

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

Community Transport (South West) Limited

Trustees' Report

For the Year Ended 31 December 2020

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 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 queue 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 2021, 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

Community Transport (South West) Limited
Trustees' Report
For the Year Ended 31 December 2020

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).

Community Transport (South West) Limited
Trustees' Report
For the Year Ended 31 December 2020

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.

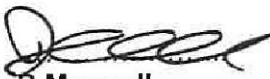
The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are responsible for the maintenance 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

Community Transport (South West) Limited
Independent Auditors' Report to the Trustees and Members
For the Year Ended 31 December 2020

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.

Community Transport (South West) Limited
Independent Auditors' Report to the Trustees and Members
For the Year Ended 31 December 2020

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.

Community Transport (South West) Limited
Independent Auditors' Report to the Trustees and Members
For the Year Ended 31 December 2020

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.

Community Transport (South West) Limited
Independent Auditors' Report to the Trustees and Members
For the Year Ended 31 December 2020



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.

Community Transport (South West) Limited

Statement of Financial Activities (including Income and Expenditure Account) continued
For the Year Ended 31 December 2019


	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

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

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

		Total 2020 £	Total 2019 £
	Notes		
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)
		<u>55,861</u>	<u>(143,743)</u>
Working capital adjustments			
(Increase)/Decrease in debtors	12	(7,715)	69,474
Increase/(Decrease) in creditors	13	(9,064)	(56,113)
		<u>39,082</u>	<u>(130,382)</u>
Cash flows from investing activities			
Interest received	3	-	70
Purchase of fixed assets	11	-	(950)
		<u>-</u>	<u>(880)</u>
Cash flows from financing activities			
Repayment of long term concessionary loan		(9,000)	(9,000)
		<u>(9,000)</u>	<u>(9,000)</u>
Net increase/(decrease) in cash and cash equivalents		<u>30,082</u>	<u>(140,262)</u>
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		<u>132,911</u>	<u>102,829</u>
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		<u>132,911</u>	<u>102,829</u>

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.

Community Transport (South West) Limited
Notes to the Financial Statements
For the Year Ended 31 December 2020

2 Donations

	Unres- tricted funds £	Res- tricted funds £	Total 2020 £	Unres- tricted funds £	Res- tricted 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

	Unres- tricted funds £	Res- tricted funds £	Total 2020 £	Unres- tricted funds £	Res- tricted funds £	Total 2019 £
Bank interest	-	-	-	70	-	70

4 Income from charitable activities

	Unres- tricted funds £	Res- tricted funds £	Total 2020 £	Unres- tricted funds £	Res- tricted 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.

Community Transport (South West) Limited
Notes to the Financial Statements
For the Year Ended 31 December 2020

5 Other income

	Unres- tricted funds £	Res- tricted funds £	Total 2020 £	Unres- tricted funds £	Res- tricted 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

	Unres- tricted funds £	Res- tricted funds £	Total 2020 £	Unres- tricted funds £	Res- tricted 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

Community Transport (South West) Limited
Notes to the Financial Statements
For the Year Ended 31 December 2020

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).

Community Transport (South West) Limited
Notes to the Financial Statements
For the Year Ended 31 December 2020

Wages and salaries (cont'd)

The average monthly number of employees during the period was:

	2020	2019
Community Transport	46	38
	<u>46</u>	<u>38</u>

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
	<u> </u>	<u> </u>

Community Transport (South West) Limited
Notes to the Financial Statements
For the Year Ended 31 December 2020

11 Tangible assets

	Computers	Motor	Fixtures &	Total
	£	vehicles	Fittings	£
		£	£	
Cost				
At 1 January 2020	8,305	189,520	330	198,155
Additions	-	-	-	-
Disposals	-	-	-	-
	<u>8,305</u>	<u>189,520</u>	<u>330</u>	<u>198,155</u>
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	-	-	-	-
	<u>7,698</u>	<u>145,358</u>	<u>330</u>	<u>153,386</u>
At 31 December 2020	7,698	145,358	330	153,386
Net book value				
At 31 December 2020	<u>607</u>	<u>44,162</u>	<u>-</u>	<u>44,769</u>
At 1 January 2020	<u>922</u>	<u>69,665</u>	<u>-</u>	<u>70,587</u>

12 Debtors

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

Community Transport (South West) Limited
Notes to the Financial Statements
For the Year Ended 31 December 2020

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
	<u>52,056</u>	<u>70,120</u>

Deferred income

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

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 Yarlinton 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).

Community Transport (South West) Limited
Notes to the Financial Statements
For the Year Ended 31 December 2020

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.

Community Transport (South West) Limited
Notes to the Financial Statements
For the Year Ended 31 December 2020

15 Analysis of net assets between funds

	Unres- tricted funds £	Res- tricted funds £	Total 2020 £	Unres- tricted funds £	Res- tricted 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	-	-	-	-	-	-
	<u>194,012</u>	<u>-</u>	<u>184,012</u>	<u>153,969</u>	<u>-</u>	<u>153,969</u>

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
	<u>405</u>	<u>405</u>
	Other	
	2020	2019
	£	£
Expiry date:		
Within one year	66,813	46,509
Between two and five years	258,575	271,244
	<u>325,388</u>	<u>317,753</u>

Community Transport (South West) Limited
Notes to the Financial Statements
For the Year Ended 31 December 2020

17 Financial instruments

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

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