

COMMUNITY LINK - STAFFORD AND DISTRICT

England & Wales · Charity number 1095768

Details

Other names COMMUNITY LINK

Status Registered

Legal form Charitable company

Company number [04549467](#)

Registered 2003-02-03

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

Contact

Address Community Link Stafford & District
Schott House
Drummond Road
Stafford
ST16 3EL

Phone 01785252050

Email info@communitylinkstafford.co.uk

Website www.communitylinkstafford.co.uk

Activities

Objects: TO PROVIDE A COMMUNITY TRANSPORT SERVICE FOR SUCH OF THE INHABITANTS WHO ARE IN NEED OF SUCH A SERVICE BECAUSE OF AGE, SICKNESS OR DISABILITY (MENTAL OR PHYSICAL), OR POVERTY, OR BECAUSE OF A LACK OF AVAILABILITY OF ADEQUATE AND SAFE PUBLIC PASSENGER SERVICES.

Activities: Provides community transport services to the citizens of the Borough of Stafford and surrounding areas

Classification

- **How:** Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- Staffordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,506,970	£1,315,951	£922,589	73
2024-03-31	£1,230,455	£1,086,617	£731,570	70
2023-03-31	£888,360	£795,687	£462,487	61
2022-03-31	£611,551	£562,221	£354,855	47
2021-03-31	£507,644	£421,866	£305,525	34

Trustees

Name	Role	Appointed
Colin Martindale	Chair	2014-11-25
Catherine Lyall		2015-09-22
JOHN COATES		
John Foy		2021-05-11
MICHAEL JOHN ALLEN		
Peter Anthony Bingham		2018-04-24

Accounts

Company registration number: 04549467

Charity registration number: 1095768

Community Transport Stafford & District

known as

Community Link Stafford and District

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

Deans Chartered Accountants
Eligible to act as an auditor in terms of 1212 of the Companies Act 2006
Gibson House
Hurricane Court
Hurricane Close
Stafford
ST16 1GZ

Community Transport Stafford & District
known as Community Link Stafford and District

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Community Transport Stafford & District
known as Community Link Stafford and District

Reference and Administrative Details

Trustees	Colin Martindale, Chairman Catherine Lyall, Treasurer John Coates Michael John Allen Peter Anthony Bingham John Foy
Secretary	Graham Frank Wright
Senior Management / Leadership Team	Graham Wright, Chief Executive Rachel Trow, Office Manager
Charity Registration Number	1095768
Company Registration Number	04549467
Registered Office	Schott House Drummond Road Astonfields Stafford Staffordshire ST16 3EL
Auditor	Deans Chartered Accountants Eligible to act as an auditor in terms of 1212 of the Companies Act 2006 Gibson House Hurricane Court Hurricane Close Stafford ST16 1GZ
Bankers	Unity Trust Bank Nine Brindley Place Birmingham B1 2HB Stafford Railway Building Society Stafford

Community Transport Stafford & District

known as Community Link Stafford and District

Chairman's Report for the Year Ended 31 March 2025

There are a lot of positives to be taken from last year's performance by the charity in terms of the strong financial results that enable us to continue to provide our essential services to those people in Stafford and the surrounding area who need them the most, both now and into the foreseeable future. We know that events happening throughout the world right now will at some point have an impact on us all, and our own political situation has its uncertainties, but all we can do here is continue to manage the charity as we do at present to ensure that our future is as secure as it can be. As evidence of this, the company's total funds at the end of this financial year were £922.6k which was almost £200k up on last year. Dial-a-Ride numbers continued to rise following the decline during covid19, and we continued to attract volunteers and drivers to support our work. The CEO has successfully retained a number of our existing fixed term contracts, and secured a few others which will secure our income for the next few years.

The main stumbling block continues to be the parking of our vehicles. Whilst we are extremely grateful to the County Council for continuing to allow the use of the Doxey site, both parties are aware that this arrangement will come to an end when all the planning for that area comes to fruition in the near future. In the meantime, we are continuing to search for both short-term and long-term alternatives.

As last year, we held an Open Day at Stafford Rangers Football Club in October and invited the Mayor and Mayoress of Stafford. Staff and volunteers, charity members and other supporters, as well as a number of local councillors were also in attendance. This year, we also invited our local radio station who carried out a number of interviews on air.

Board meetings were held quarterly, and as last year three Trustees met back in the office while the rest joined on zoom. I would like to once again thank my fellow Trustees for their continued support in challenging the CEO and his team, hopefully encouraging them to generate another excellent result..

Finally, on behalf of all my fellow Trustees, it's a huge thank you to CEO Graham Wright, Office Manager Rachel Trow, and all the staff and volunteers, for all of their considerable efforts which ensured that Community Link continued to provide the services so vital to the people of Stafford and district who need them most, and just as importantly helped maintain the company's healthy financial position.

Colin Martindale
Chairman

Community Transport Stafford & District

known as Community Link Stafford and District

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2025.

Objectives and activities

Objects and aims

To provide a community transport service for the inhabitants who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

Public benefit

In light of registered bus service fare subsidies decreasing from central government Community Transport schemes are a vital element of the provision to local people and we have increased our wheelchair adapted car fleet with new vehicles acquired during the summer of 2024. The no. of journeys in 2024/25 has increased by 12% against the previous period of 2023/24.

School contracts have maintained growth throughout the period and in September 2024 we are delighted to have been successful with additional bids to Stoke on Trent City Council to supply SEN transport services including wheelchair provision on minibuses to those school children in the north of the County. We will continue the ongoing policy to widen our geographical scope in servicing Stafford and surrounding districts from our base in Stafford town.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

Whilst volunteer numbers have increased during the year, attracting new volunteers continues to be a challenge. The support of volunteers is crucial as it enables us to fulfil our commitment to provide invaluable services to existing and new members of the charity. To attract new volunteers, the charity continues to use all local media channels.

Achievements and performance

Financial review

The financial results for the year are shown on pages 10-25 of this report.

Policy on reserves

General reserves amount to £922,589 at 31 March 2025 (2024: £731,570) of which £158,644 (2024: £125,871) are held as fixed assets, leaving an amount of "free reserves" of £763,945 (2024: £605,699). These funds are held to finance the working capital requirements of the organisation. The trustee's objective is to create and maintain sufficient funds to cover a minimum of six months expenditure. The Board are confident that at this level they would be able to continue the current activities of the Charity in the event of a significant drop in income.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Colin Martindale, Chairman
	Catherine Lyall, Treasurer
	John Coates
	Michael John Allen
	Peter Anthony Bingham
	John Foy

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report

Secretary: Graham Frank Wright
Senior Management / Leadership Team: Graham Wright, Chief Executive
Rachel Trow, Office Manager

Structure, governance and management

Nature of governing document

The charitable company is governed by its Memorandum and Articles of Association dated 1 October 2002, as amended by special resolutions dated 6 December 2002, 27 November 2006 and 2 July 2018.

Recruitment and appointment of trustees

New trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the charity.

Induction and training of trustees

Upon appointment a new trustee is provided with an induction pack which contains the following documents:

1. Memorandum and Articles of Association
2. Latest copy of the Annual Report and Accounts
3. A copy of the Charity Commission Guidance 'The Essential Trustee'

Arrangements for setting key management personnel remuneration

The details of key management personnel are included in the reference and administrative information. Remuneration of key management personnel is set and reviewed annually by the trustees.

Organisational structure

The Board of Trustees meet on a regular basis and are responsible for the strategic direction and policy of the Charity. At present the Board has six members from a variety of professional backgrounds relevant to the work of the Charity.

The Chief Executive, Mr Graham Wright has responsibility for all aspects of the day to day operations of the Charity to ensure that it delivers the services specified, remains strategically relevant and that key performance indicators are met.

Relationships with related parties

The Friendly Bus Company Limited

The Friendly Bus Company Limited is a wholly owned subsidiary of Community Transport Stafford & District.

Major risks and management of those risks

In times of austerity funding streams are becoming more stretched in this uncertain economic climate. Alternative sources of income have to be a priority, to ensure the ongoing success and future sustainability of the organisation.

All of our people whether staff or volunteers, carry out a tremendous task in supporting our service users every day. Without the commitment of the team we would not be able to provide the professional service that the clientele expect from their transport provider.

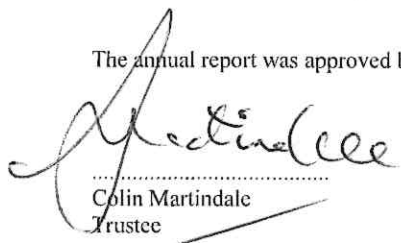
Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 4/12/25 and signed on its behalf by:


Colin Martindale
Trustee

Community Transport Stafford & District
known as Community Link Stafford and District

Chief Executive Officers' Report

I am pleased on behalf of Trustees to be able to report another strong performance here at Community Link particularly in terms of service to the community and a robust set of numbers that will allow us to continue to grow and invest into ensuring that we stay as the primary Community Transport provider within our locality.

Community Link Stafford & District provides friendly transport for people with mobility difficulties or who because of age, sickness, disability or poverty or lack of adequate and safe passenger services are unable to access mainstream public transport services.

With the national vaccination programme becoming embedded nationally we are now still enjoying consistent growth of Charity membership resulting in additional demand on Dial a Ride services. The bounce back is continuing to take place with the number of wheelchair journeys using our fleet of wheelchair adapted vehicles is returning at an increasing pace.

The vast majority of the growing membership still require and use mobility aids illustrating how vital the service Community Link provides to individuals. We are continuing to support some families journeys to GP surgeries, albeit at a much lower level to enable those most vulnerable to access the safety of vaccination protection. Shopping, medical appointments, day centre visits and family and friend's occasions are now beginning to dominate the type of journeys that we are now operating for members. Rising costs and inflation have required the charity to raise minimum fare to £6.50 per journey within the town to retain low cost fares to support our concerns of members affordability of the service as the economy suffers.

The number of our registered volunteers based at Community Link has been continually growing over the last year to March 2025 with a volunteer base now approaching double figures of 10 individuals. These volunteers are kindly offering their services to members across all days of the working week as we see a continuing increase in Dial a Ride services throughout the winter of 2024/25. This support to the Charity and its members is valuable and enables us to satisfy the increasing demand coming from existing and new members to the charity.

In light of registered bus service fare subsidies decreasing from central government Community Transport schemes are a vital element of the provision to local people and we have increased our wheelchair adapted car fleet with new vehicles acquired during the summer of 2024. The no. of journeys in 2024/25 has increased by 12% against the previous period of 2023/24.

Breakdown of journey types year on year

GP Appointments +114% ,Wheelchair users +39%, Shopping Trips +38%, Hospital Appointments +12%

School contracts have maintained growth throughout the period and in September 2024 we are delighted to have been successful with additional bids to Stoke on Trent City Council to supply SEN transport services including wheelchair provision on minibuses to those school children in the north of the County. We will continue the ongoing policy to widen our geographical scope in servicing Stafford and surrounding districts from our base in Stafford town.

Despite the continuing challenges of the economy and impact of Covid upon the community with some infections still occurring through the winter months, I am pleased to report another excellent outcome that annual income actually increased to £1,506,970 for the 2025 year, an uplift of an additional £276,515 a further + 23% on 2024 results

We are now seeing further cost increases coming through due to higher inflation figures being reported in the general economy, however despite this, we are able to still generate another record surplus of £191,019 for the full 2024/25 year representing 12.7% of gross income. This surplus will importantly allow Community Link to continue to maintain and invest in its fleet renewal programme to improve the transport experience of our service users and members having added 7 new minibuses to our vehicle fleet in the past year all bearing new vehicle livery design increasing awareness across Staffordshire.

Like many charities we rely on the kindness and support of all of our partners, therefore it is very important to express our appreciation on behalf of members and to thank all of our supporters for their continued financial and operational support as this is important to our longevity and continuing success into the future.

Community Transport Stafford & District

known as Community Link Stafford and District

We are still continuing to strive to find a permanent home and working with our partners to find an affordable solution to house our growing fleet of new minibuses and wheelchair adapted cars. We would particularly like to thank Staffordshire County Council and Stafford Borough Council for their consideration.

In October 2024 we were very proud once again to celebrate the annual Charity Members Open Day at Stafford Rangers FC, many years of operating as an independent registered charity together with our Charity members, colleagues and partners without whom we would not be able to provide the wonderful and dedicated service to service users and other beneficiaries.

My sincere thanks go to Mr Colin Martindale the Chairman of Trustees and the Board, colleagues, volunteers, members, Staffordshire County Council, Stafford Borough Council, Stoke City Council and various Parish Councils for your participation in making Community Link a growing, financially robust and successful charity supporting our community into the future despite a challenging environment for many charities.

Graham Wright
Chief Executive

Community Transport Stafford & District

known as Community Link Stafford and District

Independent Auditor's Report to the Members of Community Transport Stafford & District

Opinion

We have audited the financial statements of Community Transport Stafford & District (the 'charity') for the year ended 31 March 2025, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Chairman's Report and the Trustees' Report.

Community Transport Stafford & District

known as Community Link Stafford and District

Independent Auditor's Report to the Members of Community Transport Stafford & District

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the (set out on page 6), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor responsibilities for the audit of the financial statements

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Use of our report

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



.....
Jeremy G Hodgkiss (Senior Statutory Auditor)
For and on behalf of Deans Chartered Accountants, Statutory Auditor

Gibson House
Hurricane Court
Hurricane Close
Stafford
ST16 1GZ

Date: 15 December 2025

Community Transport Stafford & District

known as Community Link Stafford and District

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2025 £	
Income and Endowments from:				
Donations and legacies	3	73,596	73,596	
Charitable activities	4	1,418,550	1,418,550	
Investment income	5	9,229	9,229	
Other income	6	5,595	5,595	
Total income		1,506,970	1,506,970	
Expenditure on:				
Charitable activities	7	(1,315,951)	(1,315,951)	
Total expenditure		(1,315,951)	(1,315,951)	
Net income		191,019	191,019	
Net movement in funds		191,019	191,019	
Reconciliation of funds				
Total funds brought forward		731,570	731,570	
Total funds carried forward	20	922,589	922,589	
	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	20,925	-	20,925
Charitable activities	4	1,204,512	-	1,204,512
Investment income	5	5,018	-	5,018
Total income		1,230,455	-	1,230,455
Expenditure on:				
Charitable activities	7	(1,086,617)	-	(1,086,617)
Total expenditure		(1,086,617)	-	(1,086,617)
Net income		143,838	-	143,838
Transfers between funds		35,981	(35,981)	-
Net movement in funds		179,819	(35,981)	143,838
Reconciliation of funds				
Total funds brought forward		551,751	35,981	587,732
Total funds carried forward	20	731,570	-	731,570

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2024 is shown in note 20.

The notes on pages 13 to 25 form an integral part of these financial statements.

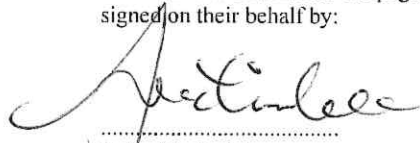
Community Transport Stafford & District
known as Community Link Stafford and District

(Registration number: 04549467)
Balance Sheet as at 31 March 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	14	158,644	125,871
Current assets			
Debtors	15	328,263	277,234
Cash at bank and in hand	16	493,291	403,422
		821,554	680,656
Creditors: Amounts falling due within one year	17	(57,609)	(74,957)
Net current assets		763,945	605,699
Net assets		922,589	731,570
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		922,589	731,570
Total funds	20	922,589	731,570

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 10 to 25 were approved by the trustees, and authorised for issue on 4/12/25 and signed on their behalf by:


 Colin Martindale
 Trustee

Community Transport Stafford & District
known as Community Link Stafford and District
Statement of Cash Flows for the Year Ended 31 March 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash income		191,019	143,838
Adjustments to cash flows from non-cash items			
Depreciation		22,672	17,405
Investment income	5	<u>(9,229)</u>	<u>(5,018)</u>
		204,462	156,225
Working capital adjustments			
Increase in debtors	15	(51,029)	(103,793)
(Decrease)/increase in creditors	17	<u>(17,348)</u>	<u>9,634</u>
Net cash flows from operating activities		<u>136,085</u>	<u>62,066</u>
Cash flows from investing activities			
Interest receivable and similar income	5	9,229	5,018
Purchase of tangible fixed assets	14	<u>(55,445)</u>	<u>(120,041)</u>
Net cash flows from investing activities		<u>(46,216)</u>	<u>(115,023)</u>
Net increase/(decrease) in cash and cash equivalents		89,869	(52,957)
Cash and cash equivalents at 1 April		<u>403,422</u>	<u>456,379</u>
Cash and cash equivalents at 31 March		<u><u>493,291</u></u>	<u><u>403,422</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 13 to 25 form an integral part of these financial statements.

Community Transport Stafford & District
known as Community Link Stafford and District

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

1 Charity status

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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

Basis of preparation

Community Transport Stafford & District meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Charitable activities

Income from charitable activities includes income earned from council bus contracts. Income is received in exchange for supplying services in order to raise funds and is recognised when entitlement has occurred.

Community Transport Stafford & District
known as Community Link Stafford and District

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

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £1000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures, fittings and equipment	25% reducing balance
Motor Vehicles	10% straight line

Community Transport Stafford & District
known as Community Link Stafford and District

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

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an *unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.*

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Hire purchase and finance leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. Assets held under finance leases are capitalised in the balance sheet as tangible fixed assets and are recognised at the lower of their fair value at inception of the lease and the present value of the minimum lease payments. These assets are depreciated on a straight-line basis over the shorter of the useful life of the asset and the lease term. The capital elements of future obligations under the leases are included as liabilities in the balance sheet. Lease payments are charged to the Statement of Financial Activities and are apportioned between finance costs and the reduction of the lease obligation so as to achieve a constant periodic rate of interest on the remaining balance of the liability. The interest element of the rental obligation is charged to the Statement of Financial Activities over the period of the lease *and represents a constant proportion of the balance of capital repayments outstanding.*

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Community Transport Stafford & District
known as Community Link Stafford and District

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

3 Income from donations and legacies

	Unrestricted funds General £	Total 2025 £
Donations and legacies;		
Donations from individuals	469	469
Grants, including capital grants;		
Government grants	73,127	73,127
	<u>73,596</u>	<u>73,596</u>
	Unrestricted funds General £	Total 2024 £
Donations and legacies;		
Donations from individuals	250	250
Grants, including capital grants;		
Government grants	20,675	20,675
	<u>20,925</u>	<u>20,925</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2025 £
Local Authority Contract	1,327,386	1,327,386
Dial-a Ride	18,516	18,516
Memberships	351	351
Other Contracts	72,297	72,297
	<u>1,418,550</u>	<u>1,418,550</u>
	Unrestricted funds General £	Total 2024 £
Local Authority Contract	1,128,290	1,128,290
Dial-a Ride	16,349	16,349
Memberships	549	549
Other Contracts	59,324	59,324
	<u>1,204,512</u>	<u>1,204,512</u>

Community Transport Stafford & District
known as Community Link Stafford and District

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

5 Investment income

	Unrestricted funds General £	Total 2025 £
Interest receivable and similar income;		
Interest receivable on bank deposits	9,229	9,229
	<u>9,229</u>	<u>9,229</u>
	Unrestricted funds General £	Total 2024 £
Interest receivable and similar income;		
Interest receivable on bank deposits	5,018	5,018
	<u>5,018</u>	<u>5,018</u>

6 Other income

	Unrestricted funds General £	Total 2025 £
Gains on sale of tangible fixed assets	5,595	5,595
	<u>5,595</u>	<u>5,595</u>

Community Transport Stafford & District
known as Community Link Stafford and District

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

7 Expenditure on charitable activities

	Activity undertaken directly £	2025 £
Staff costs	738,450	738,450
Rent	12,110	12,110
Insurance	2,203	2,203
DBS checks	4,922	4,922
Uniforms	1,416	1,416
Printing, postage and stationary	2,880	2,880
Advertising	3,748	3,748
Telephone & broadband	2,823	2,823
Motor expenses	497,032	497,032
Travel expenses	1,031	1,031
Legal & professional	12,248	12,248
Accountancy costs	1,000	1,000
Bank charges	667	667
Depreciation	22,672	22,672
IT	3,699	3,699
Trustee meetings	338	338
Audit fees	3,750	3,750
Bad debts	27	27
Sub contractors	2,534	2,534
Sundry Expenses	2,401	2,401
	<u>1,315,951</u>	<u>1,315,951</u>

Community Transport Stafford & District

known as Community Link Stafford and District

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

	Activity undertaken directly £	2024 £
Staff costs	570,709	570,709
Rent	15,280	15,280
Insurance	5,269	5,269
DBS checks	4,805	4,805
Uniforms	2,385	2,385
Printing, postage and stationary	1,717	1,717
Advertising	2,661	2,661
Telephone & broadband	1,680	1,680
Motor expenses	439,423	439,423
Travel expenses	3,342	3,342
Legal & professional	6,181	6,181
Accountancy costs	1,000	1,000
Bank charges	855	855
Depreciation	17,405	17,405
IT	3,456	3,456
Trustee meetings	102	102
Audit fees	3,750	3,750
Bad debts	2,461	2,461
Training	4,136	4,136
	<u>1,086,617</u>	<u>1,086,617</u>

Community Transport Stafford & District

known as Community Link Stafford and District

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

8 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2025 £
Audit fees		
Audit of the financial statements	3,750	3,750
Legal fees	3,539	3,539
Other governance costs	338	338
	<u>7,627</u>	<u>7,627</u>
	Unrestricted funds General £	Total 2024 £
Audit fees		
Audit of the financial statements	3,750	3,750
Legal fees	4,130	4,130
Other governance costs	102	102
	<u>7,982</u>	<u>7,982</u>

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2025 £	2024 £
Audit fees	3,750	3,750
Depreciation of fixed assets	<u>22,672</u>	<u>17,405</u>

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Community Transport Stafford & District
known as Community Link Stafford and District

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

11 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
Staff costs during the year were:		
Wages and salaries	714,228	562,844
Social security costs	18,556	5,598
Pension costs	5,666	2,267
Other staff costs	3,012	3,342
	<u>741,462</u>	<u>574,051</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2025 No	2024 No
Employees	<u>73</u>	<u>70</u>

25 (2024 - 9) of the above employees participated in the Defined Contribution Pension Schemes.

The number of employees whose emoluments fell within the following bands was:

	2025 No	2024 No
£60,001 - £70,000	-	1
£80,001 - £90,000	<u>1</u>	<u>-</u>

The total employee benefits of the key management personnel of the charity were £124,336 (2024 - £100,391).

12 Auditors' remuneration

	2025 £	2024 £
Audit of the financial statements	<u>3,750</u>	<u>3,750</u>

Community Transport Stafford & District

known as Community Link Stafford and District

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

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2024	2,000	4,041	236,222	242,263
Additions	-	-	55,445	55,445
Disposals	-	-	(30,995)	(30,995)
At 31 March 2025	<u>2,000</u>	<u>4,041</u>	<u>260,672</u>	<u>266,713</u>
Depreciation				
At 1 April 2024	2,000	3,575	110,817	116,392
Charge for the year	-	117	22,555	22,672
Eliminated on disposals	-	-	(30,995)	(30,995)
At 31 March 2025	<u>2,000</u>	<u>3,692</u>	<u>102,377</u>	<u>108,069</u>
Net book value				
At 31 March 2025	<u>-</u>	<u>349</u>	<u>158,295</u>	<u>158,644</u>
At 31 March 2024	<u>-</u>	<u>466</u>	<u>125,405</u>	<u>125,871</u>

15 Debtors

	2025 £	2024 £
Trade debtors	260,392	124,565
Due from group undertakings	489	135
Prepayments	18,206	5,670
Accrued income	23,858	127,946
VAT recoverable	25,318	18,918
	<u>328,263</u>	<u>277,234</u>

Community Transport Stafford & District
known as Community Link Stafford and District

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

16 Cash and cash equivalents

	2025 £	2024 £
Cash on hand	111	236
Cash at bank	65,890	144,841
Short-term deposits	427,290	258,345
	<u>493,291</u>	<u>403,422</u>

17 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	39,153	57,417
Other taxation and social security	10,610	5,001
Other creditors	3,096	2,212
Accruals	4,750	10,327
	<u>57,609</u>	<u>74,957</u>

18 Obligations under leases and hire purchase contracts

The total value of future minimum lease payments was as follows:

	2025 £	2024 £
Within one year	122,037	50,316
In two to five years	308,102	143,352
	<u>430,139</u>	<u>193,668</u>

19 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £5,666 (2024 - £2,267).

Community Transport Stafford & District

known as Community Link Stafford and District

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

20 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Balance at 31 March 2025 £
Unrestricted funds				
General				
General Fund	731,570	1,506,970	(1,315,951)	922,589

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
General					
General Fund	551,751	1,230,455	(1,086,617)	35,981	731,570
Restricted					
Mark Benevolent Fund	35,981	-	-	(35,981)	-
Total funds	587,732	1,230,455	(1,086,617)	-	731,570

The specific purposes for which the funds are to be applied are as follows:

General accumulated funds are unrestricted funds available to the charity for its general purposes and include, from time to time, funds designated by the charity for particular purposes, the use of any such designated funds remaining at all times at the discretion of the Trustees.

Mark Benevolent Fund

This grant is for the purchase of mini buses. Vehicles have been acquired during 2024 making full use of the remaining restricted funds.

Community Transport Stafford & District

known as Community Link Stafford and District

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

21 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2025 £
Tangible fixed assets	158,644	158,644
Current assets	821,553	821,553
Current liabilities	(57,608)	(57,608)
Total net assets	<u>922,589</u>	<u>922,589</u>

	Unrestricted funds General £	Total funds at 31 March 2024 £
Tangible fixed assets	125,871	125,871
Current assets	680,656	680,656
Current liabilities	(74,957)	(74,957)
Total net assets	<u>731,570</u>	<u>731,570</u>

22 Related party transactions

There were no related party transactions in the year.

Accounts

Company registration number: 04549467

Charity registration number: 1095768

Community Transport Stafford & District

known as

Community Link Stafford and District

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

Deans Chartered Accountants
Eligible to act as an auditor in terms of 1212 of the Companies Act 2006
Gibson House
Hurricane Court
Hurricane Close
Stafford
ST16 1GZ

Community Transport Stafford & District
known as Community Link Stafford and District

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Community Transport Stafford & District
known as Community Link Stafford and District

Reference and Administrative Details

Trustees	Colin Martindale, Chairman Catherine Lyall, Treasurer John Coates Michael Allen Peter Bingham John Foy
Secretary	Graham Wright
Senior Management Team	Graham Wright, Chief Executive Rachel Trow, Office Manager
Registered Office	Schott House Drummond Road Astonfields Stafford Staffordshire ST16 3EL The charity is incorporated in England.
Company Registration Number	04549467
Charity Registration Number	1095768
Bankers	Unity Trust Bank 4 Brindley Place Birmingham B1 2JB Stafford Railway Building Society 4 Market Square Stafford ST16 2JH
Auditor	Deans Chartered Accountants Eligible to act as an auditor in terms of 1212 of the Companies Act 2006 Gibson House Hurricane Court Hurricane Close Stafford ST16 1GZ

Community Transport Stafford & District

known as Community Link Stafford and District

Chairman's Report for the Year Ended 31 March 2024

Operations were back to normal this year now that Covid19 was more or less behind us, and Dial a Ride, a very important part of our charitable services, grew steadily throughout the year.

Vehicle parking remains a major stumbling block, and having ruled out at a number of alternatives for various reasons during the year, we are still using the site provided by the local council. This problem is becoming more difficult due to the acquisition of more vehicles during the year, and when the council eventually start the process of redevelopment of the area in which our vehicles are parked, this problem will reach a critical point. As I stated in last year's report, if we cannot park our vehicles in an affordable and accessible location, we will not be able to provide our vital services to the schools and local residents who need them.

On the positive side, the financials for the year were excellent, and the accounts showed an increase in income from £954,545 to £1,230,455 with cash reserves of £403,422 split between three institutions to reduce risks of amounts referred to in the current FSCS limits. In addition, the CEO has continued to retain a number of existing fixed term contracts and win some new ones, which will help to secure future income for the next few years.

In October we once again held our Open Day at Stafford Rangers Football Club as a thank you to charity members and other supporters, as well as the staff and volunteers who work for the charity. In addition, and to promote the services we provide, also in attendance were the Mayor and Mayoress of Stafford and a number of local councillors.

As last year, Board meetings were held quarterly. This year, however, myself and two other local Trustees met back in the office, whilst the other three Trustees joined on zoom. I would like to take this opportunity to thank my fellow Trustees for their continuing support in challenging the CEO and his team, and hopefully helping them to generate such an excellent result.

On the subject of the team, I would like to thank CEO Graham Wright, Office Manager Rachel Trow, and all the staff and volunteers whose considerable efforts ensure that Community Link continues to provide the essential support for the many people of Stafford and district who need it the most now, and in the coming years, by making sure that the company maintained its healthy financial position.

Colin Martindale
Chairman

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2024.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Colin Martindale, Chairman Catherine Lyall, Treasurer John Coates Michael Allen Peter Bingham John Foy
Secretary:	Graham Wright
Senior Management / Leadership Team:	Graham Wright, Chief Executive Rachel Trow, Office Manager

Objectives and activities

Objects and aims

To provide a community transport service for such of the inhabitants who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

Public benefit

As the effects of Covid have continued to reduce during the year, Charity member numbers have increased considerably, and Dial a Ride services have returned to normal levels.

Most of the membership continues to be those in need of mobility aids, which illustrates how important our service is to individuals, particularly those who need access to vaccination centres providing both flu and continuing Covid protection. Our usual journeys for shopping, medical appointments, day centre visits and other family and friends occasions continue to generate the majority of our journeys.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

Whilst volunteer numbers have increased during the year, attracting new volunteers continues to be a challenge. The support of volunteers is crucial as it enables us to fulfil our commitment to provide invaluable services to existing and new members of the charity. To attract new volunteers, the charity continues to use all local media channels.

Financial review

The financial results for the year are shown on pages 12 to 28 of this report.

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report

Policy on reserves

General reserves amount to £731,570 at 31 March 2024 (2023: £551,751) of which £125,871 (2023: £23,235) are held as fixed assets, leaving an amount of "free reserves" of £605,699 (2023: £564,497). These funds are held to finance the working capital requirements of the organisation. The trustee's objective is to create and maintain sufficient funds to cover a minimum of six months expenditure. The Board are confident that at this level they would be able to continue the current activities of the Charity in the event of a significant drop in income.

Structure, governance and management

Nature of governing document

The charitable company is governed by its Memorandum and Articles of Association dated 1 October 2002, as amended by special resolutions dated 6 December 2002, 27 November 2006 and 2 July 2018.

Recruitment and appointment of trustees

New trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the charity.

Induction and training of trustees

Upon appointment a new trustee is provided with an induction pack which contains the following documents:

1. Memorandum and Articles of Association
2. Latest copy of the Annual Report and Accounts
3. A copy of the Charity Commission Guidance "The Essential Trustee"

Arrangements for setting key management personnel remuneration

The details of key management personnel are included in the reference and administrative information. Remuneration of key management personnel is set and reviewed annually by the trustees.

Organisational structure

The Board of Trustees meet on a regular basis and are responsible for the strategic direction and policy of the Charity. At present the Board has six members from a variety of professional backgrounds relevant to the work of the Charity.

The Chief Executive, Mr Graham Wright has responsibility for all aspects of the day to day operations of the Charity to ensure that it delivers the services specified, remains strategically relevant and that key performance indicators are met.

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report

Relationships with related parties

The Friendly Bus Company Limited

The Friendly Bus Company Limited is a wholly owned subsidiary of Community Transport Stafford & District.

Major risks and management of those risks

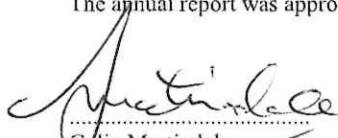
In times of austerity funding streams are becoming more stretched in this uncertain economic climate. Alternative sources of income have to be a priority, to ensure the ongoing success and future sustainability of the organisation.

All of our people whether staff or volunteers, carry out a tremendous task in supporting our service users every day. Without the commitment of the team we would not be able to provide the professional service that the clientele expect from their transport provider.

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 4/12/24 and signed on its behalf by:


Colin Martindale
Trustee

Community Transport Stafford & District

known as Community Link Stafford and District

Chief Executive Officer's report

I am pleased on behalf of Trustees to be able to report another strong performance here at Community Link particularly in terms of service to the community and a robust set of numbers that will allow us to continue to grow and invest into ensuring that we stay as the primary Community Transport provider within our locality.

Community Link Stafford & District provides friendly transport for people with mobility difficulties or who because of age, sickness, disability or poverty or lack of adequate and safe passenger services are unable to access mainstream public transport services.

Since the impact of Covid and we as a community are offered annual vaccinations nationally to protect ourselves we are now finding that Charity members are returning to use Dial a Ride services in growing numbers joining up as charity members.

Dial a Ride services closed temporarily during Covid and the bounce back is continuing to take place with the number of wheelchair journeys using our fleet of wheelchair adapted vehicles is returning at an increasing pace.

The vast majority of the growing membership still require and use mobility aids illustrating how vital the service Community Link provides to individuals. We are continuing to support some families journeys to vaccination centres, albeit at a much lower level to enable those most vulnerable to access the safety of vaccination protection. Shopping, medical appointments, day centre visits and family and friend's occasions are now beginning to dominate the type of journeys that we are now operating for members. For this year we have once again been able to hold and maintain pre Covid journey costs within the town at £5 per person to support our concerns of members affordability of the service as the economy suffers.

The number of our registered volunteers based at Community Link has been continually growing over the last year to March 2024 with a volunteer base now approaching nine individuals. These volunteers are kindly offering their services to members across all days of the working week and we welcome them back alongside new recruits, as we see a slow increase in Dial a Ride services throughout the winter of 2023/24. This support to the Charity and its members is valuable and enables us to satisfy the increasing demand coming from existing and new members to the charity.

Community Transport schemes are a vital element of our provision to local people and we hope to bring old and new provision on board during the summer of 2024. Since the Dial a Ride service no.s have maintained continuing growth having carried out during 2023/24 2677 journeys, a significant 25% increase on 2139 journeys for the previous year of 2022/23.

Breakdown of journey types year on year

- Wheelchair users +12%
- Hospital Appointments +87%
- Day Centres and family and friends +17%
- Shopping Trips +9%

School contracts have maintained growth throughout the year and in September 2023 we are delighted to have been successful with additional bids to Stoke on Trent City Council to supply SEN transport services including wheelchair provision on minibuses to those school children in the north of the County. We will continue to strive to widen our geographical scope in servicing Stafford and surrounding districts from our base in Stafford town.

Despite the continuing challenges of Covid and impact upon the community with some infections still occurring, I am pleased to report another excellent outcome that annual income actually increased to £1,230,455 for the year an uplift of an additional £275,910 + 29% on 2023.

We are now seeing further cost increases coming through due to higher inflation figures being reported in the general economy, however despite this, we are able to still generate another record surplus of £143,838 for the full 2023/24 year representing 11.69 % of gross income. This surplus will importantly allow Community Link to continue to maintain and invest in its fleet renewal programme to improve the transport experience of our service users and members having added 7 new minibuses to our vehicle fleet in the past year all bearing new vehicle livery design increasing awareness across Staffordshire.

Like many charities we rely on the kindness and support of all of our partners, therefore it is very important to express our appreciation on behalf of members and to thank all of our supporters for their continued financial and operational support as this is important to our longevity and continuing success into the future.

Community Transport Stafford & District
known as Community Link Stafford and District

Chief Executive Officer's report

We are still continuing to strive to find a permanent home and working with our partners to find an affordable solution to house our growing fleet of new minibuses and wheelchair adapted cars. We would particularly like to thank Staffordshire County Council for their consideration.

In October 2023 we were very proud once again to celebrate at Stafford Rangers FC, many years of operating as an independent registered charity together with our Charity members, colleagues and partners without whom we would not be able to provide the wonderful and dedicated service to service users and other beneficiaries.

My sincere thanks go to Mr Colin Martindale the Chairman of Trustees and the Board, colleagues, volunteers, members, Staffordshire County Council, Stafford Borough Council, Stoke City Council and various Parish Councils for your participation in making Community Link a growing, financially robust and successful charity supporting our community into the future despite a challenging environment for many charities.

Graham Wright
Chief Executive

Community Transport Stafford & District

known as Community Link Stafford and District

Independent Auditor's Report to the Members of Community Transport Stafford & District

Opinion

We have audited the financial statements of Community Transport Stafford & District (the 'charity') for the year ended 31 March 2024, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

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

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

We have nothing to report in this regard.

Community Transport Stafford & District

known as Community Link Stafford and District

Independent Auditor's Report to the Members of Community Transport Stafford & District

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Chairman's Report and the Trustees' Report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Chief Executive Officer's report (set out on page 6 and 7), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor responsibilities for the audit of the financial statements

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Community Transport Stafford & District

known as Community Link Stafford and District

Independent Auditor's Report to the Members of Community Transport Stafford & District

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate risk of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual balances, variances or unexpected relationships;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- investigated the rationale behind significant or unusual transactions; and
- specifically tested the controls around banking payments

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- enquiring of management as to actual and potential litigation claims;
- reviewing correspondence with HMRC and other relevant regulators.

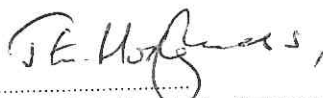
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

Use of our report

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



Jeremy G Hodgkiss (Senior Statutory Auditor)
For and on behalf of Deans Chartered Accountants, Statutory Auditor
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Gibson House
Hurricane Court
Hurricane Close
Stafford
ST16 1GZ

Date: 5 December 2024

Community Transport Stafford & District

known as Community Link Stafford and District

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	20,925	-	20,925
Charitable activities	4	1,204,512	-	1,204,512
Investment income	5	5,018	-	5,018
Total income		<u>1,230,455</u>	<u>-</u>	<u>1,230,455</u>
Expenditure on:				
Charitable activities	6	<u>(1,086,617)</u>	<u>-</u>	<u>(1,086,617)</u>
Total expenditure		<u>(1,086,617)</u>	<u>-</u>	<u>(1,086,617)</u>
Net income		143,838	-	143,838
Transfers between funds		<u>35,981</u>	<u>(35,981)</u>	<u>-</u>
Net movement in funds		179,819	(35,981)	143,838
Reconciliation of funds				
Total funds brought forward		<u>551,751</u>	<u>35,981</u>	<u>587,732</u>
Total funds carried forward	20	<u>731,570</u>	<u>-</u>	<u>731,570</u>
	Note	Unrestricted funds £	Restricted funds £	As restated 2023 £
Income and Endowments from:				
Donations and legacies	3	23,340	-	23,340
Charitable activities	4	929,372	-	929,372
Investment income	5	1,608	-	1,608
Other income		<u>225</u>	<u>-</u>	<u>225</u>
Total income		<u>954,545</u>	<u>-</u>	<u>954,545</u>
Expenditure on:				
Charitable activities	6	<u>(793,859)</u>	<u>(4,272)</u>	<u>(798,131)</u>
Total expenditure		<u>(793,859)</u>	<u>(4,272)</u>	<u>(798,131)</u>
Net income/(expenditure)		<u>160,686</u>	<u>(4,272)</u>	<u>156,414</u>
Net movement in funds		160,686	(4,272)	156,414
Reconciliation of funds				
Total funds brought forward		<u>391,065</u>	<u>40,253</u>	<u>431,318</u>
Total funds carried forward	20	<u>551,751</u>	<u>35,981</u>	<u>587,732</u>

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 14 to 25 form an integral part of these financial statements.

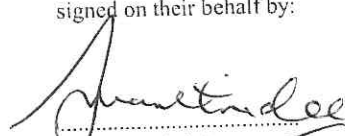
Community Transport Stafford & District
known as **Community Link Stafford and District**

(Registration number: 04549467)
Balance Sheet as at 31 March 2024

	Note	2024 £	As restated 2023 £
Fixed assets			
Tangible assets	13	125,871	23,235
Current assets			
Debtors	14	277,234	173,441
Cash at bank and in hand	15	403,422	456,379
		680,656	629,820
Creditors: Amounts falling due within one year	16	(74,957)	(65,323)
		605,699	564,497
Net current assets		731,570	587,732
Net assets			
Funds of the charity:			
Restricted income funds			
Restricted funds	20	-	35,981
Unrestricted income funds			
Unrestricted funds		731,570	551,751
Total funds	20	731,570	587,732

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 11 to 25 were approved by the trustees, and authorised for issue on 4/12/24 and signed on their behalf by:


Colin Martindale
Trustee

Community Transport Stafford & District
known as Community Link Stafford and District
Statement of Cash Flows for the Year Ended 31 March 2024

	Note	2024 £	As restated 2023 £
Cash flows from operating activities			
Net cash income		143,838	156,414
Adjustments to cash flows from non-cash items			
Depreciation		17,405	11,003
Investment income	5	<u>(5,018)</u>	<u>(1,608)</u>
		156,225	165,809
Working capital adjustments			
Increase in debtors	14	(103,793)	(67,820)
Increase in creditors	16	<u>9,634</u>	<u>17,558</u>
Net cash flows from operating activities		<u>62,066</u>	<u>115,547</u>
Cash flows from investing activities			
Interest receivable and similar income	5	5,018	1,608
Purchase of tangible fixed assets	13	(120,041)	-
Sale of tangible fixed assets		<u>-</u>	<u>825</u>
Net cash flows from investing activities		<u>(115,023)</u>	<u>2,433</u>
Net (decrease)/increase in cash and cash equivalents		(52,957)	117,980
Cash and cash equivalents at 1 April		<u>456,379</u>	<u>338,399</u>
Cash and cash equivalents at 31 March		<u><u>403,422</u></u>	<u><u>456,379</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Community Transport Stafford & District meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Reclassification of comparative amounts

The prior year figures have been restated following the audit for the financial year ended 31 March 2024, to ensure that income has been correctly reflected during the comparative period. Depreciation rates have been restated in accordance with the useful lives of the motor vehicles included in fixed assets.

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

Investment income

Interest income is recognised once the interest has been declared and notification has been received of the interest due.

Charitable activities

Income from charitable activities includes income earned from council bus contracts. Income is received in exchange for supplying services in order to raise funds and is recognised when entitlement has occurred.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures, fittings and equipment	25% reducing balance
Motor vehicles	10% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

3 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £
Donations and legacies;		
Donations from individuals	250	250
Grants, including capital grants;		
Government grants	20,675	20,675
	<u>20,925</u>	<u>20,925</u>
	Unrestricted funds General £	As restated 2023 £
Donations and legacies;		
Donations from individuals	840	840
Grants, including capital grants;		
Government grants	22,500	22,500
	<u>23,340</u>	<u>23,340</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2024 £
Local Authority Contract	1,128,290	1,128,290
Other Contracts	59,324	59,324
Dial-a Ride	16,349	16,349
Memberships	549	549
	<u>1,204,512</u>	<u>1,204,512</u>
	Unrestricted funds General £	As restated 2023 £
Local Authority Contract	895,835	895,835
Other Contracts	24,392	24,392
Dial-a Ride	8,802	8,802
Memberships	343	343
	<u>929,372</u>	<u>929,372</u>

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

5 Investment income

	Unrestricted funds General £	Total 2024 £
Interest receivable and similar income;	5,018	5,018
Interest receivable on bank deposits	5,018	5,018
	Unrestricted funds General £	As restated 2023 £
Interest receivable and similar income;	1,608	1,608
Interest receivable on bank deposits	1,608	1,608

6 Expenditure on charitable activities

	Activity undertaken directly £	2024 £
Staff costs	570,709	570,709
Rent	15,280	15,280
Insurance	5,269	5,269
DBS checks	4,805	4,805
Uniforms	2,385	2,385
Training	4,136	4,136
Printing, postage and stationery	1,717	1,717
Advertising	2,661	2,661
Telephone & broadband	1,680	1,680
Motor expenses	439,423	439,423
Travel expenses	3,342	3,342
Legal & professional	6,181	6,181
Accountancy costs	1,000	1,000
Bank charges	855	855
Depreciation	17,405	17,405
IT	3,456	3,456
Trustee meetings	102	102
Audit Fee	3,750	3,750
Bad Debts	2,461	2,461
	1,086,617	1,086,617

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

	Activity undertaken directly £	As restated 2023 £
Staff costs	429,740	429,740
Rent	11,120	11,120
Insurance	6,402	6,402
DBS checks	6,505	6,505
Uniforms	1,797	1,797
Training	1,370	1,370
Printing, postage and stationery	2,629	2,629
Advertising	3,736	3,736
Telephone & broadband	1,168	1,168
Motor expenses	308,949	308,949
Travel expenses	4,670	4,670
Legal & professional	4,009	4,009
Accountancy costs	1,800	1,800
Bank charges	358	358
Depreciation	11,003	11,003
Donation	43	43
IT	2,802	2,802
Trustee meetings	30	30
	<u>798,131</u>	<u>798,131</u>

£1,086,617 (2023 - £793,859) of the above expenditure was attributable to unrestricted funds and £Nil (2023 - £4,272) to restricted funds.

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2024 £
Audit fees		
Audit of the financial statements	3,750	3,750
Legal & professional fees	4,130	4,130
Other governance costs	102	102
	<u>7,982</u>	<u>7,982</u>

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

	Unrestricted funds General £	As restated 2023 £
Independent examiner fees		
Examination of the financial statements	1,800	1,800
Legal & professional fees	4,009	4,009
Other governance costs	30	30
	<u>5,839</u>	<u>5,839</u>

8 Net incoming/outgoing resources

Net incoming resources for the year include:

	2024 £	As restated 2023 £
Audit fees	3,750	-
Depreciation of fixed assets	<u>17,405</u>	<u>11,003</u>

9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year, or during the previous year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

10 Auditors' remuneration

	2024 £	As restated 2023 £
Audit of the financial statements	<u>3,750</u>	<u>-</u>

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

11 Staff costs

The aggregate payroll costs were as follows:

	2024 £	As restated 2023 £
Staff costs during the year were:		
Wages and salaries	562,844	421,436
Social security costs	5,598	6,650
Pension costs	2,267	1,654
Other staff costs	3,342	-
	<u>574,051</u>	<u>429,740</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2024 No	2023 No
Employees	<u>70</u>	<u>61</u>

9 (2023 - 4) of the above employees participated in the Defined Contribution Pension Schemes.

The number of employees whose emoluments fell within the following bands was one, not including retirement benefits which are accruing under a defined contribution scheme.

	2024 No	2023 No
£60,001 - £70,000	<u>1</u>	<u>-</u>

The total employee benefits of the key management personnel of the charity were £100,391 (2023 - £81,931).

12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

13 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2023	2,000	4,041	116,181	122,222
Additions	-	-	120,041	120,041
At 31 March 2024	2,000	4,041	236,222	242,263
Depreciation				
At 1 April 2023	2,000	3,419	93,568	98,987
Charge for the year	-	156	17,249	17,405
At 31 March 2024	2,000	3,575	110,817	116,392
Net book value				
At 31 March 2024	-	466	125,405	125,871
At 31 March 2023	-	622	22,613	23,235

Included within the net book value of land and buildings above is £Nil (2023 - £Nil) in respect of freehold land and buildings and £Nil (2023 - £Nil) in respect of leaseholds.

14 Debtors

	2024 £	As restated 2023 £
Trade debtors	124,565	17,595
Due from group undertakings	135	60
Prepayments	5,670	3,869
Accrued income	127,946	132,485
VAT recoverable	18,918	19,432
	277,234	173,441

15 Cash and cash equivalents

	2024 £	As restated 2023 £
Cash on hand	236	213
Cash at bank	144,841	202,700
Short-term deposits	258,345	253,466
	403,422	456,379

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

16 Creditors: amounts falling due within one year

	2024 £	As restated 2023 £
Trade creditors	57,417	48,257
Other taxation and social security	5,001	10,684
Other creditors	2,212	2,651
Accruals	10,327	3,731
	<u>74,957</u>	<u>65,323</u>

17 Obligations under leases and hire purchase contracts

The total value of future minimum lease payments was as follows:

	2024 £
Within one year	50,316
In two to five years	<u>143,352</u>
	<u>193,668</u>

18 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme on behalf of its employees. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £2,267 (2023 - £1,654).

There were outstanding contributions of £1,061 (2023:£1,399) at the year end.

19 Commitments

Other financial commitments

There were no capital commitments at the year end (2023:£nil)

The total amount of other financial commitments not provided in the financial statements was £Nil (2023 - £Nil).

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

20 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General Fund	551,751	1,230,455	(1,086,617)	35,981	731,570
Restricted funds					
Mark Benevolent Fund	35,981	-	-	(35,981)	-
Total funds	<u>587,732</u>	<u>1,230,455</u>	<u>(1,086,617)</u>	<u>-</u>	<u>731,570</u>
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £		Balance at 31 March 2023 As restated £
Unrestricted funds					
<i>General</i>					
General Fund	391,065	954,545	(793,859)		551,751
Restricted					
Mark Benevolent Fund	40,253	-	(4,272)		35,981
Total funds	<u>431,318</u>	<u>954,545</u>	<u>(798,131)</u>		<u>587,732</u>

The specific purposes for which the funds are to be applied are as follows:

General accumulated funds are unrestricted funds available to the charity for its general purposes and include, from time to time, funds designated by the charity for particular purposes, the use of any such designated funds remaining at all times at the discretion of the Trustees.

Mark Benevolent Fund

This grant is for the purchase of mini buses. Vehicles have been acquired during 2024 making full use of the remaining restricted funds.

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2024

21 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2024 £
Tangible fixed assets	125,871	125,871
Current assets	680,656	680,656
Current liabilities	(74,957)	(74,957)
Total net assets	<u>731,570</u>	<u>731,570</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March As restated 2023 £
Tangible fixed assets	10,417	12,818	23,235
Current assets	606,657	23,163	629,820
Current liabilities	(65,323)	-	(65,323)
Total net assets	<u>551,751</u>	<u>35,981</u>	<u>587,732</u>

22 Related party transactions

There were no related party transactions in the year.

Accounts

Company registration number: 04549467

Charity registration number: 1095768

Community Transport Stafford & District

known as

Community Link Stafford and District

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023

Daryl Denson ACMA
The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
ST1 5DD

Community Transport Stafford & District
known as Community Link Stafford and District

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Community Transport Stafford & District
known as Community Link Stafford and District

Reference and Administrative Details

Trustees	Colin Martindale, Chairman
	Catherine Lyall, Treasurer
	John Coates
	Michael Allen
	Peter Bingham
	John Foy
Secretary	Graham Wright
Senior Management Team	Graham Wright, Chief Executive
	Rachel Trow, Office Manager
Registered Office	Schott House Drummond Road Astonfields Stafford Staffordshire ST16 3EL
	The charity is incorporated in England.
Company Registration Number	04549467
Charity Registration Number	1095768
Bankers	Unity Trust Bank 4 Brindley Place Birmingham B1 2JB
	Stafford Railway Building Society 4 Market Square Stafford ST16 2JH
Independent Examiner	Daryl Denson ACMA The Dudson Centre Hope Street Hanley Stoke-on-Trent ST1 5DD

Community Transport Stafford & District
known as Community Link Stafford and District
Chairman's Report for the Year Ended 31 March 2023

Whilst Covid19 was thankfully causing fewer major issues, there were still some restrictions to our services at the start of the year. Happily, though, our services gradually returned to normal as the year progressed, and by the year end we were back to our full operational levels. Dial a Ride, a vital part of our charitable services, continued to slowly build throughout the year, and there are plans to promote this service more in 2023/4.

Parking of our vehicles continues to be a major issue, and although the local council are still supporting us by allowing us to utilise a convenient site for a peppercorn rent, this will not last forever, and finding an alternative in terms of location, size and affordability will be a mammoth task. In the short term, we have been given some temporary overflow parking support from a local business for which we are very grateful. The CEO continues to look at all parking site opportunities in and around Stafford, knowing that if we cannot find a permanent site to park our 25 vehicles, we will not be able to provide our vital services to the schools and local residents who need them.

On a more positive note, the financials for the year were excellent. The accounts show that income increased from £612k in 2021/22 to £903k last year, and at year end there is a cash balance of £443k split between three institutions to keep within the current FSCS limits. Also positive is the fact that the CEO continues to win additional and renewed fixed term school contracts which secure the future income for the charity for the next few years.

In October 2022 we held an open day for charity members and other supporters to attend in order to promote the services we provide to the local community. Also in attendance were the Mayor and Mayoress of Stafford and a number of local councillors, as well as staff and volunteers who work for the charity.

Board meetings were held on zoom as last year, but later in the year it was decided, now that Covid19 was not a major issue, to have myself and the other two local board members back in the office to join the meetings. It was a great relief to be back in the office for meetings, and although still held on zoom to accommodate our distant Trustees, the meetings felt a lot more like a team. On the subject of board members, I would like to thank my fellow Trustees for continuing to support and challenge the CEO and his team, helping them to achieve such excellent results.

Finally, I would like to thank CEO Graham Wright, Office Manager Rachel Trow, and all the staff and volunteers for ensuring that Community Link continued to provide the essential support for the people of Stafford and district who need it the most, and for ensuring that the company ended the year in a healthy financial position ready for the challenges ahead.

Colin Martindale
Chairman

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Colin Martindale, Chairman
	Catherine Lyall, Treasurer
	John Coates
	Michael Allen
	Ian Macmichael (resigned 28 July 2022)
	Peter Bingham
	John Foy

Secretary:	Graham Wright
------------	---------------

Senior Management / Leadership Team:	Graham Wright, Chief Executive
	Rachel Trow, Office Manager

Objectives and activities

Objects and aims

To provide a community transport service for such of the inhabitants who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

Public benefit

Community Link Stafford & District provides friendly transport for people with mobility difficulties or who because of age, sickness, disability or poverty or lack of adequate and safe passenger services are unable to access mainstream public transport services.

Since the impact of Covid now wains we are now finding that Charity members are returning to use Dial a Ride services as vaccinations are now playing a part in making individuals feel more able to begin to mix again in society.

Dial a Rider services closed temporarily during Covid and the bounce back is continuing to take place with the number of wheelchair journeys using our fleet of wheelchair adapted vehicles is returning at an increasing pace.

The vast majority of the growing membership still require and use mobility aids illustrating how vital the service Community Link provides to individuals. We are continuing to support some families journeys to vaccination centres, albeit at a much lower level to enable those most vulnerable to access the safety of vaccination protection. Shopping, medical appointments, day centre visits and family and friend's occasions are now beginning to dominate the type of journeys that we are now operating for members. For this year we have once again been able to hold and maintain pre Covid journey costs within the town at £5 per person to support our concerns of members affordability of the service as the economy suffers.

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

The number of our registered volunteers based at Community Link has been continually growing over the last year to March 2023 with a volunteer base now approaching nine individuals. These volunteers are kindly offering their services to members across all days of the working week and we welcome them back alongside new recruits, as we see a slow increase in Dial a Ride services throughout the winter of 2022/23. This support to the Charity and its members is valuable and enables us to satisfy the increasing demand coming from existing and new members to the charity.

Achievements and performance

See the Chief Executive Officer's annual report.

Financial review

The financial results for the year are shown on pages 9-23 of this report.

Policy on reserves

General reserves amount to £426,506 at 31 March 2023(2022: £314,602) of which £12,861(2022: £17,973)are held as fixed assets, leaving an amount of "free reserves" of £413,645 (2022: £296,629).These funds are held to finance the working capital requirements of the organisation. The trustee's objective is to create and maintain sufficient funds to cover a minimum of six months expenditure.The Board are confident that at this level they would be able to continue the current activities of the Charity in the event of a significant drop in income.

Structure, governance and management

Nature of governing document

The charitable company is governed by its Memorandum and Articles of Association dated 1 October 2002, as amended by special resolutions dated 6 December 2002, 27 November 2006 and 2 July 2018.

Recruitment and appointment of trustees

New trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the charity.

Induction and training of trustees

Upon appointment a new trustee is provided with an induction pack which contains the following documents:

1. Memorandum and Articles of Association
2. Latest copy of the Annual Report and Accounts
3. A copy of the Charity Commission Guidance 'The Essential Trustee'

Arrangements for setting key management personnel remuneration

The details of key management personnel are included in the reference and administrative information. Remuneration of key management personnel is set and reviewed annually by the trustees.

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report

Organisational structure

The Board of Trustees meet on a regular basis and are responsible for the strategic direction and policy of the Charity. At present the Board has seven members from a variety of professional backgrounds relevant to the work of the Charity.

The Chief Executive, Mr Graham Wright has responsibility for all aspects of the day to day operations of the Charity to ensure that it delivers the services specified, remains strategically relevant and that key performance indicators are met.

Relationships with related parties

The Friendly Bus Company Limited

The Friendly Bus Company Limited is a wholly owned subsidiary of Community Transport Stafford & District.

Major risks and management of those risks

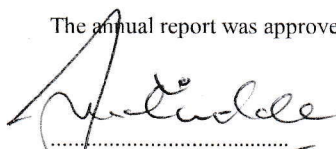
In times of austerity funding streams are becoming more stretched in this uncertain economic climate. Alternative sources of income have to be a priority, to ensure the ongoing success and future sustainability of the organisation.

All of our people whether staff or volunteers, carry out a tremendous task in supporting our service users every day. Without the commitment of the team we would not be able to provide the professional service that the clientele expect from their transport provider.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 6/12/23 and signed on its behalf by:


.....
Colin Martindale
Trustee

Community Transport Stafford & District

known as Community Link Stafford and District

Chief Executive Officer's report

I am delighted to be able to report another robust performance here at Community Link particularly in terms of service to the community and a strong set of numbers that will allow us to continue to grow and invest into ensuring that we stay as the Community Transport provider within our locality.

Community Link Stafford & District provides friendly transport for people with mobility difficulties or who because of age, sickness, disability or poverty or lack of adequate and safe passenger services are unable to access mainstream public transport services.

Since the impact of Covid now wains we are now finding that Charity members are returning to use Dial a Ride services as vaccinations are now playing a part in making individuals feel more able to begin to mix again in society.

Dial a Rider services closed temporarily during Covid and the bounce back is continuing to take place with the number of wheelchair journeys using our fleet of wheelchair adapted vehicles is returning at an increasing pace.

The vast majority of the growing membership still require and use mobility aids illustrating how vital the service Community Link provides to individuals. We are continuing to support some families journeys to vaccination centres, albeit at a much lower level to enable those most vulnerable to access the safety of vaccination protection. Shopping, medical appointments, day centre visits and family and friend's occasions are now beginning to dominate the type of journeys that we are now operating for members. For this year we have once again been able to hold and maintain pre Covid journey costs within the town at £5 per person to support our concerns of members affordability of the service as the economy suffers.

The number of our registered volunteers based at Community Link has been continually growing over the last year to March 2023 with a volunteer base now approaching nine individuals. These volunteers are kindly offering their services to members across all days of the working week and we welcome them back alongside new recruits, as we see a slow increase in Dial a Ride services throughout the winter of 2022/23. This support to the Charity and its members is valuable and enables us to satisfy the increasing demand coming from existing and new members to the charity.

Due to Covid restrictions in place the charity members' transport services provided by Community Link in the provision of a minibus to serve communities were somewhat derailed. However I am pleased to advise that timely discussions to employ Volunteer Recruitment Manager have meant we are now creating an environment to bring back this vital service to our Community through an increase in our volunteer base. Transport schemes are a vital element of our provision to local people and we hope to bring old and new provision on board during the summer of 2023. Since the Dial a Ride service restart commenced in earnest from January 2023 we have carried out 2139 journeys, a significant 277% increase on 721 journeys for the whole of 2021/22.

Breakdown of journey types year on year

- Wheelchair users +130%
- Hospital Appointments +108%
- Day Centres and family and friends +87%
- Shopping Trips +215%

School contracts have maintained growth throughout the year and in September 2022 we are delighted to have been successful with additional bids to Stoke on Trent City Council to supply SEN transport services including wheelchair provision on minibuses to those school children in the north of the County. We will continue to strive to widen our geographical scope in servicing Stafford and surrounding districts from our base in Stafford town.

Despite the continuing challenges of Covid and impact upon the community with some infections still occurring, albeit less severely, I am pleased to report another excellent outcome that annual income actually increased to £903,319 for the year an uplift of £291,768, 48% on 2022.

We are now seeing cost increases coming through as activity in the community is bouncing back, however despite this, we are able to still generate a record surplus of £107,632 for the full 2022/23 year representing 12.1% of income. This surplus will allow Community Link to continue to maintain and invest in its fleet renewal programme to improve the transport experience of our service users and members.

Community Transport Stafford & District
known as Community Link Stafford and District

Chief Executive Officer's report

Like many charities we rely on the kindness and support of all of our partners, therefore it is very important to express our appreciation on behalf of members and to thank all of our supporters for their continued financial and operational support as this is important to our longevity and continuing success into the future.

We are still continuing to strive to find a permanent home and working with our partners to find an affordable solution to house our growing fleet of minibuses and wheelchair adapted cars. We would particularly like to thank Staffordshire County Council for their consideration.

In October 2022 we were very proud to celebrate at Stafford Rangers FC, 20 years of operating as an independent registered charity together with our Charity members, colleagues and partners without whom we would not be able to provide the wonderful and dedicated service to service users and other beneficiaries.

My sincere thanks go to Mr Colin Martindale the Chairman of Trustees and the Board, colleagues, volunteers, members, Staffordshire County Council, Stafford Borough Council, Stoke City Council and various Parish Councils for your participation in making Community Link a growing, financially robust and successful charity supporting our community into the future.

Graham Wright
Chief Executive

Community Transport Stafford & District

known as Community Link Stafford and District

Independent Examiner's Report to the trustees of Community Transport Stafford & District ('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 the Company'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 CIMA, 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 Community Transport Stafford & District 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.



.....
Daryl Denson ACMA

The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
ST1 5DD

14/12/2023
Date:.....

Community Transport Stafford & District

known as Community Link Stafford and District

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	15,799	-	15,799
Charitable activities	4	885,687	-	885,687
Investment income	5	1,608	-	1,608
Other income	6	225	-	225
Total income		<u>903,319</u>	<u>-</u>	<u>903,319</u>
Expenditure on:				
Charitable activities	7	<u>(791,415)</u>	<u>(4,272)</u>	<u>(795,687)</u>
Total expenditure		<u>(791,415)</u>	<u>(4,272)</u>	<u>(795,687)</u>
Net income/(expenditure)		<u>111,904</u>	<u>(4,272)</u>	<u>107,632</u>
Net movement in funds		111,904	(4,272)	107,632
Reconciliation of funds				
Total funds brought forward		<u>314,602</u>	<u>40,253</u>	<u>354,855</u>
Total funds carried forward	19	<u>426,506</u>	<u>35,981</u>	<u>462,487</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	13,474	-	13,474
Charitable activities	4	597,704	-	597,704
Investment income	5	373	-	373
Total income		<u>611,551</u>	<u>-</u>	<u>611,551</u>
Expenditure on:				
Charitable activities	7	<u>(556,524)</u>	<u>(5,697)</u>	<u>(562,221)</u>
Total expenditure		<u>(556,524)</u>	<u>(5,697)</u>	<u>(562,221)</u>
Net income/(expenditure)		<u>55,027</u>	<u>(5,697)</u>	<u>49,330</u>
Net movement in funds		55,027	(5,697)	49,330
Reconciliation of funds				
Total funds brought forward		<u>259,575</u>	<u>45,950</u>	<u>305,525</u>
Total funds carried forward	19	<u>314,602</u>	<u>40,253</u>	<u>354,855</u>

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 12 to 23 form an integral part of these financial statements.

Community Transport Stafford & District
known as Community Link Stafford and District

(Registration number: 04549467)
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	14	25,679	35,063
Current assets			
Debtors	15	45,752	29,158
Cash at bank and in hand	16	456,379	338,399
		502,131	367,557
Creditors: Amounts falling due within one year	17	(65,323)	(47,765)
Net current assets		436,808	319,792
Net assets		462,487	354,855
Funds of the charity:			
Restricted income funds			
Restricted funds	19	35,981	40,253
Unrestricted income funds			
Unrestricted funds		426,506	314,602
Total funds	19	462,487	354,855

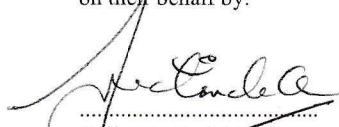
For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 9 to 23 were approved by the trustees, and authorised for issue on 6/12/23 and signed on their behalf by:



 Colin Martindale
 Trustee

The notes on pages 12 to 23 form an integral part of these financial statements.

Community Transport Stafford & District
known as Community Link Stafford and District
Statement of Cash Flows for the Year Ended 31 March 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash income		107,632	49,330
Adjustments to cash flows from non-cash items			
Depreciation		8,559	14,666
Investment income	5	<u>(1,608)</u>	<u>(373)</u>
		114,583	63,623
Working capital adjustments			
Increase in debtors	15	(16,594)	(20,683)
Increase in creditors	17	<u>17,558</u>	<u>21,061</u>
Net cash flows from operating activities		<u>115,547</u>	<u>64,001</u>
Cash flows from investing activities			
Interest receivable and similar income	5	1,608	373
Purchase of tangible fixed assets	14	-	(22,786)
Sale of tangible fixed assets		<u>825</u>	<u>-</u>
Net cash flows from investing activities		<u>2,433</u>	<u>(22,413)</u>
Net increase in cash and cash equivalents		117,980	41,588
Cash and cash equivalents at 1 April		<u>338,399</u>	<u>296,811</u>
Cash and cash equivalents at 31 March		<u><u>456,379</u></u>	<u><u>338,399</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

The notes on pages 12 to 23 form an integral part of these financial statements.

Community Transport Stafford & District

known as Community Link Stafford and District

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

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Community Transport Stafford & District meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Community Transport Stafford & District
known as Community Link Stafford and District

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

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures, fittings and equipment	25% reducing balance
Motor vehicles	25% reducing balance

Community Transport Stafford & District
known as Community Link Stafford and District

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

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Community Transport Stafford & District

known as Community Link Stafford and District

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

3 Income from donations and legacies

	Unrestricted funds General £	Total 2023 £
Donations and legacies;		
Donations from individuals	840	840
Grants, including capital grants;		
Government grants	14,959	14,959
	<u>15,799</u>	<u>15,799</u>
	Unrestricted funds General £	Total 2022 £
Donations and legacies;		
Donations from individuals	1,591	1,591
Grants, including capital grants;		
Government grants	11,883	11,883
	<u>13,474</u>	<u>13,474</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2023 £
Local Authority Contract	852,149	852,149
Other Contracts	24,393	24,393
Dial-a Ride	8,802	8,802
Memberships	343	343
	<u>885,687</u>	<u>885,687</u>
	Unrestricted funds General £	Total 2022 £
Local Authority Contract	581,455	581,455
Other Contracts	12,382	12,382
Dial-a Ride	3,274	3,274
Memberships	143	143
Services	450	450
	<u>597,704</u>	<u>597,704</u>

Community Transport Stafford & District
known as Community Link Stafford and District

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

5 Investment income

	Unrestricted funds General £	Total 2023 £
Interest receivable and similar income;		
Interest receivable on bank deposits	1,608	1,608
	<u>1,608</u>	<u>1,608</u>
	Unrestricted funds General £	Total 2022 £
Interest receivable and similar income;		
Interest receivable on bank deposits	373	373
	<u>373</u>	<u>373</u>

6 Other income

	Unrestricted funds General £	Total 2023 £
Gains on sale of tangible fixed assets for charity's own use	225	225
	<u>225</u>	<u>225</u>

Community Transport Stafford & District

known as Community Link Stafford and District

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

7 Expenditure on charitable activities

	Activity undertaken directly £	2023 £
Staff costs	429,740	429,740
Rent	11,120	11,120
Insurance	6,402	6,402
DBS checks	6,505	6,505
Uniforms	1,797	1,797
Training	1,370	1,370
Printing, postage and stationery	2,629	2,629
Advertising	3,736	3,736
Telephone & broadband	1,168	1,168
Motor expenses	308,949	308,949
Travel expenses	4,670	4,670
Legal & professional	4,009	4,009
Independent examination	1,800	1,800
Bank charges	358	358
Depreciation	8,559	8,559
Donation	43	43
IT	2,802	2,802
Trustee meetings	30	30
	<u>795,687</u>	<u>795,687</u>

Community Transport Stafford & District

known as Community Link Stafford and District

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

	Activity undertaken directly £	2022 £
Staff costs	321,182	321,182
Rent	8,228	8,228
Insurance	4,931	4,931
DBS checks	3,596	3,596
Uniforms	899	899
Training	355	355
Printing, postage and stationery	1,163	1,163
Advertising	1,405	1,405
Telephone & broadband	910	910
Motor expenses	195,422	195,422
Travel expenses	1,857	1,857
Legal & professional	3,697	3,697
Independent examination	1,200	1,200
Bank charges	257	257
Depreciation	14,667	14,667
IT	2,452	2,452
	<u>562,221</u>	<u>562,221</u>

£791,415 (2022 - £556,524) of the above expenditure was attributable to unrestricted funds and £4,272 (2022 - £5,697) to restricted funds.

Community Transport Stafford & District
known as Community Link Stafford and District

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

8 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2023 £
Independent examiner fees		
Examination of the financial statements	1,800	1,800
Legal & professional fees	4,009	4,009
Other governance costs	30	30
	<u>5,839</u>	<u>5,839</u>
	Unrestricted funds General £	Total 2022 £
Independent examiner fees		
Examination of the financial statements	1,200	1,200
Legal & professional fees	3,697	3,697
	<u>4,897</u>	<u>4,897</u>

9 Government grants

There was a grant for fuel subsidy received from BSOG of £14,959 (2022:£11,577)
There was a grant for the Job Retention Scheme of £nil (2022:£306)

The amount of grants recognised in the financial statements was £14,959 (2022 - £11,883).
There were no unfulfilled conditions in respect of any of the grants.
The charity received no other forms of government assistance.

10 Net incoming/outgoing resources

Net incoming resources for the year include:

	2023 £	2022 £
Depreciation of fixed assets	<u>8,559</u>	<u>14,667</u>

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.
No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Community Transport Stafford & District
known as Community Link Stafford and District

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

12 Staff costs

The aggregate payroll costs were as follows:

	2023	2022
	£	£
Staff costs during the year were:		
Wages and salaries	421,436	315,275
Social security costs	6,650	4,889
Pension costs	1,654	1,018
	<u>429,740</u>	<u>321,182</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2023	2022
	No	No
Employees	<u>61</u>	<u>47</u>

4 (2022 - 2) of the above employees participated in the Defined Contribution Pension Schemes.

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

The total employee benefits of the key management personnel of the charity were £81,931 (2022 - £76,246).

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Community Transport Stafford & District

known as Community Link Stafford and District

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

14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2022	2,000	4,041	127,176	133,217
Disposals	-	-	(10,995)	(10,995)
At 31 March 2023	2,000	4,041	116,181	122,222
Depreciation				
At 1 April 2022	2,000	3,212	92,942	98,154
Charge for the year	-	207	8,352	8,559
Eliminated on disposals	-	-	(10,170)	(10,170)
At 31 March 2023	2,000	3,419	91,124	96,543
Net book value				
At 31 March 2023	-	622	25,057	25,679
At 31 March 2022	-	829	34,234	35,063

Included within the net book value of land and buildings above is £Nil (2022 - £Nil) in respect of freehold land and buildings and £Nil (2022 - £Nil) in respect of leaseholds.

15 Debtors

	2023 £	2022 £
Trade debtors	17,595	6,069
Prepayments	3,869	2,767
Accrued income	4,796	3,693
VAT recoverable	19,432	16,629
Other debtors	60	-
	45,752	29,158

16 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	213	104
Cash at bank	202,700	110,334
Short-term deposits	253,466	227,961
	456,379	338,399

Community Transport Stafford & District
known as Community Link Stafford and District

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

17 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	48,257	39,878
Other taxation and social security	10,684	5,112
Other creditors	2,651	1,475
Accruals	3,731	1,300
	<u>65,323</u>	<u>47,765</u>

18 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £1,654 (2022 - £1,018).

19 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
<i>General</i>				
General Fund	314,602	903,319	(791,415)	426,506
Restricted funds				
Mark Benevolent Fund	<u>40,253</u>	<u>-</u>	<u>(4,272)</u>	<u>35,981</u>
Total funds	<u>354,855</u>	<u>903,319</u>	<u>(795,687)</u>	<u>462,487</u>
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
<i>General</i>				
General Fund	259,575	611,551	(556,524)	314,602
Restricted				
Mark Benevolent Fund	<u>45,950</u>	<u>-</u>	<u>(5,697)</u>	<u>40,253</u>
Total funds	<u>305,525</u>	<u>611,551</u>	<u>(562,221)</u>	<u>354,855</u>

The specific purposes for which the funds are to be applied are as follows:

Mark Benevolent Fund

This grant is for the purchase of mini buses.

Community Transport Stafford & District

known as Community Link Stafford and District

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

20 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2023 £
Tangible fixed assets	12,861	12,818	25,679
Current assets	478,968	23,163	502,131
Current liabilities	(65,323)	-	(65,323)
Total net assets	<u>426,506</u>	<u>35,981</u>	<u>462,487</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2022 £
Tangible fixed assets	17,973	17,090	35,063
Current assets	344,394	23,163	367,557
Current liabilities	(47,765)	-	(47,765)
Total net assets	<u>314,602</u>	<u>40,253</u>	<u>354,855</u>

21 Related party transactions

There were no related party transactions in the year.

Accounts

Company registration number: 04549467

Charity registration number: 1095768

Community Transport Stafford & District

known as

Community Link Stafford and District

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Daryl Denson ACMA
The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
ST1 5DD

Community Transport Stafford & District
known as Community Link Stafford and District

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Statement of Cash Flows	11
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Community Transport Stafford & District
known as Community Link Stafford and District

Reference and Administrative Details

Trustees	Colin Martindale, Chairman
	Catherine Lyall, Treasurer
	John Coates
	Michael Allen
	Peter Bingham
	John Foy
Secretary	Graham Wright
Senior Management Team	Graham Wright, Chief Executive
	Rachel Trow, Office Manager
Registered Office	Schott House Drummond Road Astonfields Stafford Staffordshire ST16 3EL
	The charity is incorporated in England.
Company Registration Number	04549467
Charity Registration Number	1095768
Bankers	Unity Trust Bank 4 Brindley Place Birmingham B1 2JB
	Stafford Railway Building Society 4 Market Square Stafford ST16 2JH
Independent Examiner	Daryl Denson ACMA The Dudson Centre Hope Street Hanley Stoke-on-Trent ST1 5DD

Community Transport Stafford & District

known as Community Link Stafford and District

Chairman's Report for the Year Ended 31 March 2022

Whilst this year was considerably better than last, covid19 was still very much in evidence and continues to affect the way in which we have to operate. Despite these challenges, the CEO, Office Manager and all the staff and volunteers were able to maintain the valuable service that the company provides for the people of Stafford and surrounding areas. As happened last year, Staffordshire County Council continued to support us with school contracts and other operational issues despite the loss of the valuable annual funding we enjoyed from them for many years.

We continue to have uncertainty with regards to the parking of our vehicles, and whilst we still enjoy the site offered by the County Council, this is still on a year by year basis and as yet we have been unable to find a suitable permanent alternative. A number of alternatives have been looked at, but location and cost have ruled them out to date.

We have managed to retain the majority of our school contracts, and have secured additional contracts in the Stoke on Trent and Stone areas. During the covid period, the dial a ride membership declined, but there are signs that members are slowly starting to return as restrictions are gradually lifted.

With regards to the overall financial performance of the charity, and despite the ongoing challenges resulting from covid continuing restrictions, it was pleasing that overall income increased substantially by 21% (+ £104,351) year on year.

Throughout the year board meetings were, as the previous year, held on zoom, and I would like to thank my fellow Trustees for their support. Zoom is not everyone's chosen method of holding meetings, but it has enabled us to conduct our business successfully throughout the year, especially as three of our Trustees do not live locally. For us, zoom is likely to be our chosen meeting method going forward. I also would like to thank CEO Graham Wright, Office Manager Rachel Trow and all the staff and volunteers for ensuring that Community Link again provided the essential support for the people of Stafford and district who need it the most, and at the same time ensuring that the company finished the year in a healthy financial position despite the many challenges it once again had to overcome.

Colin Martindale
Chairman

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report
(Incorporating the Director's Report)

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Colin Martindale, Chairman
	Catherine Lyall, Treasurer
	John Coates
	Michael Allen
	Ian Macmichael (resigned 28 July 2022)
	Peter Bingham
	John Foy (appointed 11 May 2021)

Secretary:	Graham Wright
------------	---------------

Senior Management / Leadership Team:	Graham Wright
	Rachel Trow

Objectives and activities

Objects and aims

To provide a community transport service for such of the inhabitants who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

Community Transport Stafford & District

known as Community Link Stafford and District

Trustees' Report (Incorporating the Director's Report)

Public benefit

Due to Covid restrictions in place the charity members' transport services provided by Community Link in the provision of a minibus to serve communities were somewhat derailed but I am pleased to advise that recent discussions are taking place to bring back this vital service to our Community. Transport schemes are a vital element of our provision to local people and we hope to bring old and new provision on board during the summer of 2022. Since the Dial a Ride service restart commenced in earnest from January 2022 we have carried out 769 journeys a significant increase on 117 journeys for the whole of 2020/21

School contracts have maintained growth throughout the year and in January 2022 we are delighted to have been successful with bids to Stoke on Trent City Council to supply SEN transport services including wheelchair provision on minibuses to those school children in the north of the County. We will continue to strive to widen our geographical scope in servicing Stafford and surrounding districts from our base in Stafford town.

Despite the continuing challenges of Covid and drag on the community with infections still occurring, albeit less severely I am pleased to report another excellent outcome that annual income actually increased to £611,551 an uplift of 21% on 2021 and higher than pre Covid turnover.

We are now seeing cost increases coming through as activity in the community is bouncing back but despite this we are able to still generate a surplus of £49,330 for the full 2021/22 year representing 8.1% of income. This surplus will allow Community Link to continue to invest in its fleet renewal programme.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

The number of our registered volunteers based at Community Link has been continually growing over the last year to March 2022 with a volunteer base now approaching six individuals. These volunteers are kindly offering their services to members across all days of the working week and we welcome them back alongside new recruits, as we see a slow increase in Dial a Ride services throughout the winter of 2021/22. This support to the Charity and its members is valuable and enables us to satisfy the increasing demand coming from existing and new members to the charity.

Achievements and performance

I am pleased to be able to report another robust performance here at Community Link in terms of service to the community and a strong set of numbers that will allow us to continue to grow and invest into ensuring that we stay as the Community Transport provider within our locality

Community Link Stafford & District provides friendly transport for people with mobility difficulties or who because of age, sickness, disability or poverty or lack of adequate and safe passenger services are unable to access mainstream public transport services.

As we move towards the end of the pandemic cycle we are now finding that Charity members are returning to use Dial a Ride services as vaccinations are now playing a part in making individuals feel more able to begin to mix again in society.

We have come through a very tough trading time since Covid in March 2020. The number of wheelchair journeys using our fleet of wheelchair adapted vehicles is slowly returning from the very low numbers of 2021 where very few Dial a Ride journeys were carried out.

The vast majority of the membership still require and use mobility aids illustrating how vital the service Community Link provides to individuals. We have been able to continue to support some families with food parcels and of course journeys to vaccination centres to enable those most vulnerable to access the safety of vaccination protection. Shopping, medical appointments, day centre visits and family and friends occasions are now beginning to dominate the type of journeys that we are now operating for members. For this year we have been able to hold and maintain pre Covid journey costs within the town at £5 per person to support our concerns of members affordability of the service.

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report
(Incorporating the Director's Report)

Financial review

The financial results for the year are shown on pages 9-23 of this report.

Policy on reserves

General reserves amount to £308,905 at 31 March 2022(2021: £259,575) of which £35,063 (2021: £35,063)are held as fixed assets, leaving an amount of "free reserves" of £319,792 (2021: £278,582).These funds are held to finance the working capital requirements of the organisation. The trustee's objective is to create and maintain sufficient funds to cover a minimum of six months expenditure.The Board are confident that at this level they would be able to continue the current activities of the Charity in the event of a significant drop in income.

Structure, governance and management

Nature of governing document

The charitable company is governed by its Memorandum and Articles of Association dated 1 October 2002, as amended by special resolutions dated 6 December 2002, 27 November 2006 and 2 July 2018.

Recruitment and appointment of trustees

New trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the charity.

Induction and training of trustees

Upon appointment a new trustee is provided with an induction pack which contains the following documents:

1. Memorandum and Articles of Association
2. Latest copy of the Annual Report and Accounts
3. A copy of the Charity Commission Guidance 'The Essential Trustee'

Arrangements for setting key management personnel remuneration

The details of key management personnel are included in the reference and administrative information. Remuneration of key management personnel is set and reviewed annually by the trustees.

Organisational structure

The Board of Trustees meet on a regular basis and are responsible for the strategic direction and policy of the Charity. At present the Board has seven members from a variety of professional backgrounds relevant to the work of the Charity.

The Chief Executive, Mr Graham Wright has responsibility for all aspects of the day to day operations of the Charity to ensure that it delivers the services specified, remains strategically relevant and that key performance indicators are met.

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report
(Incorporating the Director's Report)

Relationships with related parties

The Friendly Bus Company Limited

The Friendly Bus Company Limited is a wholly owned subsidiary of Community Transport Stafford & District.

Major risks and management of those risks

In times of austerity funding streams are becoming more stretched in this uncertain economic climate. Alternative sources of income have to be a priority, to ensure the ongoing success and future sustainability of the organisation.

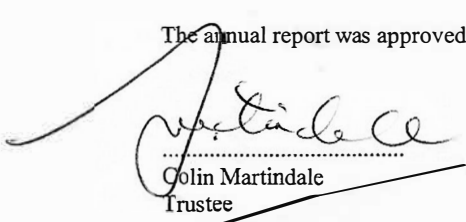
All of our people whether staff or volunteers, carry out a tremendous task in supporting our service users every day. Without the commitment of the team we would not be able to provide the professional service that the clientele expect from their transport provider.

Acknowledgements

Like many charities we rely on the kindness and support of all of our partners so it is very important to express our appreciation on behalf of members and to thank all of our supporters for their continued financial and operational support as this is important to our long term continuing success into the future. We are continuing to strive to find a permanent home and working with our partners to find an affordable solution to house our growing fleet of minibuses and wheelchair adapted cars. We would particularly like to thank Staffordshire County Council for their consideration.

My sincere thanks go to the Board, colleagues, volunteers, members, Staffordshire County Council and Stafford Borough Council and Parish Councils for your participation in making Community Link a growing, financially robust and successful charity supporting our community into the future. In 2022 we look forward to celebrating 20 years of operating as an independent registered charity and sharing the success with all of those connected with Community Link.

The annual report was approved by the trustees of the charity on 7/12/22 and signed on its behalf by:


Colin Martindale
Trustee

Community Transport Stafford & District

known as Community Link Stafford and District

Chief Executive Officer's report

I am pleased to be able to report another robust performance here at Community Link in terms of service to the community and a strong set of numbers that will allow us to continue to grow and invest into ensuring that we stay as the Community Transport provider within our locality.

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Despite the continuing challenges of Covid and drag on the community with infections still occurring, albeit less severely I am pleased to report another excellent outcome that annual income actually increased to £611,551 an uplift of 21% on 2021 and higher than pre Covid turnover.

We are now seeing cost increases coming through as activity in the community is bouncing back but despite this we are able to still generate a surplus of £49,330 for the full 2021/22 year representing 8.1% of income. This surplus will allow Community Link to continue to invest in its fleet renewal programme.

Like many charities we rely on the kindness and support of all of our partners so it is very important to express our appreciation on behalf of members and to thank all of our supporters for their continued financial and operational support as this is important to our long term continuing success into the future.

We are continuing to strive to find a permanent home and working with our partners to find an affordable solution to house our growing fleet of minibuses and wheelchair adapted cars. We would particularly like to thank Staffordshire County Council for their consideration.

My sincere thanks go to Mr Colin Martindale the Chairman of Trustees and the Board, colleagues, volunteers, members, Staffordshire County Council and Stafford Borough Council and Parish Councils for your participation in making Community Link a growing, financially robust and successful charity supporting our community into the future.

In 2022 we look forward to celebrating 20 years of operating as an independent registered charity and sharing the success with all of those connected with Community Link.

Graham Wright
Chief Executive

Community Transport Stafford & District
known as Community Link Stafford and District

Independent Examiner's Report to the trustees of Community Transport Stafford & District ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

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 Community Transport Stafford & District 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 the Company'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 CIMA, 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 Community Transport Stafford & District 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.


.....

Daryl Denson ACMA

The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
ST1 5DD

8 December 2022

Community Transport Stafford & District

known as Community Link Stafford and District

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	13,474	-	13,474
Charitable activities	4	597,704	-	597,704
Investment income	5	373	-	373
Total income		<u>611,551</u>	<u>-</u>	<u>611,551</u>
Expenditure on:				
Charitable activities	6	<u>(556,524)</u>	<u>(5,697)</u>	<u>(562,221)</u>
Total expenditure		<u>(556,524)</u>	<u>(5,697)</u>	<u>(562,221)</u>
Net income/(expenditure)		<u>55,027</u>	<u>(5,697)</u>	<u>49,330</u>
Net movement in funds		55,027	(5,697)	49,330
Reconciliation of funds				
Total funds brought forward		<u>259,575</u>	<u>45,950</u>	<u>305,525</u>
Total funds carried forward	18	<u>314,602</u>	<u>40,253</u>	<u>354,855</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies	3	26,808	-	26,808
Charitable activities	4	480,149	-	480,149
Investment income	5	687	-	687
Total income		<u>507,644</u>	<u>-</u>	<u>507,644</u>
Expenditure on:				
Charitable activities	6	<u>(421,866)</u>	<u>-</u>	<u>(421,866)</u>
Total expenditure		<u>(421,866)</u>	<u>-</u>	<u>(421,866)</u>
Net income		<u>85,778</u>	<u>-</u>	<u>85,778</u>
Net movement in funds		85,778	-	85,778
Reconciliation of funds				
Total funds brought forward		<u>173,797</u>	<u>45,950</u>	<u>219,747</u>
Total funds carried forward	18	<u>259,575</u>	<u>45,950</u>	<u>305,525</u>

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 12 to 23 form an integral part of these financial statements.

Community Transport Stafford & District
known as Community Link Stafford and District

(Registration number: 04549467)
Balance Sheet as at 31 March 2022

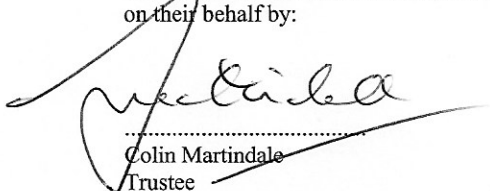
	Note	2022 £	2021 £
Fixed assets			
Tangible assets	13	35,063	26,943
Current assets			
Debtors	14	29,158	8,475
Cash at bank and in hand	15	<u>338,399</u>	<u>296,811</u>
		367,557	305,286
Creditors: Amounts falling due within one year	16	<u>(47,765)</u>	<u>(26,704)</u>
Net current assets		<u>319,792</u>	<u>278,582</u>
Net assets		<u>354,855</u>	<u>305,525</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	18	40,253	45,950
Unrestricted income funds			
Unrestricted funds		<u>314,602</u>	<u>259,575</u>
Total funds	18	<u>354,855</u>	<u>305,525</u>

For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

The financial statements on pages 9 to 23 were approved by the trustees, and authorised for issue on 7/12/22 and signed on their behalf by:


 Colin Martindale
 Trustee

The notes on pages 12 to 23 form an integral part of these financial statements.

Community Transport Stafford & District
known as Community Link Stafford and District
Statement of Cash Flows for the Year Ended 31 March 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash income		49,330	85,778
Adjustments to cash flows from non-cash items			
Depreciation		14,666	11,262
Investment income	5	<u>(373)</u>	<u>(687)</u>
		63,623	96,353
Working capital adjustments			
(Increase)/decrease in debtors	14	(20,683)	41,069
Increase in creditors	16	<u>21,061</u>	<u>4,502</u>
Net cash flows from operating activities		<u>64,001</u>	<u>141,924</u>
Cash flows from investing activities			
Interest receivable and similar income	5	373	687
Purchase of tangible fixed assets	13	<u>(22,786)</u>	<u>(6,841)</u>
Net cash flows from investing activities		<u>(22,413)</u>	<u>(6,154)</u>
Net increase in cash and cash equivalents		41,588	135,770
Cash and cash equivalents at 1 April		<u>296,811</u>	<u>161,041</u>
Cash and cash equivalents at 31 March		<u><u>338,399</u></u>	<u><u>296,811</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Community Transport Stafford & District meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures, fittings and equipment	25% reducing balance
Motor vehicles	25% reducing balance

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

3 Income from donations and legacies

	Unrestricted funds General £	Total 2022 £
Donations and legacies;		
Donations from individuals	1,591	1,591
Grants, including capital grants;		
Government grants	11,883	11,883
	<u>13,474</u>	<u>13,474</u>
	Unrestricted funds General £	Total 2021 £
Donations and legacies;		
Donations from individuals	1,012	1,012
Grants, including capital grants;		
Government grants	22,796	22,796
Grants from other charities	3,000	3,000
	<u>26,808</u>	<u>26,808</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2022 £
Local Authority Contract	581,455	581,455
Other Contracts	12,382	12,382
Dial-a Ride	3,274	3,274
Memberships	143	143
Services	450	450
	<u>597,704</u>	<u>597,704</u>
	Unrestricted funds General £	Total 2021 £
Local Authority Contract	478,648	478,648
Other Contracts	424	424
Dial-a Ride	783	783
Memberships	294	294
	<u>480,149</u>	<u>480,149</u>

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

5 Investment income

	Unrestricted funds General £	Total 2022 £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>373</u>	<u>373</u>
	<u>373</u>	<u>373</u>
	Unrestricted funds General £	Total 2021 £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>687</u>	<u>687</u>
	<u>687</u>	<u>687</u>

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

6 Expenditure on charitable activities

	Activity undertaken directly £	2022 £
Staff costs	321,182	321,182
Rent	8,228	8,228
Insurance	4,931	4,931
DBS checks	3,596	3,596
Uniforms	899	899
Training	355	355
Printing, postage and stationery	1,163	1,163
Advertising	1,405	1,405
Telephone & broadband	910	910
Motor expenses	195,422	195,422
Travel expenses	1,857	1,857
Legal & professional	3,697	3,697
Independent examination	1,200	1,200
Bank charges	257	257
Depreciation	14,667	14,667
IT	2,452	2,452
	<u>562,221</u>	<u>562,221</u>

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

	Activity undertaken directly £	2021 £
Staff costs	270,935	270,935
Rent	10,096	10,096
Insurance	5,132	5,132
DBS checks	2,773	2,773
Uniforms	1,266	1,266
Training	60	60
Printing, postage and stationery	1,812	1,812
Advertising	1,080	1,080
Telephone & broadband	773	773
Motor expenses	105,610	105,610
Travel expenses	1,520	1,520
Legal & professional	5,146	5,146
Independent examination	1,100	1,100
Bank charges	246	246
Depreciation	11,262	11,262
Donation	1,225	1,225
IT	1,830	1,830
	<u>421,866</u>	<u>421,866</u>

£556,524 (2021 - £421,866) of the above expenditure was attributable to unrestricted funds and £5,697 (2021 - £Nil) to restricted funds.

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2022 £
Independent examiner fees		
Examination of the financial statements	1,200	1,200
Legal & professional fees	3,697	3,697
	<u>4,897</u>	<u>4,897</u>
	Unrestricted funds General £	Total 2021 £
Independent examiner fees		
Examination of the financial statements	1,100	1,100
Legal & professional fees	5,146	5,146
	<u>6,246</u>	<u>6,246</u>

8 Government grants

There was a grant for fuel subsidy received from BSOG of £11,577 (2021:£11,577)

There was a grant for the Job Retention Scheme of £306 (2021:£3,744)

There was a grant for Covid 19 Response £NIL (2021:£7,475)

The amount of grants recognised in the financial statements was £11,883 (2021 - £22,796).

There were no unfulfilled conditions in respect of any of the grants.

The charity received no other forms of government assistance.

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2022 £	2021 £
Depreciation of fixed assets	<u>14,667</u>	<u>11,262</u>

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

11 Staff costs

The aggregate payroll costs were as follows:

	2022	2021
	£	£
Staff costs during the year were:		
Wages and salaries	315,275	264,935
Social security costs	4,889	4,772
Pension costs	<u>1,018</u>	<u>1,228</u>
	<u><u>321,182</u></u>	<u><u>270,935</u></u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2022	2021
	No	No
Employees	<u><u>47</u></u>	<u><u>34</u></u>

2 (2021 - 7) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £1,018 (2021 - £1,228).

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

The total employee benefits of the key management personnel of the charity were £76,246 (2021 - £77,609).

12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

13 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2021	2,000	4,041	104,390	110,431
Additions	-	-	22,786	22,786
At 31 March 2022	2,000	4,041	127,176	133,217
Depreciation				
At 1 April 2021	1,000	3,212	79,276	83,488
Charge for the year	1,000	-	13,666	14,666
At 31 March 2022	2,000	3,212	92,942	98,154
Net book value				
At 31 March 2022	-	829	34,234	35,063
At 31 March 2021	1,000	829	25,114	26,943

Included within the net book value of land and buildings above is £Nil (2021 - £Nil) in respect of freehold land and buildings and £Nil (2021 - £1,000) in respect of leaseholds.

14 Debtors

	2022 £	2021 £
Trade debtors	6,069	2,952
Prepayments	2,767	2,546
Accrued income	3,693	-
VAT recoverable	16,629	2,977
	29,158	8,475

15 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	104	3
Cash at bank	110,334	69,219
Short-term deposits	227,961	227,589
	338,399	296,811

Community Transport Stafford & District
known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

16 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	39,878	19,259
Other taxation and social security	5,112	4,533
Other creditors	1,475	1,812
Accruals	1,300	1,100
	<u>47,765</u>	<u>26,704</u>

17 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £1,018 (2021 - £1,228).

18 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
<i>General</i>				
General Fund	259,575	611,551	(556,524)	314,602
Restricted funds				
Mark Benevolent Fund	<u>45,950</u>	<u>-</u>	<u>(5,697)</u>	<u>40,253</u>
Total funds	<u>305,525</u>	<u>611,551</u>	<u>(562,221)</u>	<u>354,855</u>
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted funds				
<i>General</i>				
General Fund	173,797	507,644	(421,866)	259,575
Restricted				
Mark Benevolent Fund	<u>45,950</u>	<u>-</u>	<u>-</u>	<u>45,950</u>
Total funds	<u>219,747</u>	<u>507,644</u>	<u>(421,866)</u>	<u>305,525</u>

The specific purposes for which the funds are to be applied are as follows:

Mark Benevolent Fund
This grant is for the purchase of mini buses.

Community Transport Stafford & District

known as Community Link Stafford and District

Notes to the Financial Statements for the Year Ended 31 March 2022

19 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2022 £
Tangible fixed assets	35,063	-	35,063
Current assets	327,304	40,253	367,557
Current liabilities	(47,765)	-	(47,765)
Total net assets	<u>314,602</u>	<u>40,253</u>	<u>354,855</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2021 £
Tangible fixed assets	26,943	-	26,943
Current assets	259,335	45,950	305,285
Current liabilities	(26,703)	-	(26,703)
Total net assets	<u>259,575</u>	<u>45,950</u>	<u>305,525</u>

20 Related party transactions

There were no related party transactions in the year.

Accounts

Company registration number: 04549467

Charity registration number: 1095768

Community Transport Stafford & District

known as

Community Link Stafford and District

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Daryl Denson ACMA
The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
ST1 5DD

Community Transport Stafford & District
known as Community Link Stafford and District

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Community Transport Stafford & District
known as Community Link Stafford and District

Reference and Administrative Details

Trustees	Colin Martindale, Chairman
	Catherine Lyall, Treasurer
	John Coates
	Michael Allen
	Alan Jeffries (resigned 29 May 2020)
	Ian Macmichael
	Peter Bingham
	John Foy, (appointed 11 May 2021)
Secretary	Graham Wright
Senior Management Team	Graham Wright, Chief Executive
	Rachel Trow, Office Manager
Principal Office	Schott House Drummond Road Astonfields Stafford Staffordshire ST16 3EL The charity is incorporated in England.
Company Registration Number	04549467
Charity Registration Number	1095768
Bankers	Unity Trust Bank 4 Brindley Place Birmingham B1 2JB
	Stafford Railway Building Society 4 Market Square Stafford ST16 2JH
Independent Examiner	Daryl Denson ACMA The Dudson Centre Hope Street Hanley Stoke-on-Trent ST1 5DD

Community Transport Stafford & District
known as Community Link Stafford and District
Chairman's Report for the Year Ended 31 March 2021

It is no exaggeration to say that this year was unprecedented. The outbreak of Covid19 at the start of 2020 proved to be the issue that completely dictated the activities of the company, and the lives of everyone locally, nationally and globally. Every aspect of our operation was affected by the pandemic, both in terms of the ability to provide our vital services, and the wellbeing and safety of all of our staff and volunteers. The second Covid19 lockdown came into force in November, with no indication as to when this would be fully lifted. At the time of writing this report, there are still ongoing issues that will continue to affect our operation for some time to come. Despite the unique challenges faced by the company, the CEO, Office Manager and the paid staff and volunteers managed to maintain the limited service we were able to provide. We also had continuing support throughout from Staffordshire County Council which was greatly appreciated.

The issue of vehicle parking continues to be a major problem. The present site was offered by the County Council as a temporary solution until we could find a suitable alternative, and as yet we have not been able to do so. It is likely that we will have to purchase a suitable piece of land, which will need to be funded by an appeal to trusts and the local community and businesses. Land to accommodate 30+ vehicles with access for 45 personnel will not be easy to find let alone purchase.

On a more positive side, we concluded our dealings with the Garfield Weston Foundation through the Pilotlighters, and managed to complete the meetings with them which provided us with some invaluable assistance by challenging us to ensure that the CEO and Trustees were managing the company in the best possible way, and that Trustees had the necessary skills with which to support the CEO. As an unexpected bonus, we received an additional donation of £2,000 from Garfield Weston at the end of our program with them. As an additional positive to come from the meetings with the Pilotlighters was the establishing of a 'Skills Audit' to identify where the gaps were in the skills provided within our current Trustee board. The resulting report led to Trustees seeking new board members, and two came forward who, after interview, decided that they didn't have the necessary skills. A third, however, who was one of the Pilotlighters team and was impressed during our series of meetings, got in touch to ask if he could be considered as a Trustee. Following two interviews during which it was clear that he had the necessary skills, he was offered a post and accepted in February 2021.

In conclusion, I would like to thank my fellow Trustees for their support during a year the likes of which we have never experienced before, and to CEO Graham Wright, Office Manager Rachel Trow and all the staff and volunteers for ensuring that Community Transport finished the year in a healthy financial position despite the unprecedented challenges it had to overcome.

Colin Martindale
Chairman

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report
(Incorporating the Director's Report)

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

Objectives and activities

Objects and aims

To provide a community transport service for such of the inhabitants who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

With Covid restrictions in place the service provided by Community Link in the provision of a minibus to serve the audiences at the annual Stafford Borough Council Gatehouse Theatre Shakespeare production was suspended due to the cancellation of the event in Summer 2020 and 2021. We look forward to restarting this provision for the 2022 year when it is planned to bring back these performances to Stafford Castle. Community transport schemes are a vital element of our provision to local people and we hope to bring old and new schemes on board during the summer of 2022.

Public benefit

Community Link Stafford & District provides friendly transport for people with mobility difficulties who because of age, sickness, disability or poverty or lack of adequate and safe passenger services are unable to access mainstream public transport services.

Despite the pandemic we have been fortunate to be able to report another excellent year at Community Link continuing to grow and provide a most valuable service for the local Community. The vast majority of the membership still require and use mobility aids illustrating how vital a service Community Link provides to individuals. We have been able to support some families with food parcels and of course journeys to vaccination centres to enable most vulnerable to access the safety of vaccination protection.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Use of volunteers

The number of our registered volunteers based at Community Link has been maintained over the last year to March 2021 and we look forward to welcoming them back as we see a slow increase in Dial a Ride services throughout the summer of 2021. This valuable support to the Charity and its members is very much appreciated and enables us to satisfy the increasing demand coming from existing and new members to the charity.

Achievements and performance

School contracts have been maintained with 95% of the fleet operating albeit with fewer passengers. We have been able to continue to serve parents and children where they have been allowed to travel in particular Special Needs and key workers families. Despite restrictions Community Link has been awarded additional contracts throughout the period as a testimony to the way the Charity operates safely on a day to day basis for the benefit of passengers and colleagues.

Financial review

The financial results of the charity are shown in pages 8 to 22 of this report.

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report
(Incorporating the Director's Report)

Policy on reserves

General reserves amount to £259,575 at 31 March 2021(2020: £173,797) of which £26,943 (2020: £31,364) are held as fixed assets, leaving an amount of "free reserves" of £232,632 (2020: £142,433). These funds are held to finance the working capital requirements of the organisation. The trustee's objective is to create and maintain sufficient funds to cover a minimum of six months expenditure. The Board are confident that at this level they would be able to continue the current activities of the Charity in the event of a significant drop in income.

Structure, governance and management

Nature of governing document

The charitable company is governed by its Memorandum and Articles of Association dated 1 October 2002, as amended by special resolutions dated 6 December 2002, 27 November 2006 and 2 July 2018.

Recruitment and appointment of trustees

New trustees are selected in order to be representative of the diverse qualities and experience needed to fulfil the objectives of the charity.

Induction and training of trustees

Upon appointment a new trustee is provided with an induction pack which contains the following documents:

1. Memorandum and Articles of Association
2. Latest copy of the Annual Report and Accounts
3. A copy of the Charity Commission Guidance 'The Essential Trustee'

Arrangements for setting key management personnel remuneration

The details of key management personnel are included in the reference and administrative information. Remuneration of key management personnel is set and reviewed annually by the trustees.

Organisational structure

The Board of Trustees meet on a regular basis and are responsible for the strategic direction and policy of the Charity. At present the Board has seven members from a variety of professional backgrounds relevant to the work of the Charity.

The Chief Executive, Mr Graham Wright has responsibility for all aspects of the day to day operations of the Charity to ensure that it delivers the services specified, remains strategically relevant and that key performance indicators are met.

Community Transport Stafford & District
known as Community Link Stafford and District

Trustees' Report
(Incorporating the Director's Report)

Relationships with related parties

The Friendly Bus Company Limited

The Friendly Bus Company Limited is a wholly owned subsidiary of Community Transport Stafford & District.

Major risks and management of those risks

In times of austerity funding streams are becoming more stretched in this uncertain economic climate. Alternative sources of income have to be a priority, to ensure the ongoing success and future sustainability of the organisation.

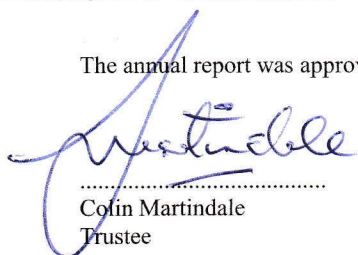
All of our people whether staff or volunteers, carry out a tremendous task in supporting our service users every day. Without the commitment of the team we would not be able to provide the professional service that the clientele expect from their transport provider.

Acknowledgements

We must record our sincere thanks and gratitude to all of our local partners and suppliers providing essential services every day to enable Community Link to provide a reliable and friendly service to the residents of our local community. In particular our landowners providing office and minibus vehicle parking, garage services and all the other sundry supplies at very supportive pricing and service.

This continuing operational and financial support we receive locally allows Community Link to offer a much needed service to residents who would otherwise be socially isolated from the services they need and makes a huge difference.

The annual report was approved by the trustees of the charity on 8/12/21..... and signed on its behalf by:


.....
Colin Martindale
Trustee

Community Transport Stafford & District

known as Community Link Stafford and District

Chief Executive Officer's report

Community Link Stafford & District provides friendly transport for people with mobility difficulties who because of age, sickness, disability or poverty or lack of adequate and safe passenger services are unable to access mainstream public transport services. Despite the pandemic we have been fortunate to be able to report another excellent year at Community Link continuing to grow and provide a most valuable service for the local Community. The vast majority of the membership still require and use mobility aids illustrating how vital a service Community Link provides to individuals. We have been able to support some families with food parcels and of course journeys to vaccination centres to enable most vulnerable to access the safety of vaccination protection.

We have come through a very tough trading since Covid isolations occurred first in March 2020 across the country with lockdowns coming and going. Community Link temporarily closed the Dial a Ride members travel in March 2020 due to safety concerns of drivers and passengers at that time. Charity members and staff were isolating due to their medical vulnerability at the time. There were very few Dial a Ride journeys carried out in 2021 and those were done with wheelchair adapted vehicles that had been subsequently fitted with barrier screens between driver and passenger and full safety protocols in place with hand gel, masks etc.

The number of our registered volunteers based at Community Link has been maintained over the last year to March 2021 and we look forward to welcoming them back as we see a slow increase in Dial a Ride services throughout the summer of 2021. This valuable support to the Charity and its members is very much appreciated and enables us to satisfy the increasing demand coming from existing and new members to the charity.

With Covid restrictions in place the service provided by Community Link in the provision of a minibus to serve the audiences at the annual Stafford Borough Council Gatehouse Theatre Shakespeare production was suspended due to the cancellation of the event in Summer 2020 and 2021. We look forward to restarting this provision for the 2022 year when it is planned to bring back these performances to Stafford Castle. Community transport schemes are a vital element of our provision to local people and we hope to bring old and new schemes on board during the summer of 2022.

School contracts have been maintained with 95% of the fleet operating albeit with fewer passengers. We have been able to continue to serve parents and children where they have been allowed to travel in particular Special Needs and key workers families. Despite restrictions Community Link has been awarded additional contracts throughout the period as a testimony to the way the Charity operates safely on a day to day basis for the benefit of passengers and colleagues.

It is important to say that with the full commitment of colleagues and volunteers at Community Link charity to keep vehicles on the road we are able to offer the service that is so valuable to those who use us most. Community Link has still been able to carry out day centre visits, medical appointments and other urgent transport needs for some members required to travel during the last 12 months.

Despite the challenges of Covid I am pleased to report an excellent outcome that annual income only fell by a small margin of £15,650 (3%) year on year but still achieved total of £507,644 for the full 12 months. I am happy to report that careful financial management has enabled us to reduce costs without impacting upon the service and this work has been reflected in the result for the year of a surplus of £85,778 (16.9% net of income)

Once again it is very important to express our appreciation on behalf of members and to thank all of our partners for their continued financial and operational support as this is important to our long term continuing success into the future. Community Link Minibus vehicle parking is currently located at Doxey Road in the town and we are actively working with Staffordshire County Council in finding a permanent site to enable us to grow and meet the demands of the future. We would particularly like to thank them for their consideration for this arrangement.

I would also like to express once again my sincere thanks to Mr Colin Martindale the Chairman of Trustees and the Board, colleagues, volunteers, members, Staffordshire County Council and Stafford Borough Council and Parish Councils for your participation in making Community Link a growing and thriving charity for the future. We all look forward to meeting the new challenges of the coming 12 months in a different climate to ensure we get back to pre-Covid service levels. Despite the exceptional circumstances and with Government restrictions being relaxed, this must still be achieved in an environment where we can operate safely and continue to build on the achievements of another successful year.

Graham Wright
Chief Executive

Community Transport Stafford & District

known as Community Link Stafford and District

Independent Examiner's Report to the trustees of Community Transport Stafford & District

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 8 to 21.

Respective responsibilities of trustees and examiner

As the charity's trustees of Community Transport Stafford & District (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 Community Transport Stafford & District 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 Community Transport Stafford & District'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 CIMA, 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 Community Transport Stafford & District 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.



.....
Daryl Denson ACMA

The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
ST1 5DD

Date: 21/10/2021
.....

Community Transport Stafford & District

known as Community Link Stafford and District

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

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies	3	26,808	-	26,808
Charitable activities	4	480,149	-	480,149
Investment income	5	687	-	687
Total income		507,644	-	507,644
Expenditure on:				
Charitable activities	6	(421,866)	-	(421,866)
Total expenditure		(421,866)	-	(421,866)
Net income		85,778	-	85,778
Net movement in funds		85,778	-	85,778
Reconciliation of funds				
Total funds brought forward		173,797	45,950	219,747
Total funds carried forward	18	259,575	45,950	305,525
	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies	3	25,930	45,950	71,880
Charitable activities	4	450,904	-	450,904
Investment income	5	510	-	510
Total income		477,344	45,950	523,294
Expenditure on:				
Charitable activities	6	(482,761)	-	(482,761)
Total expenditure		(482,761)	-	(482,761)
Net (expenditure)/income		(5,417)	45,950	40,533
Net movement in funds		(5,417)	45,950	40,533
Reconciliation of funds				
Total funds brought forward		179,214	-	179,214
Total funds carried forward	18	173,797	45,950	219,747

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 11 to 21 form an integral part of these financial statements.

Community Transport Stafford & District
known as Community Link Stafford and District

(Registration number: 04549467)
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	13	26,943	31,364
Current assets			
Debtors	14	8,475	49,544
Cash at bank and in hand	15	<u>296,811</u>	<u>161,041</u>
		305,286	210,585
Creditors: Amounts falling due within one year	16	<u>(26,704)</u>	<u>(22,202)</u>
Net current assets		<u>278,582</u>	<u>188,383</u>
Net assets		<u>305,525</u>	<u>219,747</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	18	45,950	45,950
Unrestricted income funds			
Unrestricted funds		<u>259,575</u>	<u>173,797</u>
Total funds	18	<u>305,525</u>	<u>219,747</u>

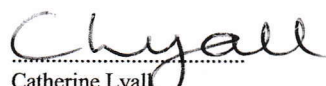
For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

The financial statements on pages 8 to 21 were approved by the trustees, and authorised for issue on 8/12/21 and signed on their behalf by:


 Catherine Lyall
 Trustee

Community Transport Stafford & District
known as Community Link Stafford and District
Statement of Cash Flows for the Year Ended 31 March 2021

	Note	2021 £	2020 £
Cash flows from operating activities			
Net cash income		85,778	40,533
Adjustments to cash flows from non-cash items			
Depreciation		11,262	10,422
Investment income	5	<u>(687)</u>	<u>(510)</u>
		96,353	50,445
Working capital adjustments			
Decrease in debtors	14	41,069	37,532
Increase/(decrease) in creditors	16	<u>4,502</u>	<u>(5,433)</u>
Net cash flows from operating activities		<u>141,924</u>	<u>82,544</u>
Cash flows from investing activities			
Interest receivable and similar income	5	687	510
Purchase of tangible fixed assets	13	<u>(6,841)</u>	<u>(15,166)</u>
Net cash flows from investing activities		<u>(6,154)</u>	<u>(14,656)</u>
Net increase in cash and cash equivalents		135,770	67,888
Cash and cash equivalents at 1 April		<u>161,041</u>	<u>93,153</u>
Cash and cash equivalents at 31 March		<u><u>296,811</u></u>	<u><u>161,041</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Community Transport Stafford & District

known as Community Link Stafford and District

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

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Community Transport Stafford & District meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Community Transport Stafford & District
known as Community Link Stafford and District

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

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures, fittings and equipment	25% reducing balance
Motor vehicles	25% reducing balance

Community Transport Stafford & District

known as Community Link Stafford and District

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

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Community Transport Stafford & District

known as Community Link Stafford and District

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

3 Income from donations and legacies

	Unrestricted funds General £	Total 2021 £	
Donations and legacies;			
Donations from individuals	1,012	1,012	
Grants, including capital grants;			
Government grants	22,796	22,796	
Grants from other charities	3,000	3,000	
	<u>26,808</u>	<u>26,808</u>	
	Unrestricted funds General £	Restricted funds £	Total 2020 £
Donations and legacies;			
Donations from individuals	5,692	-	5,692
Grants, including capital grants;			
Government grants	13,738	-	13,738
Grants from other charities	6,500	45,950	52,450
	<u>25,930</u>	<u>45,950</u>	<u>71,880</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2021 £
Local Authority Contract	478,648	478,648
Other Contracts	424	424
Dial-a Ride	783	783
Memberships	294	294
	<u>480,149</u>	<u>480,149</u>
	Unrestricted funds General £	Total 2020 £
Local Authority Contract	426,156	426,156
Other Contracts	4,831	4,831
Dial-a Ride	15,674	15,674
Memberships	642	642
Services	3,601	3,601
	<u>450,904</u>	<u>450,904</u>

Community Transport Stafford & District

known as Community Link Stafford and District

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

5 Investment income

	Unrestricted funds General £	Total 2021 £
Interest receivable and similar income;		
Interest receivable on bank deposits	687	687
	<u>687</u>	<u>687</u>
	Unrestricted funds General £	Total 2020 £
Interest receivable and similar income;		
Interest receivable on bank deposits	510	510
	<u>510</u>	<u>510</u>

Community Transport Stafford & District

known as Community Link Stafford and District

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

6 Expenditure on charitable activities

	Activity undertaken directly £	2021 £	2020 £
Staff costs	270,935	270,935	255,568
Rent	10,096	10,096	16,706
Insurance	5,132	5,132	1,416
DBS checks	2,773	2,773	1,603
Uniforms	1,266	1,266	1,246
Training	60	60	1,739
Printing, postage and stationery	1,812	1,812	1,592
Advertising	1,080	1,080	973
Telephone & broadband	773	773	1,072
Office Equipment	-	-	166
Motor expenses	105,610	105,610	173,090
Volunteer expenses	1,520	1,520	1,234
Legal & professional	5,146	5,146	9,992
Independent examination	1,100	1,100	800
Bank charges	246	246	422
Sundry expenses	-	-	95
Depreciation	11,262	11,262	10,422
Donation	1,225	1,225	200
IT	1,830	1,830	1,995
Travel and Subsistence	-	-	2,430
	<u>421,866</u>	<u>421,866</u>	<u>482,761</u>

Community Transport Stafford & District

known as Community Link Stafford and District

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

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2021 £
Independent examiner fees		
Examination of the financial statements	1,100	1,100
Legal & professional fees	5,146	5,146
	<u>6,246</u>	<u>6,246</u>
	Unrestricted funds General £	Total 2020 £
Independent examiner fees		
Examination of the financial statements	800	800
Legal & professional fees	9,992	9,992
	<u>10,792</u>	<u>10,792</u>

8 Government grants

There was a grant for fuel subsidy received from BSOG of £11,577.30

There was a grant for the Job Retention Scheme of £3,743.95

There was a grant for Covid 19 Response £7,475

The amount of grants recognised in the financial statements was £22,796 (2020 - £13,638).

There were no unfulfilled conditions in respect of any of the grants.

The charity received no other forms of government assistance.

9 Net incoming/outgoing resources

Net incoming resources for the year include:

	2021 £	2020 £
Depreciation of fixed assets	<u>11,262</u>	<u>10,422</u>

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Community Transport Stafford & District

known as Community Link Stafford and District

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

11 Staff costs

The aggregate payroll costs were as follows:

	2021	2020
	£	£
Staff costs during the year were:		
Wages and salaries	264,935	248,943
Social security costs	4,772	5,176
Pension costs	1,228	1,449
	<u>270,935</u>	<u>255,568</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2021	2020
	No	No
Employees	<u>34</u>	<u>37</u>

7 (2020 - 7) of the above employees participated in the Defined Contribution Pension Schemes.

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

The total employee benefits of the key management personnel of the charity were £85,790 (2020 - £77,643).

12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Community Transport Stafford & District

known as Community Link Stafford and District

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

13 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2020	-	3,584	100,006	103,590
Additions	2,000	457	4,384	6,841
At 31 March 2021	2,000	4,041	104,390	110,431
Depreciation				
At 1 April 2020	-	2,783	69,443	72,226
Charge for the year	1,000	429	9,833	11,262
At 31 March 2021	1,000	3,212	79,276	83,488
Net book value				
At 31 March 2021	1,000	829	25,114	26,943
At 31 March 2020	-	801	30,563	31,364

Included within the net book value of land and buildings above is £Nil (2020 - £Nil) in respect of freehold land and buildings and £1,000 (2020 - £Nil) in respect of leaseholds.

14 Debtors

	2021 £	2020 £
Trade debtors	2,952	33,885
Due from group undertakings	-	625
Prepayments	2,546	3,351
VAT recoverable	2,977	11,683
	8,475	49,544

15 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	3	(84)
Cash at bank	69,219	24,204
Short-term deposits	227,589	136,921
	296,811	161,041

Community Transport Stafford & District
known as Community Link Stafford and District

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

16 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	19,259	16,895
Other taxation and social security	4,533	2,935
Other creditors	1,812	1,582
Accruals	1,100	790
	<u>26,704</u>	<u>22,202</u>

17 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £1,228 (2020 - £1,449).

18 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted funds				
<i>General</i>				
General Fund	173,797	507,644	(421,866)	259,575
Restricted funds				
Mark Benevolent Fund	<u>45,950</u>	<u>-</u>	<u>-</u>	<u>45,950</u>
Total funds	<u>219,747</u>	<u>507,644</u>	<u>(421,866)</u>	<u>305,525</u>
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
Unrestricted funds				
<i>General</i>				
General Fund	179,214	477,344	(482,761)	173,797
Restricted				
Mark Benevolent Fund	<u>-</u>	<u>45,950</u>	<u>-</u>	<u>45,950</u>
Total funds	<u>179,214</u>	<u>523,294</u>	<u>(482,761)</u>	<u>219,747</u>

The specific purposes for which the funds are to be applied are as follows:

Mark Benevolent Fund
This grant is for the purchase of mini buses.

Community Transport Stafford & District

known as Community Link Stafford and District

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

19 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2021 £
Tangible fixed assets	26,943	-	26,943
Current assets	259,335	45,950	305,285
Current liabilities	(26,703)	-	(26,703)
Total net assets	<u>259,575</u>	<u>45,950</u>	<u>305,525</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2020 £
Tangible fixed assets	31,364	-	31,364
Current assets	164,635	45,950	210,585
Current liabilities	(22,202)	-	(22,202)
Total net assets	<u>173,797</u>	<u>45,950</u>	<u>219,747</u>

20 Related party transactions

During the year the charity made the following related party transactions:

The Friendly Bus Company Limited

The Friendly Bus Company is a wholly owned subsidiary of Community Transport Stafford and District.

The company has been dormant throughout the period. At the balance sheet date the amount due to/from from The Friendly Bus Company Limited was £Nil (2020 - £625).