

REGISTERED COMPANY NUMBER: 05730319 (England and Wales)  
REGISTERED CHARITY NUMBER: 1114846

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31 March 2023**  
**for**  
**Community Transport Helpline Limited**

Attwoods  
Chartered Certified Accountants  
182 Worcester Road  
Bromsgrove  
Worcestershire  
B61 7AZ

**Community Transport Helpline Limited**

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**for the Year Ended 31 March 2023**

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## **Community Transport Helpline Limited**

### **Report of the Trustees** **for the Year Ended 31 March 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. 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**

##### **Objectives and aims**

The principal objective of the Company remains to provide a community transport service for such of the inhabitants of Bewdley and within the county of Worcestershire, who are in need of such a service because of age, sickness or disability (mental or physical), poverty or because of a lack of adequate and safe public passenger services.

##### **Volunteers**

Changes to the Board of Trustees during the year are shown on page 2.

The Company is grateful for the diligent efforts of its volunteers who are involved in service provision and fund raising. We are still in need of volunteers to drive our vehicles and, put simply, without volunteers there would not be a service.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The trustees consider it necessary to maintain reserves at a level that enables the Charity to meet its objectives and continue in operation. Our aim is to have sufficient reserves to cover the running costs of the organisation for a period of six months should there be a catastrophic reduction in our income and/or an increase in expenditure.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The Charity is a limited company, limited by guarantee and incorporated and registered on 6 March 2006. The Company was established under a Memorandum of Association which established the objects and powers of the Charity and is governed under its Articles of Association. In the event of the Company being wound up the liability of the members is limited to £1.

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

The trustees are also known as members of the Management Committee, under the Articles of Association, and shall comprise of not less than three members. The Management Committee, at its discretion, may admit to membership individuals, corporate bodies, associations, statutory bodies and others, which support the objectives of the Company.

##### **Induction and training of new trustees**

Where there is a requirement for new trustees, these would be identified and appointed by the Management Committee. The Chair of the committee is responsible for the induction of any new trustee, which involves awareness of a trustee's responsibilities, the governing document, administrative procedures and the history and philosophical approach of the Charity.

##### **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.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

05730319 (England and Wales)

##### **Registered Charity number**

1114846

**Community Transport Helpline Limited**

**Report of the Trustees**  
**for the Year Ended 31 March 2023**

**Registered office**

Unit 18 Wilden Industrial Estate  
Wilden Lane  
Stourport On Severn  
Worcestershire  
DY13 9JY

**Trustees**

J P Cadwallader  
R H Smith  
J C Crellin  
Ms C Foster  
Ms B Sloan (resigned 11.9.23)  
Ms T M Elliott  
Ms S E Beadsworth (appointed 1.12.22)  
C L Perry (appointed 1.9.22)

**Company Secretary**

**Independent Examiner**

Attwoods  
Chartered Certified Accountants  
182 Worcester Road  
Bromsgrove  
Worcestershire  
B61 7AZ

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
J P Cadwallader - Trustee

**Independent Examiner's Report to the Trustees of  
Community Transport Helpline Limited**

**Independent examiner's report to the trustees of Community Transport Helpline Limited ('the Company')**

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

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

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

Ben Newbury FCCA

Attwoods  
Chartered Certified Accountants  
182 Worcester Road  
Bromsgrove  
Worcestershire  
B61 7AZ

Date: .....

**Community Transport Helpline Limited**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2023**

	Notes	<b>31.3.23</b> <b>Unrestricted</b> <b>fund</b> <b>£</b>	31.3.22 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		<b>84,063</b>	79,537
Other trading activities	2	<b>2,166</b>	782
Investment income	3	<b>952</b>	240
<b>Total</b>		<b>87,181</b>	80,559
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
General activities		<b>114,985</b>	98,392
 <b>NET INCOME/(EXPENDITURE)</b>		<b>(27,804)</b>	(17,833)
 <b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<b>152,530</b>	170,363
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>124,726</b>	152,530

The notes form part of these financial statements

**Community Transport Helpline Limited**

**Balance Sheet**  
**31 March 2023**

	Notes	<b>31.3.23 Unrestricted fund £</b>	31.3.22 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	8	<b>11,185</b>	46,621
<b>CURRENT ASSETS</b>			
Debtors	9	<b>502</b>	4,369
Cash at bank		<b>113,548</b>	102,030
		<b>114,050</b>	106,399
<b>CREDITORS</b>			
Amounts falling due within one year	10	<b>(509)</b>	(490)
<b>NET CURRENT ASSETS</b>		<b>113,541</b>	105,909
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>124,726</b>	152,530
<b>NET ASSETS</b>		<b>124,726</b>	152,530
<b>FUNDS</b>	11		
Unrestricted funds		<b>124,726</b>	152,530
<b>TOTAL FUNDS</b>		<b>124,726</b>	152,530

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

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

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
J P Cadwallader - Trustee

The notes form part of these financial statements

## **Community Transport Helpline Limited**

### **Notes to the Financial Statements** **for the Year Ended 31 March 2023**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **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.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

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

Motor vehicles	- 25% on cost
Computer equipment	- 33% on cost

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **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.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.



**Community Transport Helpline Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**2. OTHER TRADING ACTIVITIES**

	<b>31.3.23</b>	31.3.22
	£	£
Fundraising events	<b>2,166</b>	782
	<u><u>          </u></u>	<u><u>          </u></u>

**3. INVESTMENT INCOME**

	<b>31.3.23</b>	31.3.22
	£	£
Deposit account interest	<b>952</b>	240
	<u><u>          </u></u>	<u><u>          </u></u>

**4. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>31.3.23</b>	31.3.22
	£	£
Depreciation - owned assets	<b>35,766</b>	23,311
	<u><u>          </u></u>	<u><u>          </u></u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**6. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	<b>31.3.23</b>	31.3.22
	2	2
Administration	<u><u>          </u></u>	<u><u>          </u></u>

No employees received emoluments in excess of £60,000.

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	79,537
Other trading activities	782
Investment income	240
<b>Total</b>	<u>80,559</u>
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
General activities	<u>98,392</u>
<b>NET INCOME/(EXPENDITURE)</b>	(17,833)

**Community Transport Helpline Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

Unrestricted  
fund  
£

**RECONCILIATION OF FUNDS**

Total funds brought forward

170,363

**TOTAL FUNDS CARRIED FORWARD**

152,530

**8. TANGIBLE FIXED ASSETS**

	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2022	142,849	-	142,849
Additions	-	330	330
	<u>142,849</u>	<u>330</u>	<u>143,179</u>
At 31 March 2023	142,849	330	143,179
<b>DEPRECIATION</b>			
At 1 April 2022	96,228	-	96,228
Charge for year	35,712	54	35,766
	<u>131,940</u>	<u>54</u>	<u>131,994</u>
At 31 March 2023	131,940	54	131,994
<b>NET BOOK VALUE</b>			
At 31 March 2023	<u>10,909</u>	<u>276</u>	<u>11,185</u>
At 31 March 2022	<u>46,621</u>	<u>-</u>	<u>46,621</u>

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.23	31.3.22
	£	£
Prepayments and accrued income	<u>502</u>	<u>4,369</u>

**Community Transport Helpline Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.23</b>	31.3.22
	<b>£</b>	<b>£</b>
Pension fund	<b>245</b>	234
Accrued expenses	<b>264</b>	256
	<hr/> <b>509</b> <hr/>	<hr/> 490 <hr/>

**11. MOVEMENT IN FUNDS**

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>			
General fund	<b>152,530</b>	<b>(27,804)</b>	<b>124,726</b>
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<b>152,530</b>	<b>(27,804)</b>	<b>124,726</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	<b>87,181</b>	<b>(114,985)</b>	<b>(27,804)</b>
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<b>87,181</b>	<b>(114,985)</b>	<b>(27,804)</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Comparatives for movement in funds**

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
General fund	170,363	(17,833)	152,530
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	170,363	(17,833)	152,530
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	80,559	(98,392)	(17,833)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	80,559	(98,392)	(17,833)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Community Transport Helpline Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2023**

**11. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>			
General fund	170,363	(45,637)	124,726
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>170,363</u>	<u>(45,637)</u>	<u>124,726</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	167,740	(213,377)	(45,637)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>167,740</u>	<u>(213,377)</u>	<u>(45,637)</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2023.

**Community Transport Helpline Limited**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2023**

	31.3.23 £	31.3.22 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	3,102	15,963
Grants	25,991	21,391
Subscriptions	3,548	4,404
Concessionary fare scheme	18,930	17,474
Car fares and wheelchair income	31,965	19,883
Other income	527	422
	<hr/>	<hr/>
	84,063	79,537
<b>Other trading activities</b>		
Fundraising events	2,166	782
<b>Investment income</b>		
Deposit account interest	952	240
	<hr/>	<hr/>
<b>Total incoming resources</b>	87,181	80,559
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	42,191	40,293
Pensions	1,262	1,429
Travel and motor expenses	20,923	19,124
Light, heat and water	780	-
Rent	5,000	4,000
Computers and communications	4,403	4,234
Office costs	3,460	3,221
Sundries	276	1,771
Depreciation of motor vehicles	35,712	23,311
Depreciation of computer equipment	54	-
	<hr/>	<hr/>
	114,061	97,383
<b>Support costs</b>		
<b>Finance</b>		
Bank charges	192	56
<b>Governance costs</b>		
Accountancy and payroll	683	953
Legal and professional fees	49	-
	<hr/>	<hr/>
	732	953
<b>Total resources expended</b>	<hr/>	<hr/>
	114,985	98,392
<b>Net expenditure</b>	<hr/>	<hr/>
	(27,804)	(17,833)

This page does not form part of the statutory financial statements