

REGISTERED COMPANY NUMBER: 07825882 (England and Wales)  
REGISTERED CHARITY NUMBER: 1148810

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021  
FOR  
PACTO

Bevan Buckland LLP  
Chartered Accountants  
45 High Street  
Haverfordwest  
Pembrokeshire  
SA61 2BP

## **PACTO**

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**PACTO**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of 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).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

PACTO's charitable objects are specifically restricted to the following:

**To promote charitable and voluntary organisations involved in the provision of community transport within Pembrokeshire in particular but not exclusively, by the provision of information, training, advice and support.**

Community Transport (CT) is defined as "free or low cost transport for persons in need by reason of old age, youth, disability, poverty or for persons living in geographically isolated areas with no, or limited public transport".

Charities are organisations, which are established for exclusively charitable purposes in accordance with the laws of England and Wales. Voluntary organisations are independent organisations which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution. Voluntary organisations do not include local government or other statutory organisations.

**Public Benefit**

The trustees have had due regard to Charity Commission guidance on Public Benefit and this annual report of PACTO's activities clearly demonstrates that these objects are being fully met. We continue to provide a range of services to charitable and voluntary organisations involved in the provision of community transport.

## **PACTO**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

COVID19, ongoing travel restrictions and lockdowns continued to profoundly affect all our activities and projects during 2021. Even after Wales returned to COVID Alert Level 0 in August 2021, we continued to face challenges in rebuilding passengers' confidence to travel particularly as case numbers rose again with the arrival of the Omicron variant later in the Autumn.

We would like to thank all our funders for their flexibility as we have adapted to the changing situation and to all Trustees, volunteers and staff for their committed approach to tackling the new challenges and demands we have faced during the year.

##### **COVID19 Support and Grants**

We continued to manage a project as part of the Wales Council for Voluntary Actions' Voluntary Services Recovery Fund (VSRF), which is funded by the Welsh Government. This has provided PPE for drivers across all services from dial-a-ride to social car services, resources and staff time to carry out additional cleaning and funding to extend or enhance Dial-a-Ride services to meet passenger demand within the constraints of social distancing requirements.

The VSRF grant helped over 1000 individual staff, volunteers and service users to travel safely on over 8,000 journeys.

We also received assistance from the UK Government's Coronavirus Job Retention Scheme to maintain our Training Coordinator on flexible furlough until March 2021, when we were able to return him fully to work.

##### **Bus Buddy Project**

Our Pembrokeshire Bus Buddies project is funded by the National Lottery Community Fund to help people who need extra support to use public and community transport services.

As COVID restrictions have lifted during the latter part of 2021, we have slowly been able to resume face-to-face support on essential journeys. Bus Buddy volunteers gave over 400 hours over their time to support passengers on well over 1000 journeys during the year.

During 2021, we started to prepare in earnest for the future of the Bus Buddies service beyond the end of the Lottery Grant funding by commissioning a series of workshops and interviews with key stakeholders to identify opportunities for the future direction and development of the service.

##### **Take Me Too Project**

Government guidance against sharing lifts with people from outside your own household, which were introduced in March 2020 at the outset of the COVID pandemic, remained in place until Wales moved to Level 0 COVID restrictions in August 2021. Even then, people remain cautious about lift-sharing, and it is clear that this will bring its own challenges as we work towards relaunching this much needed scheme in 2022.

While the scheme has been suspended, we have been progressing developments the Take Me Too! app in response to feedback that we had received from early users.

##### **PIVOT Project**

We have continued to manage the transport element of the PIVOT project, which is delivered by Royal Voluntary Service (RVS) volunteer drivers. The PIVOT project aims to prevent unnecessary admissions to hospital and to reduce the intervention required from statutory agencies, by providing home-based low-level prevention and reablement support. Other partners in the project include Pembrokeshire Association of Voluntary Services, British Red Cross and West Wales Care & Repair.

##### **Flecsi Pembrokeshire**

We continued to support Transport for Wales, Pembrokeshire County Council and Pembrokeshire Voluntary Transport with the development and promotion of the Flecsi Pembrokeshire service during 2021. This included running information webinars about the service, developing a video and flyers to explain the App booking procedure, providing support to PVT in managing the schedule and more complex bookings, and assisting with the commissioning and distribution of publicity materials.

By the end of 2021, over 1,000 rider accounts had been created (761 new accounts in 2021) and over the year, service carried 3,518 passenger journeys (5,115 including the children carried on the school run which forms part of the service). The service is used by a wide range of passengers, including people travelling to work, visitors to the area, and children. In 2021, fare-paying passengers made up over 50% of passengers on the Flecsi service, in marked contrast to more traditional community transport services, where nearly all passengers are concessionary bus pass holders.

##### **Community Transport Fleet Enhancements**

As local operators start to consider the transition to low carbon emission vehicles, we organised a demonstration of an electric wheelchair accessible car, operated by Dolen Teifi.

**PACTO**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**ACHIEVEMENT AND PERFORMANCE**

**Training**

Routine Minibus Driver Awareness Scheme (MiDAS) training activity continued throughout the year. In 2021, we delivered 161 driver assessments (compared with 60 in 2020), including 55 assessments provided free-of-charge as part of the Volunteering for Pembrokeshire project.

**Volunteer Recruitment**

In the early part of 2021, we were delighted to have the opportunity to be part of the Volunteering for Pembrokeshire programme, coordinated by Pembrokeshire Association of Voluntary Services and funded by the Welsh Government. This short-term funding enabled us to create Driver Welcome packs, develop new training videos and to offer free Minibus Driver Awareness training to volunteers.

**Publicity and Promotion**

We continued to play an important role in promoting and publicising Pembrokeshire's community transport services during 2021.

- Maintaining our website and social media feeds. By the end of 2021, the PACTO Facebook page had 342 followers and Take Me Too! Facebook page had 327 followers. During 2021, our social media posts achieved a reach of over 20,000 and prompted over 1,600 interactions (likes, comments, clicks and shares).
- Promoting the sector and raising awareness at events across the County and beyond. Although many staple events of the Pembrokeshire calendar were cancelled due to COVID, we have taken advantage of new opportunities to connect with people and potential partners online.

**Community Transport Forum**

No forum was held during 2021.

**Guidance and Support for Community Transport Operators**

PACTO provided a range of specific support to CT operators during 2021, most notably helping them to make sense of COVID restrictions and guidance.

**Representation**

During 2021, PACTO staff sat on the Community Transport Association's Wales Committee and UK Policy Committee, Transport for Wales' Integrated Responsive Transport National Programme Board (and the Project Board for the Pembrokeshire IRT pilot), Arwain Sir Benfro Local Action Group and Pembrokeshire Greenways.

**Monitoring and Evaluation**

PACTO is proud to hold the Trusted Charity Quality Mark at Level 1, which was awarded in September 2018.

**FINANCIAL REVIEW**

**Principal funding sources**

The charity's main sources of funding during 2021 were the National Lottery Community Fund, Pembrokeshire County Council, and the Welsh Government's Integrated Care Fund (via Pembrokeshire Association of Voluntary Services). Due to the continued impact of COVID and resultant suspension of some activities, some of our projects recorded an underspend in 2021. This restricted funding is held in reserve for future spend on these projects.

Total incoming resources were £216,213 (2020 £230,394). Resources expended during the year were £214,337 (2020 £196,193) resulting in a surplus of £1,876 (2020 surplus £34,201).

Restricted funds amount to £182,021 (2020 £185,590 and unrestricted to £38,577 (2020 £33,132) giving total reserves as at 31 December 2021 of £220,598 (2020 £218,722)

## **PACTO**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021**

#### **FINANCIAL REVIEW**

##### **Reserves policy**

A reserves policy for the organisation has been formally agreed, in line with the recommended practice of the Charity Commission. In current circumstances, the Board recognises the need to build adequate reserves for the organisation realised through sound management of available resources, making sensible provision for the future and to cover any deficit in funds for activities for which future funding may not be secured. Trustees are pro-actively working to ensure that reserves are maintained at the required level, and monitor this position on a regular basis.

It is established that the general reserves take into account at least three months' overheads / running costs; provision against the risk of funding being reclaimed by funders; sufficient funds to cover any deficit in resources for restricted projects or for core activity which may not be funded in the future; and sufficient working capital to finance cashflow shortfalls anticipated for any restricted project or programme. For 2021, the minimum required level of unrestricted surplus reserves is £30,000. The level of reserves is reviewed annually by the Board.

#### **FUTURE PLANS**

Our priorities for 2022 are as follows:

- To support Community Transport operators to build back their services and passengers as life returns to a 'new normal' in the wake of the COVID pandemic.
- To provide Bus Buddies support to people who are anxious about getting out and about or who would otherwise struggle to use public and community transport services, and to implement a plan for future of this service after the end of Lottery funding in Spring 2022.
- To relaunch our Take Me Too! lift-sharing project.
- To continue to oversee the transport element of the PIVOT project, including developing a wheelchair accessible option for patients who find it difficult to access an ordinary car.
- To continue to deliver MiDAS Training and Car Driver assessments to drivers within the voluntary and community sector, schools and the local authority, as well as a range of other training courses to meet the needs of community transport drivers and bus buddies.
- To continue to provide responsive support and advice to all our members, and seek to promote and develop community transport services across the county.
- To continue to represent the sector at fora within Pembrokeshire and further afield, including proactively engaging with Transport for Wales' Fflecsi programme and Community Transport Association networks and projects.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Recruitment and appointment of new trustees**

In line with our Memorandum and Articles of Association, our members in 2021 were Pembrokeshire Voluntary Transport, Preseli Rural Transport Association, Manorbier Community Transport, Narberth and District Community and Sports Association (who run the Bloomfield Bus), Royal Voluntary Service (who run Pembrokeshire Country Cars) and Volunteering Matters (which runs Cars4Carers). Each organisation is entitled to have one representative on the Board of Trustees. Individuals can also be members and the Board has the power to co-opt additional Trustees where necessary.

##### **Organisational structure**

Chairperson: Rachel Evans (until 13/09/2021), Caroline Wilson (from 13/09/2021)

Vice-Chairperson: Emma Bingham

Treasurer - Michelle Harries

PACTO employed 6 members of staff during 2021:

Debbie Johnson, Community Transport Development Manager

Craig Morgan, Training Coordinator

Emma Lewis, Bus Buddies and Take Me Too! Projects Coordinator

Kay Mathias, Bus Buddies Project Assistant

Ruby Woods, Take Me Too! Project Assistant

Adrienne Poole, Take Me Too! Project Assistant (from 11/10/2021)

**PACTO**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Induction and training of new trustees**

Trustees follow an induction programme as recommended by the Charity Commission. Trustees attend training courses provided by PAVS where appropriate.

**Related parties**

All those charged with governance (directors or trustees), key management personnel and any individual or entity that has control of the charity as well as their spouses, domestic partners and dependents are related parties. Related party transactions are detailed in Note 14.

As PACTO is an umbrella organisation designed to provide support for its members, who nominate a trustee to represent them on the board, transactions between the organisation and its members have not been disclosed separately. None of the individual organisations can control the decisions of the board without the agreement of the other trustees. The members are charitable organisations and none of the trustees gain personally.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees maintain a risk register, which is reviewed at least quarterly.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

07825882 (England and Wales)

**Registered Charity number**

1148810

**Registered office**

Dolwerdd  
Bethesda  
Narbeth  
Pembrokeshire  
SA67 8HF

**Trustees**

Trustee Directors

R M L Evans  
J Perkins  
M Harries  
M Peter  
K Jasper  
C A Wilson  
E Bingham

**Independent Examiner**

Bevan Buckland LLP  
Chartered Accountants  
45 High Street  
Haverfordwest  
Pembrokeshire  
SA61 2BP

**COMMENCEMENT OF ACTIVITIES**

The charitable company was incorporated on 27 October 2011 and began charitable activities 1 January 2012.

PACTO

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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

Approved by order of the board of trustees on .....6/9/22..... and signed on its behalf by:

  
.....  
C A Wilson - Trustee



## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PACTO

### Independent examiner's report to the trustees of PACTO ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

### 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

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.

*Alun Evans.*

Alun Evans  
ICAEW  
Bevan Buckland LLP  
Chartered Accountants  
Haverfordwest  
SA61 2BP

Date: *13 September 2022.*

**PACTO**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		35	173	208	832
Other trading activities	2	13,011	202,641	215,652	229,384
Investment income	3	353	-	353	178
<b>Total</b>		<b>13,399</b>	<b>202,814</b>	<b>216,213</b>	<b>230,394</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
PCC		-	44,029	44,029	37,001
Core funds		7,906	-	7,906	3,777
Town Rider		-	-	-	671
PIVOT Intermediate Care		-	26,967	26,967	26,601
Big Lottery Bus Buddies		-	34,995	34,995	38,178
RCDF Welsh Government		-	38,889	38,889	38,889
Lottery Take Me Too		-	18,263	18,263	40,093
Volunteer Recruitment Campaign		-	25,842	25,842	8,454
PAVS		-	-	-	2,529
CTA Winter Pressures		-	1,653	1,653	-
Learning Disability Innovation		-	2,155	2,155	-
Welsh Government Volunteering Pembs Project		-	13,638	13,638	-
<b>Total</b>		<b>7,906</b>	<b>206,431</b>	<b>214,337</b>	<b>196,193</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>5,493</b>	<b>(3,617)</b>	<b>1,876</b>	<b>34,201</b>
<b>Transfers between funds</b>	11	<b>(48)</b>	<b>48</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>5,445</b>	<b>(3,569)</b>	<b>1,876</b>	<b>34,201</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>33,132</b>	<b>185,590</b>	<b>218,722</b>	<b>184,521</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>38,577</b>	<b>182,021</b>	<b>220,598</b>	<b>218,722</b>

The notes form part of these financial statements

**PACTO (REGISTERED NUMBER: QY825882)**

**STATEMENT OF FINANCIAL POSITION  
31 DECEMBER 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	-	19,809	19,809	58,698
<b>CURRENT ASSETS</b>					
Debtors	9	-	2,145	2,145	135
Cash at bank		38,577	165,330	203,907	163,903
		<u>38,577</u>	<u>167,475</u>	<u>206,052</u>	<u>164,038</u>
<b>CREDITORS</b>					
Amounts falling due within one year	10	-	(5,263)	(5,263)	(4,014)
<b>NET CURRENT ASSETS</b>		<u>38,577</u>	<u>162,212</u>	<u>200,789</u>	<u>160,024</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>38,577</u>	<u>182,021</u>	<u>220,598</u>	<u>218,722</u>
<b>NET ASSETS</b>		<u>38,577</u>	<u>182,021</u>	<u>220,598</u>	<u>218,722</u>
<b>FUNDS</b>	11				
Unrestricted funds				38,577	33,132
Restricted funds				<u>182,021</u>	<u>185,590</u>
<b>TOTAL FUNDS</b>				<u>220,598</u>	<u>218,722</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 6/9/22 and were signed on its behalf by:

  
C A Wilson - Trustee

The notes form part of these financial statements

## PACTO

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 financial statements have been prepared under the historical cost convention.

##### **Financial reporting standard 102 - reduced disclosure exemptions**

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles	- 20% on cost
Computer equipment	- 25% on cost

Assets over £150 are capitalised and impairment reviews are carried out annually.

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

# PACTO

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 1. ACCOUNTING POLICIES - continued

#### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### **Preparation of the accounts on a going concern basis**

The trustees have considered the financial performance of the Charity for the foreseeable future, in particular, the next 12 to 18 months and are confident that the Charity is a going concern.

### 2. OTHER TRADING ACTIVITIES

	2021 £	2020 £
Grants	194,891	223,754
Training fees	15,500	2,630
Project management fee	5,261	3,000
	<u>215,652</u>	<u>229,384</u>

### 3. INVESTMENT INCOME

	2021 £	2020 £
Deposit account interest	<u>353</u>	<u>178</u>

### 4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation - owned assets	<u>38,889</u>	<u>39,003</u>

### 5. TRUSTEES' REMUNERATION AND BENEFITS

	2021 £	2020 £
Trustees' fees	<u>500</u>	<u>500</u>

The treasurer is paid an honorarium of £500 per annum.

#### **Trustees' expenses**

	2021 £	2020 £
Trustees' expenses	<u>130</u>	<u>401</u>

Payments were made to one trustee to reimburse expenses incurred on behalf of the charity.

# PACTO

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2021	2020
Community Transport Development Officer	1	-
Training Coordinator	-	1
Project Officers	1	1
Manager	1	1
Project Assistants	3	3
	<u>6</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	-	832	832
Other trading activities	5,630	223,754	229,384
Investment income	178	-	178
<b>Total</b>	<u>5,808</u>	<u>224,586</u>	<u>230,394</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
PCC	-	37,001	37,001
Core funds	97	3,680	3,777
Town Rider	-	671	671
PIVOT Intermediate Care	-	26,601	26,601
Big Lottery Bus Buddies	-	38,178	38,178
RCDF Welsh Government	-	38,889	38,889
Lottery Take Me Too	-	40,093	40,093
Volunteer Recruitment Campaign	-	8,454	8,454
PAVS	-	2,529	2,529
<b>Total</b>	<u>97</u>	<u>196,096</u>	<u>196,193</u>
<b>NET INCOME</b>	<u>5,711</u>	<u>28,490</u>	<u>34,201</u>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	27,421	157,100	184,521
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>33,132</u>	<u>185,590</u>	<u>218,722</u>

**PACTO**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**8. TANGIBLE FIXED ASSETS**

	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>			
At 1 January 2021 and 31 December 2021	247,729	1,769	249,498
<b>DEPRECIATION</b>			
At 1 January 2021	189,031	1,769	190,800
Charge for year	38,889	-	38,889
At 31 December 2021	227,920	1,769	229,689
<b>NET BOOK VALUE</b>			
At 31 December 2021	19,809	-	19,809
At 31 December 2020	58,698	-	58,698

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Debtors	2,145	135

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Suppliers	3,341	2,124
Other creditors	1,922	1,890
	5,263	4,014

PACTO

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021

11. MOVEMENT IN FUNDS

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General fund	30,502	5,493	(48)	35,947
PCC	2,630	-	-	2,630
	<u>33,132</u>	<u>5,493</u>	<u>(48)</u>	<u>38,577</u>
<b>Restricted funds</b>				
PCC	16,292	5,016	-	21,308
Town Rider	12,070	-	-	12,070
PIVOT	5,464	(794)	-	4,670
CT Vehicle replacement fund	6,051	-	-	6,051
Big Lottery Bus Buddies	17,521	(5,177)	-	12,344
RCDF Welsh Government	52,652	(38,889)	-	13,763
Lottery Take me Too	50,154	35,122	-	85,276
Volunteer Recruitment Campaign	(7,076)	-	-	(7,076)
PAVS Supporting Community Action Fund	(33)	-	-	(33)
WCVA Voluntary Services Grant	32,495	(25,842)	-	6,653
General Fund	-	(48)	48	-
CTA Winter Pressures	-	18,175	-	18,175
Learning Disability Innovation	-	7,818	-	7,818
Welsh Government Volunteering Pembs Project	-	1,002	-	1,002
	<u>185,590</u>	<u>(3,617)</u>	<u>48</u>	<u>182,021</u>
<b>TOTAL FUNDS</b>	<u>218,722</u>	<u>1,876</u>	<u>-</u>	<u>220,598</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	13,399	(7,906)	5,493
<b>Restricted funds</b>			
PCC	49,077	(44,061)	5,016
PIVOT	26,173	(26,967)	(794)
Big Lottery Bus Buddies	29,818	(34,995)	(5,177)
RCDF Welsh Government	-	(38,889)	(38,889)
Lottery Take me Too	53,353	(18,231)	35,122
WCVA Voluntary Services Grant	-	(25,842)	(25,842)
General Fund	1,280	(1,328)	(48)
CTA Winter Pressures	18,500	(325)	18,175
Learning Disability Innovation	9,973	(2,155)	7,818
Welsh Government Volunteering Pembs Project	14,640	(13,638)	1,002
	<u>202,814</u>	<u>(206,431)</u>	<u>(3,617)</u>
<b>TOTAL FUNDS</b>	<u>216,213</u>	<u>(214,337)</u>	<u>1,876</u>



**PACTO**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**11. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
<b>Unrestricted funds</b>			
General fund	27,421	3,081	30,502
PCC	-	2,630	2,630
	<u>27,421</u>	<u>5,711</u>	<u>33,132</u>
<b>Restricted funds</b>			
PCC	6,944	9,348	16,292
Town Rider	12,741	(671)	12,070
PIVOT	5,467	(3)	5,464
CT Vehicle replacement fund	6,051	-	6,051
Big Lottery Bus Buddies	4,539	12,982	17,521
RCDF Welsh Government	91,233	(38,581)	52,652
Lottery Take me Too	32,066	18,088	50,154
Volunteer Recruitment Campaign	(1,941)	(5,135)	(7,076)
PAVS Supporting Community Action Fund	-	(33)	(33)
WCVA Voluntary Services Grant	-	32,495	32,495
	<u>157,100</u>	<u>28,490</u>	<u>185,590</u>
<b>TOTAL FUNDS</b>	<u>184,521</u>	<u>34,201</u>	<u>218,722</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	3,178	(97)	3,081
PCC	2,630	-	2,630
	<u>5,808</u>	<u>(97)</u>	<u>5,711</u>
<b>Restricted funds</b>			
PCC	46,349	(37,001)	9,348
Town Rider	-	(671)	(671)
PIVOT	26,598	(26,601)	(3)
Big Lottery Bus Buddies	51,160	(38,178)	12,982
RCDF Welsh Government	308	(38,889)	(38,581)
Lottery Take me Too	58,181	(40,093)	18,088
Volunteer Recruitment Campaign	-	(5,135)	(5,135)
PAVS Supporting Community Action Fund	2,496	(2,529)	(33)
WCVA Voluntary Services Grant	35,814	(3,319)	32,495
General Fund	3,680	(3,680)	-
	<u>224,586</u>	<u>(196,096)</u>	<u>28,490</u>
<b>TOTAL FUNDS</b>	<u>230,394</u>	<u>(196,193)</u>	<u>34,201</u>

PACTO

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General fund	27,421	8,574	(48)	35,947
PCC	-	2,630	-	2,630
	<u>27,421</u>	<u>11,204</u>	<u>(48)</u>	<u>38,577</u>
<b>Restricted funds</b>				
PCC	6,944	14,364	-	21,308
Town Rider	12,741	(671)	-	12,070
PIVOT	5,467	(797)	-	4,670
CT Vehicle replacement fund	6,051	-	-	6,051
Big Lottery Bus Buddies	4,539	7,805	-	12,344
RCDF Welsh Government	91,233	(77,470)	-	13,763
Lottery Take me Too	32,066	53,210	-	85,276
Volunteer Recruitment Campaign	(1,941)	(5,135)	-	(7,076)
PAVS Supporting Community Action Fund	-	(33)	-	(33)
WCVA Voluntary Services Grant	-	6,653	-	6,653
General Fund	-	(48)	48	-
CTA Winter Pressures	-	18,175	-	18,175
Learning Disability Innovation	-	7,818	-	7,818
Welsh Government Volunteering Pembs Project	-	1,002	-	1,002
	<u>157,100</u>	<u>24,873</u>	<u>48</u>	<u>182,021</u>
<b>TOTAL FUNDS</b>	<u>184,521</u>	<u>36,077</u>	<u>-</u>	<u>220,598</u>

# PACTO

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	16,577	(8,003)	8,574
PCC	2,630	-	2,630
	<u>19,207</u>	<u>(8,003)</u>	<u>11,204</u>
<b>Restricted funds</b>			
PCC	95,426	(81,062)	14,364
Town Rider	-	(671)	(671)
PIVOT	52,771	(53,568)	(797)
Big Lottery Bus Buddies	80,978	(73,173)	7,805
RCDF Welsh Government	308	(77,778)	(77,470)
Lottery Take me Too	111,534	(58,324)	53,210
Volunteer Recruitment Campaign	-	(5,135)	(5,135)
PAVS Supporting Community Action Fund	2,496	(2,529)	(33)
WCVA Voluntary Services Grant	35,814	(29,161)	6,653
General Fund	4,960	(5,008)	(48)
CTA Winter Pressures	18,500	(325)	18,175
Learning Disability Innovation	9,973	(2,155)	7,818
Welsh Government Volunteering Pembs Project	<u>14,640</u>	<u>(13,638)</u>	<u>1,002</u>
	<u>427,400</u>	<u>(402,527)</u>	<u>24,873</u>
<b>TOTAL FUNDS</b>	<u>446,607</u>	<u>(410,530)</u>	<u>36,077</u>

### 12. EMPLOYEE BENEFIT OBLIGATIONS

The Charity contributes to a defined contribution pension scheme. The scheme assets are held separately to those of the Charity in an independently administered fund. The cost to the Charity amounted to £4,983 (2020 £5,410) of which £nil (2020 £nil) was outstanding at the year end.

### 13. CONTINGENT LIABILITIES

The following fixed assets have been purchased with public grant funding. The grant providers reserve the right to monitor the assets for 5 years. The grant is treated as restricted funds which is reduced over the useful life of the asset. The closing fund at 31 December 2021 is £25,079

Plant and machinery at cost	£
2017 laptops purchased through Big Lottery Funding until 31.07.21	450
2017 vehicles purchased through Welsh Government Rural Development programme until 30.06.23	125,391
Total	<u>125,841</u>

**PACTO**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**14. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2021.

**15. MEMBER'S GUARANTEE**

The charity is a private company limited by guarantee and consequently does not have share capital. The liability of the members in the event of liquidation is limited to £10 per member.

**PACTO**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021 £	2020 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	208	832
<b>Other trading activities</b>		
Grants	194,891	223,754
Training fees	15,500	2,630
Project management fee	5,261	3,000
	<hr/> 215,652	<hr/> 229,384
<b>Investment income</b>		
Deposit account interest	353	178
	<hr/>	<hr/>
<b>Total incoming resources</b>	216,213	230,394
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	81,572	88,478
Pensions	4,983	5,410
Telephone	1,516	1,410
Postage and stationery	2,842	683
Advertising	7,922	735
Sundries	84	302
Travel and subsistence	9,892	9,205
Meetings	433	239
Subcontract transport	12,243	263
Vehicle maintenance	3,685	5,971
Training	10,972	257
Volunteer expenses	921	477
Computer and internet	2,605	12,651
Rent	-	1,762
Recruitment	20	58
Project management	21,341	19,020
Grant payment	-	5,500
Equipment rental	150	-
PPE and cleaning supplies	6,690	-
Motor vehicles	38,889	38,889
Computer equipment	-	114
	<hr/> 206,760	<hr/> 191,424
<b>Support costs</b>		
<b>Management</b>		
Trustees' fees	500	500
Trustees' expenses	130	401
Translation	-	249
Accounts	1,862	1,813
Carried forward	2,492	2,963

This page does not form part of the statutory financial statements

**PACTO**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021 £	2020 £
<b>Management</b>		
Brought forward	2,492	2,963
Insurance	835	721
Payroll and membership	961	1,007
Sundry	13	13
Bank charges	96	65
Consultancy fees	3,180	-
	<u>7,577</u>	<u>4,769</u>
Total resources expended	<u>214,337</u>	<u>196,193</u>
<b>Net income</b>	<u><u>1,876</u></u>	<u><u>34,201</u></u>

Pembrokeshire Association of Community Transport Organisations  
Fixed Asset Schedule  
Year Ended 31 December 2021

COMPUTER EQUIPMENT (25%)										
	Cost 01/01/2021	Additions	Disposals	Funded by restricted grant	Cost 31/12/2021		Depr'n B/fwd	Depr'n for year	Depr'n on disps	Depr'n C/fwd
Printer	£ 118.06	£ -	-	-	£ 118.06		£ 118.06	£ -	£ 118.06	
Laptop	£ 492.00				£ 492.00		£ 492.00	£ -	£ 492.00	
Laptop	£ 439.05	£ -	-	-	£ 439.05		£ 439.05	£ -	£ 439.05	
Laptop	£ 269.98	£ -	-	-	£ 269.98		£ 269.98	£ -	£ 269.98	
Laptop	£ 449.99				£ 449.99		£ 449.99	£ -	£ 449.99	Bus Buddies
03.04.17										
	£ 1,769.08	£ -	£ -	£ -	£ 1,769.08		£ 1,769.08	£ -	£ 1,769.08	
VEHICLES (20%)										
Renault Master	£ 40,322.40	£ -	-	£ -	£ 40,322.40		£ 40,322.40	£ -	£ 40,322.40	
White Honda HSC50 CN14 LXV	£ 1,723.09				£ 1,723.09		£ 1,723.09	£ -	£ 1,723.09	
Red Honda NSC110 CN14 LYA	£ 1,823.09				£ 1,823.09		£ 1,823.09	£ -	£ 1,823.09	
Grey Honda NSC110 CH14 LYG	£ 1,823.09				£ 1,823.09		£ 1,823.09	£ -	£ 1,823.09	
White Honda HSC110 CN14 LXV	£ 1,823.09				£ 1,823.09		£ 1,823.09	£ -	£ 1,823.09	
Red Honda NSC110 CE64 XGS	£ 1,923.08				£ 1,923.08		£ 1,923.08	£ -	£ 1,923.08	
Red Honda NSC110 CE64 XGT	£ 1,923.08				£ 1,923.08		£ 1,923.08	£ -	£ 1,923.08	
White Honda HSC110 CN64 XGR	£ 1,923.08				£ 1,923.08		£ 1,923.08	£ -	£ 1,923.08	
Bloomfield Bus	£ 63,955.60				£ 63,955.60		£ 51,164.00	£ 12,791.00	£ 63,955.00	RCDF
Bws y Bobol	£ 61,435.60				£ 61,435.60		£ 49,148.00	£ 12,287.00	£ 61,435.00	RCDF
Citroen Minitub deposit	£ 42,838.80	£ -	-	-	£ 42,838.80		£ 19,706.00	£ 8,568.00	£ 28,274.00	RCDF
Car Caddy Max Life NK68APV	£ 26,215.00				£ 26,215.00		£ 15,729.00	£ 5,243.00	£ 20,972.00	RCDF
	£ 247,729.00	£ -	£ -	£ -	£ 247,729.00		£ 189,031.00	£ 38,889.00	£ -	£ 227,920.00
VEHICLES (20%)										
	£ 249,498.08	£ -	£ -	£ -	£ 249,498.08		£ 190,800.08	£ 38,889.00	£ -	£ 229,689.08
										Grant funded Unrestricted

