

Dore Community Transport

Registration number 4355269

Charity number 1097172

Company Limited by Guarantee

Financial statements for the year ended 31 March 2023

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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, Chairman |
| | Tony Capon | Trustee |
| | Chris Tomlinson | Trustee |
| | Trefor Edwards | Trustee, Treasurer |
| | David Bond | Trustee, Company Secretary |
| | Peter Barns Graham | Trustee |
| | Jean Wise | Trustee |

Bankers HSBC
High Town
Hereford
HR1 2AQ

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Report of the trustees for the year ended 31st March 2023

The trustees, who 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 2023. 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 22 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 their independence in isolated areas.

DCT's aims are simple and have remained unchanged since 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

2023 saw continued slow recovery for Dore Community Transport, still re-building the service after the effects of Covid. We saw a steady increase in journeys undertaken and consequently fare income rose from £18,025 to £23,196.

During the year we continued to receive good financial support. Herefordshire Council provided basic funding of £20,248 up from £18,998 the previous year. In addition the Council gave us a one off grant of £4,000 and further sum of £7,000 to be used to fund free travel for Ukrainian refugees. Total funding from Herefordshire Council therefore amounted to £31,248. Support from Parish Councils rose from £5,745 in FY22 to £6,245. The support we receive from local Parish Councils, clubs, societies, shops and pubs, as well as individuals continues to amaze us and this totalled £13,042 for the year, £792 more than in FY22.

We were also very pleased to see that the Government Bus Service Operators Grant that we receive, a grant normally based on fuel usage during the year, was again held at pre-Covid levels in an attempt to support public transport operators.

We made a start on fundraising by selling refreshments at the local auction house, raising £493 and my thanks go to Ann for doing this.

Overall, for the 22/23 financial year our income amounted to £75,102. The 21/22 corresponding figure was £53,627.

More activity has of course resulted in greater expenditure on fuel and on vehicle maintenance with fuel costs up from £11,593 to £15,614, partly as a result of greater mileage but also because of higher diesel prices at the pumps. Vehicle maintenance rose from £7,363 to £14,162 partly driven by the failure of the air suspension system on two of our MPVs. Salaries fell from £20,220 to £17,160, entirely as a result of the role of clerical administrator being taken on voluntarily by Albert Pitcher and we are immensely grateful to him for doing this. Unfortunately he resigned at the end of our financial year and a new, salaried administrator has been appointed since. Other costs were generally similar to the previous year. Overall our expenditure (excluding depreciation) was higher at £61,219 compared with £49,244 the previous year and this resulted in an operating surplus for the year of £13,884.

The overall result for the year was that, after including depreciation of £10,388, total assets rose from £97,902, to £101,397, with cash resources rising from £62,301 to £76,185 and tangible assets falling from £35,600 to £25,212.

The financial position of DCT remains healthy and the charity is financially well placed to meet future demands.

Once again the Trustees decided not to raise fares.

Reserves Policy

The Trustees decided to increase the operating reserve to £20,000, keeping it at roughly the equivalent of 4 months operating costs. The vehicle replacement reserve has also been raised from £25,000 to £40,000, reflecting the substantially higher cost of a new wheelchair adapted MPV. (A recent quotation for a new converted MPV was £79,000)! This reserve is set at 50% of the cost of a new vehicle in the expectation that we will be able to obtain match funding.

Review of activities

We transport people living within our catchment area in South West Herefordshire, a very rural area with limited bus services, offering a door to door service to people who have no transport of their own and who would without us be isolated in their homes. We take them to medical appointments, about 33% of our

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activity, and also for day care, social activities, shopping etc.; in fact anything they need to do. We are frequently told by our passengers that they don't know what they would do without us and all of us involved in delivering this service understand how critical it is.

During the year we have seen a continuing steady increase in demand for our service, with the number of journeys undertaken rising from a figure of 4,481 in 21/22 to 5,642 in 22/23 an increase of over 25%. The level of activity however remains well below the peak of 7,558 journeys that were undertaken pre-Covid in 2019/20. The mileage travelled has of course increased, from 69,394 in 21/22 to 77,607 in FY23.

Whilst it is gratifying to see passengers returning to our service it does of course increase the demands on our vehicles and on our volunteer drivers without whom we could not operate. At the time of writing this we have 27 volunteer drivers on our books and the major challenge we face is to maintain and increase the size of our volunteer team.

We own 6 vehicles, four of which are adapted to carry wheelchairs and although demand is well below our peak levels this has not substantially reduced the demand for vehicles. We regularly have all six of our vehicles on the road to meet peak demands, supplemented occasionally by volunteers using their own vehicles. The need for this is basically because we offer a door to door service, covering an area of 200 square miles, and we have to spread ourselves widely, even if activity levels are less. We anticipate that the growth in demand will continue, there is certainly a need for the service we offer in the rural area we cover, and this will enable us to increase the utilisation of our vehicles when they are out and about.

On the negative side we have had considerable problems with two of our MPVs which experienced major failures of their air suspension systems. This has resulted in substantial cost and on one vehicle we have removed the system completely and reverted to standard suspension.

Having closed our office at Ewyas Harold Memorial Hall during Covid we returned for two days a week from October. Apart from assisting in the administration the office provides a valuable opportunity for drivers to meet staff and perhaps other drivers, something that has been sorely missed.

We also relocated our vehicles during the year and our thanks go to Ewyas Harold Memorial Hall for allowing us to park two of our vehicles there and to CR Autos who provide parking for three others, as well as carrying out maintenance.

The Trustees and management committee remained unchanged. As mentioned previously our clerical administrator resigned at the end of the year following relocation, but we have recruited an excellent replacement.

Future plans

The biggest challenge for Dore in the coming year is recruiting more volunteer drivers. We are mainly retired, getting older and it is vital that we continue to recruit. This will be the main focus for 2024. Financially we are very fortunate that the service we provide is valued by our community and is well supported with funding and donations from many sources so that over the years we have built up a healthy reserve. Given the cost of living pressures on many of our clients we are reluctant to increase our fares which have remained unchanged since 2014 but we will continue to monitor the situation closely.

We will throughout the year continue to promote the service we provide with the ultimate aim of getting back to the level of activity we saw pre-Covid and, as always, recruitment is a key issue for us and we will continue our efforts to recruit more drivers.

We do not anticipate making changes to our fleet in the immediate future but with our oldest vehicle being 12 years old and having covered over 178,000 miles we will be continuing to review our future needs and developing our replacement strategy during the year.

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Acknowledgements and Thanks

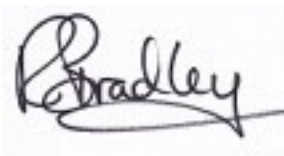
The trustees would like to record their thanks and appreciation to all the volunteer drivers without whom DCT could not exist. Particular thanks go to Clive and Dermot who look after our vehicles and to Chris for his work managing our fleet.

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 also go to the families who donated to DCT following the funerals of their loved ones,.

Our thanks go to Ewyas Harold Memorial Hall for continuing to make the office space available to us and for allowing us to park there. Similarly we thank CR Autos for allowing us to park on their premises and for providing excellent maintenance support..

My thanks also go to all the Trustees and Management Committee for the unseen work that they have done keeping DCT operational. Of course we must not forget our co-ordinators, Sarah and Sue who keep everything running on a daily basis. A special mention goes to Albert who retired at the end of the financial year and we welcome Claire who has taken on that role. These people have made my, and the Trustees, job much easier than it might otherwise 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

27/08/23

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Independent Examiner's Report to the Trustees of Dore Community Transport

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

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



Graham Mason F.C.C.A
Golden Valley Accountancy Limited
Unit 4
Westwood Industrial Estate
Pontrilas
Herefordshire
HR2 0EL
Date: 06/03/2023

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

For the year ended 31 March 2023

| | 2023 | | | 2022 | | |
|------------------------------------|--------------------|------------------|----------------|--------------------|------------------|----------------|
| | Unrestricted funds | Restricted funds | Total | Unrestricted funds | Restricted funds | Total |
| Incoming Resources | | | | | | |
| Herefordshire Council Grant | 24,248 | 6,789 | 31,037 | 18,998 | | 18,998 |
| Donations | 13,042 | | 13,042 | 12,250 | | 12,250 |
| Fares | 23,196 | | 23,196 | 18,025 | | 18,025 |
| Grants | | | - | | | - |
| BSOG | 3,741 | | 3,741 | 3,741 | | 3,741 |
| Gift Aid | 688 | | 688 | 606 | | 606 |
| Insurance payment | 2,744 | | 2,744 | | | - |
| Other | | | - | | | - |
| Interest | 217 | | 217 | 5 | | 5 |
| Vehicle sales | | | - | | | - |
| Fund raising | 439 | | 439 | 2 | | 2 |
| Total incoming resources | 68,313 | 6,789 | 75,102 | 53,627 | - | 53,627 |
| Resources expended | | | | | | |
| Volunteer expenses | 4,982 | | 4,982 | 2,132 | | 2,132 |
| Salaries | 17,160 | | 17,160 | 20,220 | | 20,220 |
| Administration expenses | 963 | | 963 | 923 | | 923 |
| Telephones | 598 | | 598 | 670 | | 670 |
| Diesel | 15,614 | | 15,614 | 11,593 | | 11,593 |
| Vehicle expenses | 14,162 | | 14,162 | 7,363 | | 7,363 |
| Vehicle purchase and improvement | 784 | | 784 | - | | - |
| Fees | 176 | | 176 | 196 | | 196 |
| Other | 593 | | 593 | 416 | | 416 |
| Insurance | 6,186 | | 6,186 | 5,727 | | 5,727 |
| Depreciation | 10,388 | | 10,388 | 8,944 | 3,564 | 12,508 |
| Total resources expended | 71,607 | | 71,607 | 58,184 | 3,564 | 61,748 |
| Net incoming (outgoing) | - 3,294 | 6,789 | 3,495 | - 4,557 | - 3,564 | - 8,121 |
| Net movement in funds | - 3,294 | 6,789 | 3,495 | - 4,557 | - 3,564 | - 8,121 |
| Total funds brought forward | 97,902 | | 97,902 | 82,826 | 23,197 | 106,023 |
| Total funds carried forward | 94,608 | 6,789 | 101,397 | 78,269 | 19,633 | 97,902 |

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Balance sheet

F

| | 2023 | | | 2022 | | |
|---------------------------------------|--------------|------------|-----------|--------------|------------|----------|
| | unrestricted | restricted | total | unrestricted | restricted | total |
| Fixed assets - see schedule | | | | | | |
| Total fixed assets | £ 25,212 | | £ 25,212 | £ 15,967 | £ 19,633 | £ 35,600 |
| Current assets | | | | | | |
| Cash in bank | £ 69,210 | £ 6,789 | £ 75,999 | £ 63,403 | | £ 63,403 |
| Cash in hand | £ 876 | | £ 876 | | | |
| Debtors | £ 288 | | £ 288 | £ 429 | | £ 429 |
| Prepaid expenses | | | | | | £ - |
| Creditors | -£ 978 | | -£ 978 | -£ 1,531 | | -£ 1,531 |
| Current assets (liabilities) | £ 69,396 | £ 6,789 | £ 76,185 | £ 62,301 | | £ 62,301 |
| Total fixed and current assets | £ 94,608 | £ 6,789 | £ 101,397 | £ 78,268 | £ 19,633 | £ 97,901 |
| Represented by | | | | | | |
| Unrestricted funds | £ 94,610 | | £ 94,610 | £ 78,269 | £ - | £ 78,269 |
| Restricted funds | £ 6,789 | | £ 6,789 | | £ 19,633 | £ 19,633 |
| | | | £ 101,399 | | | £ 97,902 |

or the year ended 31 March 2023

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 2022

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

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

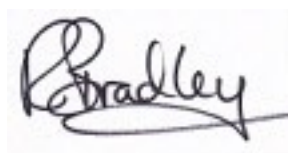
The trustees acknowledge their responsibilities for:-

Ensuring that the 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 31/3/2022

| | Purchase cost | Purchase date | depreciation during year | Book value |
|--------------------------|---------------|---------------|--------------------------|-------------------|
| | | | | 31/03/2023 |
| VW3 | £32,034.40 | 29/03/2011 | | £1.00 |
| VW5 | £36,070.75 | 11/07/2014 | | £3,000 |
| VW3 suspension | £3,650.00 | 18/12/2013 | | £1.00 |
| Z1 | £9,348.30 | 29/07/2017 | | £1.00 |
| R1 | £31,961.00 | 26/10/2017 | £4,826.88 | £5,815.14 |
| R1 lift | £2,980.00 | 23/02/2018 | £522.36 | £323.73 |
| Z2 | £8,600 | June 2018 | £1,474.15 | £1.00 |
| C1 | £24,385 | Nov 2020 | £3,564.12 | £16,068.72 |
| Total asset value | | | £10,387.51 | £25,211.85 |

VW3

VW Transporter 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

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 2022

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 funding

Herefordshire County Council's basic funding for community transport throughout the county remained unchanged for the year. DCT however saw small increase in its apportionment as a result of the formula used for distribution. In addition to the normal Council funding we received an additional sum of £4,000 for general use and a further sum of £7,000 to be used for funding free travel for Ukrainian refugees. This is shown in the accounts as a reserved fund with fare value for the transport being provided debited from the restricted fund and added to the fares category. Within FY23 we provided £211 of free transport and this has been deducted from the £7,000 funding and added to fares.

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3. Donations

Donations rose by £1,905 to £12,250.

A total of 48 donations (excluding tips to drivers which also go into the funds) were received, with 18 of our local Parish Councils donating a total of £6,245, slightly up on the previous year. We received donations totalling £2,108 from 5 funeral collections and the tips given to drivers added up to £1,923. £1,000 was donated by Whitfield Estate from funds raised at their Jubilee fair. The remainder comes from various groups and organisations that raised money on our behalf, and from individual private donations. We are immensely grateful for this support.

4. Fares

These were kept unchanged for the 10th consecutive year. The increase in fare income arises from increased activity.

5. Grants

No grants were received this year.

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 rose significantly, again as a result of increased activity

7. Staff costs

The number of employees, calculated on a full time basis, was 0.75 (2022: 1.0). Staff costs were lower than previous years because the role of clerical administrator was carried out by a volunteer.

8. Vehicle expenses

Vehicle maintenance costs rose substantially with increased activity and mainly as a result of problems with our two VW transporter MPVs. The total also includes £2,744 for damage repairs, reimbursed by Western Power.

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 (£258) and to trade creditors for fuel (£582) and vehicle repairs (£138).

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13. Trustees' remuneration

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

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.