

**REPORT OF THE DIRECTORS AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
BUZZER BUSES (DIAL A RIDE) LIMITED
Company Registration Number 05338802
Charity Registration Number 1109107**

BUZZER BUSES (DIAL A RIDE) LIMITED

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for the Year Ended 31 March 2023**

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BUZZER BUSES (DIAL A RIDE) LIMITED

**REFERENCE AND ADMINISTRATIVE DETAILS
for the Year Ended 31 March 2023**

DIRECTORS / TRUSTEES:	Mrs P L O'Toole (Chairperson) Mr D R Pipkin (Vice Chairperson) Mr J J O'Toole Mr M Freeman Mr N W Jephcote
COMPANY SECRETARY:	Mr M Gale
REGISTERED OFFICE:	31 New Road Linslade Leighton Buzzard Bedfordshire LU7 2LS
REGISTERED NUMBER:	05338802 (England and Wales)
CHARITY NUMBER:	1109107
BANKERS:	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
INDEPENDENT EXAMINER:	D R Kerins FCCA Ad Valorem Accountancy Services Ltd Chartered Certified Accountants & Statutory Auditors 2 Manor Farm Court Old Wolverton Milton Keynes Buckinghamshire MK12 5NN

BUZZER BUSES (DIAL A RIDE) LIMITED

REPORT OF THE TRUSTEES / DIRECTORS for the Year Ended 31 March 2023

The trustees present their annual report together with the financial statements of the charity for the year ended 31 March 2023, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements comply with the Charities Acts, the Companies Act 2006, the Memorandum and Articles of Association, and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP FRS102)

Status

The company is both a charity and a company, limited by guarantee. It is a member of the Community Transport Association UK, a registered charity (number 1002222), but operates independently of that charity.

Our Purpose & Principal Activity

The principal activity of the company in the period under review was that of carrying out the objects of the charity, being to provide a community transport service for such of the inhabitants of Leighton Linlade and its neighbourhood 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.

In setting our objective and planning our activities our trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Public Benefit

Buzzer Buses have been around for 32 years now constantly providing our Door to Door transport service for the elderly and disabled residents of Leighton Buzzard and the surrounding area. Our service has been operating normally, once again and we have been very busy. With our membership increasing, we now have over 1,000 members, we see the service continuing for many years to come.

Directors/Trustees/Structure

The directors, who act as the Management Committee and are also trustees under the Charities Acts, during the year under review were:

Mrs P L O'Toole

Mr D Pipkin

Mrs J Connolly (resigned 1 October 2022)

Mr N W Jephcote

Mr J J O'Toole

Mr M Freeman

Day-to day operations are the responsibility of a General Manager who reports directly to the Management Committee.

Financial Review

During the year under review, the company had a net income of £1,190 (2022: net income £28,181). The balance sheet strengthened by 1% to £238,681.

Reference and Administrative Details

These are detailed on Page 1 of this report.

BUZZER BUSES (DIAL A RIDE) LIMITED

REPORT OF THE TRUSTEES / DIRECTORS (continued) for the Year Ended 31 March 2023

Chairman's report

The last financial year has been another good one for Buzzer Buses especially with the comfort of the extended Dial-a-Ride contract from Central Bedfordshire Council. Although the fact that this contract will expire in August 2023 has meant a lot of meetings and preparation in readiness for the next phase.

Following the end of any restrictions and our members eagerness to get out and about we were very quickly surpassing the 75% of usual service that we reported in the Chairmans Report at the end of April 2022. Although the ever expanding size of Leighton Buzzard and continual roadworks has meant that we are not able to do quite as many journeys as we did.

Our Dial-a-Ride bookings and outings are continually filled as people still thoroughly enjoy the service that we offer and the helpfulness of our drivers. Our school route is also back to full capacity, and this as always works very well to keep our buses busy before and after the peak Dial-a-Ride hours, as well as supporting the service financially to continue.

We are still bringing back our streamlining measures and carry far more people on each journey than we did during the Covid Pandemic. This previously proved helpful to reduce costs and increase income and we will hopefully be back to pre-pandemic levels very soon.

We are still extremely fortunate to have the services of one of our trustees who dedicates a great deal of his time to fund raising and other aspects of then charity. He has again raised a considerable amount of money towards our 'bus replacement programme' and running costs. This has allowed us to purchase another new Bus in 2023.

As has become usual for us, our aim for each financial year is to break even with costs and general income balancing each other out. The fundraising that our trustee does then allows for new vehicles to be purchased, this means a very satisfactory end to each year.

We are extremely pleased to say that for the fourth year running we have again exceeded our expectations and have a surplus for the year April 2022 to March 2023 of £1,190.

Our 'Buzzer Buddy' scheme has continued to be a fantastic and popular means of communication for our members, and we have had many reports of people communicating during these difficult times using this service.

BUZZER BUSES (DIAL A RIDE) LIMITED

REPORT OF THE TRUSTEES / DIRECTORS (continued) for the Year Ended 31 March 2023

Small company provisions

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Reserves Policy

A formal policy on general reserves was agreed at the September 2008 meeting of the executive committee and was reviewed and amended by the executive committee on 28th November 2018. It was agreed that it will be reviewed at each AGM and this has been done again on 10 October 2023 and unanimously accepted by the committee. It states:

A general reserves policy is desirable to identify that part of the assets of the company which must be set aside to cover adverse financial contingencies. The reserve fund for Buzzer Buses is intended to cover the following contingencies:

1. Orderly closure of the business if continuation is no longer possible.
 2. The continuation of the business in periods of adverse cash flow.
 3. The acquisition of new office premises and associated moving costs.
 4. The replacement of secure parking facilities for our buses.
 5. Emergency Hire of a vehicle should the need arise to maintain service.
-
1. Orderly closure of the business implies the cessation of operations, the redundancy of staff and any contracted obligations to suppliers. This requires sufficient funds to cover three months funding of salaries and salary related payments.
 2. Continued operation in the face of delays to funding grants requires funds to operate the business for a period of up to two months.

It is therefore the policy of the company to designate a general reserve to cover all these contingencies and to ensure that an appropriate proportion of the assets be protected for that purpose. This is separate from the sum represented by the tangible assets (i.e. buses) and the funds for their normal replacements.

This policy document shall be appended to the annual accounts, and where necessary amended, for approval by the trustees at each AGM.

Forthcoming Year

The financial security of the company is once again assured for the forthcoming year. We have received our grant payment from LTC and payment for the Dial-a-Ride from CBC. We are extremely busy with members wanting to get out more than ever now they are free to do so. We have also massively increased our Fundraising activities and this has proved a valuable additional source of income. This will continue throughout 2023 and beyond.

BUZZER BUSES (DIAL A RIDE) LIMITED

**REPORT OF THE TRUSTEES / DIRECTORS (continued)
for the Year Ended 31 March 2023**

New Trustees

New Management Committee members may be elected individually at the Annual General Meeting. The Management Committee may in addition co-opt no more than five other persons to serve as full voting members of the Management Committee until the next Annual General Meeting. Existing Trustees agree what skills, experience and knowledge are needed in new trustees and a job specification is then drawn up. Successful candidates are interviewed and invited to join subject to references, formal vetting and approval by the full trustee board. They are provided with copies of the Memorandum and Articles of Association of the charity and literature pertaining to our activities, together with a copy of the essential trustee guide (CC3) as issued by the Charity Commission. Officers serve for one year, after which they are eligible for re-appointment provided that no person serves for more than ten consecutive years in the same post.

Approved by the Board on 30 January 2024 and signed on its behalf by:

Mrs P O'Toole (Hon. Chairperson)

BUZZER BUSES (DIAL A RIDE) LIMITED

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
BUZZER BUSES (DIAL A RIDE) LIMITED**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023, which are set out on pages 7 to 15.

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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.

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.

D R Kerins FCCA
Ad Valorem Accountancy Services Ltd
Chartered Certified Accountants
& Statutory Auditors
2 Manor Farm Court
Old Wolverton
Milton Keynes
Buckinghamshire
MK12 5NN

Date: 30 January 2024

BUZZER BUSES (DIAL A RIDE) LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
for the year ended 31 March 2023**

		<u>Unrestricted Funds</u>		<u>Restricted Funds</u>		
		<u>General reserve</u>	<u>Designated reserves</u>	<u>Capital assets</u>	<u>Total Funds 2023</u>	<u>Total Funds 2022</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
	Notes					
Income and endowments from						
Donations & Legacies	3	34,604		9,349	43,953	50,009
Charitable activities	4	192,706			192,706	193,525
Other trading activities	5	1,435			1,435	1,580
Investments		763			763	12
Other	6	-			-	9,813
Total income and endowments		<u>229,508</u>	<u>-</u>	<u>9,349</u>	<u>238,857</u>	<u>254,939</u>
Expenditure on:						
Raising funds		-			-	-
Charitable activities	8	232,568		4,349	236,917	226,008
Other	8	750			750	750
Total expenditure		<u>233,318</u>	<u>-</u>	<u>4,349</u>	<u>237,667</u>	<u>226,758</u>
Net Income/(Expenditure) for the Year		<u>(3,810)</u>	<u>-</u>	<u>5,000</u>	<u>1,190</u>	<u>28,181</u>
Transfers Between Funds	15	(5,750)	5,750		-	-
Net Movements in Funds		<u>(9,560)</u>	<u>5,750</u>	<u>5,000</u>	<u>1,190</u>	<u>28,181</u>
Reconciliation of Funds						
Total funds brought forward from 1 April 2022		120,975	116,516	-	237,491	209,310
Total funds carried forward at 31 March 2023		<u><u>111,415</u></u>	<u><u>122,266</u></u>	<u><u>5,000</u></u>	<u><u>238,681</u></u>	<u><u>237,491</u></u>

The notes on pages 9 to 15 form an integral part of these financial statements.

BALANCE SHEET

31 March 2023

	Notes	2023	2022
		£	£
FIXED ASSETS			
Tangible assets	10	103,377	132,691
CURRENT ASSETS			
Debtors	11	22,247	20,169
Cash at bank and in hand		<u>121,397</u>	<u>94,611</u>
		143,644	114,780
CREDITORS			
Amounts falling due within one year	12	<u>(8,340)</u>	<u>(9,980)</u>
NET CURRENT ASSETS		<u>135,304</u>	<u>104,800</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>238,681</u></u>	<u><u>237,491</u></u>
FUNDS OF THE CHARITY			
Unrestricted funds:			
General fund	15	111,415	120,975
Designated funds	15	122,266	116,516
Restricted funds			
Capital assets	15	5,000	-
		<u>238,681</u>	<u>237,491</u>

For the year ending 31 March 2023, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on 30 January 2024 and were signed on its behalf by:

Mrs P O'Toole

BUZZER BUSES (DIAL A RIDE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2023

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard (SORP- FRS 102) (effective January 2016), the Statement of Recommended Practice for Charities (revised 2015), the Charities Act 2011 and the Companies Act 2006.

The presentation currency of the financial statements is the Pound Sterling (£).

Company status

The company is limited by guarantee and has no share capital. The liability of members is limited to £1 in the event of a winding up.

Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis since the Trustees are confident that the Company is able to continue to meet its liabilities as they fall due for the next year after the accounts have been signed.

Fund accounting

Unrestricted funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted 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.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes. Further details of each fund are disclosed in note 15.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Investment income is recognised on a receivable basis.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

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.

Tangible fixed assets

Individual fixed assets costing £250 or more are initially recorded at cost.

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

Office and computer equipment	- 20% on cost
Motor vehicles	- 12.5%-20% on cost

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price.

Government grants

Government grants are recognised in the Income Statement so as to match them with the expenditure towards which they are intended to contribute.

BUZZER BUSES (DIAL A RIDE) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023**

2 NET INCOME/(EXPENDITURE) FOR THE YEAR

The Net income/(expenditure) is stated after charging:	2023	2022
	£	£
Depreciation - owned assets	28,515	26,573
Accountants - independent examination	600	600
Accountants - operators grants	150	150
Loss on disposal of fixed assets	2,022	-
	<u>2,022</u>	<u>-</u>
Directors' emoluments and other benefits etc	-	-
	<u>-</u>	<u>-</u>

3 DONATIONS & LEGACIES - GRANTS AND DONATIONS

GRANTS

	2023	2022
	£	£
Leighton Linslade Council	4,349	4,145
CBC Community Assets	-	-
Connolly Foundation	-	10,000
Edward Gosling	-	10,000
Masonic Charitable Foundation	5,000	5,000
National Lottery	10,000	10,000
Wixam Tree	5,000	-
Tesco	1,000	-
Garfield Weston	5,000	-
Albert Hunt	5,000	-
	<u>35,349</u>	<u>39,145</u>

The Leighton Linslade Council grant was restricted, provided specifically for bus operating costs (10 week vehicle checks). The Grant from Wixam Tree was also restricted to contribute to the purchase of new bus.

DONATIONS

	2023	2022
	£	£
Donations Received	8,424	10,509
Gift Aid	180	355
	<u>8,604</u>	<u>10,864</u>

In addition to general donations, there were the following significant donations in year:
In Memory Mrs June Morris £5,000.
(2022: Co-op £2,181, Arnold Clarke Foundation £1,000, Link £1,500, New Life Church £1,000 and R Gibbons Legacy £1,000).

Total Grants & Donations	<u>43,953</u>	<u>50,009</u>
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4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2023	2022
	£	£
Central Bedfordshire Council	90,000	90,000
Contractual income from government or public authorities	64,820	59,862
Other fares received	32,027	32,015
UK Government grants	4,971	4,168
Subscriptions	888	450
Other income	-	7,030
	<u>192,706</u>	<u>193,525</u>

There was deferred income in the year of £nil (2022 - £1,240) from Link-A-Ride to provide transport to their clients.

BUZZER BUSES (DIAL A RIDE) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023**

5 OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Subscriptions	1,435	1,580
Other Income	-	-
Profit on sale of tangible fixed asset	-	-
	<u>1,435</u>	<u>1,580</u>

6 OTHER INCOME

	2023	2022
	£	£
HMRC JRS Grant payments	-	9,813
	<u>-</u>	<u>9,813</u>

7 STAFF COSTS

The average number of persons employed by the charity during the year, analysed by category, was as follows:

	2023	2022
Drivers	6	7
Administration	4	3
Passenger Assistants	1	1
	<u>11</u>	<u>11</u>

	2023	2022
	£	£
Salaries	147,861	147,229
Social security costs	3,797	5,341
Pension costs	1,375	312
	<u>153,033</u>	<u>152,882</u>

No employee earned in excess of £60,000 per annum (2022 - none).

BUZZER BUSES (DIAL A RIDE) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023**

8 EXPENDITURE ON CHARITABLE ACTIVITIES

	Payroll	Bus Operating Costs	Support Costs	Governance	2023	2022
Charitable Activities					£	£
Employment costs	153,033				153,033	152,882
Other direct costs		35,262			35,262	30,610
Depreciation of tangible fixed assets		26,578			26,578	25,000
Establishment costs			8,939		8,939	7,588
Office expenses			3,754		3,754	4,853
Printing, posting and stationery			1,420		1,420	232
Subscriptions and donations			120		120	120
Sundry and other costs			2,522		2,522	1,616
Travel and subsistence			455		455	86
Accountancy fees			675		675	1,108
Training			200		200	340
Depreciation of tangible fixed assets			1,937		1,937	1,573
Loss on disposal of tangible fixed assets			2,022		2,022	
	<u>153,033</u>	<u>61,840</u>	<u>22,044</u>	<u>-</u>	<u>236,917</u>	<u>226,008</u>
Other Costs						
Audit & Independent examination fees				750	750	750
	<u>-</u>	<u>-</u>	<u>-</u>	<u>750</u>	<u>750</u>	<u>750</u>
	<u>153,033</u>	<u>61,840</u>	<u>22,044</u>	<u>750</u>	<u>237,667</u>	<u>226,758</u>

9 GOVERNANCE COSTS

These costs relate to the audit fees for the Bus Service Operators Grant and the charge for the Independent Examination of the accounts.

BUZZER BUSES (DIAL A RIDE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023

10 TANGIBLE FIXED ASSETS

	Motor vehicles £	Office & computer equipment £	Totals £
COST			
At 1 April 2022	249,411	14,211	263,622
Additions	420	1,803	2,223
Disposals	(59,077)		(59,077)
At 31 March 2023	<u>190,754</u>	<u>16,014</u>	<u>206,768</u>
DEPRECIATION			
At 1 April 2022	120,814	10,117	130,931
Charge for year	26,578	1,937	28,515
Disposals	(56,055)	-	(56,055)
At 31 March 2023	<u>91,337</u>	<u>12,054</u>	<u>103,391</u>
NET BOOK VALUE			
At 31 March 2023	<u>99,417</u>	<u>3,960</u>	<u>103,377</u>
At 31 March 2022	<u>128,597</u>	<u>4,094</u>	<u>132,691</u>

11 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade Debtors	13,555	6,370
Other debtors	1,306	588
Prepayments and accrued income	<u>7,386</u>	<u>13,211</u>
	<u>22,247</u>	<u>20,169</u>

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	3,504	2,342
Taxation and social security	2,328	2,072
Accruals and deferred income	<u>2,508</u>	<u>5,566</u>
	<u>8,340</u>	<u>9,980</u>

13 TAXATION

The company is a registered charity and is exempt from corporation tax.

14 PENSIONS

Employees of the charity are entitled to join a defined contribution pension scheme. The charity contribution is restricted to the contributions disclosed in note 7 as 'Pension costs'. The outstanding contributions at the year end are £nil (2022: £nil).

BUZZER BUSES (DIAL A RIDE) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023**

15 STATEMENT OF FUNDS

	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
General funds					
General reserve	120,975	229,508	233,318	(5,750)	111,415
Designated funds					
General contingency reserve	65,000				65,000
Bus replacement reserve	51,516			5,750	57,266
Total unrestricted funds	<u>237,491</u>	<u>229,508</u>	<u>233,318</u>	<u>-</u>	<u>233,681</u>
Restricted funds:					
Capital assets	-	9,349	4,349		5,000
Total restricted funds	<u>-</u>	<u>9,349</u>	<u>4,349</u>	<u>-</u>	<u>5,000</u>
Total funds	<u>237,491</u>	<u>238,857</u>	<u>237,667</u>	<u>-</u>	<u>238,681</u>

The General reserve represents the free funds of the charity which are not designated for particular purposes.

The general contingency reserve is the amount deemed prudent by the trustees to be set aside under the terms of the reserves policy.

The bus replacement reserve represents funds set aside for the replacement of the fleet in due course.

The capital assets fund represents assets purchased out of the restricted grants.

16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds £	Designated funds £	General funds £	2023 Total £	2022 Total £
Fund balances at 31 March 2021 are represented by:					
Tangible fixed assets			103,377	103,377	132,691
Net current assets	5,000	122,266	8,038	135,304	104,800
Net assets	<u>5,000</u>	<u>122,266</u>	<u>111,415</u>	<u>238,681</u>	<u>237,491</u>

17 RELATED PARTY TRANSACTIONS

There were no related party transactions, other than those disclosed below.

Trustees received expenses totalling £94 during the year (2022 - £NIL).

Cost of remuneration for key management personnel amounted to £42,286 (2022 - £38,891).

No trustees received any remuneration during the year. (2022 - £NIL).

BUZZER BUSES (DIAL A RIDE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2023

18 CAPITAL COMMITMENTS

As at 31 March 2023 the company had contracted to purchase motor vehicles of £63,100 (2022: £nil).