

LUTTERWORTH VOLUNTEER CENTRE LIMITED

England & Wales · Charity number 1148255

Details

Other names	VOLUNTEER CENTRE LUTTERWORTH LIMITED, LUTTERWORTH VOLUNTEER CENTRE
Status	Registered
Legal form	Charitable company
Company number	07798878
Registered	2012-07-24
Register	View on the Charity Commission register

Contact

Address	Wycliffe House Gilmorton Road Lutterworth LE17 4DY
Phone	01455 555571
Email	admin@luttct.com
Website	www.luttct.com

Activities

Objects: 1)TO PROVIDE TRANSPORT FACILITIES IN THE AREAS OF THE LUTTERWORTH AND BROUGHTON ASTLEY DISTRICTS FOR PERSONS WHO ARE DEEMED VULNERABLE, DISABLED OR ELDERLY OR PEOPLE LIVING IN ISOLATED AREAS WHERE THERE ARE NO ADEQUATE PUBLIC TRANSPORT FACILITIES. FOR THE PURPOSE OF THIS CLAUSE 'VULNERABLE ADULTS' ARE PEOPLE WHO ARE OR MAY BE IN NEED OF COMMUNITY CARE SERVICES BECAUSE OF MENTAL DISABILITY OR OTHER DISABILITY, AGE OR ILLNESS, AND WHO ARE, OR WHO MAY BE, UNABLE TO TAKE CARE OF THEMSELVES OR UNABLE TO PROTECT THEMSELVES AGAINST SIGNIFICANT HARM OR EXPLOITATION. 2)TO PROMOTE SOCIAL INCLUSION FOR THE PUBLIC BENEFIT BY PREVENTING PEOPLE FROM BECOMING SOCIALLY EXCLUDED, RELIEVING THE NEEDS OF THOSE PEOPLE WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY. FOR THE PURPOSE OF THIS CLAUSE 'SOCIALLY EXCLUDED' MEANS BEING EXCLUDED FROM SOCIETY, OR PARTS OF SOCIETY, AS A RESULT OF ONE OF MORE OF THE FOLLOWING FACTORS: UNEMPLOYMENT; FINANCIAL HARDSHIP; YOUTH OR OLD AGE; ILL HEALTH (PHYSICAL OR MENTAL); SUBSTANCE ABUSE OR DEPENDENCY INCLUDING ALCOHOL AND DRUGS; DISCRIMINATION ON THE GROUNDS OF SEX, RACE, DISABILITY, ETHNIC ORIGIN, RELIGION, BELIEF, CREED, SEXUAL ORIENTATION OR GENDER RE-ASSIGNMENT; POOR EDUCATIONAL OR SKILLS ATTAINMENT; RELATIONSHIP AND FAMILY BREAKDOWN; POOR HOUSING (THAT IS HOUSING THAT DOES NOT MEET BASIC HABITABLE STANDARDS; CRIME (EITHER AS A VICTIM OF CRIME OR AS AN OFFENDER REHABILITATING INTO SOCIETY).

Activities: A local volunteer centre providing direct services to the community including Community Transport working in partnership with others for the common benefit of the community.promoting and advancing education,protecting health,relieving poverty,sickness and distress within in the area of Lutterworth ,Broughton Astley and the surrounding 23 villages.Recruiting and supporting volunteers

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** LUTTERWORTH AND BROUGHTON ASTLEY DISTRICTS
- Leicestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£107,603	£127,554	-	-
2024-03-31	£135,202	£122,971	-	-
2023-03-31	£143,139	£124,644	-	-
2022-03-31	£123,472	£128,512	-	-
2021-03-31	£80,226	£82,080	-	-

Trustees

Name	Role	Appointed
John Grant Peter Warren	Chair	2019-07-31
David MacPherson		2025-08-01
JANE ANITA BEAUMONT		2018-06-04
Lewis Edwin Freeman		2020-12-02
PAUL ANDREW JACKSON		2020-12-02
ROBERT HARROP		2018-07-24
Sarah Anne Simms		2025-04-25

LUTTERWORTH VOLUNTEER CENTRE LIMITED

England & Wales - Charity number 1148255

Accounts



Lutterworth Volunteer Centre Limited

Annual Report & Accounts



April 2024 to March 2025

Lutterworth Volunteer Centre Limited

(A Charitable Company registered in England & Wales)

Company No: 07798878 & Charity No: 1148255

**Lutterworth Volunteer Centre Limited is a full member of
The National Council for Voluntary Organisations
and
The Community Transport Association**

SUPPORTED BY



**Leicestershire
County Council**

Department of Highways, Transportation & Waste Management

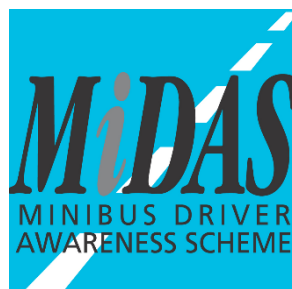


**DISTRICT OF
HARBOROUGH**



**LUTTERWORTH AREA
COMMUNITY FUND**

MEMBERS OF



PERSONNEL

TRUSTEE-DIRECTORS:

Chair:	John Warren
Treasurer:	Rob Harrop
Secretary:	Paul Jackson
	Jane Beaumont
	Lewis Freeman
Vice Chair:	Simon O'Donnell (resigned 24/02/25)

Independent Examiners:	Crowfoot and Co.
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STAFF:

General Manager:	Graeme Thomson
Administrator:	Nigel Essen
Transport Co-ordinator:	Inger Parsons

Office Volunteers:	Sylvia Bills
	Ann Cooper
	Sue Goodwin
	Manisha Malegaonkar
	Millie Thomson
	Fiona Winton

MANAGEMENT COMMITTEE

TRUSTEE DIRECTORS:

John Warren—Chair

Past manager of Lutterworth Volunteer Centre for 18 years retiring in 2015. Set up the One Stop Shop with 10 organisations co-locating under one roof. A founder member of Lutterworth and Villages Foodbank. Chair of Directors at Lutterworth College, a governor and Director for over 30 years. A director of the LACF providing financial support to local organisations.

Rob Harrop—Treasurer

Rob joined Community Transport several years ago as a volunteer minibuss driver and became a trustee in 2018. Prior to retirement he ran several HR consultancy and business support companies. His former career with the Automobile Association comes in handy when trying to understand the complexities of running a successful and safe community transport organisation.

Jane Beaumont

Jane spent 20 years in engineering followed by 17 years teaching. She ran the Community Computer Centre at the One Stop Shop and The Enterprise Centre next door for a number of years. Currently she is the Manager of the Academy for Dementia Research and Education and leads groups of teenagers doing their Duke of Edinburgh's Award.

Lewis Freeman

Former teacher with Lutterworth College and the Enterprise Centre, currently a Volunteer bus and car driver.

Paul Jackson - Secretary

Volunteer bus and car driver since October 2019.

Simon O'Donnell- Vice Chair

Following an extensive career in Retail Management, Simon successfully developed several businesses. He is now a Management Consultant specialising in Customer Experience. After several years of support, Simon resigned from the charity in Feb 25.

STAFF:

Graeme Thomson - General Manager

Appointed 1 November 2021, after retiring from Leicestershire Police.

Nigel Essen - Administrator

Joined as a volunteer in 1996 assisting in the Transport office. Employed as Administrator from 1998. Served as Co-Services Manager from 2015-2021.

Inger Parsons – Transport Co-ordinator

Joined in 2003 as a Co-ordinator for the Village Link Bus service after retirement from the Post Office Management Training Centre at Coton House. Now oversees the Social Car Scheme.

CHAIRPERSON'S REPORT

This last year has seen us get back to normal operating on all fronts post the major challenges we experienced during and post Covid. A special thank you is due to the team under the leadership of Graeme. The office team of Nigel, Inger, Sylvia, Fiona, Sue, Millie, Tina, Manisha and Ann have continued to make sure the organisation works effectively. A big thank you to all.

The commitment shown by our great team of volunteer drivers never ceases to amaze me. As we are remote from the hospitals, each trip is a minimum half a day if not more as we wait for the client and bring them home. Our shopping trips include door to door service so our clients do not need to walk to or wait at a bus stop, and we even carry the shopping to the house for those that need it, which is the vast majority.

An example of our service is a wheelchair transport for a lady in Broughton Astley who has multiple sclerosis. We started picking her up 3 ½ years ago when she had just got to the stage where she could not transfer from her wheelchair to her friend's car. She does not qualify for Patient Transport. She lives alone and has carers 4 times a day. To go to hospital she now has to be hoisted out of bed in the morning by her carers and then transferred to her wheelchair. We then have to let ourselves into the house, wheel her outside and into the vehicle (which used to be a major issue, various improvements have been made to the house over 3 years) and then take her to hospital. We then wheel her to her appointment, wait with her and then take her home again. When we do this, on average every 6 months or so, this is the only time she leaves the house. She loves to see how the scenery changes with the seasons.

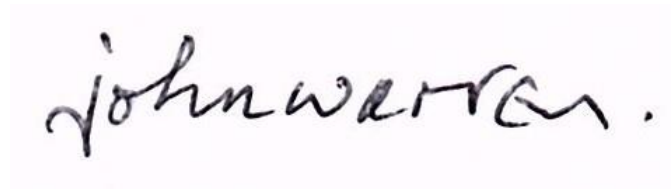
We have numerous other examples where without our transport clients could not leave the house. Our volunteers help make things very special for the community and give so many people access to so many things that makes a difference to their lives. Another big thank you.

During the year volunteers have retired or moved on, these being Allan Jones, Barry Pettitt and Val Ball. Their efforts are much appreciated and will all be sorely missed. We wish them all well in the future and hope they won't be strangers. New people have joined the team and have hit the ground running, these being Carol Hill, Val Shuttlewood and Graham Smith, big welcome to them.

Good to continue to work so well with other community organizations; Age Concern Lutterworth and District, The Academy for Dementia Research and

Education, the U3A, various Scout groups and sports clubs and all the major schools and colleges in the area. This networking really helps everyone involved.

One great memory from this year was the 'thank you' event that we held in September at the golf club. It was fantastic to get together with so many volunteers and organizations.

A handwritten signature in black ink on a light pink background. The signature reads "john warren." in a cursive, lowercase style. The letters are connected, and there is a period at the end.

Chair

GENERAL MANAGER'S REPORT

This year the Social Car Scheme grew by 9% over the previous year thanks to the valiant efforts of Inger, Ann, Sylvia, Fiona and Sue. They do a fantastic job, particularly in coping with last minute cancellations and changes, usually because of the NHS. This issue has been identified by all the Leicestershire Community Transport Operators to the extent that we now report our cancellations to the County Council as this reflects a lot of work carried out but not then shown in the figures.

We have also seen occasions where demand has exceeded the supply of voluntary drivers for the first time since the pandemic. We have had to be much more pragmatic in advising clients that can't use other forms of transport to at least try Patient Transport, who have proved to be much more effective under the current regime than their predecessors. Despite some success with this, a good percentage still have to come back to us, and they offer no service to facilities that are out of Leicestershire, so we are still doing more and more of this work.

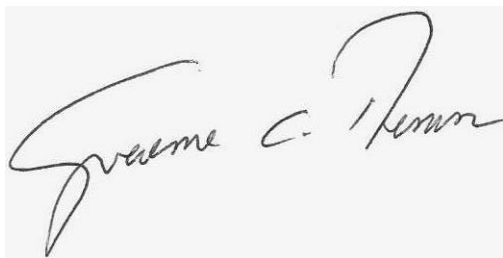
Our fleet of vehicles has remained constant over this year, without major mechanical issues. We have found that our electric side doors and steps do not cope well with wet and cold weather, and we have had to use the services of Rick, our previous vehicles manager on several occasions. He has been incredible in keeping the doors moving, although our oldest bus has had to be converted to manual only. This bus is due to be replaced next year and we have found that due to problems nationally, none of the coachbuilders who sell lightweight minibuses are now offering this facility. This has given us the opportunity to re-think the step so for the new vehicle, due in October 2025, we will have a manual two step system.

Our third party hire remains strong, with a major highlight being a successful trial with Age Concern in using our buses for their travelling lunch club. This was brought about by both an increase in the cost of hiring coaches, but also because many of their clients were struggling to board. Our minibuses have a variety of aids for people who need assistance, including the rear tail lift and this has been a major success.

Politically and financially we face a number of challenges over the coming financial year. New "on demand" bus services have been introduced in Lutterworth and Broughton Astley although these have yet to impact on us. Our clients generally qualify for free bus travel already and choose to use us for the door to door service and ease of use. However, these new services are part of an on-going review of all bus services by the Council and may lead to changes in funding as they try to cut costs. It should be noted that Derbyshire County Council withdrew funding from their substantial Community Transport Operator in October 2024 and they have ceased trading as a result.

The positive news is that shortly after the end of this reporting period we managed to secure funding for a brand new minibus at no cost to ourselves. This is being made possible by an incredibly generous donation by a member of the public who wishes to remain anonymous and a third contribution in five years from the developers of Magna Park.

We have also been approached by one of our passengers, Barbara Brookes (see cover photo) who won a glider flight in the Town Mayor's raffle. Barbara is going to use this prize to celebrate her 90th birthday and raise funds for Community Transport and our partners Age Concern Lutterworth and District and the Academy for Dementia Research and Education. These three organisations have had a really positive impact on Barbara's life since she came to live in Lutterworth with her late husband. We wish her well for her flight.

A handwritten signature in black ink on a light grey background. The signature is written in a cursive style and reads 'Graeme Thomson'.

Graeme Thomson

Manager

COMMUNITY TRANSPORT

Social Car Scheme

A comparison of this year's activities with the previous 4 years:

Passenger Journeys	2020/21	2021/22	2022/23	2023/24	2024/25
P&T Journeys 1	332	833	1400	1921	1947
Hospital Journeys 2	119	279	693	583	780
Totals	451	1,114	2093	2504	2727

Note

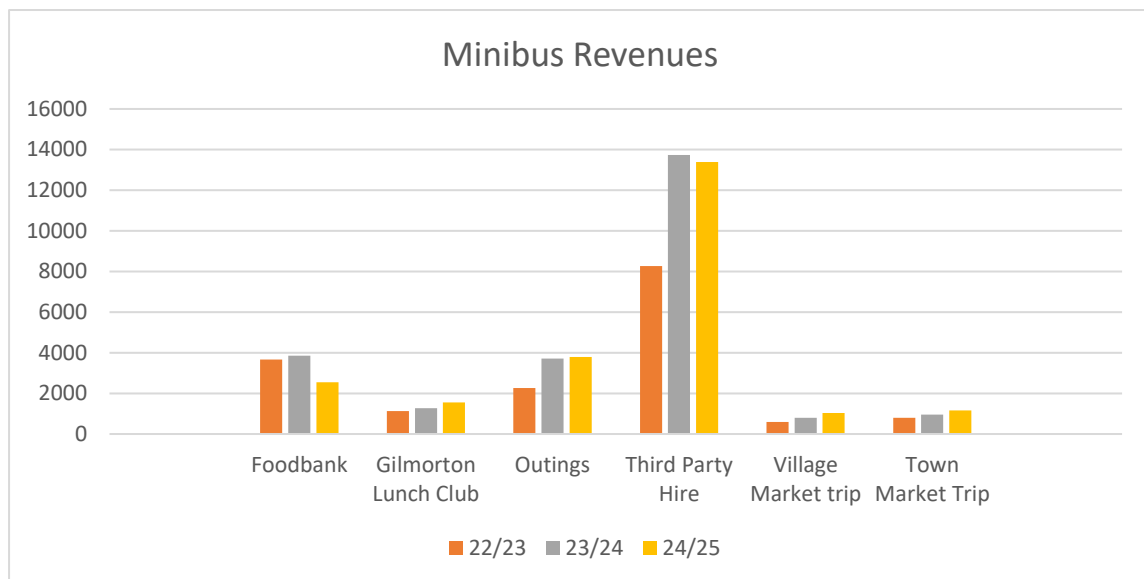
- 1- P&T (Planning and Transportation) now defined as all non-hospital trips
- 2- Hospital trips now include trips to outpatients that are not necessarily at a hospital setting
- 3- Social Enterprise – trips paid for by Social Care agencies

Narrative

Having returned to pre-pandemic levels last year, we again saw a 9% increase in demand for the Social Car Service. This was driven largely by the increase in NHS outpatient appointments, although these have not necessarily been to the traditional hospital locations. As patients often can't access Patient Transport to non-hospital sites and public transport hasn't adapted to serve new destinations, we are often the only choice.

Our wheelchair transport service saw significant growth, from 112 trips last year to 205 in this period. (83% growth). Having 2 vehicles means we are much better able to manage demand.

Community Transport Minibuses



A breakdown of revenue associated with the Minibus Fleet

Third Party Hire makes up a significant proportion of our income, however a large amount of this comes from sources that complement the core objective of our Charity; ie the prevention of loneliness through social and rural isolation. Age Concern and the BAVG are included here, and both organise social events for their clients that bring people together. Without us, those that are unable to travel independently would be excluded from these events.

The traditional Thursday Market trips are now back to two separate buses as we have been able to recruit a stable core of drivers. Though a small part of our revenue, we are determined to keep this service running to make sure our clients are able to get out of the house and socialise.

Foodbank revenue has declined somewhat since its peak during the pandemic where it was supported by grant income from Harborough District Council. The mileage travelled by the buses for this service has decreased significantly as the Foodbank are conducting more face to face interviews meaning that most of our deliveries are straight from the warehouse to the Churchgate Centre.

Lutterworth Volunteer Centre Ltd
Trading as Lutterworth Community Transport

Financial Statements for the year ended

31 March 2025

Registered number 7798878

Registered charity number 1148255

Registered Office

Wycliffe House
Gilmorton Road
Lutterworth
LE17 4DY

Crowfoot & Co Accountants Ltd

Lonsdale House
High Street
Lutterworth
LE17 4AD

email: enquiries@crowfootaccountants.com

Lutterworth Volunteer Centre Limited

Report to the Management Committee for the year ended 31 March 2025

The Management Committee presents its directors report and financial statements for the year ended 31st March 2025

Reference and administrative information

Charity name Lutterworth Volunteer Centre Ltd

Charity registration number 1148255

Company registration number 07798878

Registered office and operational address

Wycliffe House
Gilmorton Road
Lutterworth
Leicestershire LE17 4DY

Executive Committee

J A Beaumont
L E Freeman
R Harrop
P A Jackson
S O'Donnell (Resigned 25/02/2025)
J G P Warren

Manager Graeme Thomson

Independent financial examiners

Crowfoot & Co Accountants Ltd
Lonsdale House
High Street
Lutterworth LE17 4AD

Bankers Lloyds Bank
United Trust Bank

Solicitors Harvey Ingram Shakespeares
20 New Walk Leicester LE1 6TX

Chartered Certified Accountants' report to the Board of Directors on the unaudited accounts of Lutterworth Volunteer Centre Limited.

In accordance with the engagement letter dated 17 March 2024, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Profit and Loss Account and Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made solely to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body for our work or for this report.

We have carried out this engagement in accordance with the technical guidance issued by the Association of Chartered Certified Accountants and have complied with the ethical guidance laid down by the Association relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31 March 2025 your duty to ensure that the company has kept proper accounting records and to prepare the financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or the information and explanations you have given to us and we do not, therefore express any opinion on the financial statements.

Crowfoot & Co Accountants Ltd

Chartered Certified Accountants

Lonsdale House

High Street

Lutterworth

Leicestershire

LE17 4AD

Lutterworth Volunteer Centre Limited

Statement of Financial Activities

Income & Expenditure Account for the year ended 31 March 2025

			2025	2024
	Notes	Restricted funds	Unrestricted funds	Total
		£	£	£
Incoming resources				
Grants & donations	2	-	72,516	72,516
Community transport	3	-	35,087	35,087
Interest received		-	-	-
Profit/loss on disposal of motor vehicle		-	-	-
		-	107,603	107,603
				135,906
Expenditure				
Community transport expenses		-	34,407	34,407
Staff payroll costs		-	46,504	46,504
Staff recruitment		-	491	491
Premises costs		-	8,664	8,664
Office costs		-	5,135	5,135
Publicity		-	2,452	2,452
Travelling		-	59	59
Professional fees		-	2,831	2,831
Miscellaneous		-	1,413	1,413
Bad debts		-	762	762
Trustee expenses		-	226	226
Depreciation		-	24,610	24,610
		-	127,554	127,554
				129,074
Surplus/(Deficit) for the period		-	-	19,951
Adjustment to 2022 accounts				-
Funds brought forward		-	208,696	208,696
		-	188,745	188,745
				201,864
				208,696

The statement of financial activities includes all gains & losses in the period.

All incoming resources and resources expended derive from continuing activities.

Lutterworth Volunteer Centre Limited**Balance Sheet as at 31 March 2025**

	Notes	2025		2024	
		£	£	£	£
Fixed assets	7		68,707		93,317
Current assets					
Bank		120,211		116,790	
Debtors	8	777		6,427	
		<u>120,988</u>		<u>123,217</u>	
Current liabilities					
Creditors	9	950		7,838	
Net current assets			120,038		115,379
			<u>188,745</u>		<u>208,696</u>
Unrestricted funds	11				
General funds		29,610		54,029	
Designated funds		154,667		154,667	
			184,277		208,696
			<u>184,277</u>		<u>208,696</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

For the financial year ended 31 March 2025, the company was entitled to exemption from audit under section 4 Companies Act 2006 and that no notice has been deposited under section 476.

The management committee acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of the Companies Act 2006 so far as is applicable to the company

Signed on behalf of the executive committee



Rob Harrop,
Treasurer

Lutterworth Volunteer Centre Limited
Notes forming part of the Financial Statements
for the year ended 31 March 2025

1 Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

a Basis of accounting

The financial statements have been prepared under the historic cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued October 2019.

b Fund accounting

Unrestricted funds are available for use at the discretion of the executive in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

c Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

Income received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from the provision of community transport services is recognised when the service is supplied.

Investment income is included when received.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Community transport costs comprise the vehicle costs and volunteer expenses in providing transport services.

e Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions costing below £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. Vehicles purchased new are expected to have a useful life of 7 years. The estimated useful life of a second hand vehicle is reduced appropriately. Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a fixed asset is below its net book value due to damage or other relevant factors.

2 Grants & donations

			2025	2024
	Restricted	Unrestricted	Total	Total
Leicestershire County Council	-	60,472	60,472	60,470
Harborough District Council	-	4,900	4,900	4,900
Other grants	-	-	-	27,360
Donations & other income	-	7,144	7,144	7,016
	-	72,516	72,516	99,746

Lutterworth Volunteer Centre Limited
Notes forming part of the Financial Statements
for the year ended 31 March 2025

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Lutterworth Volunteer Centre Limited
Notes forming part of the Financial Statements
for the year ended 31 March 2025

	2025	2024
	£	£
9 Creditors falling due within 1 year		
Trade creditors	-	380
Social security	-	5,633
Other creditors & accruals	950	1,825
	<u>950</u>	<u>7,838</u>

10 Analysis of net assets between funds

	Restricted	Unrestricted	Total
Tangible fixed assets	-	68,707	68,707
Current assets	-	120,988	120,988
Current liabilities	-	950	950
Net assets at 31 March 2025	-	188,745	188,745

11 Movement in funds

	Brought forward	Incoming resources	Outgoing resources	Transfers	At 31 March 2025
Restricted funds					
There were no restricted funds during the year	-	-	-	-	-
Unrestricted funds					
Designated funds					
Vehicle replacement fund	154,667	-	-	-	154,667
	154,667	-	-	-	154,667
General funds	54,029	107,603	132,022	-	29,610
	208,696	107,603	132,022	-	184,277
Total funds	208,696	107,603	132,022	-	184,277

12 Purpose of restricted funds

None

13 Purpose of designated funds

Vehicle replacement fund

To replace vehicles at the end of their useful life.

Lutterworth Volunteer Centre Limited

Cashflow Statement

for the year ended 31 March 2025

	2025	2024
	£	£
RECEIPTS		
Core funding	70,272	87,830
Fares	35,087	35,966
Other income	6,382	7,016
Interest	-	1,088
	<u>111,741</u>	<u>131,900</u>
PAYMENTS		
Salaries etc.	51,848	63,844
Volunteer expenses	680	644
Vehicle running costs	33,638	29,872
Premises costs	8,672	7,592
Office & other costs	<u>13,482</u>	<u>9,113</u>
	<u>108,320</u>	<u>111,065</u>
Net cash flow on unrestricted funds	3,421	20,835
CAPITAL COSTS		
New vehicles	-	56,716
Sale of vehicles		7,565
Other assets	<u>-</u>	<u>-</u>
	<u>-</u>	<u>49,151</u>
Bank balance at the start of the year	116,790	145,106
Bank balance at the end of the year	120,211	116,790

**LUTTERWORTH VOLUNTEER CENTRE LIMITED
TRADING AS LUTTERWORTH COMMUNITY TRANSPORT**

**DETAILED BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2025**

	2025 £	2024 £
FIXED ASSETS		
Motor vehicles	68,707	93,317
	<u>68,707</u>	<u>93,317</u>
CURRENT ASSETS		
Fares & bus hire income	777	6,427
Bank account no. 1	120,211	116,790
	<u>120,988</u>	<u>123,217</u>
CREDITORS		
Amounts falling due within one year		
Trade creditors	-	(380)
Social security and other taxes	-	(5,633)
Accrued expenses	(950)	(1,825)
	<u>(950)</u>	<u>(7,838)</u>
NET CURRENT ASSETS	120,038	115,379
TOTAL ASSETS LESS CURRENT LIABILITIES	188,745	208,696
NET ASSETS	<u>188,745</u>	<u>208,696</u>
RESERVES		
Designated funds	154,667	154,667
Income and expenditure account	34,078	54,029
	<u>188,745</u>	<u>208,696</u>
NET (DEFICIT)/SURPLUS	<u>(19,951)</u>	<u>6,832</u>

TREASURER'S REPORT 2024-25

2024-25 has been a more financially stable year with our key funders giving financial support as in previous years.

Leicestershire County Council continued to provide the same level of funding that we have enjoyed for over ten years; unfortunately, with inflation, this no longer covered our costs.

Harborough District Council reduced their contribution by about half, this had meant dipping further into our reserves to cover running costs.

Fortunately the demand for our service continued to increase, to the point where, on occasions, we had difficulty in meeting this demand due to lack of available volunteer drivers. This in turn had an affect on our ability to maximise income.

Despite this at the end of the 24/25 financial year we were able to show a small operating profit before taking depreciation into account and our reserves remained healthy.

With the help of our accountants our financial systems continued to be refined and became increasingly more transparent, making financial reporting a less onerous task.

During the year and in order to maximise the value of our designated reserves, a new savings account was established and next year we should begin to see this generating its own small income to contribute to the pot.

All things considered and despite the difficulties 2024-25 was a successful year and praise must be given to the staff and volunteers who have enabled this to happen.



Rob Harrop (Treasurer)

RESERVES POLICY

As part of their responsibility for the management of the charity, it is acknowledged by the Trustees that funding is reviewed annually by the providers. Consequently, as a result of this inherent uncertainty that could impact on the charity's ability to continue its various services and projects and/or meet its obligations, a minimum level of funds is required in reserve. This level is considered by the Trustees to be a minimum of six months expenditure for general operations and a greater level to ensure long-term continuity of specific projects.

In addition and in accordance with their ongoing policy of maintaining and improving the services and resources provided, the Trustee recognise the need for designated reserves in respect of specific capital expenditure.



"Takes away the worry knowing this service is available"

"Improved my life tremendously, I would be stuck without you"

Social Car Scheme

Volunteers use their own vehicle to take clients on:

- Medical/ hospital appointments

"I would be a prisoner in my own home without community transport"

"Given me a social life"

Community Bus Services

- Weekly shopping trips
- Visits to places of interest
- Lunch clubs
- Transport for local community groups and charities using their own or volunteer drivers

"I don't know what we would do without you"

"Made a big difference. Hassle free transport"



***Lutterworth
Community
Transport***

Lutterworth Volunteer Centre Limited

General Manager: Graeme Thomson

Tel: 01455 555571

Email: **graeme@luttct.com**

Administrator: Nigel Essen

Tel: 01455 555571

Email: **admin@luttct.com**

All correspondence to:

Lutterworth Community Transport
Wycliffe House
Gilmorton Road
Lutterworth
Leicestershire
LE17 4DY

www.luttct.com

Opening Times:
Monday to Friday 9:00 am to 2:00 pm

LUTTERWORTH VOLUNTEER CENTRE LIMITED

England & Wales - Charity number 1148255

Accounts



Lutterworth Community Transport

Lutterworth Volunteer Centre Limited

Annual Report & Accounts



April 2023 to March 2024

Lutterworth Volunteer Centre Limited

(A Charitable Company registered in England & Wales)

Company No: 07798878 & Charity No: 1148255

**Lutterworth Volunteer Centre Limited is a full member of
The National Council for Voluntary Organisations
and
The Community Transport Association**

SUPPORTED BY



**Leicestershire
County Council**

Department of Highways, Transportation & Waste Management



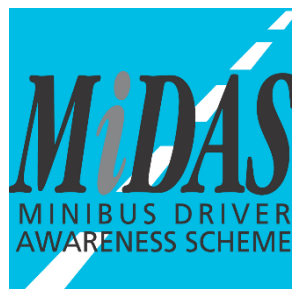
**DISTRICT OF
HARBOROUGH**



**LUTTERWORTH AREA
COMMUNITY FUND**

MEMBERS OF

cta
community transport
association



NCVO
CHAMPIONING
VOLUNTARY
ACTION

PERSONNEL

TRUSTEE-DIRECTORS:

Chair: John Warren

Treasurer: Rob Harrop

Secretary: Paul Jackson

Vice Chair: Jane Beaumont
Lewis Freeman
Simon O'Donnell

Independent Examiners: Crowfoot and Co.

STAFF:

General Manager: Graeme Thomson

Administrator: Nigel Essen

Fleet Operations Support: Rick Allsopp (*Retired 1 March 2024*)

Transport Co-ordinator: Inger Parsons

Office Volunteers: Sylvia Bills
Anne Cooper
Sue Goodwin
Manisha Malegaonkar
Millie Thomson
Fiona Winton

MANAGEMENT COMMITTEE

TRUSTEE DIRECTORS:

John Warren—Chair

Past manager of Lutterworth Volunteer Centre for 18 years retiring in 2015. Set up the One Stop Shop with 10 organisations co-locating under one roof. A founder member and Chairman of Lutterworth and Villages Foodbank. Chair of Directors at Lutterworth College, a governor and Director for over years.

Rob Harrop—Treasurer

Rob joined Community Transport several years ago as a volunteer minibuss driver and became a trustee in 2018. Prior to retirement he ran several HR consultancy and business support companies. His former career with the Automobile Association comes in handy when trying to understand the complexities of running a successful and safe community transport organisation.

Jane Beaumont

Jane spent 20 years in engineering followed by 17 years teaching. She ran the Community Computer Centre at the One Stop Shop and The Enterprise Centre next door for a number of years. Currently she is the Manager of the Academy for Dementia Research and Education and leads groups of teenagers doing their Duke of Edinburgh's Award.

Lewis Freeman

Former teacher with Lutterworth College and the Enterprise Centre, currently a Volunteer bus and car driver.

Paul Jackson - Secretary

Volunteer bus and car driver since October 2019.

Simon O'Donnell- Vice Chair

Following an extensive career in Retail Management, Simon successfully developed several businesses. He is now a Management Consultant specialising in Customer Experience.

STAFF:

Graeme Thomson - General Manager

Appointed 1 November 2021, after retiring from Leicestershire Police.

Nigel Essen - Administrator

Joined as a volunteer in 1996 assisting in the Transport office. Employed as Administrator from 1998. Becoming Co-Services Manager in 2015-2021.

Rick Allsopp – Fleet Operations Support (Retired 1 March 2024)

Appointed June 2021, after retiring from 31 years as an electrician at Cavendish Nuclear.

Inger Parsons – Transport Co-ordinator

Joined in 2003 as a Co-ordinator for the Village Link Bus service after retirement from the Post Office Management Training Centre at Coton House. Now oversees the Social Car Scheme.

CHAIRPERSON'S REPORT

In my last Chairperson's Report, I was pleased to report that we were continuing to get back to normality post COVID. I can now advise that things are back to normal and tremendous progress has been made thanks to all the staff, volunteers and trustees in the organization. 2 March 2020 seems a long time ago now.

A special thank you to the staff Graeme, Nigel, Inger and Rick who have done an amazing job with the support of the office volunteers Anne, Fiona, Manisha, Millie, Sue and Sylvia. Of course, without our amazing team of Volunteers in Community Transport in our community we would not be able to do the fantastic job on a day-to-day basis, transforming the lives of so many people who access our services.

This last year has seen the retirement of volunteer drivers Peter Swales, John Coughlan, Reg Linford and John and Bev Larosa. Their commitment has been vital and has been appreciated.

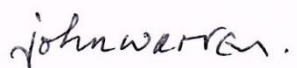
We are planning a get together and thank you event in September which will be the first time for a while that we have all got together. – I'm really looking forward to catching up with everyone face to face.

A special thank you is due to Rick who has retired. I remember interviewing Rick with Rob Harrop in the back of a minibus in the OSS car park in April 2021. We both instantly knew that Rick was going to be the right choice for us and it proved to be the case. He has done a great job and we're so pleased that he'll be available to help out if required. We all wish Rick well for the future.

We continue to work in partnership with a range of local groups and organisations which enable us all to make a difference in the community. These include Age Concern Lutterworth and District, The Academy for Dementia Research and Education (ADRE), Lutterworth and Villages Foodbank, Lutterworth College, Lutterworth High School and South Kilworth Primary School to name but a few.

And finally, a big thank you to our core funders who continue to support us, these being Leicestershire County Council and Harborough District Council. We have been successful in securing funds for a further electric wheelchair accessible vehicle with funds made available from the Leicestershire County Council Rural Transport budget courtesy of

Councilor Rosita Page and with the remainder financed by the Lutterworth Area Community Fund provided by the developers of Magna Park.

A handwritten signature in black ink that reads "johnwarren." The signature is written in a cursive, lowercase style.

John Warren

Chair

GENERAL MANAGER'S REPORT

As ever, I must draw attention to the magnificent work carried out by our volunteer drivers and office staff.

Every week day on average our Social Car Scheme volunteers carry out at least 10 passenger journeys making sure that our clients are able to attend sessions at the Academy For Dementia Research and Education, or hospital, health centre or other medical appointments. The bare statistics don't tell the whole story though of the commitment shown when the passenger is unavoidably delayed meaning our volunteer spends a lot longer sitting outside than they expected.

We run our own minibus trips every Monday, and then the "Market Trips" on a Thursday. Added to these are the weekly Gilmorton Lunch Club trips, at least 3 trips per month for Age Concern, 2 trips per week for the foodbank and usually something for another partner such as the U3A or Community Champions. Each of these drives is usually a minimum of a half day commitment from the driver, and possibly more. On "Party Days" for Age Concern we can often have 3 buses running and one of our electric cars picking up those that are less able.

Nigel also manages the "third party hire" where our minibuses are hired to other not for profit organisations. Regular clients include Lutterworth College, Lutterworth High School and South Kilworth Primary School. We are told that without being able to source transport at reasonable cost, their extra curricular activities would have to be curtailed. Other users include the Broughton Astley Volunteer Group, Rotary and several Scout groups.

All this could not be achieved without our team in the office, so special mention must go to Nigel, Inger, Fiona, Sylvia, Ann, Sue, Manisha and Millie, all of whom give of their time to make sure the organisation runs as smoothly as possible.

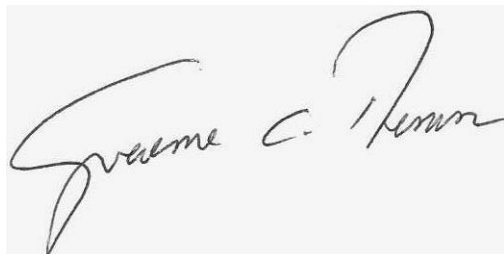
Running a fleet of vehicles has its own challenges and we have been extremely fortunate to have Rick Allsopp looking after them for the last few years. Thanks to Rick we have had no major problems as he has looked after all the maintenance issues and fixed most things before they became expensive. Sadly for us Rick has decided to retire at the end of the financial year, and we wish him a long and happy retirement. Thankfully, he has agreed to step in occasionally when his expertise is required.

A lot of effort this year has gone into making processes more efficient and therefore less expensive. Our computer services have for many years been looked after by a firm of consultants for a monthly fee. However, we

found that we could obtain free software licences for Microsoft products through Charity Digital and move our files onto the "Cloud" for set up costs that amounted to 2 months payment to our previous suppliers.

By now we also intended to digitise how we manage our bookings and record keeping with a view to becoming paperless and reduce the time taken to invoice our clients. Many hours were spent and I must thank Nigel, Sue and Manisha in particular for the effort they put into the project. Unfortunately, we found that as we tested each part of the software it needed to be re-written to make it work and after a year in development we agreed to part company with the supplier. We continue to monitor the market for an alternative solution, armed with what we have learned.

Our highlight of the year has been the purchase of a second electric wheelchair adapted vehicle (WAV) with funds supplied by Leicestershire County Council and the Local Area Community Fund. The rationale for this vehicle was that our original WAV was already in use up to 4 days a week with regular clients meaning that it was not always available when needed to take a wheelchair client to a medical appointment. We also made sure that the vehicle was flexible enough to carry passengers with other disabilities so we added a step to the side entrance and included a rotating front passenger seat that lifts the client into the vehicle. This is superb for those who struggle to get in and out of a normal car.

A handwritten signature in black ink, reading "Graeme Thomson". The signature is written in a cursive, flowing style. The first name "Graeme" is written in a larger, more prominent script, and the surname "Thomson" follows in a similar but slightly smaller script. The signature is set against a plain white background.

Graeme Thomson

Manager

COMMUNITY TRANSPORT

Social Car Scheme

A comparison of this year's activities with the previous 4 years:

Passenger Journeys	2019/20	2020/21	2021/22	2022/23	2023/24
P&T Journeys ¹	1,793	322	833	1400	1921
Hospital Journeys ²	628	119	279	693	583
Social Enterprise ³	76	10	2	0	0
Totals	2,497	451	1,114	2093	2504

Note

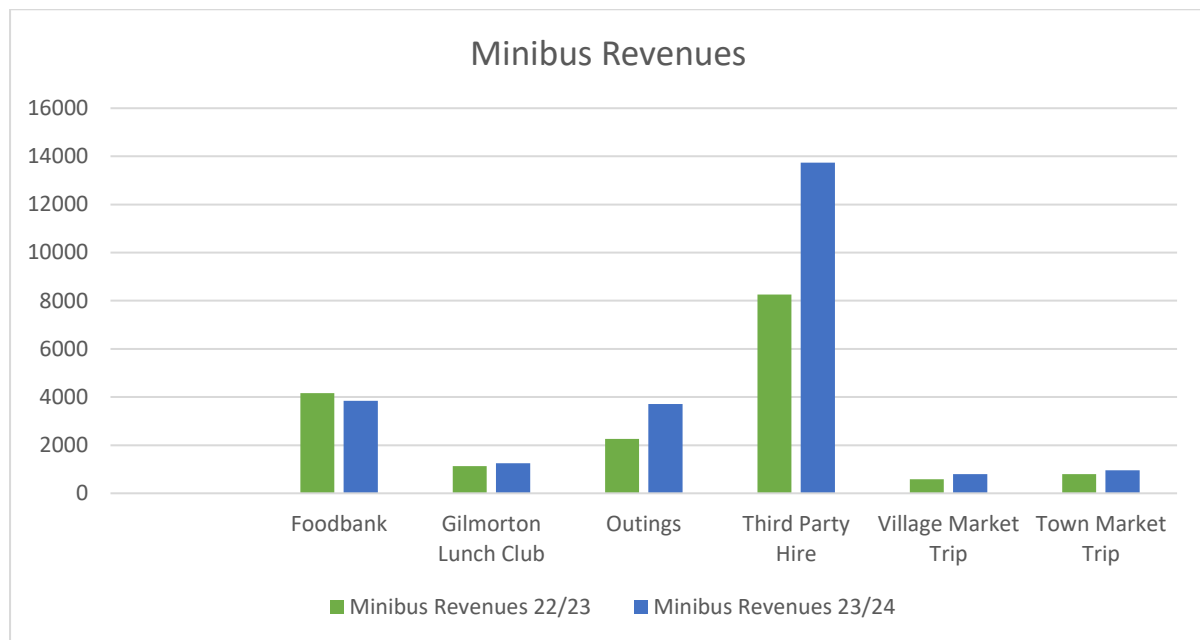
- 1- P&T (Planning and Transportation) now defined as all non-hospital trips
- 2- Hospital trips now include trips to outpatients that are not necessarily at a hospital setting
- 3- Social Enterprise – trips paid for by Social Care agencies

Narrative

Having fallen to 18% of its pre-pandemic level in 2020/21, we saw a slow recovery in 21/22 and 22/23 to the point where in 23/24 we are now back to 2019/20 levels. The challenge ahead is to match increasing demand to the supply of drivers.

Community Transport Minibuses

A breakdown of revenue associated with the Minibus Fleet



Third Party Hire makes up a significant proportion of our income, however a large amount of this comes from sources that complement our core objective of our Charity; ie the prevention of loneliness through social and rural isolation. Age Concern and the BAVG are included here, and both organise social events for their clients that bring people together. Without us, those that are unable to travel independently would be excluded from these events.

The large increase is attributed to our existing school clients increasing their extra curricular activities and increased marketing to other social groups such as the Scouts.

The traditional Thursday Market trips are now recovering well and we intend to go back to two separate buses once we have sufficient drivers available to guarantee the service. Though a small part of our revenue, we are determined to keep this service running to make sure our clients are able to get out of the house and socialise.

The Foodbank is now fully on to a pay per mile basis. Though revenue has fallen slightly we longer maintain a bus purely for this purpose.

Lutterworth Volunteer Centre Ltd

Financial Statements for the year ended

31 March 2024

Registered number 7798878

Registered charity number 1148255

Registered Office

**Wycliffe House
Gilmorton Road
Lutterworth
LE17 4DY**

Crowfoot & Co Accountants Ltd

**Lonsdale House
High Street
Lutterworth
LE17 4AD**

email: enquiries@crowfootaccountants.com

Lutterworth Volunteer Centre Limited

Report to the Management Committee for the year ended 31 March 2024

The Management Committee presents its directors report and financial statements for the year ended 31st March 2024

Reference and administrative information

Charity name	The Volunteer Centre
Charity registration number	1148255
Company registration number	07798878
Registered office and Operational address	Wycliffe House Gilmorton Road Lutterworth Leicestershire LE17 4DY

Executive Committee

J A Beaumont
L E Freeman
R Harrop
P A Jackson
S O'Donnell
J G P Warren

Manager	Graeme Thomson
----------------	----------------

Independent financial examiners	Crowfoot & Co Accountants Ltd Lonsdale House High Street Lutterworth LE17 4AD
--	--

Bankers	NATWEST Bank Barclays Bank Hinckley & Rugby Building Society
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Solicitors	Harvey Ingram Shakespeares 20 New Walk Leicester LE1 6TX
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Chartered Certified Accountants' report to the Board of Directors on the unaudited accounts of Lutterworth Volunteer Centre Limited

In accordance with the engagement letter dated 17 March 2024, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Profit and Loss Account and Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made solely to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body for our work or for this report.

We have carried out this engagement in accordance with the technical guidance issued by the Association of Chartered Certified Accountants and have complied with the ethical guidance laid down by the Association relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31 March 2023 your duty to ensure that the company has kept proper accounting records and to prepare the financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or the information and explanations you have given to us and we do not, therefore express any opinion on the financial statements.

Crowfoot & Co Accountants Ltd
Chartered Certified Accountants
Lonsdale House
High Street
Lutterworth
Leicestershire
LE17 4AD

March 2024

Lutterworth Volunteer Centre Limited**Statement of Financial Activities****Income & Expenditure Account for the year ended 31 March 2024**

			2024	2023
	Notes	Restricted funds	Unrestricted funds	Total
		£	£	£
Incoming resources				
Grants & donations	2	-	99746	99746
Community transport	3	-	34368	34368
Interest received		-	1088	1088
		-	135,202	135,202
Expenditure				
Community transport expenses		-	30124	30,124
Staff payroll costs		-	64208	64,208
Staff recruitment		-	644	644
Premises costs		-	7592	7,592
Office costs		-	6311	6,311
Publicity		-	2379	2,379
Professional fees		-	925	925
Miscellaneous		-	197	197
Depreciation		-	10591	10,591
		-	122,971	122,971
Surplus/(Deficit) for the period		-	12,231	12,231
Funds brought forward		-	180,864	180,864
		-	193,095	193,095

The statement of financial activities includes all gains & losses in the period.

All incoming resources and resources expended derive from continuing activities.

Lutterworth Volunteer Centre Limited
Balance Sheet as at 31 March 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets	7		99,194		59,930
Current assets					
Bank		116,790		145,106	
Debtors	8	6,427		3,125	
		<u>123,217</u>	-	<u>148,231</u>	
Current liabilities					
Creditors	9	7,838		<u>6,297</u>	
Net current assets			115,379		141,934
		<u>214,573</u>		<u>201,864</u>	
Unrestricted funds	11				
General funds		59,906		47,197	
Designated funds		154,667		<u>154,667</u>	
			214,573		201,864
		<u>214,573</u>		<u>201,864</u>	

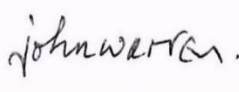
These accounts have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

For the financial year ended 31 March 2023, the company was entitled to exemption from audit under section 4 Companies Act 2006 and that no notice has been deposited under section 476.

The management committee acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of the Companies Act 2006 so far as is applicable to the company

Signed on behalf of the executive committee


 Treasurer


 Chair

Approved by the executive committee 20 March 2024

Lutterworth Volunteer Centre Limited
Notes forming part of the Financial Statements
for the year ended 31 March 2024

1 Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

a Basis of accounting

The financial statements have been prepared under the historic cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued March 2005.

b Fund accounting

Unrestricted funds are available for use at the discretion of the executive in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

c Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

Income received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from the provision of community transport services is recognised when the service is supplied.

Investment income is included when received.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Community transport costs comprise the vehicle costs and volunteer expenses in providing transport services.

e Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions costing below £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. Vehicles purchased new are expected to have a useful life of 7 years. The estimated useful life of a second hand vehicle is reduced appropriately. Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a fixed asset is below its net book value due to damage or other relevant factors.

2 Grants & donations

			2024	2023
	Restricted	Unrestricted	Total	Total
Leicestershire County Council	-	60,830	60,830	60,470
Harborough District Council	-	4,900	4,900	23,323
Other Grants	-	27,000	27,000	28,075
Donations & other income	-	7,016	7,016	5,518
	-	99,746	- 99,746	117,386

Lutterworth Volunteer Centre Limited
Notes forming part of the Financial Statements
for the year ended 31 March 2024

	2024	2023
	£	£
3 Community transport		
Fares etc	34,368	<u>25,364</u>

4 Net incoming resources

This is stated after charging:

Depreciation	<u>10,591</u>	<u>12,362</u>
--------------	---------------	---------------

The average number of employees during the year was	4	4
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5 Executive Committee Remuneration & Related Party Transactions

No members of the Executive Committee received any remuneration during the period.

No members of the executive committee or other persons related to the charity had any personal interest in any contract or transaction entered into by the charity.

6 Taxation

As a charity, Lutterworth Volunteer Centre Ltd is exempt from corporation tax on income and gains falling within part 11 of the Corporation tax act 2010 or s256 of the Chargeable Gains Act 1992 to the extent that they are applied to its charitable objectives. No tax charges have arisen in the Charity.

7 Tangible Fixed Assets

Cost

At 1 April 2022	167,247
Additions	56,716
Disposals	<u>41,000</u>
At 31 March 2024	<u>264,963</u>

Depreciation

At 1 April 2023	107,317
Added for year	10,591
Disposals	<u>34,139</u>
At 31 March 2023	<u>83,769</u>

Net Book Value

At 31 March 2024	<u>83,478</u>
At 31 March 2023	<u>59,930</u>

8 Debtors

	2024	2023
		£
Fares & bus hire income	6427	3,125
	<u>6427</u>	<u>3,125</u>

Lutterworth Volunteer Centre Limited
Notes forming part of the Financial Statements
for the year ended 31 March 2024

	2024 £	2023 £
9 Creditors falling due within 1 year		
Trade creditors	380	128
Social security	5634	5,269
Other creditors & accruals	1825	900
	<u>7,839</u>	<u>6,297</u>

10 Analysis of net assets between funds

	Restricted	Unrestricted	Total
Tangible fixed assets	-	99,194	99,194
Current assets	-	6,427	6,427
Current liabilities	-	7,838	7,838
Net assets at 31 March 2024	<u>-</u>	<u>113,459</u>	<u>113,459</u>

11 Movement in funds

	Brought forward	Incoming resources	Outgoing resources	Transfers	At 31 March 2024
Restricted funds					
There were no restricted funds during the year	-	-	-	-	-
Unrestricted funds					
Designated funds					
Vehicle replacement fund	154,667	-	-	-	154,667
	<u>154,667</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>154,667</u>
General funds	47,197	135,202	122,971	-	59,428
	<u>201,864</u>	<u>135,202</u>	<u>122,971</u>	<u>-</u>	<u>214,095</u>
Total funds	<u>201,864</u>	<u>135,202</u>	<u>122,971</u>	<u>-</u>	<u>214,095</u>

12 Purpose of restricted funds

None

13 Purpose of designated funds

Vehicle replacement fund

To replace vehicles at the end of their useful life.

Lutterworth Volunteer Centre Limited

Cashflow Statement

for the year ended 31 March 2024

	2024		2023	
	£		£	
RECEIPTS				
Core funding	92730		83692	
Fares	7016		27046	
Other income	34368		31983	
Interest	1088	135202	388	143109
PAYMENTS				
Salaries etc.	64208		63204	
Volunteer expenses	644		9012	
Vehicle running costs	30124		18784	
Premises costs	7592		7000	
Office & other costs	10038	112606	11586	109586
Net cash flow on unrestricted funds		22596		33523
CAPITAL COSTS				
New vehicles	56,716			
Sale of vehicles	0			
Other assets	0			
Bank balance at the start of the year	145,106			111583
Bank balance at the end of the year	116790			145106

TREASURER'S REPORT 2023-24

Firstly, I am pleased to report that despite a difficult year, we managed to achieve a slightly better than expected financial position. This was down to the hard work, perseverance and diligence of staff and volunteers. I must say a big thank you to Graeme and the team for pursuing new systems and processes to help improve our efficiency; some worked, some didn't. Our fleet income was enhanced by additional minibus hire and this compensated for the slow return to passenger income. We continued to support the Food Bank and the social car scheme was very much in demand.

Whilst funding from our main providers, Leicestershire County Council and Harborough District Council remained the same as in previous years, in real terms this is now worth around 30% less than in 2013. As a consequence our reserves, set aside for vehicle replacement, have been partially used up to maintain the service. The cost of running the fleet of three minibuses and two all-electric vehicles increased due to fuel and energy cost rises. Staffing continued to be our highest cost.

On a positive note we were successful in acquiring funds to cover the majority of costs for a new all-electric wheelchair accessible MPV. Our oldest bus has been sold to make up part of the shortfall. One of our remaining minibuses is now well past its sell-by date and will need replacing as soon as we are able to find a suitable benefactor/funder.

Looking forward, Leicestershire County Council funding has been secured for 2024-25 at its current level, whilst Harborough District Council funding will be significantly reduced. This means that we will still be able to offer services to our current customer base but will likely require further support from our reserves. It remains to be seen how any future change of government will impact on the ability of local authorities to continue their financial support to us. It is recognised that our services are seen as a vital part of our community support, therefore I remain optimist for the future.



Rob Harrop (Treasurer)

RESERVES POLICY

As part of their responsibility for the management of the charity, it is acknowledged by the Trustees that funding is reviewed annually by the providers. Consequently, as a result of this inherent uncertainty that could impact on the charity's ability to continue its various services and projects and/or meet its obligations, a minimum level of funds is required in reserve. This level is considered by the Trustees to be a minimum of six months expenditure for general operations and a greater level to ensure long-term continuity of specific projects.

In addition and in accordance with their ongoing policy of maintaining and improving the services and resources provided, the Trustee recognise the need for designated reserves in respect of specific capital expenditure.



"Takes away the worry knowing this service is available"

"Improved my life tremendously, I would be stuck without you"

Social Car Scheme

Volunteers use their own vehicle to take clients on:

- Medical/ hospital appointments

"I would be a prisoner in my own home without community transport"

"Given me a social life"

Community Bus Services

- Weekly shopping trips
- Visits to places of interest
- Lunch clubs
- Transport for local community groups and charities using their own or volunteer drivers

"I don't know what we would do without you"

"Made a big difference. Hassle free transport"



Lutterworth Community Transport

Lutterworth Volunteer Centre Limited

General Manager: Graeme Thomson

Tel: 01455 555571

Email: **graeme@luttct.com**

Administrator: Nigel Essen

Tel: 01455 555571

Email: **admin@luttct.com**

All correspondence to:

Lutterworth Community Transport
Wycliffe House
Gilmorton Road
Lutterworth
Leicestershire
LE17 4DY

www.luttct.com

Opening Times:
Monday to Friday 9:00 am to 2:00 pm

LUTTERWORTH VOLUNTEER CENTRE LIMITED

England & Wales - Charity number 1148255

Accounts



Lutterworth Community Transport

Lutterworth Volunteer Centre Limited

Annual Report & Accounts



April 2022 to March 2023

Lutterworth Volunteer Centre Limited

(A Charitable Company registered in England & Wales)

Company No: 07798878 & Charity No: 1148255

**Lutterworth Volunteer Centre Limited is a full member of
The National Council for Voluntary Organisations
and
The Community Transport Association**

SUPPORTED BY

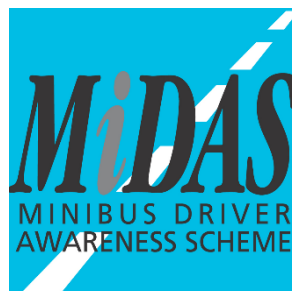


**Leicestershire
County Council**

Department of Highways, Transportation & Waste Management



MEMBERS OF



PERSONNEL

TRUSTEE-DIRECTORS:

Chairman:	John Warren
Treasurer:	Rob Harrop
Secretary:	Paul Jackson
	Jane Beaumont
	Lewis Freeman
	Paul Jackson
	Simon O'Donnell

Independent Examiners:	Crowfoot and Co.
-------------------------------	------------------

STAFF:

General Manager:	Graeme Thomson
Administrator:	Nigel Essen
Fleet Operations Support:	Rick Allsopp
Transport Co-ordinator:	Inger Parsons

Office Volunteers:	Sylvia Bills
	Anne Cooper
	Pam Harrop
	Fiona Winton

MANAGEMENT COMMITTEE

TRUSTEE DIRECTORS:

John Warren—Chairman

Past manager of Lutterworth Volunteer Centre for eighteen years retiring in 2015. Set up the One Stop Shop with ten organisations co-locating under one roof. A founder member and Chairman of Lutterworth and Villages Foodbank. Chair of Directors at Lutterworth College, a governor and Director for the last 30 years.

Rob Harrop—Treasurer

Rob joined Community Transport about 4 years ago as a volunteer minibuss driver and became a trustee in 2018. Prior to retirement he ran several HR consultancy and business support companies. His former career with the Automobile Association comes in handy when trying to understand the complexities of running a successful and safe community transport organisation.

Jane Beaumont

Jane spent 20 years in engineering followed by 17 years teaching. She ran the Community Computer Centre at the One Stop Shop and The Enterprise Centre next door for a number of years. Currently she is the Manager of the Academy for Dementia Research and Education and leads groups of teenagers doing their Duke of Edinburgh's Award.

Lewis Freeman

Former teacher with Lutterworth College and the Enterprise Centre, currently a Volunteer bus and car driver.

Paul Jackson

Volunteer bus and car driver since October 2019.

Simon O'Donnell

Following an extensive career in Retail Management, Simon successfully developed several businesses. He is now a Management Consultant specialising in Customer Experience.

STAFF:

Graeme Thomson - General Manager

Appointed 1 November 2021, after retiring from Leicestershire Police.

Nigel Essen - Administrator

Joined as a volunteer in 1996 assisting in the Transport office. Employed as Administrator from 1998. Becoming Co-Services Manager in 2015.

Rick Allsopp – Fleet Operations Support

Appointed June 2021, after retiring from 31 years as an electrician at Cavendish Nuclear.

CHAIRMAN'S REPORT

This last year has seen us make further progress back to some normality after the covid pandemic. My thanks to all in helping us make good progress.

A special thank you to Graeme, Nigel, Inger and Rick, our staff team and our office volunteers Pam, Sylvia, Ann and Fiona who have kept us going on a day to day basis.

We have a great team of volunteers in community transport helping us to maintain services, without our volunteers we would not be able to support people in the community in the way that we do.

This year 3 Geoff's have retired from volunteer driving; Manning, Fisk and Mason. A big thank you to them for years of dedicated and loyal service which is much appreciated.

It's good that we are now recruiting new volunteers and we would certainly encourage people to join the team.

We continue to work in partnership with many other external organisations, e.g. Age Concern, Lutterworth and Villages Foodbank, Gilmorton Lunch Club, Academy for Dementia Research (ADRE) and Broughton Astley Community Transport.

I was thrilled to receive on behalf of our organisation the Queen's Platinum Jubilee Award for the contribution we have made to the community. The Deputy Lord Lieutenant Colonel Richard Hurwood DL presented us the award at an event in Lutterworth that was well attended and appreciated by all.

I would like to thank Richard Sweeting who has been our accountant for over 30 years who is stepping down from completing our annual accounts, I wish him well in his retirement.

We are grateful for the continued support from our primary funders the County and District councils which help us maintain our good service to our community and regular customers who all value our services

John Warren

Chairman, Board of Trustee/Directors

Lutterworth Volunteer Centre Limited

GENERAL MANAGER'S REPORT

2022-23 has been a year of re-building and change in some ways, whilst some aspects have very much remained the same. The team of Nigel, Inger, Rick and our office volunteers Pam, Ann and Fiona have kept the same level of personal service to our clients that we know they appreciate. Thankfully due to Rick's diligent work our fleet of vehicles survived the inactivity of the pandemic and have continued to run without major mishap or expense. In the background been making changes to how the charity is administered to streamline the operation and also be able to provide better information to inform future decisions.

The main changes we have made have been to our accountancy system and banking arrangements. This year our accounts have been recorded on Sage which has the advantage that income and expenditure can be allocated to each area of activity so that we will know for the future what areas are viable. This change has not been without its teething troubles and is largely responsible for the delay in producing this report. These issues now appear to be resolved for next year and we are already seeing the benefit in terms of improved information.

Recruitment remains a major focus, especially given the retirements of several stalwart volunteers after seeing us safely through the pandemic. We have been successful in recruiting 10 new volunteer drivers this year, spread across the Social Car Scheme and Minibus Driving.

Many organisations took time to recover from the pandemic, and unfortunately some that previously used our services never returned. However over the last 12 months we have worked hard to cement previous relationships and developed new ones. We support Age Concern (Lutterworth and District) with many of their activities, and make twice weekly deliveries for the Lutterworth and Villages Foodbank. Both Lutterworth College and the High School use our minibuses to support their Duke of Edinburgh programmes and for their sports teams. On a daily basis we transport the clients of the Academy for Dementia Research and Education to their sessions. Other community users include various Scout Troops, the U3A, Lutterworth RFC, Lutterworth Town FC, the Broughton Astley Volunteer Group and Rotary. The Gilmorton Lunch Club remains extremely popular and is a credit to Frank and Ann Cooper, both of whom also volunteer with us. There are some amazing people out there and we are extremely fortunate that some of them choose to volunteer with us.

Graeme Thomson

General Manager

COMMUNITY TRANSPORT

Social Car Scheme

A comparison of this year's activities with the previous three years:

Passenger Journeys	2019/20	2020/21	2021/22	2022/23
P&T Journeys ¹	1,793	322	833	1400
Hospital Journeys ²	628	119	279	693
Social Enterprise ³	76	10	2	0
Totals	2,497	451	1,114	2093

Note

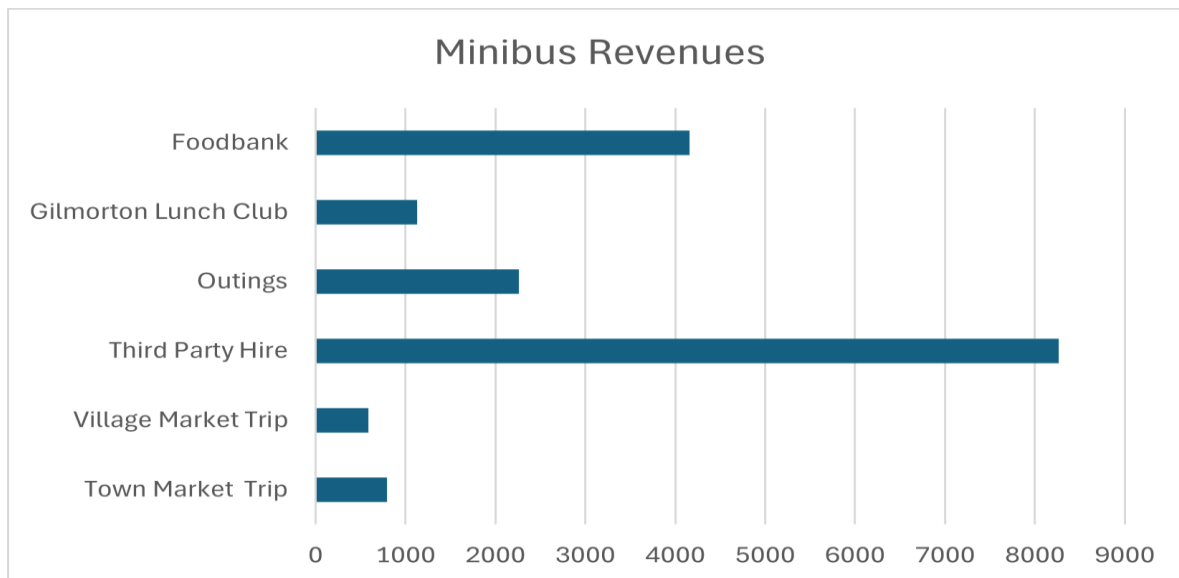
- 1- P/T (Planning and Transportation) now defined as all non-hospital trips
- 2- Hospital trips now includes trips to outpatients that are not necessarily at a hospital setting
- 3- Social Enterprise – trips paid for by Social Care agencies

Narrative

Having fallen to 18% of its pre-pandemic level in 2020/21, 2021/22 saw a slow recovery but the final outcome was still at less than 50% than expected. 2022/23 saw an 88% increase over the previous year as confidence returned, although we are still 16% down. Demand has continued to outstrip supply and we are still rationing the service to healthcare related appointments.

Community Transport Minibuses

A breakdown of revenue associated with the Minibus Fleet



Our third party hire revenue has recovered significantly now that the schools are offering a full programme of extra-curricular activities and has provided a significant boost to our overall income. Anecdotally we have been advised that many of these activities would not take place at all due to budgetary constraints if our buses were not available at a reasonable cost. Though this is not necessarily our traditional core offering we regard this as a significant contribution to the Community as a whole. We have managed to facilitate this increase by enlisting teaching staff as volunteer drivers for their organisations rather than by placing a further drain on our volunteers in the main.

The traditional Thursday Market trips have been difficult to maintain due to driver retirements, and we have had to combine the two trips into one bus. This service was slow to recover but is now beginning to improve as confidence returns. Our regular clients really value this service as a way to get out and about and socialise even though some of them have continued to use online shopping for their main needs.

Funding for Foodbank deliveries through the Pandemic was provided by a £3500 grant from Harborough District Council. We kept a bus without seats purely to facilitate this. By the end of the year we were able to say that we had made a loss of £659 in providing the service. The foodbank have made good this shortfall and this is reflected in the above figures. As Council funding has now ended, we have negotiated a rate per mile with the foodbank to continue this service. However, we no longer keep a dedicated bus for this service.

Lutterworth Volunteer Centre Ltd

Financial Statements for the year ended

31 March 2023

Registered number 7798878

Registered charity number 1148255

Registered Office

**Wycliffe House
Gilmorton Road
Lutterworth
LE17 4DY**

Crowfoot & Co Accountants Ltd

**Lonsdale House
High Street
Lutterworth
LE17 4AD**

email: enquiries@crowfootaccountants.com

The Management Committee presents its directors report and financial statements for the year ended 31 March 2023

Reference and administrative information

Charity name	The Volunteer Centre
Charity registration number	1148255
Company registration number	07798878
Registered office and Operational address	Wycliffe House Gilmorton Road Lutterworth Leicestershire LE17 4DY

Executive Committee

J A Beaumont	
L E Freeman	
R Harrop	
P A Jackson	
A G Jones	to 9/12/2022
S O'Donnell	
J G P Warren	
A Willox	to 28/9/2022

Manager	Graeme Thomson
----------------	----------------

Independent financial examiners	Crowfoot & Co Accountants Ltd Lonsdale House High Street Lutterworth LE17 4AD
--	--

Bankers	NATWEST Bank Barclays Bank Hinckley & Rugby Building Society
----------------	--

Solicitors	Harvey Ingram Shakespeares 20 New Walk Leicester LE1 6TX
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Chartered Certified Accountants' report to the Board of Directors on the unaudited accounts of Lutterworth Volunteer Centre Limited

In accordance with the engagement letter dated 17 March 2024, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Profit and Loss Account and Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made solely to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body for our work or for this report.

We have carried out this engagement in accordance with the technical guidance issued by the Association of Chartered Certified Accountants and have complied with the ethical guidance laid down by the Association relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31 March 2023 your duty to ensure that the company has kept proper accounting records and to prepare the financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or the information and explanations you have given to us and we do not, therefore express any opinion on the financial statements.

Crowfoot & Co Accountants Ltd
Chartered Certified Accountants
Lonsdale House
High Street
Lutterworth
Leicestershire
LE17 4AD

March 2024

Lutterworth Volunteer Centre Limited

Page 3

Statement of Financial Activities**Income & Expenditure Account for the year ended 31 March 2023**

				2023	2022
	Notes	Restricted funds £	Unrestricted funds £	Total £	£
Incoming resources					
Grants & donations	2	-	117,386	117,386	95,412
Community transport	3	-	25,364	25,364	14,540
Interest received		-	389	389	171
		-	143,139	143,139	110,123
Expenditure					
Community transport expenses		-	27,491	27,491	24,394
Staff payroll costs		-	64,893	64,893	79,618
Staff recruitment		-	270	270	768
Premises costs		-	8,041	8,041	11,161
Office costs		-	6,900	6,900	4,688
Publicity		-	2,676	2,676	4,146
Professional fees		-	1,205	1,205	638
Miscellaneous		-	925	925	2,698
Depreciation		-	12,243	12,243	12,362
		-	124,644	124,644	140,473
Surplus/(Deficit) for the period		-	18,495	18,495	- 30,350
Funds brought forward		-	162,369	162,369	192,719
		-	180,864	180,864	162,369

The statement of financial activities includes all gains & losses in the period.

All incoming resources and resources expended derive from continuing activities.

Lutterworth Volunteer Centre Limited
Balance Sheet as at 31 March 2023

Page 4

	Notes	2023		2022	
		£	£	£	£
Fixed assets	7		59,930		72,173
Current assets					
Bank		145,106		111,583	
Debtors	8	<u>3,125</u>		<u>2,395</u>	
		148,231		113,978	
Current liabilities					
Creditors	9	<u>6,297</u>		<u>2,782</u>	
Net current assets			141,934		111,196
		<u>201,864</u>		<u>183,369</u>	
Unrestricted funds	11				
General funds		47,197		28,702	
Designated funds		<u>154,667</u>		<u>154,667</u>	
			201,864		183,369
		<u>201,864</u>		<u>183,369</u>	

These accounts have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

For the financial year ended 31 March 2023, the company was entitled to exemption from audit under section 477 Companies Act 2006 and that no notice has been deposited under section 476.

The management committee acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of the Companies Act 2006 so far as is applicable to the company

Signed on behalf of the executive committee

john warren.

Approved by the executive committee 20 March 2024

Lutterworth Volunteer Centre Limited
Notes forming part of the Financial Statements
for the year ended 31 March 2023

Page 5

1 Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

a Basis of accounting

The financial statements have been prepared under the historic cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued March 2005.

b Fund accounting

Unrestricted funds are available for use at the discretion of the executive in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

c Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

Income received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from the provision of community transport services is recognised when the service is supplied.

Investment income is included when received.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Community transport costs comprise the vehicle costs and volunteer expenses in providing transport services.

e Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions costing below £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. Vehicles purchased new are expected to have a useful life of 7 years. The estimated useful life of a second hand vehicle is reduced appropriately. Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a fixed asset is below its net book value due to damage or other relevant factors.

2 Grants & donations

	Restricted	Unrestricted	2023 Total	2022 Total
Leicestershire County Council	-	60,470	60,470	89,470
Harborough District Council	-	23,323	23,323	2,300
OG?	-	28,075	28,075	-
Donations & other income	-	5,518	5,518	3,642
	-	<u>117,386</u>	<u>117,386</u>	<u>95,412</u>

Lutterworth Volunteer Centre Limited
Notes forming part of the Financial Statements
for the year ended 31 March 2023

Page 6

	2023	2022
	£	£
3 Community transport		
Fares etc	<u>25,364</u>	<u>14,540</u>

4 Net incoming resources

This is stated after charging:

Depreciation	<u>12,243</u>	<u>12,362</u>
--------------	---------------	---------------

The average number of employees during the year was	4	3
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5 Executive Committee Remuneration & Related Party Transactions

No members of the Executive Committee received any remuneration during the period.

No members of the executive committee or other persons related to the charity had any personal interest in any contract or transaction entered into by the charity.

6 Taxation

As a charity, Lutterworth Volunteer Centre Ltd is exempt from corporation tax on income and gains falling within part 11 of the Corporation tax act 2010 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that they are applied to its charitable objectives. No tax charges have arisen in the charity.

7 Tangible Fixed Assets

Cost	
At 1 April 2022	167,247
Additions	-
Disposals	-
At 31 March 2023	<u>167,247</u>

Depreciation	
At 1 April 2022	95,074
Added for year	12,243
Disposals	-
At 31 March 2023	<u>107,317</u>

Net Book Value	
At 31 March 2023	<u>59,930</u>
At 31 March 2022	<u>72,173</u>

8 Debtors

	2023	2022
	£	£
Fares & bus hire income	<u>3,125</u>	<u>2,395</u>
	<u>3,125</u>	<u>2,395</u>

Lutterworth Volunteer Centre Limited
Notes forming part of the Financial Statements
for the year ended 31 March 2023

Page 7

	2023 £	2022 £
9 Creditors falling due within 1 year		
Trade creditors	128	-
Social security	5,269	-
Other creditors & accruals	900	2,782
	<u>6,297</u>	<u>2,782</u>

10 Analysis of net assets between funds

	Restricted	Unrestricted	Total
Tangible fixed assets	-	59,930	59,930
Current assets	-	3,125	3,125
Current liabilities	-	6,297	6,297
Net assets at 31 March 2023	-	56,758	56,758

11 Movement in funds

	Brought forward	Incoming resources	Outgoing resources	Transfers	At 31 March 2023
Restricted funds					
There were no restricted funds during the year	-	-	-	-	-
Unrestricted funds					
Designated funds					
Vehicle replacement fund	154,667	-	-	-	154,667
	154,667	-	-	-	154,667
General funds	28,702	143,139	124,644	-	47,197
	183,369	143,139	124,644	-	201,864
Total funds	183,369	143,139	124,644	-	201,864

12 Purpose of restricted funds

None

13 Purpose of designated funds

Vehicle replacement fund

To replace vehicles at the end of their useful life.

Treasurers Report 2022-23

Our income during this financial period was challenging, with a slower than expected return to normal operations. We continued to be supported by Leicestershire County Council and Harborough District Council, plus additional income from our work with the Foodbank. We also had a gradual build up of our operational income, but this was still short of pre COVID levels. We also received outstanding payments from HDC for the previous year.

Leicestershire County Council grant has remained static at £60470 pa now since 2018/19 and is in fact below the level from 2013/14, where £62560 was paid.

Harborough District Council funding of £23323 during this year was exceptional due to our maintenance grant for the previous year of £7000 not being paid until the 22/23 year and a payment of £3500 in respect of COVID funding for foodbank deliveries from the previous year also being delayed. The grant of £3500 continued, but will not continue into 23/24. Next year's core grant of £7000 will be reduced by 30% due to HDC budgetary constraints.

A new arrangement whereby the foodbank pay directly for deliveries has been negotiated.

Our income had also been inflated this year due to a £27000 grant from Leicestershire County Council being received in respect of the proposed purchase of a second electric wheelchair adapted vehicle. This purchase is on hold due to lack of availability of vehicles. It is intended that the remainder of the purchase price will be funded through a grant from the Local Area Community Fund.

Our operational income recovered somewhat with a 109% increase over 21/22 level as the recovery from COVID continued. However, this is still down compared to the pre COVID levels of 2019/20 (£45000).

Office costs are set to rise with a 12.9% increase in rent and a 20 year rise in service charge of £750 pa to pay for a new roof. In the meantime significant savings are proposed as we change IT supplier, with a current cost of £2000 pa, to a self-administered system. Software licences have been obtained for free and a consultant engaged to provide ad-hoc support.

In the past our funding from LCC and HDC went a long way to cover our staffing and office costs, but with inflation high, costs rising and funding reducing in real terms, we need to make savings wherever we can.

We are currently running a fleet of 4 minibuses and 1 Wheelchair adapted vehicle. We have been keeping one of our older minibuses equipped as a van solely to service the demands of delivering for the foodbank. Cost

analysis has revealed that this bus was costing £4000 per annum to keep on the road (including fuel and insurance) and it appears that we have capacity to use other vehicles for the foodbank. We intend to sell this vehicle in the very near future and reduce our fleet to 3 minibuses and 1 WAV, pending the arrival of a second fully funded electric Wheelchair Accessable Vehicle.

We had some difficulties in producing our accounts for 22/23 due to the imminent retirement of our accountant and the difficulty in locating a replacement. I'm pleased to say that we have now appointed Richard Crowfoot and look forward to a strong, professional relationship going forward. I would also like to thank Richard Sweeting for the accountancy work he has done for us in the past and wish him a long and happy retirement.

RESERVES POLICY

As part of their responsibility for the management of the charity, it is acknowledged by the Trustees that funding is reviewed annually by the providers. Consequently, as a result of this inherent uncertainty that could impact on the charity's ability to continue its various services and projects and/or meet its obligations, a minimum level of funds is required in reserve. This level is considered by the Trustees to be a minimum of six months expenditure for general operations and a greater level to ensure long-term continuity of specific projects.

In addition and in accordance with their ongoing policy of maintaining and improving the services and resources provided, the Trustee recognise the need for designated reserves in respect of specific capital expenditure.



Lutterworth Community Transport

Lutterworth Volunteer Centre Limited

General Manager: Graeme Thomson

Tel: 01455 555571

Email: graeme@luttct.com

Administrator: Nigel Essen

Tel: 01455 555571

Email: admin@luttct.com

All correspondence to:

Lutterworth Community Transport
Wycliffe House
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Lutterworth
Leicestershire
LE17 4DY

www.luttct.com

Opening Times:
Monday to Friday 9:00 am to 2:00 pm

LUTTERWORTH VOLUNTEER CENTRE LIMITED

England & Wales - Charity number 1148255

Accounts



Lutterworth Community Transport

Lutterworth Volunteer Centre Limited

Annual Report & Accounts



April 2021 to March 2022

Lutterworth Volunteer Centre Limited

(A Charitable Company registered in England & Wales)

Company No: 07798878 & Charity No: 1148255

**Lutterworth Volunteer Centre Limited is a full member of
The National Council for Voluntary Organisations
and
The Community Transport Association**

SUPPORTED BY

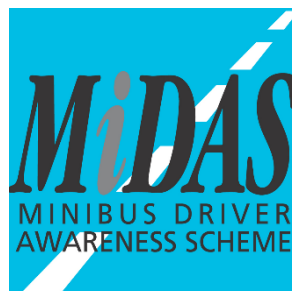


**Leicestershire
County Council**

Department of Highways, Transportation & Waste Management



MEMBERS OF



PERSONNEL

TRUSTEE-DIRECTORS:

Chairman:	John Warren
Treasurer:	Rob Harrop
Secretary:	Alex Willox – (<i>Stood down 2 Mar 2022</i>) Paul Jackson – (<i>From 2 March 2022</i>) Jane Beaumont Lewis Freeman Paul Jackson Allan Jones Simon O'Donnell

Independent Examiners:	Sweeting & Co.
-------------------------------	----------------

STAFF:

General Manager:	Graeme Thomson
Administrator:	Nigel Essen
Fleet Operations Support:	Rick Allsopp
Transport Co-ordinator:	Inger Parsons

Office Volunteers:	Sylvia Bills Anne Cooper Pam Harrop Fiona Winton
---------------------------	---

MANAGEMENT COMMITTEE

TRUSTEE DIRECTORS:

John Warren—Chairman

Past manager of Lutterworth Volunteer Centre for eighteen years retiring in 2015. Set up the One Stop Shop with ten organisations co-locating under one roof. A founder member and Chairman of Lutterworth and Villages Foodbank. Chair of Directors at Lutterworth College, a governor and Director for the last 29 years.

Rob Harrop—Treasurer

Rob joined Community Transport about 3 years ago as a volunteer minibuss driver and became a trustee in 2018. He is in his fifth year of retirement after running several HR consultancy and business support companies. His former career with the Automobile Association comes in handy when trying to understand the complexities of running a successful and safe community transport organisation.

Jane Beaumont

Jane spent 20 years in engineering followed by 17 years teaching. She ran the Community Computer Centre at the One Stop Shop and The Enterprise Centre. Currently Manager of the Academy for Dementia Research and Education.

Alex Willox—Secretary

Trustee/Director since 2014. Volunteer driver (both car and minibuss) since 2008. Previously Pathology Manager at BUPA Hospital for eighteen years. Was Secretary until March 2022.

Lewis Freeman

Former teacher with Lutterworth College and the Enterprise Centre, currently a Volunteer bus and car driver.

Paul Jackson

Volunteer bus and car driver since October 2019. Took over as Secretary in 2022.

Allan Jones

One of the original VillageLink bus drivers from 2003.

Simon O'Donnell

Director of Avado Limited, a light van-based parcel delivery company based in Berkshire. Joined as a volunteer bus driver in April 2019.

STAFF:

Graeme Thomson - General Manager

Appointed 1 November 2021, after retiring from Leicestershire Police.

Nigel Essen - Administrator

Joined as a volunteer in 1996 assisting in the Transport office. Employed as Administrator from 1998. Becoming Co-Services Manager in 2015.

Rick Allsopp – Fleet Operations Support

Appointed June 2021, after retiring from 31 years as an electrician at Cavendish Nuclear.

Inger Parsons – Transport Co-ordinator

Joined in 2003 as a Co-ordinator for the Big Lottery funded VillageLink bus service. Stayed on after its closure to oversee our Social Car Scheme.

CHAIRMAN'S REPORT

Another challenging year for our organization as it has been for so many in the voluntary sector coming through the impact of the Covid pandemic. My thanks on behalf of the Trustees to all involved in making a difference in our community. It's not been easy but I'm pleased to say that we've been able to make good progress.

We have had some personnel changes as a result of our co-manager, Roger, moving to Ireland. Our thanks to Roger for his contribution to the organisation and we wish him well for the future. His leaving has resulted in a restructuring of management and I am pleased to say we have welcomed Graeme Thomson as our new General Manager in November 2021. We have also recruited Rick Allsopp who has taken control of looking after our vehicles.

Funding continues to be a challenge but I'm pleased to say that with the help of Leicestershire County Council through funding secured by Councillor Rosita Page and the Lutterworth Area Community Fund we have been able to purchase an electric wheelchair accessible vehicle which is a great and valuable addition to the fleet. Harborough District Council continue to support us, and we must also thank The Broughton Astley Stroke Club for their kind donation and Santa for his present via his elves at Inspire of Lutterworth who organise his annual sleigh ride.

A special thanks to Nigel and Inger who have led the office team of volunteers in helping us maintain our services. We are so fortunate with all the volunteers driving for us; without them many of the most vulnerable in our community would be worse off. There has been a notable retirement this year, this being Mick Gamble who has been a stalwart social car driver for many years. After seeing us through the worst of the pandemic he has decided to devote more time to his garden. We wish him well and fair weather.

John Warren

Chairman, Board of Trustee/Directors

Lutterworth Volunteer Centre Limited

GENERAL MANAGER'S REPORT

I took over the reins from Roger Warmington at the beginning of November 2021, part way through the financial year. To say there has been a steep learning curve is an understatement, but I have very much enjoyed working with the Trustees and Volunteers as well as Inger and Nigel who have been invaluable in showing me the ropes and keeping me on track.

The highlight of my time in charge so far has been the long-awaited purchase of our wheelchair accessible electric vehicle. Thanks must go to the Local Area Community Fund (Magna Park) and Leicestershire County Council for funding 100% of the cost of this vehicle. Councilor Rosita Page deserves special praise for her support and in allocating this money.

James Peake of Lutterworth Ford then kindly allowed the use of his showroom and assistance of his staff to formally launch the vehicle. Janet Ackerley of LACF and Rosita jointly performed the unveiling, witnessed by many local dignitaries. Reg Linford of Lutterworth Lions was so impressed that he is now a volunteer driver.

The publicity around the purchase and launch event has contributed greatly to the success of the vehicle. It is now used most days, and has been a godsend to many wheelchair users in the local area.

Other developments in the four months I have been in post have been the introduction of a new website for the service, www.luttct.com , much greater use of the Facebook page, the introduction of a workplace pension scheme and the implementation of the Sage accountancy package that will greatly streamline our financial reporting from now on.

There can be no denying that this has been a difficult 12 months for the service. Returning to the office from home working has been another transition for the staff. There was considerable effort involved in commissioning risk assessments to allow us to operate safely and in making alterations to our minibuses to make them Covid safe.

Our volunteers, with no active recruitment for two years, have dwindled somewhat. Our Social Car Scheme has been restricted to medical appointments only due to the reduction in the number of drivers. In the meantime, our client base is taking a while to build up confidence to venture out again. This has resulted in a dramatic reduction in income compared to pre-pandemic levels and it is testament to the prudent financial management of the Trustees and staff that we are still in a strong financial position, albeit with depleted reserves. We are grateful that our core funders, Leicestershire County Council and Harborough District Council have maintained their grants at the pre pandemic level, although Harborough have advised us that their funds for community grants will be cut by 30% for the year 22-23. We have been fortunate to receive

donations from the Santa Sleigh Ride (Inspire) and the Broughton Astley Stroke Club who have decided not to reopen after the pandemic so have redistributed their funds.

Looking forward to 22/23 our priority will be to continue to re-build the service through new recruitment of volunteers and proactive marketing. Our two older minibuses are overdue for replacement but we are keeping them running for now as we see how the service develops. One of these buses is almost permanently on delivery duties for the foodbank, for which we have received a commitment from Harborough Council to continue funding for a further year.

Graeme Thomson

General Manager

COMMUNITY TRANSPORT

Social Car Scheme

A comparison of this year's activities with the previous two years:

Mileage	2019/20	2020/21	2021/22
P&T Journeys ¹	23,031	2,118	5,798
Hospital Journeys ²	8,609	1,702	4,396
Social Enterprise ³	1,003	44	24
Totals	32,643	3,864	10,218

Passenger Journeys	2019/20	2020/21	2021/22
P&T Journeys ¹	1,793	322	833
Hospital Journeys ²	628	119	279
Social Enterprise ³	76	10	2
Totals	2,497	451	1,114

Notes

- 1) P&T (Planning & Transportation) part subsidised by Leicestershire County Council – Fixed Zonal Fares for local journeys and 10p/mile subsidy for journeys to edge of LCC Funded area.
- 2) Hospital Journeys – To all NHS and private hospital appointments. Full cost recovery borne by customer at 80p/mile for the total trip.
- 3) Social Enterprise – For journeys arranged and funded by external organisations on behalf of their clients, charged at 90p/mile. Also covers trips made by individual customers to destinations outside of LCC Funded area at 80p/mile full cost recovery.

Most trips in April were for second COVID Jab trips, that we provided free of charge to passengers as a result of emergency funding from Leicestershire County Council. As the year progressed, there was a steady level of predominantly health-related P&T journeys, averaging around 15 per week. From November, the Academy for Dementia introduced activities for their clients which increased demand on Mondays through Thursdays. Hospital appointment trips remained steady until January when demand rose due to clinics reopening to reduce their post-COVID backlog.

During March our new electric wheelchair-accessible car entered service, and as well as providing easier transport for wheelchair passengers, enabled us to provide a shuttle service for Academy for Dementia clients with a single driver, freeing up drivers to cover the increase in demand for health and hospital trips.

Community Transport Minibuses

A comparison of this year's activities with the previous two years:

Mileage	2019/20	2020/21	2021/22
Category 1 ¹	6,519	1,246	3,766
Category 2 ²	5,559	409	1,720
Category 3 ³	5,617	2,549	4,423
Totals	17,695	4,204	9,909

Passenger Journeys	2019/20	2020/21	2021/22
Category 1 ¹	5,560	296	1,902
Category 2 ²	3,264	184	1,186
Category 3 ³	1,062	96	424
Totals	9,886	576	3,512

Notes

- 1) Fully compliant with LCC CT Funding requirements.
- 2) Not compliant with LCC CT Funding but meets Bus Service Operators Grant (BSOG) requirements to carry a majority of elderly/disabled passengers.
- 3) Not compliant with BSOG as carrying non-elderly/disabled, children and young people or members of sports teams. Also include all journeys related to driver training, vehicle servicing, cleaning and testing and any other journeys with no passengers. (From 2020 to date this also included Foodbank delivery work)

At the start of April, the minibuses were mainly engaged in taking groups of passengers for their second COVID Jobs at Leicester Racecourse, again provided free of charge as with the Social Car Scheme. Additionally, we were running two trips per week delivering food parcels for the Lutterworth Foodbank, using one of the buses as a van with all the seats removed. Over the course of the year 1,748 miles were recorded with 470 home deliveries.

From May onwards, Age Concern Lutterworth restarted their activities, requiring our buses at least three days per month. A weekly Lunch Club in Gilmorton run by Frank and Anne Cooper began in September and in from October, third-party hirers such as U3A groups began to return and from March Lutterworth High School were hiring on a regular basis for their sports teams.

From August we reintroduced our own trips on Mondays to places such as Fosse Park and to places further afield as customers felt more confident about going out.

Lutterworth Volunteer Centre Limited

Financial Statements for the year ended

31st March, 2022

Registered number 7798878

Registered charity number 1148255

Registered office

The One Stop Shop
Wycliffe House
Gilmorton Road
Lutterworth LE17 4DY

Sweeting & Co

Chartered Accountants

22 Willowbrook Close,
Broughton Astley
Leicestershire LE9 6HF
e-mail – info@sweetingandco.co.uk

Lutterworth Volunteer Centre Limited**Report of the Management Committee for the year ended 31st March, 2022**

The management committee presents its directors' report and financial statements for the year ended 31st March, 2022.

Reference & administrative information:

Charity name:	The Volunteer Centre
Charity registration number:	1148255
Company registration number:	07798878
Registered office and Operational address	The One Stop Shop Wycliffe House Gilmorton Road Lutterworth Leicestershire LE17 4DY

Management Committee:

J A Beaumont	
L E Freeman	Appointed 31 st July, 2021
R Harrop	
P A Jackson	Appointed 21 st July, 2021
A G Jones	
S O'Donnell	Appointed 21 st July, 2021
J G P Warren	
A Willox	Terminated 28 th September 2022

Managers	Nigel Essen	to 31 st October, 2021
	Roger Warmington	to 31 st October, 2021
	Graeme Thomson	from 1 st November, 2021

Independent Financial Examiner	Sweeting & Co. 22 Willowbrook Close Broughton Astley LE9 6HF
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Bankers	National Westminster Bank
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Solicitors	Harvey Ingram Shakespeares 20 New Walk Leicester LE1 6TX
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Chartered Accountants' report to the Board of Directors on the unaudited accounts of**Lutterworth Volunteer Centre Limited**

In accordance with the engagement letter dated 24th June 2013, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Profit and Loss Account and Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made solely to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body for our work or for this report.

We have carried out this engagement in accordance with the technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31st March, 2022 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore express any opinion on the financial statements.

Sweeting & Co.
Chartered Accountants
22 Willowbrook Close
Broughton Astley
Leicestershire LE9 6HF

November, 2022

Statement of Financial Activities
**Income & Expenditure Account for the year ended
31 March, 2022**

*

	Notes	Restricted funds £	Unrestricted funds £	2022 Total £	2021
Incoming resources:					
Grants & donations	2	0	95,412	95,412	75,506
Community transport income	3		14,540	14,540	4,279
Interest received			171	171	441
		-----	-----	-----	-----
		0	110,123	110,123	80,226
		-----	-----	-----	-----
Expenditure:					
Community transport expenses			24,394	24,394	9,940
Staff payroll costs			79,618	79,618	57,615
Staff recruitment			768	768	
Premises costs			11,161	11,161	5,396
Office costs			4,688	4,688	4,939
Publicity			4,146	4,146	2,716
Professional fees			638	638	636
Miscellaneous			2,698	2,698	461
Depreciation			12,362	12,362	377
		-----	-----	-----	-----
		0	140,473	140,473	82,080
		-----	-----	-----	-----
Surplus (deficit) for the period		0	(30,350)	(30,350)	(1,854)
Funds brought forward		0	192,719	192,719	194,573
		-----	-----	-----	-----
		0	162,369	162,369	192,719
		=====	=====	=====	=====

The statement of financial activities includes all gains & losses in the period.
All incoming resources and resources expended derive from continuing activities.

**Balance Sheet as at
31 March, 2022**

	Notes		2022 £	2021 £
Fixed assets	6		72,173	42,202
Current assets:				
Bank		111,583	158,962	
Debtors	7	2,395	743	
		-----	-----	
		113,978	159,705	
Current liabilities:				
Creditors	8	2,782	9,188	
		-----	-----	
Net current assets			111,196	150,517
			-----	-----
			183,369	192,719
			=====	=====
Unrestricted funds:	10			
General funds		28,702	16,719	
Designated funds		154,667	176,000	
		-----	-----	
			183,369	192,719
Restricted funds	10			
			-----	-----
			183,369	192,719
			=====	=====

These accounts have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

For the financial year ended 31 March, 2020, the company was entitled to exemption from audit under section 477 Companies Act 2006 and that no notice has been deposited under section 476.

The management committee acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of the Companies Act 2006 so far as is applicable to the company.

Signed on behalf of the management committee



Approved by the management committee 9 December, 2022

**Notes forming part of the Financial Statements for the year ended
31 March, 2022**

1 Accounting policies:

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

a Basis of accounting

The financial statements have been prepared under the historic cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued March, 2005.

b Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

c Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy.

The following policies are applied to particular categories of income:

Income received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from the provision of community transport services is recognised when the service is supplied.

Investment income is included when received

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Community transport costs comprise the vehicle costs and volunteer expenses in providing transport services.

e Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions costing below £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. Vehicles purchased new are expected to have a useful life of 7 years. The estimated useful life of second hand vehicles is reduced appropriately. Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a fixed asset is below its net book value due to damage or other relevant factors.

2 Grants & donations

	Restricted	Unrestricted	2022 Total	2021 Total
Leicestershire County Council		89,470	89,470	63,270
Harborough District Council		2,300	2,300	9,300
Restricted funds:				
None				
Donations & other income		3,642	3,642	2,936
	-----	-----	-----	-----
	0	95,412	95,412	75,506
	=====	=====	=====	=====

Lutterworth Volunteer Centre Limited

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Notes forming part of the Financial Statements for the year ended**31 March, 2022**

	2022	2021
	£	£

3 Community transport

Fares etc.	14,540	4,279
	=====	=====

4 Net incoming resources

This is stated after charging:		
Depreciation	12,362	377

The average number of employees during the year was	3	3
---	---	---

5 Trustee Remuneration & Related Party Transactions

No members of the management committee received any remuneration during the period. Travel costs amounting to £ 48 were reimbursed to 1 member of the management committee.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity.

5 Taxation

As a charity, Lutterworth Volunteer Centre is exempt from tax on income and gains falling within part 10 of the Income Tax Act 2007 or s 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

6 Tangible fixed assets

Cost	
At 1 April, 2021	124,914
Additions	42,333
Disposals	0

At 31 March 2022	167,247

Depreciation	
At 1 April, 2021	82,712
Added for the year	12,362
Disposals	0

At 31 March 2022	95,074

Net book value	
At 31 March 2022	72,173
	=====
At 1 April, 2021	42,202
	=====

During an earlier year, a new minibus value £ 46,176, was provided free of charge to the Charity and remains in regular use.

7 Debtors

Fares & bus hire income	2,395	743
	-----	-----
	2,395	743
	=====	=====

Lutterworth Volunteer Centre Limited

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Notes forming part of the Financial Statements for the year ended**31 March, 2022****2022**
£**2021**
£**8 Creditors falling due within one year**

Other creditors & accruals	2,782	3,188
Pre paid grants	0	6,000
	-----	-----
	2,782	9,188
	=====	=====

9 Analysis of net assets between funds

	Restricted	Unrestricted	Total
Tangible fixed assets		72,173	72,173
Current assets		113,978	113,978
Current liabilities		(2,782)	(2,782)
	-----	-----	-----
Net assets at 31 March, 2022	0	183,369	183,369
	=====	=====	=====

10 Movements in funds

	Brought forward	Incoming resources	Outgoing resources	Transfers	At 31 March 2022
Restricted funds:					
There were no restricted funds during the year	-----	-----	-----	-----	-----
	0	0	0	0	0
	=====	=====	=====	=====	=====
Unrestricted funds:					
Designated funds					
Vehicle replacement fund	176,000	21,000	(42,333)	0	154,667
	-----	-----	-----	-----	-----
	176,000	21,000	(42,333)	0	154,667
General funds	16,719	110,123	(98,140)	0	28,702
	-----	-----	-----	-----	-----
	192,719	131,123	(140,473)	0	183,369
	=====	=====	=====	=====	=====
Total funds	192,719	131,123	(140,473)	0	183,369
	=====	=====	=====	=====	=====

11 Purpose of restricted funds

None

12 Purpose of designated funds

Vehicle replacement fund

To replace vehicles at the end of their useful life.

Lutterworth Volunteer Centre Limited

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Cash flow statement**31 March, 2022**

	2022	2021
	£	£
Receipts		
Core funding	106,770	72,570
Fares etc	12,888	7,461
Other income	3,642	2,936
Interest	172	441
	-----	-----
	123,472	83,408
Payments		
Salaries etc.	(80,386)	(57,615)
Volunteer expenses	(4,972)	(1,908)
Vehicle running costs	(18,984)	(7,888)
Premises costs	(11,341)	(4,830)
Office & other costs	(12,835)	(7,512)
	-----	-----
	(128,518)	(79,753)
Net cash flow on unrestricted funds	-----	-----
	(5,046)	3,655
Capital costs		
New vehicles	(42,333)	(37,565)
Sale of vehicles	0	
Other assets	0	
	-----	-----
	(42,333)	(37,565)
	-----	-----
	(47,379)	(33,910)
Bank balances at start of year	158,962	192,872
Bank balances at end of year	-----	-----
	111,583	158,962
	=====	=====

TREASURER'S REPORT

April 2021 – March 2022

The budget for year 2021/22 was originally set using the assumption that bus and car income would begin to return to pre-pandemic levels from October 21 and generate around £22k. This would be about half of our pre-pandemic income from fares (£43k-2019/20).

However this did not happen, leading to a fare income shortfall against budget of around £10k.

LCC did continue to provide our key source of income throughout the year (over £60k) and with additional funding from HDC, plus funding for the foodbank deliveries and vaccination runs, this has gone some way to offsetting the shortfall.

We also received additional funding that has enabled us to purchase our first electric vehicle.

Our main overspend was in staffing where we went over budget, primarily caused by accrued pension payments to departing staff members.

We had budgeted for an in-year deficit of £45k, but ended up with a deficit of just over £31k. The deficit has been absorbed by our reserves, but we have also gained a valuable new asset by acquiring a new vehicle without having to further dip in to our reserves.

2022/23 will again be a difficult year as the evidence so far shows that our fare income is remaining well below pre-pandemic levels; and although our main funders have continued to support us, we know they will need to make difficult decisions which are likely to significantly affect our funding into the future.

We will also be investing in replacement and additional facilities that will enable us to operate more efficiently and helping us to better prepare for the future.

Rob Harrop

Treasurer, Lutterworth Volunteer Centre Limited

RESERVES POLICY

As part of their responsibility for the management of the charity, it is acknowledged by the Trustees that funding is reviewed annually by the providers. Consequently, as a result of this inherent uncertainty that could impact on the charity's ability to continue its various services and projects and/or meet its obligations, a minimum level of funds is required in reserve. This level is considered by the Trustees to be a minimum of six months expenditure for general operations and a greater level to ensure long-term continuity of specific projects.

In addition and in accordance with their ongoing policy of maintaining and improving the services and resources provided, the Trustees recognise the need for designated reserves in respect of specific capital expenditure.



Lutterworth Community Transport

Lutterworth Volunteer Centre Limited

CONTACT DETAILS:

General Manager: Graeme Thomson

Tel: 01455 555571

Email: man.luttvc@onestopshop.org.uk

Administrator: Nigel Essen

Tel: 01455 555571

Email: admin.luttvc@onestopshop.org.uk

All correspondence to:

Lutterworth Community Transport
Wycliffe House
Gilmorton Road
Lutterworth
Leicestershire
LE17 4DY

www.luttct.com

Opening Times:
Monday to Friday 9:00 am to 2:00 pm

LUTTERWORTH VOLUNTEER CENTRE LIMITED

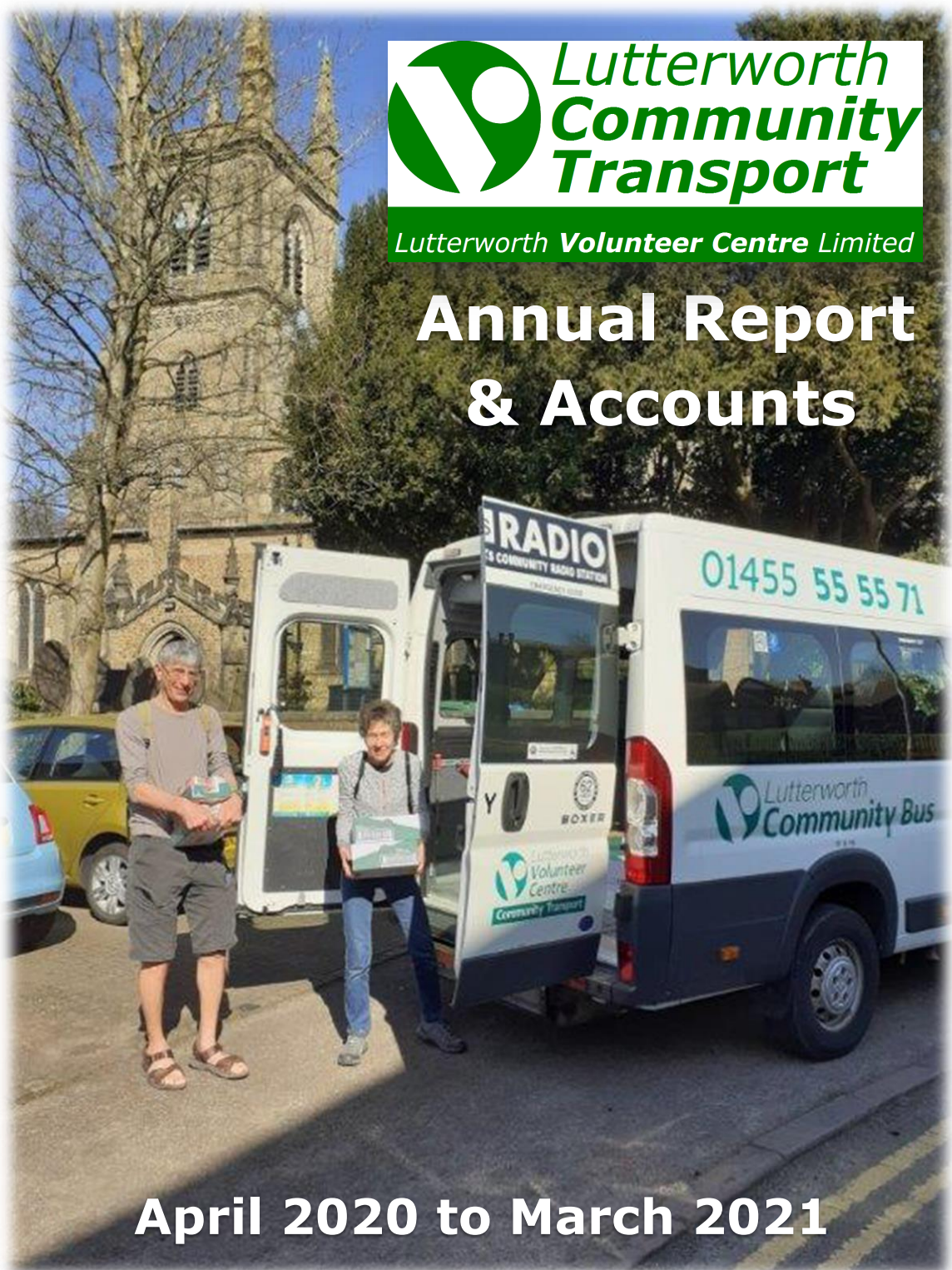
England & Wales - Charity number 1148255

Accounts



Lutterworth Volunteer Centre Limited

Annual Report & Accounts



April 2020 to March 2021

Lutterworth Volunteer Centre Limited

(A Charitable Company registered in England & Wales)

Company No: 07798878 & Charity No: 1148255

**Lutterworth Volunteer Centre Limited is a full member of
The National Council for Voluntary Organisations
and
The Community Transport Association**

SUPPORTED BY

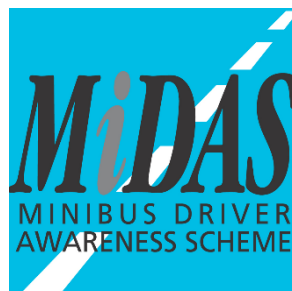


**Leicestershire
County Council**

Department of Highways, Transportation & Waste Management



MEMBERS OF



PERSONNEL

TRUSTEE-DIRECTORS:

Chairman: John Warren

Treasurer: Rob Harrop

Secretary: Alex Willox

Jane Beaumont

Lewis Freeman – *(Elected 2 Dec 2020)*

Paul Jackson – *(Elected 2 Dec 2020)*

Allan Jones – *(Elected 2 Dec 2020)*

Simon O'Donnell – *(Elected 2 Dec 2020)*

Sandy Wheelwright

Independent Examiners: Sweeting & Co.

STAFF:

Co-Services Managers: Nigel Essen
Roger Warmington

Temporary Staff Member: Inger Parsons

Office Volunteers: Sylvia Bills
Anne Cooper
Pam Harrop
Sharon Oakley

MANAGEMENT COMMITTEE

TRUSTEE DIRECTORS:

John Warren—Chairman

Past manager of Lutterworth Volunteer Centre for eighteen years retiring in 2015. Set up the One Stop Shop with ten organisations co-locating under one roof. A founder member and Chairman of Lutterworth and Villages Foodbank. Chair of Directors at Lutterworth College, a governor and Director for the last 28 years.

Rob Harrop—Treasurer

Rob joined Community Transport about 3 years ago as a volunteer minibuss driver and became a trustee in 2018. He is in his fifth year of retirement after running several HR consultancy and business support companies. His former career with the Automobile Association comes in handy when trying to understand the complexities of running a successful and safe community transport organisation.

Jane Beaumont

Jane spent 20 years in engineering followed by 17 years teaching. She ran the Community Computer Centre at the One Stop Shop and The Enterprise Centre next door for a number of years. Currently she leads groups of teenagers doing their Duke of Edinburgh's Award and runs groups for people with dementia.

Alex Willox—Secretary

Trustee/Director since 2014. Volunteer driver (both car and minibuss) since 2008. Previously Pathology Manager at BUPA Hospital for eighteen years, having gained experience within the NHS both in Aberdeen and Leicester.

Lewis Freeman

Former teacher with Lutterworth College and the Enterprise Centre, currently a Volunteer bus and car driver.

Paul Jackson

Volunteer bus and car driver since October 2019.

Allan Jones

One of the original VillageLink bus drivers from 2003. Still volunteering as a driver on the Village Market Bus.

Simon O'Donnell

Director of Avado Limited, a light van based parcel delivery company based in Berkshire. Joined as a volunteer bus driver in April 2019.

Sandy Wheelwright

Volunteer with Citizens Advice Bureau, Lutterworth Museum, Leicestershire Police and Parkinson's UK.

STAFF:

Nigel Essen—Co-Services Manager

Joined as a volunteer in 1996 assisting in the Transport office. Employed as Administrator from 1998. Becoming Co-Services Manager in 2015.

Roger Warmington—Co-services Manager

Background in construction industry and recently working within Estates function of Lutterworth College. Also a part time tank driving instructor. Recruited in 2017.

CHAIRMAN'S REPORT

This year we are having our AGM in July, back to the normal schedule as last year in my first year as Chairman we postponed the AGM until December because of the COVID crisis. It was strange holding it on Zoom with a small number of attendees however it did mean we could meet the legal requirements as a registered charity. This report covers our year ending in April so is in fact a full twelve months of operating in a very different way because of the impact of the pandemic. We have continued to operate in a very reduced way making sure we comply with all the guidance to keep clients, staff trustees volunteers and the community safe. My thanks go to the team for adapting to the to the new way and making sure we have adapted effectively to what is needed to maintain our reduced level services. Hopefully our next Annual Report will show a much increased level of activity as we return to the new normal way of operating.

We have continued to work with other organisations in the community to provide essential services and this collaboration and partnership approach has helped in supporting the most vulnerable and isolated and certainly made difference.

Since I took over from Dave Seaton as Chairman at the AGM in 2019, he has decided to stand down as a trustee at last year's AGM. I would like to take this opportunity to thank him for all the work he has done over the years as a trustee and Chairman. I wish him well for the future.

December's AGM saw the election of four new trustees, who I welcome to the team, Lewis Freeman, Allan Jones, Paul Jackson and Simon O'Donnell. They are all currently involved in volunteer driving, whether bus or car and I'm sure they will bring their individual skills and experience to further enhance the work of the trustees.

Our AGM this year being held in the Town Hall will be the first time we have all got together in real space and not remotely. I do hope that this is a positive sign for the way forward for all of us as we emerge from lockdown. I'm looking forward to a really positive future where we can put the last eighteen months behind us and build a brilliant future.

John Warren

Chairman, Board of Trustee /Directors

Lutterworth Volunteer Centre Limited

CO-MANAGERS' REPORT

Nigel Essen:

I remember writing in last year's report that it had been an unusual year for Lutterworth Community Transport, but who could have foreseen the unprecedented effect that the COVID pandemic was going to have on the whole country. The Lockdown had started at the very end of the previous financial year and as was then reported, we decided to close down operations at the office. As we had transferred our IT systems to the cloud, we were able to operate from home remotely, with the staff dispersed all over the British Isles!

Our new office became virtual thanks to WhatsApp, and we were able to have screen-to-screen meetings on Zoom. A purchase of new laptops and mobile phones enabled this to take place.

At the start of the lockdown, initially all operations came to a standstill. The Parish Church, together with Age Concern Lutterworth, The Town Council and the Foodbank joined forces to become the Lutterworth Crisis Team and we were able to offer our services to provide our buses as food delivery vans, initially to move bulk food donations from Morrison's supermarket to the Foodbank store in Countesthorpe. The special VE Day Bank Holiday on 8 May was used by the Crisis Team to hand out cream teas to self-isolating elderly residents in Lutterworth. We were able to use all of our buses (three at the time), to deliver around the town, a near military-like operation that was gratefully received by all. It was so successful that it was repeated on 17 July.

In June we increased the use of our buses to enable home deliveries of food parcels from the Foodbank, as furloughed staff from Harborough District Council who had been doing this previously were recalled back to work. As it was likely that the lockdown was going to be eased during the Summer of 2020, we looked at the possibility of reintroducing passenger services. We decided that we could only do this with considerable changes to the interior of the buses. I had come up with cost effective "No Seating" signs made from upcycled CD cases that could be clipped onto seatbelts. We also investigated protection screens for between the driver and passengers similar to what was being fitted in taxis. We trialled a selection of designs, settling on a flexible full height screen that our minibus supplier GM Coachwork had developed in a week following our request for help.

With our vehicles now COVID-compliant, we were able to transport passengers for Age Concern's Lunches at the Wycliffe Rooms which operated from August until the second lockdown before Christmas. We were only able to carry a maximum of 5 passengers at a time, 30% of our total bus capacity. We also took the opportunity to reintroduce the weekly Thursday Village Market Trip in September to give our regular passengers in Ashby Magna access to essential shopping they were unable to do online.

Also at the end of September we finally received our new minibus from GM Coachwork that had been ordered almost a year earlier, now that they were operational again and were able to finish the conversion. As we now had four vehicles again in the fleet, we decided that we would convert one of the older buses as a van by removing all the seats to facilitate storage of food boxes.

When the second lockdown commenced at the end of November, we decided to continue running the Village Market Trip, as all the drivers involved were willing to continue driving, and in January we reintroduced the Town Shopping Trip.

The New Year also saw demand for our services for transport to the Kube at Leicester Racecourse for the first round of COVID vaccinations. There was considerable demand from the higher age groups that outstripped our supply of available car drivers, so we were able to put people with close appointment times on minibuses at up to five at a time. We continued to do this up to the end of March 2021.

This unprecedented year has required a "sea change" in our activities and I would like to take this opportunity to thank all of those volunteers who have gone above and beyond to help out both ourselves and the wider community. In particular Inger Parsons, for her sterling efforts being the staff member closest to operations in Lutterworth, dealing with handing out bus keys, PPE, delivering invoices, collecting payments and depositing them at the Post Office, and being the delivery address for all our parcels. Also I would like to thank Alan Delamare for being the alternative keyholder and Rob Harrop for stepping in to deal with any technical problems with the buses, and having a play with new toys like the ill-fated fogging machine! I would also like to thank Rob's wife Pam who has been sorting out the Volunteer database and processing the DBS renewals. Thanks also go out to the two Alex's Halliwell and Willox, for physical movement of items between myself in Blaby and Inger in Lutterworth.

I would also like to thank all those drivers who, at risk to their own health, were able to continue driving throughout this pandemic year. Sadly we have seen a number of our volunteers who have decided to stand down during the year, in particular Jo Mason who helped out in the office, Nigel Renfrey who was responsible for handling the cash and cheques, and Margaret Bullock who also ran the Stroke Club in Broughton Astley as well as helping out with our DBS forms. Also thanks go out to Sharon Oakley who had only just joined us in 2019 and has decided to relocate to Devon. It is with regret to mention that Brian Fowdrey, the husband of Anne George, sadly passed away from COVID during this past year.

Thanks also go out to John Warren and the Trustees for steering the organisation through these troubled times, and finally I would like to thank my colleague Roger Warmington for all his help during the year even though he was located in Northern Ireland. It must be the longest retirement ever, but I wish him all the best for the future.

As this report goes to press, I would like to state that we are seeking to re-organise the roles and responsibilities of the organisation, and to that end we have recruited a new member of staff, Rick Allsopp, who will be taking on the role of looking after our fleet of buses. I'm sure that the future of Lutterworth Community Transport is a bit more certain than it was last year.

Roger Warmington:

Well, we certainly had a very different year than that envisaged at the start of 2020! However, it is heartening to know how as an organization we soon rallied to the challenges and differing needs which the developing Covid crisis presented from March onwards. A key example being working in collaboration with the local Crisis Group and redeploying our resources where possible to help those in acute need amongst our community. This included providing transport facility to help in collection of surplus and donated groceries from local supermarkets and distribution of food parcels. We continued to provide essential health related trips for appointments, together with initiatives to lift peoples spirits during lockdown. This included the distribution of 300 cream teas to help celebrate the 75th anniversary of VE Day!

We are very grateful to both Leicestershire County Council and Harborough District Council for continuing to provide core funding allowing us to provide the services we offer. This has been especially true during the last year, as emergency funds have been made available to cover extra-ordinary costs in providing transport to assist the local Foodbank operation, together with trips to take people for their vaccinations.

During the year we have continued to develop a good working relationship with the Broughton Astley Volunteer Group, a link forged prior to the pandemic. We have helped in several initiatives of theirs by providing transport to those in Broughton Astley and surrounding villages. This has been particularly important to that area as the 'Broughton Bus' was not in service for the year.

As many of you will know, my personal life has been taking a different direction over recent times. This saw me accelerate a developing situation to relocate to Derry, N Ireland – a fundamental part of a new relationship! Fortunately my colleagues and Trustees were keen for me to continue in my role, albeit working from a rather distant home. This proved to be a workable solution and enabled me to continue to play a part in maintaining the valuable service we provide. Now that normal service including office based working is gradually resuming, eventually my departure will be completed. However, I have pledged to remain in post until my replacement is in place. So whilst I will not be going immediately, by the next AGM I certainly should have. I would therefore like to take this opportunity to say how rewarding my role has been over the last 4 years or so. I have enjoyed my time with community transport, particularly working alongside some wonderful people – dedicated to providing such a worthwhile service. Thank you all.

I would like to thank my fine colleagues Nigel & Inger for their sterling efforts throughout a particularly demanding time, especially to Inger for rising to the challenge (and coping!..) with several extra duties and longer hours. Also our wonderful board of Trustee directors have been very supportive, especially our Chairman John & Treasurer Rob for their great help and input to our regular 'working group'. In combination these efforts have ensured that we have enabled the wheels to keep on turning!

COMMUNITY TRANSPORT

Social Car Scheme

A comparison of this year's activities with the previous two years:

Mileage	2018/19	2019/20	2020/21
P&T Journeys ¹	27,603	23,031	2,118
Hospital Journeys ²	9,155	8,609	1,702
Social Enterprise ³	504	1,003	44
Totals	37,262	32,643	3,864

Passenger Journeys	2018/19	2019/20	2020/21
P&T Journeys ¹	2,268	1,793	322
Hospital Journeys ²	600	628	119
Social Enterprise ³	117	76	10
Totals	2,985	2,497	451

Notes

- 1) P&T (Planning & Transportation) part subsidised by Leicestershire County Council – Fixed Zonal Fares for local journeys and 10p/mile subsidy for journeys to edge of LCC Funded area.
- 2) Hospital Journeys – To all NHS and private hospital appointments. Full cost recovery borne by customer at 80p/mile for the total trip.
- 3) Social Enterprise – For journeys arranged and funded by external organisations on behalf of their clients, charged at 90p/mile. Also covers trips made by individual customers to destinations outside of LCC Funded area at 80p/mile full cost recovery.

Social Car Scheme activity was seriously impacted by the pandemic. As the first Lockdown commenced in March 2020, there was very little demand for any trips. As the year progressed, only essential health and hospital appointments started back and from the Christmas and New Year period, there was considerable demand to take people for COVID vaccinations at Leicester Racecourse and Hinckley Health Centre. To aid this we operated bus trips as car trips to enable a greater number of passengers to be carried more efficiently as the number of available car drivers was reduced due to they themselves having to self-isolate. We managed to gain funding from Harborough District and Leicestershire County Councils, which enabled us to provide second jab journeys free of charge. The demand for jab trips subsided as the age ranges of those being called gradually lowered.

Community Transport Minibuses

A comparison of this year's activities with the previous two years:

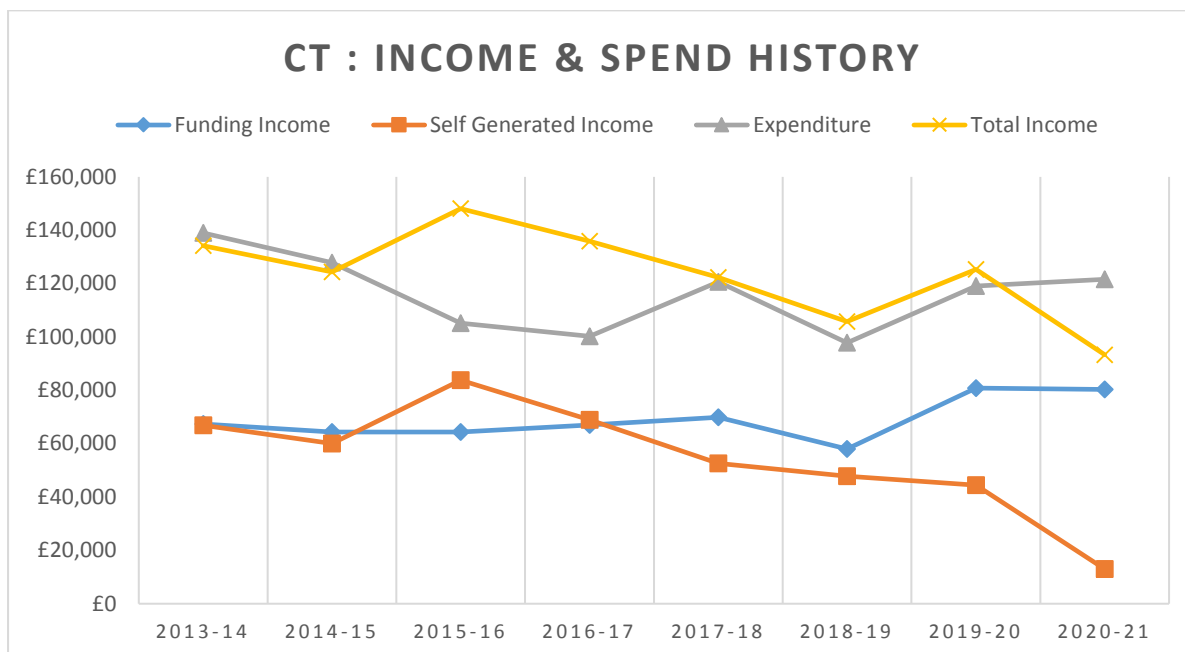
Mileage	2018/19	2019/20	2020/21
Category 1 ¹	7,866	6,519	1,246
Category 2 ²	6,611	5,559	409
Category 3 ³	7,558	5,617	2,549
Totals	22,035	17,695	4,204

Passenger Journeys	2018/19	2019/20	2020/21
Category 1 ¹	6,342	5,560	296
Category 2 ²	3,302	3,264	184
Category 3 ³	1,726	1,062	96
Totals	11,370	9,886	576

Notes

- 1) Fully compliant with LCC CT Funding requirements.
- 2) Not compliant with LCC CT Funding but meets Bus Service Operators Grant (BSOG) requirements to carry a majority of elderly/disabled passengers.
- 3) Not compliant with BSOG as carrying non-elderly/disabled, children and young people or members of sports teams. Also include all journeys related to driver training, vehicle servicing, cleaning and testing and any other journeys with no passengers.

The Minibus fleet was essentially mothballed until May 2020, when we commenced helping the Lutterworth Crisis Team with movement of bulk food items from Morrisons to the Foodbank store in Countesthorpe. This use of our vehicles for non-passenger duties helped to keep our vehicles on the road and we also the whole fleet in use on the VE Day Bank Holiday delivering Cream Teas for local residents, this activity was repeated in July. In June we were asked by the Foodbank to provide home deliveries of food parcels on a twice-weekly basis which continues to date. As the lockdown eased in August to November, we commenced passenger trips at reduced capacity for Age Concern Lutterworth for their Lunches. In September, we reintroduced our Village Market Trips, to allow essential access to Ashby Magna residents to do their shopping which we continued to operate throughout the second lockdown period over Christmas. In January, we recommenced the Town Shopping Trips, as well as using the buses for COVID jab trips.



As can be seen, the greatest impact on the data is of 'self generated income' (ie fares) which is 30% of previous years'. This is to be expected given the initial cessation of services at the start of the year together with a very cautious and gradual re-introduction of trips in the second half of 2020/21. As described elsewhere it is not envisaged that normal service levels will be back before the second half of the current year. However, despite these impacts – we remain in a relatively healthy state financially and can sustain our activities during the transition back to normality. This is largely due to the funding received from Leicestershire County and Harborough District councils – for which we are very grateful. In addition to the ongoing 'core funding' we receive, we have benefitted from amounts of emergency 'Covid funding' from both authorities. This has been in recognition of our efforts to conduct what services we could, together with re-deploying resources to help where possible in support of those in need. Such support has enabled us to provide transport for the local Foodbank initiative together with trips to take people for their vaccinations. So we are very appreciative of this additional support from both Leics. CC & Harb. DC to enable us to continue our service as well help in important local initiatives.

THE PANDEMIC – A YEAR IN PICTURES



Lutterworth Volunteer Centre Limited

Financial Statements for the year ended

31st March, 2021

Registered number 7798878

Registered charity number 1148255

Registered office

The One Stop Shop
Wycliffe House
Gilmorton Road
Lutterworth LE17 4DY

Sweeting & Co

Chartered Accountants

22 Willowbrook Close,
Broughton Astley
Leicestershire LE9 6HF
e-mail – info@sweetingandco.co.uk

Lutterworth Volunteer Centre Limited**Report of the Management Committee for the year ended 31st March, 2021**

The management committee presents its directors' report and financial statements for the year ended 31st March, 2021.

Reference & administrative information:

Charity name:	The Volunteer Centre
Charity registration number:	1148255
Company registration number:	07798878
Registered office and Operational address	The One Stop Shop Wycliffe House Gilmorton Road Lutterworth Leicestershire LE17 4DY

Management Committee:

J A Beaumont	
A Foreman	Resigned 2 nd December, 2020
R Harrop	
D Seaton	Resigned 2 nd December, 2020
A J Shenton	Resigned 2 nd December, 2020
J G P Warren	
S J Wheelwright	
A Willox	

Managers	Nigel Essen Roger Warmington
Independent Financial Examiner	Sweeting & Co. 22 Willowbrook Close Broughton Astley LE9 6HF
Bankers	National Westminster Bank
Solicitors	Harvey Ingram Shakespeares 20 New Walk Leicester LE1 6TX

Chartered Accountants' report to the Board of Directors on the unaudited accounts of**Lutterworth Volunteer Centre Limited**

In accordance with the engagement letter dated 24th June 2013, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise the Profit and Loss Account and Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made solely to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body for our work or for this report.

We have carried out this engagement in accordance with the technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31st March, 2021 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore express any opinion on the financial statements.

Sweeting & Co.
Chartered Accountants
22 Willowbrook Close
Broughton Astley
Leicestershire LE9 6HF

July, 2021

Statement of Financial Activities
**Income & Expenditure Account for the year ended
31 March, 2021**

*

	Notes	Restricted funds £	Unrestricted funds £	2021 Total £	2020
Incoming resources:					
Grants & donations	2	0	75,506	75,506	75,311
Community transport income	3		4,279	4,279	45,146
Interest received			441	441	776
		-----	-----	-----	-----
		0	80,226	80,226	121,233
		-----	-----	-----	-----
Expenditure:					
Community transport expenses			9,940	9,940	36,551
Staff payroll costs			57,615	57,615	52,475
Premises costs			5,396	5,396	7,577
Office costs			4,939	4,939	10,160
Publicity			2,716	2,716	2,645
Professional fees			636	636	607
Miscellaneous			461	461	2,348
Depreciation			377	377	11,715
		-----	-----	-----	-----
		0	82,080	82,080	124,078
		-----	-----	-----	-----
Surplus (deficit) for the period		0	(1,854)	(1,854)	(2,845)
Funds brought forward		0	194,573	194,573	193,418
		-----	-----	-----	-----
		0	192,719	192,719	190,573
		=====	=====	=====	=====

The statement of financial activities includes all gains & losses in the period.
All incoming resources and resources expended derive from continuing activities.

**Balance Sheet as at
31 March, 2021**

	Notes		2021 £	2020 £
Fixed assets	6		42,202	12,728
Current assets:				
Bank		158,962		186,872
Debtors	7	743		3,925
		-----		-----
		159,705		190,797
Current liabilities:				
Creditors	8	9,188		1,238
		-----		-----
Net current assets			150,517	189,559
			-----	-----
			192,719	202,287
			=====	=====
Unrestricted funds:	10			
General funds		16,719		18,573
Designated funds		172,000		176,000
		-----		-----
			188,719	194,573
Restricted funds	10			
			-----	-----
			188,719	194,573
			=====	=====

These accounts have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

For the financial year ended 31 March, 2020, the company was entitled to exemption from audit under section 477 Companies Act 2006 and that no notice has been deposited under section 476.

The management committee acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of the Companies Act 2006 so far as is applicable to the company.

Signed on behalf of the management committee

John Warren.

Approved by the management committee 21 July, 2021

**Notes forming part of the Financial Statements for the year ended
31 March, 2021****1 Accounting policies:**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

a Basis of accounting

The financial statements have been prepared under the historic cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued March, 2005.

b Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

c Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy.

The following policies are applied to particular categories of income:

Income received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from the provision of community transport services is recognised when the service is supplied.

Investment income is included when received

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Community transport costs comprise the vehicle costs and volunteer expenses in providing transport services.

e Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions costing below £1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. Vehicles purchased new are expected to have a useful life of 7 years. The estimated useful life of second hand vehicles is reduced appropriately. Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a fixed asset is below its net book value due to damage or other relevant factors.

2 Grants & donations

	Restricted	Unrestricted	2021 Total	2020 Total
Leicestershire County Council		63,270	63,270	60,470
Harborough District Council		9,300	9,300	14,000
Restricted funds:				
None				
Donations & other income		2,936	2,936	841
	0	75,506	75,506	75,311
	=====	=====	=====	=====

Lutterworth Volunteer Centre Limited

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Notes forming part of the Financial Statements for the year ended**31 March, 2021**

	2021	2020
	£	£

3 Community transport

Fares etc.	4,279	45,146
	=====	=====

4 Net incoming resources

This is stated after charging:		
Depreciation	377	11,715
The average number of employees during the year was	3	3

5 Trustee Remuneration & Related Party Transactions

No members of the management committee received any remuneration during the period. Travel costs amounting to £ 48 were reimbursed to 1 member of the management committee.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity.

5 Taxation

As a charity, Lutterworth Volunteer Centre is exempt from tax on income and gains falling within part 10 of the Income Tax Act 2007 or s 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

6 Tangible fixed assets

Cost	
At 1 April, 2020	83,349
Additions	41,565
Disposals	0

At 31 March 2021	124,914

Depreciation	
At 1 April, 2020	70,621
Added for the year	12,091
Disposals	0

At 31 March 2021	82,712

Net book value	
At 31 March 2021	42,202
	=====
At 1 April, 2020	12,728
	=====

During an earlier year, a new minibus value £ 46,176, was provided free of charge to the Charity and remains in regular use.

7 Debtors

Fares & bus hire income	743	3,925
	-----	-----
	743	3,925
	=====	=====

Lutterworth Volunteer Centre Limited

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Notes forming part of the Financial Statements for the year ended**31 March, 2021****2021**
£**2020**
£**8 Creditors falling due within one year**

Other creditors & accruals	3,188	1,238
Pre paid grants	6,000	
	-----	-----
	9,188	1,238
	=====	=====

9 Analysis of net assets between funds

	Restricted	Unrestricted	Total
Tangible fixed assets		42,202	42,202
Current assets		159,705	159,705
Current liabilities		(9,188)	(9,188)
	-----	-----	-----
Net assets at 31 March, 2018	0	192,719	192,719
	=====	=====	=====

10 Movements in funds

	Brought forward	Incoming resources	Outgoing resources	Transfers	At 31 March 2021
Restricted funds:					
There were no restricted funds during the year	-----	-----	-----	-----	-----
	0	0	0	0	0
	=====	=====	=====	=====	=====
Unrestricted funds:					
Designated funds					
Vehicle replacement fund	172,000	0	0	0	172,000
	-----	-----	-----	-----	-----
	172,000	0	0	0	172,000
General funds	18,573	80,226	(82,080)	0	16,719
	-----	-----	-----	-----	-----
	190,573	80,226	(82,080)	0	188,719
	=====	=====	=====	=====	=====
Total funds	190,573	80,226	(82,080)	0	188,719
	=====	=====	=====	=====	=====

11 Purpose of restricted funds

None

12 Purpose of designated funds

Vehicle replacement fund

To replace vehicles at the end of their useful life.

Lutterworth Volunteer Centre Limited

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Cash flow statement**31 March, 2021**

		2021	2020
		£	£
Receipts			
Core funding	72,570	74,470	
Fares etc	7,461	45,663	
Other income	2,936	841	
Interest	441	777	
	-----	83,408	-----
			121,751
Payments			
Salaries etc.	(57,615)	(52,475)	
Volunteer expenses	(1,908)	(17,505)	
Vehicle running costs	(7,888)	(20,354)	
Premises costs	(4,830)	(7,451)	
Office & other costs	(7,512)	(16,379)	
	-----	(79,753)	-----
			(114,164)
Net cash flow on unrestricted funds		-----	-----
		3,655	7,587
Capital costs			
New vehicles	(37,565)	(4,000)	
Sale of vehicles	0	4,000	
Other assets	0		
	-----	(37,565)	-----
			0
		(33,910)	7,587
Bank balances at start of year		186,872	179,285
		-----	-----
Bank balances at end of year		152,962	186,872
		=====	=====

TREASURER'S REPORT

In April last year, we were anticipating significant financial losses by March 2021, should we need to remain closed for the whole year.

We took the decision to try and keep the service operating where possible by enabling the employed staff to work from home, and identify willing volunteers who were prepared to continue offering their services.

This has proven to be a lifeline and has enabled us to continue to generate an income, and also attract additional funding to support our efforts at a time when almost all local community transport services had been mothballed.

We had already committed to the purchase of a replacement bus that should have arrived during the previous year, but was eventually delivered October 2020 at a cost of £40k.

We had been predicting a year end cash balance of around £137k, falling from close to £200k in 2019/20. You will see from the financial report that our income was down by over £40k, however with the continued support of Leicester County Council and Harborough District Council plus the various additional grants for our continued operations, we have managed to end the year in a much healthier position than originally thought. Our cash reserves standing at £165k, down from the pre- pandemic budget of £199k. We do however have a new bus and this reflects in our balance sheet, where you will see that our overall financial position has fallen by less than £6k.

The budget for 21/22 reflects a gradual return to normal operations, but not until the second half of the year, and we predict another fall in income of between £30k and £35K.

We are continuing to receive funding from Leicester County Council for this year, but this comes with a warning that in future years it may be difficult to continue at the current level.

Rob Harrop
Treasurer, Lutterworth Volunteer Centre Limited

RESERVES POLICY

As part of their responsibility for the management of the charity, it is acknowledged by the Trustees that funding is reviewed annually by the providers. Consequently, as a result of this inherent uncertainty that could impact on the charity's ability to continue its various services and projects and/or meet its obligations, a minimum level of funds is required in reserve. This level is considered by the Trustees to be a minimum of six months expenditure for general operations and a greater level to ensure long-term continuity of specific projects.

In addition and in accordance with their ongoing policy of maintaining and improving the services and resources provided, the Trustee recognise the need for designated reserves in respect of specific capital expenditure.



Lutterworth Community Transport

Lutterworth Volunteer Centre Limited

Co-Services Manager: Nigel Essen

Tel: 01455 555571

Email: admin.luttvc@onestopshop.org.uk

Co-Services Manager: Roger Warmington

Tel: 01455 555571

Email: ct.luttvc@onestopshop.org.uk

All correspondence to:

Lutterworth Community Transport
Wycliffe House
Gilmorton Road
Lutterworth
Leicestershire
LE17 4DY

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Opening Times:

Monday to Thursday 9:00 am to 3:30 pm

Friday 9:00 am to 1:30 pm