

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
FOR
KEYNSHAM & DISTRICT DIAL-A-RIDE

CHARITY COMMISSION

21 DEC 2021

ACCOUNTS
RECEIVED

KEYNSHAM & DISTRICT DIAL-A-RIDE

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FOR THE YEAR ENDED 31 MARCH 2021

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KEYNSHAM & DISTRICT DIAL-A-RIDE

COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2021

DIRECTORS:

B Simmons
M Coles
Mrs M A Guard
B Organ
B Phillips
Mrs R Brewer
M Chambers
S Brindle
Mrs C Vaughan
Ms K Simmons

ADVISORS:

Councillor Ashton Broad – Whitchurch Parish Council
Councillor Alan Hale – Bath & North East Somerset Council
Tony Crouch – Keynsham Town Council

REGISTERED OFFICE:

Curo Housing Day Centre
Sherwood Road
Keynsham
Bristol
BS31 1DB

REGISTERED NUMBER:

04726115 (England and Wales)

CHARITY NUMBER:

1099197

ACCOUNTANTS:

Trevor Goodship & Associates Limited
Chartered Tax Advisors and Accountants
38B High Street
Keynsham
Bristol
BS31 1DX

KEYNSHAM & DISTRICT DIAL-A-RIDE

REPORT OF THE DIRECTORS **FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees who are also the directors of the company for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

DEVELOPMENTS DURING THE YEAR

Individual membership to the Dial-a-Ride door to door services continues to increase and stood at 1,720 (1,650) at the end of March 2021.

Group membership had also increased to 69 (68).

As the Covid-19 pandemic continues to have an effect on our lives the Organisation continues to help and support people in the community. During the past twelve months we have been providing transport to the following hospitals; RUH, St. Martins, Mineral, The Circle (Peasedown St. John), South Bristol Hospital and Emerson Green NHS – this has proven to be a successful service and demand is increasing due to the new criteria put in place by Patient Transport Services.

Due to the Covid-19 pandemic the organisation has carried out alternative work which included:

- Shopping for those people who do not want to go out
- Mail/parcels collected from people's houses and delivered to the Post Office
- Prescriptions picked up and delivered to people's homes
- Foodbank parcels delivered three days per week
- Samples delivered to Doctors surgeries

We have continued to work very closely with many agencies which include: Chew Valley Village Agents, Sirona Care, Curo Housing, St Monica Trust, Keynsham Action Network, Community@67, Friends in Need, Age UK and CHAIN (Community Action and Involvement Network).

During May 2020 and January 2021 grants totalling £4,565 were awarded by Keynsham Town Council to Keynsham & District Dial-a-Ride.

West of England Combined Authority have continued to fund us on the same level as the previous year, this includes concessionary fares based on the 2019/20 claims.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2020 to the date of this report.

B Simmons
M Coles
Mrs M A Guard
B Organ
B Phillips
Mrs R Brewer
M Chambers
S Brindle
Mrs C Vaughan
Ms K Simmons

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The charity is always seeking to recruit additional trustees to assist with its management and the future development of our service to user members.

Induction and training of trustees

It is recognised that all new Trustees will be made aware of the duties and aims of the organisation prior to their appointment. To assist the trustees gain experience, they have attended training workshops, seminars, regional community transport gatherings and have had visits to similar operations to help them in their role.

Organisational structure

All staff are directly employed by the organisation with the manager employed to oversee the day to day operational side of the service and report back regularly to the Trustees. An administrator is based at the offices in Sherwood Road to deal with bookings, scheduling and financial matters and in the last twelve months we have employed a part time office worker to deal with bookings.

Due to the Covid-19 pandemic we had to make two staff redundant and put several on furlough. This left us with one full time driver and several volunteers to help out.

Office staff included the administrator and manager.

Wider network

Although this is an independent organisation it is understood that local council policy is to generally provide Dial-A-Ride services along similar lines to that operated in other communities.

Related parties

The Trustees regard the charity as independent but fully acknowledge the importance of the revenue funding support made available by West of England Combined Authority in order to operate the service.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charitable company is a company limited by guarantee and was registered as a charity on 29 August 2003, registered number 1099197. Its principal objective is to provide a fully accessible minibus service to those residents in Keynsham and surrounding area who cannot use conventional public transport because of age, sickness, disability, poverty or because of its unavailability.

Significant activities

Comments on the activities undertaken by the charity during the year and being considered for the future are referred to in other parts of this report.

Volunteers

The Trustees have registered the charity with the Community Volunteer Service in order to hopefully identify other volunteers to come and assist us.

ACHIEVEMENT AND PERFORMANCE

Vehicles

During the year, as well as getting rid of several vehicles others were put in SORN.

The challenge for the next twelve months is for the Organisation to survive.

Door-to-Door Service

Between April 2020 and March 2021 very few passengers travelled on the Door to Door service due to the Covid-19 pandemic.

Full/half day trips to destinations outside Keynsham came to a complete stop.

Group Hire

During the period from April 2020 to March 2021 we were unable to provide Group Hire to any groups/organisations due to the Covid-19 pandemic.

REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2021

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of Keynsham & District Dial-A-Ride for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and then apply them consistently;
make judgements and accounting estimates that are reasonable and prudent;
prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE BOARD:



.....
B Simmons - Chairman

Date: 4/12/21

REPORT OF ACCOUNTANTS TO THE MEMBERS OF
KEYNSHAM & DISTRICT DIAL-A-RIDE

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 March 2021 set out on pages 7 to 11, and you consider that the company is exempt from audit.

In accordance with your instructions we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Trevor Goodship & Associates (Ltd).

Trevor Goodship & Associates Limited
Chartered Tax Advisors and Accountants
38B High Street
Keynsham
Bristol
BS31 1DX

Date: *15/12/2021*

KEYNSHAM & DISTRICT DIAL-A-RIDE**INCOME STATEMENT**
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
TURNOVER		149,507	162,292
Administrative expenses		<u>142,451</u>	<u>165,941</u>
		7,056	(3,649)
Other operating income		<u>22,310</u>	<u>-</u>
OPERATING PROFIT/(LOSS) and PROFIT/(LOSS) BEFORE TAXATION		29,366	(3,649)
Tax on profit/(loss)		<u>-</u>	<u>-</u>
PROFIT/(LOSS) FOR THE FINANCIAL YEAR		<u>29,366</u>	<u>(3,649)</u>

The notes form part of these financial statements

BALANCE SHEET
31 MARCH 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	7	17,064	20,752
CURRENT ASSETS			
Debtors	8	11,251	9,081
Cash at bank and in hand		<u>36,169</u>	<u>12,789</u>
		47,420	21,870
CREDITORS			
Amounts falling due within one year	9	<u>1,728</u>	<u>9,232</u>
NET CURRENT ASSETS		<u>45,692</u>	<u>12,638</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>62,756</u>	<u>33,390</u>
RESERVES			
Retained earnings		<u>62,756</u>	<u>33,390</u>
		<u>62,756</u>	<u>33,390</u>

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:

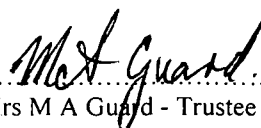
- Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit and loss for each financial 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 special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Trustees on 4/12/21 and were signed on its behalf by:



B Simmons - Chairman



Mrs M A Guard - Trustee

The notes form part of these financial statements

1. STATUTORY INFORMATION

Keynsham & District Dial-A-Ride is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Incoming resources

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

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

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

2. ACCOUNTING POLICIES - continued

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 8 (2020 - 8).

4. OPERATING PROFIT/(LOSS)

The operating profit (2020 - operating loss) is stated after charging:

	2021	2020
	£	£
Depreciation - owned assets	<u>5,688</u>	<u>6,918</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2009.

6. THE DIAL-A-RIDE VEHICLE AND SERVICE

The organisation has been working closely with WERN (West of England Rural Network) to provide transport in the Chew Valley Area and this has led to half/full day trips for residents.

Development of this will be ongoing.

KEYNSHAM & DISTRICT DIAL-A-RIDE**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021****7. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 April 2020	2,994	121,841	12,127	136,962
Additions	-	2,000	-	2,000
At 31 March 2021	2,994	123,841	12,127	138,962
DEPRECIATION				
At 1 April 2020	2,994	102,393	10,823	116,210
Charge for year	-	5,362	326	5,688
At 31 March 2021	2,994	107,755	11,149	121,898
NET BOOK VALUE				
At 31 March 2021	-	16,086	978	17,064
At 31 March 2020	-	19,448	1,304	20,752

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	3,471	3,240
Other debtors	4,000	4,000
VAT	3,780	-
Prepayments	-	1,841
	<u>11,251</u>	<u>9,081</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	250	6,203
Social security and other taxes	1,478	1,780
VAT	-	1,249
	<u>1,728</u>	<u>9,232</u>

10. MOVEMENT IN FUNDS

As referred to in the Report of the Trustees the Trustees have established a policy to maintain control over costs and finances of the charity with the aim of having sufficient funds to sustain day to day activities as well as the future viability of the scheme. The level of reserves has also to be reviewed in the light of any capital expenditure that may need to be incurred.

KEYNSHAM & DISTRICT DIAL-A-RIDE**DETAILED PROFIT AND LOSS ACCOUNT**
FOR THE YEAR ENDED 31 MARCH 2021

	2021		2020	
	£	£	£	£
Turnover				
Revenue funding – West of England Combined Auth.	90,550		87,950	
Services	11,402		20,063	
User fares	28,927		26,948	
Concessionary fares – West of England Combined Auth.	<u>18,628</u>		<u>27,331</u>	
		149,507		162,292
Other income				
Government grants		<u>22,310</u>		<u>-</u>
		171,817		162,292
Expenditure				
Wages and salaries	89,915		103,098	
Pensions	835		-	
Telephone	1,708		1,420	
Post and stationery	1,906		1,932	
Advertising	479		243	
Vehicle running costs - fuel	12,377		11,344	
Vehicle running costs - repair	7,397		17,819	
Vehicle running costs - other	3,613		3,600	
Vehicle running costs - insurance	8,710		10,280	
Insurance	945		1,023	
Repairs and renewals	315		12	
Computer sundries	1,896		804	
Rent and rates	1,902		2,188	
Sundry expenses	1,964		1,823	
Accountancy	800		800	
Consultation fee	1,051		1,990	
Dues and subscriptions	359		110	
Depreciation of tangible fixed assets	<u>5,688</u>		<u>6,918</u>	
		141,860		165,404
		29,957		(3,112)
Finance costs				
Bank charges		<u>591</u>		<u>537</u>
NET PROFIT/(LOSS)		<u>29,366</u>		<u>(3,649)</u>

This page does not form part of the statutory financial statements