

Company registration number: 7983448

Charity registration number: 1148539

Epping Forest Community Transport

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 30 November 2023

Douglas Jones Phillips Ltd
O-I Building
First Floor, The West Wing
Edinburgh Way
Harlow
Essex
CM20 2DB

Epping Forest Community Transport

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Epping Forest Community Transport

Reference and Administrative Details

Charity Registration Number

1148539

Company Registration Number

7983448

The charity is incorporated in England and Wales.

Registered Office

Social Care Building
2nd Floor St Johns Road
Epping
Essex
CM16 5EB

Principal Office

Social Care Building
2nd Floor St Johns Road
Epping
Essex
CM16 5EB

Independent Examiner

Douglas Jones Phillips Ltd
O-I Building
First Floor, The West Wing
Edinburgh Way
Harlow
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CM20 2DB

Epping Forest Community Transport

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 30 November 2023.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:

Mr R F Coombs

Mr R D Bassett

Mr P Ashworth

Mr M N Patterson

Mr David Jackman

Statement of trustees' responsibilities

The trustees (who are also the directors of Epping Forest Community Transport for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Epping Forest Community Transport

Trustees' Report

Epping Forest and Harlow Community Transport has an immaterial deficit of £5,460 for the Financial Year of 2022/23. This position is broadly in line with the last financial year position which was an immaterial surplus of £4,409.

Overall income has fallen by £3,815 (less than 1%) compared to 2021/22, primarily due to an £7,853 decline in donations and legacies as one-off COVID grants have now completely ceased. In response, the Charity and its board have intensified their efforts and are actively exploring further funding opportunities through community initiative grants from various organizations. These efforts aim to address the drop in grant funding, which was previously used for one-off investments that enhanced the Charity's quality of service.

There has been a modest increase of £4,038 in trading activities as passenger numbers begin to grow following COVID-19. However, this growth is slow, and passenger numbers are unlikely to reach pre-COVID levels in the short term. Further analysis shows that the increase in income is mainly driven by Shopper bus and Group hire services, both of which have seen an increase of £4,007 & £4,261 accordingly. These areas have been the focus of the Charity's growth efforts.

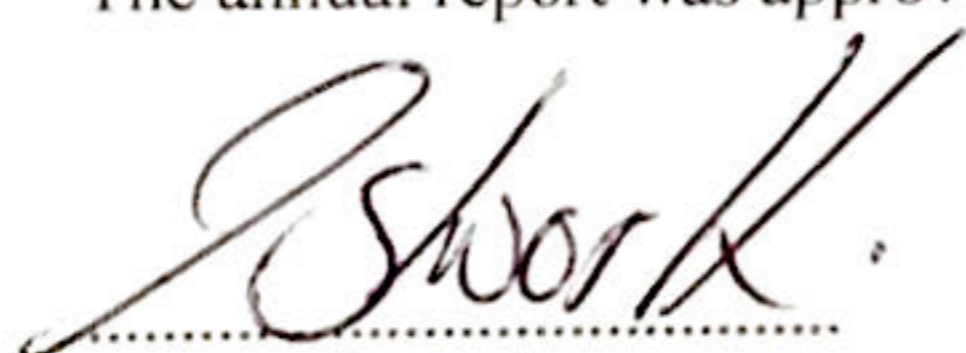
On the other hand, trading activities have been hardest hit by a £5,117 decline in membership subscriptions, making it the lowest-earning trading activity in years. This decline is attributed to reduced demand since COVID-19, the rising cost of living, and the development of the Charity's shopper bus services as a potential alternative, leading to a drop in both new subscriptions and renewals.

Expenditure has risen by £6,054 (1.4%) in 2022/23 compared to the previous financial year. The primary driver of this increase is an adverse movement of £8,018 (2.7%) in staffing costs due to the annual pay rise process.

Despite this rise, I am pleased to report that the Charity has made a concerted effort to maintain non-staffing expenditure at 2021/22 levels through improved efficiency, mitigating the impact of inflation that heavily affected us in the previous financial year. We are now exploring further efficiencies to ensure we can continue providing high-quality services at a reasonable cost to our passengers.

In conclusion, while Epping Forest and Harlow Community Transport once again has had a financially robust despite the challenges posed by the current economic climate. The Charity has demonstrated resilience by maintaining non-staffing expenditure and exploring new funding opportunities. As we continue to navigate post-COVID recovery, our focus remains on enhancing service quality and ensuring affordability for our passengers through ongoing efficiency improvements. With these efforts, we are confident in our ability to meet future challenges and sustain our mission, providing high-quality service at low fares for both the communities of Epping Forest and Harlow Districts.

The annual report was approved by the trustees of the charity on 8th August 2024 and signed on its behalf by:



Mr P Ashworth
Trustee



Mr M N Patterson
Trustee

Epping Forest Community Transport

Independent Examiner's Report to the trustees of Epping Forest Community Transport (‘the Company’)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 November 2023.

Responsibilities and basis of report

As the charity’s trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (‘the 2006 Act’).

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity’s accounts as carried out under section 145 of the Charities Act 2011 (‘the 2011 Act’). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

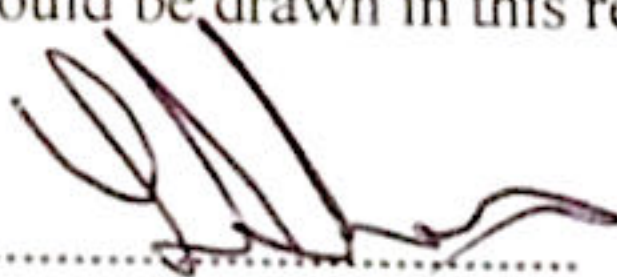
Independent examiner’s statement

Since the Company’s gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Epping Forest Community Transport as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a ‘true and fair view’ which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Douglas Jones Phillips Ltd

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Harlow
Essex
CM20 2DB

8th August 2024

Epping Forest Community Transport

Statement of Financial Activities for the Year Ended 30 November 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds General £	Total 2023 £
Income and Endowments from:			
Donations and legacies	3	261,709	261,709
Other trading activities	4	185,096	185,096
Total Income		446,805	446,805
Expenditure on:			
Charitable activities	5	(452,265)	(452,265)
Total Expenditure		(452,265)	(452,265)
Net expenditure		(5,460)	(5,460)
Net movement in funds		(5,460)	(5,460)
Reconciliation of funds			
Total funds brought forward		294,713	294,713
Total funds carried forward	14	289,253	289,253
	Note	Unrestricted funds General £	Total 2022 £
Income and Endowments from:			
Donations and legacies	3	269,562	269,562
Other trading activities	4	181,058	181,058
Total Income		450,620	450,620
Expenditure on:			
Charitable activities	5	(446,211)	(446,211)
Total Expenditure		(446,211)	(446,211)
Net income		4,409	4,409
Net movement in funds		4,409	4,409
Reconciliation of funds			
Total funds brought forward		290,304	290,304
Total funds carried forward	14	294,713	294,713

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 14.

The notes on pages 8 to 19 form an integral part of these financial statements.

Epping Forest Community Transport

(Registration number: 7983448)
Balance Sheet as at 30 November 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	10	34,724	47,286
Current assets			
Debtors	11	37,199	32,293
Cash at bank and in hand	12	201,152	212,103
		238,351	244,396
Creditors: Amounts falling due within one year	13	16,178	3,031
Net current assets		254,529	247,427
Net assets		289,253	294,713
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		289,253	294,713
Total funds	14	289,253	294,713

The notes on pages 8 to 19 form an integral part of these financial statements.

Epping Forest Community Transport

(Registration number: 7983448)

Balance Sheet as at 30 November 2023

For the financial year ending 30 November 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 5 to 19 were approved by the trustees, and authorised for issue on 8th August 2024 and signed on their behalf by:



Mr P Ashworth
Trustee



Mr M N Patterson
Trustee

The notes on pages 8 to 19 form an integral part of these financial statements.

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2023

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2023

Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

- 1) exchange differences on transactions entered into to hedge certain foreign currency risks (see above);
- 2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and
- 3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

Fund structure

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

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2023

Debt instruments

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

- (a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.
- (b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.
- (c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).
- (d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.
- (e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.
- (f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2023

Derivative financial instruments

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Donations and legacies;		
Donations from individuals	953	953
Grants, including capital grants;		
Government grants	<u>260,756</u>	<u>218,207</u>
Total for 2023	<u>261,709</u>	<u>261,709</u>
Total for 2022	<u>269,562</u>	<u>269,562</u>

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2023

6 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2023 £	2022 £
(Profit)/Loss on disposal of fixed assets held for the charity's own use	737	(583)
Depreciation of fixed assets	739	985

7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

8 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	257,710	253,888
Social security costs	15,102	15,356
Pension costs	24,025	20,940
Other staff costs	9,526	8,161
	<u>306,363</u>	<u>298,345</u>

No employee received emoluments of more than £60,000 during the year.

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2023

13 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	18,192	7,851
Other taxation and social security	4,349	6,061
VAT grant repayable	(68,412)	(47,059)
Other creditors	25,743	25,756
Accruals	3,950	4,360
	<u>(16,178)</u>	<u>(3,031)</u>

Included in the Other Creditors figure of £25,743 is £23,190, which relates to a grant received in error in the Accounts year ended 30 November 2021.

				2023 £
14 Funds	Balance at 1 December 2022 £	Incoming resources £	Resources expended £	Balance at 30 November 2023 £
Unrestricted funds				
General	294,713	446,805	(452,265)	289,253
	Balance at 1 December 2021 £	Incoming resources £	Resources expended £	Balance at 30 November 2022 £
Unrestricted funds				
General	290,304	450,620	(446,211)	294,713

Epping Forest Community Transport

Notes to the Financial Statements for the Year Ended 30 November 2023

15 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 30 November 2023 £
Tangible fixed assets	34,724	34,724
Current assets	238,351	238,351
Current liabilities	16,178	16,178
Total net assets	289,253	289,253
	Unrestricted funds General £	Total funds at 30 November 2022 £
Tangible fixed assets	47,286	47,286
Current assets	244,396	244,396
Current liabilities	3,031	3,031
Total net assets	294,713	294,713

Epping Forest Community Transport

Statement of Financial Activities by fund for the Year Ended 30 November 2023

Unrestricted Funds

	Total Unrestricted Funds 2023 £	Total Unrestricted Funds 2022 £
Income and Endowments from:		
Donations and legacies	261,709	269,562
Other trading activities	185,096	181,058
Total income	446,805	450,620
Expenditure on:		
Charitable activities	(452,265)	(446,211)
Total expenditure	(452,265)	(446,211)
Net (expenditure)/income	(5,460)	4,409
Net movement in funds	(5,460)	4,409
Reconciliation of funds		
Total funds brought forward	294,713	290,304
Total funds carried forward	289,253	294,713

Epping Forest Community Transport

Detailed Statement of Financial Activities for the Year Ended 30 November 2023

	Total 2023 £	Total 2022 £
Income and Endowments from:		
Donations and legacies (analysed below)	261,709	269,562
Other trading activities (analysed below)	185,096	181,058
Total income	446,805	450,620
Expenditure on:		
Charitable activities (analysed below)	(452,265)	(446,211)
Total expenditure	(452,265)	(446,211)
Net (expenditure)/income	(5,460)	4,409
Net movement in funds	(5,460)	4,409
Reconciliation of funds		
Total funds brought forward	294,713	290,304
Total funds carried forward	289,253	294,713

Epping Forest Community Transport

Detailed Statement of Financial Activities for the Year Ended 30 November 2023

	Total 2023 £	Total 2022 £
<i>Donations and legacies</i>		
UK Government grants	218,207	182,228
DaRT	42,549	84,405
Donations	953	2,929
	<hr/> 261,709	<hr/> 269,562
<i>Other trading activities</i>		
Group Hire	19,683	15,422
Dial A Ride	14,174	14,405
Social Car	10,059	9,078
Shopper Bus	138,402	134,395
Membership	2,567	7,684
Education	178	-
Bank Interest	33	74
	<hr/> 185,096	<hr/> 181,058
<i>Charitable activities</i>		
Wages and salaries	(257,710)	(253,888)
Staff NIC (Employers)	(15,102)	(15,356)
Staff pensions (Defined contribution) - pension scheme 1	(24,025)	(20,940)
Staff training	(596)	197
Volunteer expenses	(8,415)	(8,183)
Uniform	(515)	(175)
Motor expenses	(3,976)	(8,982)
Petrol or diesel	(30,360)	(34,872)
Motor insurance	(25,029)	(23,273)
Motor repairs and renewals	(37,021)	(34,063)
Depreciation of motor vehicles	(10,836)	(14,776)
Rent and rates	(3,451)	(1,016)
Telephone and fax	(9,263)	(9,118)
Computer software and maintenance costs	(12,980)	(11,256)
Printing, postage and stationery	(390)	(1,042)
Trade subscriptions	(320)	(320)
Equipment hire	(3,426)	-
Sundry expenses	(562)	(742)
Travel and subsistence	(209)	(110)
Advertising	(40)	(405)
Accountancy fees	(5,487)	(6,323)
Bank charges	(1,076)	(1,157)
Other interest payable	-	(9)

This page does not form part of the statutory financial statements.

Epping Forest Community Transport

Detailed Statement of Financial Activities for the Year Ended 30 November 2023

	Total 2023 £	Total 2022 £
Depreciation of office equipment	(739)	(985)
(Profit)/loss on sale of tangible fixed assets held for charity's own use	(737)	583
	<u>(452,265)</u>	<u>(446,211)</u>