Community Transport South West Ltd

England & Wales · Charity number 1118417

Details

Other names	SOUTH SOMERSET ASSOCIATION FOR VOLUNTARY AND COMMUNITY ACTION LIMITED, Community Transport (South West) Limited
Status	Registered
Legal form	Charitable company
Company number	06014757
Registered	2007-03-19
Register	View on the Charity Commission register

Contact

Address	Unit 5 Yeovil Small Business Centre Houndstone Business Park Yeovil Somerset BA22 8WA
Phone	01935477399
Email	victoria@communitytransport.org.uk
Website	communitytransport.org.uk

Activities

Objects: A. TO PROMOTE ANY CHARITABLE PURPOSES, FOR THE BENEFIT OF THE COMMUNITY, IN THE LOCAL GOVERNMENT DISTRICT OF SOUTH SOMERSET AND IN PARTICULAR, THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS, AND IN THE FURTHERANCE OF THE SAID PURPOSES, BUT NOT FURTHER OR OTHERWISE, TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE SAME AND TO THE END, BRING TOGETHER IN COUNCIL, REPRESENTATIVES OF THE VOLUNTARY ORGANISATIONS AND STATUTORY AUTHORITIES WITHIN THE DISTRICT OF SOUTH SOMERSET.

Activities: To meet un-served social needs in South Somerset, Mendip and Sedgemoor by providing high quality support to voluntary and community sector organisations and, where appropriate, through direct provision of services.

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Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** SOUTH SOMERSET
- Somerset

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£1,013,274	£982,136	£175,093	51
2023-12-31	£924,831	£936,517	£143,955	48
2022-12-31	£835,825	£856,707	£155,641	50
2021-12-31	£733,103	£740,592	£176,523	45
2020-12-31	£632,756	£602,713	£184,012	47

Trustees

Name	Role	Appointed
BRIAN DAVIDSON MAXWELL		
Bethan Forbes		2019-01-01
John Lang Mr		2018-01-01
Lynda Creek Mrs		2019-01-01
Martin Batchelor		2013-12-20
Nicola Anne Roberts		2025-12-09

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Community Transport South West Ltd

England & Wales - Charity number 1118417

Accounts

Community Transport (South West) Limited

(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 31 December 2024

Company Number: 06014757
Charity Registered in England and Wales Number: 1118417

Community Transport (South West) Limited
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For the Year Ended 31 December 2024

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Community Transport (South West) Limited
Reference and Administrative Details
For the Year Ended 31 December 2024

Trustees Directors	M Batchelor L Creek M Forbes J Lang B Maxwell
Community Transport Manager	V Butcher
Company Secretary	B Maxwell
Principal Office and Registered Office	Unit 5 Yeovil Small Business Centre Houndstone Business Park Memorial Road Yeovil Somerset BA22 8WA
Solicitors	Porter Dodson The Close Church Path Yeovil Somerset BA20 1HH
Auditors	Michelle Ferris FCA DChA Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

The trustees, who are also directors for the purposes of the Companies Act, present their report and the financial statements of the charity for the year ended 31 December 2024, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 and comply with the charity's memorandum and articles of association. 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)" have been adopted in preparing the annual report and financial statements of the charity, and they are in accordance with the special provision relating to small companies within Part 15 of the Companies Act 2006.

Structure, governance and management
Community Transport (South West) Limited is a company limited by guarantee, was incorporated on 30 November 2006. The charity was previously known by the name of South Somerset Association for Voluntary and Community Action Limited ("SSVCA") until a change of name resolution was passed on 29 May 2019.

The governing document of Community Transport (South West) Limited is the memorandum and articles of association dated 30 November 2006.

The trustees, who are also the directors for the purpose of company law, who served during the year and since the year end were:

M Batchelor
M Forbes
J Lang
B Maxwell
L Creek
I Speight (Chair) - deceased 15 April 2024

New trustees are invited to become trustees by the existing trustees and resign at the subsequent Annual General Meeting when they can seek re-election. At each subsequent Annual General Meeting one third of the trustees shall retire from office by rotation being those longest in office, and they can seek re-election.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up.

A procedure has been introduced for the induction and training of trustees.

The trustees attend board meetings every two months. The trustees delegate the overall management of to the Chief Administration Officer. The Community Transport General Manager reports directly to Trustees on operational matters.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The trustees regularly review their documented risk management policies.

In April we sadly lost our chair of Trustees, Ian Speight who died suddenly. He had been with the charity for over 10 years. Martin Batchelor, a member the board has taken over as chair.

Objectives and activities
Community Transport (South West) Limited is established to address unmet need in South Somerset by providing high quality support to voluntary and community sector organisations and where appropriate through direct provision of services such as Community Transport.

Achievements and performance
As you can see from the table below overall passenger numbers have increased since 2022, however we struggled with our Group transport as many groups started to cease operating.

	2024	**2023**	**2022**
Group Transport	2134	2207	1940
Private Clients	1360	1293	625
Cars	3739	2357	1967
Slinky	10042	7931	7742
Total Passenger Numbers	17275	13788	12274

As part of the 2025 marketing strategy plan we will be working on increasing our Group transport and Volunteers to help increase our Car Journeys. Private clients is an area on which we are constantly working to increase passenger numbers.

2024 was a stable year with only a few surprises, as some things we already planned and prepared for in 2023.

Fuel prices remained stable. All school contracts were safe as there were no renewals due.

Our Slinky contract was due for renewal after a vigorous tendering process we retained the contract and received an automatic renewal on Route 56.

Vehicle maintenance was an area we had been preparing for in 2023. On the 1st April 2024 Milestone creased trading in their existing format. We therefore had to source vehicle maintenance elsewhere. Since April 2024, a local company called Performance 3000 have been conducting our 13 week Safety Inspections, Servicing and MOT's as well as general maintenance. We have also been using Quedam Tyres as a secondary garage for general maintenance when Performance 3000 do not have the capacity to take on last minute work.

Our Tail Lifts are inspected and maintained by Alfa Tail Lifts. All work is conducted on site.

Amongst the drivers that we employ we have several ex-mechanics, they carryout small maintenance that used to be covered by Milestone, such tasks include light bulbs, top up oil, AD Blue and Wing Mirror Glass.

The lease on the Citroens ended in September, we made the decision to purchase them as it is cheaper than leasing replacement vehicles.

Our day trips during the school holidays continued to be successful. The most popular trips continue to be Sidmouth, Ottery St Mary Garden Centre and Weston Super Mare.

In August, our youngest driver (54 years old) was diagnosed with cancer and passed away within 2 weeks. This effected the staff deeply as he had a cheeky cheerful personality and would brighten up any room.

Fundraising
Community Transport South West Ltd relies on donations from members of the public and private companies. With an every changing world that we are living in and the poverty that many families are facing, we will be looking at employing or recruiting a volunteer to fundraise monies to provide low income SEND families with days out during the school holidays as well as pantomime trips over Christmas. With the changes hitting the benefits system and the cutbacks in support for SEND families I am hoping Community Transport South West Ltd can help to make a difference going forward within the Community.

Community Transport (South West) Limited has not undertaken any public fundraising activities in 2024, with all income coming from services provided and grants.

Public benefit
The trustees report that the charitable activities described in the paragraphs above are for the public benefit. The trustees also confirm that they have complied with section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Financial review
During the year incoming resources amounted to £1,013,274 (2023 – £924,831). Charitable expenditure during the year amounted to £982,136 (2023 – £936,517) and further analysis is provided in note 5 to the financial statements.

This resulted in a surplus generated of £31,138 (2023 – deficit of £11,686). Within this figure is depreciation of £14,000 (2023 - £3,159), which when added back would give a net trading position of a surplus of £45,138 (2023 – deficit of £8,527).

As at the year end, the charity held reserves of £175,093, all unrestricted (2023 - £143,955, all unrestricted). This included £156,187 (2023 - £149,622) of cash reserves.

Reserves policy
The charity has a reserves policy aiming to hold sufficient reserves to enable the charity to operate for 3 months without any funding sources. This would equate to reserves of approximately £249,000. Free reserves at the end of the year were £175,093 (2023 - £143,955). It is the aim of the trustees that this reserves level will be built to the desired amount over the course of the next 3 years.

Pay setting arrangements for Key Management Personnel
Decisions on pay for key management personnel are made on an annual basis by the trustees**.**

Plans for future periods
In December 2024 I started calculating affect the government's announcement to increase the Employers National Insurance Contribution would have on the Charity. The effect would be devastating…….

In early 2025 we had a plan in place working with Somerset Council to help ensure the survival of the charity. The plan involved us returning all the routes to Somerset Council and retendering them. Neither ourselves or the Somerset Council could see any competition that would be interested in the routes. The plan felt safe. When returning the routes we had to factor into the budget that none of the routes would be eligible for a discretionary increase until 1st April 2027, therefore the price had to reflect not only the current deficit but also how prices might increase between tendering and 31st March 2027. The biggest increases would include wages and fuel costs which we cannot plan for so far in advance.

Up to 31st May 2025, we had returned 10 Routes to Somerset Council, unfortunately out of the 10 Routes, 2 Routes were not successful, which surprised both us and Somerset Council as a surprise operator from outside of the South Somerset area was successful in obtaining the 2 Routes.

After looking at the budget we decided that the routes that were awarded had enough surplus for the remainder of 2025. Therefore, by delaying the return of the remaining 4 routes this would mean not all contracts would end in 2030. By delaying some routes to 2026 this would mean that some routes would be renewed in 2031, helping the longevity of the charity.

When returning the routes we had to be mindful that any wage, fuel and overhead increases would have to be factored in as there would be no increase as previously mentioned. Having lost 2 Routes this has decreased our outgoings by 5 sets of wages and the lease of 2 minibuses, with all that in mind we will reviewing the level of reserves to see how the loss has had an impact. Each year we have no schoolwork in August the lack of income always affects any surplus made up to that point in the year therefore once all the overheads have been paid for August and September a review of the monies held in the current account will take place and any surplus transferred to the Reserves.

Statement of Trustees Responsibilities

The trustees (who are also directors of South Somerset Association for Voluntary and Community Action Limited for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the Director's Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, *the Financial Reporting Standard applicable in the UK and the Republic of Ireland* (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 income and expenditure, of the charitable company for that period. 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 judgments and accounting 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 business.

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. The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. 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.

Approved by the trustees on 22 July 2025 and signed on their behalf by:

B Maxwell
Trustee

Opinion
We have audited the financial statements of Community Transport (South West) Limited (the 'charitable company') for the year ended 31 December 2024, which comprise the Statement of Financial Activities, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 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 December 2024 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 trustee's 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 entity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

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

Other information
The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

Opinion on other matter prescribed by the Companies Act 2006
In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report have been prepared in accordance with applicable legal requirements.

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees' Report.

Matters on which we are required to report by exception
We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustee Directors' Report and from the requirement to prepare a Strategic Report.

Responsibilities of trustees
As explained more fully in the Statement of Trustees' Responsibilities set out on page 25, the trustees (who are also the directors of the charitable company for the purposes 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
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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The extent to which the audit was considered capable of detecting irregularities including fraud
Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with management, and from our commercial knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, Charity SORP FRS 2019, employment, data protection and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation, claims and breaches of relevant legislation; and
- reviewing correspondence with the Charity Commission and other relevant regulators including the company's legal advisors and insurers.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Other matters
In forming our opinion on the financial statements, which is not modified, we note the prior period financial statements were not audited. Consequently, International Standards on Auditing (UK & Ireland) require the auditor to state that the corresponding figures contained within these financial statements are unaudited.

Use of our report
This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and 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 charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Michelle Ferris BSc (Hons) FCA DChA (Senior Statutory Auditor)
for and on behalf of
Albert Goodman LLP
Chartered Accountants
Statutory Auditor

Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date: 31 July 2025

Community Transport (South West) Limited
Statement of Financial Activities (including Income and Expenditure Account)
For the Year Ended 31 December 2024

	Notes	Unrestricted £	Restricted £	Total 2024 £	Unrestricted £	Restricted £	Total 2023 £
Income:							
Donations and gifts	2	423	-	423	30	-	30
Charitable activities	3	987,213	-	987,213	910,510	-	910,510
Other income	4	25,638	-	25,638	14,291	-	14,291
Total income		1,013,274	-	1,013,274	924,831	-	924,831
Expenditure:							
Charitable activities	5	982,136	-	982,136	936,517	-	936,517
Total expenditure		982,136	-	982,136	936,517	-	936,517
Net income/(expenditure) for the year		31,138	-	31,138	(11,686)	-	(11,686)
Net movement in funds for the year		31,138	-	31,138	(11,686)	-	(11,686)
Reconciliation of funds							
Total funds brought forward		143,955	-	143,955	155,641	-	155,641
Total funds carried forward		175,093	-	175,093	143,955	-	143,955

There are no gains or losses other than those shown above. The statement of financial activities incorporates the income and expenditure account.

Balance sheet
As at 31 December 2024

	Notes	£	2024 £	£	2023 £
Fixed assets					
Tangible fixed assets	9		154,000		-
			154,000		-
Current assets					
Debtors	10	96,485		85,122	
Cash at bank and in hand		156,187		149,622	
		252,672		234,744	
Liabilities:					
Creditors falling due within one year	11	(137,174)		(90,789)	
Net current assets			115,498		143,955
Total assets less current liabilities			269,498		143,955
Liabilities:					
Creditors due in more than one year	11		(94,405)		-
Total net assets			175,093		143,955
The funds of the charity:					
Unrestricted funds	12		175,093		143,955
Total charity funds			175,093		143,955

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board for issue on 22 July 2025 and signed on its behalf by:

B Maxwell
Trustee

Community Transport (South West) Limited
Statement of Cash Flows
For the Year Ended 31 December 2024

	Notes	Total 2024 £	Total 2023 £
Cash flows from operating activities			
Net movements in funds for the year		31,138	(11,686)
Adjustments to cash flows from non-cash items			
Depreciation	9	14,000	3,159
		45,138	(8,527)
Working capital adjustments			
(Increase)/Decrease in debtors	10	(11,363)	(14,369)
Increase/(Decrease) in creditors	11	140,790	44,381
Net cash flow from operations		174,565	21,485
Cash flows from investing activities			
Purchase of fixed assets	9	(168,000)	-
		(168,000)	-
Net increase/(decrease) in cash and cash equivalents		6,565	21,485
Cash and cash equivalents at the beginning of the reporting period		149,622	128,137
Cash and cash equivalents at the end of the reporting period		156,187	149,622
Reconciliation of net debt:			
Cash at bank:			
At the start of the year		149,622	128,137
Cashflows		6,565	21,485
At the end of the year		156,187	149,622

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are:

1.1 Basis of accounting

The Financial Statements have been prepared in accordance with 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) – (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Community Transport (South West) Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). All amounts are presented in £ sterling.

1.2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Income

Income from donations and gifts is recognised in the year in which they are receivable when there is evidence of entitlement, receipt is probable and the amount can be reliably measured. Where gift aid income has not been received relating to donations received, income is accrued.

Income from charitable activities is included in the period in which the charity is entitled to receipt, it is probable that economic benefits will flow to the entity and the amount can be reliably measured.

Other income is included in the period in which the charity is entitled to receipt, it is probable that economic benefits will flow to the entity and the amount can be reliably measured. Where fuel rebate income has not been received relating to mileage conducted in the year, income is accrued.

1.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of interest paid or payable by the bank.

1.5 Pension costs

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

1.6 Expenditure

Expenditure is recognised on the accruals basis to match the period in which the expenditure was incurred.

1.7 Operating leases

The charity classifies the lease of property and office equipment as an operating lease when title remains with the lessor. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

1.8 **Fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computers	3 years straight line or to cessation of the project
Motor vehicles	7 years straight line or over life of lease
Fixtures and fittings	3 years straight line

1.9 **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.10 **Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.11 **Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1.12 **Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial liability.

1.13 **Taxation**

The company is a registered charity and is therefore not liable to corporation tax or capital gains tax to the extent that its income and gains are applicable to charitable purposes only. The charity is VAT registered and therefore value added tax is recoverable for taxable supplies.

1.14 **Fund accounting**

The unrestricted general fund can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the Directors for particular purposes.

Restricted funds are funds which are to be used in accordance with the specific restrictions imposed by donors which have been raised by the charity for particular purposes.

1.15 **Going concern**

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events and conditions that may cast significant doubt on the ability of the company to continue as a going concern. The trustees make an assessment in respect of a period of at least one year from the date of authorisation for the issue of the financial statements and have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future and there is no material uncertainties about the charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

1.16 **Donated services**

The charity benefits greatly from the involvement and support of its many volunteers. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

2 Donations

	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Donations	423	-	423	30	-	30
	423	-	423	30	-	30

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Minibus and transport hire	987,213	-	987,213	910,510	-	910,510
	987,213	-	987,213	910,510	-	910,510

4 Other income

	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Fuel rebate	25,638	-	25,638	14,291	-	14,291
	25,638	-	25,638	14,291	-	14,291

5 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Staff costs	688,433	-	688,433	601,965	-	601,965
Depreciation	14,000	-	14,000	3,159	-	3,159
Bookkeeping and payroll	3,147	-	3,147	1,168	-	1,168
Rent	3,668	-	3,668	4,727	-	4,727
Office costs	26,364	-	26,364	26,970	-	26,970
Volunteers' expenses	(6,012)	-	(6,012)	18,428	-	18,428
Vehicle fuel	64,272	-	64,272	69,837	-	69,837
Vehicle leasing	100,040	-	100,040	116,671	-	116,671
Vehicle repairs and maintenance	38,074	-	38,074	44,256	-	44,256
Vehicle insurance and RFL	31,635	-	31,635	35,584	-	35,584
Bank charges	814	-	814	1,010	-	1,010
Legal and professional fees	2,826	-	2,826	445	-	445
Sundry expenses	(642)	-	(642)	7,989	-	7,989
Accountancy	5,222	-	5,222	2,628	-	2,628
Audit fees	8,000	-	8,000	-	-	1,600
Independent examination fees	-	-	-	1,680	-	1,680
Bad debts	2,295	-	2,295	-	-	-
	982,136	-	982,136	936,517	-	938,117

6 Trustee directors

One Trustee Director contributes their time as a volunteer driver and does not receive any remuneration for their role, but has reclaimed £1,303 for mileage in line with other volunteer drivers (2023 – £1,308).

7 Wages and salaries

	2024 £	2023 £
Wages and salaries	644,018	492,453
Social security costs	36,312	90,019
Pension costs	7,298	16,394
Travel and training costs	805	3,099
	688,433	601,965

No individual employee was paid over £60,000 (2023: none).

The key management personnel of the charity comprise the trustees and Community Transport manager. The total employee benefits of the key management personnel of the charity for 2024 were £50,685 (2023: £40,267).

The average monthly number of employees during the period was:

	2024	2023
Community Transport	51	48
	51	48

In addition to the above, there are approximately 24 (2023 – 21) volunteers who assist the charity.

8 Net income/(expenditure) for the year

	2024 £	2023 £
This is stated after charging:		
Depreciation	14,000	3,158
Operating leases	103,708	121,398
Auditors remuneration		
Independent examination fees	-	1,680
Audit fees	8,000	-
Other services: accounting	3,195	2,628

9 Tangible assets

	Computers	Motor vehicles	Fixtures & Fittings	Total
	£	£	£	£
Cost				
At 1 January 2024	8,305	145,720	330	154,355
Additions	-	168,000	-	168,000
At 31 December 2024	8,305	313,720	330	322,355
Depreciation				
At 1 January 2024	8,305	145,720	330	154,355
Charge for the year	-	14,000	-	14,000
At 31 December 2024	8,305	159,720	330	168,355
Net book value				
At 31 December 2024	-	154,000	-	154,000
At 1 January 2024	-	-	-	-

10 Debtors

	2024	2023
	£	£
Trade debtors	77,821	72,161
Prepayments	3,383	2,753
Other debtors	15,281	10,208
	96,485	85,122

11 Creditors: amounts falling due within one year

	2024	2023
	£	£
Trade creditors	12,928	31,311
Taxation and social security	17,455	17,422
Accruals and deferred income	10,699	2,720
Other creditors	48,396	38,566
HP liability	47,248	-
VAT	448	770
	137,174	90,789

11 Creditors continued: amounts falling due in more than one year

	2024	2023
	£	£
HP liability	94,405	-
	94,405	-

The finance charge on the hire purchase liability during the year is £2,361 (2023 - £nil). The carrying amount of equipment which is pledged as security against the hire purchase liability is £154,000 (2023 - £nil).

12 Statement of funds – 2024

	Balance 01/01/2024	Income	Expenditure	Transfers	Balance 31/12/2024
	£	£	£	£	£
Unrestricted funds					
General	143,955	1,013,274	(982,136)	-	175,093
Total unrestricted funds	143,955	1,013,274	(982,136)	-	175,093
Total funds	143,955	1,013,274	(982,136)	-	175,093

Statement of funds – 2023

	Balance 01/01/2023	Income	Expenditure	Transfers	Balance 31/12/2023
	£	£	£	£	£
Unrestricted funds					
General	155,641	924,831	(936,517)	-	143,955
Total unrestricted funds	155,641	924,831	(936,517)	-	143,955
Total funds	155,641	924,831	(936,517)	-	143,955

General unrestricted funds are the free reserves of the charity to be applied at the discretion of the trustees to further any of the charitable purposes.

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Tangible fixed assets	154,000	-	154,000	-	-	-
Current assets	252,672	-	252,672	234,744	-	234,744
Creditors due within one year	(137,174)	-	(137,174)	(90,789)	-	(90,789)
Creditors due more than one year	(94,405)	-	(94,405)	-	-	-
	175,093	-	175,093	143,955	-	143,955

14 Commitments under operating leases

At 31 December 2024 the company had commitments under non-cancellable operating leases as follows:

	Land and buildings 2024 £	Land and buildings 2023 £
Expiry date:		
Within one year	486	772
	486	772

	Other 2024 £	Other 2023 £
Expiry date:		
Within one year	286	59,761
Between two and five years	738	87,085
	1,024	146,846

The lease payments recognised as an expense during the year are £38,194 (2023: £59,597).

Community Transport South West Ltd

England & Wales - Charity number 1118417

Accounts

Community Transport (South West) Limited

(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 31 December 2022

Company Number: 06014757
Charity Registered in England and Wales Number: 1118417

Community Transport (South West) Limited
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Community Transport (South West) Limited
Reference and Administrative Details
For the Year Ended 31 December 2022

Trustees and Directors	M Batchelor L Creek M Forbes J Lang B Maxwell I Speight (Chair)
Community Transport Manager	V Butcher
Company Secretary	B Maxwell
Principal Office and Registered Office	Unit 5 Yeovil Small Business Centre Houndstone Business Park Memorial Road Yeovil Somerset BA22 8WA
Solicitors	Porter Dodson The Close Church Path Yeovil Somerset BA20 1HH
Accountants	Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

The trustees, who are also directors for the purposes of the Companies Act, present their report and the financial statements of the charity for the year ended 31 December 2022, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 and comply with the charity's memorandum and articles of association. 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)" have been adopted in preparing the annual report and financial statements of the charity, and they are in accordance with the special provision relating to small companies within Part 15 of the Companies Act 2006.

Structure, governance and management

Community Transport (South West) Limited is a company limited by guarantee, was incorporated on 30 November 2006. The charity was previously known by the name of South Somerset Association for Voluntary and Community Action Limited ("SSVCA") until a change of name resolution was passed on 29 May 2019.

The governing document of Community Transport (South West) Limited is the memorandum and articles of association dated 30 November 2006.

The trustees, who are also the directors for the purpose of company law, who served during the year and since the year end were:

M Batchelor
M Forbes
J Lang
B Maxwell
L Creek
I Speight (Chair)

New trustees are invited to become trustees by the existing trustees and resign at the subsequent Annual General Meeting when they can seek re-election. At each subsequent Annual General Meeting one third of the trustees shall retire from office by rotation being those longest in office, and they can seek re-election.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up.

A procedure has been introduced for the induction and training of trustees.

The trustees attend board meetings every two months. The trustees delegate the overall management of to the Chief Administration Officer. The Community Transport General Manager reports directly to Trustees on operational matters.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The trustees regularly review their documented risk management policies.

Objectives and activities

Community Transport (South West) Limited is established to address unmet need in South Somerset by providing high quality support to voluntary and community sector organisations and where appropriate through direct provision of services such as Community Transport.

Chair's report

Having not only survived the vicissitudes of covid but modestly prospered, Community Transport management could reasonably have expected a period of stability to consolidate their position and plan for the future.

Sadly, the onset of Putin's war coupled with the debacle of the Truss/Kwarteng's forty-four days in office put us once more into survival mode. Fuel prices rocketed and the economic uncertainty affected not only our direct costs but our clients as well.

We were offered some help with our council contracts and slowly the need for local transport reasserted itself. Our care home journeys continued to supply a vital service and our group trips, self-drive hire and private clients' trips have exceeded pre covid levels. Journeys with Community Cars have increased due to cuts in rural bus routes.

As always, finding and retaining staff continues to be a problem however but with the support of our regulars and a certain amount of realignment of our school contracts, we have covered all our responsibilities.

Once again, the Trustees offer their thanks to Victoria and her team who have, against unexpected odds, have steered Community Transport South West.

Ian Speight,
Chairman of Trustees.

Community Transport South West Limited

Well for the first time in 2 years this report is not going to concentrate on operating within COVID restrictions, it will to contrate on what happens after COVID.

On 24th February the government started lifting all COVID restrictions and life started to get back to some form of normality, the public were still nervous, but things started to resemble some normalization. There was no more testing, no more isolating and no more facemasks.

As good working practice we continued to give all the buses a thorough clean at the end of each day and we have kept this practice right up until the current day. As testing was no longer mandatory only advised, due to the vulnerability of our clients we asked staff that were off sick with COVID to test. Any positive tests although no longer mandatory to isolate, we requested staff stay off for 5 days if the test was positive. This helps protect the vulnerable clients that we transport. This proved to be difficult to staff all the routes at times, but with a big sigh of relief I can look back and say we got everyone where they needed to be at the end of every day.
So, thinking we should have a normal quiet year on the horizon, we should be able to start our COVID recovery plan, how wrong could I be. COVID stayed at bay, but other sources were at work.

Also, on 24th February Russia invaded Ukraine an act that would affect everyday lives across Europe and many parts of the world. Many crops were grown in the Ukraine and much of the gas supplied across Europe came from Russia. Food prices increased and the cost of fuel escalated. Fuel went from £1.46 per litre to £1.99 per litre before starting to fall again. From a budget point of view, we went from spending £5500 per month to £7700 per month on fuel.

With fuel increasing on daily basis, we had to be creative about when and where we fuelled the minibuses many fuel stations regularly ran out of fuel. Drivers at 1 stage were buying fuel with there own money and we are reimbursing them straight away due to the garage where we had fuel cards to purchase fuel, not having enough deliveries to keep with up demand. We were proud with the achievement that we kept everything running.

Things started to settle down in May and come November prices had started to come down significantly although they have not reduced back to pre-fuel crisis prices.

To help with the fuel costs all Somerset County Council Contracts issued before September 2021 from April 1st 2022, were given a temporary 2% uplift on the contract prices to help assist with the increase in fuel. This increase would be applied through to March 31st 2023.

In May 2022 lots of groups that stopped meeting when the pandemic started their regular meetings again. Some had tried to restart earlier but were not able to run continually. This was great news for our elderly clients as there weekly regular trips out could resume. We also started to get trip enquiries for new local groups, village organisations and care homes, Fiveways and Fairmead Schools both started to use us for outside of school activities such as horse riding and swimming.

The need for some organisations to use our vehicles without drivers increased and we saw in a growth in new clients for self-drive bookings this included local Scout groups and Holyrood School.



At Easter we tested the water with our own day trips, they all ran safely and COVID free. We had many clients ringing and asking for information on our summer trips. In June we advertised our own trips. We took a total of 165 passengers on 17 trips over 8 days.

This was our most successful summer trip campaign since we started running them before the Pandemic. In September we gained 1 new school route running from Crewkerne into Fairmead. This increased our School Routes from 13 to 14 and over 200 children.

Care Homes started to open their Day Care facilities as did Yeovil Day Centre. However, we sadly lost some clients during the Pandemic which meant we started transporting a new group of clients attending day care.

Recruiting staff was a struggle then and is still a challenge in 2023. We attended a couple of recruitment fares. We also did a couple of radio appeals for staff as well as Social Media advertising.

We spent the year tightening our belts; however, the fuel crisis really didn't help going into 2023 with the prices of everything from diesel, electricity and labour costs increasing in price. The purse strings were definitely in need of tightening.

Going into 2023, we would start looking at replacing the Citroen lease vehicles and be forever hopefully that recruiting staff would become easier, this would mean we would have a bigger opportunity to increase our group and social care work. As well as hoping life would settle down between Russia and Ukraine.

I would also like to take this opportunity to thank all the staff for their hard work Community Transport during 2022, as with the previous couple of year we have been set many challenges that with lots of team work we have.

Victoria Butcher
General Manager
June 2023

Public benefit

The trustees report that the charitable activities described in the paragraphs above are for the public benefit. The trustees also confirm that they have complied with section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Financial review

During the year incoming resources amounted to £835,825 (2021 – £733,103). Charitable expenditure during the year amounted to £856,707 (2021 – £740,592) and further analysis is provided in note 5 to the financial statements.

This resulted in a deficit generated of £20,882 (2021 – deficit of £7,489). Within this deficit is depreciation and a gain on disposal of £6,646, which when added back would give a net trading position of a deficit of £14,236 (2021: surplus of £23,225).

As at the year end, the charity held reserves of £155,641, all unrestricted (2021 - £176,523, all unrestricted). This included £128,137 (2021 - £162,895) of cash reserves.

Reserves policy

The charity has a reserves policy aiming to hold sufficient reserves to enable the charity to operate for 3 months without any funding sources. This would equate to reserves of approximately £212,000. Free reserves at the end of the year were £152,482. It is the aim of the trustees that this reserves level will be built to the desired amount over the course of the next 3 years.

Fundraising

Community Transport (South West) Limited has not undertaken any public fundraising activities in 2022, with all income coming from services provided and grants.

Pay setting arrangements for Key Management Personnel

Decisions on pay for key management personnel are made on an annual basis by the trustees.

Statement of Trustees Responsibilities

The trustees (who are also directors of South Somerset Association for Voluntary and Community Action Limited for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the Director's Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, *the Financial Reporting Standard applicable in the UK and the Republic of Ireland* (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 income and expenditure, of the charitable company for that period. 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 judgments and accounting 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 business.

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. The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. 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.

Approved by the trustees on 10th Aug 23 and signed on their behalf by:

B Maxwell
Trustee

Independent examiners report to the Trustees of Community Transport (South West) Limited

I report to the charity trustees on my examination of the accounts of Community Transport (South West) ("the Company") for the year ended 31 December 2022.

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

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 comply with these 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.

.....
Michelle Ferris BSc (Hons) FCA DChA

Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date: 21/09/2023

Balance sheet
As at 31 December 2022

	Notes	£	2022 £	£	2021 £
Fixed assets					
Tangible fixed assets	9		3,159		11,055
			3,159		11,055
Current assets					
Debtors	10	70,753		73,542	
Cash at bank and in hand		128,137		162,895	
		198,890		236,437	
Liabilities:					
Creditors falling due within one year	11	(46,408)		(70,969)	
Net current assets			152,482		165,468
Total net assets			155,641		176,523
The funds of the charity:					
Unrestricted funds	12		155,641		176,523
Total charity funds			155,641		176,523

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

Approved by the Board for issue on 9th Aug 23 and signed on its behalf by:

B Maxwell
Trustee

M Batchelor
Trustee

Community Transport (South West) Limited
Statement of Financial Activities (including Income and Expenditure Account)
For the Year Ended 31 December 2022

	Notes	Unrestricted £	Restricted £	Total 2022 £	Unrestricted £	Restricted £	Total 2021 £
Income:							
Donations and gifts	2	-	-	-	2,647	-	2,647
Charitable activities	3	824,439	-	824,439	719,947	-	719,947
Other income	4	11,386	-	11,386	10,509	-	10,509
Total income		835,825	-	835,825	733,103	-	733,103
Expenditure:							
Charitable activities	5	856,707	-	856,707	740,592	-	740,592
Total expenditure		856,707	-	856,707	740,592	-	740,592
Net income/(expenditure) for the year		(20,882)	-	(20,882)	(7,489)	-	(7,489)
Transfers in funds	12	-	-	-	-	-	-
Net movement in funds for the year		(20,882)	-	(20,882)	(7,489)	-	(7,489)
Reconciliation of funds							
Total funds brought forward		176,523	-	176,523	184,012	-	184,012
Total funds carried forward		155,641	-	155,641	176,523	-	176,523

There are no gains or losses other than those shown above. The statement of financial activities incorporates the income and expenditure account.

Community Transport (South West) Limited
Statement of Cash Flows
For the Year Ended 31 December 2022

	Notes	Total 2022 £	Total 2021 £
Cash flows from operating activities			
Net movements in funds for the year		(20,882)	(7,489)
Adjustments to cash flows from non-cash items			
Depreciation	9	7,896	21,132
Gain on sale of assets		(1,250)	9,582
		(14,236)	23,225
Working capital adjustments			
(Increase)/Decrease in debtors	10	2,789	(15,154)
Increase/(Decrease) in creditors	11	(24,561)	33,913
Net cash flow from operations		(36,008)	41,984
Cash flows from investing activities			
Receipts from sale of tangible assets		1,250	3,000
		1,250	3,000
Cash flows from financing activities			
Repayment of long term concessionary loan		-	(15,000)
		-	(15,000)
Net increase/(decrease) in cash and cash equivalents		(34,758)	29,984
Cash and cash equivalents at the beginning of the reporting period		162,895	132,911
Cash and cash equivalents at the end of the reporting period		128,137	162,895

Reconciliation of net debt:		
Cash at bank:		
At the start of the year	162,895	132,911
Cashflows	(34,758)	29,984
At the end of the year	128,137	162,895

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are:

1.1 Basis of accounting

The Financial Statements have been prepared in accordance with 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) – (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Community Transport (South West) Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). All amounts are presented in £ sterling.

1.2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Income

Income from donations and gifts is recognised in the year in which they are receivable when there is evidence of entitlement, receipt is probable and the amount can be reliably measured. Where gift aid income has not been received relating to donations received, income is accrued.

Income from charitable activities is included in the period in which the charity is entitled to receipt, it is probable that economic benefits will flow to the entity and the amount can be reliably measured.

Other income is included in the period in which the charity is entitled to receipt, it is probable that economic benefits will flow to the entity and the amount can be reliably measured. Where fuel rebate income has not been received relating to mileage conducted in the year, income is accrued.

1.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of interest paid or payable by the bank.

1.5 Pension costs

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

1.6 Expenditure

Expenditure is recognised on the accruals basis to match the period in which the expenditure was incurred.

1.7 Operating leases

The charity classifies the lease of property and office equipment as an operating lease when title remains with the lessor. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

1.8 **Fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computers	3 years straight line or to cessation of the project
Motor vehicles	7 years straight line
Fixtures and fittings	3 years straight line

1.9 **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.10 **Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.11 **Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1.12 **Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial liability.

1.13 **Concessionary loan**

The charity received concessionary loans in 2015 and 2019 to further its charitable aims free of interest. The loans are initially recognised at transaction value and subsequently measured to reflect repayments and if necessary any impairments. The final loan was paid off in 2021.

1.14 **Taxation**

The company is a registered charity and is therefore not liable to corporation tax or capital gains tax to the extent that its income and gains are applicable to charitable purposes only. The charity is VAT registered and therefore value added tax is recoverable for taxable supplies.

1.15 **Fund accounting**

The unrestricted general fund can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the Directors for particular purposes.

Restricted funds are funds which are to be used in accordance with the specific restrictions imposed by donors which have been raised by the charity for particular purposes.

1.16 **Going concern**

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events and conditions that may cast significant doubt on the ability of the company to continue as a going concern. The trustees make an assessment in respect of a period of at least one year from the date of authorisation for the issue of the financial statements and have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future and there is no material uncertainties about the charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

1.17 **Donated services**

The charity benefits greatly from the involvement and support of its many volunteers. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

2 Donations

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Donations	-	-	-	2,647	-	2,647
	-	-	-	2,647	-	2,647

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Minibus and transport hire	824,439	-	824,439	719,947	-	719,947
	824,439	-	824,439	719,947	-	719,947

4 Other income

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Fuel rebate	10,136	-	10,136	10,490	-	10,490
Other income	-	-	-	19	-	19
Profit on disposal of fixed assets	1,250	-	1,250	-	-	-
	11,386	-	11,386	10,509	-	10,509

5 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Staff costs	524,843	-	524,843	438,381	-	438,381
Depreciation	7,896	-	7,896	21,133	-	21,133
Bookkeeping and payroll	3,280	-	3,280	2,392	-	2,392
Rent	4,993	-	4,993	5,401	-	5,401
Office costs	25,991	-	25,991	26,246	-	26,246
Volunteers' expenses	14,275	-	14,275	14,797	-	14,797
Vehicle fuel	75,554	-	75,554	46,441	-	46,441
Vehicle leasing	131,030	-	131,030	104,040	-	104,040
Vehicle repairs and maintenance	29,055	-	29,055	33,167	-	33,167
Vehicle insurance and RFL	28,322	-	28,322	30,046	-	30,046
Bank charges	254	-	254	762	-	762
Legal and professional fees	365	-	365	737	-	737
Loss / (gain) on disposal of fixed assets	(1,250)	-	(1,250)	9,582	-	9,582
Sundry expenses	8,886	-	8,886	5,895	-	5,895
Accountancy	1,613	-	1,613	1,572	-	1,572
Independent examination	1,600	-	1,600	-	-	-
	856,707	-	856,707	740,592	-	740,592

6 Trustee directors

None of the Trustee Directors (or any persons connected with them) received any remuneration or expenses during the year (2021 – none).

7 Wages and salaries

	2022 £	2021 £
Wages and salaries	439,382	375,294
Social security costs	71,847	49,630
Pension costs	12,825	12,674
Travel and training costs	789	783
	524,843	438,381

No individual employee was paid over £60,000 (2021: none).

The key management personnel of the charity comprise the trustees and Community Transport manager. The total employee benefits of the key management personnel of the charity for 2021 were £38,447 (2021: £36,536).

The average monthly number of employees during the period was:

	2022	2021
Community Transport	46	45
	46	45

In addition to the above, there are approximately 25 (2021 – 20) volunteers who assist the charity.

8 Net income/(expenditure) for the year

	2022 £	2021 £
This is stated after charging:		
Depreciation	7,896	21,133
(Profit)/Loss on disposal of assets	(1,250)	9,582
Operating leases	136,023	109,441
Accountants remuneration		
Audit services	-	(1,630)
Independent examination	1,600	1,080
Other services: accounting	1,613	1,560
Other services: other advice	-	455

9 Tangible assets

	Computers £	Motor vehicles £	Fixtures & Fittings £	Total £
Cost				
At 1 January 2022	8,305	156,720	330	165,355
Disposals	-	(11,000)	-	(11,000)
At 31 December 2022	8,305	145,720	330	154,355
Depreciation				
At 1 January 2022	8,013	145,957	330	154,300
Charge for the year	292	7,604	-	7,896
Eliminated on disposal	-	(11,000)	-	(11,000)
At 31 December 2022	8,305	142,561	330	151,196
Net book value				
At 31 December 2022	-	3,159	-	3,159
At 1 January 2022	292	10,763	-	11,055

10 Debtors

	2022 £	2021 £
Trade debtors	55,652	62,009
Prepayments	2,653	3,064
Other debtors	12,448	8,469
	70,753	73,542

11 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	26,011	26,747
Taxation and social security	12,281	6,576
Accruals and deferred income	2,880	2,640
Other creditors	5,272	34,898
VAT	(36)	108
	46,408	70,969

12 Statement of funds - 2022

	Balance 01/01/2022 £	Income £	Expenditure £	Transfers £	Balance 31/12/2022 £
Unrestricted funds					
General	176,523	837,075	(857,957)	-	155,641
Total unrestricted funds	176,523	837,075	(857,957)	-	155,641
Total funds	176,523	837,075	(857,957)	-	155,641

Statement of funds - 2021

	Balance 01/01/2021 £	Income £	Expenditure £	Transfers £	Balance 31/12/2021 £
Unrestricted funds					
General	184,012	733,103	(740,592)	-	176,523
Total unrestricted funds	184,012	733,103	(740,592)	-	176,523
Total funds	184,012	733,103	(740,592)	-	176,523

General unrestricted funds are the free reserves of the charity to be applied at the discretion of the trustees to further any of the charitable purposes.

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Tangible fixed assets	3,159	-	3,159	11,055	-	11,055
Current assets	198,890	-	198,890	236,437	-	236,437
Creditors due within one year	(46,408)	-	(46,408)	(70,969)	-	(70,969)
	155,641	-	155,641	176,523	-	176,523

14 Commitments under operating leases

At 31 December 2022 the company had commitments under non-cancellable operating leases as follows:

	Land and buildings 2022 £	Land and buildings 2021 £
Expiry date:		
Within one year	405	405
	405	405

	Other 2022 £	Other 2021 £
Expiry date:		
Within one year	66,529	66,647
Between two and five years	132,167	191,928
	198,696	258,575

Community Transport South West Ltd

England & Wales - Charity number 1118417

Accounts

Community Transport (South West) Limited

(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 31 December 2021

Company Number: 06014757
Charity Registered in England and Wales Number: 1118417

Community Transport (South West) Limited
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For the Year Ended 31 December 2021

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Community Transport (South West) Limited
Reference and Administrative Details
For the Year Ended 31 December 2021

Trustees and Directors	M Batchelor L Creek M Forbes J Lang B Maxwell I Speight (Chair)
Community Transport Manager	V Butcher
Company Secretary	B Maxwell
Principal Office and Registered Office	Unit 5 Yeovil Small Business Centre Houndstone Business Park Memorial Road Yeovil Somerset BA22 8WA
Solicitors	Porter Dodson The Close Church Path Yeovil Somerset BA20 1HH
Accountants	Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

The trustees, who are also directors for the purposes of the Companies Act, present their report and the financial statements of the charity for the year ended 31 December 2021, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 and comply with the charity's memorandum and articles of association. 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)" have been adopted in preparing the annual report and financial statements of the charity, and they are in accordance with the special provision relating to small companies within Part 15 of the Companies Act 2006.

Structure, governance and management

Community Transport (South West) Limited is a company limited by guarantee, was incorporated on 30 November 2006. The charity was previously known by the name of South Somerset Association for Voluntary and Community Action Limited ("SSVCA") until a change of name resolution was passed on 29 May 2019.

The governing document of Community Transport (South West) Limited is the memorandum and articles of association dated 30 November 2006.

The trustees, who are also the directors for the purpose of company law, who served during the year and since the year end were:

M Batchelor
M Forbes
J Lang
B Maxwell
L Creek
I Speight (Chair)

New trustees are invited to become trustees by the existing trustees and resign at the subsequent Annual General Meeting when they can seek re-election. At each subsequent Annual General Meeting one third of the trustees shall retire from office by rotation being those longest in office, and they can seek re-election.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up.

A procedure has been introduced for the induction and training of trustees.

The trustees attend board meetings every two months. The trustees delegate the overall management of to the Chief Administration Officer. The Community Transport General Manager reports directly to Trustees on operational matters.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The trustees regularly review their documented risk management policies.

Objectives and activities

Community Transport (South West) Limited is established to address unmet need in South Somerset by providing high quality support to voluntary and community sector organisations and where appropriate through direct provision of services such as Community Transport.

Chair's report

Yet again, I am happy to report that Community Transport South West Ltd. has not only survived a turbulent year but modestly prospered under the direction of Victoria and her team.

Due to covid the school routes were scaled back during January and February although we continued to have support from county.

It did benefit us in that our car scheme and slinky busses were extensively used for transport to vaccination centres, subsidised by Somerset County Council.

In June we retained our existing school contracts and were awarded two more.

In August we recommenced trips for the elderly to seaside resorts with great success and look forward to continuing them in the future.

Just as in February, covid restrictions were being eased, the massive shock to the world economy occasioned by Russia's attack on Ukraine raised the spectre of uncontrolled fuel increases and events that could destabilise our country, let alone Community Transport, however we anticipate that we would have assistance with our contracts to acknowledge unavoidable increase in costs and that Community Transport South West will continue to serve the community as well in the future as in the past.

Ian Speight,
Chairman of Trustees.

Community Transport South West Limited

I ended last year's report with the following: -

As we enter a new year we are still living with the pandemic and all the restrictions and stresses that it brings. In December 2020, a vaccine was found, and the government set about ensuring the whole adult population of the country had access to the vaccine. CTSW Ltd, working with SCC provide a vital service via the Slinky buses transporting clients to the pop-up vaccination centres, which included, Gateway Church Yeovil, Henhayes Centre Crewkerne, Dillington House Ilminster, as well as Bath & West Showground Shepton Mallett. We were also lucky enough to get staff vaccinated earlier than the age categories that the government strategy laid out. As well as managing to join the Lateral Flow Testing program which meant that we were able to test staff twice a week. This meant any positive cases that may occur we would be able to shut down the school route/Slinky Bus and reduce the risk of transmission.

Hoping that we would start to say goodbye to COVID..... How wrong could I be.

Schools started to re-open again in March 2022. COVID vaccinations continued all the way through 2021 and into 2022. Facemasks, continued as well as social distancing. Many of our social groups did not open until September 2021. COVID cases remained high throughout the year. Life started to get back to normal, but COVID was still the main topic of conversation and a worry for business as well individual staff.

We remained lucky and had very few COVID cases amongst the staff, we had a zero spread amongst staff as well, which proved all the hard work and precautions taken for infection control were working. I feel that in the nearly 2 years we have been living with COVID considering the close environment our minibuses operate, this is a massive achievement, and I am proud of all my staff for keeping the virus under control and our clients safe.
In May 2021 we decided to test the water and plan some trips for August 2021, after careful consideration we decided to keep these trips to outdoor venues only. Instead of our seaside and garden centres trips We only did seaside visits including Weymouth, Weston Super Mare, and Swanage to name a few and limited the capacity on each bus. The trips were extremely successful, and we had a record-breaking number of clients travelling.

Fiveways and Fairmead schools completed their expansion program was completed for September 2021. This resulted in an extra route for Fairmead and despite COVID all the school buses being filled to maximum capacity. We were also luck in that all the School Contracts were up for renewal - once we tendered for them, we were awarded them back.

It became obvious that we would need to replace 3 vehicles from the existing fleet as well leasing 2 vehicles for the new contracts awarded. We placed an order in July for 3 new wheelchair accessible vehicles. The Conversion company original said April 2022 would be the earliest delivery. In September 2021, the conversion company returned the order and said that they would not be excepting any new orders until at least April 2022, this is still the case.
Many of our pre-COVID slinky clients started to return to the buses for shopping and medical journeys by September 2021. All in line with restrictions wearing a Facemask.

In December 2021, both myself and the Operations Manager were invited to Goodfellowship Christmas lunch with the mayor in attendance, it was good to see all our elderly clients mixing and enjoying themselves. Not wishing to ruin anyone's Christmas we celebrated the end of the Autumn term and 2021 with bacon rolls and a cuppa outside the office, this was the 1st time in nearly 2 years that everyone had got together at the same time

We left 2021 with a new variant and COVID cases on the increase again. Despite this the government lifted all COVID restrictions at the end of February 2022. Uncertainty is looming with regards to fuel, gas and electricity prices rising, and there is a great deal of unsettlement between the Ukraine and Russia. Little did we know at the end 2021 what a huge financial impact this would have on everyone's lives.

The key to getting through 2022 will be to constantly watch suppliers' prices and keep a close eye on our customer income to ensure that we will be fine in 2022.

2020 and 2021 were both challenging years and Community Transport South West Ltd, would not have made through the years with a great team working together. I really to do have a team I am proud of.

Victoria Butcher
General Manager
June 2022

Public benefit

The trustees report that the charitable activities described in the paragraphs above are for the public benefit. The trustees also confirm that they have complied with section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Financial review

During the year incoming resources amounted to £733,103 (2020 – £632,756). Charitable expenditure during the year amounted to £740,592 (2020 – £602,713) and further analysis is provided in note 5 to the financial statements.

This resulted in a deficit generated of £7,489 (2020 – surplus of £30,043). Within this deficit is depreciation and a loss on disposal of £30,714, which when added back would give a net trading position of a surplus of £23,225.

As at the year end, the charity held reserves of £176,523, all unrestricted (2020 - £184,012, all unrestricted). This included £162,895 (2020 - £132,911) of cash reserves.

Reserves policy

The charity has a reserves policy aiming to hold sufficient reserves to enable the charity to operate for 3 months without any funding sources. This would equate to reserves of approximately £183,000. Free reserves at the end of the year were £165,468, which is considered to be an excellent result given that this is only the third year of operation of the charity with a single focus on Community Transport. It is the aim of the trustees that this reserves level will be built to the desired amount over the course of the next 3 years.

Fundraising

Community Transport (South West) Limited has not undertaken any public fundraising activities in 2021, with all income coming from services provided and grants.

Pay setting arrangements for Key Management Personnel

Decisions on pay for key management personnel are made on an annual basis by the trustees.

Statement of Trustees Responsibilities

The trustees (who are also directors of South Somerset Association for Voluntary and Community Action Limited for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the Director's Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, *the Financial Reporting Standard applicable in the UK and the Republic of Ireland* (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 income and expenditure, of the charitable company for that period. 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 judgments and accounting 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 business.

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. The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. 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.

Approved by the trustees on 20/07/2022 and signed on their behalf by:

B Maxwell
Trustee

Independent examiners report to the Trustees of Community Transport (South West) Limited

I report to the charity trustees on my examination of the accounts of Community Transport (South West) ("the Company") for the year ended 31 December 2021.

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

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 comply with these 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.

Michelle Ferris BSc (Hons) FCA DChA

Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date: 18/08/2022

Community Transport (South West) Limited
Statement of Financial Activities (including Income and Expenditure Account)
For the Year Ended 31 December 2021

	Notes	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
Income:							
Donations and gifts	2	2,647	-	2,647	10,867	-	10,867
Charitable activities	3	719,947	-	719,947	611,143	-	611,143
Other income	4	10,509	-	10,509	10,746	-	10,746
Total income		733,103	-	733,103	632,756	-	632,756
Expenditure:							
Charitable activities	5	740,592	-	740,592	602,713	-	602,713
Total expenditure		740,592	-	740,592	602,713	-	602,713
Net income/(expenditure) for the year		(7,489)	-	(7,489)	30,043	-	30,043
Transfers in funds	12	-	-	-	-	-	-
Net movement in funds for the year		(7,489)	-	(7,489)	30,043	-	30,043
Reconciliation of funds							
Total funds brought forward		184,012	-	184,012	153,969	-	153,969
Total funds carried forward		176,523	-	176,523	184,012	-	184,012

There are no gains or losses other than those shown above. The statement of financial activities incorporates the income and expenditure account.

Community Transport (South West) Limited - **Company Registration Number: 06014757**
Balance sheet
As at 31 December 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible fixed assets	9		11,055		44,769
			11,055		44,769
Current assets					
Debtors	10	73,542		58,388	
Cash at bank and in hand		162,895		132,911	
		236,437		191,299	
Liabilities:					
Creditors falling due within one year	11	(70,969)		(52,056)	
Net current assets			165,468		139,243
Total net assets			176,523		184,012
The funds of the charity:					
Restricted funds	12		-		-
Unrestricted funds	12		176,523		184,012
Total charity funds			176,523		184,012

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

Approved by the Board for issue on 20/07/2022 and signed on its behalf by:

B Maxwell
Trustee

M Batchelor
Trustee

Community Transport (South West) Limited
Statement of Cash Flows
For the Year Ended 31 December 2021

	Notes	Total 2021 £	Total 2020 £
Cash flows from operating activities			
Net movements in funds for the year		(7,489)	30,043
Adjustments to cash flows from non-cash items			
Depreciation	9	21,132	25,818
Loss on sale of assets		9,582	-
		23,225	55,861
Working capital adjustments			
(Increase)/Decrease in debtors	10	(15,154)	(7,715)
Increase/(Decrease) in creditors	11	33,913	(9,064)
Net cash flow from operations		41,984	39,082
Cash flows from investing activities			
Receipts from sale of tangible assets		3,000	-
		3,000	-
Cash flows from financing activities			
Repayment of long term concessionary loan		(15,000)	(9,000)
		(15,000)	(9,000)
Net increase/(decrease) in cash and cash equivalents		29,984	30,082
Cash and cash equivalents at the beginning of the reporting period		132,911	102,829
Cash and cash equivalents at the end of the reporting period		162,895	132,911

Reconciliation of net debt:		
Cash at bank:		
At the start of the year	132,911	102,829
Cashflows	29,984	30,082
At the end of the year	162,895	132,911

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are:

1.1 Basis of accounting

The Financial Statements have been prepared in accordance with 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) – (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Community Transport (South West) Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). All amounts are presented in £ sterling.

1.2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Income

Income from donations and gifts is recognised in the year in which they are receivable when there is evidence of entitlement, receipt is probable and the amount can be reliably measured. Where gift aid income has not been received relating to donations received, income is accrued.

Income from charitable activities is included in the period in which the charity is entitled to receipt, it is probable that economic benefits will flow to the entity and the amount can be reliably measured.

Other income is included in the period in which the charity is entitled to receipt, it is probable that economic benefits will flow to the entity and the amount can be reliably measured. Where fuel rebate income has not been received relating to mileage conducted in the year, income is accrued.

1.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of interest paid or payable by the bank.

1.5 Pension costs

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

1.6 Expenditure

Expenditure is recognised on the accruals basis to match the period in which the expenditure was incurred.

1.7 Operating leases

The charity classifies the lease of property and office equipment as an operating lease when title remains with the lessor. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

1.8 **Fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computers	3 years straight line or to cessation of the project
Motor vehicles	7 years straight line
Fixtures and fittings	3 years straight line

1.9 **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.10 **Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.11 **Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1.12 **Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank – is a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial liability.

1.13 **Concessionary loan**

The charity received concessionary loans in 2015 and 2019 to further its charitable aims free of interest. The loans are initially recognised at transaction value and subsequently measured to reflect repayments and if necessary any impairments. The final loan was paid off in 2021, with the loan in the prior year recognised within the Balance Sheet within creditors less than one year in line with the repayment terms of the loans.

1.14 **Taxation**

The company is a registered charity and is therefore not liable to corporation tax or capital gains tax to the extent that its income and gains are applicable to charitable purposes only. The charity is VAT registered and therefore value added tax is recoverable for taxable supplies.

1.15 **Fund accounting**

The unrestricted general fund can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the Directors for particular purposes.

Restricted funds are funds which are to be used in accordance with the specific restrictions imposed by donors which have been raised by the charity for particular purposes.

1.16 **Going concern**

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events and conditions that may cast significant doubt on the ability of the company to continue as a going concern. The trustees make an assessment in respect of a period of at least one year from the date of authorisation for the issue of the financial statements and have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future and there is no material uncertainties about the charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

1.17 **Donated services**

The charity benefits greatly from the involvement and support of its many volunteers. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

2 Donations

	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
Donations	2,647	-	2,647	867	-	867
Exceptional government funding:						
Covid grants*	-	-	-	10,000	-	10,000
	2,647	-	2,647	10,867	-	10,867

The charity was not eligible to use the Coronavirus Job Retention Scheme, but has been able to claim additional funding in the year from government support schemes in response to the coronavirus outbreak. This is shown above as "exceptional government funding".

*Donates government grants

Government grants were received as noted above in relation to the coronavirus outbreak. There are no unfulfilled conditions or other contingencies attached to these grants.

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
Minibus and transport hire	719,947	-	719,947	611,143	-	611,143
	719,947	-	719,947	611,143	-	611,143

4 Other income

	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
Fuel rebate	10,490	-	10,490	10,746	-	10,746
Other income	19	-	19	-	-	-
	10,509	-	10,509	10,746	-	10,746

5 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
Staff costs	438,381	-	438,381	370,197	-	370,197
Depreciation	21,132	-	21,132	25,818	-	25,818
Bookkeeping and payroll	2,392	-	2,392	2,504	-	2,504
Rent	5,401	-	5,401	5,832	-	5,832
Office costs	26,246	-	26,246	28,881	-	28,881
Volunteers' expenses	14,797	-	14,797	10,334	-	10,334
Vehicle fuel	46,441	-	46,441	28,474	-	28,474
Vehicle leasing	104,040	-	104,040	75,322	-	75,322
Vehicle repairs and maintenance	33,167	-	33,167	19,712	-	19,712
Vehicle insurance and RFL	30,046	-	30,046	21,050	-	21,050
Bank charges	762	-	762	1,062	-	1,062
Legal and professional fees	737	-	737	1,273	-	1,273
Loss on disposal of fixed assets	9,582	-	9,582	-	-	-
Sundry expenses	5,896	-	5,896	4,161	-	4,161
Audit fee	-	-	-	5,000	-	5,000
Accountancy	1,572	-	1,572	2,485	-	2,485
Bad debts	-	-	-	608	-	608
	740,592	-	740,592	602,713	-	602,713

6 Trustee directors

None of the Trustee Directors (or any persons connected with them) received any remuneration or expenses during the year (2020 – none).

7 Wages and salaries

	2021 £	2020 £
Wages and salaries	375,294	317,861
Social security costs	49,630	41,464
Pension costs	12,674	9,884
Travel and training costs	783	988
	438,381	370,197

No individual employee was paid over £60,000 (2020: none).

The key management personnel of the charity comprise the trustees and Community Transport manager. The total employee benefits of the key management personnel of the charity for 2021 were £40,188 (2020: £37,171).

The average monthly number of employees during the period was:

	2021	2020
Community Transport	45	46
	45	46

In addition to the above, there are approximately 20 (2020 – 25) volunteers who assist the charity.

8 Net income/(expenditure) for the year

	2021 £	2020 £
This is stated after charging:		
Depreciation	21,132	25,818
Loss on disposal of assets	9,582	-
Operating leases	109,441	81,154
Accountants remuneration		
Audit services	(1,630)	5,000
Independent examination	1,080	-
Other services: accounting	1,560	1,900
Other services: other advice	455	585

9 Tangible assets

	Computers	Motor vehicles	Fixtures & Fittings	Total
	£	£	£	£
Cost				
At 1 January 2021	8,305	189,520	330	198,155
Disposals	-	(32,800)	-	(32,800)
At 31 December 2021	8,305	156,720	330	165,355
Depreciation				
At 1 January 2021	7,698	145,358	330	153,386
Charge for the year	315	20,817	-	21,132
Eliminated on disposal	-	(20,218)	-	(20,218)
At 31 December 2021	8,013	145,957	330	154,300
Net book value				
At 31 December 2021	292	10,763	-	11,055
At 1 January 2021	607	44,162	-	44,769

10 Debtors

	2021	2020
	£	£
Trade debtors	62,009	45,154
Prepayments	3,064	4,676
Other debtors	8,469	8,558
	73,542	58,388

11 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	26,747	17,318
Taxation and social security	6,576	8,875
Accruals and deferred income	2,640	7,454
Concessionary loan	-	15,000
Other creditors	34,898	2,160
VAT	108	1,249
	70,969	52,056

The concessionary loan was obtained from Somerset Community Foundation during 2019 for £15,000 to finance the acquisition of new minibuses. The repayment terms of the loan specified a single payment to be made in July 2020, but this was contingent on sale of the old minibuses, which happened (with the loan having been repaid) during 2021. No security was provided for the loan, which was interest free. £0 is outstanding on this loan as at the year (2020: £15,000 due < 1 year).

12 Statement of funds - 2021

	Balance 01/01/2021	Income	Expenditure	Transfers	Balance 31/12/2021
	£	£	£	£	£
Unrestricted funds					
General	184,012	733,103	(740,592)	-	176,523
Total unrestricted funds	184,012	733,103	(740,592)	-	176,523
Total funds	184,012	733,103	(740,592)	-	176,523

Statement of funds - 2020

	Balance 01/01/2020	Income	Expenditure	Transfers	Balance 31/12/2020
	£	£	£	£	£
Unrestricted funds					
General	153,969	632,756	(602,713)	-	184,012
Total unrestricted funds	153,969	632,756	(602,713)	-	184,012
Total funds	153,969	632,756	(602,713)	-	184,012

General unrestricted funds are the free reserves of the charity to be applied at the discretion of the trustees to further any of the charitable purposes.

13 Analysis of net assets between funds

	Unres-tricted funds £	Res-tricted funds £	Total 2021 £	Unres-tricted funds £	Res-tricted funds £	Total 2020 £
Tangible fixed assets	11,055	-	11,055	44,769	-	44,769
Current assets	236,437	-	236,437	191,299	-	191,299
Creditors due within one year	(70,969)	-	(70,969)	(52,056)	-	(52,056)
	176,523	-	176,523	184,012	-	184,012

14 Commitments under operating leases

At 31 December 2021 the company had commitments under non-cancellable operating leases as follows:

	Land and buildings 2021 £	2020 £
Expiry date:		
Within one year	405	405
	405	405

	Other 2021 £	2020 £
Expiry date:		
Within one year	66,647	66,813
Between two and five years	191,928	258,575
	258,575	325,388

Community Transport South West Ltd

England & Wales - Charity number 1118417

Accounts

Community Transport (South West) Limited

(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 31 December 2020

Company Number: 06014757
Charity Registered in England and Wales Number: 1118417

Community Transport (South West) Limited
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Community Transport (South West) Limited
Reference and Administrative Details
For the Year Ended 31 December 2020

Trustees and Directors	M Batchelor L Creek M Forbes J Lang B Maxwell I Speight (Chair)
Community Transport Manager	V Butcher
Company Secretary	B Maxwell
Principal Office and Registered Office	Unit 5 Yeovil Small Business Centre Houndstone Business Park Memorial Road Yeovil Somerset BA22 8WA
Solicitors	Porter Dodson The Close Church Path Yeovil Somerset BA20 1HH
Auditors	Albert Goodman LLP Goodwood House Blackbrook Park Avenue Taunton Somerset TA1 2PX
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

The trustees, who are also directors for the purposes of the Companies Act, present their report and the financial statements of the charity for the year ended 31 December 2020, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 and comply with the charity's memorandum and articles of association. 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)" have been adopted in preparing the annual report and financial statements of the charity, and they are in accordance with the special provision relating to small companies within Part 15 of the Companies Act 2006.

Structure, governance and management

Community Transport (South West) Limited is a company limited by guarantee, was incorporated on 30 November 2006. The charity was previously known by the name of South Somerset Association for Voluntary and Community Action Limited ("SSVCA") until a change of name resolution was passed on 29 May 2019

The governing document of Community Transport (South West) Limited is the memorandum and articles of association dated 30 November 2006.

The trustees, who are also the directors for the purpose of company law, who served during the year and since the year end were:

M Batchelor
M Forbes
J Lang
B Maxwell
L Creek
I Speight (Chair)

New trustees are invited to become trustees by the existing trustees and resign at the subsequent Annual General Meeting when they can seek re-election. At each subsequent Annual General Meeting one third of the trustees shall retire from office by rotation being those longest in office, and they can seek re-election.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up.

A procedure has been introduced for the induction and training of trustees.

The trustees attend board meetings every two months. The trustees delegate the overall management of to the Chief Administration Officer. The Community Transport General Manager reports directly to Trustees on operational matters.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The trustees regularly review their documented risk management policies.

Objectives and activities

Community Transport (South West) Limited is established to address unmet need in South Somerset by providing high quality support to voluntary and community sector organisations and where appropriate through direct provision of services such as Community Transport.

Chair's report

I concluded my last chairman's report by looking forward to 2020 as a year in which Community Transport would build on its achievements and continue to provide its service to the community.

In retrospect, in view of the Covid 19 pandemic, and its impact on all parts of our economy and society, that would seem to have been an unrealistic expectation; however, despite what a year ago would have seemed insupportable obstacles, Victoria and her team have managed to adjust and adapt to keep Community Transport in excellent health.

We are fortunate indeed that the council honoured its contracts and continued to pay throughout lockdowns, tiers, and school closures. Government grants were applied for and it was decided not to furlough staff as we always remained available for transport.

Adequate PPE was acquired, and our staff cooperated in a strict cleaning routine thus ensuring not only their own safety but also that of our clients.

Despite the situation we have increased our Slinky bus contracts from two to three with another bus supplied by county, in addition we have added a further three lease vehicles to our fleet to service the twelve county contracts as well as availability for hospital/care home transport, or anything otherwise required; this being assisted by Community Cars and its volunteer drivers.

We are pleased to welcome Andy Brimble who has joined us as Operations Manager, fortuitously at a time when Victoria needed help with the greatly increased workload caused by Covid 19.

The year 2020 has not been the year for which we hoped and planned but with the cooperation and understanding of her staff, Victoria has piloted Community Transport through a tsunami that would have been unimaginable a year ago and with a firm based upon which to build in the future.

Ian Speight
Chairman

Community Transport South West Limited

We went into January 2020 with a new fleet of leased vehicles acquired in 2019, a strong workforce and an excellent group of volunteers.

The expectation for the year was to grow the community side of the business. We knew that in March the 2 Slinky Contracts which we operate were coming to an end. Somerset County Council (SCC) would be re-tendering the routes in February so that new contracts could run from 1st April 2020. During January and early February, we spent time with SCC assessing the needs of the Slinky service and looking at extending the areas covered, we decided that the Slinky routes would need to cover Chard, Ilminster, Langport, Somerton, Martock, South Petherton and Crewkerne. It was also decided that the villages surrounding Yeovil would benefit from more transport links.

During this time, we all watched how China was being affected by outbreak of a virus called COVID 19. The news channels were monitored but realistically it was never going to affect us. Then in February news reports were coming through that COVID 19 had settled in Italy and parts of the Italy were being shut down, this was called Lockdown a term we would all become familiar with. CTSW Ltd started to follow government advice and we equipped all the vehicles and staff with extra cleaning resources and hand sanitizer. Bus and car clients were vetted for symptoms before each journey. Passenger Assistants monitored the health of the children and were told if they had any concerns refuse the child transport. Early March Community Groups stopped meeting. Day Centre and Care Homes stopped providing Day Care. By mid-March, the schools had all closed. Our school routes were reduced to 2 buses, taking vulnerable children and children of keyworkers to school in total we were transporting 6 children.

Monday March 23rd, 2020, we all sat and waited with bated breath as Prime Minister Boris Johnson announced a National Lockdown, and a Stay-at-Home order was issued with immediate effect. Despite schools remaining open we decided to cancel the school runs and work out how to operate in a safe manner. It was announced that certain groups of people should stay home even for shopping of food. Medical appointments were cancelled our volunteers all stopped. CTSW Ltd ceased to operate.....

As medical appointments started to get reinstated, we realized that we did not have any volunteers to fulfil the journeys. We put an appeal out on Facebook and recruited a younger set of volunteers that were unable to do the full-time employment positions they held therefore, wanted to do something worth while to support the community. We had our volunteers now we needed to learn how to safely operate. PPE was another term we were not familiar with at the time, expensive but vital. We managed facemasks at extortionate prices, a local printing company had started to produce face visors. Goods in supermarkets were restricted to 3 of 1 item per customer.

We had a conversation with Asda with regards to obtaining cleaning equipment, we provided them with a shopping list, and they kindly filled a trolley. We were able to jump the long que into the supermarket to pay for the goods.

Once PPE and cleaning procedures were in place, we resumed our volunteer car service.

We started by asking all the staff how safe they felt about returning to work. Some were keen to start back others were slightly nervous, some had been told by their GP or government guidance that they must shield. Some members of staff said they did not feel comfortable working until they could see how safe an operation we were going to run and could see a clear picture of how the virus was spreading. By mid-April, the country had been in Lockdown for a month. We started with a couple of school routes transporting vulnerable children and children of keyworkers by the end of May we had 8 school routes running with approx. 2 children on each route some only had 1. We transported children to Fairmead and Fiveways schools, we also ran a route to a school in Yewstock, Dorset. As well as resuming our Slinky routes for shoppers and medical appointments.

In June, the schools started to re-open for more children but not all. The Slinky routes resumed in full however, with reduced passenger numbers. Journeys included medical, shopping and hairdressing appointments implemented. Everyone was social distancing at 2 metres which reduced the passenger capacity on the buses. Drivers, Passenger Assistants and Passengers all had to always wear facemasks on the buses. The drivers wearing glasses were exempt due to safety issues. Little did we know that this would become the new normal for the remainder of 2020/2021 and possibly beyond.

SCC agreed in March that for the duration of COVID 19 Lockdown they would honour 100% of the contract value, which meant we were able to guarantee all staff a minimum of their average wage regardless of whether they worked or not. As the year went on, we had another Lockdown in November and in March 201, what has been called Lockdown 3 throughout both lockdowns, SCC continued to honour 100% of the contract value.

September 1st, 2020. SCC released their tenders for the previously delayed Slinky Routes in early August, there were 3 contracts covering South Somerset, we tendered and were successfully awarded all 3 contracts.

All school children were due to return to school in September 2020, some had been home schooled since March. Due to the restriction in passenger numbers we had to split 3 school routes in half. 3 routes went out to tender, and we were awarded all 3.

This resulted in leasing a further 3 vehicles from Dorset Vehicle Rentals as the vehicles were for Fairmead School routes we did not need accessible vehicles, so the process was a lot quicker than that of 2019.

As September and October progressed COVID 19 cases, increased as did the related death rate. In November we entered Lockdown 2, schools remained open but non-essential shops and hairdressers closed once more, which affected the Slinky bus passenger numbers, but we carried running all the services on the days that we had passengers. At times we only had 1 journey a day, as it was for either medical appointments or food shopping, but we kept the service running.

Community Centres and Day Care Facilities had still not re-opened since March 2020. This would continue into 2021. The expectation now was that things may start to open again May/June 2021.

Shops opened for Christmas however social restrictions remained in place which made for a bleak Christmas, with cases and deaths still on the increase.

January 2021, we entered Lockdown 3 with schools closing again, which reduced the number of children to only include vulnerable and keyworker children. We continued to operate all our school routes with only 2 or 3 children on each route

2020 was a challenging year. We all had to learn to behave differently socially. The office was moved around so that everybody was then working a minimum of 2 metres apart. Everyone then must wear a facemask in the workplace when moving around. Drivers have restricted access to the office and legal limit for the space we have is 5 people.

With all the new routes and the government guidelines we have recruited an Operations Supervisor to assist with the day to day running of the office/operation. The Operations Supervisor starts early in the morning to supervise the drivers collecting the work and buses, they are also responsible for making sure the office is sanitized before anyone is allowed in. In the afternoon, the office staff oversee the drivers returning to the office. Making sure that all the buses are cleaned, PPE supplies are topped up and again access to the office is restricted.

The staff on the school routes remain the same each day, creating bubbles, which reduced the risk of transmission.

During the pandemic all the drivers and PA's worked hard to ensure that buses were cleaned thoroughly 2 or 3 times a day to help reduce the spread of the virus.

Despite several out breaks at the schools, we were very lucky. We had zero cases amongst the staff which meant we continued to operate through the pandemic except for the few weeks it took us to operate safely.

Looking Ahead

As we enter a new year we are still living with the pandemic and all the restrictions and stresses that it brings. In December 2020, a vaccine was found, and the government set about ensuring the whole adult population of the country had access to the vaccine. CTSW Ltd, working with SCC provide a vital service via the Slinky buses transporting clients to the pop-up vaccination centres, which included, Gateway Church Yeovil, Henhayes Centre Crewkerne, Dillington House Ilminster, as well as Bath & West Showground Shepton Mallett. We were also lucky enough to get staff vaccinated earlier than the age categories that the government strategy laid out. As well as managing to join the Lateral Flow Testing program which meant that we were able to test staff twice a week. This meant any positive cases that may occur we would be able to shut down the school route/Slinky Bus and reduce the risk of transmission.

We are hoping that by the end of June 2021 the country will be able to operate with less restrictions. Community Groups and Day Care Facilities will start to operate again.

Fiveways and Fairmead school are undergoing a huge expansion program a which we hope will result in more school routes will be available from September 2021.

Public benefit

The trustees report that the charitable activities described in the paragraphs above are for the public benefit. The trustees also confirm that they have complied with section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Financial review

During the year incoming resources amounted to £632,756 (2019 – £619,359). Charitable expenditure during the year amounted to £602,713 (2019 – £605,348) and further analysis is provided in note 6 to the financial statements.

This resulted in a surplus generated of £30,043 (2019 - £14,011 prior to extraordinary items arising as a result of the split from SPARK of £185,174). It is pleasing to see that Community Transport alone is able to generate surpluses.

As at the year end, the charity held reserves of £184,012, all unrestricted (2019 - £153,969, all unrestricted) . This included £132,911 (2019 - £102,829) of cash reserves.

Reserves policy

The charity has a reserves policy aiming to hold sufficient reserves to enable the charity to operate for 3 months without any funding sources. This would equate to reserves of approximately £158,000. Free reserves at the end of the year were £139,243, which is considered to be an excellent result given that this is only the second year of operation of the charity with a single focus on Community Transport. It is the aim of the trustees that this reserves level will be built to the desired amount over the course of the next 3 years.

Fundraising

Community Transport (South West) Limited has not undertaken any public fundraising activities in 2020, with all income coming from services provided and grants.

Pay setting arrangements for Key Management Personnel

Decisions on pay for key management personnel are made on an annual basis by the trustees.

Auditors

The auditors, Albert Goodman LLP, are deemed to be reappointed under section 487(2) of the Companies Act 2006.

Statement of Trustees Responsibilities

The trustees (who are also directors of South Somerset Association for Voluntary and Community Action Limited for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the Director's Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, *the Financial Reporting Standard applicable in the UK and the Republic of Ireland* (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 income and expenditure, of the charitable company for that period. 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 judgments and accounting 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 business.

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. The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 28/07/2021 and signed on their behalf by:

B Maxwell
Trustee

Opinion

We have audited the financial statements of Community Transport (South West) Limited (the 'charitable company') for the year ended 31 December 2020, which comprise the Statement of Financial Activities (including the Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 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 December 2020 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 trustee's 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 entity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report for the purposes of company law for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities set out on page 8, the trustees (who are also the directors of the charitable company for the purposes 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

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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with management, and from our commercial knowledge and experience of the charity sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, Charity SORP FRS 2019, Safeguarding Vulnerable Groups Act 2006, anti-bribery, employment, data protection and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation, claims and breaches of relevant legislation; and
- reviewing correspondence with the Charity Commission and other relevant regulators including the company's legal advisors and insurers.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and 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 charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Michelle Ferris BSc (Hons) FCA DChA (Senior Statutory Auditor)
For and on behalf of Albert Goodman LLP, Statutory Auditor
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Date: 20/08/2021

Community Transport (South West) Limited
Statement of Financial Activities (including Income and Expenditure Account)
For the Year Ended 31 December 2020

	Notes	Unrestricted £	Restricted £	Total 2020 £	Total 2019 £
Income:					
Donations and gifts	2	10,867	-	10,867	5,010
Interest receivable	3	-	-	-	70
Charitable activities	4	611,143	-	611,143	603,823
Other income	5	10,746	-	10,746	10,456
Total income		632,756	-	632,756	619,359
Expenditure:					
Charitable activities	6	602,713	-	602,713	605,348
Total expenditure		602,713	-	602,713	605,348
Net (expenditure)/income for the year		30,043	-	30,043	14,011
Extraordinary items	7	-	-	-	(185,174)
Transfers in funds	14	-	-	-	-
Net movement in funds for the year		30,043	-	30,043	(171,163)
Reconciliation of funds					
Total funds brought forward		153,969	-	153,969	325,132
Total funds carried forward		184,012	-	184,012	153,969

There are no gains or losses other than those shown above. The statement of financial activities incorporates the income and expenditure account.

	Notes	Unrestricted continuing £	Unrestricted discontinuing £	Restricted continuing £	Total 2019 £
Income:					
Donations and gifts	2	10	-	5,000	5,010
Interest receivable	3	70	-	-	70
Charitable activities	4	603,823	-	-	603,823
Other income	5	10,456	-	-	10,456
Total income		614,359	-	5,000	619,359
Expenditure:					
Charitable activities	6	600,348	-	5,000	605,348
Total expenditure		600,348	-	5,000	605,348
Net (expenditure)/income for the year		14,011	-	-	14,011
Extraordinary items	7	(97,789)	(87,385)	-	(185,174)
Transfers in funds	14	-	-	-	-
Net movement in funds for the year		(83,778)	(87,385)	-	(171,163)
Reconciliation of funds					
Total funds brought forward		237,747	87,385	-	325,132
Total funds carried forward		153,969	-	-	153,969

There are no gains or losses other than those shown above. The statement of financial activities incorporates the income and expenditure account.

Community Transport (South West) Limited - **Company Registration Number: 06014757**
Balance sheet
As at 31 December 2020

	Notes	£	2020 £	£	2019 £
Fixed assets					
Tangible fixed assets	11		44,769		70,587
			44,769		70,587
Current assets					
Debtors	12	58,388		50,673	
Cash at bank and in hand		132,911		102,829	
		191,299		153,502	
Liabilities:					
Creditors falling due within one year	13	(52,056)		(70,120)	
Net current assets			139,243		83,382
Total assets less current liabilities			184,012		153,969
Liabilities:					
Creditors due in more than one year			-		-
Total net assets			184,012		153,969
The funds of the charity:					
Restricted funds	14		-		-
Unrestricted funds	14		184,012		153,969
Total charity funds			184,012		153,969

Approved by the Board for issue on 28/07/2021 and signed on its behalf by:

B Maxwell
Trustee

M Batchelor
Trustee

Community Transport (South West) Limited
Statement of Cash Flows
For the Year Ended 31 December 2020

	Notes	Total 2020 £	Total 2019 £
Cash flows from operating activities			
Net movements in funds for the year		30,043	(171,163)
Adjustments to cash flows from non-cash items			
Depreciation	11	25,818	26,542
Loss on sale of assets		-	948
Finance income	3	-	(70)
		55,861	(143,743)
Working capital adjustments			
(Increase)/Decrease in debtors	12	(7,715)	69,474
Increase/(Decrease) in creditors	13	(9,064)	(56,113)
Net cash flow from operations		39,082	(130,382)
Cash flows from investing activities			
Interest received	3	-	70
Purchase of fixed assets	11	-	(950)
		-	(880)
Cash flows from financing activities			
Repayment of long term concessionary loan		(9,000)	(9,000)
		(9,000)	(9,000)
Net increase/(decrease) in cash and cash equivalents		30,082	(140,262)
Cash and cash equivalents at the beginning of the reporting period		102,829	243,091
Cash and cash equivalents at the end of the reporting period		132,911	102,829
Reconciliation of net debt:			
Cash at bank:			
At the start of the year		102,829	243,091
Cashflows		30,082	(140,262)
At the end of the year		132,911	102,829

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are:

1.1 Basis of accounting

The Financial Statements have been prepared in accordance with 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) – (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Community Transport (South West) Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). All amounts are presented in £ sterling.

1.2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Discontinued operations

From 1 January 2019, the charity disposed of its operations of SPARK, which provides voluntary sector support. The entity was separated into its own charitable independent organisation (CIO), SPARK Somerset charity number 1179438. The operations transferred were treated as discontinued in the accounts for the 9 months to 31 December 2018 and so the financial effect of the event is as shown in the comparative SOFA.

1.4 Extraordinary items

The separation of SPARK resulted in a transfer of retained reserves and assets to the new CIO – this is shown in the accounts as an extraordinary item in the prior year. The amounts was been calculated at the net book value of the amount transferred as at the date of transfer.

1.5 Income

Income from donations and gifts is recognised in the year in which they are receivable when there is evidence of entitlement, receipt is probable and the amount can be reliably measured. Where gift aid income has not been received relating to donations received, income is accrued.

Income from charitable activities is included in the period in which the charity is entitled to receipt, it is probable that economic benefits will flow to the entity and the amount can be reliably measured.

Other income is included in the period in which the charity is entitled to receipt, it is probable that economic benefits will flow to the entity and the amount can be reliably measured. Where fuel rebate income has not been received relating to mileage conducted in the year, income is accrued.

1.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of interest paid or payable by the bank.

1.7 Pension costs

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

1.8 **Expenditure**
Expenditure is recognised on the accruals basis to match the period in which the expenditure was incurred.
Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

1.9 **Operating leases**
The charity classifies the lease of property and office equipment as an operating lease when title remains with the lessor. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

1.10 **Fixed assets**
Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computers	3 years straight line or to cessation of the project
Motor vehicles	7 years straight line
Fixtures and fittings	3 years straight line

1.11 **Debtors**
Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.12 **Cash at bank and in hand**
Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.13 **Creditors**
Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1.14 **Financial instruments**
The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost, as detailed in note 17. Prepayments are not financial instruments.

Cash at bank – is a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in note 17. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial liability.

1.15 **Concessionary loan**
The charity received concessionary loans in 2015 and 2019 to further its charitable aims free of interest. The loans are initially recognised at transaction value and subsequently measured to reflect repayments and if necessary any impairments. The loans are recognised within the Balance Sheet within creditors less than one year in line with the repayment terms of the loans.

1.16 **Taxation**
The company is a registered charity and is therefore not liable to corporation tax or capital gains tax to the extent that its income and gains are applicable to charitable purposes only. The charity is VAT registered and therefore value added tax is recoverable for taxable supplies.

1.17 **Fund accounting**
The unrestricted general fund can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the Directors for particular purposes.

Restricted funds are funds which are to be used in accordance with the specific restrictions imposed by donors which have been raised by the charity for particular purposes.

1.18 **Going concern**
The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events and conditions that may cast significant doubt on the ability of the company to continue as a going concern. The trustees make an assessment in respect of a period of at least one year from the date of authorisation for the issue of the financial statements and have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future and there is no material uncertainties about the charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

The Trustees have considered the implication of the Covid-19 pandemic on the operations of the charity. At the current time, funding has continued to be received for the majority of the charity's services, whether delivered or not, which has provided a high degree of confidence regarding the charity's ability to continue. Should this not continue going forward, the charity has sufficient reserves to enable a period of trading. Taking into account all reasonable circumstances, the Trustees believe that the charity remains a going concern and no adjustments to the accounts are necessary.

1.19 **Donated services**
The charity benefits greatly from the involvement and support of its many volunteers. In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

2 Donations

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
Donations	867	-	867	10	5,000	5,010
Exceptional government funding:						
Covid grants*	10,000	-	10,000	-	-	-
	10,867	-	10,867	10	5,000	5,010

The charity was not eligible to use the Coronavirus Job Retention Scheme, but has been able to claim additional funding in the year from government support schemes in response to the coronavirus outbreak. This is shown above as "exceptional government funding".

*Donates government grants

3 Interest receivable

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
Bank interest	-	-	-	70	-	70

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
Minibus and transport hire	611,143	-	611,143	603,823	-	603,823
	611,143	-	611,143	603,823	-	603,823

Government grants were received as noted above in relation to the coronavirus outbreak. There are no unfulfilled conditions or other contingencies attached to these grants.

5 Other income

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
Fuel rebate	10,746	-	10,746	10,456	-	10,456
	10,746	-	10,746	10,456	-	10,456

6 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
Staff costs	370,197	-	370,197	361,689	-	361,689
Depreciation	25,818	-	25,818	26,542	-	26,542
Bookkeeping and payroll	2,504	-	2,504	751	-	751
Rent	5,832	-	5,832	5,007	-	5,007
Office costs	28,881	-	28,881	23,259	-	23,259
Volunteers' expenses	10,334	-	10,334	31,703	-	31,703
Vehicle fuel	28,474	-	28,474	43,081	-	43,081
Vehicle leasing	75,322	-	75,322	29,994	-	29,994
Vehicle repairs and maintenance	19,712	-	19,712	42,667	5,000	47,667
Vehicle insurance and RFL	21,050	-	21,050	22,980	-	22,980
Bank charges	1,062	-	1,062	478	-	478
Legal and professional fees	1,273	-	1,273	660	-	660
Loss on disposal of fixed assets	-	-	-	948	-	948
Sundry expenses	4,161	-	4,161	(2,448)	-	(2,448)
Audit fee	5,000	-	5,000	6,550	-	6,550
Accountancy	2,485	-	2,485	5,907	-	5,907
Bad debts	608	-	608	-	-	-
Governance costs	-	-	-	580	-	580
	602,713	-	602,713	600,348	5,000	605,348

7 Extraordinary items

	Unres-tricted funds £	Res-tricted funds £	Total 2020 £	Unres-tricted funds £	Res-tricted funds £	Total 2019 £
Transfer of SPARK						
Payment of reserves	-	-	-	(185,174)	-	(185,174)
	-	-	-	(185,174)	-	(185,174)

The payment of reserves arose from an agreement with SPARK when they transferred out of the charity in relation to the reserves built up by the SPARK area of the organisation over recent years.

8 Trustee directors

None of the Trustee Directors (or any persons connected with them) received any remuneration or expenses during the year (2019 – none).

9 Wages and salaries

	2020 £	2019 £
Wages and salaries	317,861	288,324
Social security costs	41,464	54,928
Pension costs	9,884	10,122
Travel and training costs	988	8,315
	370,197	361,689

No individual employee was paid over £60,000 (2019: none).

The key management personnel of the charity comprise the trustees and Community Transport manager. The total employee benefits of the key management personnel of the charity for 2020 were £37,171 (2019: £34,185).

Wages and salaries (cont'd)

The average monthly number of employees during the period was:

	2020	2019
Community Transport	46	38
	46	38

In addition to the above, there are approximately 25 (2019 – 25) volunteers who assist the charity.

10 Net income/(expenditure) for the year

	2020	2019
	£	£
This is stated after charging:		
Depreciation	25,818	26,542
Operating leases	81,154	35,001
Auditors remuneration		
Audit services	5,000	4,700
Other services: accounting	1,900	2,550
Other services: other advice	585	885

11 Tangible assets

	Computers	Motor vehicles	Fixtures & Fittings	Total
	£	£	£	£
Cost				
At 1 January 2020	8,305	189,520	330	198,155
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 December 2020	8,305	189,520	330	198,155
Depreciation				
At 1 January 2020	7,383	119,855	330	127,568
Charge for the year	315	25,503	-	25,818
Eliminated on disposal	-	-	-	-
At 31 December 2020	7,698	145,358	330	153,386
Net book value				
At 31 December 2020	607	44,162	-	44,769
At 1 January 2020	922	69,665	-	70,587

12 Debtors

	2020	2019
	£	£
Trade debtors	45,154	43,826
Prepayments	4,676	4,712
Other debtors	8,558	2,135
	58,388	50,673

13 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	17,318	7,051
Taxation and social security	8,875	4,815
Accruals and deferred income	7,454	7,051
Concessionary loan	15,000	33,000
Other creditors	2,160	2,161
VAT	1,249	16,042
	52,056	70,120

Deferred income

	2020	2019
	£	£
Deferred income brought forward	-	33,445
Released from previous years	-	(33,445)
Resources deferred in the year	-	-
Deferred income carried forward	-	-

Deferred income relates to amounts received in the form of grants which relate to future periods.

The carrying value of the concessionary loans in the balance sheet are £15,000 (2019: £33,000) and are separated above showing amounts recognised in less than one year and more than one year to reflect the repayment of the loans.

The first loan was obtained from Yarlington Housing Group to purchase two new minibuses for community transport activity. The repayment term of the loan is bi-annual repayments, and the last payment was due on 31 March 2019. Due to the pandemic an extension was granted and the amount was repaid in May 2020. No security has been provided for the loan, which is interest free. £nil is outstanding on this loan as at the year end (2019: £18,000 due < 1 year)

The second loan was obtained from Somerset Community Foundation during 2019 for £15,000 to finance the acquisition of new minibuses. The repayment terms of the loan specified a single payment to be made in July 2020, but this was contingent on sale of the old minibuses, which has happened (with the loan having been repaid) post year end. No security has been provided for the loan, which is interest free. £15,000 is outstanding on this loan as at the year end, all due < 1 year (2019: £15,000 due < 1 year).

14 Statement of funds - 2020

	Balance 01/01/2020 £	Income £	Expenditure £	Transfers £	Balance 31/12/2020 £
Unrestricted funds					
General	153,969	642,756	(602,713)	-	194,012
Total unrestricted funds	153,969	642,756	(602,713)	-	194,012
Total funds	153,969	642,756	(602,713)	-	194,012

Statement of funds - 2019

	Balance 01/01/20 £	Income £	Expenditure £	Extra-ordinary items £	Transfers £	Balance 31/12/20 £
Unrestricted funds						
Designated - Community Transport	143,382	614,359	(600,348)	(148,894)	(8,499)	-
General	181,750	-	-	(36,280)	8,499	153,969
Total unrestricted funds	325,132	614,359	(600,348)	(185,174)	-	153,969
Restricted funds						
Somerset Community Foundation	-	5,000	(5,000)	-	-	-
Total funds	325,132	619,359	(605,348)	(185,174)	-	153,969

- In 2019 the Somerset Community Foundation funding was received to assist with the repair costs of the vehicles.
- The designated fund for Community Transport was separated from general reserves to show the amount to be retained within Community Transport once SPARK forms its own CIO. Following the separation of SPARK this amount was transferred to general funds.
- General unrestricted funds are the free reserves of the charity to be applied at the discretion of the trustees to further any of the charitable purposes.

15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
Tangible fixed assets	44,769	-	44,769	70,587	-	70,587
Current assets	191,299	-	191,299	153,502	-	153,502
Creditors due within one year	(52,056)	-	(52,056)	(70,120)	-	(70,120)
Creditors due more than one year	-	-	-	-	-	-
	194,012	-	184,012	153,969	-	153,969

16 Commitments under operating leases

At 31 December 2020 the company had commitments under non-cancellable operating leases as follows:

	Land and buildings 2020 £	2019 £
Expiry date:		
Within one year	405	405
	405	405

	Other 2020 £	2019 £
Expiry date:		
Within one year	66,813	46,509
Between two and five years	258,575	271,244
	325,388	317,753

17 Financial instruments

	2020 £	2019 £
Financial assets that are debt instruments measured at amortised cost	186,623	148,790
	186,623	148,790
Financial liabilities measured at amortised cost	41,932	49,263
	41,932	49,263

There are no items of income, expense, gains or losses to report (2019 – none).