

Charity registration number 1113854

Company registration number 05743952 (England and Wales)

**SHIRE COMMUNITY SERVICES LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# SHIRE COMMUNITY SERVICES LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr G M Lawman Mr H T Tailor Ms E F Turvey Mr B Skittrall Mr D Perry	(Appointed 8 April 2022)
<b>Charity number</b>	1113854	
<b>Company number</b>	05743952	
<b>Principal address</b>	1-3 Orient Way Wellingborough Northants NN8 1AF	
<b>Registered office</b>	1-3 Orient Way Wellingborough Northants NN8 1AF	
<b>Independent examiner</b>	Jervis & Partners 30 Harborough Road Kingsthorpe Northampton NN2 7AZ	

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# SHIRE COMMUNITY SERVICES LIMITED

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# SHIRE COMMUNITY SERVICES LIMITED

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

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "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

Our overwhelming objective is to support the elderly, disabled and vulnerable in the community by offering a range of community transport services enabling them to attend all their medical appointments, shop for themselves, socialise and attend clubs and events with, if necessary, mobility aids appropriate to their needs.

This is facilitated by operating 4 mini buses offering a door to door on demand service, a fleet of volunteer car drivers providing medical appointment transport and a shopmobility scheme enabling the hire of mobility scooters and wheelchairs from our office in the town centre.

These activities are mainly in the Wellingborough area, but we do cover Kettering and further afield with our medical car service.

The transport services provide a direct benefit to individuals within the community, enabling those who would otherwise be isolated and unable to access public transport to attend medical appointments and undertake social activities.

### Achievements and performance

The year to March 2022 was again affected by Covid with many services not running and staff not in the office. Towards the end of the period, we managed to get everything up and running again, although passenger numbers were initially down.

During this year our manager, Annette Breeden sadly passed away which meant a significant upheaval in staffing responsibilities which did have a knock-on effect on the day to day functioning of the charity, however with a new manager in place now, we are looking forward to stabilising the position of the charity and expanding its services.

### Financial review

There was a deficit for the year of £27,703, (2021: surplus £57,493)

Unrestricted funds amounted to £41,103 (2021: £68,807)

Restricted funds amounted to £nil (2021 - £nil)

This year's deficit in comparison to the previous years significant surplus is exaggerated by the £98,505 reduction in Other Income, which previously was the government support under the furlough support package. In addition, with more services back up and running, the operational costs of the vehicles have increased.

We hope to get back to a balanced income and expenditure account for the year ended 31st March 2023, following the resumption of all of our services and a financial review of our overheads that has resulted in significant cost savings.

### 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.

# SHIRE COMMUNITY SERVICES LIMITED

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

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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:

Mr G M Lawman

Mr H T Tailor

Ms E F Turvey

Mr B Skittrall

Mr D Perry

(Appointed 8 April 2022)

### **Recruitment and appointment of new trustees**

The charity is entitled to have a maximum of 10 trustees who are elected from individuals or organisational members at the Annual General Meeting. A maximum of one third of the trustees retire by rotation according to their length of time in office, and all may stand again for election at the Annual General Meeting.

The trustees' report was approved by the Board of Trustees.

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Mr G M Lawman

**Company Secretary**

Date: .....

# SHIRE COMMUNITY SERVICES LIMITED

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SHIRE COMMUNITY SERVICES LIMITED

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I report to the trustees on my examination of the financial statements of Shire Community Services Limited (the charity) for the year ended 31 March 2022.

#### **Responsibilities and basis of report**

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

#### **Jervis & Partners**

30 Harborough Road  
Kingsthorpe  
Northampton  
NN2 7AZ

Dated: .....

# SHIRE COMMUNITY SERVICES LIMITED

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

		Unrestricted funds 2022 £	Unrestricted funds 2021 £
	Notes		
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	69,736	73,141
Charitable activities	4	172,631	149,739
Other trading activities	5	83	-
Other income	6	4,960	103,465
<b>Total income</b>		<b>247,410</b>	<b>326,345</b>
<b><u>Expenditure on:</u></b>			
Raising funds	7	275,113	268,234
Other	11	-	618
<b>Total expenditure</b>		<b>275,113</b>	<b>268,852</b>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(27,703)</b>	<b>57,493</b>
Fund balances at 1 April 2021		68,806	11,314
<b>Fund balances at 31 March 2022</b>		<b>41,103</b>	<b>68,807</b>

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.

# SHIRE COMMUNITY SERVICES LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	12		2,942		4,210
<b>Current assets</b>					
Debtors	13	24,926		22,910	
Cash at bank and in hand		21,721		50,729	
		<u>46,647</u>		<u>73,639</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(8,486)</u>		<u>(9,042)</u>	
Net current assets			38,161		64,597
<b>Total assets less current liabilities</b>			<u>41,103</u>		<u>68,807</u>
<b>Income funds</b>					
Unrestricted funds			41,103		68,807
			<u>41,103</u>		<u>68,807</u>

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.

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 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 .....

.....  
Mr G M Lawman  
Trustee

Company registration number 05743952



# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **1 Accounting policies**

#### **Charity information**

Shire Community Services Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 1-3 Orient Way, Wellingborough, Northants, NN8 1AF.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity'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 charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. 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 charity 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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

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. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.5 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:

Computers	33.3% on cost
Motor vehicles	25% on cost

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.

#### 1.6 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	2,133	9,391
Grants	67,603	63,750
	<u>69,736</u>	<u>73,141</u>

# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 4 Charitable activities

	Wellibus membership & fares 2022 £	Shopmobility 2022 £	Volunteer medical car service - Wellingborough 2022 £	Volunteer medical car service - Kettering 2022 £	Total 2022 £	Total 2021 £
Sales within charitable activities	152,753	1,260	14,072	4,546	172,631	149,739

#### For the year ended 31 March 2021

	Wellibus membership & fares £	Shopmobility £	Volunteer medical car service - Wellingborough £	Volunteer medical car service - Kettering £	Total 2021 £
Sales within charitable activities	146,131	176	3,392	40	149,739
Analysis by fund					
Unrestricted funds	146,131	176	3,392	40	149,739

# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 5 Other trading activities

	Unrestricted funds	Total
	2022	2021
	£	£
Fundraising events	83	-
	<u>83</u>	<u>-</u>

### 6 Other income

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Other income	4,960	103,465
	<u>4,960</u>	<u>103,465</u>

### 7 Raising funds

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
<u>Trading costs</u>		
Support costs	275,113	268,234
	<u>275,113</u>	<u>268,234</u>
	<u>275,113</u>	<u>268,234</u>

# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 8 Support costs

	Support costs	Governance costs	2022 Support costs	Governance costs	2021
	£	£	£	£	£
Staff costs	111,395	33,521	144,916	116,154	153,543
Depreciation	-	1,586	1,586	-	1,481
Radar keys/consumables	75	-	75	44	44
Insurance	6,784	1,384	8,168	5,137	6,440
Catss	5,681	-	5,681	5,681	5,681
Motor vehicle expenses	12,547	-	12,547	6,335	6,335
Equipment leasing	44,318	1,256	45,574	45,285	46,494
Other motor & travel expenses	1,431	-	1,431	925	925
Telephone	1,343	11,120	12,463	1,432	9,766
Repairs & maintenance	2,868	2,211	5,079	184	2,323
Accountancy	-	2,150	2,150	-	2,070
Rent	-	24,000	24,000	-	24,000
Utilities	-	2,265	2,265	-	1,851
Postage and stationery	-	2,141	2,141	-	835
Publicity	-	307	307	-	144
Bank charges	-	1,266	1,266	-	961
Subscriptions & publications	-	289	289	-	214
IT consumables	-	5,175	5,175	-	5,127
	<u>186,442</u>	<u>88,671</u>	<u>275,113</u>	<u>181,177</u>	<u>268,234</u>
Analysed between					
Trading	<u>186,442</u>	<u>88,671</u>	<u>275,113</u>	<u>181,177</u>	<u>268,234</u>

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Staff & management	<u>12</u>	<u>14</u>

# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 10 Employees

(Continued)

Employment costs	2022 £	2021 £
Wages and salaries	79,721	83,944
Drivers hours	64,901	69,369
	<u>144,622</u>	<u>153,313</u>

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

### 11 Other

	Total £ 2022	Unrestricted funds 2021
Net loss on disposal of tangible fixed assets	-	618

### 12 Tangible fixed assets

	Computers £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 April 2021	1,547	5,000	6,547
Additions	318	-	318
At 31 March 2022	<u>1,865</u>	<u>5,000</u>	<u>6,865</u>
<b>Depreciation and impairment</b>			
At 1 April 2021	1,087	1,250	2,337
Depreciation charged in the year	336	1,250	1,586
At 31 March 2022	<u>1,423</u>	<u>2,500</u>	<u>3,923</u>
<b>Carrying amount</b>			
At 31 March 2022	<u>442</u>	<u>2,500</u>	<u>2,942</u>
At 31 March 2021	<u>460</u>	<u>3,750</u>	<u>4,210</u>

# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 13 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	13,605	3,884
Other debtors	2,633	10,378
Prepayments and accrued income	8,688	8,648
	<u>24,926</u>	<u>22,910</u>

### 14 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	873	845
Payments received on account	-	130
Trade creditors	6,559	6,627
Accruals and deferred income	1,054	1,440
	<u>8,486</u>	<u>9,042</u>

### 15 Related party transactions

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