

Company No.07987486

Charity No. 1146853

BASILDON COMMUNITY TRANSPORT SERVICE LTD

Trustees' Report and Accounts

For The Year Ended 31 March 2024

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Trustees' Annual Report

The trustees have pleasure in presenting their report and accounts for year ended 31 March 2024. 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 comply 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 organizations engaged in promoting social benefits for such persons through the provision of appropriate transport solutions.
- To help minimize social exclusion, by providing affordable mobility accessible transport solutions to needy individuals, and also provide sustainable transport solutions to the community statutory organizations.

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 a 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, this since covid is no longer provided due to a lack of volunteers but we actively trying to recruit.
- To provide services promoting mobility and general health and wellbeing.
- To provide wheelchair loan and toenail cutting service at an affordable cost

Achievements and Performance

In the twelve months leading up to 31 March 2024 we achieved the following (2023 figures are shown in brackets):

- 517 (487) individual members benefitted from our activities
18(28) group members, giving other charitable organisations access to transportation for their events
- 22221 (13194) passenger journeys for the residents of Basildon
- Provided Toenail cutting service 1757 times (1374)

Financial Review

This financial year produced an overall Loss of £8,446 (2023 £51,891). Income totalled £441,168 (2024 £319,683) and expenditure £449,614 (2023 £371,574)

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 £248,905 expressed as expenditure of £449,614 equates to 6.64 months (last year 10.17 months)

Given the current economic climate, and with the continuing uncertainty of the level of future funding, the Trustees feel that the maintaining of a high 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

This year we incurred increased costs including high vehicle maintenance cost due to the age of some of our fleet. Also, most of the staff had increases following government guidelines regarding the minimum wage.

We were fortunate to receive a donation of £50,000 from Age Concern Essex when this charity ceased trading.

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 an order for one bus for delivery in late 2025.

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, will be sufficient to maintain the existing services. Unexpected expenditure 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 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 minibuses drivers, 2 part time minibuses 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
Lynn Barden	Driver
Brian Baker	Driver
Peter Baker	Driver
Brian Bateman	Driver
Lisa Beavis	Driver
Stephen Brownsdon	Driver
Alan Churms	Driver
Anthony Crawley	Driver
Debbie Desborough	Toenail Cutter
Danica Daly	Administrator
Kylie-Rae Evans	Administrator
Victoria Marie Nicholas	Administrator
Kerry Owers	Administrator
Kylie-Rae Elizabeth Parkin	Administrator
Emma Quick	Administrator
Gwyneth Rust	Toenail Cutter
Jamie Reed	Driver
Anthony Toulson	Driver
Stewart Tyler	Driver
Sarah West	Toenail Cutter
Christopher Winn	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.
Soarview
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:

Volunteer

David Simms

Daphne Andrews

Signed by order of the Trustees.

A handwritten signature in black ink, appearing to read 'Clive Poel', written over a horizontal line.

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 2024, which are set out on pages 12 to 21.

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 19th November, 2024

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 2024

	Further Details	Unrestricted Funds 2024	2023
		£	£
Income and endowments from:			
Donations and legacies		51,171	183
Charitable Activities	2	382,948	316,629
Investments		7,049	2,871
Total		441,168	319,683
Expenditure on:			
Raising Funds		Nil	Nil
Charitable activities	3	449,614	371,574
Other		Nil	Nil
Total		449,614	371,574
Net Income (Expenditure)		(8,446)	(51,891)
Transfers between funds			
Net Movement in Funds		(8,446)	(51,891)
Reconciliation of Funds:			
Balances b/f		375,838	427,729
Balances c/f		367,392	375,838

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

Statement of Financial Position as at 31 March 2024,

	Further details	2024 £	2023 £
Fixed Asset			
Tangible assets	4	111,488	55,585
Current Asset			
Debtors	5	35,218	73,006
Cash at bank		<u>272,312</u>	<u>296,638</u>
		307,530	369,644
Creditors			
Amounts falling due within one year	6	(51,626)	(49,391)
Total Current Liabilities		(51,626)	(49,391)
Net Current Assets		255,904	320,253
Total Assets less Current Liabilities		<u>367,392</u>	<u>375,838</u>
Represented by Funds and Reserves:			
Restricted Funds			
Unrestricted Funds:			
Designated Fixed Assets Fund		111,488	55,585
General Funds	7		
Transport		115,821	219,188
Community Activities		140,083	101,065
Total Charity Funds		<u>367,392</u>	<u>375,838</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

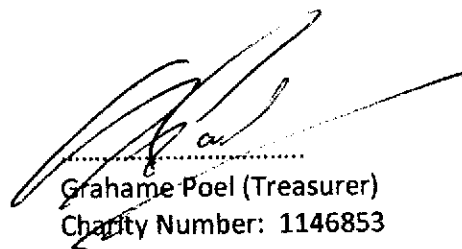
- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- 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 18th November 2024 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 2024

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 purpose, 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 2024 £	Total 2024 £	Total 2023 £
Grants	181,992	181,992	182,867
Fares & Contracts	180,260	180,260	121,294
Membership	8,498	8,498	7,159
Other	<u>12,197</u>	<u>12,197</u>	<u>5,309</u>
Total	<u>382,947</u>	<u>382,947</u>	<u>316,629</u>

2.1 Grants

	Unrestricted	Total 2024	Total 2023
	£	£	£
General (Essex County Council)	103,367	103,367	103,367
Basildon Borough Council			
Community Transport	52,625	52,625	53,500
Community Activities	26,000	26,000	26,000
Grant	-	-	-
	<u>181,992</u>	<u>181,992</u>	<u>182,867</u>

2.2 Fares and Contracts

	£ 2024	£ 2023
Toenail Cutting Services	24,649	21,392
Fares (section 19)	3,391	4,432
Concessionary Fares (section 22)	84,224	72,955
NHS Bus Route	<u>67,996</u>	<u>22,515</u>
	<u>180,260</u>	<u>121,294</u>

2.3 Other Incoming Resources

	£ 2024	£ 2023
Bus Services Operating Grant	12,197	5,309
JRS Furlough	-	-
	<u>12,197</u>	<u>5,309</u>

3. Expenditure on Charitable Activities

			£ 2024	£ 2023
	Transport	Comm. unity		
Staff Costs	200,131	53,003	253,134	228,817
Volunteer reimbursements	-	-	-	-
Premises	165	55	220	2,504
Vehicle running costs:				
Hire/Leasing	-	-	-	-
Maintenance	84,638		84,638	60,352
Fuel	21,570		21,570	27,032
Other	20,725		20,725	13,329
Bank charges	303		303	324
Legal & Professional	6,563	2,187	8,750	1,455
Covid Costs	-		-	-
Office:				
Stationery & Printing	1,635	545	2,180	1,248
Computer costs	10,703		10,703	9,896
Sundry Expenses	4,282	6,933	11,215	6,922
Independent Examination	300	100	400	908
Depreciation	35,240	536	35,776	18,787
Total	<u>386,255</u>	<u>63,359</u>	<u>449,614</u>	<u>371,574</u>

3.1	Staff Costs:		
	Gross Salaries	199,730	178,997
	Employer NI	3,901	2,972
	Employer Pension	2,966	1,739
	Training/ CRB	1,130	760
	Consultancy	<u>45,347</u>	<u>44,349</u>
		<u>253,134</u>	<u>228,817</u>

3.2	Staff Nos:	2024	2023
		FTE	FTE
	Full time	2	2
	Part time	<u>16</u>	16
	Total	<u>18</u>	<u>18</u>

4. Tangible Assets

	Wheel Chairs & Equipment	Motor Vehicles	Total Cost	
			2024	2023
As at start of year	6,154	203,473	209,837	144,839
Additions	<u>2,320</u>	<u>89,359</u>	<u>91,679</u>	<u>64,788</u>
	8,474	292,832	301,306	209,837
Sold		(37,561)	(37,561)	
Balance at year end	8,474	255,271	263,745	209,627
Depreciation				
As at start of year	6,094	147,948	154,042	135,255
Sold		(37,561)	(37,561)	
Charge in year	<u>536</u>	<u>35,240</u>	-	<u>18,787</u>
As at year end	6,630	145,627	152,257	154,042
Net Book Value	1,844	109,644	111,488	55,585

5. Debtors

	£ 2024	£ 2023
Trade debtors	12,913	34,492
Other debtors- Vat	10,519	24,593
-BSOG	2,124	5,309
Prepayments	<u>9,662</u>	<u>8,612</u>
	<u>35,218</u>	<u>73,006</u>

6. Creditors: Amounts falling due within one year

	£	£
	2024	2023
Trade creditors	26,448	30,666
Other	19,651	14,033
Payroll taxes, social security & union fees	2,211	1,950
Deposits	<u>3,316</u>	<u>2,742</u>
	<u>51,626</u>	<u>49,391</u>

7. Movement in General Funds

	Transport	Community Activities
Bought forward 1 April 2023	219,188	101,065
Income	<u>337,007</u>	<u>104,161</u>
	556,195	205,226
Expenses	<u>386,255</u>	<u>63,359</u>
	169,940	141,867
Transfer Fixed Asset Fund	<u>54,119</u>	<u>1,784</u>
Carried Forward 31 March 2024	<u>115,821</u>	<u>140,083</u>

8. Movement of Funds

	Unrestricted Funds		Total Funds
	General Funds	Designated Fixed Assets Fund	
	£	£	£
Brought forward 01 April 2023	320,253	55,585	375,838
Incoming Resources	441,168		441,168
Expenditure	(449,614)		(449,614)
Transfer	(91,679)	91,679	
Transfer this year depn.	<u>35,776</u>	<u>(35,776)</u>	<u>-</u>
Carried forward	<u>255,904</u>	<u>111,488</u>	<u>367,392</u>

Transfers are in respect of changes to the Designated Fixed Assets Fund in respect of the increase in Fixed Assets and the depreciation charge for the year £35,776.

9. Capital Commitments

The purchase of one bus had been contracted.