				
Unrestricted funds				261,319	279,159
Restricted funds				14,250	10,250
<b>TOTAL FUNDS</b>				<u>275,569</u>	<u>289,409</u>

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

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

The trustees acknowledge their responsibilities for

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

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

The financial statements were approved by the Board of Trustees and authorised for issue on 14 December 2024 and were signed on its behalf by:

Alderman



Ms J Biggin - Trustee

The notes form part of these financial statements

**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	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

**Taxation**

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

**Fund accounting**

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

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

**Kingswood Community Transport**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**2. INVESTMENT INCOME**

	31.3.24	31.3.23
	£	£
Deposit account interest	<u>880</u>	<u>94</u>

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

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

	31.3.24	31.3.23
	£	£
Depreciation - owned assets	<u>43,689</u>	<u>36,100</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

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

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**5. STAFF COSTS**

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

	31.3.24	31.3.23
Number of Employees	<u>8</u>	<u>8</u>

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

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

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	362,365	8,000	370,365
Investment income	94	-	94
<b>Total</b>	<u>362,459</u>	<u>8,000</u>	<u>370,459</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities	<u>361,476</u>	-	<u>361,476</u>
<b>NET INCOME</b>	983	8,000	8,983
Transfers between funds	<u>5,000</u>	<u>(5,000)</u>	<u>-</u>
<b>Net movement in funds</b>	5,983	3,000	8,983
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	273,176	7,250	280,426

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024**

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>279,159</u>	<u>10,250</u>	<u>289,409</u>

**7. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>				
At 1 April 2023	-	314,491	7,399	321,890
Additions	368	87,350	751	88,469
Disposals	-	(56,395)	-	(56,395)
At 31 March 2024	<u>368</u>	<u>345,446</u>	<u>8,150</u>	<u>353,964</u>
<b>DEPRECIATION</b>				
At 1 April 2023	-	188,445	4,593	193,038
Charge for year	92	42,708	889	43,689
Eliminated on disposal	-	(13,836)	-	(13,836)
At 31 March 2024	<u>92</u>	<u>217,317</u>	<u>5,482</u>	<u>222,891</u>
<b>NET BOOK VALUE</b>				
At 31 March 2024	<u>276</u>	<u>128,129</u>	<u>2,668</u>	<u>131,073</u>
At 31 March 2023	<u>-</u>	<u>126,046</u>	<u>2,806</u>	<u>128,852</u>

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

	31.3.24	31.3.23
	£	£
Trade debtors	1,051	4,332
Other debtors	199	2,601
VAT	7,950	3,629
Prepayments	16,413	12,911
	<u>25,613</u>	<u>23,473</u>

**Kingswood Community Transport**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024**

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

	31.3.24	31.3.23
	£	£
Trade creditors	5,716	4,081
Accruals and deferred income	1,260	13,685
	<u>6,976</u>	<u>17,766</u>

**10. MOVEMENT IN FUNDS**

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
<b>Unrestricted funds</b>			
General fund	279,159	(17,840)	261,319
<b>Restricted funds</b>			
General fund	10,250	4,000	14,250
<b>TOTAL FUNDS</b>	<u>289,409</u>	<u>(13,840)</u>	<u>275,569</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	378,419	(396,259)	(17,840)
<b>Restricted funds</b>			
General fund	4,000	-	4,000
<b>TOTAL FUNDS</b>	<u>382,419</u>	<u>(396,259)</u>	<u>(13,840)</u>

**Comparatives for movement in funds**

	At 1.4.22	Net movement in funds	Transfers between funds	At 31.3.23
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	273,176	983	5,000	279,159
<b>Restricted funds</b>				
General fund	7,250	8,000	(5,000)	10,250
<b>TOTAL FUNDS</b>	<u>280,426</u>	<u>8,983</u>	<u>-</u>	<u>289,409</u>

**Kingswood Community Transport**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**10. MOVEMENT IN FUNDS - continued**

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	362,459	(361,476)	983
<b>Restricted funds</b>			
General fund	8,000	-	8,000
<b>TOTAL FUNDS</b>	<u>370,459</u>	<u>(361,476)</u>	<u>8,983</u>

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

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
<b>Unrestricted funds</b>				
General fund	273,176	(16,857)	5,000	261,319
<b>Restricted funds</b>				
General fund	7,250	12,000	(5,000)	14,250
<b>TOTAL FUNDS</b>	<u>280,426</u>	<u>(4,857)</u>	<u>-</u>	<u>275,569</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	740,878	(757,735)	(16,857)
<b>Restricted funds</b>			
General fund	12,000	-	12,000
<b>TOTAL FUNDS</b>	<u>752,878</u>	<u>(757,735)</u>	<u>(4,857)</u>

**Kingswood Community Transport**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2024**

**11. RELATED PARTY DISCLOSURES**

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

**Kingswood Community Transport**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2024**

	31.3.24	31.3.23
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	2,126	-
Donations	5,085	7,824
Use of vehicles	232,886	222,142
South Glos. council grants	115,502	106,640
Other council grants	1,500	10,058
Other income	24,440	23,701
	<hr/>	<hr/>
	381,539	370,365
<b>Investment income</b>		
Deposit account interest	880	94
	<hr/>	<hr/>
<b>Total incoming resources</b>	382,419	370,459
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Volunteer expenses	19,868	20,514
Advertising	461	751
Vehicles - fuel	37,131	39,752
Vehicles - repairs	44,928	43,178
Vehicles - tax and insurance	20,317	22,921
Travel and subsistence	58	-
Parking fines	1,461	-
	<hr/>	<hr/>
	124,224	127,116
<b>Support costs</b>		
<b>Management</b>		
Wages	175,751	139,529
Social security	7,582	4,721
Pensions	4,546	3,065
Rent and services	6,292	15,787
Insurance	2,232	5,329
Computer and IT software	8,932	10,135
Telephone	4,637	3,961
Postage and stationery	4,691	6,214
Bad debts	-	244
Sundries	9,317	7,557
Bank charges	284	1,311
Profit on sale of tangible fixed assets	2,809	(2,247)
Plant and machinery	92	-
Depreciation of motor vehicles	42,708	35,165
Depreciation of computer equipment	889	935
	<hr/>	<hr/>
	270,762	231,706

This page does not form part of the statutory financial statements

**Kingswood Community Transport**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2024**

	31.3.24	31.3.23
	£	£
<b>Management</b>		
<b>Governance costs</b>		
Accountancy and legal fees	1,273	2,654
Total resources expended	<u>396,259</u>	<u>361,476</u>
<b>Net (expenditure)/income</b>	<u>(13,840)</u>	<u>8,983</u>

This page does not form part of the statutory financial statements



**KINGSWOOD COMMUNITY TRANSPORT**

England & Wales - Charity number 1091206

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# Accounts

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**REGISTERED COMPANY NUMBER: 04197657 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1091206**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2023**  
**for**  
**Kingswood Community Transport**

Norton Tax Shops Limited  
3 & 5 Station Road  
Keynsham  
Bristol  
BS31 2BH

**Kingswood Community Transport**

**Contents of the Financial Statements  
for the Year Ended 31 March 2023**

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## **Kingswood Community Transport**

### **Report of the Trustees** **for the Year Ended 31 March 2023**

#### **KINGSWOOD COMMUNITY TRANSPORT** **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)** **FOR THE YEAR ENDED 31 MARCH 2023**

The trustees present their report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives**

Kingswood Community Transport (KCT) provides community transport to residents within South Gloucestershire and its environs. The Dial & Ride operation provides a door-to-door service for users who struggle or cannot use standard public transport. The group hire service provides fully accessible vehicles and sixteen-seater minibuses for affiliated community user groups to hire. This is subject to published conditions, and competitive rates are offered. The daily service trips are supplemented by the trendy day trips arranged by 'Friday Friends'. KCT also provide a service to train mini-bus drivers to the nationally recognised MiDAS standard. This service is available to outside bodies. All drivers of the mini-bus fleet are required to complete this training.

#### **Development, activities, and achievements during the year**

During the period covered by this report, KCT has operated with a fleet of 12 mini-buses and eight cars. All minibuses conform to the current recommendations and are fully accessible and equipped to carry wheelchairs. Four of the cars are Volkswagen Caddys and are also fully accessible and ideal for providing transport to health appointments. The remaining four are electric, and the board are keen to invest in further electric vehicles to reduce our fuel bill and help with the environment. It continues to be KCT's policy to maintain a fleet of vehicles whose average age is no more than 5 years old. This typically means that in future, KCT will be planning to replace two or three vehicles each year.

KCT are still planning to invest in improving the facilities on their parking lot at Creative Youth Network. This will include water and an electric supply, enabling KCT to valet and maintain their fleet in a safe and controlled environment.

#### **Financial activities and affairs**

West of England Combined Authority continues to provide a grant to KCT for all the work completed on its behalf. These payments are a contribution to the overall running costs of KCT's services. Eligible members benefit from concessions arranged under the Diamond Travel Card. Due to the reduction in funding from these concessions and to ensure our current level of services is maintained, members now pay £2.50 per trip or £3.00 if travelling outside their core area. Group hire with and without a driver and MiDAS training also carry a user charge. User revenue provides for investment that ensures that a robust vehicle replacement programme is in place. Fundraising and member donations are essential in KCT's financial planning, and KCT would like to thank all parties involved with their fundraising activities.

#### **Financial review**

Company law requires the Board to prepare financial statements for each financial year, giving an accurate and fair view of the company's state of affairs and the charity's surplus or deficit. In preparing those financial statements, the Board are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume the charity will continue to operate.

The Board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the charity's financial position and enabling the financial statements to comply with the Companies Act 2006. They are also responsible for safeguarding the charity's assets and, hence, for taking reasonable steps to prevent and detect fraud and other irregularities.

#### **Significant information**

KCT is established as a company limited by guarantee and is registered as a charity with the Charity Commission. Its Memorandum and Articles of Association govern the affairs of the company. The liability of each member in the event of the company being wound up is limited to a sum not exceeding £1.00.

## **Kingswood Community Transport**

### **Report of the Trustees** **for the Year Ended 31 March 2023**

The Board shall comprise between 3 and 15 officers. Currently, there are 8 directors and a company secretary. The subscribers to the Memorandum and Articles of Association appointed the first Board. New Board members are elected individually at the time of membership renewal. The elected members sitting on the Board accommodate the interests of all members. In addition, the Board may co-opt no more than two other persons, whether members of or KCT not, to serve as full voting members of the Board.

The trustees, who are also the directors for company law and who served during the year and up to the date of signature of the financial statements, were:

Ms J E Biggin  
Mr M Sagar  
Ms V Robinson  
Mrs R Reed  
Mr C E Jordan  
Mr R H B Hart  
Mr R C Gee  
Mr M J Cox

#### **Operating reserves policy**

The Operating Reserve Policy for KCT aims to ensure the stability of the organisation's mission, programs, employment, and ongoing operations. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. The Operating Reserve Policy will be implemented in concert with the other governance and financial policies of KCT and is intended to support the goals and strategies.

#### **ACCOUNTING FOR RESERVES**

Following investment policies, the Operating Reserve Fund will be maintained in the business savings account and a COIF Charities Deposit fund.

#### **FUNDING OF RESERVES**

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Directors may occasionally direct that a specific source of revenue be set aside for Operating Reserves. Examples may include one-time gifts, bequests, special grants, or special appeals.

#### **USE OF RESERVES**

Use of the Operating Reserves requires three steps:

##### **1. Identification of appropriate use of reserve funds**

The Board will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. This step requires an analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and an evaluation of the period that the funds will be required and replenished.

The present holding of reserves held in various current and savings accounts stands at: £180,000.

With annual expenditure this stands at 62% of our annual expenditure. To allow KCT to operate responsibly, the Board considers that between 35% and 50% should be available at any time to meet planned and irregular or unforeseen costs (£101,500 - £145,000). Currently, there is a surplus of £35,000; hence there is no requirement to increase trip fares. The board have agreed that as of 1st April, single fares will remain at £2.50 and £3.00.

The assets of KCT are vehicles and IT and office equipment, which are depreciated over appropriate periods, and these are adequately maintained and replaced over determined periods, all of which are expressed in our annual financial reports. These reports will be made available to KCT's members on the website and on request and will be presented at the annual presentation tea.

KCT rolling three-year fleet replacement programme:	2023-24 £30,000, 2024-25 £30,000 2025-26 £30,000
Vehicle hire as part of KCT disaster plan	£5,000
Cover for unforeseen operational costs.	
i.e. Employing temporary staff to cover a long-term sick absence	£15,000
In the event of a forced or voluntary closure of the charity	£40,000
Other costs incurred if KCT has to cease trading.	£10,000

## **Kingswood Community Transport**

### **Report of the Trustees** **for the Year Ended 31 March 2023**

#### **2. Authority to use operating reserves.**

The Chair or Vice Chair and one other board member will provide the authority for the General Manager to use reserve funds by this policy.

#### **Organisation**

KCT is overseen by a Board of Directors which meets regularly. Day-to-day management of the charity is the responsibility of the General Manager.

#### **Volunteers**

KCT is grateful for the support provided by its volunteers, who are involved in many capacities within the charity.

#### **Employee involvement**

KCT is committed to the welfare of its employees. Following incorporation, the company has agreed to comply with all existing contractual obligations of the charity.

The Board approved the trustees' report of Trustees.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

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

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Company number**

04197657 (England and Wales)

### **Registered Charity number**

1091206

### **Registered office**

No 2 Office Old School House  
Kingswood Foundation Estate  
Kingswood  
Bristol  
BS15 8DB

### **Trustees**

Ms J Biggin  
Ms V Robinson  
Mr M Sagar  
Mr M Cox  
Mr R Gee  
Mr C Jordan  
Mr R Reed  
Mr R Hart

### **Company Secretary**

Mr M Vernon

### **Independent Examiner**

Norton Tax Shops Limited  
3 & 5 Station Road  
Keynsham  
Bristol  
BS31 2BH

Approved by order of the board of trustees on 3 November 2023 and signed on its behalf by:

**Kingswood Community Transport**

**Report of the Trustees**  
**for the Year Ended 31 March 2023**

Ms J Biggin - Trustee

Clr. Janet Biggin

**Independent Examiner's Report to the Trustees of  
Kingswood Community Transport**

**Independent examiner's report to the trustees of Kingswood Community Transport ('the Company')**  
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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


**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Accounting Technicians, 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.



Mark Loader  
The Association of Accounting Technicians

Norton Tax Shops Limited  
3 & 5 Station Road  
Keynsham  
Bristol  
BS31 2BH

Date: .....

**Kingswood Community Transport**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2023**

	Notes	Unrestricted fund £	Restricted fund £	31.3.23 Total funds £	31.3.22 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		362,365	8,000	370,365	301,607
Investment income	2	94	-	94	16
<b>Total</b>		<u>362,459</u>	<u>8,000</u>	<u>370,459</u>	<u>301,623</u>
<b>EXPENDITURE ON</b>					
Charitable activities		361,476	-	361,476	275,429
<b>NET INCOME</b>					
Transfers between funds	9	983 5,000	8,000 (5,000)	8,983 -	26,194 -
Net movement in funds		5,983	3,000	8,983	26,194
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		273,176	7,250	280,426	254,232
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>279,159</u>	<u>10,250</u>	<u>289,409</u>	<u>280,426</u>

The notes form part of these financial statements

## **Kingswood Community Transport**

### **Notes to the Financial Statements** **for the Year Ended 31 March 2023**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **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.

Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

##### **Taxation**

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

##### **Fund accounting**

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

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

**Kingswood Community Transport**

**Balance Sheet**  
**31 March 2023**

	Notes	Unrestricted fund £	Restricted fund £	31.3.23 Total funds £	31.3.22 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	128,852	-	128,852	93,055
<b>CURRENT ASSETS</b>					
Debtors	7	23,473	-	23,473	22,225
Cash at bank and in hand		144,600	10,250	154,850	180,450
		<u>168,073</u>	<u>10,250</u>	<u>178,323</u>	<u>202,675</u>
<b>CREDITORS</b>					
Amounts falling due within one year	8	(17,766)	-	(17,766)	(15,304)
		<u>150,307</u>	<u>10,250</u>	<u>160,557</u>	<u>187,371</u>
<b>NET CURRENT ASSETS</b>					
		<u>150,307</u>	<u>10,250</u>	<u>160,557</u>	<u>187,371</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>279,159</u>	<u>10,250</u>	<u>289,409</u>	<u>280,426</u>
<b>NET ASSETS</b>					
		<u>279,159</u>	<u>10,250</u>	<u>289,409</u>	<u>280,426</u>
<b>FUNDS</b>					
Unrestricted funds	9			279,159	273,176
Restricted funds				10,250	7,250
<b>TOTAL FUNDS</b>				<u>289,409</u>	<u>280,426</u>

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

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

The trustees acknowledge their responsibilities for

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

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

The financial statements were approved by the Board of Trustees and authorised for issue on 3 November 2023 and were signed on its behalf by:

Ms J Biggin - Trustee

The notes form part of these financial statements

CHC  


**Kingswood Community Transport**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023**

**2. INVESTMENT INCOME**

	31.3.23	31.3.22
	£	£
Deposit account interest	<u>94</u>	<u>16</u>

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

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

	31.3.23	31.3.22
	£	£
Depreciation - owned assets	<u>36,100</u>	<u>23,142</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

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

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

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

	Unrestricted fund	Restricted fund	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	271,357	30,250	301,607
Investment income	<u>16</u>	<u>-</u>	<u>16</u>
<b>Total</b>	<u>271,373</u>	<u>30,250</u>	<u>301,623</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities	<u>275,429</u>	<u>-</u>	<u>275,429</u>
<b>NET INCOME/(EXPENDITURE)</b>	(4,056)	30,250	26,194
Transfers between funds	<u>23,000</u>	<u>(23,000)</u>	<u>-</u>
<b>Net movement in funds</b>	18,944	7,250	26,194
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<u>254,232</u>	<u>-</u>	<u>254,232</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>273,176</u>	<u>7,250</u>	<u>280,426</u>

**Kingswood Community Transport**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023**

**6. TANGIBLE FIXED ASSETS**

	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2022	248,137	5,603	253,740
Additions	71,354	1,796	73,150
Disposals	(5,000)	-	(5,000)
At 31 March 2023	<u>314,491</u>	<u>7,399</u>	<u>321,890</u>
<b>DEPRECIATION</b>			
At 1 April 2022	157,027	3,658	160,685
Charge for year	35,165	935	36,100
Eliminated on disposal	(3,747)	-	(3,747)
At 31 March 2023	<u>188,445</u>	<u>4,593</u>	<u>193,038</u>
<b>NET BOOK VALUE</b>			
At 31 March 2023	<u>126,046</u>	<u>2,806</u>	<u>128,852</u>
At 31 March 2022	<u>91,110</u>	<u>1,945</u>	<u>93,055</u>

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

	31.3.23 £	31.3.22 £
Trade debtors	4,332	1,515
Other debtors	2,601	2,553
VAT	3,629	-
Prepayments	12,911	18,157
	<u>23,473</u>	<u>22,225</u>

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

	31.3.23 £	31.3.22 £
Trade creditors	4,081	6,186
Accruals and deferred income	13,685	9,118
	<u>17,766</u>	<u>15,304</u>

**9. MOVEMENT IN FUNDS**

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted funds</b>				
General fund	273,176	983	5,000	279,159
<b>Restricted funds</b>				
General fund	7,250	8,000	(5,000)	10,250
<b>TOTAL FUNDS</b>	<u>280,426</u>	<u>8,983</u>	<u>-</u>	<u>289,409</u>

**Kingswood Community Transport**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**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	362,459	(361,476)	983
<b>Restricted funds</b>			
General fund	8,000	-	8,000
<b>TOTAL FUNDS</b>	<u>370,459</u>	<u>(361,476)</u>	<u>8,983</u>

**Comparatives for movement in funds**

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	254,232	(4,056)	23,000	273,176
<b>Restricted funds</b>				
General fund	-	30,250	(23,000)	7,250
<b>TOTAL FUNDS</b>	<u>254,232</u>	<u>26,194</u>	<u>-</u>	<u>280,426</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	271,373	(275,429)	(4,056)
<b>Restricted funds</b>			
General fund	30,250	-	30,250
<b>TOTAL FUNDS</b>	<u>301,623</u>	<u>(275,429)</u>	<u>26,194</u>

**Kingswood Community Transport**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**9. MOVEMENT IN FUNDS - continued**

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

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted funds</b>				
General fund	254,232	(3,073)	28,000	279,159
<b>Restricted funds</b>				
General fund	-	38,250	(28,000)	10,250
<b>TOTAL FUNDS</b>	<u>254,232</u>	<u>35,177</u>	<u>-</u>	<u>289,409</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	633,832	(636,905)	(3,073)
<b>Restricted funds</b>			
General fund	38,250	-	38,250
<b>TOTAL FUNDS</b>	<u>672,082</u>	<u>(636,905)</u>	<u>35,177</u>

**10. RELATED PARTY DISCLOSURES**

During the year the charity entered into a number of transactions with Mr M Vernon, the Company Secretary, outside the normal course of the charities activities. The total value of the transactions entered was £1,836 and at the year end date a balance of £1,053 is owed to Kingswood Community Transport.

**Kingswood Community Transport**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2023**

	31.3.23	31.3.22
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	7,824	14,922
Use of vehicles	222,142	140,786
South Glos. council grants	106,640	90,600
Other council grants	10,058	34,750
Government grants	-	15,630
Other income	23,701	4,919
	<u>370,365</u>	<u>301,607</u>
<b>Investment income</b>		
Deposit account interest	94	16
	<u>370,459</u>	<u>301,623</u>
<b>Total incoming resources</b>		
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Volunteer expenses	20,514	16,709
Advertising	751	1,303
Vehicles - fuel	39,752	3,044
Vehicles - repairs	43,178	30,747
Vehicles - tax and insurance	22,921	24,496
	<u>127,116</u>	<u>76,299</u>
<b>Support costs</b>		
<b>Management</b>		
Wages	139,529	129,935
Social security	4,721	4,398
Pensions	3,065	3,104
Rent and services	15,787	19,602
Insurance	5,329	5,310
Computer and IT software	10,135	8,755
Telephone	3,961	3,667
Postage and stationery	6,214	5,293
Bad debts	244	-
Sundries	7,557	6,157
Bank charges	1,311	700
Profit on sale of tangible fixed assets	(2,247)	(12,232)
Depreciation of motor vehicles	35,165	22,493
Depreciation of computer equipment	935	649
	<u>231,706</u>	<u>197,831</u>
<b>Governance costs</b>		
Accountancy and legal fees	2,654	1,299
	<u>361,476</u>	<u>275,429</u>
<b>Total resources expended</b>		
	<u>361,476</u>	<u>275,429</u>
<b>Net income</b>	<u>8,983</u>	<u>26,194</u>

This page does not form part of the statutory financial statements



**KINGSWOOD COMMUNITY TRANSPORT**

England & Wales - Charity number 1091206

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# Accounts

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**Charity Registration No. 1091206**

**Company Registration No. 04197657 (England and Wales)**

**KINGSWOOD COMMUNITY TRANSPORT**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**tc** accounts · tax · legal · financial planning

# KINGSWOOD COMMUNITY TRANSPORT

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**KINGSWOOD COMMUNITY TRANSPORT**

**LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Mr M Sagar Ms V Robinson Mr R Reed Mr C E Jordan Mr R H B Hart Mr R C Gee Mr M J Cox Ms J E Biggin
<b>Secretary</b>	Mr M L Vernon
<b>Charity number</b>	1091206
<b>Company number</b>	04197657
<b>Principal address</b>	No 2 Office, Old School House Britannia Road Kingswood Bristol United Kingdom BS15 8DB
<b>Independent examiner</b>	TC Group

## **KINGSWOOD COMMUNITY TRANSPORT**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

#### **FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees present their report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives**

Kingswood Community Transport (KCT) provides community transport to residents within South Gloucestershire and its environs. The Dial & Ride operation provides an individual door to door service for users who struggle or are unable to use normal forms of public transport. Our group hire service provides fully accessible vehicles and sixteen-seater mini-buses for affiliated community user groups to hire, this is subject to published conditions and competitive rates are offered. Our daily service trips are supplemented by our very popular day trips arranged by 'Friday Friends'. We also provide a service to train mini-bus drivers to the nationally recognised MiDAS standard. This service is available to outside bodies. All drivers of our mini-bus fleet are required to be complete this training.

#### **Development, activities and achievements during the year**

During the period covered by this report, Kingswood Community Transport has operated with a fleet of 10 mini-buses and six cars. All mini buses conform to the current recommendations and are fully accessible and equipped to carry wheelchairs. Three of the cars are Volkswagen Caddys and are also fully accessible and ideal for providing transport to health appointments. The remaining three are electric. It is now KCT's policy to maintain a fleet of vehicles whose average age is no more than 5 years old. This means that we will in future typically be planning to replace 2 to 3 vehicles each year.

It has been agreed by the board to invest in improving the facilities on our parking lot at Creative Youth Network. This will include water and an electric supply enabling us to valet and maintain our fleet in a safe and controlled environment.

#### **Financial activities and affairs**

West of England Combined Authority continues to provide a grant to Kingswood Community Transport for all the work completed on its behalf. These payments are a contribution to the overall running costs of our services. Eligible members benefit from concessions arranged under the Diamond Travel Card. Due to the reduction in funding from these concessions and to ensure our current level of services are maintained, members now pay £2.50 per trip or £3.00 if travelling outside our core area. Group hire with and without a driver and MiDAS training also carry a user charge. User revenue provides for investment that ensures that a robust vehicle replacement programme is in place. Fundraising and member donations play an important part in our financial planning, and we would like to thank all parties involved with our fundraising activities.

**KINGSWOOD COMMUNITY TRANSPORT**

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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**Financial review**

Company law requires the Board to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the charity for that period. In preparing those financial statements the Board are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume the charity will continue to operate

The Board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable the financial statements to comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Significant information**

Kingswood Community Transport is established as a company limited by guarantee and is registered as a charity with the Charity Commission. Its Memorandum and Articles of Association govern the affairs of the company. The liability of each member in the event of the company being wound up is limited to a sum not exceeding £1.00.

The Board shall comprise of between 3 and 15 officers, currently there are 8 directors and a company secretary. The subscribers to the memorandum and Articles of Association appointed the first Board. New Board members are elected individually at the time of membership renewal. The elected members sitting as the Board accommodate the interests of all members. In addition, the Board may co-opt no more than two other persons, whether or not members of Kingswood Community Transport to serve as full voting members of the Board

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr M Sagar

Ms V Robinson

Mr R Reed

Mr C E Jordan

Mr R H B Hart

Mr R C Gee

Mr M J Cox

Ms J E Biggin

Mr D S Pickup

Ms H A Thomas

Ms E Williams

(Resigned 25 March 2022)

(Resigned 24 March 2022)

(Resigned 14 March 2022)

## KINGSWOOD COMMUNITY TRANSPORT

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

FOR THE YEAR ENDED 31 MARCH 2022

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#### Operating reserves policy

The purpose of the Operating Reserve Policy for Kingswood Community Transport is to ensure the stability of the mission, programs, employment, and ongoing operations of the organisation. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. The Operating Reserve Policy will be implemented in concert with the other governance and financial policies of Kingswood Community Transport and is intended to support the goals and strategies.

#### ACCOUNTING FOR RESERVES

The Operating Reserve Fund will be maintained in the business savings account and a COIF Charities Deposit fund, in accordance with investment policies

#### FUNDING OF RESERVES

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific source of revenue be set-aside for Operating Reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

#### USE OF RESERVES

Use of the Operating Reserves requires three steps:

##### 1. Identification of appropriate use of reserve funds

The Board will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

The present holding of reserves held in a variety of current and savings accounts stands at: £180,000.

With annual expenditure, this stands at 62% of our annual expenditure. To allow KCT to operate responsibly the Board considers that between 35% and 50% should be available at any time to meet planned and irregular or unforeseen cost (£101,500 - £145,000). Currently there is a surplus of £35,000 hence there is no requirement to increase trip fares. The board have agreed that as of 1st April single fares will remain at £2.50 and £3.00.

The assets of KCT are vehicles and IT and office equipment which are depreciated over appropriate periods of time, and these are properly maintained and replaced over determined periods, all of which are expressed in our annual financial reports. These reports will be made available to KCT's members on the website and on request and will be presented at the annual presentation tea.

i. KCT rolling three-year fleet replacement programme: 2023-24	£30,000	2024-25	£30,000	2025-26	£30,000
ii. Vehicle hire as part of KCT disaster plan					£5,000
iii. Cover for unforeseen operational costs. i.e. Employing temporary staff to cover a long-term sick absence					£15,000
iv. In the event of a forced or voluntary closure of the charity					£40,000
v. Other costs incurred in the event that KCT has to cease trading.					£10,000

**KINGSWOOD COMMUNITY TRANSPORT**

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

**FOR THE YEAR ENDED 31 MARCH 2022**

---

**2. Authority to use operating reserves**

The Chair or Vice Chair and one other board member will provide the authority for the General Manager to use reserve funds in accordance with this policy. The Chair or Vice Chair and one other board member will provide the authority for the General Manager to use reserve funds in accordance with this policy.

**Organisation**

Kingswood Community Transport is overseen by a Board of Directors, which meets regularly. Day to day management of the charity is the responsibility of the General Manager.

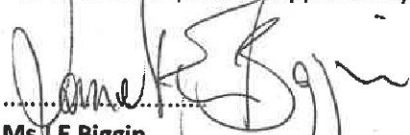
**Volunteers**

Kingswood Community Transport is grateful for the support provided by its volunteers who are involved in many capacities within the charity.

**Employee involvement**

Kingswood Community Transport is committed to the welfare of its employees. Following incorporation, the company has agreed to comply with all existing contractual obligations of the charity.

The trustees' report was approved by the Board of Trustees.



Ms J E Biggin

Trustee

Dated: 31 March 2023.

**KINGSWOOD COMMUNITY TRANSPORT**

**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF KINGSWOOD COMMUNITY TRANSPORT**

---

I report to the trustees on my examination of the financial statements of Kingswood Community Transport (the charity) for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

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

**Independent examiner's statement**

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

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

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

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

Ed Holcombe

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 ICAEW, which is one of the listed bodies.

Dated: 31/3/23

**KINGSWOOD COMMUNITY TRANSPORT**

**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<b><u>Income and endowments from:</u></b>					
Donations and legacies	3	271,357	30,250	301,607	341,892
<b><u>Charitable activities</u></b>					
Other income	4	16	-	16	1
<b>Total income</b>		<b>271,373</b>	<b>30,250</b>	<b>301,623</b>	<b>341,893</b>
<b><u>Expenditure on:</u></b>					
<b><u>Charitable activities</u></b>					
Charitable Activities	5	275,428	-	275,428	303,478
<b>Total charitable expenditure</b>		<b>275,428</b>	<b>-</b>	<b>275,428</b>	<b>303,478</b>
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(4,055)</b>	<b>30,250</b>	<b>26,195</b>	<b>38,415</b>
Gross transfers between funds		23,000	(23,000)	-	-
<b>Net income for the year/ Net movement in funds</b>		<b>18,945</b>	<b>7,250</b>	<b>26,195</b>	<b>38,415</b>
Fund balances at 1 April 2021		254,232	-	254,232	215,817
<b>Fund balances at 31 March 2022</b>		<b>273,177</b>	<b>7,250</b>	<b>280,427</b>	<b>254,232</b>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**KINGSWOOD COMMUNITY TRANSPORT**

**BALANCE SHEET**

**AS AT 31 MARCH 2022**

---

		2022		2021	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	10		93,055		78,303
<b>Current assets</b>					
Debtors	11	22,225		18,605	
Cash at bank and in hand		180,451		162,106	
		<u>202,676</u>		<u>180,711</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(15,304)</u>		<u>(4,782)</u>	
Net current assets			187,372		175,929
<b>Total assets less current liabilities</b>			<u>280,427</u>		<u>254,232</u>
<b>Income funds</b>					
Restricted funds			7,250		-
Unrestricted funds			273,177		254,232
			<u>280,427</u>		<u>254,232</u>

**KINGSWOOD COMMUNITY TRANSPORT**

**BALANCE SHEET (CONTINUED)**

**AS AT 31 MARCH 2022**

---

		2022		2021	
Notes	£	£	£	£	£

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 31 March 2023.

  
Ms J E Biggin  
Trustee

**Company Registration No. 04197657**

## **KINGSWOOD COMMUNITY TRANSPORT**

### **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

---

#### **1 Accounting policies**

##### **Charity information**

Kingswood Community Transport is a private company limited by guarantee incorporated in England and Wales. The registered office is No 2 Office Old School House, Kingswood Foundation Estate, Kingswood, Bristol, BS15 8DB.

##### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

##### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### **1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**KINGSWOOD COMMUNITY TRANSPORT**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

---

**1 Accounting policies**

**(Continued)**

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

**1.5 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	25% on reducing balance
Motor vehicles	25% on reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

**1.6 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**2 Critical accounting estimates and judgements**

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.

**KINGSWOOD COMMUNITY TRANSPORT**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

**3 Donations and legacies**

	Unrestricted funds	Restricted funds	Total	Total
	2022	2022	2022	2021
	£	£	£	£
Donations and gifts	14,922	-	14,922	18,418
Grant income	110,730	30,250	140,980	209,309
Use of vehicles	140,786	-	140,786	112,425
Other income	4,919	-	4,919	1,740
	<u>271,357</u>	<u>30,250</u>	<u>301,607</u>	<u>341,892</u>

**4 Other income**

	Unrestricted funds	Total
	2022	2021
	£	£
Bank interest	16	1
	<u>16</u>	<u>1</u>

**5 Charitable activities**

	Charitable Activities 2022	Charitable Activities 2021
	£	£
Depreciation and impairment	51,803	57,484
Other charitable expenditure	24,495	25,330
	<u>76,298</u>	<u>82,814</u>
Share of support costs (see note 6)	197,831	219,276
Share of governance costs (see note 6)	1,299	1,388
	<u>275,428</u>	<u>303,478</u>

**KINGSWOOD COMMUNITY TRANSPORT**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

**6 Support costs**

	Support costs	Governance costs	2022	2021
	£	£	£	£
Wages	129,935	-	129,935	154,889
Social security	4,398	-	4,398	5,280
Pensions	3,104	-	3,104	3,376
Rent and services	19,602	-	19,602	12,184
Telephone	3,667	-	3,667	3,433
Post and stationery	5,293	-	5,293	3,888
Insurance	5,310	-	5,310	4,673
Computer and IT costs	8,755	-	8,755	6,386
Sundry expenses	6,157	-	6,157	3,031
Consultancy fees	-	-	-	193
Depreciation	23,142	-	23,142	27,813
Profit/loss on sale of FA	(12,232)	-	(12,232)	(5,985)
Bank charges	700	-	700	115
Accountancy	-	1,299	1,299	1,388
	<u>197,831</u>	<u>1,299</u>	<u>199,130</u>	<u>220,664</u>
Analysed between				
Charitable activities	<u>197,831</u>	<u>1,299</u>	<u>199,130</u>	<u>220,664</u>

**7 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

**8 Employees**

**Number of employees**

The average monthly number of employees during the year was:

2022	2021
Number	Number
<u>8</u>	<u>9</u>

**KINGSWOOD COMMUNITY TRANSPORT****NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2022****9 Independent Examiner's fees**

Independent Examiner's fees for the year ended 31st March 2022 amounted to £1200.

**10 Tangible fixed assets**

	Computers £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 April 2021	5,603	278,098	283,701
Additions	-	46,746	46,746
Disposals	-	(76,707)	(76,707)
At 31 March 2022	5,603	248,137	253,740
<b>Depreciation and impairment</b>			
At 1 April 2021	3,009	202,388	205,397
Depreciation charged in the year	649	22,493	23,142
Eliminated in respect of disposals	-	(67,854)	(67,854)
At 31 March 2022	3,658	157,027	160,685
<b>Carrying amount</b>			
At 31 March 2022	1,945	91,110	93,055
At 31 March 2021	2,594	75,709	78,303

**11 Debtors**

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	1,515	1,453
Other debtors	2,553	1,978
Prepayments and accrued income	18,157	15,174
	22,225	18,605

**KINGSWOOD COMMUNITY TRANSPORT**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

**12 Creditors: amounts falling due within one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	-	2,193
Trade creditors	6,186	1,202
Other creditors	-	588
Accruals and deferred income	9,118	799
	<u>15,304</u>	<u>4,782</u>

**13 Analysis of net assets between funds**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>	<b>Total</b>
	<b>2022</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fund balances at 31 March 2022 are represented by:				
Tangible assets	93,055	-	93,055	78,303
Current assets/(liabilities)	180,122	7,250	187,372	175,929
	<u>273,177</u>	<u>7,250</u>	<u>280,427</u>	<u>254,232</u>

**14 Related party transactions**

**Transactions with related parties**

During the year the charity entered into a number of transactions with Mr M Vernon, the company secretary, outside the normal course of the charities activities. The total value of the transactions entered was £14,716 and at the reporting date a balance of £1,547 is owed to Kingswood Community Transport.

**KINGSWOOD COMMUNITY TRANSPORT**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 MARCH 2022**

	2022	2021
£	£	£
<b>Donations and legacies</b>		
South Glos. council grant	90,600	100,100
Other council grants	34,750	23,538
Use of vehicles	140,786	112,425
Donations	14,922	18,418
Government grants	15,630	85,671
<b>Other income</b>		
Other receipts	4,919	1,740
<b>Investment Income</b>		
Bank interest	16	1
<b>Total Income</b>	<b>301,623</b>	<b>341,893</b>
<b>Charitable Activities</b>		
Volunteer expenses	16,709	9,248
Advertising	1,303	281
Vehicles - fuel	3,044	32,419
Vehicles - repairs	30,747	15,534
Vehicles - tax and insurance	24,496	25,332
	<u>76,298</u>	<u>82,814</u>
<b>Support costs</b>		
Wages	129,935	154,889
Social security	4,398	5,280
Pensions	3,104	3,376
Rent and services	19,602	12,184
Telephone	3,667	3,433
Post and stationery	5,293	3,888
Insurance	5,310	4,673
Computer and IT costs	8,755	6,386
Sundry expenses	6,157	3,031
Consultancy fees		193
Depreciation of tangible fixed assets	23,142	27,813
Profit/loss on sale of tangible fixed assets	(12,232)	(5,985)
Bank charges	700	115
	<u>197,832</u>	<u>219,276</u>

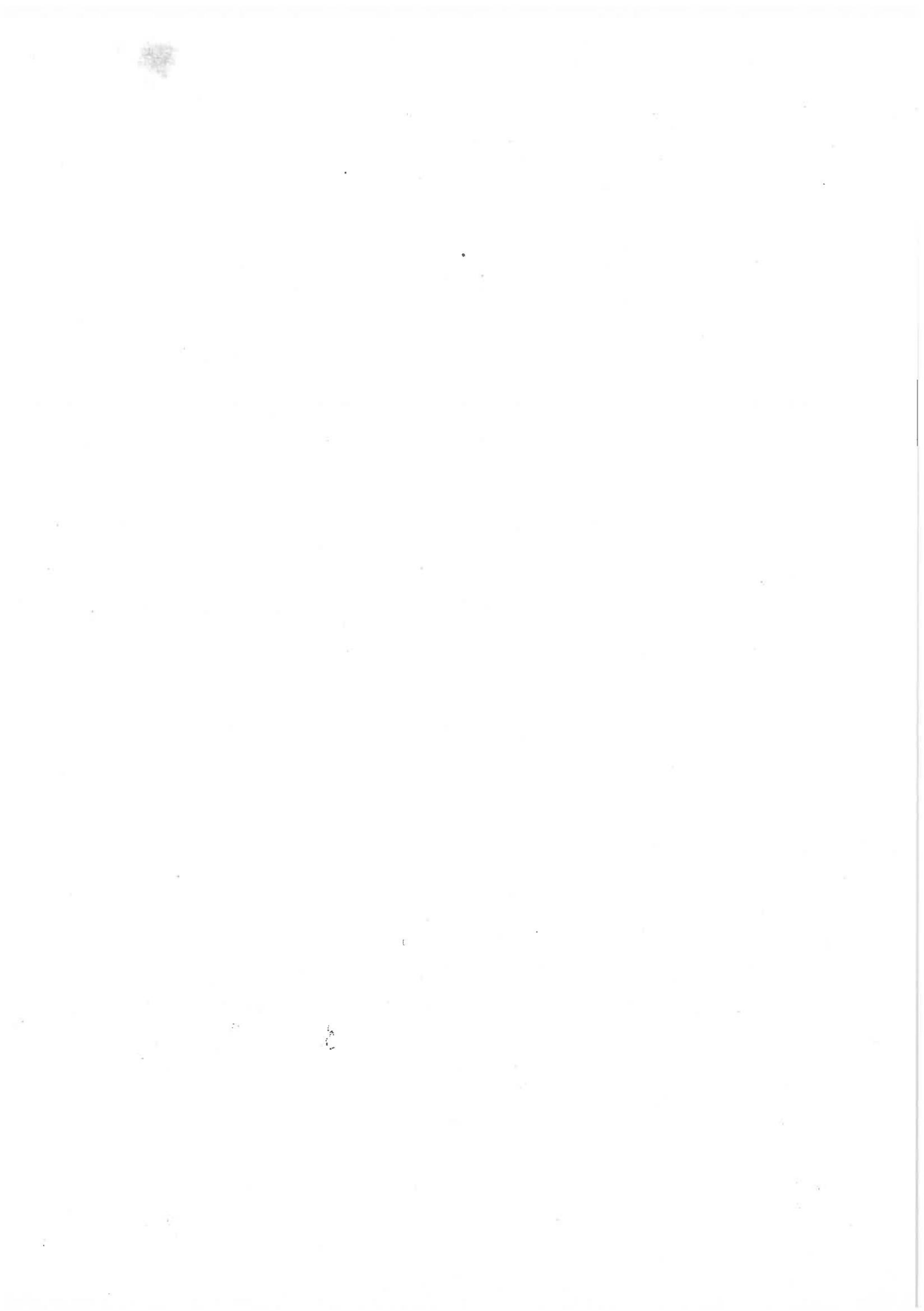
**KINGSWOOD COMMUNITY TRANSPORT**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 MARCH 2022**

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	£	2022 £	£	2021 £
Accountancy and legal fees	1,299	<u>1,299</u>	<u>1,388</u>	<u>1,388</u>
<b>Net income</b>		<u><u>26,194</u></u>		<u><u>38,415</u></u>



**KINGSWOOD COMMUNITY TRANSPORT**

England & Wales - Charity number 1091206

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# Accounts

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**REGISTERED NUMBER 04197657**

**CHARITY COMMISSION REFERENCE NUMBER 1091206**

**REPORT OF THE DIRECTOR AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**  
**FOR**  
**KINGSWOOD COMMUNITY TRANSPORT**

## **KINGSWOOD COMMUNITY TRANSPORT**

### **REPORT OF THE BOARD FOR THE YEAR ENDED 31 MARCH 2021**

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#### **OBJECTIVES**

Kingswood Community Transport (KCT) provides community transport to residents within South Gloucestershire and its environs. The Dial & Ride operation provides an individual door to door service for users who struggle or are unable to use normal forms of public transport. Our group hire service provides fully accessible vehicles and sixteen-seater mini-buses for affiliated community user groups to hire, this is subject to published conditions and competitive rates are offered. Our daily service trips are supplemented by our very popular day trips arranged by 'Friday Friends'. We also provide a service to train mini-bus drivers to the nationally recognised MiDAS standard. This service is available to outside bodies. All drivers of our mini-bus fleet are required to be complete this training.

#### **DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR**

During the period covered by this report, Kingswood Community Transport has operated 10 mini-buses and 6 cars, 3 being electric. All minibuses conform to the current recommendations, and all are fully accessible and equipped to carry wheelchairs. Three of our cars are also fully accessible and ideal for providing transport to health appointments. It is now KCT's policy to maintain a fleet of vehicles whose average age is no more than 5 years old. This means that we will in future typically be planning to replace 2 to 3 vehicles each year. Our thanks must go to South Gloucestershire Council and the West of England Combined Authority for the provision of 4 new Euro 6 minibuses and 1 electric car.

#### **FINANCIAL ACTIVITIES AND AFFAIRS**

West of England Combined Authority are now responsible for transport in the area, and we receive a payment for work completed on its behalf as part of our service level agreement. These payments are a contribution to the overall running costs of our services. Eligible South Gloucestershire residents' benefit from concessions arranged under the Diamond Travel Card. Due to the reduction in funding from these concessions and to ensure our current level of services are maintained, members now pay £2.00 per trip or £3.00 if travelling outside our core area. Group hire with and without a driver and MiDAS training also carry a user charge. User revenue provides for investment that ensures that a robust vehicle replacement programme is in place. Fundraising and member donations play an important part in our financial planning, and we would like to thank all parties involved with our fundraising activities.

#### **KCT BOARD'S RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS.**

Company law requires the Board to prepare financial statements for each financial year, which give a true and fair view of the situation of the company and of the surplus or deficit of the charity for that period. In preparing those financial statements the Board are required to:

Select suitable accounting policies and apply them consistently. Make judgements and estimates that are reasonable and prudent. Prepare the financial statements on the basis of ongoing concerns unless it is inappropriate to presume that the charity will continue to operate.

The Board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable the financial statements to comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **SIGNIFICANT INFORMATION**

Kingswood Community Transport is established as a company limited by guarantee and is registered as a charity with the Charity Commission. Its Memorandum and Articles of Association govern the affairs of the company. The liability of each member in the event of the company being wound up is limited to a sum not exceeding £1.00.

The Board shall comprise of between 3 and 15 directors, currently 11. The subscribers to the memorandum and Articles of Association appointed the first Board. New Board members are elected individually at the time of membership renewal. The elected members sitting as the Board accommodate the interests of all members. In addition, the Board may co-opt no more than two other persons, whether or not members of Kingswood Community Transport to serve as full voting members of the Board.

## **KINGSWOOD COMMUNITY TRANSPORT**

### **REPORT OF THE BOARD** **FOR THE YEAR ENDED 31 MARCH 2021**

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#### **Officers:**

Secretary:	Mr Mike Vernon		
Directors:	Mrs Janet Biggin	(Chairman)	Mr Bob Hart
	Mr Martin Sagar	(Vice Chairman)	Mrs Ros Reed
	Mr Derek Pickup		Mr Chris Jordan
	Mr Mike Cox		Mr Richard Gee
	Mrs Erica Williams		Miss Vicky Robinson
	Mrs Heather Thomas		
Co-opted Director	None		

#### **OPERATING RESERVE POLICY**

The purpose of the Operating Reserve Policy for Kingswood Community Transport is to ensure the stability of the mission, programs, employment, and ongoing operations of the organisation. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. The Operating Reserve Policy will be implemented in concert with the other governance and financial policies of Kingswood Community Transport and is intended to support the goals and strategies.

#### **ACCOUNTING FOR RESERVES**

The Operating Reserve Fund will be maintained in the business savings account and a COIF Charities Deposit fund, in accordance with investment policies.

#### **FUNDING OF RESERVES**

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific source of revenue be set-aside for Operating Reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

#### **USE OF RESERVES**

Use of the Operating Reserves requires three steps:

##### 1. Identification of appropriate use of reserve funds.

The Board will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

The present holding of reserves held in a variety of current and savings accounts stands at: £160,828.

With annual expenditure, this stands at 53% of our annual expenditure. This is because of Covid-19 and our expenditure was down by 25%. To allow KCT to operate responsibly the Board considers that between 35% and 50% should be available at any time to meet planned and irregular or unforeseen cost (£106,217 - £151,739). Currently we are above the agreed level however now we are post Covid-19, our expenditure will rise.

The assets of KCT are vehicles and IT and office equipment which are depreciated over appropriate periods of time, and these are properly maintained and replaced over determined periods, all of which are expressed in our annual financial reports. These reports will be made available to KCT's members on the website and on request and will be presented at the annual presentation tea.

## KINGSWOOD COMMUNITY TRANSPORT

### REPORT OF THE BOARD FOR THE YEAR ENDED 31 MARCH 2021

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i. KCT rolling three-year fleet replacement programme	2021-22	£25,000
	2022-23	£30,000
	2023-24	£30,000
ii. Vehicle hire as part of KCT disaster plan		£5,000
iii. Cover for unforeseen operational costs. i.e. Employing temporary staff to cover a long-term sick absence		£15,000
iv. In the event of a forced or voluntary closure of the charity		£40,000
v. Other costs incurred in the event that KCT has to cease trading.		£10,000

#### 2. Authority to use operating reserves

The Chair or Vice Chair and one other board member will provide the authority for the General Manager to use reserve funds in accordance with this policy.

#### **Policy Review Period**

This policy will be reviewed at the preceding board meeting before the Annual Presentation Tea.

#### **REGISTERED OFFICE**

Office 2 Old School House  
Kingswood Foundation Estate  
Britannia Road  
Kingswood  
Bristol  
BS15 8DB

**Charity number:** 1091206

**Company number:** 04197657

#### **ORGANISATION**

Kingswood Community Transport is overseen by a Board of Directors, which meets regularly. Day to day management of the charity is the responsibility of the General Manager.

#### **VOLUNTEERS**

Kingswood Community Transport is grateful for the support provided by its volunteers who are involved in many capacities within the charity.

#### **EMPLOYEE INVOLVEMENT**

Kingswood Community Transport is committed to the welfare of its employees. Following incorporation, the company has agreed to comply with all existing contractual obligations of the charity.

#### **ACCOUNTS**

These accounts were approved by Board members on 13<sup>th</sup> December 2021 and signed on their behalf by:-

Signature



Date: 13<sup>th</sup> December 2021

Name

Mike Vernon – Secretary

**KINGSWOOD COMMUNITY TRANSPORT**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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	Notes	2021 £	2020 £
<b>TURNOVER</b>		254,481	361,782
Administrative expenses		<u>303,478</u>	<u>393,015</u>
		(48,997)	(31,233)
Other operating income		<u>87,411</u>	<u>4,247</u>
<b>OPERATING SURPLUS/(DEFICIT)</b>	2	38,414	(26,986)
Interest receivable and similar income		<u>1</u>	<u>347</u>
<b>SURPLUS/(DEFICIT) BEFORE TAXATION</b>		38,415	(26,639)
Tax on surplus/(deficit)		<u>-</u>	<u>-</u>
<b>SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR</b>		<u>38,415</u>	<u>(26,639)</u>

The notes form part of these financial statements

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**KINGSWOOD COMMUNITY TRANSPORT (REGISTERED NUMBER: 04197657)**

**BALANCE SHEET**  
**31 MARCH 2021**

	Notes	2021 £	£	2020 £	£
<b>FIXED ASSETS</b>					
Tangible assets	3		78,305		96,833
<b>CURRENT ASSETS</b>					
Debtors	4	18,605		21,663	
Cash at bank and in hand		<u>162,106</u>		<u>104,370</u>	
		180,711		126,033	
<b>CREDITORS</b>					
Amounts falling due within one year	5	<u>4,784</u>		<u>7,049</u>	
<b>NET CURRENT ASSETS</b>			<u>175,927</u>		<u>118,984</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>254,232</u>		<u>215,817</u>
<b>RESERVES</b>					
Income and expenditure account			<u>254,232</u>		<u>215,817</u>
			<u>254,232</u>		<u>215,817</u>

The 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 director acknowledges responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the 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 company.

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

The financial statements were approved by the Board on Monday 13<sup>th</sup> December 2021 and were signed by:



.....  
Chairman – Mrs J Biggin

**KINGSWOOD COMMUNITY TRANSPORT****NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2021****2. OPERATING SURPLUS/(DEFICIT)**

The operating surplus (2020 - operating deficit) is stated after charging:

	2021 £	2020 £
Depreciation - owned assets	<u>27,812</u>	<u>35,526</u>

**3. TANGIBLE FIXED ASSETS**

	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2020	306,908	5,092	312,000
Additions	17,455	511	17,966
Disposals	<u>(46,265)</u>	<u>-</u>	<u>(46,265)</u>
At 31 March 2021	<u>278,098</u>	<u>5,603</u>	<u>283,701</u>
<b>DEPRECIATION</b>			
At 1 April 2020	212,250	2,917	215,167
Charge for year	27,720	92	27,812
Eliminated on disposal	<u>(37,583)</u>	<u>-</u>	<u>(37,583)</u>
At 31 March 2021	<u>202,387</u>	<u>3,009</u>	<u>205,396</u>
<b>NET BOOK VALUE</b>			
At 31 March 2021	<u>75,711</u>	<u>2,594</u>	<u>78,305</u>
At 31 March 2020	<u>94,658</u>	<u>2,175</u>	<u>96,833</u>

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

	2021 £	2020 £
Trade debtors	1,453	3,364
Other debtors	-	7
VAT	1,978	2,252
Prepayments and accrued income	<u>15,174</u>	<u>16,040</u>
	<u>18,605</u>	<u>21,663</u>

continued...

## **KINGSWOOD COMMUNITY TRANSPORT**

### **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31 MARCH 2021**

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#### 1. **ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Turnover**

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

##### **Tangible fixed assets**

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

Motor vehicles	- 25% on reducing balance
Computer equipment	- 25% each year on balance

##### **Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to surplus or deficit on a straight-line basis over the period of the lease.

##### **Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

**KINGSWOOD COMMUNITY TRANSPORT**

**REPORT OF THE ACCOUNTANTS TO THE BOARD OF  
KINGSWOOD COMMUNITY TRANSPORT**

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As described on the Balance Sheet you are responsible for the preparation of the financial statements for the year ended 31 March 2021, and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Trevor Goodship & Associates Limited  
Chartered Tax Advisors and Accountants  
38B High Street  
Keynsham  
Bristol  
BS31 1DX

Date: .....

**KINGSWOOD COMMUNITY TRANSPORT**

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

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

	2021	2020
	£	£
Trade creditors	1,203	5,016
Social security and other taxes	2,193	-
Other creditors	588	-
Accruals and deferred income	<u>800</u>	<u>2,033</u>
	<u>4,784</u>	<u>7,049</u>

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**KINGSWOOD COMMUNITY TRANSPORT****DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	2021		2020	
	£	£	£	£
<b>Turnover</b>				
South Glos. council grant	100,100		92,400	
Other council grants	23,538		30,315	
Use of vehicles	112,425		229,404	
Donations	<u>18,418</u>		<u>9,663</u>	
		254,481		361,782
<b>Other income</b>				
Other receipts	1,740		4,247	
Government grants	85,671		-	
Investment income	<u>1</u>		<u>347</u>	
		<u>87,412</u>		<u>4,594</u>
		341,893		366,376
<b>Expenditure</b>				
Wages	154,889		173,966	
Social security	5,280		8,164	
Pensions	3,376		3,521	
Rent and services	12,184		13,320	
Volunteers expenses	9,248		26,638	
Telephone	3,433		4,060	
Post and stationery	3,888		2,719	
Advertising	283		518	
Vehicles - fuel	32,419		39,542	
Vehicles - repairs	15,534		36,736	
Vehicles - tax and insurance	25,332		27,262	
Insurance	4,673		4,676	
Computer and IT costs	6,386		6,543	
Sundry expenses	3,029		9,921	
Accountancy	1,388		1,477	
Consultancy fees	193		3,000	
Depreciation of tangible fixed assets	27,813		35,525	
Profit/loss on sale of tangible fixed assets	<u>(5,985)</u>		<u>(5,216)</u>	
		<u>303,363</u>		<u>392,372</u>
		38,530		(25,996)
<b>Finance costs</b>				
Bank charges		<u>115</u>		<u>643</u>
<b>NET SURPLUS/(DEFICIT)</b>		<u><u>38,415</u></u>		<u><u>(26,639)</u></u>

45 000