

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
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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
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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

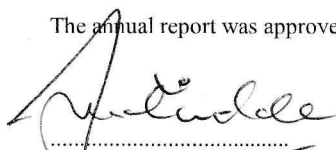
In times of austerity funding streams are becoming more stretched in this uncertain economic climate. Alternative sources of income have to be a priority, to ensure the ongoing success and future sustainability of the organisation.

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 wanes 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 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 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
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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

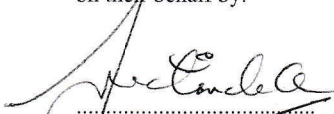
For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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
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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
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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
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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

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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>

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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>

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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.

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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.

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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	<u>1,654</u>	<u>1,018</u>
	<u><u>429,740</u></u>	<u><u>321,182</u></u>

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

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

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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

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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.

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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	426,506	35,981	462,487

	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	314,602	40,253	354,855

21 Related party transactions

There were no related party transactions in the year.