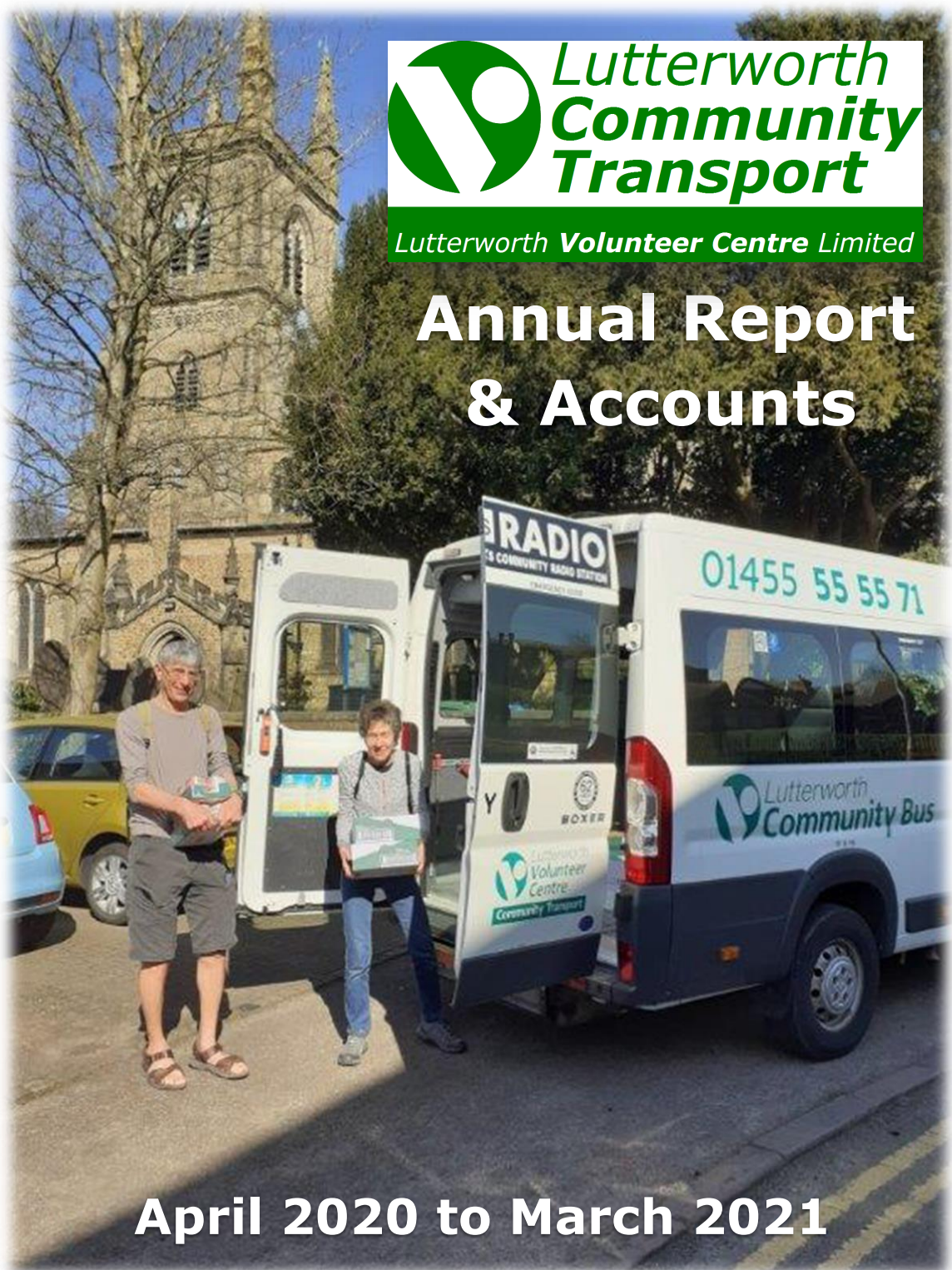




Lutterworth Volunteer Centre Limited

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

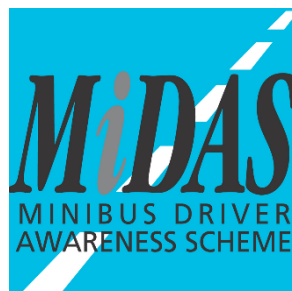


**Leicestershire
County Council**

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:

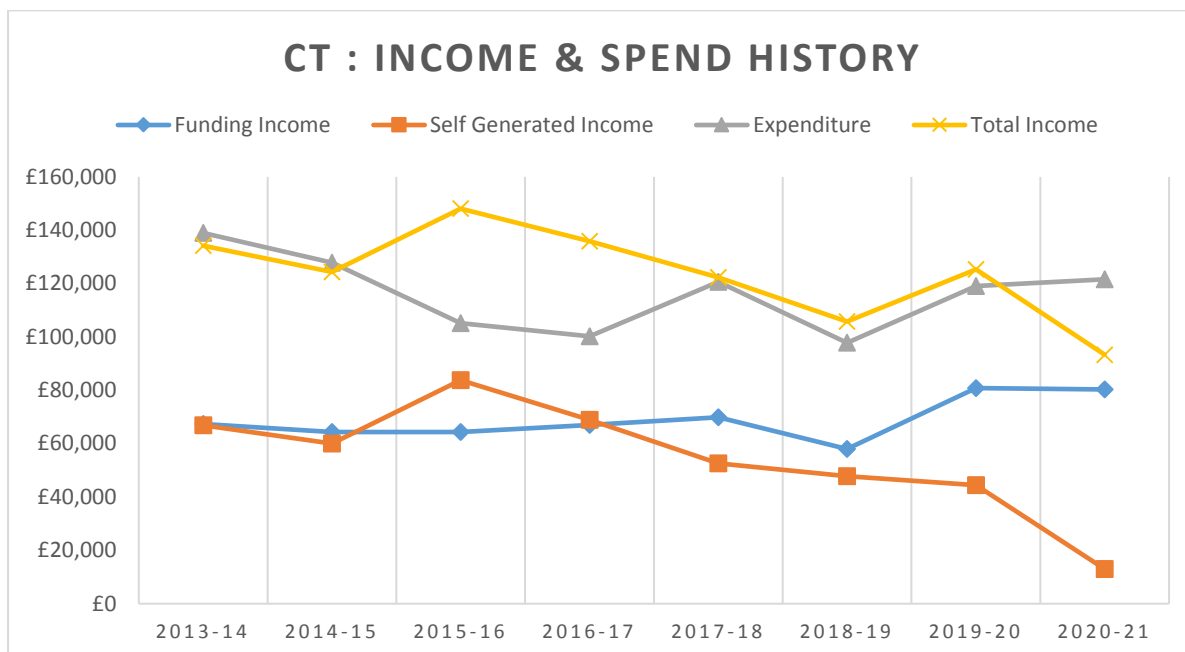
Mileage	2018/19	2019/20	2020/21
Category 1 ¹	7,866	6,519	1,246
Category 2 ²	6,611	5,559	409
Category 3 ³	7,558	5,617	2,549
Totals	22,035	17,695	4,204

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

www.luttct.com

Opening Times:

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

Friday 9:00 am to 1:30 pm