

**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 2025  
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 2025

	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 10
Detailed Statement of Financial Activities	11

---



## Community Action Partnership (Leics)

### Report of the Trustees for the Year Ended 31 March 2025

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 Renault Traffic (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 11,057 (compared with 11,147 in 2023/24). A higher than usual short notice cancellation of journeys for medical appointments also impacted on the number of journeys that we could complete.

Unfortunately recruiting volunteer drivers continued to be problematical leading to some journey requests being refused. 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, two Transport Co-ordinators and one Admin Support. It also had 26 volunteers, mostly drivers (2023/24: 27).

During summer 2024 a Transport Co-ordinator who had been on maternity leave returned to work, providing the charity with the opportunity to restructure its team, converting a temporary maternity cover Transport Co-ordinator role to Admin Support. This new role, on a trial basis, supported the whole team and freed up some time for it to undertake more promotional work in the community. However, with the resignation of a Transport Co-ordinator in March it is intended to revert to three part time staff (including the Admin Support role) from April 2025. This will be on a trial basis and, if successful, will lead to cost savings in the next financial year.

The trustees decided to replace the charity's aged Ford Transit wheelchair adapted minibus with a newer vehicle which better suited our current operational needs and in August 2024 took delivery of a new Renault Traffic Wheelchair accessible vehicle. This vehicle proved highly successful but, following flood damage in January 2025, it was written off by our insurers. A replacement used Renault Traffic (with a similar specification) was obtained in March. Fortunately, as the Ford Transit had not been sold at the time of the incident, services were not materially affected but additional costs were incurred ensuring that the Ford remained fit for purpose. The Ford was eventually sold in late March.

## **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.



Community Action Partnership (Leics)

Report of the Trustees  
for the Year Ended 31 March 2025

**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.

**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

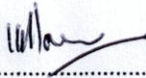
**Company Secretary**

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 25/09/2025 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 2025.

**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').

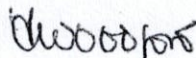
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). 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

18 September 2025



Community Action Partnership (Leics)

Statement of Financial Activities  
for the Year Ended 31 March 2025

	Notes	Unrestricted funds £	Restricted fund £	31.3.25 Total funds £	31.3.24 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		-	154,810	154,810	144,223
Other income		-	3,636	3,636	2,740
<b>Total</b>		-	158,446	158,446	146,963
<b>EXPENDITURE ON</b>					
Raising funds		-	64,548	64,548	69,152
Charitable activities general		-	18,221	18,221	-
Other		-	57,023	57,023	55,650
<b>Total</b>		-	139,792	139,792	124,802
<b>NET INCOME</b>		-	18,654	18,654	22,161
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		-	246,777	246,777	224,616
<b>TOTAL FUNDS CARRIED FORWARD</b>		-	265,431	265,431	246,777

The notes form part of these financial statements



Community Action Partnership (Leics)

Balance Sheet  
31 March 2025

	Notes	Unrestricted funds £	Restricted fund £	31.3.25 Total funds £	31.3.24 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	-	23,057	23,057	6,964
<b>CURRENT ASSETS</b>					
Debtors	7	-	6,372	6,372	9,989
Cash at bank		-	240,770	240,770	235,880
		-	247,142	247,142	245,869
<b>CREDITORS</b>					
Amounts falling due within one year	8	-	(4,768)	(4,768)	(6,056)
<b>NET CURRENT ASSETS</b>		-	242,374	242,374	239,813
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		-	265,431	265,431	246,777
<b>NET ASSETS</b>		-	265,431	265,431	246,777
<b>FUNDS</b>	9				
Restricted funds				265,431	246,777
<b>TOTAL FUNDS</b>				265,431	246,777

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.


The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 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 25/09/2025 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):

	31.3.25	31.3.24
	£	£
Depreciation - owned assets	7,686	6,965
Deficit on disposal of fixed assets	5,209	-
	<u>      </u>	<u>      </u>



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2025

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**4. STAFF COSTS**

	31.3.25	31.3.24
	£	£
Wages and salaries	59,339	49,945
	<u>59,339</u>	<u>49,945</u>

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

	31.3.25	31.3.24
	4	4
Administrative staff	<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 £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	-	144,223	144,223
Other income	-	2,740	2,740
<b>Total</b>	<u>-</u>	<u>146,963</u>	<u>146,963</u>
<b>EXPENDITURE ON</b>			
Raising funds	-	69,152	69,152
Other	-	55,650	55,650
<b>Total</b>	<u>-</u>	<u>124,802</u>	<u>124,802</u>
<b>NET INCOME</b>	-	22,161	22,161
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	-	224,616	224,616
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>-</u>	<u>246,777</u>	<u>246,777</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2025

6. TANGIBLE FIXED ASSETS

	Motor vehicles £
<b>COST</b>	
At 1 April 2024	38,640
Additions	30,743
Disposals	(38,640)
At 31 March 2025	30,743
<b>DEPRECIATION</b>	
At 1 April 2024	31,676
Charge for year	7,686
Eliminated on disposal	(31,676)
At 31 March 2025	7,686
<b>NET BOOK VALUE</b>	
At 31 March 2025	23,057
At 31 March 2024	6,964

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25 £	31.3.24 £
Trade debtors	5,689	5,435
Other debtors	360	360
Tax	323	4,194
	6,372	9,989

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25 £	31.3.24 £
Trade creditors	3,968	5,163
Other creditors	800	893
	4,768	6,056

9. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
<b>Restricted funds</b>			
Restricted Funds	246,777	18,654	265,431
<b>TOTAL FUNDS</b>	246,777	18,654	265,431



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2025

9. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Restricted funds</b>			
Restricted Funds	158,446	(139,792)	18,654
<b>TOTAL FUNDS</b>	<u>158,446</u>	<u>(139,792)</u>	<u>18,654</u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
<b>Restricted funds</b>			
Restricted Funds	224,616	22,161	246,777
<b>TOTAL FUNDS</b>	<u>224,616</u>	<u>22,161</u>	<u>246,777</u>

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

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

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

	At 1.4.23 £	Net movement in funds £	At 31.3.25 £
<b>Restricted funds</b>			
Restricted Funds	224,616	40,815	265,431
<b>TOTAL FUNDS</b>	<u>224,616</u>	<u>40,815</u>	<u>265,431</u>



Community Action Partnership (Leics)

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2025

**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 £
<b>Restricted funds</b>			
Restricted Funds	305,409	(264,594)	40,815
<b>TOTAL FUNDS</b>	<u>305,409</u>	<u>(264,594)</u>	<u>40,815</u>

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2025.



Community Action Partnership (Leics)

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2025

	31.3.25 £	31.3.24 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	-	(1)
Car scheme - Oadby & Wigston	73,781	66,479
Transport scheme - Blaby distr	81,029	77,745
	<hr/>	<hr/>
	154,810	144,223
<b>Other income</b>		
Bank Interest	3,636	2,740
	<hr/>	<hr/>
<b>Total incoming resources</b>	158,446	146,963
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Wages	59,339	49,945
<b>Other trading activities</b>		
Loss on sale of tangible fixed assets	5,209	-
<b>Other</b>		
Fleet costs	16,042	13,107
Rent, rates & water	5,142	4,785
Volunteers' Costs	35,839	37,758
	<hr/>	<hr/>
	57,023	55,650
<b>Support costs</b>		
<b>Management</b>		
Telephone	2,246	2,797
Print, postage & stationery	2,903	2,784
Computer & IT costs	4,236	5,497
Depreciation	7,686	6,965
	<hr/>	<hr/>
	17,071	18,043
<b>Finance</b>		
Bank charges	350	364
<b>Governance costs</b>		
Accountancy and legal fees	800	800
	<hr/>	<hr/>
<b>Total resources expended</b>	139,792	124,802
	<hr/>	<hr/>
<b>Net income</b>	18,654	22,161
	<hr/>	<hr/>

This page does not form part of the statutory financial statements