

Company No.07987486

Charity No. 1146853

BASILDON COMMUNITY TRANSPORT SERVICE LTD

Trustees' Report and Accounts

For The Year Ended 31 March 2021

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Trustees' Annual Report

The trustees have pleasure in presenting their report and accounts for year ended 31 March 2021. The report complies with the Charities Act 2011 and the Companies Act 2006, the Memorandum and Articles of Association, the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 (FRS102) published in September 2015. The report and accounts also complies with and are also prepared to meet the requirements of a directors' report and accounts for Companies Act purposes.

Brief History

The charity took over the operations of another charity that had been operating for over 25 years named BDVC on 1st April 2012. It started trading on 1st April 2012

The charitable company changed its name to Basildon Community Transport Service on 19th March 2013.

Objectives and Activities

In setting our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit. All income received by the charity has been applied to the provision of the charity's aims.

Our objectives can be summarised as follows:

- To provide transport options for people who find mainstream public transport difficult to access due to age, illness or geographical isolation.
- To assist the charitable work of organisations engaged in promoting social benefits for such persons through the provision of appropriate transport solutions.
- To help minimise social exclusion, by providing affordable mobility accessible transport solutions to needy individuals, and also provide sustainable transport solutions to the community statutory organisations.

The main activities were as follows:

- Dial a Ride Service – designed for the residents of Basildon who are unable to access a standard vehicle due to disability.
- Minibus Brokerage – consists of a pool of vehicles, providing groups with an option of using a vehicle when required without the expense of owning and running a vehicle themselves.

- Social Car Scheme – a service providing local journeys for residents who can access a standard vehicle but are unable to use public transport.
- To provide services promoting mobility and general health and well being.
- To provide wheelchair loan and toenail cutting service at an affordable cost

Achievements and Performance

In the twelve months leading up to 31 March 2021 we achieved the following (2020 figures are shown in brackets):

- 247(992) individual members benefitted from our activities
1(18) group members, giving other charitable organisations access to transportation for their events
- 1718(26,916) passenger journeys for the residents of Basildon
- Provided Toe Nail cutting service 452 times (2,234)

Financial Review

This financial year produced an overall Deficit/surplus of £109,491 (2020 £-6,567). Income totalled £361,157 (2020 £315,649) and expenditure £251,666 (2020 £322,216)

Reserve Policy :

Our current policy is, in normal circumstances, to aim to maintain our reserves to provide nine months of cover. However, in the last year , the level of General Funds of £412,320 expressed in relation to reduced expenditure due to pandemic of £251,666 equates to 19.6 months (last year 12 months)

Given the current climate, and with the uncertainty regarding COVID-19 and the unlikely return to more normal conditions very quickly, together with the uncertainty of the level of future funding, the Trustees feel that the maintaining of a higher level of reserves is prudent

Trustees believe that the reserves, as set out in this report, will provide sufficient resources to provide sufficient working capital for our needs and allow us not only to maintain the existing services but also to implement our plans to move to a low/zero emission vehicles

Operating Environment

In this current financial year (1st April 2020 to 31st March 2021) all qualifying staff were furloughed and BCTS participated in the Government's Furlough (job retention) scheme. BCTS continued to pay full salaries to relevant staff in excess of the value of the furlough payments, thereby ensuring staff members suffered no immediate, undue or unforeseen financial hardship.

Immediate Challenges

The Trustees of Basildon Community Transport believe that, however challenging current conditions are, the Charity provides an essential, viable service to the local community and will continue to do so over many years to come.

The Future

The current financial year is likely to remain extremely unpredictable, and therefore immensely challenging for the Charity. These restrictions on our 'normal, day-to-day operations are likely to remain in place for the foreseeable future; certainly, for the remainder of this financial year and for some considerable period thereafter.

The Trustees have a policy of replacing vehicles once they approach the end of their serviceable life, particularly when the costs of maintaining the vehicles becomes significantly more expensive. The Trustees plan to replace the fleet of diesel busses currently in service, with low/zero emission vehicles. Clearly this cannot happen all at once and so this replacement policy will happen over the next few years

COVID -19- Key operating Assumptions

The COVID -19 pandemic continues to impact on the operations of the charity and will continue to do so for the foreseeable future.

The following key assumptions have been discussed and agreed by the BCTS Trustees as those most relevant and pertinent to the Charity's business and the economic and social environment within which it operates. These assumptions are fundamental to the future outlook and underpin the Charity's future business strategy.

- 1 Basildon Community Transport provides an essential public service to the residents of the borough for whom the Charity provides a unique life line.
- 2 Basildon Community Transport is funded, in part, by grants from Essex County Council and Basildon Borough Council. This financial support is expected to continue.
- 3 The services provided by the Charity will be gradually restored to pre-COVID-19 levels and passenger demand will increase.
- 4 BCTS had benefitted from furlough payments for relevant staff members, from the Government's Job Retention Scheme, Grants and Concessionary fare payments. At the same time costs are lower for salaries, fuel and maintenance.
- 5 It is unlikely that covid-19 will be eliminated entirely and will likely remain, in circulation, For many years. Informed opinion suggests that the global population will have to learn to live with the virus and accept the limitations on activities that will result.

Key Operating Risks

The Trustees have a duty to identify and review all risks to which the Charity is exposed (positive and negative) and carry out this duty and ensure appropriate controls are in place and any necessary action is taken to mitigate such negative risks.

These include strong governance, together with clear operating procedures and, where necessary, focussed training

There are any number of risks to the operating assumptions listed above. These include, but are not limited to, the following:

1. Our assumptions on ongoing funding from Essex and Basildon Councils are misplaced.
2. Trustees believe that the reserves, as, will be sufficient to maintain the existing services. Unexpected expenditures would mean that our reserves would fall at a faster rate than anticipated.
3. A new variant of the virus emerges that proves resistant to the current vaccines that are currently available and being used. However, we believe that this would be short lived As vaccines would be adjusted to fight the properties of any such variant

Structure, Governance and Management

The company is governed by its Memorandum and Articles of Association incorporated on 13th March 2012

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. The Management Committee, together with the Chief Executive Officer, meet at least four times a year. The Management Committee is responsible for the strategic direction and policy of the charity.

New trustees are either advertised for in the local press or introduced via networking and all applicants are interviewed. Skills matching forms an important part of the selection process.

The Chief Executive Officer is responsible for the day to day operational management of the Charity. At the start of the financial year, the Company employed three full time staff: one admin 2 minibus drivers, 2 part time minibus drivers and 4 part time admin. The Chief Executive Officer is on a consultant basis shared in partnership working with Brentwood Community Transport. In addition to their strategic and governance roles, the trustees support the operations and the Chief Executive Officer through supervision and application

Company Information

Trustees

| | |
|--------------|-----------|
| Clive Poel | Chairman |
| Grahame Poel | Treasurer |
| Anthony Cole | |

Employees

| | |
|---------------------|-----------------|
| Robert Agius | Driver |
| Lisa Beavis | Driver |
| Stephen Brownsdon | Driver |
| Carolanne Brownsdon | Administrator |
| Alan Churms | Driver |
| Anthony Crawley | Driver |
| Debbie Desborough | Toe Nail Cutter |
| Yvonne Grant | Administrator |
| Lea Longmoir | Administrator |
| Kerry Owers | Administrator |
| Nichole Pretor | Toe Nail Cutter |
| Emma Quick | Toe Nail Cutter |
| Gwyneth Rust | Toe Nail Cutter |
| Jamie Reed | Driver |
| Sharon Wornham | Administrator |

Consultant

Tina Tickner Chief Executive Officer shared with Brentwood Community Transport

Company Information (continued)

Charity Number **1146853**
Company Number **07987486**

**Registered Office &
Principal Office** The George Hurd Centre
1st Floor, Audley Way
Basildon
Essex SS14 2 FL

Bankers CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling Kent
ME19 4JQ

Barclays Bank Plc
PO Box 544
54 Lombard Street
London
EC3V 9EX

Virgin Money
Jubilee House
Gosforth
Newcastle upon Tyne
NE3 4 PL

Aldermore Bank Plc
1st Floor
Block B
Western House
Lynch Wood
Peterborough
PE2 6FZ

Metro Bank Plc
One Southampton Row
London
WC18 5HA

Cambridge & Counties Bank Limited
Charnwood Court
New Walk
Leicester
LE1 6TE

Nationwide Building Society
Nationwide House
Pipers Way
Swindon
SN38 1NW

Independent
Examiner

John Eke F.C.I.E.
168 Dragon Road
Salisbury Village
Hatfield
Herts.
AL10 9NZ

Sincere thanks go to all of our staff and everyone who has contributed to the success of the organisation; with a special thank you to our volunteers:

Volunteers

Daphne Andrews

David Simms

Signed by order of the Trustees

A handwritten signature in black ink, appearing to read 'Clive Poel', with a long, sweeping horizontal stroke extending to the right.

Clive Poel
Chairman

Independent Examiner's Report to the Trustees of Basildon Community Transport Service Limited ('the company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2021, which are set out on pages 11 to 20.

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 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 under section 145 of the 2011 Act. In carrying out my examination I have followed the general directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act.

Independent examiner's statement

As the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination by being a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

I have completed my examination and 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 145 of the Charities Act 2011 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.

John Eke

**Fellow of the Association of Charity Independent Examiners
Soar View, 4 Stable Court, Marlborough, Devon TQ7 3FB
Date: February 2022**

Statement of Financial Activities for the Year Ended 31 March 2021

| | | Unrestricted Funds | |
|-------------------------------------|--------------------|--------------------|----------------|
| | Further Details | 2021 | 2020 |
| | | £ | £ |
| Income and endowments from: | | | |
| Donations and legacies | | 27 | 1,359 |
| Charitable Activities | 2 | 359,550 | 311,629 |
| Investments | | 1,580 | 2,661 |
| Total | | 361,157 | 315,649 |
| Expenditure on: | | | |
| Raising Funds | | Nil | Nil |
| Charitable activities | 3 | 251,666 | 322,216 |
| Other | | Nil | Nil |
| Total | | 251,666 | 322,216 |
| Net Income (Expenditure) | | 109,491 | -6,567 |
| Transfers between funds | | | |
| Net Movement in Funds | | 109,491 | -6,567 |
| Reconciliation of Funds: | | | |
| Balances b/f | | 317,398 | 323,965 |
| Balances c/f | | 426,889 | 317,398 |

This SOFA incorporates an Income and Expenditure account as required under the Companies Act 2006.

Statement of Financial Position as at 31 March 2021

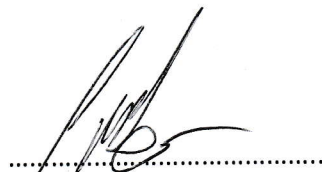
| | Further details | £ | 2021 £ | 2020 £ |
|--|--------------------|----------------|----------------|----------------|
| Fixed Asset | | | | |
| Tangible assets | 4 | | 14,569 | 26,802 |
| Current Asset | | | | |
| Debtors | 5 | 20,563 | | 15,794 |
| Cash at bank | | <u>420,588</u> | | <u>306,509</u> |
| | | 441,151 | | 322,303 |
| Creditors | | | | |
| Amounts falling due within one year | 6 | (28,831) | | (31,707) |
| Total Current Liabilities | | (28,831) | | (31,707) |
| Net Current Assets | | | 412,320 | 290,596 |
| Total Assets less Current Liabilities | | | <u>426,889</u> | <u>317,398</u> |
| Represented by Funds and Reserves: | | | | |
| Restricted Funds | | | | |
| Unrestricted Funds: | | | | |
| Designated Fixed Assets Fund | | | 14,569 | 25,802 |
| General Funds | 7 | | | |
| Transport | | | 313,210 | 200,271 |
| Community Activities | | | 99,110 | 90,325 |
| Total Charity Funds | | | <u>426,889</u> | <u>317,398</u> |

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with Financial Reporting Standard 102

For the year ended 31/03/2017 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- The notes on pages 15 to 20 form part of these Financial statements

This report and financial statements were approved by the members of the committee on 8th October 2020 and are signed on their behalf by:



Clive Poel (Chairman)

Company Registration Number: 07987486



Grahame Poel (Treasurer)

Charity Number: 1146853

Notes to the Financial Statements Year Ended 31 March 2021

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, and 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 for Smaller Entities and comply with the Memorandum and Articles of Association of the Company and the Companies Act 2006.

Income and endowments

Income from donations and grants, including capital grants, is recognised when there is evidence of entitlement, receipt is probable and its amount can be measured reliably, except as follows:

- a) when donors specify that donations and grants given to the charity has a time related condition and must be used in future accounting periods, the income is deferred until those periods.
- b) when donors impose pre-conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for a particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources as restricted funds when receivable.

Expenditure

All expenditure is accounted for on an accruals basis. VAT is generally not included in expenditure as VAT is recoverable on the basis that passenger transport is zero-rated. Some expenditure, however, is outside the scope of VAT and as this VAT is not recoverable it is included in expenditure.

Governance

These costs which are included within expenditure on charitable activities relate to compliance with statutory requirements.

Depreciation

Major expenditure on tangible fixed assets costing over £500 will be capitalised. The cost of other items is written off as incurred.

Depreciation is calculated so as to write off the cost of the asset, less its estimated residual value, over the useful economic life of that asset on a straight line basis as follows:

Annual Rate

| | |
|----------------|-----|
| Wheelchairs | 20% |
| Motor vehicles | 20% |

Taxation

The company is a charity within the meaning of section 505 of the Income and Corporation Taxes Act 1988. Accordingly the company can claim relief from taxation in respect of income or capital gains received, to the extent that such income or gains are applied to exclusively charitable purposes.

The majority of our transportation income is zero rated with regard to VAT. This is in line with VAT Notice 744A March 2002 which allows zero rating when the vehicles used are designed or adapted to carry not less than ten passengers.

2. Income and Endowments from Charitable Activities

| | Unrestricted 2021 £ | Total 2021 £ | Total 2020 £ |
|-------------------|------------------------------------|-----------------------------|-----------------------------|
| Grants | 181,567 | 181,567 | 181,867 |
| Fares & Contracts | 72,585 | 72,585 | 116,420 |
| Membership | 2,982 | 2,982 | 8,446 |
| Other | <u>102,416</u> | <u>4,473</u> | <u>4,896</u> |
| Total | <u>359,550</u> | <u>261,607</u> | <u>311,629</u> |

2.1 Grants

| | Unrestricted | Total 2021 | Total 2020 |
|--------------------------------|----------------|----------------|----------------|
| | £ | £ | £ |
| General (Essex County Council) | 103,367 | 103,367 | 103,367 |
| Basildon Borough Council | | | |
| Community Transport | 50,000 | 50,000 | 50,000 |
| Community Activities | 26,000 | 26,000 | 26,000 |
| Grant | <u>2,200</u> | <u>2,200</u> | <u>2,500</u> |
| | <u>181,567</u> | <u>181,567</u> | <u>181,867</u> |

2.2 Fares and Contracts

| | £ 2021 | £ 2020 |
|----------------------------------|---------------|----------------|
| Toe Nail Cutting Services | 5,456 | 26,348 |
| Fares (section 19) | 558 | 25,251 |
| Concessionary Fares (section 22) | <u>66,596</u> | <u>64,821</u> |
| | <u>72,610</u> | <u>116,420</u> |

2.3 Other Incoming Resources

| | £ 2021 | £ 2020 |
|------------------------------|----------------|--------------|
| Bus Services Operating Grant | 4,473 | 4,896 |
| JRS Furlough | <u>97,943</u> | <u>-</u> |
| | <u>102,416</u> | <u>4,896</u> |

3. Expenditure on Charitable Activities

| | | | £ 2021 | £ 2020 |
|-------------------------------|-----------------------|----------------------|-----------------------|-----------------------|
| | Transport | Comm. unity | | |
| Staff Costs | 137,706 | 43,758 | 181,464 | 204,731 |
| Volunteer reimbursements | 54 | - | 54 | 15,877 |
| Premises | 2,084 | 694 | 2,778 | 2,483 |
| Vehicle running costs: | | | | |
| Hire/Leasing | - | | - | 1,260 |
| Maintenance | 19,563 | | 19,563 | 38,257 |
| Fuel | 1,722 | | 1,722 | 13,911 |
| Other | 11,567 | | 11,567 | 11,843 |
| Bank charges | 160 | | 160 | 115 |
| Legal & Professional | 1,942 | 648 | 2,590 | 1,540 |
| Covid Costs | 5,404 | 600 | 6,004 | - |
| Office: | | | | |
| Stationery & Printing | 368 | 122 | 490 | 3,057 |
| Computer costs | 9,240 | | 9,240 | 9,502 |
| Sundry Expenses | 2,523 | 841 | 3,364 | 6,570 |
| Independent Examination | 328 | 109 | 437 | 437 |
| Depreciation | 11,404 | 829 | 12,233 | 12,633 |
| Total | <u>204,065</u> | <u>47,601</u> | <u>251,666</u> | <u>322,216</u> |
| 3.1 | Staff Costs: | | | |
| | Gross Salaries | 147,360 | | 156,073 |
| | Employer NI | 1,688 | | 2,986 |
| | Employer Pension | 2,351 | | 2,465 |
| | Training/ CRB | 162 | | 844 |
| | Consultancy | <u>29,903</u> | | <u>42,363</u> |
| | <u>181,464</u> | | | <u>204,731</u> |
| 3.2 | Staff Nos: | 2021 | | 2020 |
| | | FTE | | FTE |
| | Full time | 3 | | 3 |
| | Part time | <u>7</u> | | <u>7</u> |
| | Total | <u>10</u> | | <u>10</u> |

4. Tangible Assets

| | Wheel Chairs | Motor Vehicles | Total Cost | |
|---------------------|-----------------|-------------------|----------------|---------------|
| | | | 2021 | 2020 |
| As at start of year | 6,154 | 138,685 | 144,839 | 187,163 |
| Additions | <u>6,154</u> | <u>138,685</u> | <u>144,839</u> | <u>23,775</u> |
| Disposals | | | | <u>66,099</u> |
| Balance at year end | 6,154 | 138,685 | 144,839 | 144,839 |
| Depreciation | | | | |
| As at start of year | 4,841 | 113,196 | 118,037 | 171,503 |
| Disposals | | | | 66,099 |
| Charge in year | <u>829</u> | <u>11,404</u> | <u>12,233</u> | <u>12,599</u> |
| As at year end | 5,670 | 124,600 | 130,270 | 118,037 |
| Net Book Value | 484 | 14,085 | 14,569 | 26,802 |

5. Debtors

| | £ 2021 | £ 2020 |
|---------------------|---------------|---------------|
| Trade debtors | 687 | 1,365 |
| Other debtors - Vat | 4,452 | 11,576 |
| -HMRC | 8,081 | - |
| -BSOG | 4,473 | - |
| Prepayments | <u>2,870</u> | <u>2,853</u> |
| | <u>20,563</u> | <u>15,794</u> |

6. Creditors: Amounts falling due within one year

| | £ | £ |
|---|----------------------|----------------------|
| | 2021 | 2020 |
| Trade creditors | 14,070 | 18,885 |
| Other | 12,317 | 10,174 |
| Payroll taxes, social security & union fees | 1,394 | 1,598 |
| Deposits | <u>1,050</u> | <u>1,050</u> |
| | <u>28,831</u> | <u>31,707</u> |

7. Movement in General Funds

| | Transport | Community Activities |
|-------------------------------|-----------------------|----------------------|
| Bought forward 1 April 2020 | 200,271 | 90,325 |
| Income | <u>305,600</u> | <u>55,557</u> |
| | 505,871 | 145,882 |
| Expenses | <u>204,065</u> | <u>47,601</u> |
| | 301,806 | 98,281 |
| Transfer Fixed Asset Fund | <u>11,404</u> | <u>829</u> |
| Carried Forward 31 March 2021 | <u>313,210</u> | <u>99,110</u> |

8. Movement of Funds

| | Unrestricted Funds | | Total Funds |
|-------------------------------|---------------------------|---|------------------------|
| | General Funds | Designated Fixed Assets Fund | |
| | £ | £ | £ |
| Brought forward 01 April 2020 | 290,596 | 26,802 | 317,398 |
| Incoming Resources | 361,157 | | 361,157 |
| Expenditure | (251,666) | | (251,666) |
| Transfer | | | |
| Transfer this year depn. | <u>12,233</u> | <u>(12,233)</u> | <u>-</u> |
| Carried forward | <u>412,320</u> | <u>14,569</u> | <u>426,889</u> |

Transfers are in respect of changes to the Designated Fixed Assets Fund in respect of and the depreciation charge for the year £12,233.

9. Capital Commitments

There were no capital commitments, either authorised or contracted.