

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
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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
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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

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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.

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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

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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:

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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.

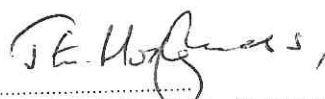
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance 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.

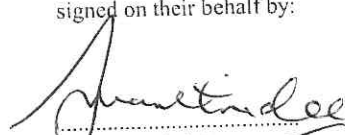
Community Transport Stafford & District
known as **Community Link Stafford and District**

(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
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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
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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
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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

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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.

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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>

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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
	<u>5,018</u>	<u>5,018</u>
	Unrestricted funds General £	As restated 2023 £
Interest receivable and similar income;	1,608	1,608
Interest receivable on bank deposits	1,608	1,608
	<u>1,608</u>	<u>1,608</u>

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
	<u>1,086,617</u>	<u>1,086,617</u>

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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>

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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>

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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.

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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

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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).

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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	<u>35,981</u>	<u>-</u>	<u>-</u>	<u>(35,981)</u>	<u>-</u>
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	<u>40,253</u>	<u>-</u>	<u>(4,272)</u>		<u>35,981</u>
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.

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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.

