

Charity registration number 1113449

Company registration number 05563814 (England and Wales)

WYVERN COMMUNITY TRANSPORT
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

WYVERN COMMUNITY TRANSPORT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

J Berry
E Dray
G Dryhurst
J R Lumley
Mr W Johnson

Charity number

1113449

Company number

05563814

Registered office

The White House
Rear Of Council Offices
Kiln Road
Thundersley, Benfleet
Essex
England
SS7 1TF

Auditor

Francis James & Partners LLP
1386 London Road
Leigh on Sea
Essex
England
SS9 2UJ

WYVERN COMMUNITY TRANSPORT

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WYVERN COMMUNITY TRANSPORT
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022

The trustees who are also directors of the charity for the purpose of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities

The objective of the charity is to provide a community transport service for the residents of the District of Rochford and the surrounding areas who are in need of such a service because of age, sickness or disability (mental or physical), poverty, or because of a lack of available, adequate and safe public transport.

The charity has been providing a similar service for the residents of Castle Point Borough since 1 April 2020.

The trustees have referred to the guidance contained in the Charity Commission general guidance on the public benefit when reviewing the aims and objectives and in the planning of future activities. The trustees always consider how their planned activities will contribute to the overriding aims and objectives.

Achievements and performance

The charity has continued to grow its services since returning to the provision of its core service in June 2021, following the lifting of restrictions imposed in response to the Covid-19 pandemic when the charity suspended all its activities. The charity's policy during the period of the pandemic was to preserve the structure so that it could resume services when permitted. This policy was successful and has meant that the charity has been able to successfully transition back into the provision of its services to local communities.

The charity has five minibuses adapted for the safe transport of disabled people, supporting community transport, and one vehicle adapted for the safe transport of disabled people. The charity's activities include hospital and surgery visits, transport to day care centres or other social care clubs and facilitating necessary shopping trips and family visits through the dial-a-ride scheme and social car scheme. The charity continues to provide a dial-a-ride service for shoppers in Hadleigh and the shopper bus service on Canvey Island (DAR73) continues to operate 5 days a week. The charity's work has benefited the elderly, sick, and disabled within the Rochford District and Castle Point Boroughs, providing independence through increased mobility. The charity continues to work with like-minded organisations to bring about a greater coverage and efficiency of service.

On 31st December 2021 the Charity's Transport Manager resigned from her role in the organisation. There followed a period when the role was vacant while a recruitment process for a new manager was undertaken. During this period key administrative staff and trustees worked closely together to ensure that the day-to-day operations of the charity were not adversely impacted by the absence of a manager. This collaborative approach during a three-month period worked extremely well and to the point when a new manager was appointed in March 2022.

Financial review

The charity's principal funding is received from Essex County Council and Castle Point Borough Council, to provide a community transport scheme for the Rochford and Castle Point districts. The charity also received funds from a small number of grant making charities and trusts.

Essex County Council has continued to fund the charity at the previous years, and we are grateful for their continued backing.

The charity holds no investments, other than its working capital, held as cash at bank.

WYVERN COMMUNITY TRANSPORT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Plans for future periods

The charity always planned to resume its services when lockdown restrictions were eased, and members were seeking to travel again. The minibuses continue to be fitted with PPE facilities enabling the continued compliance with Covid-19 safety measures.

Services were resumed on 16 June 2021 and although take-up has been slow, it is improving. The charity is aiming to build its services back to pre-pandemic levels and undertake the challenging task to expand them further.

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 14 September 2005 and registered as a charity on 28 March 2006. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 per member.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Berry

E Dray

G Dryhurst

P Greig

(Resigned 8 June 2022)

F W Le Grice

(Resigned 9 August 2022)

J R Lumley

Mr W Johnson

The charity aims to ensure that its trustees are able to bring a range of different skills to the board. It therefore looks to recruit trustees from the local community, to include those with transport experience, business experience and local authority experience. All the directors are required to submit themselves for re-election each calendar year.

The day to day running and management of the charity is the responsibility of the directors, who are also the charity trustees for the purpose of charity law. The directors are responsible for identifying and appointing staff members, to whom some of the aspects of the company's charitable work is delegated.

All new trustees are provided with details of their responsibilities, by way of the relevant Charity Commission leaflets. Further training is available to any trustee who wishes to receive it.

The charity is a member of Community Transport Association (charity number 1002222), and is required to maintain its membership under its Articles of Association.

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.

The trustees also undertake regular risk assessment reviews covering the charity's operational, strategic, legal, insurance and employment risks, and where appropriate, systems or procedures have been established to mitigate these risks. Particular consideration is given to the safety of its passengers and staff, to minimise risks.

Auditor

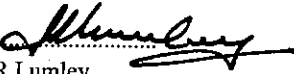
In accordance with the company's articles, a resolution proposing that Francis James & Partners LLP be reappointed as auditor of the company will be put at a General Meeting.

WYVERN COMMUNITY TRANSPORT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees report was approved by the Board of Trustees on

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J R Lumley

Chair

Date: 16-12-2022

WYVERN COMMUNITY TRANSPORT
STATEMENT OF TRUSTEES RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2022

The trustees, who are also the directors of Wyvern Community Transport for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

WYVERN COMMUNITY TRANSPORT
INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF WYVERN COMMUNITY TRANSPORT

Opinion

We have audited the financial statements of Wyvern Community Transport (the 'charitable company') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

WYVERN COMMUNITY TRANSPORT

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF WYVERN COMMUNITY TRANSPORT

Responsibilities of trustees

As explained more fully in the statement of trustees responsibilities, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

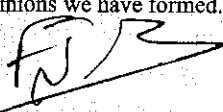
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Julian Francis FCA (Senior Statutory Auditor)
for and on behalf of Francis James & Partners LLP

20/12/2022

Chartered Accountants
Statutory Auditor

1386 London Road
Leigh on Sea
Essex
England
SS9 2UJ

Francis James & Partners LLP is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

WYVERN COMMUNITY TRANSPORT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £
<u>Income from:</u>					
Donations and legacies	2	167,686	10,000	177,686	243,548
Charitable activities	3	22,945	-	22,945	14,678
Investments	4	10	-	10	14
Total income		<u>190,641</u>	<u>10,000</u>	<u>200,641</u>	<u>258,240</u>
<u>Expenditure on:</u>					
Charitable activities	5	<u>193,718</u>	<u>-</u>	<u>193,718</u>	<u>186,307</u>
Net (expenditure)/income for the year/ Net movement in funds		<u>(3,077)</u>	<u>10,000</u>	<u>6,923</u>	<u>71,933</u>
Fund balances at 1 April 2021		<u>132,857</u>	<u>-</u>	<u>132,857</u>	<u>60,924</u>
Fund balances at 31 March 2022		<u><u>129,780</u></u>	<u><u>10,000</u></u>	<u><u>139,780</u></u>	<u><u>132,857</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

WYVERN COMMUNITY TRANSPORT

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	8		15,540		22,007
Current assets					
Cash at bank and in hand		126,040		112,590	
Creditors: amounts falling due within one year	9	(1,800)		(1,740)	
Net current assets			124,240		110,850
Total assets less current liabilities			139,780		132,857
Income funds					
Restricted funds			10,000		-
Unrestricted funds			129,780		132,857
			139,780		132,857

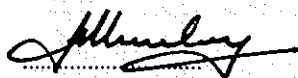
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

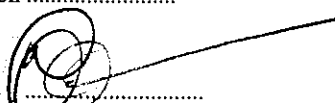
The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on



J R Lumley
Chair



Mr W Johnson
Trustee

Company registration number 05563814

WYVERN COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Wyvern Community Transport is a private company limited by guarantee incorporated in England and Wales. The registered office is The White House, Rear Of Council Offices, Kiln Road, Thundersley, Benfleet, Essex, SS7 1TF, England.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

WYVERN COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% reducing balance
Computers	33% on cost
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2022	2022	2022	2021
	£	£	£	£
Donations and gifts	167,466	10,000	177,466	243,548
Membership fees	220	-	220	-
	<u>167,686</u>	<u>10,000</u>	<u>177,686</u>	<u>243,548</u>

3 Charitable activities

	Charitable Income Heading 1 2022 £	Charitable Income Heading 1 2021 £
Journey contributions	<u>22,945</u>	<u>14,678</u>

4 Investments

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
Interest receivable	<u>10</u>	<u>14</u>

WYVERN COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

5 Charitable activities

	Charitable Expenditure Heading 1 2022 £	Charitable Expenditure Heading 1 2021 £
Staff costs	113,221	119,961
Depreciation and impairment	7,994	7,013
Office equipment	3,104	1,796
Insurance	9,973	6,432
Premises costs	15,228	12,354
Telephone	2,714	2,745
Postage, stationery and advertising	3,256	2,640
Training costs	360	1,260
Sundries	3,939	2,875
Mini bus expenses	25,551	21,843
Travel expenses	1,881	1,336
Bank charges	420	244
	<u>187,641</u>	<u>180,499</u>
Share of governance costs (see note)	6,077	5,808
	<u>193,718</u>	<u>186,307</u>

6 Trustees

None of the trustees (nor any persons connected with them) received any remuneration or benefits from the charitable company during the year.

7 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	<u>7</u>	<u>7</u>
Employment costs	2022	2021
	£	£
Wages and salaries	<u>113,221</u>	<u>119,961</u>

There were no employees whose annual remuneration was more than £60,000.

WYVERN COMMUNITY TRANSPORT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Tangible fixed assets

	Fixtures and fittings	Computers	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 April 2021	10,545	15,958	263,844	290,347
Additions	-	1,027	2,500	3,527
Disposals	-	-	(101,000)	(101,000)
At 31 March 2022	10,545	16,985	165,344	192,874
Depreciation and impairment				
At 1 April 2021	8,483	15,958	243,899	268,340
Depreciation charged in the year	310	339	4,368	5,017
Eliminated in respect of disposals	-	-	(96,023)	(96,023)
At 31 March 2022	8,793	16,297	152,244	177,334
Carrying amount				
At 31 March 2022	1,752	688	13,100	15,540
At 31 March 2021	2,062	-	19,945	22,007

9 Creditors: amounts falling due within one year

	2022	2021
	£	£
Accruals and deferred income	1,800	1,740

10 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2022	2022	2022	2021
	£	£	£	£
Fund balances at 31 March 2022 are represented by:				
Tangible assets	15,540	-	15,540	22,007
Current assets/(liabilities)	124,240	-	124,240	110,850
	139,780	-	139,780	132,857

11 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).