

# MANOR COMMUNITY TRANSPORT

England & Wales · Charity number 1158675

## Details

---

**Status** Registered

**Legal form** CIO

**Registered** 2014-09-25

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** 131 Fairleigh  
C/o Manor Post Office  
129a Fairleigh  
Sheffield  
S2 1LB

**Phone** 01142654275

**Email** [manormobeel@googlemail.com](mailto:manormobeel@googlemail.com)

**Website** [www.manorcommunitytransport.org.uk](http://www.manorcommunitytransport.org.uk)

## Activities

---

**Objects:** THE OBJECTS OF THE CIO ARE:1. THE OBJECTS OF THE CIO ARE THE RELIEF OF POVERTY, SICKNESS AND INFIRMITY, OLD AGE AND DISTRESS AMONG THE INHABITANTS OF MANOR AND SURROUNDING DISTRICTS IN THE CITY OF SHEFFIELD, PRIMARILY BUT NOT EXCLUSIVELY THROUGH THE PROVISION OF COMMUNITY TRANSPORT2. THE PROVISION OF RECREATIONAL FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR THE RECREATION OR OTHER LEISURE TIME OCCUPATION OF THE ABOVE-MENTIONED INHABITANTS WITH THE OBJECT OF IMPROVING THEIR CONDITION OF LIFE

**Activities:** Manor Community Transport is a community organisation and registered C.I.O. operating in the Manor Estate and surrounding areas of Sheffield offering support and specialised transport to disadvantaged, older people with disabilities and dementia in one of the most deprived areas of Sheffield..

## Classification

---

- **How:** Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty
- **Who:** Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

---

- Sheffield City

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£58,323	£43,939	-	-
2024-03-31	£49,790	£43,249	-	-
2023-03-31	£51,614	£41,880	-	-
2022-03-31	£46,438	£34,639	-	-
2021-03-31	£34,639	£26,512	-	-

## Trustees

---

Name	Role	Appointed
<b>David Brown</b>	Chair	2016-12-12
Kate Dales		2025-05-17
Lisa Wigfield		2024-02-24
Philip Staton		2016-12-12

**MANOR COMMUNITY TRANSPORT**

England & Wales - Charity number 1158675

---

# Accounts

---



**MANOR  
COMMUNITY**  
*Transport*

## Annual Report 2025

In Partnership with:

Rotherham Community Transport (RCT)

South Yorkshire Combined Mayoral Authority (SYCMA)

## **CONTENTS**

Contents & Committee Members	2
Chair Report & Vehicle Reports	3
Finance Report	4
Trustee Biographies	5
Trustee Biographies ~ Continued & Staff	6
Thanks	7
Contact Details	8

\*\*\*\*\*

### **Officers**

Chair—David Brown  
Secretary—Philip Staton

### **Committee Members**

Lisa Wigfield  
Kate Dales

## Chair Report

As our population ages, the incidence of isolation and loneliness is increasing and this is leading to increased cost of health provision for the affected individuals as well as increased pressure on carers and increased social care costs. A recent study by Deloitte\* estimates that nationally the potential cost to society is between £1.3 billion and £2.9 billion. Based on a crude population weighted calculation, this could be costing, for a city like Sheffield, anything between £13 million and £29 million per annum. Community Transport does play and can increasingly play a key role in mitigating this.

The specialised transport service we provide enables those most at risk to attend exercise groups, day centres, lunch clubs, church groups and other events, helping them to live a more vibrant, happier and healthier old age by enabling them to stay active for longer and taking many out of isolation. Indeed, Manor Community Transport is a key enabler for many of the User Groups who use our service and make no mistake our three mini buses bring an enormous benefit to so many people.

None of the services we provide would be possible without our brilliant team of Volunteers.

The Trustees would like to convey their utmost thanks to all our Volunteers, whose dedication, enthusiasm, tenacity and generosity, allows MCT to operate.

All our volunteers regularly go the extra mile to ensure the continuation of our service.

I would also like to thank my fellow Trustees; Philip Staton, Lisa Wigfield and our new Trustee Kate Dales for ensuring the sustainability of MCT in these challenging times..

We would like to thank SYPTE and SCT for their continued support with funding and advice. In addition, a big thank you to our user groups, who over the years have continued to support and use our services.

We would also like to thank the following that have continued to offer vital support to the organisation over the past years:

- Fairleigh Development Company - who have provided office accommodation
- St Theresa School and Church - for continuing to allow us to use their premises to park our vehicles safely and securely overnight.
- Finally - a huge Thank You! To our funders, without whom this service would be very difficult to maintain.

**Dave Brown – Chair**

## Vehicle Report

We operate with three Peugeot Boxer vehicles, which are now 6 years old. The vehicles have been in the main reliable over the year. They have regular servicing and safety inspections every 6 to 8 weeks to ensure they are safe and roadworthy.

Once again, Richard Marshall has ensured that all three minibuses have been taken for their 8 weekly safety checks, twice annually tail lift services and annual service in addition to anything else that has arisen i.e. new tyres fitted. Richard has also cleaned the buses during this period.

Richard has a schedule (provided by Lisa) of when and where to take the buses for their safety checks, tail lift services and annual service and uses his initiative to book in the buses for whatever is required to keep them operational.

Richard generally keeps the buses topped up with AdBlue and screenwash

The Drivers have fuel cards and put diesel in themselves.

Lisa has taxed the buses, sought the most competitive insurance and the best breakdown cover for the buses for this current year. Kevan will be taking the buses for their MOTs during September.

## Financial Report & Accounts

The General Manager gave a detailed report on the financial and operational issues during the period 1st April 2023 to 31st March 2024

Manor Community Transport has been operating in the Manor area for over 40 years. The organisation had continued to fulfil its aims and objectives of providing good quality, reliable and flexible transport services for frail, elderly and disabled members of the community.

Staffing is still a major concern. The organisation operated with a very small staff team of a part time General Manager, covering day to day admin, funding applications and running of the organisation, the remainder of staff are volunteers to enable it to provide its services, we currently have 6 regular volunteers and a further 5 on an ad hoc basis.

I am pleased to report that this year, once again, has been a financially stable one, given the grants received from previous years. The general unrestricted reserve fund remains at £11,393.48 helping to continue to provide the organisation with some future financial stability. Fortunately, yet again, we have not had to touch the reserve.

The General Manager's, vehicle running costs and Volunteer Expenses accounted for the majority of the expenditure this year. The following funding applications, have ensured that a large proportion of the volunteers training and expenses are covered:

J.G. Greaves Trust c/f 2024	£3,000
South Yorkshires Communities Foundation c/f	£4,000
Sheffield Town Trust c/f	£3,000
S.Y.C.F Cost of Living c/f	£5,000
Sheffield Town Trust 2025	£3,000
The Company of Cutlers Charitable Trust	£1,000
Ward Pot (SCC)	£1,000
Marjorie Coote Old Peoples Fund	£1,000

Without the grants and donations received during the year and a carry forward of a generous surplus from previous years we would not have been able to cover our costs.

We also claim some of the duty we pay on fuel via the Bus Service Operators Grant twice annually.

The General Manager informed that we had a Management Committee comprising of volunteers who lived or worked locally and also representatives from some of our User Groups. This year we have had a new addition to the Trustees – Kate Dales. The main and urgent task for this current year is to identify and secure income and funding to allow us to continue and to strengthen the organisation and the recruitment of more Volunteer Drivers and Trustees

During the period 2024 – 2025 we carried 5,628 passengers which is up since lockdown although not as high as our pre-pandemic figures of 9,500 passenger journey's. This is due to the fact that we do not have as many drivers and therefore unable to take on any more jobs until we get more Drivers in place.

This year our Lead body has changed and we now receive help with funding based on a Service Level Agreement with RCT/ SYMCA. This funding allows us to provide our services at a subsidised rate.

The General Manager gave thanks to all the User Groups for their continued support and use of our services. Thanks also to the volunteers and Management Committee for their commitment and hard work over the year.

The meeting agreed to continue with the accountancy services of Charles Black unfortunately Anne has been unable to attend and has sent her apologies.

The General Manager asked those present if they had any questions or comments regarding the accounts and her report. (She had circulated copies of the year end accounts and annual report booklet at the start of the meeting).

We would like to thank the volunteers this year for their hard work, dedication and enthusiasm without whom this service would fail; Andy Abbey, Peter Bemba, Kevan Brown, Richard Marshall, Jacqueline Newton, and Mark Simmons. Presently we are in dire need of Drivers and Passenger Assistants.

Finally, we would like to thank Anne Sievewright of Charles Black Associates for preparing the 2021/2023 Financial Accounts. If you would like a copy please contact me.

## **Trustee Biographies**

### **David Brown – Chair**

I left City school in 1975 and started work at George Robson and Sons as a Draughtsman. Office life didn't suit me at that time so I left and became a Machine Setter at Presto Tools. From there I went on to be a Welder for over 20 years before becoming a Postman. After 4 years as a 'Postie' I went into IT in around 2005. Initially I attended various courses gaining the necessary qualifications and secured employment at Dinnington Area Regeneration Trust (DART). This was in the position of ICT Coordinator/Manager on a 2 year fixed term contract. The contract finished in June 2007 and I immediately gained employment at The Rotherham NHS Foundation Trust (RFT), as an IT Technician/Analyst. Since being there, I have worked my way up to the position of Team Leader of the IT Service desk/1st Line support team and Deputy RA Manager. I have now been at RFT for 13 years and will hopefully be there for a few more.

### **Philip Staton – Secretary**

I spent 30 years in the Retail trade laterally as new concepts stores openings manager. 12 years self-employed within the Hairdressing supplies trade. Recently unemployed I have been a volunteer for Manor Transport as a driver, then sitting on MCT committee, Worked as a Volunteer volunteering advisor for V.A.S, I also sit on a local community run snooker club. I run a 1270 strong local History Facebook group plus a separate local History meeting group. We have recently received Lottery funding to promote our group plus local education projects, and its aim of preserving memories through recording the elderly plus memory impaired residents.

### **Kate Dales—Committee Member**

Hi, my name is Kate Dales and I am Locality Manager for MHA Communities South Yorkshire. I have worked in the care and voluntary sector for 27 years. We run lunch clubs and activities across south Yorkshire to reduce isolation and loneliness in our communities for older adults. Our services would not be delivered successfully without the vital support from community transport services. They are invaluable in enabling individuals to come together for food, friendship, exercise laughter and joy. I am passionate that they continue.

## **Trustee Biographies ~ Continued**

Lisa Wigfield

I began working in community in 1998 where I was first employed by Shiregreen United Reformed Church to lead family and under 5's activities. As more funding became available my role grew and I became the project coordinator with my work aimed at creating time and space for local families, children and the elderly. I recruited and managed volunteers, applied for and managed funding to cover salaries and running costs, was a member of relevant boards and committees and was well known in the local area.

In 2013 I felt called to ministry and began training for Church Related Community Work in 2014. My work placements alongside the theological training was with Sheffield URC Churches and a second with Church Army. I completed my training in 2018, due to personal reasons, I returned to Shiregreen URC to pick up a new role involving leading on community activities and outreach, recruiting and supporting volunteers and leading worship.

I started in my current role, community cohesion and outreach worker with Manor Church and Community Project in January 2023. My role is to develop and establish community outreach based at Temple Park Centre. I have begun this with a weekly lunch club, a weekly welcome space and creative craft sessions alongside managing the building and growing relationships with other local organisations and community groups.

## **Staff Biographies**

### **Lisa Frazer – General Manager**

I commenced work in this sector in 2000 as a Sessional Worker for Ryton Credit Union, a year later I went on secondment to Kiveton Park & Wales Community Development Trust as Administration Officer. In 2004 I moved to Dinnington Area Regeneration Trust (D.A.R.T) as Administration Officer. In 2005 Dave Brown started at DART and the rest as they say is history. Dave and I have 4 children between us; Oliver, Emily, Jacob Frazer and Charlotte Brown. We have 6 grandchildren; in 2013 Oliver married Suzannah with Kellum and Leighton to a previous relationship, May 2018 Charlotte gave birth to Sebastian and June 2019 Emily gave birth to identical twins Ethan and Lachlan, in January 2022 Charlotte had another little boy Theo. My life has become manic juggling work and home life helping Emily who gave birth via caesarean section with the boys (wild horses wouldn't keep me away) and I love every minute of it. I am very lucky and extremely grateful to have a fantastic family, job I love and a wonderful team of Volunteers and Trustees without whom MCT would not be able to function.

Manor Community Transport  
Would like to thank support from:

South Yorkshire's Community foundation  
Company of Cutlers Charitable Trust  
Sheffield Town Trust  
Sheffield City Council  
Marjorie Coote Old People's Fund  
J.G. Graves Trust

In addition to the Volunteers who have supported us over the  
last year:

Andrew Abbey  
Peter Bemba  
Kevan Brown  
Andy Buxton  
Richard Marshall  
Jackie Newton  
Lisa Thompson  
Mark Simmons

Manor Community Transport Offices  
83 Wulfric Road  
Sheffield  
S2 1GU

[www.manorcommunitytransport.org.uk](http://www.manorcommunitytransport.org.uk)



Find us on  
**Facebook**

Telephone: 0114 265 4275  
E-mail: [manormobeel@googlemail.com](mailto:manormobeel@googlemail.com)  
Registered Charity No:  
1158675

Charity Number: 1158675

**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2025**

**MANOR COMMUNITY TRANSPORT**

**CONTENTS**

	Pages
Independent Examiner's Report	1-2
Receipts and Payments Account	3
Statement of Assets and Liabilities	4
Notes to the Accounts	5-6

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

## **MANOR COMMUNITY TRANSPORT**

KPRM Limited  
T/A Martin Bruno Accountants  
94 Saltergate  
Chesterfield  
S40 1LG

The Trustees  
Manor Community Transport,  
131 Fairleigh  
c/o Manor Post Office  
129a Fairleigh  
Sheffield  
S2 1LB

5<sup>th</sup> October 2025

### **Independent Examiner's Report to the Trustees of Manor Community Transport**

I have examined the accounts of Manor Community Transport for the year ended 31 March 2025, which accompany this report.

### **Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act"). The trustees have decided that an audit is not required for this year under section 144 of the Act and that an independent examination is appropriate.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures specified in the Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether any matters have come to my attention.

### **Basis of Report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity, a comparison of the accounts with those records, and consideration of any unusual items or significant matters disclosed in the accounts. It also includes seeking explanations from the trustees about such matters.

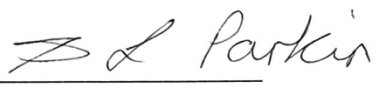
The procedures undertaken do not provide all the evidence that would be required in an audit. Therefore, I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours faithfully,

Signature: 

Name: Sarah Parkin FMAAT AATQB

Status: Independent Examiner

Date: 05/10/2025

**MANOR COMMUNITY TRANSPORT**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2025**

		<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2025</u></b>	<b><u>Total 2024</u></b>
<b>Receipts</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Earned Income		23,966		23,966	22,559
Sheffield Community Transport		20,559		20,559	18,929
Grants	2		13,500	13,500	8,000
Bank interest		298		298	284
Other		-	-	-	18
<b>Total receipts</b>		<b>44,823</b>	<b>13,500</b>	<b>58,323</b>	<b>49,790</b>
<b>Payments</b>					
Fuel, repairs, tax & insurance		10,884		10,884	11,517
Wages		17,342		17,342	17,257
Accountancy		1,671		1,671	1,092
Insurance		206		206	192
Printing & Advertising		15		15	21
Telephone		667		667	837
Administration costs		-	12,578	12,578	11,312
Business development		-	-	-	-
Sundry expenses		481		481	925
Bank charges		95	-	95	96
<b>Total Payments</b>		<b>31,361</b>	<b>12,578</b>	<b>43,939</b>	<b>43,249</b>
<b>Net receipts for the year</b>		<b>13,462</b>	<b>922</b>	<b>14,384</b>	<b>6,541</b>
<b>Cash &amp; Bank Balances as at 31/03/24</b>		<b>90,873</b>	<b>15,234</b>	<b>106,107</b>	<b>99,851</b>
<b>Reserve Bank Balance at 31/03/24</b>		<b>11,029</b>	<b>-</b>	<b>11,029</b>	<b>10,744</b>
<b>Cash &amp; Bank Balances as at 31/03/25</b>		<b>£ 115,364</b>	<b>£ 16,156</b>	<b>£ 131,520</b>	<b>£ 117,136</b>

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2025**

	<b><u>2025</u></b>	<b><u>2024</u></b>
	<b>£</b>	<b>£</b>
<b>1. Cash Funds</b>		
Unrestricted funds	104,037	90,873
Restricted funds	16,156	15,234
Capital Reserve	<u>11,327</u>	<u>11,029</u>
	<u>131,520</u>	<u>117,136</u>
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles – cost	98,820	98,820
Vehicle grants	<u>98,820</u>	<u>98,820</u>
	_____ -	_____ -
<b>3. Liabilities</b>		
Independent examination	_____ -	_____ 780
	_____ -	_____ 780

Signed on behalf of the Trustees on                      by:

## MANOR COMMUNITY TRANSPORT

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2025

#### **1. Receipts and Payments Account**

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accrual basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

#### **2. Grants**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2025</u>	<u>Total 2024</u>
	£	£	£	£
Sheffield Town Trust		2,500	2,500	-
Sheffield City Council (Ward Pot)		1,000	1,000	-
South Yorkshire Community Fund		4,000	4,000	-
JG Graves Charitable Trust		3,000	3,000	-
Marjorie Cote Old People's Charity Fund		1,000	1,000	-
Cutler Company		2,000	2,000	-
Imprest Two – Westfield Health		-	-	3,000
South Yorkshire Community Foundation	-	-	-	<u>5,000</u>
	-	<u>13,500</u>	<u>13,500</u>	<u>8,000</u>

#### **3. Reserves Policy**

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2025 amounted to £104,037.

The movement on all reserves is shown in note 4 to the accounts.

**MANOR COMMUNITY TRANSPORT**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2025**

**4. Reserves**

	<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2025</u></b>	<b><u>Total 2024</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2024				
Current account	90,873	15,234	106,107	99,851
Reserve Account	11,029	-	11,029	11,029
Surplus for the year	13,462	922	14,384	6,541
Transfer to General Reserve	-	-	-	-
	<u>115,364</u>	<u>16,156</u>	<u>131,520</u>	<u>117,136</u>

**5. Capital Reserves**

The unrestricted Capital Reserve at 31 March 2025 amounted to £11,327. The only movement in the Reserve over the past year is of interest received.

Charity Number: 1158675

MANOR COMMUNITY TRANSPORT

ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

**MANOR COMMUNITY TRANSPORT**

**CONTENTS**

	Pages
Independent Examiner's Report	1-2
Receipts and Payments Account	3
Statement of Assets and Liabilities	4
Notes to the Accounts	5-6

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

## **MANOR COMMUNITY TRANSPORT**

KPRM Limited  
T/A Martin Bruno Accountants  
94 Saltergate  
Chesterfield  
S40 1LG

The Trustees  
Manor Community Transport,  
131 Fairleigh  
c/o Manor Post Office  
129a Fairleigh  
Sheffield  
S2 1LB

5<sup>th</sup> October 2025

### **Independent Examiner's Report to the Trustees of Manor Community Transport**

I have examined the accounts of Manor Community Transport for the year ended 31 March 2025, which accompany this report.

### **Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act"). The trustees have decided that an audit is not required for this year under section 144 of the Act and that an independent examination is appropriate.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures specified in the Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether any matters have come to my attention.

### **Basis of Report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity, a comparison of the accounts with those records, and consideration of any unusual items or significant matters disclosed in the accounts. It also includes seeking explanations from the trustees about such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit. Therefore, I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours faithfully,

Signature: 

Name: Sarah Parkin FMAAT AATQB

Status: Independent Examiner

Date: 05/10/2025

**MANOR COMMUNITY TRANSPORT**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2025**

		<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2025</u></b>	<b><u>Total 2024</u></b>
<b>Receipts</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Earned Income		23,966		23,966	22,559
Sheffield Community Transport		20,559		20,559	18,929
Grants	2		13,500	13,500	8,000
Bank interest		298		298	284
Other		-	-	-	18
<b>Total receipts</b>		<b>44,823</b>	<b>13,500</b>	<b>58,323</b>	<b>49,790</b>
<b>Payments</b>					
Fuel, repairs, tax & insurance		10,884		10,884	11,517
Wages		17,342		17,342	17,257
Accountancy		1,671		1,671	1,092
Insurance		206		206	192
Printing & Advertising		15		15	21
Telephone		667		667	837
Administration costs		-	12,578	12,578	11,312
Business development		-	-	-	-
Sundry expenses		481		481	925
Bank charges		95	-	95	96
<b>Total Payments</b>		<b>31,361</b>	<b>12,578</b>	<b>43,939</b>	<b>43,249</b>
<b>Net receipts for the year</b>		<b>13,462</b>	<b>922</b>	<b>14,384</b>	<b>6,541</b>
<b>Cash &amp; Bank Balances as at 31/03/24</b>		<b>90,873</b>	<b>15,234</b>	<b>106,107</b>	<b>99,851</b>
<b>Reserve Bank Balance at 31/03/24</b>		<b>11,029</b>	<b>-</b>	<b>11,029</b>	<b>10,744</b>
<b>Cash &amp; Bank Balances as at 31/03/25</b>		<b>£ 115,364</b>	<b>£ 16,156</b>	<b>£ 131,520</b>	<b>£ 117,136</b>

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2025**

	<b><u>2025</u></b>	<b><u>2024</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b>1. Cash Funds</b>		
Unrestricted funds	104,037	90,873
Restricted funds	16,156	15,234
Capital Reserve	<u>11,327</u>	<u>11,029</u>
	<u>131,520</u>	<u>117,136</u>
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles – cost	98,820	98,820
Vehicle grants	<u>98,820</u>	<u>98,820</u>
	_____ -	_____ -
<b>3. Liabilities</b>		
Independent examination	_____ -	_____ 780
	_____ -	_____ 780

Signed on behalf of the Trustees on                      by:

## MANOR COMMUNITY TRANSPORT

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2025

#### **1. Receipts and Payments Account**

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accrual basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

#### **2. Grants**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2025</u>	<u>Total 2024</u>
	£	£	£	£
Sheffield Town Trust		2,500	2,500	-
Sheffield City Council (Ward Pot)		1,000	1,000	-
South Yorkshire Community Fund		4,000	4,000	-
JG Graves Charitable Trust		3,000	3,000	-
Marjorie Cote Old People's Charity Fund		1,000	1,000	-
Cutler Company		2,000	2,000	-
Imprest Two – Westfield Health		-	-	3,000
South Yorkshire Community Foundation	-	-	-	<u>5,000</u>
	-	<u>13,500</u>	<u>13,500</u>	<u>8,000</u>

#### **3. Reserves Policy**

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2025 amounted to £104,037.

The movement on all reserves is shown in note 4 to the accounts.

**MANOR COMMUNITY TRANSPORT**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2025**

**4. Reserves**

	<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2025</u></b>	<b><u>Total 2024</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2024				
Current account	90,873	15,234	106,107	99,851
Reserve Account	11,029	-	11,029	11,029
Surplus for the year	13,462	922	14,384	6,541
Transfer to General Reserve	-	-	-	-
	<u>115,364</u>	<u>16,156</u>	<u>131,520</u>	<u>117,136</u>

**5. Capital Reserves**

The unrestricted Capital Reserve at 31 March 2025 amounted to £11,327. The only movement in the Reserve over the past year is of interest received.

**MANOR COMMUNITY TRANSPORT**

England & Wales - Charity number 1158675

---

# Accounts

---



**MANOR  
COMMUNITY**  
*Transport*

## Annual Report 2024

In Partnership with:

Sheffield Community Transport (SCT)

South Yorkshire Passenger Transport Executive (SYPTTE)

## CONTENTS

Contents & Committee Members	2
Chair Report & Vehicle Reports	3
Finance Report	4
Trustee Biographies	5
Trustee Biographies ~ Continued & Staff	6
Thanks	7
Contact Details	8

\*\*\*\*\*

### Officers

Chair—David Brown  
Secretary—Philip Staton  
Treasurer—Pete Clark

### Committee Members

Lisa Wigfield

## **Chair Report**

The specialised transport service we provide enables those most at risk to attend exercise groups, day centres, lunch clubs, church groups and other events, helping them to live a more vibrant, happier and healthier old age by enabling them to stay active for longer and taking many out of isolation. Indeed, Manor Community Transport is a key enabler for many of the User Groups who use our service and make no mistake our three mini buses bring an enormous benefit to so many people.

None of the services we provide would be possible without our brilliant team of Volunteers.

The Trustees would like to convey their utmost thanks to all our Volunteers, whose dedication, enthusiasm, tenacity and generosity, allows MCT to operate.

All our volunteers regularly go the extra mile to ensure the continuation of our service. However, we say goodbye to David and Julia who no longer volunteer.

I would also like to thank my fellow Trustees; Philip Staton, Pete Clark and our new Trustee Lisa Wigfield for ensuring the sustainability of MCT in these challenging times. A big thank you to Peter for all his work in the possible acquisition for 131 Fairleigh.

We would like to thank SYPTE and SCT for their continued support with funding and advice. In addition, a big thank you to our user groups, who over the years have continued to support and use our services.

We would also like to thank the following that have continued to offer vital support to the organisation over the past years:

- Fairleigh Development Company - who have provided office accommodation
- ASDA at Handsworth - who have provided a room to hold our AGM and Trustee Meetings
- St Theresa School - for continuing to allow us to use their premises to park our vehicles safely and securely overnight.

- Finally - a huge Thank You! To our funders, without whom this service would be very difficult to maintain.

**Dave Brown – Chair**

## **Vehicle Report**

We operate with three Peugeot Boxer vehicles, which are now 5 years old. The vehicles have been in the main reliable over the year. They have regular servicing and safety inspections every 6 to 8 weeks to ensure they are safe and roadworthy.

Once again, Richard Marshall, and Kevan Brown have ensured that all three minibuses have been taken for their 8 weekly safety checks, twice annually tail lift services and annual service in addition to anything else that has arisen i.e. new tyres fitted. Both Drivers have also cleaned the buses during this period.

Both Richard & Kevan have a schedule of when and where to take the buses for their safety checks, tail lift services and annual service and use their initiative to book in the buses for whatever is required to keep them operational. Richard generally keeps the buses topped up with AdBlue and screenwash  
The Drivers have fuel cards and put diesel in themselves.

Lisa has taxed the buses, sought the most competitive insurance and the best breakdown cover for the buses for this current year. Richard & Kevan will be taking the buses for their MOTs during September.

## Financial Report & Accounts

The General Manager gave a detailed report on the financial and operational issues during the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024

Staffing is still a major concern. The organisation operated with a very small staff team of a part time General Manager, covering day to day admin and running of the organisation and the remainder of staff are volunteers to enable it to provide its services, we currently have 8 regular volunteers and a further 4 on an ad hoc basis.

I am pleased to report that this year, once again, has been a financially stable one, given the grants received from previous years. The general unrestricted reserve fund remains at £11,104.49 helping to continue to provide the organisation with some future financial stability. Fortunately, yet again, we have not had to touch the reserve.

The General Manager's, vehicle running costs and Volunteer Expenses accounted for the majority of the expenditure this year. The following funding applications, have ensured that a large proportion of the volunteers training and expenses are covered:

Newground Together c/f	£ 280
Sheffield Town Trust c/f	£3,000
Schroder Charity Trust	£1,735
The Company of Cutlers Charitable Trust c/f	£1,000
Westfield Health	£3,000
South Yorkshire Communities Foundation	£5,000
JG Graves Trust	£3,000
South Yorkshires Communities Foundation	£4,000
Sheffield Town Trust	£3,000
The Company of Cutlers Charitable Trust	£2,000

Without the grants and donations received during the year and a carry forward of a generous surplus from previous years we would not have been able to cover our costs.

We also claim some of the duty we pay on fuel via the Bus Service Operators Grant twice annually.

The General Manager informed that we had a Management Committee comprising of volunteers who lived or worked locally and also representatives from some of our User Groups. This year we have had a new addition to the Trustees – Lisa Wigfield.

The main and urgent task for this current year is to identify and secure income and funding to allow us to continue and to strengthen the organisation and the recruitment of more Volunteer Drivers and Trustees

During the period 2022 – 2023 we carried 4,024 passengers which is up since lockdown although not as high as our pre-pandemic figures of 9,500 passenger journey's. This is due to the fact that we do not have as many drivers and therefore unable to take on any more jobs until we get more Drivers in place.

This year our Lead body has changed and we now receive help with funding based on a Service Level Agreement with RCT/SYPTE. This funding allows us to provide our services at a subsidised rate. We very much value the continued support from SYPTE over many years and also the advice and support from Jim Green and SCT. We appreciate our very good working relationship with them.

The General Manager gave thanks to all the User Groups for their continued support and use of our services. Thanks also to the volunteers and Management Committee for their commitment and hard work over the year.

The meeting agreed to continue with the accountancy services of Charles Black unfortunately Anne has been unable to attend and has sent her apologies.

The Admin Manager asked those present if they had any questions or comments regarding the accounts and her report. (She had circulated copies of the year end accounts and annual report booklet at the start of the meeting).

We would like to thank the volunteers this year for their hard work, dedication and enthusiasm without whom this service would fail; Andy Abbey, Peter Bemba, Kevan Brown, Andy Buxton, Fiona Dewar, Richard Marshall, Jacqueline Newton, Lisa Thompson, and Mark Simmons. Although it still appears that we have many volunteers which are in the main Passenger Assistants we are therefore still in dire need of Drivers.

Finally, we would like to thank Anne Sievwright of Charles Black Associates for preparing the 2021/2023 Financial Accounts. If you would like a copy please contact me.

## **Trustee Biographies**

### **David Brown – Chair**

I left City school in 1975 and started work at George Robson and Sons as a Draughtsman. Office life didn't suit me at that time so I left and became a Machine Setter at Presto Tools. From there I went on to be a Welder for over 20 years before becoming a Postman. After 4 years as a 'Postie' I went into IT in around 2005. Initially I attended various courses gaining the necessary qualifications and secured employment at Dinnington Area Regeneration Trust (DART). This was in the position of ICT Coordinator/Manager on a 2 year fixed term contract. The contract finished in June 2007 and I immediately gained employment at The Rotherham NHS Foundation Trust (RFT), as an IT Technician/Analyst. Since being there, I have worked my way up to the position of Team Leader of the IT Service desk/1st Line support team and Deputy RA Manager. I have now been at RFT for 13 years and will hopefully be there for a few more.

### **Philip Staton – Secretary**

I spent 30 years in the Retail trade laterally as new concepts stores openings manager. 12 years self-employed within the Hairdressing supplies trade. Recently unemployed I have been a volunteer for Manor Transport as a driver, then sitting on MCT committee, Worked as a Volunteer volunteering advisor for V.A.S, I also sit on a local community run snooker club. I run a 1270 strong local History Facebook group plus a separate local History meeting group. We have recently received Lottery funding to promote our group plus local education projects, and its aim of preserving memories through recording the elderly plus memory impaired residents.

### **Peter Clark—Treasurer**

I began working in Social Care in 1978 within the old Approved School system moving to disability services in 1986. In the early years I managed an assessment centre for people with a learning disability and, when the legislation changed an City wide team which assessed all school leavers with a disability, including those with a sensory impairment.

I was seconded from my post between 1992 and 1994 to review Social Services transport needs, working with the National Audit Commission. Following s restructure I managed some accommodation, some day care and some social workers before I ended up managing all the learning disability accommodation in the City.

My final job within the Council, before I retired, was a joint appointment with Health as the Commissioning Officer for Disability Services which involved, amongst other things, the production of Annual Development Plans and representing the Authority on a couple of National Working Parties. I left the Council when my wife became terminally ill and set up my own business as a Disability Consultant. I finally retired about seven years ago.

## **Trustee Biographies ~ Continued**

Lisa Wigfield

I began working in community in 1998 where I was first employed by Shiregreen United Reformed Church to lead family and under 5's activities. As more funding became available my role grew and I became the project coordinator with my work aimed at creating time and space for local families, children and the elderly. I recruited and managed volunteers, applied for and managed funding to cover salaries and running costs, was a member of relevant boards and committees and was well known in the local area.

In 2013 I felt called to ministry and began training for Church Related Community Work in 2014. My work placements alongside the theological training was with Sheffield URC Churches and a second with Church Army. I completed my training in 2018, due to personal reasons, I returned to Shiregreen URC to pick up a new role involving leading on community activities and outreach, recruiting and supporting volunteers and leading worship.

I started in my current role, community cohesion and outreach worker with Manor Church and Community Project in January 2023. My role is to develop and establish community outreach based at Temple Park Centre. I have begun this with a weekly lunch club, a weekly welcome space and creative craft sessions alongside managing the building and growing relationships with other local organisations and community groups.

## **Staff Biographies**

### **Lisa Frazer – General Manager**

I commenced work in this sector in 2000 as a Sessional Worker for Ryton Credit Union, a year later I went on secondment to Kiveton Park & Wales Community Development Trust as Administration Officer. In 2004 I moved to Dinnington Area Regeneration Trust (D.A.R.T) as Administration Officer. In 2005 Dave Brown started at DART and the rest as they say is history. Dave and I have 4 children between us; Oliver, Emily, Jacob Frazer and Charlotte Brown. We have 6 grandchildren; in 2013 Oliver married Suzannah with Kellum and Leighton to a previous relationship, May 2018 Charlotte gave birth to Sebastian and June 2019 Emily gave birth to identical twins Ethan and Lachlan, in January 2022 Charlotte had another little boy Theo. My life has become manic juggling work and home life helping Emily who gave birth via caesarean section with the boys (wild horses wouldn't keep me away) and I love every minute of it. I am very lucky and extremely grateful to have a fantastic family, job I love and a wonderful team of Volunteers and Trustees without whom MCT would not be able to function.

Manor Community Transport  
Would like to thank support from:

South Yorkshire's Community foundation  
Company of Cutlers Charitable Trust  
Schroder Charity Trust  
Sheffield Town Trust  
Sheffield City Council  
Newground Together  
Westfield Health

In addition to the Volunteers who have supported us over the  
last year:

Andrew Abbey  
Peter Bemba  
Kevan Brown  
Andy Buxton  
Fiona Dewar  
Richard Marshall  
Jackie Newton  
Lisa Thompson  
Mark Simmons

Manor Community Transport Offices  
131 Fairleigh  
Sheffield  
S2 1LB

[www.manorcommunitytransport.org.uk](http://www.manorcommunitytransport.org.uk)



Find us on  
**Facebook**

Telephone: 0114 265 4275  
E-mail: [manormobeel@googlemail.com](mailto:manormobeel@googlemail.com)  
Registered Charity No:  
1158675

Charity Number: 1158675

**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

**MANOR COMMUNITY TRANSPORT**

**CONTENTS**

	Pages
Independent Examiner's Report	1
Receipts and Payments Account	2
Statement of Assets and Liabilities	3
Notes to the Accounts	4-5

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

### **MANOR COMMUNITY TRANSPORT**

I report to the charity trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31 March 2024, which are set out on pages 2 to 5.

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

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

Having satisfied myself that the accounts of the Trust are not required to be audited under the 2011 Act and are eligible for independent examination, I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination, I have followed the applicable 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 material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- Accounting records were not kept in accordance with section 130 of the 2011 Act; or
- The accounts do not accord with the accounting records.

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.

**MANOR COMMUNITY TRANSPORT**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2024**

		<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2024</u></b>	<b><u>Total 2023</u></b>
<b>Receipts</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Earned Income		22,559		22,559	18,978
Sheffield Community Transport		18,929		18,929	18,357
Grants	2		8,000	8,000	10,250
Bank interest		284		284	110
Other		<u>18</u>	<u>-</u>	<u>18</u>	<u>3,919</u>
<b>Total receipts</b>		<b>41,790</b>	<b>8,000</b>	<b>49,790</b>	<b>51,614</b>
<b>Payments</b>					
Fuel, repairs, tax & insurance		11,517		11,517	10,627
Wages		17,257		17,257	15,851
Accountancy		1,092		1,092	2,737
Insurance		192		192	310
Printing & Advertising		21		21	49
Telephone		837		837	704
Administration costs		-	11,312	11,312	8,714
Business development		-	-	-	2,089
Sundry expenses		925		925	714
Bank charges		<u>96</u>	<u>-</u>	<u>96</u>	<u>96</u>
<b>Total Payments</b>		<b>31,937</b>	<b>11,312</b>	<b>43,249</b>	<b>41,891</b>
<b>Net receipts / (payments) for the year</b>		<b>9,853</b>	<b>(3,312)</b>	<b>6,541</b>	<b>9,723</b>
<b>Cash &amp; Bank Balances as at 31/03/23</b>		<b>81,305</b>	<b>18,546</b>	<b>99,851</b>	<b>90,128</b>
<b>Reserve Bank Balance at 31/03/23</b>		<b>10,744</b>	<b>-</b>	<b>10,744</b>	<b>10,744</b>
<b>Cash &amp; Bank Balances as at 31/03/24</b>		<b>£ 101,902</b>	<b>£ 15,234</b>	<b>£ 117,136</b>	<b>£ 110,595</b>

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2024**

	<b><u>2024</u></b>	<b><u>2023</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b>1. Cash Funds</b>		
Unrestricted funds	90,873	81,305
Restricted funds	15,234	18,546
Capital Reserve	<u>11,029</u>	<u>10,744</u>
	<u>117,136</u>	<u>110,595</u>
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles – cost	98,820	98,820
Vehicle grants	<u>98,820</u>	<u>98,820</u>
	_____ -	_____ -
<b>3. Liabilities</b>		
Independent examination	<u>780</u>	<u>780</u>
	<u>780</u>	<u>780</u>

Signed on behalf of the Trustees on                      by:

## MANOR COMMUNITY TRANSPORT

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2024

#### 1. Receipts and Payments Account

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accrual basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

#### 2. Grants

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2024</u>	<u>Total 2023</u>
	£	£	£	£
Manor Park TARA				250
Marjorie Coote				1,000
Tesco Community Grant				500
The Wharfedale Foundation				500
Schroder Community Trust				2,000
Cutlers				1,000
The Talbot Trust				1,000
Imprest Two – Westfield Health		3,000	3,000	-
South Yorkshire Community Foundation	-	<u>5,000</u>	<u>5,000</u>	<u>4,000</u>
	-	<u>8,000</u>	<u>8,000</u>	<u>10,250</u>

#### 3. Reserves Policy

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2024 amounted to £90,874.

The movement on all reserves is shown in note 4 to the accounts.

#### 4. Reserves

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2024</u>	<u>Total 2023</u>
	£	£	£	£
At 1 April 2023				
Current account	81,305	18,546	99,851	90,128

Reserve Account	10,744	-	10,744	10,744
Surplus for the year	9,853	(3,312)	6,541	9,723
Transfer to General Reserve	-	-	-	-
	<u>101,902</u>	<u>15,234</u>	<u>117,136</u>	<u>110,595</u>

## 5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2024 amounted to £11,029. The only movements in the Reserve over the past year is of interest received.

Charity Number: 1158675

**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

**MANOR COMMUNITY TRANSPORT**

**CONTENTS**

	Pages
Independent Examiner's Report	1
Receipts and Payments Account	2
Statement of Assets and Liabilities	3
Notes to the Accounts	4-5

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

### **MANOR COMMUNITY TRANSPORT**

I report to the charity trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31 March 2024, which are set out on pages 2 to 5.

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

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

Having satisfied myself that the accounts of the Trust are not required to be audited under the 2011 Act and are eligible for independent examination, I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination, I have followed the applicable 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 material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- Accounting records were not kept in accordance with section 130 of the 2011 Act; or
- The accounts do not accord with the accounting records.

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.

**MANOR COMMUNITY TRANSPORT**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2024**

		<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2024</u></b>	<b><u>Total 2023</u></b>
<b>Receipts</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Earned Income		22,559		22,559	18,978
Sheffield Community Transport		18,929		18,929	18,357
Grants	2		8,000	8,000	10,250
Bank interest		284		284	110
Other		<u>18</u>	<u>-</u>	<u>18</u>	<u>3,919</u>
<b>Total receipts</b>		<b>41,790</b>	<b>8,000</b>	<b>49,790</b>	<b>51,614</b>
<b>Payments</b>					
Fuel, repairs, tax & insurance		11,517		11,517	10,627
Wages		17,257		17,257	15,851
Accountancy		1,092		1,092	2,737
Insurance		192		192	310
Printing & Advertising		21		21	49
Telephone		837		837	704
Administration costs		-	11,312	11,312	8,714
Business development		-	-	-	2,089
Sundry expenses		925		925	714
Bank charges		<u>96</u>	<u>-</u>	<u>96</u>	<u>96</u>
<b>Total Payments</b>		<b>31,937</b>	<b>11,312</b>	<b>43,249</b>	<b>41,891</b>
<b>Net receipts / (payments) for the year</b>		<b>9,853</b>	<b>(3,312)</b>	<b>6,541</b>	<b>9,723</b>
<b>Cash &amp; Bank Balances as at 31/03/23</b>		<b>81,305</b>	<b>18,546</b>	<b>99,851</b>	<b>90,128</b>
<b>Reserve Bank Balance at 31/03/23</b>		<b>10,744</b>	<b>-</b>	<b>10,744</b>	<b>10,744</b>
<b>Cash &amp; Bank Balances as at 31/03/24</b>		<b>£ 101,902</b>	<b>£ 15,234</b>	<b>£ 117,136</b>	<b>£ 110,595</b>

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2024**

	<b><u>2024</u></b>	<b><u>2023</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b>1. Cash Funds</b>		
Unrestricted funds	90,873	81,305
Restricted funds	15,234	18,546
Capital Reserve	<u>11,029</u>	<u>10,744</u>
	<u>117,136</u>	<u>110,595</u>
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles – cost	98,820	98,820
Vehicle grants	<u>98,820</u>	<u>98,820</u>
	_____ -	_____ -
<b>3. Liabilities</b>		
Independent examination	<u>780</u>	<u>780</u>
	<u>780</u>	<u>780</u>

Signed on behalf of the Trustees on                      by:

## MANOR COMMUNITY TRANSPORT

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2024

#### **1. Receipts and Payments Account**

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accrual basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

#### **2. Grants**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2024</u>	<u>Total 2023</u>
	£	£	£	£
Manor Park TARA				250
Marjorie Coote				1,000
Tesco Community Grant				500
The Wharfedale Foundation				500
Schroder Community Trust				2,000
Cutlers				1,000
The Talbot Trust				1,000
Imprest Two – Westfield Health		3,000	3,000	-
South Yorkshire Community Foundation	-	<u>5,000</u>	<u>5,000</u>	<u>4,000</u>
	-	<u>8,000</u>	<u>8,000</u>	<u>10,250</u>

#### **3. Reserves Policy**

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2024 amounted to £90,874.

The movement on all reserves is shown in note 4 to the accounts.

#### **4. Reserves**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2024</u>	<u>Total 2023</u>
	£	£	£	£
At 1 April 2023				
Current account	81,305	18,546	99,851	90,128

Reserve Account	10,744	-	10,744	10,744
Surplus for the year	9,853	(3,312)	6,541	9,723
Transfer to General Reserve	-	-	-	-
	<u>101,902</u>	<u>15,234</u>	<u>117,136</u>	<u>110,595</u>

## 5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2024 amounted to £11,029. The only movements in the Reserve over the past year is of interest received.

**MANOR COMMUNITY TRANSPORT**

England & Wales - Charity number 1158675

---

# Accounts

---



**MANOR  
COMMUNITY**  
*Transport*

## Annual Report 2023

In Partnership with:

Sheffield Community Transport (SCT)

South Yorkshire Passenger Transport Executive (SYLTE)

## CONTENTS

Contents & Committee Members	2
Chair & Vehicle Reports	3
Finance Report & Accounts	4—5
Trustee Biographies	5—6
Thanks	7
Contact Details	8

\*\*\*\*\*

## Officers

Chair—David Brown  
Secretary—Philip Staton  
Treasurer—Pete Clark

## **Chair Report**

The specialised transport service we provide enables those most at risk to attend exercise groups, day centres, lunch clubs, church groups and other events, helping them to live a more vibrant, happier and healthier old age by enabling them to stay active for longer and taking many out of isolation. Indeed, Manor Community Transport is a key enabler for many of the User Groups who use our service and make no mistake our three mini buses bring an enormous benefit to so many people.

None of the services we provide would be possible without our brilliant team of Volunteers.

The Trustees would like to convey their utmost thanks to all our Volunteers, whose dedication, enthusiasm, tenacity and generosity, allows MCT to operate.

All our volunteers regularly go the extra mile to ensure the continuation of our service.

I would like to further thank my fellow Trustees; Keith Grainger, Philip Staton, Pete Clark and Ian Wood for ensuring the sustainability of MCT in these challenging times. However, both Keith and Ian have now left their positions as Trustees and will be greatly missed

We would like to thank SYPTE and SCT for their continued support with funding and advice. In addition, a big thank you to our user groups, who over the years have continued to support and use our services.

We would also like to thank the following that have continued to offer vital support to the organisation over the past years:

- Fairleigh Development Company - who have provided office accommodation
- ASDA at Handsworth - who have provided a room to hold our AGM and Trustee Meetings
- St Theresa School - for continuing to allow us to use their premises to park our vehicles safely and securely overnight.

- Finally - a huge Thank You! To our funders, without whom this service would be very difficult to maintain.

**Dave Brown – Chair**

## **Vehicle Report**

We operate with three Peugeot Boxer vehicles, which are now 4 years old. The vehicles have been in the main reliable over the year. They have regular servicing and safety inspections every 6 to 8 weeks to ensure they are safe and roadworthy.

Once again, Richard Marshall, and Kevan Brown have ensured that all three minibuses have been taken for their 8 weekly safety checks, twice annually tail lift services and annual service in addition to anything else that has arisen i.e. new tyres fitted. Both Drivers have also cleaned the buses during this period.

Both Richard & Kevan have a schedule of when and where to take the buses for their safety checks, tail lift services and annual service and use their initiative to book in the buses for whatever is required to keep them operational.

Richard generally keeps the buses topped up with AdBlue and screenwash

The Drivers have fuel cards and put diesel in themselves.

Unfortunately, there have been some issues with the buses from the ongoing saga with Stoneacres and Peugeot, with regards to the side step on FCC - which sticks and is a common fault on these vehicles. However, the cost to replace is £3,000, hence the ongoing saga as Stoneacres have to be continually chased and in turn, they are discussing the fault with Peugeot. Fortunately, we got the vehicle in whilst it is under warranty. Even so, we still await the outcome.

All three buses have subsequently had issues with the adblue tanks, EMK replaced under warranty BHU and FCC not so fortunate however Lisa negotiated with Stellantis for Peugeot to contribute towards the cost, another £1,400, and ultimately only had to pay for the labour and diagnostic costs.

Lisa has taxed the buses, sought the most competitive insurance and the best breakdown cover for the buses for this current year. Richard & Kevan will be taking the buses for their MOTs during September.

## Financial Report & Accounts

The General Manager gave a detailed report on the financial and operational issues during the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

Manor Community Transport has been operating in the Manor area for over 40 years. The organisation had continued to fulfil its aims and objectives of providing good quality, reliable and flexible transport services for frail, elderly and disabled members of the community.

Staffing is still a major concern. The organisation operated with a very small staff team of a part time General Manager, covering day to day admin and running of the organisation and the remainder of staff are volunteers to enable it to provide its services, we currently have 8 regular volunteers and a further 2 on an ad hoc basis. A further volunteer is going through the recruitment process.

I am pleased to report that this year, once again, has been a financially stable one, given the grants received from previous years. The general unrestricted reserve fund remains at £10,744.47 helping to continue to provide the organisation with some future financial stability. Fortunately, yet again, we have not had to touch the reserve.

The General Manager's, vehicle running costs and Volunteer Expenses accounted for the majority of the expenditure this year. The following funding applications, have ensured that a large proportion of the volunteers training and expenses are covered:

Aviva c/f	£2,000
Harry Bottom Charitable Trust c/f	£3,000
Lottery Fund c/f	£4,780.39
Newground Together c/f	£ 280
Sheffield City Council (Ward Pot) c/f	£ 500
Mr Peter Warr	£ 100
Sheffield City Council	£1250.00
Sheffield Town Trust	£3,000
Schroder Charitable Trust c/f	£1,735.60
Cutlers Company Charitable Trust	£1,000
Talbot Trust	<u>£1,000</u>
Total	£18,545.99

Without the grants and donations received during the year and a carry forward of a generous surplus from previous years we would not have been able to cover our costs.

We also claim some of the duty we pay on fuel via the Bus Service Operators Grant twice annually.

The General Manager informed that we had a Management Committee comprising of volunteers who lived or worked locally and also representatives from some of our User Groups. During the year we had lost two committee members; Keith Grainger and Ian Wood who will be greatly missed. We are now urgently trying to recruit new Trustees

The main and urgent task for this current year is to identify and secure income and funding to allow us to continue and to strengthen the organisation and the recruitment of more Volunteer Drivers and Trustees

During the period 2022 – 2023 we carried 4,024 passengers which is up since lockdown although not as high as our pre-pandemic figures of 9,500 passenger journey's. This is due to the fact that we do not have as many drivers and therefore unable to take on any more jobs until we get more Drivers in place.

We receive help with funding based on a Service Level Agreement with SCT/SYPTE. This funding allows us to provide our services at a subsidised rate. We very much value the continued support from SYPTE over many years and also the advice and support from Ian Jenkinson and SCT. We appreciate our very good working relationship with them.

The General Manager gave thanks to all the User Groups for their continued support and use of our services. Thanks also to the volunteers and Management Committee for their commitment and hard work over the year.

The meeting agreed to continue with the accountancy services of Charles Black????

The Admin Manager asked those present if they had any questions or comments regarding the accounts and her report. (She had circulated copies of the year end accounts and annual report booklet at the start of the meeting).

We would like to thank the volunteers this year for their hard work, dedication and enthusiasm without whom this service would fail; David & Julia Allison, Peter Bemba, Kevan Brown, Andy Buxton, Fiona Dewar, Richard Marshall, Jacqueline Newton and more recently Lisa Thompson, and Keith Dagnall. Although it still appears that we have many volunteers which are in the main Passenger Assistants we are therefore still in dire need of Drivers.

Finally, we would like to thank Anne Sievewright of Charles Black Associates for preparing the 2021/2023 Financial Accounts. If you would like a copy please contact me.

Lisa Frazer  
General Manager

## **Trustee Biographies**

### **David Brown – Chair**

I left City school in 1975 and started work at George Robson and Sons as a Draughtsman. Office life didn't suit me at that time so I left and became a Machine Setter at Presto Tools. From there I went on to be a Welder for over 20 years before becoming a Postman. After 4 years as a 'Postie' I went into IT in around 2005.

Initially I attended various courses gaining the necessary qualifications and secured employment at Dinnington Area Regeneration Trust (DART).

This was in the position of ICT Coordinator/Manager on a 2 year fixed term contract.

The contract finished in June 2007 and I immediately gained employment at The Rotherham NHS Foundation Trust (RFT), as an IT Technician/Analyst.

Since being there, I have worked my way up to the position of Team Leader of the IT Service desk/1st Line support team and Deputy RA Manager.

I have now been at RFT for 13 years and will hopefully be there for a few more.

## **Trustee Biographies ~ Continued**

### **Philip Staton – Secretary**

I spent 30 years in the retail trade as a new concept stores Manager.

Then 12 years self employed within the Hairdressing supplies Industry.

I joined MCT around 2015 as a volunteer driver, then became a trustee and Secretary on their committee.

I am President of Rotary District 1220E Club heavily involved supporting humanitarian aid and locally the Sheffield Ukraine (displaced persons ) AUGB Hub as well as many local community projects.

I Chair Mosborough History group. We have 2.4 k members both within a meeting group and on Facebook. We Preserve and disseminate local history records and memories, Our aim is to promote local history education to all age groups especially the memory impaired.

I lead an Age Uk PKW Sporting Chatter group helping to run the group organising trips / Films plus also hosting guests referred to us to ease loneliness and improve their well-being,

### **Peter Clark—Treasurer**

I began working in Social Care in 1978 within the old Approved School system moving to disability services in 1986. In the early years I managed an assessment centre for people with a learning disability and, when the legislation changed an City wide team which assessed all school leavers with a disability, including those with a sensory impairment.

I was seconded from my post between 1992 and 1994 to review Social Services transport needs, working with the National Audit Commission. Following s restructure I managed some accommodation, some day care and some social workers before I ended up managing all the learning disability accommodation in the City.

My final job within the Council, before I retired, was a joint appointment with Health as the Commissioning Officer for Disability Services which involved, amongst other things, the production of Annual Development Plans and representing the Authority on a couple of National Working Parties.

I left the Council when my wife became terminally ill and set up my own business as a Disability Consultant. I finally retired about seven years ago.

### **Staff Biographies**

#### **Lisa Frazer – General Manager**

I commenced work in this sector in 2000 as a Sessional Worker for Ryton Credit Union, a year later I went on secondment to Kiveton Park & Wales Community Development Trust as Administration Officer. In 2004 I moved to Dinnington Area Regeneration Trust (D.A.R.T) as Administration Officer. In 2005 Dave Brown started at DART and the rest as they say is history. Dave and I have 4 children between us; Oliver, Emily, Jacob Frazer and Charlotte Brown. We have 6 grandchildren; in 2013 Oliver married Suzannah with Kellum and Leighton to a previous relationship, May 2018 Charlotte gave birth to Sebastian June 2019 Emily gave birth to identical twins Ethan and Lachlan and January 2022 Charlotte had another little boy, Theo My life has become manic juggling work and home life helping Emily who gave birth via caesarean section with the boys (wild horses wouldn't keep me away) and my mum, Lynda, who has MS and I love every minute of it. I am very lucky and extremely grateful to have a fantastic family, job I love and a wonderful team of Volunteers and Trustees without whom MCT would not be able to function.

Manor Community Transport  
Would like to thank support from:

Aviva  
Harry Bottom Charitable Trust  
Lottery Fund  
Newground Together  
Sheffield City Council  
Mr Peter Warr  
Sheffield Town Trust  
Schroder Charitable Trust  
Cutlers Company Charitable Trust  
Talbot Trust

In addition to the Volunteers who have supported us over the  
last year:

David & Julia Allison  
Peter Bemba  
Kevan Brown  
Andy Buxton  
Fiona Dewar  
Richard Marshall  
Jacqueline Newton  
Lisa Thompson  
Keith Dagnall

Manor Community Transport Offices  
131 Fairleigh  
Sheffield  
S2 1LB

[www.manorcommunitytransport.org.uk](http://www.manorcommunitytransport.org.uk)



Find us on  
**Facebook**

Telephone: 0114 265 4275  
E-mail: [manormobeel@googlemail.com](mailto:manormobeel@googlemail.com)  
Registered Charity No:  
1158675

Charity Number: 1158675

**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

**MANOR COMMUNITY TRANSPORT**

**CONTENTS**

	Pages
Independent Examiner's Report	1
Receipts and Payments Account	2
Statement of Assets and Liabilities	3
Notes to the Accounts	4-5

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

### **MANOR COMMUNITY TRANSPORT**

I report to the charity trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31 March 2023, which are set out on pages 2 to 5.

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

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

Having satisfied myself that the accounts of the Trust are not required to be audited under the 2011 Act and are eligible for independent examination, I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination, I have followed the applicable 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 material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- Accounting records were not kept in accordance with section 130 of the 2011 Act; or
- The accounts do not accord with the accounting records.

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.

**MANOR COMMUNITY TRANSPORT**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

		<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2023</u></b>	<b><u>Total 2022</u></b>
<b>Receipts</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Earned Income		18,978		18,978	17,305
Sheffield Community Transport		18,357		18,357	17,247
Grants	2	1,250	9,000	10,250	11,780
Bank interest		110		110	6
Other		<u>3,919</u>	<u>-</u>	<u>3,919</u>	<u>100</u>
<b>Total receipts</b>		<b>42,614</b>	<b>9,000</b>	<b>51,614</b>	<b>34,639</b>
<b>Payments</b>					
Fuel, repairs, tax & insurance		10,627		10,627	10,225
Wages		15,851		15,851	15,857
Accountancy		2,737		2,737	818
Insurance		310		310	273
Printing & Advertising		49		49	561
Telephone		704		704	668
Administration costs		-	8,714	8,714	7,988
Business development		-	2,089	2,089	460
Sundry expenses		714		703	1,155
Bank charges		<u>96</u>	<u>-</u>	<u>96</u>	<u>106</u>
<b>Total Payments</b>		<b>31,088</b>	<b>10,803</b>	<b>41,880</b>	<b>38,111</b>
<b>Net receipts / (payments) for the year</b>		<b>11,526</b>	<b>(1,803)</b>	<b>9,734</b>	<b>8,327</b>
<b>Cash &amp; Bank Balances as at 31/03/22</b>		<b>93,905</b>	<b>(3,777)</b>	<b>90,128</b>	<b>81,801</b>
Restricted / Unrestricted reappportion to bfwf figures		( 24,126)	24,126	-	-
<b>Cash &amp; Bank Balances as at 31/03/23</b>		<b>£ 81,305</b>	<b>£ 18,546</b>	<b>£ 99,851</b>	<b>£ 90,128</b>

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2023**

	<b><u>2023</u></b>	<b><u>2022</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b>1. Cash Funds</b>		
Unrestricted funds	81,305	93,905
Restricted funds	18,546	( 3,777)
Capital Reserve	<u>10,744</u>	<u>10,500</u>
	<u>110,595</u>	<u>100,628</u>
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles – cost	98,820	98,820
Vehicle grants	<u>98,820</u>	<u>98,820</u>
	_____ -	_____ -
<b>3. Liabilities</b>		
Independent examination	<u>780</u>	<u>1,900</u>
	<u>780</u>	<u>1,900</u>

Signed on behalf of the Trustees on                      by:

## MANOR COMMUNITY TRANSPORT

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2023

#### **1. Receipts and Payments Account**

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accrual basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

#### **2. Grants**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2023</u>	<u>Total 2022</u>
	£	£	£	£
Arnold Clark Communities Fund				1,000
Harry Bottom Charitable Trust				3,000
New Ground Together				280
Scurrah Wainwright Charity				2,000
Sheffield City Council				2,000
Sheffield City Council (Ward Pot)				500
Sheffield Town Trust				3,000
Manor Park TARA	250		250	-
Marjorie Coote	1,000		1,000	-
Tesco Community Grant		500	500	-
The Wharfedale Foundation		500	500	-
Schroder Community Trust		2,000	2,000	-
Cutlers		1,000	1,000	-
The Talbot Trust		1,000	1,000	-
South Yorkshire Community Foundation	-	4,000	4,000	-
	<u>1,250</u>	<u>9,000</u>	<u>10,250</u>	<u>11,780</u>

#### **3. Reserves Policy**

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2023 amounted to £81305.

The movement on all reserves is shown in note 4 to the accounts.

#### 4. Reserves

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2023</u>	<u>Total 2022</u>
	£	£	£	£
At 1 April 2022	93,905	(3,777)	90,128	81,801
Surplus for the year	11,526	(1,803)	9,734	8,327
Correction to allocation of funds*	(24,126)	24,126	-	-
Transfer to General Reserve	-	-	-	-
	<u>81,305</u>	<u>18,546</u>	<u>99,851</u>	<u>90,128</u>

\* It was noticed that the Restricted Funds column was showing a negative balance at the end of March 2023 (and also at the end of March 2022) which didn't seem accurate and, having looked at the previous years' accounts, seemed to go back some years. Therefore, a balancing adjustment has been entered in the 2023 accounts to address this and return the Restricted Funds balance to the correct value, in line with the Excel spreadsheets produced by the book-keeper.

#### 5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2023 amounted to £10,744. The only movements in the Reserve over the past year is of interest received.

Charity Number: 1158675

**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

**MANOR COMMUNITY TRANSPORT**

**CONTENTS**

	Pages
Independent Examiner's Report	1
Receipts and Payments Account	2
Statement of Assets and Liabilities	3
Notes to the Accounts	4-5

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

### **MANOR COMMUNITY TRANSPORT**

I report to the charity trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31 March 2023, which are set out on pages 2 to 5.

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

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

Having satisfied myself that the accounts of the Trust are not required to be audited under the 2011 Act and are eligible for independent examination, I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination, I have followed the applicable 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 material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- Accounting records were not kept in accordance with section 130 of the 2011 Act; or
- The accounts do not accord with the accounting records.

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.

**MANOR COMMUNITY TRANSPORT**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

		<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2023</u></b>	<b><u>Total 2022</u></b>
<b>Receipts</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Earned Income		18,978		18,978	17,305
Sheffield Community Transport		18,357		18,357	17,247
Grants	2	1,250	9,000	10,250	11,780
Bank interest		110		110	6
Other		<u>3,919</u>	<u>-</u>	<u>3,919</u>	<u>100</u>
<b>Total receipts</b>		<b>42,614</b>	<b>9,000</b>	<b>51,614</b>	<b>34,639</b>
<b>Payments</b>					
Fuel, repairs, tax & insurance		10,627		10,627	10,225
Wages		15,851		15,851	15,857
Accountancy		2,737		2,737	818
Insurance		310		310	273
Printing & Advertising		49		49	561
Telephone		704		704	668
Administration costs		-	8,714	8,714	7,988
Business development		-	2,089	2,089	460
Sundry expenses		714		703	1,155
Bank charges		<u>96</u>	<u>-</u>	<u>96</u>	<u>106</u>
<b>Total Payments</b>		<b>31,088</b>	<b>10,803</b>	<b>41,880</b>	<b>38,111</b>
<b>Net receipts / (payments) for the year</b>		<b>11,526</b>	<b>(1,803)</b>	<b>9,734</b>	<b>8,327</b>
<b>Cash &amp; Bank Balances as at 31/03/22</b>		<b>93,905</b>	<b>(3,777)</b>	<b>90,128</b>	<b>81,801</b>
Restricted / Unrestricted reappportion to bfwf figures		( 24,126)	24,126	-	-
<b>Cash &amp; Bank Balances as at 31/03/23</b>		<b>£ 81,305</b>	<b>£ 18,546</b>	<b>£ 99,851</b>	<b>£ 90,128</b>

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2023**

	<b><u>2023</u></b>	<b><u>2022</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b>1. Cash Funds</b>		
Unrestricted funds	81,305	93,905
Restricted funds	18,546	( 3,777)
Capital Reserve	<u>10,744</u>	<u>10,500</u>
	<u>110,595</u>	<u>100,628</u>
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles – cost	98,820	98,820
Vehicle grants	<u>98,820</u>	<u>98,820</u>
	_____ -	_____ -
<b>3. Liabilities</b>		
Independent examination	<u>780</u>	<u>1,900</u>
	<u>780</u>	<u>1,900</u>

Signed on behalf of the Trustees on                      by:

## MANOR COMMUNITY TRANSPORT

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2023

#### **1. Receipts and Payments Account**

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accrual basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

#### **2. Grants**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2023</u>	<u>Total 2022</u>
	£	£	£	£
Arnold Clark Communities Fund				1,000
Harry Bottom Charitable Trust				3,000
New Ground Together				280
Scurrah Wainwright Charity				2,000
Sheffield City Council				2,000
Sheffield City Council (Ward Pot)				500
Sheffield Town Trust				3,000
Manor Park TARA	250		250	-
Marjorie Coote	1,000		1,000	-
Tesco Community Grant		500	500	-
The Wharfedale Foundation		500	500	-
Schroder Community Trust		2,000	2,000	-
Cutlers		1,000	1,000	-
The Talbot Trust		1,000	1,000	-
South Yorkshire Community Foundation	-	4,000	4,000	-
	<u>1,250</u>	<u>9,000</u>	<u>10,250</u>	<u>11,780</u>

#### **3. Reserves Policy**

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2023 amounted to £81305.

The movement on all reserves is shown in note 4 to the accounts.

#### 4. Reserves

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2023</u>	<u>Total 2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
At 1 April 2022	93,905	(3,777)	90,128	81,801
Surplus for the year	11,526	(1,803)	9,734	8,327
Correction to allocation of funds*	(24,126)	24,126	-	-
Transfer to General Reserve	-	-	-	-
	<u>81,305</u>	<u>18,546</u>	<u>99,851</u>	<u>90,128</u>

\* It was noticed that the Restricted Funds column was showing a negative balance at the end of March 2023 (and also at the end of March 2022) which didn't seem accurate and, having looked at the previous years' accounts, seemed to go back some years. Therefore, a balancing adjustment has been entered in the 2023 accounts to address this and return the Restricted Funds balance to the correct value, in line with the Excel spreadsheets produced by the book-keeper.

#### 5. Capital Reserves

The unrestricted Capital Reserve at 31 March 2023 amounted to £10,744. The only movements in the Reserve over the past year is of interest received.

**MANOR COMMUNITY TRANSPORT**

England & Wales - Charity number 1158675

---

# Accounts

---



**MANOR  
COMMUNITY**  
*Transport*

## Annual Report 2022

In Partnership with:

Sheffield Community Transport (SCT)

South Yorkshire Passenger Transport Executive (SYPTTE)

## CONTENTS

Contents & Committee Members	2
Chair & Vehicle Reports	3
Finance Report	4
Trustee Biographies	5
Trustee Biographies ~ Continued & Staff	6
Thanks	7
Contact Details	8

\*\*\*\*\*

### Officers

Chair—David Brown  
Vice Chair—Keith Grainger  
Secretary—Philip Staton  
Treasurer—Pete Clark

### Committee Members

Ian Wood

## Chair Report

As we know, MCT has now passed its 40th anniversary of providing a service to the local and surrounding communities.

We had planned to celebrate our 40th Anniversary sometime this year but now feel it would best put back to either 45th or 50th year.

The specialised transport service we provide enables those most at risk to attend exercise groups, day centres, lunch clubs, church groups and other events, helping them to live a more vibrant, happier and healthier old age by enabling them to stay active for longer and taking many out of isolation. Indeed, Manor Community Transport is a key enabler for many of the User Groups who use our service and make no mistake our three mini buses bring an enormous benefit to so many people.

None of the services we provide would be possible without our brilliant team of Volunteers.

The Trustees would like to convey their utmost thanks to all our Volunteers, whose dedication, enthusiasm, tenacity and generosity, allows MCT to operate.

All our volunteers regularly go the extra mile to ensure the continuation of our service.

I would like to further thank my fellow Trustees; Keith Grainger, Philip Staton, Pete Clark and Ian Wood for ensuring the sustainability of MCT in these challenging times.

We would like to thank SYPTE and SCT for their continued support with funding and advice. In addition, a big thank you to our user groups, who over the years have continued to support and use our services.

We would also like to thank the following that have continued to offer vital support to the organisation over the past years:

- Fairleigh Development Company - who have provided office accommodation
- The Ecumenical Parish of Sheffield Manor - who have provided a room to hold our AGM
- St Theresa School - for continuing to allow us to use their premises to park our vehicles safely and securely overnight.

- Finally - a huge Thank You! To our funders, without whom this service would be very difficult to maintain.

**Dave Brown – Chair**

## Vehicle Report

Once again, this year Richard Marshall, Adam Morley and Kevan Brown have ensured that all three minibuses have been taken for their 8 weekly safety checks, twice annually tail lift services and annual service in addition to anything else that has arisen i.e. new tyres fitted. All three Drivers have also cleaned the buses during this period. Fortunately, there have been no major issues with the buses apart from the ongoing saga with Stoneacres and Peugeot, with regards to the side step on FCC - which sticks and is a common fault on these vehicles. However, the cost to replace is £3,000, hence the ongoing saga as Stoneacres have to be continually chased and in turn, they are discussing the fault with Peugeot. Fortunately, we got the vehicle in whilst it is under warranty. Even so, we still await the outcome.

Richard generally keeps the buses topped up with AdBlue and screenwash

The Drivers have fuel cards and put diesel in themselves.

Richard & Kevan have a schedule of when and where to take the buses for their safety checks, tail lift services and annual service and use their initiative to book in the buses for whatever is required to keep them operational. Lisa has taxed the buses, sought the most competitive insurance and the best breakdown cover for the buses for this current year. Richard & Kevan will be taking the buses for their MOTs during September.

## Financial Report

We have had another very positive year to date, with up to pre pandemic usage regarding User Group numbers. We are taking 12 groups per week and other ad hoc groups, which our volunteers go the extra mile in order to fit these ad hoc groups in amongst their regular groups.

I am pleased to report that this year, once again, has been a financially stable one, given the grants already received. The general unrestricted reserve fund remains at £10,628 helping to continue to provide the organisation with some future financial stability. Fortunately, yet again, we have not had to touch the reserve.

The General Manager's, vehicle running costs and volunteer expenses accounted for the majority of the expenditure this year. The following funding applications, have ensured that a large proportion of the volunteers training and expenses are covered:

The Scurrah Wainwright Charity	£2,000
Harry Bottom Charitable Trust	£3,000
The Arnold Clark Community Fund	£1,000
Newground Together	£ 280
Sheffield City Council (Ward Pot)	£ 500
Mr Peter Warr	£ 100
Sheffield City Council	£2,000
Sheffield Town Trust	£3,000

We would like to thank SYPTE and SCT for their continued support with funding through the Service Level Agreement in addition to all of our user groups over the last year who have continued to support and use our services.

We would like to thank the volunteers this year for their hard work, dedication and enthusiasm without whom this service would fail; David & Julia Allison, Peter Bemba, Kevan Brown, Fiona Dewar, Alison James, Richard Marshall, Adam Morley, and more recently Sean Bennett, Jacqueline Newton and Jay Rawson and although it still appears that we have many volunteers which are in the main Passenger Assistants we are therefore still in dire need of Drivers.

Finally, we would like to thank Matthew Herring of Hollis & Co for preparing the 2021/2023 Financial Accounts. If you would like a copy please contact me.

Lisa Frazer  
General Manager

## **Trustee Biographies**

### **David Brown – Chair**

I left City school in 1975 and started work at George Robson and Sons as a Draughtsman. Office life didn't suit me at that time so I left and became a Machine Setter at Presto Tools. From there I went on to be a Welder for over 20 years before becoming a Postman. After 4 years as a 'Postie' I went into IT in around 2005. Initially I attended various courses gaining the necessary qualifications and secured employment at Dinnington Area Regeneration Trust (DART). This was in the position of ICT Coordinator/Manager on a 2 year fixed term contract. The contract finished in June 2007 and I immediately gained employment at The Rotherham NHS Foundation Trust (RFT), as an IT Technician/Analyst. Since being there, I have worked my way up to the position of Team Leader of the IT Service desk/1st Line support team and Deputy RA Manager. I have now been at RFT for 13 years and will hopefully be there for a few more.

### **Keith G Grainger—Vice Chair**

Our family came to Sheffield in 1946 after my Dad was demobbed from the Royal Air Force. We lived in Crookes and I went to Western Road Secondary School. I left school in 1949 and went to work as an Apprentice Engineer. In 1952 I was called up to do my National Service, I signed on to do 22 years but after 15 years I had enough and finished my service with the rank of Sergeant. I met Jean my partner in 1968 and in 1969 we had a son Paul, in 1974 we had a daughter Marie.

I had various jobs: Sheffield Rolling Mills—Storeman, William Rowlings—HGV Driver, (Steel) Lechler—Storeman, Driver, Stanlor Finance (Wilson Tupholme) Transport Manager. I retired in 1993 aged 60. We live in Pitsmoor from 1968. In 1979 we moved to the Manor. Jean my partner died in 2010, I had a visit from Dawn Dale and Steve Johnson who got me out of my shell getting me involved with the Man R Men Group which I have been with ever since.

### **Philip Staton – Secretary**

I spent 30 years in the Retail trade laterally as new concepts stores openings manager. 12 years self-employed within the Hairdressing supplies trade. Recently unemployed I have been a volunteer for Manor Transport as a driver, then sitting on MCT committee, Worked as a Volunteer volunteering advisor for V.A.S, I also sit on a local community run snooker club. I run a 1270 strong local History Facebook group plus a separate local History meeting group. We have recently received Lottery funding to promote our group plus local education projects, and its aim of preserving memories through recording the elderly plus memory impaired residents.

## **Trustee Biographies ~ Continued**

### **Peter Clark—Treasurer**

I began working in Social Care in 1978 within the old Approved School system moving to disability services in 1986. In the early years I managed an assessment centre for people with a learning disability and, when the legislation changed an City wide team which assessed all school leavers with a disability, including those with a sensory impairment.

I was seconded from my post between 1992 and 1994 to review Social Services transport needs, working with the National Audit Commission. Following s restructure I managed some accommodation, some day care and some social workers before I ended up managing all the learning disability accommodation in the City.

My final job within the Council, before I retired, was a joint appointment with Health as the Commissioning Officer for Disability Services which involved, amongst other things, the production of Annual Development Plans and representing the Authority on a couple of National Working Parties.

I left the Council when my wife became terminally ill and set up my own business as a Disability Consultant. I finally retired about seven years ago.

### **Ian Wood—Committee Member**

I was born and brought up in Sheffield and always had an interest in the welfare of other people. I commenced my Mental Health Nurse Training in 1980 at the former Middlewood Hospital. After qualifying in 1983, I worked for almost a year in child psychiatry, where I met my future wife, before moving to work in Derbyshire with older adults and subsequently with adult mental health in the High Peak, based in Buxton. We returned to Sheffield in 2000, where I worked on community in South East Sheffield, before joining the Mental Health Crisis Assessment team covering all Sheffield, until my retirement in 2010. Subsequently, we have spent a considerable amount of time in France, I have attempted to improve my French language skills, , spent a month touring Australia, volunteer at St Luke's Hospice shop PAT testing electrical appliances prior to resale, before volunteering as a driver for Manor CT.

## **Staff Biographies**

### **Lisa Frazer – General Manager**

I commenced work in this sector in 2000 as a Sessional Worker for Ryton Credit Union, a year later I went on secondment to Kiveton Park & Wales Community Development Trust as Administration Officer. In 2004 I moved to Dinnington Area Regeneration Trust (D.A.R.T) as Administration Officer. In 2005 Dave Brown started at DART and the rest as they say is history. Dave and I have 4 children between us; Oliver, Emily, Jacob Frazer and Charlotte Brown. We have 6 grandchildren; in 2013 Oliver married Suzannah with Kellum and Leighton to a previous relationship, May 2018 Charlotte gave birth to Sebastian June 2019 Emily gave birth to identical twins Ethan and Lachlan and January 2022 Charlotte had another little boy, Theo My life has become manic juggling work and home life helping Emily who gave birth via caesarean section with the boys (wild horses wouldn't keep me away) and my mum, Lynda, who has MS and I love every minute of it. I am very lucky and extremely grateful to have a fantastic family, job I love and a wonderful team of Volunteers and Trustees without whom MCT would not be able to function.

Manor Community Transport  
Would like to thank support from:

The Scurrah Wainwright Charity  
Harry Bottom Charitable Trust  
The Arnold Clark Community Fund  
Newground Together  
Sheffield City Council (Ward Pot)  
Mr Peter Warr  
Sheffield City Council  
Sheffield Town Trust

In addition to the Volunteers who have supported us over the  
last year:

David & Julia Allison  
Peter Bemba  
Kevan Brown  
Fiona Dewar  
Alison James  
Richard Marshall  
Adam Morley  
Jacqueline Newton

Manor Community Transport Offices  
131 Fairleigh  
Sheffield  
S2 1LB

[www.manorcommunitytransport.org.uk](http://www.manorcommunitytransport.org.uk)



Find us on  
**Facebook**

Telephone: 0114 265 4275  
E-mail: [manormobeel@googlemail.com](mailto:manormobeel@googlemail.com)  
Registered Charity No:  
1158675

**Charity Number: 1158675**

**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**Hollis and Co Limited  
Chartered Accountants**

**MANOR COMMUNITY TRANSPORT**

**CONTENTS**

	Pages
Independent Examiner's Report	1
Receipts and Payments Account	2
Statement of Assets and Liabilities	3
Notes to the Accounts	4 - 5

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**MANOR COMMUNITY TRANSPORT**

I report to the charity trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31 March 2022, which are set out on pages 2 to 5.

**Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the Trust are not required to be audited under the 2011 Act and are eligible for independent examination, I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination, I have followed the applicable 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 material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act; or
- the accounts do not accord with the accounting records

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.

Peter Hollis  
ICAEW  
Hollis and Co Limited  
Chartered Accountants  
35 Wilkinson Street  
Sheffield S10 2GB

Date 30 November 2022

**MANOR COMMUNITY TRANSPORT**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED**

**31 MARCH 2022**

		<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
		<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>					
Earned Income		17,305		17,305	2,282
Sheffield Community Transport		17,247		17,247	18,761
Grants	2	1,000	10,780	11,780	13,465
Bank interest		6		6	11
Other		100		100	120
<b>Total receipts</b>		<u>35,658</u>	<u>10,780</u>	<u>46,438</u>	<u>34,639</u>
<b>Payments</b>					
Fuel, repairs tax & insurance		10,225		10,225	3,429
Wages		15,857		15,857	15,015
Accountancy		818		818	936
Insurance		273		273	300
Printing & Advertising		561		561	70
Telephone		668		668	714
Administration costs			7,988	7,988	2,205
Business development			460	460	3,502
Sundry expenses		1,155		1,155	244
Bank charges		106		106	97
<b>Total payments</b>		<u>29,663</u>	<u>8,448</u>	<u>38,111</u>	<u>26,512</u>
<b>Net receipts/(payments) for the year</b>		5,995	2,332	8,327	8,127
<b>Cash &amp; Bank Balances as at 31/3/2021</b>		<u>87,910</u>	<u>(6,109)</u>	<u>81,801</u>	<u>73,674</u>
<b>Cash &amp; Bank Balances as at 31/3/2022</b>		<u>93,905</u>	<u>(3,777)</u>	<u>90,128</u>	<u>81,801</u>

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2022**

	<u>2022</u>	<u>2021</u>
	£	£
<b>1. Cash Funds</b>		
Unrestricted funds	93,905	87,910
Restricted fund	(3,777)	(6,109)
Capital Reserve	<u>10,500</u>	<u>10,500</u>
	100,628	92,301
	-----	-----
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles - cost	98,820	98,820
Vehicle grants	98,820	98,820
	-----	-----
	-	-
	-----	-----
<b>3. Liabilities</b>		
Independent examination	1,900	390
Grants received in advance	-	1,515
HM Revenue and Customs	<u>-</u>	<u>97</u>
	1,900	2,002
	=====	=====

Signed on behalf of the Trustees on 20 August 2022 by

D Brown      Trustee

P Clark      Trustee

## MANOR COMMUNITY TRANSPORT

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2022

#### 1. Receipts and Payments Account

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accruals basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

2. Grants	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>2022</u>	<u>2021</u>
	£	£	£	£
Arnold Clark Communities Fund	1,000		1,000	-
Harry Bottom Charitable Trust		3,000	3,000	-
Freshgate Trust			-	2,000
James Neil Trust			-	1,000
New Ground Together Memorial Trust		280	280	465
			-	1,000
Scurrah Wainwright Charity		2,000	2,000	-
Sheffield City Council		2,000	2,000	2,000
Sheffield City Council (Ward Pot)		500	500	-
Sheffield Town Trust		3,000	3,000	3,000
South Yorks Community Foundation			-	4,000
	<hr/>	<hr/>	<hr/>	<hr/>
	1,000	10,780	11,780	13,465
	<hr/>	<hr/>	<hr/>	<hr/>

#### 3. Reserves Policy

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2022 amounted to £93,905.

The movement on all reserves is shown in note 4 to the accounts.

**MANOR COMMUNITY TRANSPORT**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**4. Reserves**

	<b><u>Unrestricted</u></b> <b><u>Funds</u></b>	<b><u>Restricted</u></b> <b><u>Funds</u></b>	<b><u>2022</u></b> <b><u>Total</u></b>	<b><u>2021</u></b> <b><u>Total</u></b>
	£	£	£	£
At 1 April 2021	87,910	(6,109)	81,801	73,674
Surplus for the year	5,995	2,332	8,327	8,127
Transfer to General Reserve	-	-	-	-
	-----	-----	-----	-----
	93,905	(3,777)	90,128	81,801
	-----	-----	-----	-----

**5. Capital Reserves**

The unrestricted Capital Reserve at 31 March 2022 amounted to £10,500. There have been no movements in the Reserve over the past year.

**Charity Number: 1158675**

**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**Hollis and Co Limited  
Chartered Accountants**

**MANOR COMMUNITY TRANSPORT**

**CONTENTS**

	Pages
Independent Examiner's Report	1
Receipts and Payments Account	2
Statement of Assets and Liabilities	3
Notes to the Accounts	4 - 5

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**MANOR COMMUNITY TRANSPORT**

I report to the charity trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31 March 2022, which are set out on pages 2 to 5.

**Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the Trust are not required to be audited under the 2011 Act and are eligible for independent examination, I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination, I have followed the applicable 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 material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act; or
- the accounts do not accord with the accounting records

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.

Peter Hollis  
ICAEW  
Hollis and Co Limited  
Chartered Accountants  
35 Wilkinson Street  
Sheffield S10 2GB

Date 30 November 2022

**MANOR COMMUNITY TRANSPORT**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED**

**31 MARCH 2022**

		<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
		<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>					
Earned Income		17,305		17,305	2,282
Sheffield Community Transport		17,247		17,247	18,761
Grants	2	1,000	10,780	11,780	13,465
Bank interest		6		6	11
Other		100		100	120
<b>Total receipts</b>		<u>35,658</u>	<u>10,780</u>	<u>46,438</u>	<u>34,639</u>
<b>Payments</b>					
Fuel, repairs tax & insurance		10,225		10,225	3,429
Wages		15,857		15,857	15,015
Accountancy		818		818	936
Insurance		273		273	300
Printing & Advertising		561		561	70
Telephone		668		668	714
Administration costs			7,988	7,988	2,205
Business development			460	460	3,502
Sundry expenses		1,155		1,155	244
Bank charges		106		106	97
<b>Total payments</b>		<u>29,663</u>	<u>8,448</u>	<u>38,111</u>	<u>26,512</u>
<b>Net receipts/(payments) for the year</b>		5,995	2,332	8,327	8,127
<b>Cash &amp; Bank Balances as at 31/3/2021</b>		<u>87,910</u>	<u>(6,109)</u>	<u>81,801</u>	<u>73,674</u>
<b>Cash &amp; Bank Balances as at 31/3/2022</b>		<u>93,905</u>	<u>(3,777)</u>	<u>90,128</u>	<u>81,801</u>

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2022**

	<u>2022</u>	<u>2021</u>
	£	£
<b>1. Cash Funds</b>		
Unrestricted funds	93,905	87,910
Restricted fund	(3,777)	(6,109)
Capital Reserve	<u>10,500</u>	<u>10,500</u>
	100,628	92,301
	-----	-----
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles - cost	98,820	98,820
Vehicle grants	98,820	98,820
	-----	-----
	-	-
	-----	-----
<b>3. Liabilities</b>		
Independent examination	1,900	390
Grants received in advance	-	1,515
HM Revenue and Customs	<u>-</u>	<u>97</u>
	1,900	2,002
	=====	=====

Signed on behalf of the Trustees on 20 August 2022 by

D Brown      Trustee

P Clark      Trustee

## MANOR COMMUNITY TRANSPORT

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2022

#### 1. Receipts and Payments Account

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accruals basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

2. Grants	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>2022</u>	<u>2021</u>
	£	£	£	£
Arnold Clark Communities Fund	1,000		1,000	-
Harry Bottom Charitable Trust		3,000	3,000	-
Freshgate Trust			-	2,000
James Neil Trust			-	1,000
New Ground Together Memorial Trust		280	280	465
			-	1,000
Scurrah Wainwright Charity		2,000	2,000	-
Sheffield City Council		2,000	2,000	2,000
Sheffield City Council (Ward Pot)		500	500	-
Sheffield Town Trust		3,000	3,000	3,000
South Yorks Community Foundation			-	4,000
	<hr/>	<hr/>	<hr/>	<hr/>
	1,000	10,780	11,780	13,465
	<hr/>	<hr/>	<hr/>	<hr/>

#### 3. Reserves Policy

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2022 amounted to £93,905.

The movement on all reserves is shown in note 4 to the accounts.

**MANOR COMMUNITY TRANSPORT**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**4. Reserves**

	<b><u>Unrestricted</u></b> <b><u>Funds</u></b>	<b><u>Restricted</u></b> <b><u>Funds</u></b>	<b><u>2022</u></b> <b><u>Total</u></b>	<b><u>2021</u></b> <b><u>Total</u></b>
	£	£	£	£
At 1 April 2021	87,910	(6,109)	81,801	73,674
Surplus for the year	5,995	2,332	8,327	8,127
Transfer to General Reserve	-	-	-	-
	-----	-----	-----	-----
	93,905	(3,777)	90,128	81,801
	-----	-----	-----	-----

**5. Capital Reserves**

The unrestricted Capital Reserve at 31 March 2022 amounted to £10,500. There have been no movements in the Reserve over the past year.

**MANOR COMMUNITY TRANSPORT**

England & Wales - Charity number 1158675

---

# Accounts

---



**MANOR  
COMMUNITY**  
*Transport*

## Annual Report 2021

In Partnership with:

Sheffield Community Transport (SCT)

South Yorkshire Passenger Transport Executive (SYPTTE)

## CONTENTS

Contents & Committee Members	2
Chair Report & Vehicle Reports	3
Finance Report	4
Trustee Biographies	5
Trustee Biographies ~ Continued & Staff	6
Thanks	7
Contact Details	8

\*\*\*\*\*

### Officers

Chair—David Brown  
Vice Chair—Keith Grainger  
Secretary—Philip Staton  
Treasurer—Pete Clark

### Committee Members

Ian Wood

## Chair Report

MCT has now passed its 40<sup>th</sup> anniversary of providing a service to the local and surrounding communities. Giving support to many that might otherwise be housebound and socially excluded.

We had planned to celebrate our 40<sup>th</sup> Anniversary sometime this year but Covid-19 once again has forced us to cancel. However, we are looking at future dates so we can go ahead and celebrate such an achievement.

The aim of Manor Community Transport has always been to provide a reliable, safe and affordable minibus transport service. Helping to improve the quality of life for people in the community. The majority of whom might be living in poverty and have mobility issues, with no other means of transport available to them. Without our service, people within the community might feel isolated within their own homes. The specialised transport service we provide enables those most at risk of isolation to attend exercise groups, day centres, lunch clubs, church groups and other events, helping them to live a more vibrant, happier and healthier old age by enabling them to stay active for longer. Indeed, Manor Community Transport is a key enabler for many of the User Groups who use our service. They would be unable to provide for their customer base without our transport service. Make no mistake; our three mini buses bring an enormous benefit to so many people.

None of the services we provide would be possible without our brilliant team of Volunteers. The Trustees would like to convey their utmost thanks to all our Volunteers; David & Julia Allison, Peter Bemba, Kevan & Wendy Brown, Karen Colley, Fiona Dewar, Alison James, Isha Jain, Keith, Mannion, Richard Marshall, Adam Morley, Mohammed Shabir, Dawn Maris and Ian Wood, whose dedication, enthusiasm, tenacity and generosity, allows MCT to operate. All our volunteers regularly go the extra mile to ensure the continuation of our service. I would like to further thank my fellow Trustees; Keith Grainger, Philip Staton, Pete Clark and Ian Wood for ensuring the sustainability of MCT in these challenging times.

We would like to thank SYPTE and SCT for their continued support with funding and advice. In addition, a big thank you to our user groups, who over the years have continued to support and use our services.

We would also like to thank the following that have continued to offer vital support to the organisation over the past years:

- Fairleigh Development Company - who have provided office accommodation
- The Ecumenical Parish of Sheffield Manor - who have provided a room to hold our AGM
- St Theresa School - for continuing to allow us to use their premises to park our vehicles safely and securely overnight.
- Finally - a huge Thank You! To our funders, without whom this service would be very difficult to maintain.

**Dave Brown – Chair**

## Vehicle Report

As you are aware, we no longer employ a paid driver; Richard Marshall, Adam Morley and Kevan Brown, all stepped up to help; they have taken all 3 minibuses for their safety checks and services and additionally for their 6 monthly tail lift services. Richard has been running the buses and operating the tail lifts on a weekly basis to keep them operational as well as filling with fuel, AdBlue, screenwash and whatever else they require. All three have also cleaned the buses during this period.

Richard Adam & Kevan have a schedule of when and where to take the buses and use their initiative to book in the buses for whatever is required to keep them operational.

Lisa has taxed the buses, sought the most competitive insurance and the best breakdown cover for the buses for this current year and Richard Adam & Kevan will be taking the buses for the MOTs during September.

## Financial Report

Following another crazy year, with the “opening up” following the pandemic we are now in the process of building up again. From only 1 group using our service, on and off during this challenging time, we are now driving for Darnall Dementia Group 3 days per week, Enable 3-4 days per week, Thornbridge Hall 5 days per week, St Switun’s once a week, Arbourthorne Group had an ad hoc trip to Mabelthorpe on the 10<sup>th</sup> August and Enable had a trip to Wentworth Garden Centre on 27<sup>th</sup> August Meersbrrook Lunch Club aim to resume on the 20<sup>th</sup> September and hopefully other Lunch Clubs will follow suit. Things are really looking positive and hopefully we can not only sustain this growth but further develop.

I am pleased to report that this year, once again, has been a financially stable one, given the grants already received. The general unrestricted reserve fund remains at £10,628 helping to continue to provide the organisation with some future financial stability. Fortunately, we have not had to touch the reserve during this very trying time

The General Manager’s, vehicle running costs and volunteer expenses accounted for the majority of the expenditure this year. The following funding applications, have ensured that a large proportion of the volunteers training and expenses are covered:

Mr Peter Warr	£ 100
South Yorkshire’s Community foundation	£4,000
Freshgate Foundation	£2,000
James Neill Trust	£1,000
Queen Victoria & Johnson Memorial Trust	£1,000
Sheffield Town Trust	£3,000
South Yorkshire Community Foundation	£2,000
Sheffield City Council	£1,250
Sheffield City Council (Ward Pot)	£ 500
Newground Together	£ 465
Harry Bottom Trust	£ 3,000
Scurrah Wainwright Charity	£2,000
Arnold Clark	£1,000

Business Development & Sustainability:  
National Lottery Community Fund                      7004.75 remaining

We would like to thank SYPTE and SCT for their continued support with funding through the Service Level Agreement in addition to all of our user groups over the last year who have continued to support and use our services.

We would like to thank the volunteers this year for their hard work, dedication and enthusiasm without whom this service would fail; David & Julia Allison, Peter Bemba, Kevan & Wendy Brown, Karen Colley, Fiona Dewar, Alison James, Isha Jain, Keith, Mannion, Richard Marshall, Adam Morley, Mohammed Shabir, Dawn Maris and Ian Wood. Although it still appears that we have many volunteers they are only able to do a couple of days a week, we therefore still require more drivers.

Finally, we would like to thank Dave Clarke at Rhodes Clarke & Co for preparing the 2020/2021 Financial Accounts. If you would like a copy please contact me.

Lisa Frazer  
General Manager

## **Trustee Biographies**

### **David Brown – Chair**

I left City school in 1975 and started work at George Robson and Sons as a Draughtsman. Office life didn't suit me at that time so I left and became a Machine Setter at Presto Tools. From there I went on to be a Welder for over 20 years before becoming a Postman. After 4 years as a 'Postie' I went into IT in around 2005. Initially I attended various courses gaining the necessary qualifications and secured employment at Dinnington Area Regeneration Trust (DART). This was in the position of ICT Coordinator/Manager on a 2 year fixed term contract. The contract finished in June 2007 and I immediately gained employment at The Rotherham NHS Foundation Trust (RFT), as an IT Technician/Analyst. Since being there, I have worked my way up to the position of Team Leader of the IT Service desk/1st Line support team and Deputy RA Manager. I have now been at RFT for 13 years and will hopefully be there for a few more.

### **Keith G Grainger—Vice Chair**

Our family came to Sheffield in 1946 after my Dad was demobbed from the Royal Air Force. We lived in Crookes and I went to Western Road Secondary School. I left school in 1949 and went to work as an Apprentice Engineer. In 1952 I was called up to do my National Service, I signed on to do 22 years but after 15 years I had enough and finished my service with the rank of Sergeant. I met Jean my partner in 1968 and in 1969 we had a son Paul, in 1974 we had a daughter Marie.

I had various jobs: Sheffield Rolling Mills—Storeman, William Rowlings—HGV Driver, (Steel) Lechler—Storeman, Driver, Stanlor Finance (Wilson Tupholme) Transport Manager. I retired in 1993 aged 60. We live in Pitsmoor from 1968. In 1979 we moved to the Manor. Jean my partner died in 2010, I had a visit from Dawn Dale and Steve Johnson who got me out of my shell getting me involved with the Man R Men Group which I have been with ever since.

### **Philip Staton – Secretary**

I spent 30 years in the Retail trade laterally as new concepts stores openings manager. 12 years self-employed within the Hairdressing supplies trade. Recently unemployed I have been a volunteer for Manor Transport as a driver, then sitting on MCT committee, Worked as a Volunteer volunteering advisor for V.A.S, I also sit on a local community run snooker club. I run a 1270 strong local History Facebook group plus a separate local History meeting group. We have recently received Lottery funding to promote our group plus local education projects, and its aim of preserving memories through recording the elderly plus memory impaired residents.

## **Trustee Biographies ~ Continued**

### **Peter Clark—Treasurer**

I began working in Social Care in 1978 within the old Approved School system moving to disability services in 1986. In the early years I managed an assessment centre for people with a learning disability and, when the legislation changed an City wide team which assessed all school leavers with a disability, including those with a sensory impairment.

I was seconded from my post between 1992 and 1994 to review Social Services transport needs, working with the National Audit Commission. Following s restructure I managed some accommodation, some day care and some social workers before I ended up managing all the learning disability accommodation in the City.

My final job within the Council, before I retired, was a joint appointment with Health as the Commissioning Officer for Disability Services which involved, amongst other things, the production of Annual Development Plans and representing the Authority on a couple of National Working Parties.

I left the Council when my wife became terminally ill and set up my own business as a Disability Consultant. I finally retired about seven years ago.

### **Ian Wood—Committee Member**

I was born and brought up in Sheffield and always had an interest in the welfare of other people. I commenced my Mental Health Nurse Training in 1980 at the former Middlewood Hospital. After qualifying in 1983, I worked for almost a year in child psychiatry, where I met my future wife, before moving to work in Derbyshire with older adults and subsequently with adult mental health in the High Peak, based in Buxton. We returned to Sheffield in 2000, where I worked on community in South East Sheffield, before joining the Mental Health Crisis Assessment team covering all Sheffield, until my retirement in 2010. Subsequently, we have spent a considerable amount of time in France, I have attempted to improve my French language skills, , spent a month touring Australia, volunteer at St Luke's Hospice shop PAT testing electrical appliances prior to resale, before volunteering as a driver for Manor CT.

## **Staff Biographies**

### **Lisa Frazer – General Manager**

I commenced work in this sector in 2000 as a Sessional Worker for Ryton Credit Union, a year later I went on secondment to Kiveton Park & Wales Community Development Trust as Administration Officer. In 2004 I moved to Dinnington Area Regeneration Trust (D.A.R.T) as Administration Officer. In 2005 Dave Brown started at DART and the rest as they say is history. Dave and I have 4 children between us; Oliver, Emily, Jacob Frazer and Charlotte Brown. We have 5 grandchildren; in 2013 Oliver married Suzannah with Kellum and Leighton to a previous relationship, May 2018 Charlotte gave birth to Sebastian and June 2019 Emily gave birth to identical twins Ethan and Lachlan. My life has become manic juggling work and home life helping Emily who gave birth via caesarean section with the boys (wild horses wouldn't keep me away) and my mum, Lynda, who has MS and I love every minute of it. I am very lucky and extremely grateful to have a fantastic family, job I love and a wonderful team of Volunteers and Trustees without whom MCT would not be able to function.

Manor Community Transport  
Would like to thank support from:

Mr Peter Warr  
South Yorkshire's Community foundation  
Freshgate Foundation  
James Neill Trust  
Queen Victoria & Johnson Memorial Trust  
Sheffield Town Trust  
Sheffield City Council  
Newground Together  
Harry Bottom Trust  
Scurrah Wainwright Charity  
Arnold Clark

In addition to the Volunteers who have supported us over the  
last year:

David & Julia Allison  
Peter Bemba  
Kevan & Wendy Brown  
Karen Colley  
Fiona Dewar  
Isha Jain  
Alison James  
Richard Marshall  
Adam Morley  
Mohammad Shabir  
Dawn Maris  
Ian Wood

Manor Community Transport Offices  
131 Fairleigh  
Sheffield  
S2 1LB

[www.manorcommunitytransport.org.uk](http://www.manorcommunitytransport.org.uk)



Find us on  
**Facebook**

Telephone: 0114 265 4275  
E-mail: [manormobeel@googlemail.com](mailto:manormobeel@googlemail.com)  
Registered Charity No:  
1158675

**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**Rhodes Clarke & Co Limited**  
**Accountants**

**MANOR COMMUNITY TRANSPORT**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED**

**31 MARCH 2021**

<b><u>Total</u></b> <b><u>2021</u></b>	<b><u>Total</u></b> <b><u>2020</u></b>	<b>Notes</b>	<b><u>Unrestricted</u></b> <b><u>Funds</u></b>	<b><u>Restricted</u></b> <b><u>Funds</u></b>
<b>£</b>	<b>£</b>		<b>£</b>	<b>£</b>
		Receipts		
Earned Income			2,282	2,282
20,723				
Sheffield Community				
Transport			18,761	18,761
20,152				
Grants		<b>2</b>	13,465	
13,465	13,750			
Bank interest			11	
11	42			
Other			120	120
Sale of vehicles				
	<u>3,700</u>			
<b>Total receipts</b>			<b>34,639</b>	<b>34,639</b>
58,367				
<b>Payments</b>				
Fuel, repairs tax				
& insurance			3,429	3,429
9,343				
Wages			15,015	15,015
19,700				
Accountancy			936	936
1,424				
Insurance			300	300
186				
Printing & Advertising			70	70
145				
Telephone			714	714
829				
Administration costs			2,205	
2,205	8,646			
Legal costs				
15,350				
Purchase of vehicles				
98,820				

Business development		3,502	
3,502	4,258		
Sundry expenses	244		244
1,256			
Bank charges		97	97
104			
	<hr/>	<hr/>	<hr/>
<b>Total payments</b>	<u>20,805</u>	<u>5,707</u>	<u>26,512</u>
<u>160,061</u>			
<b>Net receipts/(payments)</b>			
<b>for the year</b>		£13,834	(£5,707)
£8,127 ( £101,694)			
	<hr/>	<hr/>	<hr/>
	<u>£74,076</u>	<u>( £402)</u>	<u>£73,674</u>
£175,368			
<b>Cash &amp; Bank Balances</b>			
<b>as at 31/3/2021</b>	£87,910	(£6,109)	£81,801
£73,674			
	<hr/>	<hr/>	<hr/>

Page 1

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2021**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
<b>1. Cash Funds</b>		
Unrestricted funds	87,910	
74,076		
Restricted fund	(6,109)	
(402)		
Capital Reserve		<u>10,500</u>
<u>10,500</u>		

£84,174		£92,301
		_____
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles - cost		98820
78859		
Vehicle grants		98820
78859		
		_____
		£ -
		_____
<b>3. Liabilities</b>		
Independent examination		390
390		
Grants received in advance		1,515
1,417		
_____		
HM Revenue and Customs		<u>97</u>
		<u>£2,002</u>
<u>£1,807</u>		

Signed on behalf of the Trustees on 18 September 2021 by

Trustee .....

Trustee .....

page 2

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**OF**

**MANOR COMMUNITY TRANSPORT**

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 1 to 4.

**Respective responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (The 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of The 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5) (b) of The 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of The 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of The 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**David Clarke**  
**Rhodes Clarke & Co Limited**  
**Accountants**  
**42 Market Street**  
**Eckington**  
**Sheffield**  
**S21 4JH**  
**September 2021**

**Date 18**

## **MANOR COMMUNITY TRANSPORT**

### **NOTES TO THE ACCOUNTS**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

#### **1. Receipts and Payments Account**

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accruals basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

<b>2. Grants</b>	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>	
<b><u>Total</u></b>	<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Aviva Community Fund				
2,000				
Freshgate Trust	2,000			2,000
Groundwork UK				
2,000				
James Neil Trust	1,000			1,000
Newground Together	465			465
Queen Victoria & Johnson				
Memorial Trust	1,000			1,000
Sheffield City Council	2,000		2,000	
1,250				
Sheffield City Council -				
Ward Pot				500
Sheffield Town Trust	3,000		3,000	
South Yorks Community				
Foundation	4,000			4,000
6,000				
The JG Graves Charitable				
Trust			2,000	-
	<u>£13,465</u>		<u>£ 13,465</u>	-
<u>£13,750</u>				

### **3. Reserves Policy**

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2021 amounted to £80,622. The movement on all

reserves is shown in note 4 to the accounts.

Page 3

**MANOR COMMUNITY TRANSPORT**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**4. Reserves**

	<b><u>2021</u></b>		<b><u>2020</u></b>	
<b><u>Total</u></b>	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>	
	<b><u>Funds</u></b>	<b><u>Funds</u></b>		
	£	£	£	£
At 1 April 2020	72,897	( 402)	72,495	60,041
Surplus for the year	13,834	(5,707)	8,127	12,454
Transfer to General Reserve	—	—	—	
	£86,731	£ (6,109)	£80,622	
£72,495				

**5. Capital Reserves**

The unrestricted Capital Reserve at 31 March 2021 amounted to £10,500.

There have been no movements in the Reserve over the past year.



**MANOR COMMUNITY TRANSPORT**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**Rhodes Clarke & Co Limited**  
**Accountants**

**MANOR COMMUNITY TRANSPORT**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED**

**31 MARCH 2021**

<b><u>Total</u></b> <b><u>2021</u></b>	<b><u>Total</u></b> <b><u>2020</u></b>	<b>Notes</b>	<b><u>Unrestricted</u></b> <b><u>Funds</u></b>	<b><u>Restricted</u></b> <b><u>Funds</u></b>
<b>£</b>	<b>£</b>	<b>Receipts</b>	<b>£</b>	<b>£</b>
Earned Income 20,723		2,282		2,282
Sheffield Community Transport 20,152		18,761		18,761
Grants 13,465	13,750	<b>2</b> 13,465		
Bank interest 11	42		11	
Other Sale of vehicles <u>3,700</u>		120		120
<b>Total receipts</b> 58,367			34,639	34,639
<b>Payments</b>				
Fuel, repairs tax & insurance 9,343			3,429	3,429
Wages 19,700			15,015	15,015
Accountancy 1,424			936	936
Insurance 186		300		300
Printing & Advertising 145		70		70
Telephone 829		714		714
Administration costs 2,205	8,646		2,205	
Legal costs 15,350				
Purchase of vehicles 98,820				

Business development		3,502	
3,502	4,258		
Sundry expenses	244		244
1,256			
Bank charges		97	97
104			
	<hr/>	<hr/>	<hr/>
<b>Total payments</b>	<u>20,805</u>	<u>5,707</u>	<u>26,512</u>
<u>160,061</u>			
<b>Net receipts/(payments)</b>			
<b>for the year</b>		£13,834	(£5,707)
£8,127 ( £101,694)			
	<hr/>	<hr/>	<hr/>
	<u>£74,076</u>	<u>( £402)</u>	<u>£73,674</u>
£175,368			
<b>Cash &amp; Bank Balances</b>			
<b>as at 31/3/2021</b>	£87,910	(£6,109)	£81,801
£73,674			
	<hr/>	<hr/>	<hr/>

Page 1

**MANOR COMMUNITY TRANSPORT**

**STATEMENTS OF ASSETS & LIABILITIES AS AT 31 MARCH 2021**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
<b>1. Cash Funds</b>		
Unrestricted funds	87,910	
74,076		
Restricted fund	(6,109)	
(402)		
Capital Reserve		<u>10,500</u>
<u>10,500</u>		

	£92,301	
£84,174	_____	_____
<b>2. Assets retained for the Charity's own use</b>		
Motor vehicles - cost		98820
78859		
Vehicle grants		98820
78859		
	_____	_____
	£ -	£ -
	_____	_____
<b>3. Liabilities</b>		
Independent examination		390
390		
Grants received in advance		1,515
1,417 _____		
HM Revenue and Customs		<u>97</u>
		<u>£2,002</u>
<u>£1,807</u>		

Signed on behalf of the Trustees on 18 September 2021 by

Trustee .....

Trustee .....

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**OF**

**MANOR COMMUNITY TRANSPORT**

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 1 to 4.

**Respective responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (The 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of The 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5) (b) of The 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of The 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of The 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**David Clarke  
Rhodes Clarke & Co Limited  
Accountants  
42 Market Street  
Eckington  
Sheffield  
S21 4JH  
September 2021**

**Date 18**

## **MANOR COMMUNITY TRANSPORT**

### **NOTES TO THE ACCOUNTS**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

### **1. Receipts and Payments Account**

The level of income is below £250,000 so the Trustees have opted for accounts to be prepared on a receipts and payments basis rather than an accruals basis. This is in line with Charity Commissioners guidelines and is seen as more appropriate for this organisation.

<b>2. Grants</b>	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>	
<b><u>Total</u></b>	<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Aviva Community Fund				
2,000				
Freshgate Trust	2,000			2,000
Groundwork UK				
2,000				
James Neil Trust	1,000			1,000
Newground Together	465			465
Queen Victoria & Johnson				
Memorial Trust	1,000			1,000
Sheffield City Council	2,000		2,000	
1,250				
Sheffield City Council -				
Ward Pot				500
Sheffield Town Trust	3,000		3,000	
South Yorks Community				
Foundation	4,000			4,000
6,000				
The JG Graves Charitable				
Trust			2,000	-
	<u>£13,465</u>		<u>£ 13,465</u>	-
<u>£13,750</u>				

### **3. Reserves Policy**

It is the aim of the trustees to accumulate an unrestricted reserve equivalent to 25% of income in accordance with Charity Commission recommendations.

The purpose of such a reserve is to help meet fluctuations in receipts or payments.

The general reserve at 31 March 2021 amounted to £80,622. The movement on all

reserves is shown in note 4 to the accounts.

Page 3

**MANOR COMMUNITY TRANSPORT**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**4. Reserves**

	<b><u>2021</u></b>		<b><u>2020</u></b>	
<b><u>Total</u></b>	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>	
	<b><u>Funds</u></b>	<b><u>Funds</u></b>		
	£	£	£	£
At 1 April 2020	72,897	( 402)	72,495	60,041
Surplus for the year	13,834	(5,707)	8,127	12,454
Transfer to General Reserve	-	-	-	
	£86,731	£ (6,109)	£80,622	
£72,495				

**5. Capital Reserves**

The unrestricted Capital Reserve at 31 March 2021 amounted to £10,500.

There have been no movements in the Reserve over the past year.

