

Company registration number: 07983448
Charity registration number: 1148539

**EPPING FOREST COMMUNITY TRANSPORT
TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE PERIOD 1 DECEMBER 2023 TO 31 DECEMBER 2024**

Epping Forest Community Transport Contents

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**Epping Forest Community Transport
Reference and Administrative Details
For the Period 1 December 2023 to 31 December 2024**

Trustees	Mr P Ashworth Mr R Bassett Mr M Patterson Mr P Kapasiawala (appointed 16/06/2025)
Charity Number	1148539
Company Number	07983448
Principal Address	Social Care Building, 2nd Floor St Johns Road Epping Essex CM16 5EB
Registered Office	Social Care Building 2nd Floor St Johns Road Epping Essex CM16 5EB
Business	Social Care Building 2nd Floor St Johns Road Epping Essex CM16 5EB
Independent Examiner	Robert Jones FCCA Douglas Jones Phillips Ltd ACCA O-I Building, First Floor West Wing, Edinburgh Way Harlow Essex CM20 2DB

Epping Forest Community Transport
Company No. 07983448
Trustees' Report For the Period 1 December 2023 to 31 December 2024

The trustees present their report and the financial statements for the period ended 31 December 2024.

Financial Review

Financial Position

Epping Forest and Harlow Community Transport (EFCT) has reported a material deficit of £51,800 for the financial year ending 2023/24, representing an adverse movement of £46,300 compared to the previous year. This deterioration in financial performance is primarily driven by increased expenditure and stagnating income.

For the current financial year, EFCT has extended its reporting period to 13 months, changing the year-end date from 30th November to 31st December. This adjustment enables the Charity to better align financial data with non-financial statistics, thereby supporting more effective trend analysis and performance evaluation.

Total expenditure rose by £43,000, an increase of 9.5% year-on-year. The most significant contributor to this rise was staffing costs, which increased by £26,200 or 10%. This was due to a reduction in volunteer drivers, necessitating a greater reliance on salaried staff to maintain service levels. In addition to staffing pressures, the aging fleet has led to higher vehicle maintenance costs, which rose by £9,300, and depreciation charges, which increased by £5,700 due to the necessity to replace two of the older vehicles.

Income fell marginally by £3,200, a decrease of 0.8%. While this movement is not material in isolation, it reflects a broader trend of income stagnation over recent years. Core and ongoing grants, which traditionally account for approximately 60% of EFCT's funding, have worryingly failed to keep pace with inflation over the past three financial years. Although trading activities increased by £12,000 (6%), this was offset by a £15,000 decline in grant donations, largely due to reduced success in securing one-off funding compared to the previous year.

Despite these financial challenges, EFCT has taken proactive steps to manage costs. Non-essential expenditure has been curtailed, and operational efficiencies have been pursued wherever feasible. Nonetheless, the structural shift from a volunteer-led to a staff-led service model has had a significant financial impact.

In light of the current deficit and ongoing financial pressures, EFCT has initiated a strategic response to safeguard its future sustainability. This includes a comprehensive review of staffing structures and service delivery models in preparation for anticipated legislative changes in 2025. The Charity continues to actively pursue external funding opportunities through community grants and strategic partnerships to support core services and enable fleet renewal. Additionally, EFCT is engaging with local stakeholders to rebuild its volunteer base, recognising the essential role volunteers play in delivering cost-effective and sustainable transport services.

Small Company Rules

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The trustees' report was approved by the board of trustees and signed on its behalf by:



Mr R Bassett

Trustee

Date

19 Sept 2025

Epping Forest Community Transport
Independent Examiner's Report to the Trustees of Epping Forest Community Transport
For the Period 1 December 2023 to 31 December 2024

I report to the charity trustees on my examination of the accounts of the Company for the period ended 31 December 2024.

Responsibilities and Basis of Report

As the charity 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 The Association of Chartered Certified Accountants, 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 the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 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.



Robert Jones FCCA
16th September 2025
O-I Building, First Floor
West Wing, Edinburgh Way
Harlow
Essex
CM20 2DB

Epping Forest Community Transport
Statement of Financial Activities (including Income and Expenditure Account)
For the Period 1 December 2023 to 31 December 2024

		31 December 2024	30 November 2023
		Unrestricted funds	Unrestricted funds
	Notes	£	£
INCOME AND ENDOWMENTS FROM:			
Donations and legacies	3	246,773	261,708
Charitable activities:			
Transport Services		196,828	185,063
Investments	4	6	33
		<u>443,609</u>	<u>446,804</u>
EXPENDITURE ON:			
Charitable activities:			
Transport Services	6	(490,808)	(451,528)
NET EXPENDITURE BEFORE INVESTMENT LOSSES		<u>(47,199)</u>	<u>(4,724)</u>
Net losses on investments		(4,559)	(737)
NET EXPENDITURE		<u>(51,758)</u>	<u>(5,461)</u>
NET MOVEMENT IN FUNDS		(51,758)	(5,461)
RECONCILIATION OF FUNDS:			
Total funds brought forward		289,252	294,713
TOTAL FUNDS CARRIED FORWARD	16	<u><u>237,494</u></u>	<u><u>289,252</u></u>

The notes on pages 6 to 12 form part of these financial statements.

**Epping Forest Community Transport
Balance Sheet
As At 31 December 2024**

		31 December 2024	30 November 2023
		Unrestricted funds	Total funds
	Notes	£	£
FIXED ASSETS			
Tangible Assets	12	51,368	34,724
		<u>51,368</u>	<u>34,724</u>
CURRENT ASSETS			
Debtors	13	119,583	105,611
Cash at bank and in hand		97,644	201,151
		<u>217,227</u>	<u>306,762</u>
Creditors: Amounts Falling Due Within One Year	14	(31,101)	(52,234)
NET CURRENT ASSETS (LIABILITIES)		<u>186,126</u>	<u>254,528</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>237,494</u>	<u>289,252</u>
NET ASSETS		<u>237,494</u>	<u>289,252</u>
FUNDS OF THE CHARITY			
Unrestricted Funds		<u>237,494</u>	<u>289,252</u>
TOTAL FUNDS	16	<u>237,494</u>	<u>289,252</u>

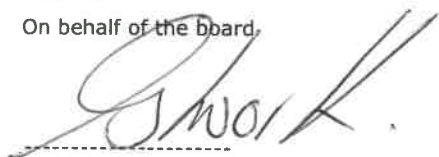
For the period ending 31 December 2024 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

On behalf of the board,



Mr P Ashworth

Trustee
Date

18/9/25



Mr R Bassett

Trustee

19/9/25

The notes on pages 6 to 12 form part of these financial statements.

Epping Forest Community Transport Notes to the Financial Statements For the Period 1 December 2023 to 31 December 2024

1. General Information

Epping Forest Community Transport is a company limited by guarantee, incorporated in England & Wales, registered number 07983448 and registered charity number 1148539. The registered office is Social Care Building 2nd Floor, St Johns Road, Epping, Essex, CM16 5EB.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

The charitable company is a Public Benefit Entity as defined by FRS 102.

2.2. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant & Machinery	25%
Motor Vehicles	25%

2.3. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3. Income from Donations and Legacies

	31 December 2024	30 November 2023
	Unrestricted funds	Unrestricted funds
	£	£
Donations and gifts	3,090	953
Grants	243,683	260,755
	<u>246,773</u>	<u>261,708</u>

4. Investment Income

	31 December 2024	30 November 2023
	Unrestricted funds	Unrestricted funds
	£	£
Bank interest receivable	6	33

Epping Forest Community Transport
Notes to the Financial Statements (continued)
For the Period 1 December 2023 to 31 December 2024

5. Net Income/(Expenditure)

The net expenditure is stated after charging/(crediting):

	31 December 2024	30 November 2023
	£	£
Depreciation of tangible fixed assets - owned	17,122	11,575

6. Analysis of Expenditure

	Activities undertaken directly (see note 7)	Support costs (see note 8)	31 December 2024 Total
	£	£	£
Transport Services	255,141	235,667	490,808

	Activities undertaken directly (see note 7)	Support costs (see note 8)	30 November 2023 Total
	£	£	£
Transport Services	233,175	218,353	451,528

7. Direct Costs

	31 December 2024 Transport Services £
Employee costs:	
Wages and salaries	129,985
Employers NI	5,166
Employers pensions - defined contribution schemes	3,907
Volunteer Expenses	7,386
Temporary staff	572
General administration:	
Vehicle running costs	9,281
Vehicle fuel costs	30,228
Vehicle insurance costs	22,268
Vehicle repair costs	46,348
	255,141

Epping Forest Community Transport
Notes to the Financial Statements (continued)
For the Period 1 December 2023 to 31 December 2024

	30 November 2023
	Transport Services
	£
Employee costs:	
Wages and salaries	119,435
Employers NI	5,381
Employers pensions - defined contribution schemes	3,558
Volunteer Expenses	8,415
General administration:	
Vehicle running costs	3,976
Vehicle fuel costs	30,360
Vehicle insurance costs	25,029
Vehicle repair costs	37,021
	<u>233,175</u>
	<u>233,175</u>
8. Support Costs	
	31 December 2024
	Transport Services
	£
Employee costs:	
Wages and salaries	153,870
Employers NI	10,834
Employers pensions - defined contributions scheme	24,154
Recruitment costs	278
Staff training	181
Uniform	779
Travel and subsistence expenses	673
Premises expenses:	
Rent	3,304
General administration:	
Hire and leasing of computer and other equipment	3,341
Computer software, consumables and maintenance	8,804
Printing, postage and stationery	350
Advertising and marketing costs	858
Telecommunications and data costs	3,970
Subscriptions	215
Bookkeeping & payroll fees	2,120
Sundry expenses	294
Depreciation:	
Depreciation of plant and machinery	554
Depreciation of motor vehicles	16,568
Interest payable:	
Bank charges	1,018
Other interest payable	2
	...CONTINUED

Epping Forest Community Transport
Notes to the Financial Statements (continued)
For the Period 1 December 2023 to 31 December 2024

Governance costs:		
Independent examiner's fees		3,500
		<u>235,667</u>
	30	
	November	
	2023	
	Transport	
	Services	
	£	
Employee costs:		
Wages and salaries		138,275
Employers NI		9,721
Employers pensions - defined contributions scheme		20,467
Staff training		596
Uniform		515
Travel and subsistence expenses		209
Premises expenses:		
Rent		3,451
General administration:		
Hire and leasing of computer and other equipment		3,426
Computer software, consumables and maintenance		12,981
Printing, postage and stationery		389
Advertising and marketing costs		40
Telecommunications and data costs		9,262
Subscriptions		320
Bookkeeping & payroll fees		1,888
Sundry expenses		562
Depreciation:		
Depreciation of plant and machinery		739
Depreciation of motor vehicles		10,836
Interest payable:		
Bank charges		1,076
Governance costs:		
Independent examiner's fees		3,600
		<u>218,353</u>

9. Independent Examiner's Remuneration

	31	30
	December	November
	2024	2023
	£	£
Independent examination of the financial statements	<u>3,500</u>	<u>3,600</u>

Epping Forest Community Transport
Notes to the Financial Statements (continued)
For the Period 1 December 2023 to 31 December 2024

10. Staff Costs

Staff costs were as follows:

	31 December 2024	30 November 2023
	£	£
Wages and salaries	283,855	257,710
Social security costs	16,000	15,102
Other pension costs	28,061	24,025
	<u>327,916</u>	<u>296,837</u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

11. Average Number of Employees

Average number of employees during the period was: 15 (2023: 14)

12. Tangible Assets

	Plant & Machinery	Motor Vehicles	Total
	£	£	£
Cost			
As at 1 December 2023	17,110	287,294	304,404
Additions	-	38,850	38,850
Disposals	-	(42,150)	(42,150)
As at 31 December 2024	<u>17,110</u>	<u>283,994</u>	<u>301,104</u>
Depreciation			
As at 1 December 2023	14,893	254,787	269,680
Provided during the period	554	16,568	17,122
Disposals	-	(37,066)	(37,066)
As at 31 December 2024	<u>15,447</u>	<u>234,289</u>	<u>249,736</u>
Net Book Value			
As at 31 December 2024	<u>1,663</u>	<u>49,705</u>	<u>51,368</u>
As at 1 December 2023	<u>2,217</u>	<u>32,507</u>	<u>34,724</u>

13. Debtors

	31 December 2024	30 November 2023
	£	£
Due within one year		
Trade debtors	7,311	14,997
Other debtors	112,272	90,614
	<u>119,583</u>	<u>105,611</u>

Epping Forest Community Transport
Notes to the Financial Statements (continued)
For the Period 1 December 2023 to 31 December 2024

14. Creditors: Amounts Falling Due Within One Year

	31 December 2024	30 November 2023
	£	£
Trade creditors	19,518	18,191
Other creditors	2,983	25,744
Taxation and social security	4,505	4,349
Accruals and deferred income	4,095	3,950
	<u>31,101</u>	<u>52,234</u>

15. Pension Commitments

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

During the period the charge to the statement of financial activities in respect of defined contribution schemes was £28,061 (2023: £24,025).

At the balance sheet date contributions of £NIL were due to the fund and are included in creditors.

16. Movement in Funds

	As at 1 December 2023	Income	Expenditure	As at 31 December 2024
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	289,252	443,609	(495,367)	237,494
Total funds	<u>289,252</u>	<u>443,609</u>	<u>(495,367)</u>	<u>237,494</u>

	As at 1 December 2022	Income	Expenditure	As at 30 November 2023
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	294,713	446,804	(452,265)	289,252
Total funds	<u>294,713</u>	<u>446,804</u>	<u>(452,265)</u>	<u>289,252</u>

17. Transactions with Trustees

None of the trustees received any remuneration or any other benefits from an employment with the charity or a related entity during the current or previous year.

During the period the expenses reimbursed to the trustees or paid directly to third parties were as follows:

31 December 2024	30 November 2023
£	£

Epping Forest Community Transport
Notes to the Financial Statements (continued)
For the Period 1 December 2023 to 31 December 2024

18. Related Party Disclosures

There have been no related party transactions in the reporting period that require disclosure, except for those disclosed in the Transactions with Trustees note.

19. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.