

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 2022
for
Community Action Partnership (Leics)

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

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for the Year Ended 31 March 2022

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Community Action Partnership (Leics)

Report of the Trustees

for the Year Ended 31 March 2022

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

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

We continued to be affected by Covid 19 restrictions but were able to offer our transport facilities to our users, increasing the number and nature of journeys as restrictions were lifted during the year. It was also possible to improve our hospital visit procedures making them more helpful to the users.

As the service increased we were able to restore our staffing numbers to pre-pandemic levels ensuring that users continued to have an effective and supportive service. At the year end the charity employed three part time staff, a Chief Officer and two Transport Co-ordinators. It also had 30 volunteers, mostly drivers.

The charity also upgraded its aged IT and telephony systems to improve efficiency, enhance remote working and customer service.

During the year the charity undertook 10,340 passenger journeys, significantly up from 2,337 in the 2020/21 year and only marginally below pre-pandemic levels.

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.

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.

Community Action Partnership (Leics)

Report of the Trustees

for the Year Ended 31 March 2022

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 - Treasurer

K Howard

Ms P Cornforth

Company Secretary

Ms P Cornforth

Independent Examiner

Woodford Norman Accounting Limited

7 Kevern Close

Wigston

Leicester

Leicestershire

LE18 2GR

Approved by order of the board of trustees on 5/9/2022 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 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

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

29 August 2022

Community Action Partnership (Leics)

Statement of Financial Activities
for the Year Ended 31 March 2022

	Notes	Unrestricted funds £	Restricted fund £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		750	126,135	126,885	102,831
Other income		-	-	-	2,500
Total		<u>750</u>	<u>126,135</u>	<u>126,885</u>	<u>105,331</u>
EXPENDITURE ON					
Raising funds	2	-	62,409	62,409	52,410
Other		-	38,058	38,058	12,980
Total		<u>-</u>	<u>100,467</u>	<u>100,467</u>	<u>65,390</u>
NET INCOME		<u>750</u>	<u>25,668</u>	<u>26,418</u>	<u>39,941</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		(750)	167,432	166,682	126,741
TOTAL FUNDS CARRIED FORWARD		<u>-</u>	<u>193,100</u>	<u>193,100</u>	<u>166,682</u>

The notes form part of these financial statements

Community Action Partnership (Leics)

Balance Sheet
31 March 2022

	Notes	Unrestricted funds £	Restricted fund £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	7	-	13,929	13,929	24,194
CURRENT ASSETS					
Debtors	8	-	4,233	4,233	693
Cash at bank		-	181,137	181,137	148,660
		-	185,370	185,370	149,353
CREDITORS					
Amounts falling due within one year	9	-	(6,199)	(6,199)	(6,865)
NET CURRENT ASSETS		-	179,171	179,171	142,488
TOTAL ASSETS LESS CURRENT LIABILITIES		-	193,100	193,100	166,682
NET ASSETS		-	193,100	193,100	166,682
FUNDS	10				
Unrestricted funds				-	(750)
Restricted funds				193,100	167,432
TOTAL FUNDS				193,100	166,682

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

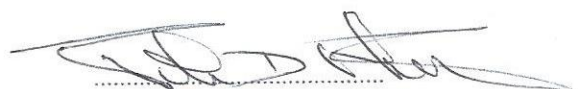
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

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 5/9/2022 and were signed on its behalf by:


J Whiting - Treasurer - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Income

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

Expenditure

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

Tangible fixed assets

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

Motor vehicles - 25% on cost

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.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

2. RAISING FUNDS

Raising donations and legacies

	31.3.22	31.3.21
	£	£
Staff costs	39,722	31,553
Support costs	22,687	20,857
	<u>62,409</u>	<u>52,410</u>

3. NET INCOME/(EXPENDITURE)

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

	31.3.22	31.3.21
	£	£
Depreciation - owned assets	10,265	9,035
Surplus on disposal of fixed assets	-	(2,500)
	<u>-</u>	<u>(2,500)</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

5. STAFF COSTS

	31.3.22	31.3.21
	£	£
Wages and salaries	39,722	31,553
	<u>39,722</u>	<u>31,553</u>

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

31.3.22	31.3.21
<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 2022

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2,235	100,596	102,831
Other income	-	2,500	2,500
Total	<u>2,235</u>	<u>103,096</u>	<u>105,331</u>
EXPENDITURE ON			
Raising funds	2,235	50,175	52,410
Other	-	12,980	12,980
Total	<u>2,235</u>	<u>63,155</u>	<u>65,390</u>
NET INCOME	<u>-</u>	<u>39,941</u>	<u>39,941</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	(750)	127,491	126,741
TOTAL FUNDS CARRIED FORWARD	<u>(750)</u>	<u>167,432</u>	<u>166,682</u>

7. TANGIBLE FIXED ASSETS

	Motor vehicles £
COST	
At 1 April 2021 and 31 March 2022	<u>38,640</u>
DEPRECIATION	
At 1 April 2021	14,446
Charge for year	<u>10,265</u>
At 31 March 2022	<u>24,711</u>
NET BOOK VALUE	
At 31 March 2022	<u>13,929</u>
At 31 March 2021	<u>24,194</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	4,233	1,443
Accruals	-	(750)
	<u>4,233</u>	<u>693</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	5,239	6,865
Other creditors	960	-
	<u>6,199</u>	<u>6,865</u>

10. MOVEMENT IN FUNDS

	At 1.4.21	Net movement in funds	At 31.3.22
	£	£	£
Unrestricted funds			
Unrestricted Funds	(750)	750	-
Restricted funds			
Restricted Funds	167,432	25,668	193,100
TOTAL FUNDS	<u>166,682</u>	<u>26,418</u>	<u>193,100</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
Unrestricted Funds	750	-	750
Restricted funds			
Restricted Funds	126,135	(100,467)	25,668
TOTAL FUNDS	<u>126,885</u>	<u>(100,467)</u>	<u>26,418</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

10. MOVEMENT IN FUNDS - continued

Comparatives for 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
TOTAL FUNDS	<u>126,741</u>	<u>39,941</u>	<u>166,682</u>

Comparative 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
TOTAL FUNDS	<u>105,331</u>	<u>(65,390)</u>	<u>39,941</u>

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

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
Unrestricted Funds	(750)	750	-
Restricted funds			
Restricted Funds	127,491	65,609	193,100
TOTAL FUNDS	<u>126,741</u>	<u>66,359</u>	<u>193,100</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

10. 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	2,985	(2,235)	750
Restricted funds			
Restricted Funds	229,231	(163,622)	65,609
TOTAL FUNDS	<u>232,216</u>	<u>(165,857)</u>	<u>66,359</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

Community Action Partnership (Leics)

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	-	(1)
Car scheme - Oadby & Wigston	59,873	48,969
Transport scheme - Blaby distr	67,012	51,953
Miscellaneous income	-	1,910
	<u>126,885</u>	<u>102,831</u>
Other income		
Gain on sale of tangible fixed assets	-	2,500
	<u>126,885</u>	<u>105,331</u>
Total incoming resources		
	126,885	105,331
EXPENDITURE		
Raising donations and legacies		
Wages	39,722	31,553
Other		
Fleet costs	11,138	7,190
Volunteers' Costs	26,920	5,790
	<u>38,058</u>	<u>12,980</u>
Support costs		
Management		
Telephone	1,719	905
Print, postage & stationery	2,043	2,734
Computer & IT costs	6,917	6,073
Sundries	671	1,140
Depreciation	10,265	9,035
	<u>21,615</u>	<u>19,887</u>
Finance		
Bank charges	322	220
Governance costs		
Accountancy and legal fees	750	750
	<u>100,467</u>	<u>65,390</u>
Total resources expended		
	<u>26,418</u>	<u>39,941</u>
Net income		

This page does not form part of the statutory financial statements