

**REGISTERED COMPANY NUMBER: CE000838 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1155845**

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31 March 2024**  
**for**  
**Tenbury Transport Trust**

Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

# **Tenbury Transport Trust**

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# **Tenbury Transport Trust**

## **Report of the Trustees for the Year Ended 31 March 2024**

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 March 2024. 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**

The purpose of the Trust is to provide transport facilities in Tenbury and its surrounding area for anyone who does not have access to adequate or appropriate transport.

#### **Significant activities**

The Trust provides two levels of service. One is the car service which is designed to take people of all ages who may have special needs or mobility impairments and who would otherwise find it difficult or impossible to access other forms of transport for medical appointments, shopping or other social occasions and the other is a rural bus service, currently operating over four routes to bring people into Tenbury or take them to the local towns of Ludlow, Leominster, Hereford and Malvern. We also fundraise at local events.

In April 2023 the trust purchased a wheelchair accessible vehicle, affectionately known as 'The Wav'. This is a Ford Tourneo Connect 5 seater vehicle with a wheelchair ramp in the rear. It is easy to use and has become a fundamental part of our fleet. The Wav is a proving to be popular with our clients, who would otherwise be unable to venture out of their homes.

#### **Public benefit**

The trustees have had regard to the Charity Commission's guidance on public benefit and provide transport facilities for people without adequate or appropriate transport. This enables people to have an opportunity to attend medical appointments, go shopping and to attend other social engagements.

#### **Volunteers**

The majority of the Trust's workforce are volunteer car drivers and mini-bus drivers.

### **FINANCIAL REVIEW**

#### **Financial position**

The Trust has always operated careful fiscal management. The Trust has seen a significant increase in the number of clients who need to use our services. The Trust has many supporters in the area and during 2023/24 the Trust was fortunate in that it continued to be supported by donations. All of which have enabled the Trust to maintain its financial operating position.

The Trust has hugely increased its client base having invested in social media and advertising and upgraded our IT systems to make more and better use of our infrastructure.

We have retained our School Contract and developed working partnerships with local care providers to enable us to maintain and grow our operation for the foreseeable future. The Trust now has a Facebook page and a new website.

In the year ended 31 March 2024 total income amounted to £79,888 (2023: £74,476). £96,221 (2023: £80,094) was used to defray expenses. At the start of the period total funds brought forward were £117,541 (2023: £123,159). At the end of the period this had fallen to £101,208 (2023: fallen to £117,541).

#### **Reserves policy**

It is our policy to carry a reserve of £45,000, to be able to continue operating the charity with no income for a 3 month period including in the event of needing to replace a vehicle.

### **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.

## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2024**

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.

Tenbury Transport has been in operation since the late 1990's becoming a charity in 2014.

It is governed by its Constitution adopted in 2014 and developed further in 2020 to reflect the changes required of its management structure. It remains however, a Charitable Incorporated Organisation.

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

Trustees are appointed or re-appointed annually at the annual general meeting.

#### **Organisational structure**

There is a team of five trustees, one of whom is the Chair, with a requirement for two new trustees. Their role is to oversee the management and direction of the Trust and three administrative officers whose role is to manage the day to day running of the organisation assisted by part time volunteers.

The Trust has a series of policies including GDPR, safeguarding and health and safety and is currently reviewing the status of its DBS holders. The Trust has now introduced an HR consultant.

DBS checks are carried out before employment of all staff involved with the Trust irrespective of the role they hold in the Trust and these are re-checked every three years. The details of two referees are required before the role is confirmed.

The Trust has upgraded its identification badges to include a picture, name and the date of DBS renewal to support its approach to safeguarding.

The Trust is part of the Worcestershire Community Transport Consortium which links all community transport operators along with a representative of Worcestershire County Council.

The Trust also has links with Malvern Hills District Council and the local Town Council as well as forging partnerships with members of the local care community.

#### **Conclusion**

2023/2024 brought with it many challenges but throughout the Trust has continued to move forward, supporting the local community and consistently maintaining its reputation for providing a high level of service. The Trust is exceptionally lucky with its drivers, office staff, volunteers and trustees who work tirelessly to deliver the service and maintain our excellent reputation. Without their dedication the Trust would not exist and I am grateful for the time and effort they have given which has enabled the Trust to continue to offer such high standards of service over many years.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
CE000838 (England and Wales)

**Registered Charity number**  
1155845

**Registered office**  
34 Teme Street  
Tenbury Wells  
Worcestershire  
WR15 8AA

## **Tenbury Transport Trust**

### **Report of the Trustees for the Year Ended 31 March 2024**

#### **Trustees**

W White

B C Roberts

L Taylor

E K Padwick

M N Willis (resigned 30.6.23)

L Rickett

#### **Independent Examiner**

Dyke Ruscoe & Hayes Ltd

Chartered Certified Accountants

110 Corve Street

Ludlow

SHROPSHIRE

SY8 1DJ

Approved by order of the board of trustees on 30 September 2024 and signed on its behalf by:



L Taylor - Trustee

**Independent Examiner's Report to the Trustees of  
Tenbury Transport Trust**

**Independent examiner's report to the trustees of Tenbury Transport Trust ('the Company')**

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

**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.

B E Prime

Dyke Ruscoe & Hayes Ltd  
Chartered Certified Accountants  
110 Corve Street  
Ludlow  
SHROPSHIRE  
SY8 1DJ

30 September 2024

**Tenbury Transport Trust**

**Statement of Financial Activities  
for the Year Ended 31 March 2024**

		2024 Unrestricted fund £	2023 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies	2	16,918	14,446
<b>Charitable activities</b>	5		
Community transport		61,308	58,703
Other trading activities	3	24	669
Investment income	4	809	456
Other income	6	829	202
<b>Total</b>		<u>79,888</u>	<u>74,476</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Community transport		<u>96,221</u>	<u>80,094</u>
<b>NET INCOME/(EXPENDITURE)</b>		(16,333)	(5,618)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		117,541	123,159
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>101,208</u></u>	<u><u>117,541</u></u>

The notes form part of these financial statements

# Tenbury Transport Trust

## Balance Sheet 31 March 2024

		2024 Unrestricted fund £	2023 Total funds £
	Notes		
<b>FIXED ASSETS</b>			
Tangible assets	12	35,981	41,234
<b>CURRENT ASSETS</b>			
Debtors	13	1,203	160
Prepayments and accrued income		3,981	3,356
Cash at bank and in hand		67,923	74,616
		<u>73,107</u>	<u>78,132</u>
<b>CREDITORS</b>			
Amounts falling due within one year	14	(5,747)	-
<b>NET CURRENT ASSETS</b>		<u>67,360</u>	<u>78,132</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		103,341	119,366
<b>ACCRUALS AND DEFERRED INCOME</b>	15	(2,133)	(1,825)
<b>NET ASSETS</b>		<u>101,208</u>	<u>117,541</u>
<b>FUNDS</b>	16		
Unrestricted funds		101,208	117,541
<b>TOTAL FUNDS</b>		<u>101,208</u>	<u>117,541</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 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.



**Tenbury Transport Trust**

**Balance Sheet - continued**  
**31 March 2024**

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 30 September 2024 and were signed on its behalf by:



L Taylor - Trustee

**Notes to the Financial Statements  
for the Year Ended 31 March 2024**

**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.

**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.

**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.

Plant and machinery	- 20% on cost
Fixtures and fittings	- 15% on reducing balance
Motor vehicles	- 15% on reducing balance
Computer equipment	- 33% on cost

**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.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**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.

**Debtors**

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

**Bank and cash in hand**

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in instant access interest bearing savings accounts.

**Creditors**

# Tenbury Transport Trust

## Notes to the Financial Statements - continued for the Year Ended 31 March 2024

### 1. ACCOUNTING POLICIES - continued

#### Debtors

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

### 2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	6,260	4,158
Grants	8,211	9,138
Membership fees	2,447	1,150
	<u>16,918</u>	<u>14,446</u>

	2024	2023
	£	£
Pershore & District Volunteer Centre grant	7,211	7,138
Other grants	1,000	2,000
Total grants	<u>8,211</u>	<u>9,138</u>

### 3. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Fundraising events	<u>24</u>	<u>669</u>

### 4. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>809</u>	<u>456</u>

### 5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2024	2023
		£	£
Service contract	Community transport	7,032	7,552
Fares	Community transport	37,003	37,682
Mileage	Community transport	17,273	13,469
		<u>61,308</u>	<u>58,703</u>

# Tenbury Transport Trust

## Notes to the Financial Statements - continued for the Year Ended 31 March 2024

### 6. OTHER INCOME

	2024	2023
	£	£
Sundry income	829	202
	<u>          </u>	<u>          </u>

### 7. SUPPORT COSTS

	Management	Governance	Totals
	£	costs	£
Community transport	51,383	4,123	55,506
	<u>          </u>	<u>          </u>	<u>          </u>

There are no costs included within sundries in relation to gestures of goodwill to volunteers. (2023: £391.00).

Support costs, included in the above, are as follows:

#### Management

	2024	2023
	Community	Total
	transport	activities
	£	£
Wages	36,946	29,261
Pensions	1,033	770
Telephone	1,180	1,299
Postage and stationery	719	785
Sundries	1,026	1,147
Computer costs	3,515	4,482
Training	280	-
Travelling expenses	-	141
Depreciation of tangible and heritage assets	6,684	3,791
	<u>          </u>	<u>          </u>
	51,383	41,676
	<u>          </u>	<u>          </u>

#### Governance costs

	2024	2023
	Community	Total
	transport	activities
	£	£
Independent examination fees	1,151	1,435
Professional fees	2,972	4,071
	<u>          </u>	<u>          </u>
	4,123	5,506
	<u>          </u>	<u>          </u>

# Tenbury Transport Trust

## Notes to the Financial Statements - continued for the Year Ended 31 March 2024

### 8. NET INCOME/(EXPENDITURE)

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

	2024	2023
	£	£
Depreciation - owned assets	6,684	3,792
Other operating leases	3,300	3,300
	<u>          </u>	<u>          </u>

### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Expenses were reimbursed to 0 trustees ( 2022 : 0 trustee) for travel on the charity's business.

### 10. STAFF COSTS

	2024	2023
	£	£
Wages and salaries	36,946	29,261
Other pension costs	1,033	770
	<u>          </u>	<u>          </u>
	<u>37,979</u>	<u>30,031</u>

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

	2024	2023
Part time staff	3	3
	<u>          </u>	<u>          </u>

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

The full time equivalent is estimated to be 2 ( 2023 : 2)

The Trust considers its key management personnel comprise the trustees & the office manager. The total employment benefits including employer pension contributions of the key management personnel were £13,186 (2023 : £10,695).

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

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	14,446
<b>Charitable activities</b>	
Community transport	58,703
Other trading activities	669
Investment income	456
Other income	202
<b>Total</b>	<u>74,476</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2024

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Community transport	80,094
<b>NET INCOME/(EXPENDITURE)</b>	(5,618)
<b>RECONCILIATION OF FUNDS</b>	
<b>Total funds brought forward</b>	
As previously reported	101,522
Prior year adjustment	21,637
<b>As restated</b>	123,159
<b>TOTAL FUNDS CARRIED FORWARD</b>	117,541

12. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2023	-	140	46,995	2,355	49,490
Additions	471	-	-	960	1,431
At 31 March 2024	471	140	46,995	3,315	50,921
<b>DEPRECIATION</b>					
At 1 April 2023	-	39	7,200	1,017	8,256
Charge for year	49	15	5,969	651	6,684
At 31 March 2024	49	54	13,169	1,668	14,940
<b>NET BOOK VALUE</b>					
At 31 March 2024	422	86	33,826	1,647	35,981
At 31 March 2023	-	101	39,795	1,338	41,234

# Tenbury Transport Trust

## Notes to the Financial Statements - continued for the Year Ended 31 March 2024

### 13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade debtors	<u>1,203</u>	<u>160</u>

### 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	<u>5,747</u>	<u>-</u>

### 15. ACCRUALS AND DEFERRED INCOME

	2024	2023
	£	£
Accruals and deferred income	<u>2,133</u>	<u>1,825</u>

Membership income has been deferred as this is paid on a 12-month rolling basis from joining. Deferred income for the current year £1,172.50 (2023 £865.42).

### 16. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
<b>Unrestricted funds</b>			
General fund	117,541	(16,333)	101,208
<b>TOTAL FUNDS</b>	<u>117,541</u>	<u>(16,333)</u>	<u>101,208</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	79,888	(96,221)	(16,333)
<b>TOTAL FUNDS</b>	<u>79,888</u>	<u>(96,221)</u>	<u>(16,333)</u>

### Comparatives for movement in funds

	At 1.4.22	Prior year adjustment	Net movement in funds	At 31.3.23
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	101,522	21,637	(5,618)	117,541
<b>TOTAL FUNDS</b>	<u>101,522</u>	<u>21,637</u>	<u>(5,618)</u>	<u>117,541</u>

# Tenbury Transport Trust

## Notes to the Financial Statements - continued for the Year Ended 31 March 2024

### 16. MOVEMENT IN FUNDS - continued

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	74,476	(80,094)	(5,618)
<b>TOTAL FUNDS</b>	<u>74,476</u>	<u>(80,094)</u>	<u>(5,618)</u>

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

	At 1.4.22 £	Prior year adjustment £	Net movement in funds £	At 31.3.24 £
<b>Unrestricted funds</b>				
General fund	101,522	21,637	(21,951)	101,208
<b>TOTAL FUNDS</b>	<u>101,522</u>	<u>21,637</u>	<u>(21,951)</u>	<u>101,208</u>

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	154,364	(176,315)	(21,951)
<b>TOTAL FUNDS</b>	<u>154,364</u>	<u>(176,315)</u>	<u>(21,951)</u>

All funds are held in a General unrestricted fund and are available to use in accordance with the charitable activities at the discretion of the trustees.

### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.



# Tenbury Transport Trust

## Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	2024 £	2023 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	6,260	4,158
Grants	8,211	9,138
Membership fees	2,447	1,150
	<hr/>	<hr/>
	16,918	14,446
<b>Other trading activities</b>		
Fundraising events	24	669
<b>Investment income</b>		
Deposit account interest	809	456
<b>Charitable activities</b>		
Service contract	7,032	7,552
Fares	37,003	37,682
Mileage	17,273	13,469
	<hr/>	<hr/>
	61,308	58,703
<b>Other income</b>		
Sundry income	829	202
	<hr/>	<hr/>
<b>Total incoming resources</b>	79,888	74,476
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Other operating leases	3,300	3,300
Insurance	498	495
Advertising	563	620
Sundries	135	828
Bus costs	20,430	15,360
Car services costs	15,789	12,309
	<hr/>	<hr/>
	40,715	32,912
<b>Support costs</b>		
<b>Management</b>		
Wages	36,946	29,261
Pensions	1,033	770
Telephone	1,180	1,299
Postage and stationery	719	785
Sundries	1,026	1,147
Computer costs	3,515	4,482
Training	280	-
Travelling expenses	-	141
Carried forward	44,699	37,885

This page does not form part of the statutory financial statements

# Tenbury Transport Trust

## Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	2024 £	2023 £
<b>Management</b>		
Brought forward	44,699	37,885
Plant and machinery	49	-
Fixtures and fittings	15	18
Motor vehicles	5,969	3,450
Computer equipment	651	323
	<u>51,383</u>	<u>41,676</u>
<b>Governance costs</b>		
Independent examination fees	1,151	1,435
Professional fees	2,972	4,071
	<u>4,123</u>	<u>5,506</u>
Total resources expended	<u>96,221</u>	<u>80,094</u>
<b>Net expenditure</b>	<u>(16,333)</u>	<u>(5,618)</u>