

Dore Community Transport

Registration number 4355269

Charity number 1097172

Company Limited by Guarantee

Financial statements for the year ended 31 March 2021

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Dore Community Transport

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Legal and administrative information

Status Charitable Company limited by guarantee

Charity number 1097172

Registration number 4355269

Registered office Ewyas Harold Memorial Hall
Pontrilas Road
Ewyas Harold
Herefordshire
HR2 0EL

Management Committee	Roger Bradley	Trustee & Director, Chairman
	Tony Capon	Trustee & Director
	Chris Tomlinson	Trustee & Director
	Trefor Edwards	Trustee, Treasurer
	David Bond	Trustee, Company Secretary
	Peter Barns Graham	Trustee

Bankers HSBC
High Town
Hereford
HR1 2AQ

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Report of the trustees for the year ended 31st March 2021

The trustees, some of whom are also directors of the company for the purposes of the Companies Act, submit their annual report and the financial statements for the year ending 31st March 2021. In preparing this report the trustees have adopted the provisions of the Charities SORP (FS102).

The charity is a charitable company limited by guarantee and is governed by its memorandum and articles of association.

Aims

Dore Community Transport was set up over 20 years ago and throughout that time our object has been to provide an accessible and affordable transport service to the inhabitants of South West Herefordshire who are in need of the service because of age, sickness or disability, or because of the lack of available public transport. We operate in a rural area covering approximately 200 square miles, an area poorly served by public transport and our service enables our clients to participate in community life and retain independence in isolated areas.

DCT's aims are simple and have remained unchanged from its creation:-

- To ensure that it can continue to provide a transport service for those living in the South West area of Herefordshire who have little or no access to public transport, and do not have any independent means of transport.
- To provide a safe and reliable service to all who use it or give up their time to make it work.
- To keep the costs of running the service as low as possible to ensure that it remains affordable to those who need to use it, recognising that many of its clients are elderly and infirm and potentially on low income.
- To minimise its impact on the environment by where possible increasing the load factor on its MPVs and minimising dead mileage.
- To increase the awareness of the service we provide to ensure we reach as many of the vulnerable and elderly people in our area and with the additional aim of broadening the demographic profile of its users.
- To extend the hours that the service is available if resources exist.
- To work closely with other interested parties including other Community Transport Groups, Parish Councils and Herefordshire Council to seek opportunities to improve service, reduce waste and duplication and minimise cost, provided this does not adversely affect our customers.
- To ensure the service can continue to grow as demand increases by building contingency plans and funds for new and replacement vehicles, and by planning for driver, committee and trustee retirements.
- To remain responsive to changing conditions and requirements and seek to ensure a process of continuous development and improvement so that we can maintain the high levels of respect and customer satisfaction currently existing.

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Financial review

As for many other organisations 2021 was a strange and difficult year for Dore Community Transport as we adapted to the restrictions caused by Covid 19. Services were drastically curtailed and consequently fare income fell sharply from £29,513 to £7,851.

During the year we continued to receive good financial support. Herefordshire Council provided £18,147, down £1,177 on last year as a result of a redistribution of Council funds to the seven CT groups in Herefordshire. Parish Councils increased their support from £5,605 to £6,205. The support we receive from local Parish Councils, clubs, societies, shops and pubs, as well as individuals continues to amaze us and, although less than the previous year this totalled £10,345 a good result in what has been a very difficult year for everyone. We also obtained a £500 grant from Tesco to help offset our Covid related costs. We were also very pleased to see that the Government Bus Service Operators Grant we receive, a grant based on mileage during the year was held at 2019 levels in an attempt to support public transport operators.

We were unable to undertake fundraising during the year but our fundraising team are keen to get going again when opportunities permit.

Overall, for the 20/21 financial year our income excluding the vehicle grant we received amounted to £41,073, down from £69,991 in the previous year..

Reduced activity of course meant considerably lower expenditure on fuel and vehicle maintenance but many costs, for example insurance, remained unchanged. Overall our expenditure (excluding capital and depreciation) was substantially lower at £38,053 compared to £56,305 the previous year. This resulted in a small operating surplus for the year of £3,020.

In addition, we were lucky enough to get grant support of £24,885 from Herefordshire Council to cover the cost of purchasing a new vehicle which was delivered during the year.

After adding this grant income and accounting for depreciation of £12,364 the end result was a net increase in funds of £15,541.

The overall result for the year was that total assets rose from £90,482 to £106,023, with cash resources rising from £54,396 to £57,915 and tangible assets rising from £36,086 to £48,108.

The financial position of DCT remains healthy and the charity is well placed to meet future demands. Once again the Trustees decided not to raise fares.

Reserves Policy

The Trustees maintain a policy of holding an operating reserve of £16,000, equivalent to approximately 4 months operating costs. A vehicle replacement reserve of £18,000 is also held, this being set at approximately 50% of the cost of a new wheelchair adapted MPV in the expectation that match funding can be found should a replacement be needed.

Review of activities

Dore Community Transport has continued to provide a transport service throughout the year including during lockdown periods when only essential travel was permitted. For these periods our journeys were entirely for medical purposes. Having spare resources available we sought to help in other ways by contacting doctor's surgeries and shops in our area offering to deliver prescriptions and shopping. , We were surprised that there was little demand for this, with many of the communities in the area making local arrangement within their own community. During the lockdown we stopped using drivers over 70 and also stopped using our volunteers' cars. This meant the load fell on the shoulders of our relatively few volunteer drivers who were aged under 70 and who were willing to carry on driving. At start of the financial year we

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were undertaking about 4% of the journeys we would normally expect, a figure that has recovered somewhat, but only 39% by the end of the financial year.

In order to reduce the risks of infection as far as possible we fitted screens between the driver and the passenger compartments in our vehicles, equipped vehicles with sanitising and cleaning equipment and put in place procedures including compulsory mask wearing and vehicle cleaning at the start and end of the day and between passengers. We also limited passengers to one per vehicle at all times and we closed our office with our staff working from home. We did not use the Government furlough scheme.

As restrictions have eased and some venues have re-opened we have seen more people requiring transport for non-medical reasons, mainly for shopping and travelling to day care establishments but many of our elderly clients are still very reluctant to venture out. Over the whole of the financial year the number of journeys carried out has been only 25% of what we would have expected in a normal year.

The service to the community provided by Dore Community Transport had increased every year since 2015 but clearly that changed this year. The number of journeys carried out fell from 7,558 to 1,835 and the mileage covered to deliver this service fell from 97,647miles to 28,134.

Despite the problems we have continued to offer our usual door to door service which is invaluable to our users, many of whom are infirm or elderly and who, as well as having access to the transport they need, frequently benefit from the assistance which we can offer at both ends of the journey by helping with mobility issues, shopping bags and even shopping where driver's schedules permit. The social interaction with our drivers has also been a significant benefit for many of our clients who have been largely isolated during the epidemic.

The service relies on volunteer drivers and recruiting new drivers is always a key task. Many of our drivers decided not to drive during the pandemic for understandable reasons but several new volunteers came forward and were trained and used during the year.

Our office was closed at the start of the pandemic and our staff has continued to work from home. This has functioned very smoothly and we are grateful for their commitment to make it work.

The Trustees and management committee remained unchanged during the year.

Future plans

Clearly the future continues to be affected significantly by Covid 19. We have seen a steady increase in demand since the end of the financial year but it is still only at about 60% of pre-pandemic levels. Our clientele are predominantly elderly and are understandably careful about getting out and about so this slow return is very understandable. It is also possible that some will have found alternative arrangements with friends and neighbours during the pandemic. We anticipate passenger numbers will continue to increase but only slowly.

Driver recruitment is also a key issue for us. We have recruited drivers during the year but several of our drivers who stopped driving during the Pandemic have yet to return, leaving us short of drivers even at these reduced operating levels. Driver recruitment will be a key issue for us in 2022.

In the current economic climate we have to be concerned about future funding. At the moment Herefordshire Council continue to afford us monthly funding as part of our Service Level Agreement (SLA) with them and this goes some way to covering our administration costs. DCT is grateful for this support, without which it would be extremely difficult to maintain our service. Herefordshire Council is very supportive of Community Transport but in the current financial circumstances there will clearly be severe pressures on their financial resources in years to come. We are also fortunate that the value of our service is widely recognised within our community and the support from Parish Councils, individuals and organisations within the area is of great importance to us.

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3. Acknowledgements and Thanks

The trustees would like to record their thanks and appreciation to all the volunteer drivers without whom DCT could not exist and particularly to those who kept Dore Community Transport operating during the lockdown. Particular thanks go to Clive and Dermot who look after our vehicles and to Chris for his efforts in obtaining the new vehicle and managing our fleet.

We are also grateful for the financial support provided by Herefordshire County Council; the Parish Councils within our area and to the many organisations and individuals who so generously support our operations.

Our thanks go to Ewyas Harold Memorial Hall for continuing to make the office space available to us. We would like to thank Morgan's garage in Ewyas Harold and Brian Watkins' garage at Kingstone for allowing us to park our vehicles with them at no charge.

My thanks also go to all the Trustees and Management Committee for the unseen work that they have done keeping DCT operational. We also are very grateful to our co-ordinators, Sarah and Sue, and our administrator Kath who between them have kept the operation running smoothly and make my and the Trustees job much easier than it otherwise would be.

Signed on behalf of the Trustees

A handwritten signature in black ink, appearing to read 'R Bradley', with a stylized flourish at the end.

R Bradley
Chairman and Trustee

13/9/21

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

DORE COMMUNITY TRANSPORT

On accounts for the year
ended

31st MARCH 2021

Charity no
(if any)

1097172

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 03 2021.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~ *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

G. Mason

Date:

10/12/2021

Name:

GRAHAM MASON

Relevant professional
qualification(s) or body

F.C.C.A.

IER

1

Oct 2018

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(if any):

Address:

GOLDEN VALLEY ACCOUNTANCY Ltd



Pontillas, Hereford, HR2 6EL

Telephone: 01981 241000

info@gvaccountancy.co.uk

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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Statement of Financial Activities (incorporating the income and expenditure account)

For the year ended 31 March 2021

Note		2021			2020		
		Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted fund	Total
	Incoming Resources						
2	Herefordshire Council Grant	18,147		18,147	19,324		19,324
3	Donations	10,345		10,345	12,463		12,463
4	Fares	7,851		7,851	29,513		29,513
5	Grants	500	24,385	24,885			
	BSOG	3,767		3,767	3,621		3,621
	Gift Aid	911		911	1,020		1,020
	Insurance payment						
	Other	8		8			
	Interest	14		14	53		53
	Vehicle sales						
	Fund raising	30		30	3,998		3,998
	Total incoming resources	41,573	24,385	65,958	69,991		69,991
	Resources expended						
6	Volunteer expenses	792		792	5,493		5,493
7	Salaries	18,396		18,396	18,908		18,908
	Administration expenses	1,801		1,801	2,149		2,149
	Telephones	1,103		1,103	1,157		1,157
	Diesel	4,462		4,462	13,905		13,905
8	Vehicle expenses	3,997		3,997	8,732		8,732
	Vehicle purchase and	107		107			
	Fees	0		0	0		0
	Other	80		80	111		111
	Insurance	7,315		7,315	5,851		5,851
	Depreciation	11,176	1,188	12,364	14,845		14,485
	Total resources expended	49,229	1,188	50,417	71,151		71,151
9	Net incoming (outgoing)	-7,656	23,197	15,541	-1,160		-1,160
	Net movement in funds	-7,656	23,197	15,541	-1,160		-1,160
	Total funds brought forward	90,482		90,482	91,642		91,642
	Total funds carried forward	82,826	23,197	106,023	90,482		90,482

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Balance sheet

For the year ended 31 March 2020

	2020			2019		
	unrestricted	Restricted	total	unrestricted	Restricted	Total
10 Fixed assets - see schedule						
Total fixed assets	24,911	23,197	48,108	36,086		36,086
Current assets						
Cash in bank & in hand	58,588			54,663		
11 Debtors	120			556		
Prepaid expenses						
	58,678			55,220		
12 Creditors	-763			-824		
Current assets (liabilities)	57,915		57,915	54,395		54,395
Total fixed and current assets	82,826	23,197	106,023	90,482		90,482
Represented by						
Unrestricted funds	82,826		82,826			90,482
Restricted funds		23,197	23,197			
			106,023			90,482

Note: Due to rounding, numbers presented throughout this report may not add up precisely to the totals indicated and percentages may not precisely reflect the absolute figures for the same reason

The balance sheet continues on the following page.

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Balance sheet (continued)

Trustees' statements required for the year ended 31 March 2020

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

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:-

Ensuring that the company keeps accounts which comply with the sections 386 and 387 of the Companies Act 2006.

Preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

Approved by trustees on and signed on their behalf by

A handwritten signature in black ink, appearing to read 'R Bradley', with a stylized flourish at the end.

R Bradley

Chairman and Trustee

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SCHEDULE OF FIXED ASSETS at 31/3/2021

	Purchase cost	Purchase date	depreciation during year	Book value
				31/03/2020
VW3	£32,034.40	29/03/2011		£1.00
VW5	£36,070.75	11/07/2014	£1,839.6	£3,000
VW3 suspension	£3,650.00	18/12/2013		£1.00
Z1)	£9,348.30	29/07/2017	£2,087.04	£1,695.82
R1	£31,961.00	26/10/2017	£4,826.88	£15,469.16
R1 lift	£2,980.00	23/02/2018	£522.36	£1,368.45
Z2	£8,600	June 2018	£1,899.96	£3,375.11
C1	£24,385	Nov 2020	£1,188.04	£23,196.96
Total asset value			£12,363.88	£48,107.5

VW3

VW Transporters converted for wheelchair use, fully depreciated.

VW3 Suspension

Air suspension upgrade – fully depreciated.

VW5

A long wheelbase VW Transporter converted for wheelchair use, purchased July 2014 and being written off over 6 years with a residual value of £3,000.

Z1

A used Vauxhall Zafira being depreciated over 4 years with a residual value of £1,000

R1

A Renault Master being depreciated over 6 years with a residual value of £3,000. The restriction in the grant funding for this vehicle (that it must be retained for 2 years) is now complete and it is treated as an unrestricted asset.

R1 lift

A modification to R1 being depreciated over 68 months to match the life of R1.

Z2

A used Vauxhall Zafira being depreciated over 4 years with a residual value of £1,000

C1 A wheelchair adapted long wheelbase VW Caddy treated as a restricted asset and being written off over 6 years with a residual value of £3,000.

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Notes forming part of the financial Statements for the year ended 31st March 2016

1. Accounting Policies

a. Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 1985 and FS102.

b. Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in the furtherance of the charity and which have not been designated for other purpose. Our Renault vehicle is no longer restricted and in these accounts is now treated as unrestricted. C1 purchased with a grant from Herefordshire Council is shown as a restricted asset.

c. Incoming resources

All incoming resources are included in the SoFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

No amounts are included in the SoFA for services donated by volunteers.

d. Resources expended

All expenditure is accounted for on an accruals basis and has been classified under natural headings.

e. Fixed assets

Fixed assets are stated at cost less accumulated depreciation. For the new vehicles purchased new since 2014/2015 depreciation is calculated on a life of 6 years with a residual value of £3,000. Used assets are depreciated over a shorter period, dependent on the estimated useful life. Modifications to fixed assets are depreciated over the remaining life of the asset.

Depreciation is charged proportionately in the year of purchase

A schedule of fixed assets is included in the accounts.

2. Herefordshire County Council grant

Herefordshire County Council funding for community transport remained constant for the year. DCT however saw small fall in its apportionment as a result of the formula used for distribution.

3. Donations

Donations fell by £2,118 to £10,345. Of this local Parish Councils provided £6,205 an increase of £600 on the previous year. The remainder comes from various groups and organisations that raised money on our behalf, and from individual private

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donations. The main reason for the fall was the reduction in passenger donations arising as a result of reduced activity.

4. Fares

These were kept unchanged for the 8th consecutive year. The fall in fare income is a result of drastically reduced activity caused by Covid restrictions.

5. Grants

We received a grant of £24,385 from Herefordshire Council to purchase a new vehicle which was purchased in November 2020. Another grant of £500 was provided by Tesco to help cover the costs associated with installing Covid related safety precautions in our vehicles.

6. Volunteer expenses

Volunteer expenses consist of mileage payments made to volunteers for the use of their own cars to carry out trips and for miles covered to access our own vehicles. Expenses were drastically down as a result of lower activities and the decision not to use private cars during the pandemic..

7. Staff costs

The number of employees, calculated on a full time basis, was 1.0 (2019 : 1.0). Staff costs were slightly lower than previous year.

8. Vehicle expenses

Vehicle maintenance fell substantially, again as a result of lower activity.

9. Net outgoing resources

This is stated after charging depreciation.

10. Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation.

11. Debtors

This is unpaid fares for billed journeys.

12. Creditors

This comprises expenses owed to drivers (£113), to trade creditors for fuel (£616) and £33 telephone charges.

13. Trustees' remuneration

The trustees neither received nor waived any emoluments or expenses during the year.

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14. Taxation

The charities activities fall within the exemptions afforded by the provisions of the income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.