

**Company No.07987486**

**Charity No. 1146853**

**BASILDON COMMUNITY TRANSPORT SERVICE LTD**

**Trustees' Report and Accounts**

**For The Year Ended 31 March 2022**

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## **Trustees' Annual Report**

The trustees have pleasure in presenting their report and accounts for year ended 31 March 2022. 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 October 2019. 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 1<sup>st</sup> April 2012. It started trading on 1<sup>st</sup> April 2012

The charitable company changed its name to Basildon Community Transport Service on 19<sup>th</sup> 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 2022 we achieved the following (2021 figures are shown in brackets):

- 487 (247) individual members benefitted from our activities  
28(1) group members, giving other charitable organisations access to transportation for their events
- 13194 (1718) passenger journeys for the residents of Basildon
- Provided Toenail cutting service 1374 times (452)

### **Financial Review**

This financial year produced an overall surplus of £840 (2021 £109,491). Income totalled £294,734 (2021 £361,157) and expenditure £293,996 (2021 £251,666)

### **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 £418,145 expressed i expenditure of £293,996 equates to 17.06 months ( last year 19.6 months )

Given the current economic climate, and with the continuing uncertainty regarding COVID-19 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 2021 to 31<sup>st</sup> March 2022 ) 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. In this year we were fortunately to have a new bus via a donation from Iveco's CNHi Solidarity Fund.

### **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.

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 and so are placing orders for two busses for delivery in late 2022.

### **COVID -19- Key operating Assumptions**

The COVID -19 pandemic continues to impact on the operations of the charity and it is likely to have an impact for some considerable time to come.

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 has been 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.
- 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.

### **Structure, Governance and Management**

The company is governed by its Memorandum and Articles of Association incorporated on 13<sup>th</sup> 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
Michael Bellini	Driver
Carolanne Brownsdon	Administrator
Stephen Brownsdon	Driver
Alan Churms	Driver
Anthony Crawley	Driver
Debbie Desborough	Toenail Cutter
Danica Daly	Administrator
Yvonne Grant	Administrator
Lea Longmoir	Administrator
Kerry Owers	Administrator
Kylie-Rae Elizabeth Parkin	Administrator
Victoria Marie Nicholas	Administrator
Nichole Pretor	Toenail Cutter
Emma Quick	Toenail Cutter
Gwyneth Rust	Toenail 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  
1<sup>st</sup> 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  
1<sup>st</sup> 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.  
Soar View  
4 Stable Court  
Malborough  
Devon.  
TQ7 3FB

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 31<sup>st</sup> March 2022, which are set out on pages 12 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.

Date 24<sup>th</sup> November, 2022

Signed



John Robert Eke  
Fellow of the Association of Charity Independent Examiners  
Soarview, 4 Stable Court, Malborough, Devon, TQ7 3FB

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

	Further Details	Unrestricted Funds 2022	2021
		£	£
<b>Income and endowments from:</b>			
Donations and legacies		-	27
Charitable Activities	2	293,759	359,550
Investments		1,077	1,580
<b>Total</b>		<b>294,836</b>	<b>361,157</b>
<b>Expenditure on:</b>			
Raising Funds		Nil	Nil
Charitable activities	3	293,996	251,666
Other		Nil	Nil
<b>Total</b>		<b>293,996</b>	<b>251,666</b>
<b>Net Income (Expenditure)</b>		<b>840</b>	<b>109,491</b>
<b>Transfers between funds</b>			
<b>Net Movement in Funds</b>		<b>840</b>	<b>109,491</b>
<b>Reconciliation of Funds:</b>			
<b>Balances b/f</b>		<b>426,889</b>	<b>317,398</b>
<b>Balances c/f</b>		<b>427,729</b>	<b>426,889</b>

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

# Statement of Financial Position as at 31 March 2022

	Further details	2022 £	2021 £
<b>Fixed Asset</b>			
Tangible assets	4	9,584	14,569
<b>Current Asset</b>			
Debtors	5	15,090	20,563
Cash at bank		<u>435,884</u>	<u>420,588</u>
		450,974	441,151
<b>Creditors</b>			
Amounts falling due within one year	6	(32,829)	(28,831)
<b>Total Current Liabilities</b>		(32,829)	(28,831)
<b>Net Current Assets</b>		418,145	412,320
<b>Total Assets less Current Liabilities</b>		<u>427,729</u>	<u>426,889</u>
<b>Represented by Funds and Reserves:</b>			
Restricted Funds			
<b>Unrestricted Funds:</b>			
Designated Fixed Assets Fund		9,584	14,569
General Funds	7		
Transport		316,221	313,210
Community Activities		101,924	99,110
<b>Total Charity Funds</b>		<u>427,729</u>	<u>426,889</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***

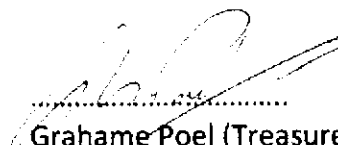
- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- 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 24<sup>th</sup> November 2022 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 2022**

**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

	<b>Unrestricted 2022 £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Grants	185,067	185,067	181,567
Fares & Contracts	83,215	83,215	72,585
Membership	5,737	5,737	2,982
Other	<u>19,740</u>	<u>19,740</u>	<u>102,416</u>
<b>Total</b>	<b><u>293,759</u></b>	<b><u>293,759</u></b>	<b><u>359,550</u></b>



## 2.1 Grants

	Unrestricted	Total 2022	Total 2021
	£	£	£
General (Essex County Council)	103,367	103,367	103,367
Basildon Borough Council			
Community Transport	53,500	53,500	50,000
Community Activities	26,000	26,000	26,000
Grant	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>
	<u>185,067</u>	<u>185,067</u>	<u>181,567</u>

## 2.2 Fares and Contracts

	£ 2022	£ 2021
ToeNail Cutting Services	17,551	5,456
Fares (section 19 )	2,804	558
Concessionary Fares (section 22)	<u>62,860</u>	<u>66,596</u>
	<u>83,215</u>	<u>72,610</u>

## 2.3 Other Incoming Resources

	£ 2022	£ 2021
Bus Services Operating Grant	1,930	4,473
JRS Furlough	<u>17,810</u>	<u>97,943</u>
	<u>19,740</u>	<u>102,416</u>

### 3. Expenditure on Charitable Activities

			£ 2022	£ 2021
	Transport	Comm. unity		
Staff Costs	147,720	43,580	191,300	181,464
Volunteer reimbursements	13	-	13	54
Premises	1,217	406	1,623	2,778
<b>Vehicle running costs:</b>				
Hire/Leasing	450		450	-
Maintenance	50,358		50,358	18,563
Fuel	13,312		13,312	1,722
Other	12,268		12,268	11,567
Bank charges	260		260	160
Legal & Professional	1,305	435	1,740	2,590
Covid Costs	15		15	6,004
<b>Office:</b>				
Stationery & Printing	1,466	488	1,954	490
Computer costs	9,982		9,982	9,240
Sundry Expenses	2,059	3,677	5,736	3,364
Independent Examination				437
Depreciation	4,695	290	4,985	12,233
<b>Total</b>	<b><u>245,120</u></b>	<b><u>48,876</u></b>	<b><u>293,996</u></b>	<b><u>251,666</u></b>
 3.1	<b>Staff Costs:</b>			
	Gross Salaries	147,301		147,360
	Employer NI	1,838		1,688
	Employer Pension	1,945		2,251
	Training/ CRB	679		162
	Consultancy	<u>39,537</u>		<u>29,903</u>
		<b><u>191,300</u></b>		<b><u>181,464</u></b>
 3.2	<b>Staff Nos:</b>			
	<b>2022</b>			<b>2021</b>
	<b>FTE</b>			<b>FTE</b>
	Full time	3		3
	Part time	<u>7</u>		<u>7</u>
	<b>Total</b>	<b><u>10</u></b>		<b><u>10</u></b>

#### 4. Tangible Assets

	Wheel Chairs	Motor Vehicles	Total Cost	
			2022	2021
As at start of year	6,154	138,685	144,839	144,839
Additions	<u>6,154</u>	<u>138,685</u>	<u>144,839</u>	<u>-</u>
Balance at year end	6,154	138,685	144,839	144,839
<b>Depreciation</b>				
As at start of year	5,670	124,600	130,270	118,037
Charge in year	<u>290</u>	<u>4,695</u>	<u>4,985</u>	<u>12,233</u>
As at year end	5,960	129,295	135,255	130,270
Net Book Value	194	9,390	9,584	14,569

#### 5. Debtors

	£ 2022	£ 2021
Trade debtors	763	687
Other debtors - Vat	9,826	4,452
-HMRC	-	8,081
-BSOG	1,930	4,473
Prepayments	<u>2,571</u>	<u>2,870</u>
	<u>15,090</u>	<u>20,563</u>

**6. Creditors: Amounts falling due within one year**

	£ 2022	£ 2021
Trade creditors	19,694	14,070
Other	9,254	12,317
Payroll taxes, social security & union fees	1,823	1,394
Deposits	<u>2,058</u>	<u>1,050</u>
	<b><u>32,829</u></b>	<b><u>28,831</u></b>

**7. Movement in General Funds**

	Transport	Community Activities
Bought forward 1 April 2021	313,210	99,110
Income	<u>243,436</u>	<u>51,400</u>
	556,646	150,510
Expenses	<u>245,120</u>	<u>48,876</u>
	311,526	101,634
Transfer Fixed Asset Fund	<u>4,695</u>	<u>290</u>
Carried Forward 31 March 2022	<b><u>316,221</u></b>	<b><u>101,924</u></b>

## 8. Movement of Funds

	Unrestricted Funds		Total Funds
	General Funds	Designated Fixed Assets Fund	
	£	£	£
Brought forward 01 April 2021	412,320	14,569	426,889
Incoming Resources	294,836		294,836
Expenditure	(293,996)		(293,996)
Transfer			
Transfer this year depn.	<u>4,985</u>	<u>( 4,985)</u>	<u>-</u>
Carried forward	<u>418,145</u>	<u>9,584</u>	<u>427,729</u>

Transfers are in respect of changes to the Designated Fixed Assets Fund in respect of and the depreciation charge for the year £4,985.

## 9. Capital Commitments

There were no capital commitments contracted but the purchase of two buses had been authorised