

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 2024
for
Community Action Partnership (Leics)

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

Community Action Partnership (Leics)

Report of the Trustees

for the Year Ended 31 March 2024

The trustees present their report and the accompanying financial statements for the charity for the year ended 31st March 2024.

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 offer our transport facilities to our users, with most journeys being undertaken by our volunteer drivers. Demand increased during the year but driver availability limited passenger journeys to 11,147 (compared with 11,188 in 2022/23). Unfortunately recruiting volunteer drivers continued to be problematical leading to some journey requests being refused. In the coming year the trustees and staff will continue their recruitment efforts hopefully to increase available drivers so that all journey requests can be met.

At the year end the charity employed four part time staff, a Chief Officer and three Transport Co-ordinators, one of whom being on maternity leave. It also had 27 volunteers, mostly drivers (2022/23: 30).

This year has mainly been one of consolidation especially settling into the new offices at Leatherline House and the implementation of a new fares structure from 1st April 2023. However, the charity's activities were impacted by staffing changes caused by the maternity leave on one Transport Co-ordinator and the resignation of another. That meant that from Summer 2023 it operated with two inexperienced Transport Co-ordinators, who required additional training and greater supervision.

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 £25,000, 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: 05914102).

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 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
CE024456 (England and Wales)

Registered Charity number
1118572

Registered office
Office 4 Leatherline House Business Cent
71 Narrow Lane
Aylestone
Leicester
Leicestershire
LE2 8NA

Trustees
H Thiaray
Mrs M C Mark
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 ^{25.11}2024 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 2024.

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

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

26 September 2024

Community Action Partnership (Leics)

Statement of Financial Activities
for the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		-	144,223	144,223	139,875
Other income		-	2,740	2,740	478
Total		-	146,963	146,963	140,353
EXPENDITURE ON					
Raising funds		-	69,152	69,152	55,604
Other		-	55,650	55,650	53,233
Total		-	124,802	124,802	108,837
NET INCOME		-	22,161	22,161	31,516
RECONCILIATION OF FUNDS					
Total funds brought forward		-	224,616	224,616	193,100
TOTAL FUNDS CARRIED FORWARD		-	246,777	246,777	224,616

The notes form part of these financial statements

Community Action Partnership (Leics)

Balance Sheet
31 March 2024

	Notes	Unrestricted funds £	Restricted fund £	31.3.24 Total funds £	31.3.23 Total funds £
FIXED ASSETS					
Tangible assets	6	-	6,964	6,964	13,929
CURRENT ASSETS					
Debtors	7	-	9,989	9,989	5,376
Cash at bank		-	235,880	235,880	211,122
		-	245,869	245,869	216,498
CREDITORS					
Amounts falling due within one year	8	-	(6,056)	(6,056)	(5,811)
NET CURRENT ASSETS		-	239,813	239,813	210,687
TOTAL ASSETS LESS CURRENT LIABILITIES		-	246,777	246,777	224,616
NET ASSETS		-	246,777	246,777	224,616
FUNDS	9				
Restricted funds				246,777	224,616
TOTAL FUNDS				246,777	224,616

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 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 25/1/2024 and were signed on its behalf by:


.....
J Whiting - Treasurer - 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.

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.

2. NET INCOME/(EXPENDITURE)

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

	31.3.24	31.3.23
	£	£
Depreciation - owned assets	6,965	-
	<u> </u>	<u> </u>

Community Action Partnership (Leics)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

4. STAFF COSTS

	31.3.24	31.3.23
	£	£
Wages and salaries	49,945	43,893
	<u>49,945</u>	<u>43,893</u>

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

	31.3.24	31.3.23
Administrative staff	4	4
	<u>4</u>	<u>4</u>

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

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	-	139,875	139,875
Other income	-	478	478
Total	-	<u>140,353</u>	<u>140,353</u>
EXPENDITURE ON			
Raising funds	-	55,604	55,604
Other	-	53,233	53,233
Total	-	<u>108,837</u>	<u>108,837</u>
NET INCOME	-	31,516	31,516
RECONCILIATION OF FUNDS			
Total funds brought forward	-	193,100	193,100
TOTAL FUNDS CARRIED FORWARD	-	<u>224,616</u>	<u>224,616</u>

Community Action Partnership (Leics)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

6. TANGIBLE FIXED ASSETS

		Motor vehicles £
COST		
At 1 April 2023 and 31 March 2024		38,640
DEPRECIATION		
At 1 April 2023		24,711
Charge for year		6,965
At 31 March 2024		31,676
NET BOOK VALUE		
At 31 March 2024		6,964
At 31 March 2023		13,929

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade debtors	5,435	5,016
Other debtors	360	360
Tax	4,194	-
	9,989	5,376

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade creditors	5,163	5,061
Other creditors	893	750
	6,056	5,811

9. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	At
	£	£	31.3.24
Restricted funds			£
Restricted Funds	224,616	22,161	246,777
TOTAL FUNDS	224,616	22,161	246,777

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

9. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Restricted funds			
Restricted Funds	146,963	(124,802)	22,161
TOTAL FUNDS	<u>146,963</u>	<u>(124,802)</u>	<u>22,161</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Restricted funds			
Restricted Funds	193,100	31,516	224,616
TOTAL FUNDS	<u>193,100</u>	<u>31,516</u>	<u>224,616</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Restricted funds			
Restricted Funds	140,353	(108,837)	31,516
TOTAL FUNDS	<u>140,353</u>	<u>(108,837)</u>	<u>31,516</u>

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

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
Restricted funds			
Restricted Funds	193,100	53,677	246,777
TOTAL FUNDS	<u>193,100</u>	<u>53,677</u>	<u>246,777</u>

Community Action Partnership (Leics)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

9. 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 £
Restricted funds			
Restricted Funds	287,316	(233,639)	53,677
TOTAL FUNDS	<u>287,316</u>	<u>(233,639)</u>	<u>53,677</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.