

REGISTERED COMPANY NUMBER: CE024456 (England and Wales)
REGISTERED CHARITY NUMBER: 1118572

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
Community Action Partnership (Leics)

Woodford Norman Accounting Limited
7 Kevern Close
Wigston
Leicester
Leicestershire
LE18 2GR

Community Action Partnership (Leics)

Contents of the Financial Statements
for the Year Ended 31 March 2021

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 11
Detailed Statement of Financial Activities	12

Community Action Partnership (Leics)

Report of the Trustees for the Year Ended 31 March 2021

The trustees present their report and the accompanying financial statements for the charity for the year ended 31st March 2021.

OBJECTIVES AND ACTIVITIES

Objectives and activities

The charity's objectives are:

- (1) To provide low-cost community transport to residents and organisations within Leicestershire, primarily for those who cannot easily access public transport.
- (2) To promote and provide any other charitable activities, including bringing people together, for the benefit of the community within Leicestershire.

The charity's main activity is the provision of community transport for those in need and with limited access to transport who are resident within the districts of Blaby, Oadby and Wigston. This service is provided using a combination of its own vehicles and those of its volunteer drivers. At the year end its own vehicles comprised of a Ford Transit Minibus (with wheelchair capacity) and a Peugeot Horizon Rifter, wheelchair accessible vehicle.

Summary of the Charity's main activities during the year

This year's activities have been severely affected by the Covid 19 pandemic. When the first UK lockdown occurred in March 2020 the charity stopped all transport activities. Staff remained employed dealing with administration from home and providing a telephone friendship contact facility to its users, many of whom were classed as vulnerable.

As the lockdown lifted, steps were taken to ensure that the office and vehicles were operated in a covid secure manner and a limited transport service (mainly for medical appointments) was resumed. Over the following months the level of service was increased (but not to pre Covid levels). This service continued through the subsequent national and local lockdown periods and from January 2021 expanded to include transporting people to their vaccination centres.

The trustees continued to manage the charity's affairs via email and Zoom meetings and pursued its plan to convert from a company limited by guarantee to Charitable Incorporated Organisation status, which was completed on 23rd December 2020.

Also, in October 2020 the charity purchased a nearly new Peugeot Horizon Rifter, wheelchair accessible vehicle to replace its 10 year old Citroen Berlingo vehicle.

At the year end the charity employed two part time staff, a Chief Officer and a Transport Co-ordinator. It also had 35 volunteers, mostly drivers.

During the year the charity undertook 2,337 passenger journeys, down from 10,886 in the 2019/2020 year. It also undertook over 1,000 telephone friendship contacts.

FINANCIAL REVIEW

Funding and reserves

The main source of the charity's income is derived from grants received from Leicestershire County Council plus nominal charges applied for the use of its services.

Most of its funds are deemed to be "Restricted Funds", where the funds are provided for a specific purpose, namely the provision of transport services. All financial decisions made by the trustees take account of that restriction.

The trustees' policy on reserves is to hold sufficient resources to facilitate the orderly wind down of the business within 3 months should a decision be made to stop operating. To achieve this the trustees estimate that the reserves should be £15,000, to allow for any salaries, redundancy and termination of lease contracts falling due. Currently reserves exceed that level.

Community Action Partnership (Leics)

Report of the Trustees
for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is governed by a Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees. The constitution is dated 1st April 2020 and the charity became a Charitable Incorporated Organisation on 23rd December 2020, having previously been a limited company, limited by guarantee (Company Number: CE024456).

Under its Constitution trustees (apart from the first trustees) are appointed by resolution of the trustees at a properly convened meeting of the charity trustees.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
CE024456 (England and Wales)

Registered Charity number
1118572

Registered office
Oadby & Wigston Borough Council Offices
Station Road
Wigston
Leicester
Leicestershire
LE18 2DR

Trustees
H Thiaray
Mrs M C Mark
M Wilson
J Whiting
K Howard
Ms P Cornforth-Treasurer

Company Secretary
H Thiaray

Independent Examiner
Woodford Norman Accounting Limited
7 Kevern Close
Wigston
Leicester
Leicestershire
LE18 2GR

Approved by order of the board of trustees on 7 September 2021 and signed on its behalf by:



K Howard - Trustee

Independent Examiner's Report to the Trustees of
Community Action Partnership (Leics)

Independent examiner's report to the trustees of Community Action Partnership (Leics) ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 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

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

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

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

Yvonne Woodford

Yvonne Woodford
F M A A T
Woodford Norman Accounting Limited
7 Kevern Close
Wigston
Leicester
Leicestershire
LE18 2GR

7 September 2021

Community Action Partnership (Leics)

Statement of Financial Activities
for the Year Ended 31 March 2021

	Notes	Unrestricted funds £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		2,235	100,596	102,831	137,754
Other trading activities	2	-	-	-	10
Other income		-	2,500	2,500	-
Total		<u>2,235</u>	<u>103,096</u>	<u>105,331</u>	<u>137,764</u>
 EXPENDITURE ON					
Raising funds	3	2,235	50,175	52,410	56,797
Charitable activities		-	-	-	3,838
Costs of letting property		-	12,980	12,980	48,916
Other		-	-	-	-
Total		<u>2,235</u>	<u>63,155</u>	<u>65,390</u>	<u>109,551</u>
 NET INCOME		<u>-</u>	<u>39,941</u>	<u>39,941</u>	<u>28,213</u>
 RECONCILIATION OF FUNDS					
Total funds brought forward		(750)	127,491	126,741	98,528
 TOTAL FUNDS CARRIED FORWARD		<u>(750)</u>	<u>167,432</u>	<u>166,682</u>	<u>126,741</u>

The notes form part of these financial statements

Community Action Partnership (Leics)

Balance Sheet
31 March 2021

	Notes	Unrestricted funds £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	8	-	24,194	24,194	16,234
CURRENT ASSETS					
Debtors	9	(750)	1,443	693	2,727
Cash at bank and in hand		-	148,660	148,660	115,067
		(750)	150,103	149,353	117,794
CREDITORS					
Amounts falling due within one year	10	-	(6,865)	(6,865)	(7,287)
NET CURRENT ASSETS/(LIABILITIES)		(750)	143,238	142,488	110,507
TOTAL ASSETS LESS CURRENT LIABILITIES		(750)	167,432	166,682	126,741
NET ASSETS		(750)	167,432	166,682	126,741
FUNDS	11			(750)	(750)
Unrestricted funds				167,432	127,491
Restricted funds				166,682	126,741
TOTAL FUNDS					

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 7 September 2021 and were signed on its behalf by:


J Whiting - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
	-	10
Rental Income	<u> </u>	<u> </u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

3. RAISING FUNDS

Raising donations and legacies

	31.3.21	31.3.20
	£	£
	31,553	40,146
Staff costs	20,857	16,651
Support costs		
	<u>52,410</u>	<u>56,797</u>

4. NET INCOME/(EXPENDITURE)

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

	31.3.21	31.3.20
	£	£
	9,035	5,411
Depreciation - owned assets	-	3,838
Other operating leases	(2,500)	-
Surplus on disposal of fixed assets	<u></u>	<u></u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

6. STAFF COSTS

	31.3.21	31.3.20
	£	£
	31,553	40,146
Wages and salaries	<u>31,553</u>	<u>40,146</u>

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

31.3.21	31.3.20
<u></u>	<u></u>

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

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

7.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES	Unrestricted funds £	Restricted fund £	Total funds £
	INCOME AND ENDOWMENTS FROM Donations and legacies	7,974	129,780	137,754
	Other trading activities	10	-	10
	Total	7,984	129,780	137,764
	EXPENDITURE ON Raising funds	3,690	53,107	56,797
	Charitable activities Costs of letting property	3,838	-	3,838
	Other	456	48,460	48,916
	Total	7,984	101,567	109,551
	NET INCOME	-	28,213	28,213
	RECONCILIATION OF FUNDS			
	Total funds brought forward	(750)	99,278	98,528
	TOTAL FUNDS CARRIED FORWARD	(750)	127,491	126,741
8.	TANGIBLE FIXED ASSETS			Motor vehicles £
	COST			21,645
	At 1 April 2020			16,995
	Additions			38,640
	At 31 March 2021			
	DEPRECIATION			5,411
	At 1 April 2020			9,035
	Charge for year			14,446
	At 31 March 2021			
	NET BOOK VALUE			24,194
	At 31 March 2021			16,234
	At 31 March 2020			

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	1,443	3,477
Accruals	(750)	(750)
	<u>693</u>	<u>2,727</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	<u>6,865</u>	<u>7,287</u>

11. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
Unrestricted funds			
Unrestricted Funds	(750)	-	(750)
Restricted funds			
Restricted Funds	127,491	39,941	167,432
	<u>126,741</u>	<u>39,941</u>	<u>166,682</u>
TOTAL FUNDS			

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
Unrestricted Funds	2,235	(2,235)	-
Restricted funds			
Restricted Funds	103,096	(63,155)	39,941
	<u>105,331</u>	<u>(65,390)</u>	<u>39,941</u>
TOTAL FUNDS			

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds	(750)	-	(750)
Unrestricted Funds			
Restricted funds	99,278	28,213	127,491
Restricted Funds			
TOTAL FUNDS	<u>98,528</u>	<u>28,213</u>	<u>126,741</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	7,984	(7,984)	-
Unrestricted Funds			
Restricted funds	129,780	(101,567)	28,213
Restricted Funds			
TOTAL FUNDS	<u>137,764</u>	<u>(109,551)</u>	<u>28,213</u>

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

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds	(750)	-	(750)
Unrestricted Funds			
Restricted funds	99,278	68,154	167,432
Restricted Funds			
TOTAL FUNDS	<u>98,528</u>	<u>68,154</u>	<u>166,682</u>

Community Action Partnership (Leics)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	10,219	(10,219)	-
Restricted funds			
Restricted Funds	232,876	(164,722)	68,154
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	243,095	(174,941)	68,154

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

Community Action Partnership (Leics)

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

31.3.21 31.3.20
£ £

INCOME AND ENDOWMENTS

Donations and legacies	(1)	-
Gifts	48,969	61,339
Car scheme - Oadby & Wigston	51,953	74,204
Transport scheme - Blaby distr	1,910	2,211
Miscellaneous income	<u>102,831</u>	<u>137,754</u>
Other trading activities	-	10
Rental Income		
Other income	2,500	-
Gain on sale of tangible fixed assets	<u>105,331</u>	<u>137,764</u>
Total incoming resources		

EXPENDITURE

Raising donations and legacies	31,553	40,146
Wages		
Charitable activities	-	3,838
Costs of letting property		
Other	7,190	10,105
Mini bus costs	5,790	38,811
Volunteers' Costs	<u>12,980</u>	<u>48,916</u>
Support costs		
Management	905	506
Telephone	2,734	2,684
Print, postage & stationery	6,073	6,254
Computer & IT costs	1,140	543
Sundries	9,035	5,411
Motor vehicles	<u>19,887</u>	<u>15,398</u>
Finance	220	367
Bank charges		
Governance costs	750	886
Accountancy and legal fees	<u>65,390</u>	<u>109,551</u>
Total resources expended	<u>39,941</u>	<u>28,213</u>
Net income		

This page does not form part of the statutory financial statements