



# ***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**



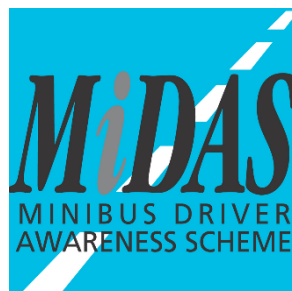
**Leicestershire  
County Council**

Department of Highways, Transportation & Waste Management



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**MEMBERS OF**



## PERSONNEL

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### TRUSTEE-DIRECTORS:

<b>Chairman:</b>	John Warren
<b>Treasurer:</b>	Rob Harrop
<b>Secretary:</b>	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

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<b>Independent Examiners:</b>	Sweeting & Co.
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### STAFF:

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

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<b>Office Volunteers:</b>	Sylvia Bills Anne Cooper Pam Harrop Fiona Winton
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## **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.

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### **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.

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## **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](http://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**

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## COMMUNITY TRANSPORT

### Social Car Scheme

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

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

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

#### 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:

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

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

### 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**

**31<sup>st</sup> 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](mailto:info@sweetingandco.co.uk)

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

The management committee presents its directors' report and financial statements for the year ended 31<sup>st</sup> 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 <sup>st</sup> July, 2021
R Harrop	
P A Jackson	Appointed 21 <sup>st</sup> July, 2021
A G Jones	
S O'Donnell	Appointed 21 <sup>st</sup> July, 2021
J G P Warren	
A Willox	Terminated 28 <sup>th</sup> September 2022

Managers	Nigel Essen	to 31 <sup>st</sup> October, 2021
	Roger Warmington	to 31 <sup>st</sup> October, 2021
	Graeme Thomson	from 1 <sup>st</sup> 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 24<sup>th</sup> 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 31<sup>st</sup> 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**

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## **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.

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# ***Lutterworth Community Transport***

***Lutterworth Volunteer Centre Limited***

## **CONTACT DETAILS:**

### **General Manager: Graeme Thomson**

Tel: 01455 555571

Email: [man.luttvc@onestopshop.org.uk](mailto:man.luttvc@onestopshop.org.uk)

### **Administrator: Nigel Essen**

Tel: 01455 555571

Email: [admin.luttvc@onestopshop.org.uk](mailto:admin.luttvc@onestopshop.org.uk)

### **All correspondence to:**

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Wycliffe House  
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**[www.luttct.com](http://www.luttct.com)**

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