

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 2022
FOR
PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS

Bevan Buckland LLP
Chartered Accountants
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Haverfordwest
Pembrokeshire
SA61 2BP

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

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FOR THE YEAR ENDED 31 DECEMBER 2022**

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**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

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 2022. 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.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

This was the first full year of operations following the COVID pandemic and, whilst services are now largely back to 'normal', we continue to see an impact on people's confidence to travel, particularly amongst those who are elderly and vulnerable. This provides both challenges and opportunities for PACTO and Pembrokeshire's community transport operators.

Bus Buddy Project

Our Pembrokeshire Bus Buddies project came to an end in 2022. The project helped people who needed extra support to use public and community transport services and was funded by the National Lottery Community Fund until 30 June 2022, and thereafter through PACTO core funding until 31 December 2022.

Overall, we exceeded our target for the number of service users assisted. We supported people to make journeys that would otherwise have been difficult or impossible, and demonstrated the need for more holistic support around journeys: helping people with logistics and planning before they travel, to prepare for their journey on the day, and support while they are out-and-about if needed. We have shown that all these issues are as key to service users' ability to travel as support during the actual journey itself. The Bus Buddies approach is a simple intervention that makes a huge difference in allowing people to live their life as independently as possible and preventing loneliness and encouraging wellbeing. Throughout the project we have been surprised by the complexity of the referrals that we have received. We have assisted service users with a wide range of physical mobility needs, mental health difficulties and emotional support requirements.

COVID clearly severely affected the project, overall passenger numbers on public and community transport has still not recovered from the pandemic, and as a result the number of actual journeys that the project supported was less than planned. However, in the aftermath of the COVID pandemic, the need for Bus Buddies support is greater than ever.

As the Bus Buddies project has come to a close, we have worked with the Pembrokeshire Community Hub, run by Pembrokeshire Association of Voluntary Services, and their team of "Community Connectors" to embed the initial referral pathway for Bus Buddies into the "what matters" conversation that the community connectors have with the people that they support, and we have been working with Volunteering Matters to embed support for people to get out and about within the roles of the team of community support volunteers that they have working within the Community Hub. Green Dragon Bus (the community transport operator that operates the majority of dial-a-ride services in Pembrokeshire) has adopted a number of Bus Buddy volunteers who were active supporting passengers on their services.

During the lifetime of the project, 840 people received practical assistance, including 472 who received practical assistance to renew their bus pass. Over 10,000 journeys were made with Bus Buddy assistance and 130 people were supported to use public and community transport services for the first time. In total, the project recruited 45 volunteers

Take Me Too Project

Following the hiatus caused by COVID, we were finally able to relaunch Take Me Too! during this project year. The scheme has had a very warm reception from stakeholders and communities, but building a strong base of signed-up users is proving challenging.

We relaunched the website in June 2022 with the App launched in August.

A new recruitment drive began to build the driver database, which is key to the success of the project, supported through Social Media, Press Release and Outreach sessions.

We developed a yearlong marketing plan, identifying appropriate locations, venues, organisations and stakeholders to assist with the relaunch of the Project, recruitment drive for both drivers and passengers for Community Liftsharing, the engagement of Event Organisers and identifying larger scale local employers for workplace liftsharing.

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. PIVOT is funded by the Welsh Government Regional Integration Fund (RIF).

A team of around 20 RVS volunteers, working on a rota, provide transport and settling at home for people with no other suitable means of getting home. Transport is available 365 days a year.

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

The mainstream PIVOT transport service is operated by volunteers using their own cars. During the first part of 2022 we benefitted from additional funding through the Community Transport Association's Welsh Government-funded Winter Pressures scheme. This funding enabled us to trial a dedicated wheelchair accessible service as part of the PIVOT scheme, allowing us to accept journeys for patients who are wheelchair users or who find it difficult to transfer into/out of an ordinary car. We ran this service from January to June 2022 using a team of dedicated drivers and sole use of one of Pembrokeshire Voluntary Transport's Wheelchair Accessible Cars during the late afternoon/early evening. The pilot showed the potential for the service, and the need to develop a more flexible and cost effective offer, using a team of volunteer drivers and ad hoc use of the car throughout the day, in response to demand, rather than restricted to set hours. This was implemented on a trial basis as part of the core PIVOT service during the remainder of 2022. Overall, PIVOT provided 423 journeys during 2022, including 32 wheelchair accessible car journeys (This compared with 429 journeys in 2021).

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 2022. This included support PVT with recruitment and induction of a new service Coordinator, promotion of the service, and supporting service users and groups with bookings.

Over 2,000 new rider accounts were created during 2022 and over the year, and the Flecsi service operated by PVT carried 8,609 passenger journeys (11,403 including the children carried on the school run which forms part of the service) - this represents an increase of 220% on 2021. The service is used by a wide range of passengers, including people travelling to work, visitors to the area, and children. In 2022, fare-paying passengers continued to make 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.

Training

Routine Minibus Driver Awareness Scheme (MiDAS) training activity continued throughout the year. In 2022, we delivered 168 driver assessments (compared with 161 in 2021).

We also assisted Pembrokeshire County Council by providing Bus Safety training to school pupils as part of the Crucial Crew programme for upper primary school pupils held in November 2022.

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.

Easier to Read Timetables Project

We have been working in partnership with Pembrokeshire County Council, Hywel Dda Health Board's Learning Disabilities service and Learning Disability Champions from Pembrokeshire People First, to improve the way that Easy-Read format bus timetables are produced, funded through a grant from the Learning Disabilities Innovation Fund. The project is creating a new computer system to enable timetables to be automatically updated when services change, and to allow people to customise their own Easy-Read timetables by selecting the bus stops and times that they wish to view.

We are in the process of updating the database of bus stop photographs so that the new system can be launched.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

ACHIEVEMENT AND PERFORMANCE

Publicity and Promotion

We continued to play an important role in promoting and publicising Pembrokeshire's community transport services during 2022.

- Maintaining our website and social media feeds. By the end of 2022, the PACTO Facebook page had 435 followers and Take Me Too! Facebook page had 495 followers. During 2021, our social media posts achieved a reach of over 82,000 and prompted over 5,700 interactions (likes, comments, clicks and shares).
- Promoting the sector and raising awareness at events across the County and beyond. We were delighted to, once again, represent Pembrokeshire's community transport sector at a number of events across the County, which resumed in 2022 following COVID. This included the Pembrokeshire County Show, launch of the Pembrokeshire Community Hub, and many local events.

Community Transport Forum

No forum was held during 2022.

Guidance and Support for Community Transport Operators

PACTO provided a range of specific support to CT operators during 2022.

Representation

During 2022, PACTO staff sat on Transport for Wales' Integrated Responsive Transport National Programme Board (and the Project Board for the Pembrokeshire IRT pilot), Pembrokeshire Greenways, and the Keep Well Keep Warm partnership Steering Group. We also represented the local Community Transport sector on many third sector networks coordinated by Pembrokeshire Association of Voluntary Services.

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 2022 were the National Lottery Community Fund, Pembrokeshire County Council, and the Welsh Government's Regional Integrated Fund (RIF, via Pembrokeshire Association of Voluntary Services).

Total incoming resources were £145,940 (2021 £216,213). Resources expended during the year were £183,773 (2021 £214,337) resulting in a deficit of £37,833 (2021 surplus of £1,876).

Restricted funds amount to £139,491 (2021 £182,021) and unrestricted to £43,274 (2021 £38,577) giving total reserves as at 31 December 2022 of £182,765 (2021 £220,598).

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 2022, the minimum required level of unrestricted surplus reserves is £35,000. The level of reserves is reviewed annually by the Board.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

FUTURE PLANS

Our priorities for 2023 are as follows:

- To grow and establish our Take Me Too! lift-sharing scheme, and develop a plan for the future of the project after Lottery grant funding ends in January 2023.
- 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.
- To complete and launch Easier-to-Read timetables project.
- To work with the Pembrokeshire Community Hub to ensure people receive appropriate advice, signposting and support around public and community transport services, addressing transport barriers to accessing community services and activities. And to work with Volunteering Matters to embed learning from the Bus Buddies project in their community support volunteers team.
- 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.
- To seek and secure funding to strengthen and develop community transport operations in Pembrokeshire.

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 2022 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. 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: Caroline Wilson

Vice-Chairperson: Emma Bingham

Treasurer - Michelle Harries

PACTO employed 6 members of staff during 2022:

Debbie Johnson, Manager

Craig Morgan, Training Coordinator

Emma Lewis, Bus Buddies Project Coordinator

Adrienne Poole, Take Me Too! Project Coordinator

Kay Mathias, Bus Buddies Project Assistant (until 28/02/2022)

Ruby Woods, Take Me Too! Project Assistant

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.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

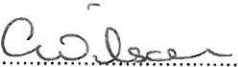
The charitable company was incorporated on 27 October 2011 and began charitable activities 1 January 2012.

PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

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 on4/9/23..... and signed on its behalf by:


.....
C A Wilson - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

Independent examiner's report to the trustees of Pembrokeshire Association of Community Transport Organisations ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

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

Bevan Buckland LLP
Chartered Accountants
Haverfordwest
SA61 2BP

Date: *7 September 2023*

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		-	-	-	208
Other trading activities	2	15,646	129,455	145,101	215,652
Investment income	3	839	-	839	353
Total		16,485	129,455	145,940	216,213
EXPENDITURE ON					
Charitable activities					
PCC		-	42,946	42,946	44,029
Core funds		181	-	181	7,906
Town Rider		-	260	260	-
PIVOT Intermediate Care		-	31,101	31,101	26,967
Big Lottery Bus Buddies		-	8,818	8,818	34,995
RCDF Welsh Government		-	13,812	13,812	38,889
Lottery Take Me Too		-	38,786	38,786	18,263
Volunteer Recruitment Campaign		-	-	-	25,842
CTA Winter Pressures		-	10,244	10,244	1,653
Learning Disability Innovation		-	2,777	2,777	2,155
Welsh Government Volunteering Pembs Project		-	352	352	13,638
Bus Buddies		34,496	-	34,496	-
Total		34,677	149,096	183,773	214,337
NET INCOME/(EXPENDITURE)		(18,192)	(19,641)	(37,833)	1,876
Transfers between funds	11	22,889	(22,889)	-	-
Net movement in funds		4,697	(42,530)	(37,833)	1,876
RECONCILIATION OF FUNDS					
Total funds brought forward		38,577	182,021	220,598	218,722
TOTAL FUNDS CARRIED FORWARD		43,274	139,491	182,765	220,598

The notes form part of these financial statements

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS (REGISTERED NUMBER: 07825882)**

**STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	8	-	5,997	5,997	19,809
CURRENT ASSETS					
Debtors	9	-	13,391	13,391	2,145
Cash at bank		43,274	136,577	179,851	203,907
		<u>43,274</u>	<u>149,968</u>	<u>193,242</u>	<u>206,052</u>
CREDITORS					
Amounts falling due within one year	10	-	(16,474)	(16,474)	(5,263)
NET CURRENT ASSETS		<u>43,274</u>	<u>133,494</u>	<u>176,768</u>	<u>200,789</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>43,274</u>	<u>139,491</u>	<u>182,765</u>	<u>220,598</u>
NET ASSETS		<u>43,274</u>	<u>139,491</u>	<u>182,765</u>	<u>220,598</u>
FUNDS	11				
Unrestricted funds				43,274	38,577
Restricted funds				139,491	182,021
TOTAL FUNDS				<u>182,765</u>	<u>220,598</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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.

The notes form part of these financial statements

PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS (REGISTERED NUMBER: 07825882)

STATEMENT OF FINANCIAL POSITION - continued
31 DECEMBER 2022

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
4/9/23..... and were signed on its behalf by:


.....
C A Wilson - Trustee

The notes form part of these financial statements

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

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.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

1. ACCOUNTING POLICIES - continued

Fund accounting

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.

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

	2022	2021
	£	£
Grants	129,455	194,891
Training fees	12,338	15,500
Project management fee	200	5,261
Consultancy	3,075	-
Transfer of funds	33	-
	<u>145,101</u>	<u>215,652</u>

3. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>839</u>	<u>353</u>

4. NET INCOME/(EXPENDITURE)

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

	2022	2021
	£	£
Depreciation - owned assets	<u>13,812</u>	<u>38,889</u>

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

5. TRUSTEES' REMUNERATION AND BENEFITS

	2022 £	2021 £
Trustees' fees	<u>525</u>	<u>500</u>

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

Trustees' expenses

	2022 £	2021 £
Trustees' expenses	<u>256</u>	<u>130</u>

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

6. STAFF COSTS

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

	2022	2021
Community Transport Development Officer	1	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 £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	35	173	208
Other trading activities	13,011	202,641	215,652
Investment income	353	-	353
Total	<u>13,399</u>	<u>202,814</u>	<u>216,213</u>
EXPENDITURE ON			
Charitable activities			
PCC	-	44,029	44,029
Core funds	7,906	-	7,906
PIVOT Intermediate Care	-	26,967	26,967
Big Lottery Bus Buddies	-	34,995	34,995
RCDF Welsh Government	-	38,889	38,889
Lottery Take Me Too	-	18,263	18,263
Volunteer Recruitment Campaign	-	25,842	25,842
CTA Winter Pressures	-	1,653	1,653
Learning Disability Innovation	-	2,155	2,155

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Welsh Government Volunteering Pembs Project	-	13,638	13,638
Total	7,906	206,431	214,337
NET INCOME/(EXPENDITURE)	5,493	(3,617)	1,876
Transfers between funds	(48)	48	-
Net movement in funds	5,445	(3,569)	1,876
RECONCILIATION OF FUNDS			
Total funds brought forward	33,132	185,590	218,722
TOTAL FUNDS CARRIED FORWARD	38,577	182,021	220,598

8. TANGIBLE FIXED ASSETS

	Motor vehicles £	Computer equipment £	Totals £
COST			
At 1 January 2022 and 31 December 2022	247,729	1,769	249,498
DEPRECIATION			
At 1 January 2022	227,920	1,769	229,689
Charge for year	13,812	-	13,812
At 31 December 2022	241,732	1,769	243,501
NET BOOK VALUE			
At 31 December 2022	5,997	-	5,997
At 31 December 2021	19,809	-	19,809

The Motor Vehicles owned by PACTO are provided on free loan to local organisations in Pembrokeshire for the provision of community transport services. These organisations take all day to day responsibility for insuring and operating the vehicles.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Debtors	13,391	2,145

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Suppliers	14,454	3,341
Other creditors	2,020	1,922
	16,474	5,263

11. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General fund	35,947	16,271	(8,944)	43,274
PCC	2,630	-	(2,630)	-
Bus Buddies	-	(34,463)	34,463	-
	38,577	(18,192)	22,889	43,274
Restricted funds				
PCC	21,308	(3,158)	(18,150)	-
Town Rider	12,070	(260)	(11,810)	-
PIVOT	4,670	(2,088)	-	2,582
CT Vehicle replacement fund	6,051	-	(6,051)	-
Big Lottery Bus Buddies	12,344	(8,818)	-	3,526
RCDF Welsh Government	13,763	(13,812)	6,051	6,002
Lottery Take me Too	85,276	26,871	-	112,147
Volunteer Recruitment Campaign	(7,076)	-	7,076	-
PAVS Supporting Community Action Fund	(33)	-	33	-
WCVA Voluntary Services Grant	6,653	-	-	6,653
CTA Winter Pressures	18,175	(10,244)	-	7,931
Learning Disability Innovation	7,818	(7,780)	(38)	-
Welsh Government Volunteering Pembs Project	1,002	(352)	-	650
	182,021	(19,641)	(22,889)	139,491
TOTAL FUNDS	220,598	(37,833)	-	182,765

PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	16,452	(181)	16,271
Bus Buddies	33	(34,496)	(34,463)
	<u>16,485</u>	<u>(34,677)</u>	<u>(18,192)</u>
Restricted funds			
PCC	39,788	(42,946)	(3,158)
Town Rider	-	(260)	(260)
PIVOT	29,013	(31,101)	(2,088)
Big Lottery Bus Buddies	-	(8,818)	(8,818)
RCDF Welsh Government	-	(13,812)	(13,812)
Lottery Take me Too	65,657	(38,786)	26,871
CTA Winter Pressures	-	(10,244)	(10,244)
Learning Disability Innovation	(5,003)	(2,777)	(7,780)
Welsh Government Volunteering Pembs Project	-	(352)	(352)
	<u>129,455</u>	<u>(149,096)</u>	<u>(19,641)</u>
TOTAL FUNDS	<u>145,940</u>	<u>(183,773)</u>	<u>(37,833)</u>

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
Unrestricted funds				
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>
Restricted funds				
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>
TOTAL FUNDS	<u>218,722</u>	<u>1,876</u>	<u>-</u>	<u>220,598</u>

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	13,399	(7,906)	5,493
Restricted funds			
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>
TOTAL FUNDS	<u>216,213</u>	<u>(214,337)</u>	<u>1,876</u>

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

11. MOVEMENT IN FUNDS - continued

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

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General fund	30,502	21,764	(8,992)	43,274
PCC	2,630	-	(2,630)	-
Bus Buddies	-	(34,463)	34,463	-
	<u>33,132</u>	<u>(12,699)</u>	<u>22,841</u>	<u>43,274</u>
Restricted funds				
PCC	16,292	1,858	(18,150)	-
Town Rider	12,070	(260)	(11,810)	-
PIVOT	5,464	(2,882)	-	2,582
CT Vehicle replacement fund	6,051	-	(6,051)	-
Big Lottery Bus Buddies	17,521	(13,995)	-	3,526
RCDF Welsh Government	52,652	(52,701)	6,051	6,002
Lottery Take me Too	50,154	61,993	-	112,147
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	-	7,931	-	7,931
Learning Disability Innovation	-	38	(38)	-
Welsh Government Volunteering Pembs Project	-	650	-	650
	<u>185,590</u>	<u>(23,258)</u>	<u>(22,841)</u>	<u>139,491</u>
TOTAL FUNDS	<u>218,722</u>	<u>(35,957)</u>	<u>-</u>	<u>182,765</u>

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

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 £
Unrestricted funds			
General fund	29,851	(8,087)	21,764
Bus Buddies	33	(34,496)	(34,463)
	<u>29,884</u>	<u>(42,583)</u>	<u>(12,699)</u>
Restricted funds			
PCC	88,865	(87,007)	1,858
Town Rider	-	(260)	(260)
PIVOT	55,186	(58,068)	(2,882)
Big Lottery Bus Buddies	29,818	(43,813)	(13,995)
RCDF Welsh Government	-	(52,701)	(52,701)
Lottery Take me Too	119,010	(57,017)	61,993
WCVA Voluntary Services Grant	-	(25,842)	(25,842)
General Fund	1,280	(1,328)	(48)
CTA Winter Pressures	18,500	(10,569)	7,931
Learning Disability Innovation	4,970	(4,932)	38
Welsh Government Volunteering Pembs Project	<u>14,640</u>	<u>(13,990)</u>	<u>650</u>
	<u>332,269</u>	<u>(355,527)</u>	<u>(23,258)</u>
TOTAL FUNDS	<u><u>362,153</u></u>	<u><u>(398,110)</u></u>	<u><u>(35,957)</u></u>

Transfers between funds

With the agreement of funders, any remaining balance on project completion is moved into our unrestricted reserves and used to support PACTO's general charitable activities. In 2022, this included the following projects: Town Rider, Volunteer Recruitment Campaign, and Learning Disability Innovation Fund. In addition, with the agreement of Pembrokeshire County Council, historic underspend of our core grant, was designated, along with unrestricted funds, to continue the Bus Buddies service after the end of the original grant funded project.

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 £5,098 (2021 £4,983) of which £nil (2021 £nil) was outstanding at the year end.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022**

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 2022 is £17,289.

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	<u>125,391</u>
Total	<u><u>125,841</u></u>

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

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.

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	-	208
Other trading activities		
Grants	129,455	194,891
Training fees	12,338	15,500
Project management fee	200	5,261
Consultancy	3,075	-
Transfer of funds	33	-
	<hr/> 145,101	<hr/> 215,652
Investment income		
Deposit account interest	839	353
	<hr/>	<hr/>
Total incoming resources	145,940	216,213
 EXPENDITURE		
Charitable activities		
Wages	103,898	81,572
Pensions	5,098	4,983
Telephone	2,104	1,516
Postage and stationery	515	2,842
Advertising	2,267	7,922
Sundries	301	84
Travel and subsistence	9,403	9,892
Meetings	1,370	433
Subcontract transport	12,095	12,243
Vehicle maintenance	665	3,685
Training	236	10,972
Vehicle hire	723	921
Computer and internet	6,344	2,605
Recruitment	114	20
Project management	20,010	21,341
Equipment rental	-	150
PPE and cleaning supplies	-	6,690
Motor vehicles	13,812	38,889
	<hr/> 178,955	<hr/> 206,760
Support costs		
Management		
Trustees' fees	525	500
Carried forward	525	500

This page does not form part of the statutory financial statements

**PEMBROKESHIRE ASSOCIATION OF COMMUNITY
TRANSPORT ORGANISATIONS**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022**

	2022 £	2021 £
Management		
Brought forward	525	500
Trustees' expenses	256	130
Translation	85	-
Accounts	2,078	1,862
Insurance	884	835
Payroll and membership	866	961
Sundry	13	13
Bank charges	81	96
Consultancy fees	30	3,180
	<hr/> 4,818	<hr/> 7,577
Total resources expended	<hr/> 183,773	<hr/> 214,337
Net (expenditure)/income	<hr/> (37,833) <hr/>	<hr/> 1,876 <hr/>

This page does not form part of the statutory financial statements

Pembrokeshire Association of Community Transport Organisations
Fixed Asset Schedule
Year Ended 31 December 2022

[illegible]

COMPUTER EQUIPMENT (25%)

Printer	£	118.06	£	118.06
Laptop	£	492.00	£	492.00
Laptop	£	439.05	£	439.05
Laptop	£	269.98	£	269.98
Laptop	£	449.99	£	449.99
03.04.17				
	£	1,769.08	£	1,769.08

VEHICLES (20%)

[illegible]

Depr'n B/fwd	Depr'n for year	Depr'n on disps	Depr'n C/fwd	WDV 31/12/2022	WDV 31/12/2021
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£	118.06	£	118.06	-	-
£	492.00	£	492.00	-	-
£	439.05	£	439.05	-	-
£	269.98	£	269.98	-	-
£	449.99	£	449.99	-	-
Bus Buddies					
£	1,769.08	£	1,769.08	£	£

£ 40,322.40	£ 40,322.40	-	-	-
£ 1,723.09	£ 1,723.09	-	-	-
£ 1,823.09	£ 1,823.09	-	-	-
£ 1,823.09	£ 1,823.09	-	-	-
£ 1,823.09	£ 1,823.09	-	-	-
£ 1,923.08	£ 1,923.08	-	-	-
£ 1,923.08	£ 1,923.08	-	-	-
£ 1,923.08	£ 1,923.08	-	-	-
£ 63,955.00	£ 63,955.60	-	£	1
£ 61,435.00	£ 61,435.60	-	£	1
£ 28,274.00	£ 36,842.00	£ 5,995.80	£	14,565
£ 20,972.00	£ 26,215.00	£	£	5,243
£ 227,920.00	£ 241,732.20	£ 5,995.80	£	19,809.00
£ 229,689.08	£ 243,501.28	£ 5,995.80	£	19,809.00

£ 229,689.08	£ 13,812.20	£ -	£ 243,501.28
<hr/>			
<hr/>			
Grant funded			
Unrestricted			
£	5,996.80	£	19,809.00
<hr/>			
£	-	£	-
<hr/>			
£	5,996.80	£	19,809.00
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