

**YELABUS ASSOCIATION CIO**

**Accounts for the year ended 30 April 2021**

# **Yelabus Association CIO**

## **Accounts for the year ended 30 April 2021**

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### **Statutory information**

The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

- The Association's principal office is:

c/o Yateley Town Council  
Reading Road  
Yateley  
Hampshire GU46 7RP  
Telephone 07719 799263

- The Yelabus Association is a registered Charitable Incorporated Organisation (CIO) number 1153996. It is registered in England and Wales
- The Management Committee (who are trustees) are appointed annually at the annual general meeting by majority vote. The following have served as Committee members during this financial year:

John Ellis (Chair)  
Richard Whitbread (Vice Chair)  
Bill Hill (Secretary)  
Margaret Claydon  
Maureen Ayres  
Gill Hennell  
Tony Spencer

The Charity's independent examiner is:

Ian Ellis, FCCA (Retired) Abbreviated Address: Sandhurst GU47 0YT

- The Association's bankers are Lloyds TSB Camberley, Surrey, and Shawbrook Bank Limited, Brentwood, Essex

## **Yelabus Association CIO**

### **Annual Report of the Management Committee for the year ended 30 April 2021**

The Committee have pleasure in submitting their report for the year. The Committee members who have served during the year are listed on the previous page. This report is to be presented at the forthcoming annual general meeting scheduled to be held at The Tythings, Reading Road, Yateley later in the autumn.

#### **Objectives and activities**

The Charity provides a community transport service for individuals and groups located in Yateley and surrounding areas – operating trips for shopping or excursions. The service has been provided in the past year through two minibuses, both capable of carrying wheelchairs, using three paid staff and a number of volunteer drivers whom we again thank for their wonderful contributions to ensuring the service operates. The Charity is a charitable incorporated organisation established in 2013. Yateley Town Council's offices provide an administrative base.

The Charity's income is derived principally from hire charges and grant funding from Hampshire County, Blackwater & Hawley and Yateley Town Councils, since hire charges are not sufficient to cover operating and administration costs. Hire charges and grant funding are expected to cover operating costs, but the Charity also receives donations from the local community.

The Charity provides a valued service to the communities of Blackwater & Hawley, Eversley and Yateley and surrounding areas, enabling them to travel for social purposes at reasonable cost when other means of transport, such as taxis, might be prohibitively expensive. The Committee members are mindful of the Charity Commission's guidance on public benefit.

#### **Achievements and performance**

The users of this community transport service are largely local groups, care homes and similar organisations with individual hires represent a small proportion of income. The number of journeys and hiring revenue decreased markedly in 2020/21 as services from May onwards were severely limited due to the Coronavirus restrictions which prevented operation and services remain restricted at year end. Full recovery will take an extended period. In recognition of this the Department for Transport via Hampshire County Council met out of course PPE and cleaning costs whilst Hampshire County Council also made contributions towards excess operating costs incurred. The Trustees are immensely grateful for these additional payments to meet our ongoing costs.

In 2019 Hampshire County Council retendered the operations previously provided by yelabus. The contract was won by Rushmoor Voluntary Services (RVS) who then offered a sub-contract agreement to yelabus for those services previously operated which was accepted with a slight increase in funding. Initially for two years this has been extended by one year to 31 March 2022.

Yateley Town Council have indicated an intention to provide additional funding in 2021/22 (following an increase in 2020/21) and this will be reflected in the next accounts and is a welcome improvement after 11 prior years of unchanged grants.

The Charity has procedures and policies covering, inter alia, health and safety, protection of vulnerable people, moving and positioning. Policies and procedures remain under continuous review. All drivers receive MIDAS training. Training is also available for Committee members and staff, using material available from the Community Transport Association and Rushmoor Voluntary Services.



## **Yelabus Association CIO**

### **Annual Report of the Management Committee for the year ended 30 April 2021 (continued)**

#### **Financial review**

The Statement of Financial Activities on page 6 shows a deficit of £2,981 (prior year surplus of £35,931) for the year, based on all activities which includes the special grants of £3,390 mentioned previously. It is noted that the loss on normal operations in the year was £6,668 (after special grants) compared with a prior year surplus of £4706 on the same basis.

The Covid-19 lockdown meant that normal operations have not been possible at any point in the year. It is anticipated that most covid restrictions may be removed in July but should physical distancing requirements remain in place it is impossible to operate a normal service as passenger numbers are severely restricted. Yateley Town Council have been particularly enlightened meeting the cost of operating two vehicles to enable adequate capacity and we have at all times sought to maximise availability.

The Trustees have adopted a new policy on Donations splitting them equally between new bus funding and general donations as well as any respecting any donations specifically for new bus funding.

The Charity retains the following unrestricted reserves:

- a designated reserve of £32,085 being the fund of contributions towards the new Mercedes; and
- a second designated fund towards the purchase of the next new vehicle, currently £3,687 as it was cleared in funding the Mercedes. In future 50% of all donations will be placed in this fund
- a general fund of £143,527, compared with a minimum of £75,000 (equivalent to a year's operating costs, closure costs and similar) as determined by the Trustees.

The level of unrestricted reserves and funding commitments until 31 March 2022 will enable operations to be maintained at least until 30 April 2022. The HCC contract with RVS may be further extended but the necessity for all service provision within Hampshire is under review following the Coronavirus disruption.

#### **Structure, governance and management**

The Charity is a charitable incorporated organisation governed by its constitution dated 4 June 2013. The Management Committee (who are the managing trustees) are appointed at the annual general meeting by majority vote. The Charity's statutory particulars, including the names of trustees, are on Page 1.

The Committee meet every month to manage business affairs. Whilst the Committee have overall responsibility for the Charity's affairs and meet monthly, day-to-day operational responsibilities are delegated to the paid operations manager/driver, reporting to the Chair, Vice-Chair and Secretary who have at least weekly discussions. During the year HCC provided extensive guidance on and compliance with the Covid-19 guidelines including specifying when services might operate.

Whilst the current Trustees have an extensive range of business experience and knowledge, they feel that the addition of an individual capable of taking a lead of marketing and digital promotion is necessary to enable the rebuild of the revenue side following the Covid-19 impact.

## **Yelabus Association CIO**

### **Annual Report of the Management Committee for the year ended 30 April 2021 (continued)**

#### **Structure, governance and management (continued)**

The Committee have considered the risks to which the Charity is exposed and have established various policies, procedures and training (see above) to manage those risks. The Committee has concluded that these risks are appropriately covered by the insurance policies in respect of:

- employer and public liabilities
- statutory Department for Transport vehicle insurance
- trustees' indemnity

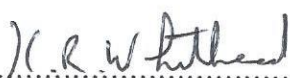
Charity law requires trustees to prepare annual accounts that give a true and fair view of the state of affairs of the Charity at the year end and of its financial activities during the period. The trustees are required to:

- select suitable accounting policies and apply them prudently;
- make judgements and estimates that are reasonable and prudent;
- prepare accounts on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy the financial position of the Charity, so that the accounts comply with the charity accounting SORP 2015. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The Charity is entitled to exemption from audit under the Charities Act 2011 but is required to have an independent examination of its accounts; the Charity has therefore taken advantage of audit exemption.

Signed on behalf of the Committee

  
.....

K R Whitbread

Vice Chair

Date:

9.11.21



## **Yelabus Association CIO**

### **Independent Examiner's Report to the Committee**

I report to the Committee (who are the charity trustees) on my examination of the accounts of the Yelabus Association CIO ('the Charity') for the year ended 30 April 2021.

#### **Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

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

1. Accounting records were not kept by the Charity as required by section 130 of the Act;
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Ian Ellis FCCA (Retired)

Sandhurst GU47 0YT

Date 9/11/21

**Yelabus Association CIO**  
**Statement of Financial Activities for the year ended 30 April 2021**

	<u>Note</u>	<u>2021</u> <u>Total</u> £	<u>2020</u> <u>Total</u> £
<b>INCOMING AND ENDOWMENTS FROM:</b>			
Donations and legacies			
Donations		2,175	4,050
Donations / Grants for new vehicle acquisition		3,687	27,000
Subscriptions and other income		301	150
		<hr/> 6,163	<hr/> 31,200
Charitable activities			
Hire charges		5,703	22,833
Hart Shopper fares and support		3,267	3,211
Yateley Town Council grant		12,250	11,500
Grants from other local councils		1,000	1,000
Support for group hire		6,117	6,500
Proceeds of vehicle sale		-	2,200
Fuel duty rebate		650	982
		<hr/> 35,150	<hr/> 79,426
Bank interest		571	481
<b>Total</b>		<hr/> <b>35,721</b>	<hr/> <b>79,907</b>
<b>EXPENDITURE ON:</b>			
Raising funds		-	-
Charitable activities			
Minibus costs			
Maintenance		3,418	4,227
Fuel		1,706	3,657
Vehicle hire charges		-	232
Depreciation		9,591	6,120
Insurances		3,078	3,925
Salaries and employer oncosts	3	21,048	24,198
Staff training and other costs		-	-
Telephones		96	95
Accounting		500	350
Administration and sundry		2,655	1,172
Excess cost grants		-3,390	-
<b>Total outgoing resources</b>		<hr/> <b>38,702</b>	<hr/> <b>43,976</b>
<b>NET INCOMING RESOURCES</b>		<hr/> <b>-2,981</b>	<hr/> <b>35,931</b>
Balances on funds brought forward	6	182,280	146,349
Transfers between funds			
<b>BALANCES CARRIED FORWARD</b>		<hr/> <b>179,299</b>	<hr/> <b>182,280</b>


All funds are unrestricted and comprise general and designated funds. All income and expenditure was in respect of general funds both in the current and prior year. Unrestricted funds are shown in Note 6 to these accounts.

The Notes referred to above form part of these accounts.

**Yelabus Association CIO**  
**Balance Sheet as at 30 April 2021**

	<u>Notes</u>	<u>£</u>	<u>2021</u> <u>£</u>	<u>2020</u> <u>£</u>
<b>TANGIBLE FIXED ASSETS</b>				
Motor vehicles	4		83,059	92,239
<b>CURRENT ASSETS</b>				
Debtors	5	2,976		18,965
Prepaid expenses		1,524		1,554
Bank balances				
Current account		12,948		13,099
Deposit account		<u>85,000</u>		<u>60,000</u>
		102,448		93,618
<b>LESS CURRENT LIABILITIES</b>				
Creditors		-4,861		-3,161
Income in advance		<u>-1,347</u>		<u>-416</u>
			96,240	90,041
			<b>179,299</b>	<b>182,280</b>
<b>RESERVES AND FUNDS</b>				
Unrestricted funds				
Designated funds	6		35,772	34,418
General funds	6		143,527	147,862
			<b>179,299</b>	<b>182,280</b>

Approved at a meeting of the Management Committee held on 9. 11. 21

  
 .....  
 John Ellis  
 Trustee & Chair

  
 .....  
 Richard Whitbread  
 Trustee & Vice-Chair



## **Yelabus Association CIO**

### **Notes to the Accounts for the year ended 30 April 2021**

#### **1. The Charity's structure, organisation and structure**

Yelabus Association ('the Charity') is a charitable incorporated organisation governed by its constitution dated 4 June 2013. It is a charity registered in England and Wales. In the event of the Charity being wound up, the members have no liability to contribute to its assets and have no personal liability for settling debts and liabilities. The address of the registered office is given in the Charity information on page 1 of these accounts.

Yelabus Association provides transport for elderly, disabled or otherwise disadvantaged persons in need, living within the Yateley and surrounding areas. It also supports the transport needs of charitable voluntary groups, for the benefit of the community.

#### **2. Accounting policies**

##### ***a) General matters***

These accounts have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities SORP 2015 (FRS 102) and the Financial Reporting Standard FRS 102 as updated through Bulletin 1, and in accordance with charity law in the jurisdiction of England. The Charity is a public benefit entity.

##### ***b) Going concern***

The Charity's activities are funded through passenger fares, and grants from local government, the income from which covers operating costs. Although these grants are awarded on annually, the Charity has sufficient operating reserves to cover a loss of such funding to enable it to continue in business at least until 30 April 2022. The Charity also has two designated reserves one of which will contain donations towards the next new vehicle.

##### ***c) Accounting policies***

The principal accounting policies are as follows:

- Motor vehicles purchased between May 2014 and December 2019 are depreciated at 10% per annum on historic cost on the straight-line basis over estimated useful lives.
- Motor vehicles purchased after January 2020 are depreciated at 6.66% per annum on historic cost on the straight-line bases over estimated useful lives.
- Expenditure is stated exclusive of value added tax where applicable since the Charity is registered for VAT.

##### ***d) Donations***

The association receives numerous donations from a number of sources for which we remain very grateful. During the year in planning for the future and bearing in mind that the people making donations may be advised this is for the acquisition of a new vehicle the Trustees determined that 50% of all charitable monies received would be attributed to the New Bus Acquisition fund with the aim of being able to fund replacement vehicles when needed. These donations would be held within a Designated Fund.

##### ***e) Designated Funds***

The Trustees hold two designated funds, one to reflect the liability which might exist if the grants used to acquire the Mercedes in 2020 had to be repaid and which reduce in line with depreciation. The second fund holds donations which are to be attributed to the acquisition of the next new bus with the aim of avoiding the need to seek large grants at the time of replacement.

# Yelabus Association CIO

## Notes to the Accounts for the year ended 30 April 2021 (continued)

### 3. Employees and Committee members

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Salaries	20,640	24,550
Employer National Insurance; covered by small employer subsidy	-	-
Employer superannuation contributions	408	368
	<u>21,048</u>	<u>24,918</u>

	<u>Number</u>	<u>Number</u>
Number of employees	3	3

No employee earned more than £60,000 (2020: none); and, in the Committee's opinion, no employee was able to exert significant influence over the running of the Charity.

No trustees received any emoluments for their services. Approved expenses are reimbursed to trustees.

### 4. Motor vehicles

	<u>£</u>
Cost	
As at 1 May 2020	119,040
Additions	410
Disposals	-
As at 30 April 2021	<u>119,450</u>
Depreciation provisions	
As at 1 May 2020	26,801
Charge for the year	9,590
Disposals	-
As at 30 April 2021	<u>36,391</u>
Net book value	
As at 30 April 2020	92,239
As at 30 April 2021	<u>83,059</u>

# Yelabus Association CIO

## Notes to the Accounts for the year ended 30 April 2021 (continued)

### 5. Debtors

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Hire charges and related grant subsidy funding	2,598	1,332
HCC / RVS grant towards new vehicle	-	17,000
VAT refund due	230	108
Transport fuel subsidy grant	148	525
	<b>2,976</b>	<b>18,965</b>

### 6. Unrestricted funds

	<u>April 2020</u>	<u>Movement</u>	<u>April 2021</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Designated funds:			
Vehicle replacement	0	3,687	3,687
Bus Grant Fund brought forward	34,418		34,418
Tfr to General funds		-2,333	-2,333
Bus Grant Fund carried forward	34,418	-2,333	32,085
Total Designated Funds	34,418	1,354	35,772
General funds brought forward	147,862		147,862
Deficit on operational activities for the year		-6,668	-6,668
Transfer from Bus Grant Fund		2,333	2,333
General funds carried forward	147,862	-4,335	143,527
All unrestricted funds	<b>182,280</b>	<b>-2,981</b>	<b>179,299</b>

	<u>General</u>	<u>Designated</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Fixed assets	50,974	32,085	83,059
Debtors and prepaid expenses	4,500		4,500
Bank balances	94,261	3,687	97,948
Creditors and income in advance	-6,208		-6,208
	<b>143,527</b>	<b>35,772</b>	<b>179,299</b>

### 7. Related party transactions

The Charity receives financial support from Yateley Town Council, where two trustees (Tony Spencer and Gill Hennell) are councillors. The Council made a grant of £12,250 in the year (2020: £11,500), and it provides a base for the Charity's administrative functions at the Council Offices without charge.