

**THE MIDHURST COMMUNITY BUS**

**FINANCIAL STATEMENTS**

**- For the year ended -**

**31 MARCH 2022**

## **THE MIDHURST COMMUNITY BUS**

### **TRUSTEES**

P Mellings (Chairman)  
A Mardle (Treasurer)  
L Grocott  
R Hill  
G Jackson

### **REGISTERED OFFICE**

Greens Court  
West Street  
Midhurst  
West Sussex  
GU29 9NQ

### **INDEPENDENT EXAMINER**

R Morrison  
Chinthurst  
June Lane  
Midhurst  
West Sussex  
GU29 9EW

### **CHARITY NUMBER**

1162657

**THE MIDHURST COMMUNITY BUS**

**INDEX TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

Page

1	Report of the Trustees
3	Independent Examiner's Report
5	Statement of Financial Activities
6	Balance Sheet
7	Notes to the Financial Statements

# **THE MIDHURST COMMUNITY BUS**

## **REPORT OF THE TRUSTEES**

The Trustees present their report and the financial statements for the year to 31 March 2022. The financial statements comply with the current statutory requirements and with the requirements of the Constitution dated 14 July 2015, the Charity's governing document.

The Midhurst Community Bus (MCB) has been registered with the Charity Commission as a Charitable Incorporated Organisation (CIO) (Registration Number 1162657).

### **OBJECTS OF MCB**

As set out in the Constitution, the objects of MCB are to provide transport facilities in Midhurst, West Sussex, and its neighbourhood ("area of benefit") for people who have special need of such facilities because they are elderly, poor or disabled, people with young children or those living in isolated areas where there are no adequate public transport facilities.

In furtherance of the above but not further or otherwise, MCB has the following powers:

- (a) to borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with Sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
- (b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (c) to sell, lease or otherwise dispose of any or all of the property belonging to the CIO. In exercising this power the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (d) to employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a Charity Trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to Charity Trustees and connected persons) and provided it complies with the conditions of that clause;
- (e) to deposit or invest funds, employ a professional fund manager and arrange for the investments or other property of the CIO to be held in the name of a nominee in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

### **THE TRUSTEES AND THEIR POWERS AND FUNCTIONS**

During the period under review the Trustees of MCB have been;

Paul Mellings (Chairman)  
Alain Mardle (Honorary Treasurer)  
Lea Grocott  
Rowena Hill  
George Jackson

The Trustees met five times during the period.

The Trustees have established a General Purposes Committee to manage the day-to-day activities of the MCB.

# **THE MIDHURST COMMUNITY BUS**

## **REPORT OF THE TRUSTEES – CONTINUED**

### **CHARITABLE ACTIVITIES**

Over the period of this report the principal activity of MCB has been the operation of the Midhurst Yellow Bus (MYBus) in Midhurst and the surrounding villages. During the period restrictions caused by the pandemic meant that MYBus had to suspend or restrict its normal services. This included its work with the Sir Geoffrey Todd Trust on provision of a shopping service for individuals with mobility challenges. Full bus operations restarted in August but passenger numbers have been low as people have been reluctant to travel.

The outings started in September with trips to take passengers to Petersfield so that they can visit a bank. It is hoped that the outing programme will expand over the coming year.

West Sussex County Council has continued to pay the concessionary fares at the pre lockdown levels, which provided essential revenue.

The Trustees are extremely grateful to our Volunteers without which we would not be able to provide the services that we do.

### **FINANCIAL DEVELOPMENT**

Largely thanks to the generous sponsorship of local organisations and business, and the support of parish and town councils, together with West Sussex County Council, the period reported on in the Financial Statements has been a positive one for MCB.

### **RESERVES POLICY**

It is the policy of MCB that unrestricted net current assets (debtors & prepayments, plus cash at bank, less current liabilities) which have not been designated for a specific purpose should be maintained at a level equivalent to six months' forecast expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue MCB's current activities while consideration is given to ways in which additional funds may be raised.

The coming months continue to bring a large amount of uncertainty.

The trustees believe that existing sources of income will continue to suffer. The economic downturn is having an impact on sponsorship and donations. It is not known whether West Sussex County Council will continue to provide the annual operating grant.

The transfers of funds between Unrestricted funds, Designated and Restricted funds are:

Net current assets for Unrestricted funds are £5,078, this being six months' forecast expenditure (Forecast annual running expenses excluding depreciation are £10,000).

The balance carried forward on the Contingency fund is £7,500 which represents a reserve to cover potential additional costs and decrease in income over the coming months as there is still a lot of uncertainty.

£1,500 has been transferred to the Vehicle Replacement Reserve fund which now stands at £25,500.



## **THE MIDHURST COMMUNITY BUS**

### **REPORT OF THE TRUSTEES (CONTINUED)**

#### **RISK FACTORS**

The Trustees have assessed the major risks to which the association is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **RESPONSIBILITIES OF THE TRUSTEES**

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **PUBLIC BENEFIT STATEMENT**

The Trustees are satisfied that they have complied with the duty in section 17 of the Charities Act 2011 to have regard to the public benefit guidance issued by the Charity Commission.



P Mellings  
By Order of the Trustees

Date: 9 May 2022

## THE MIDHURST COMMUNITY BUS

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE MIDHURST COMMUNITY BUS

I report on the accounts of the charity for the year ended 31 March 2022 which are set out on pages 5 to 11.

#### 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 statement

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 the 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.



R Morrison  
Chinthurst  
June Lane  
Midhurst  
West Sussex  
GU29 9EW

Dated: 9 May 2022

# THE MIDHURST COMMUNITY BUS

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Income from:</b>	1.3					
Donations & legacies		3,662	0	0	3,662	31,723
Charitable activities		4,740	0	0	4,740	4,516
Other trading activities		1,800	0	0	1,800	0
Investment income		<u>23</u>	<u>0</u>	<u>0</u>	<u>23</u>	<u>198</u>
	2	<u>10,225</u>	<u>0</u>	<u>0</u>	<u>10,225</u>	<u>36,437</u>
<b>Expenditure on:</b>	1.4					
Charitable activities	3	<u>20,767</u>	<u>0</u>	<u>0</u>	<u>20,767</u>	<u>12,964</u>
<b>Net incoming (outgoing) resources for the year before transfers</b>		(10,542)	0	0	(10,542)	23,473
<b>Transfers between funds</b>	8	<u>(1,500)</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net incoming (outgoing) resources for the year</b>		(12,042)	1,500	0	(10,542)	23,473
Fund balances brought forward		<u>55,165</u>	<u>31,500</u>	<u>0</u>	<u>86,665</u>	<u>63,192</u>
<b>Fund balances carried forward</b>	8	<u>43,123</u>	<u>33,000</u>	<u>0</u>	<u>76,123</u>	<u>86,665</u>

The notes on pages 7 to 11 form part of these financial statements



# THE MIDHURST COMMUNITY BUS

## BALANCE SHEET AT 31 MARCH 2022

	Notes	2022 £	2021 £
<b>FIXED ASSETS</b>	5	38,045	50,727
<b>CURRENT ASSETS</b>			
Debtors	6	2,161	8,911
Cash at bank and in hand		<u>36,217</u>	<u>27,334</u>
		38,378	36,245
<b>CREDITORS: Amounts falling due within one year</b>	7	<u>(300)</u>	<u>(307)</u>
<b>NET CURRENT ASSETS</b>		<u>38,078</u>	<u>35,938</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		76,123	86,665
<b>CREDITORS: Amounts falling due after one year</b>		<u>0</u>	<u>0</u>
<b>NET ASSETS</b>		<u>76,123</u>	<u>86,665</u>
<b>REPRESENTED BY:</b>			
Unrestricted funds:			
General fund		43,123	55,165
Designated fund		33,000	31,500
Restricted funds		<u>0</u>	<u>0</u>
<b>Total funds</b>	8	<u>76,123</u>	<u>86,665</u>

The financial statements were approved by the Trustees on 9 May 2022 and signed on their behalf by:-



P Mellings  
Chairman

The notes on pages 7 to 11 form part of these financial statements

# THE MIDHURST COMMUNITY BUS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 1. ACCOUNTING POLICIES

#### 1.1 Basis of Accounting

The accounts are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

#### 1.2 Funds

MCB reviews incoming resources to determine whether any funds should be treated as restricted. Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in Note 10.

The Trustees have the power to set unrestricted funds aside for specific purposes. These funds are known as designated funds. The purposes and uses of the designated funds are set out in Note 8.

#### 1.3 Income

Donations, legacies, grants and similar income are accounted for on a receipts basis.

Income from operating activities in furtherance of the objects of the charity are accounted for on an accruals basis.

Investment income represents interest on bank deposits and is accounted for on a receipts basis.

#### 1.4 Expenditure

Direct charitable expenditure represents the running costs of the vehicle and the costs of administration of MCB. This is accounted for on an accruals basis.

#### 1.5 Unpaid Trustees & Volunteers

The Trustees are unpaid in their capacity as Trustees. Neither this, nor the value of contributions by volunteers, is reflected within the Statement of Financial Activities.

#### 1.6 Depreciation

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

Motor vehicles	- over seven years on a writing-down basis
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# THE MIDHURST COMMUNITY BUS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 2. INCOME

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Donations & legacies:				
Donations, grants & sponsorship	1,145	0	1,145	29,204
Legacy	0	0	0	0
Memberships	17	0	17	19
Revenue support grant	2,500	0	2,500	2,500
Amortisation of loan	0	0	0	0
	<u>3,662</u>	<u>0</u>	<u>3,662</u>	<u>31,723</u>
Charitable activities:				
Fares (including concessions)	<u>4,740</u>	<u>0</u>	<u>4,740</u>	<u>4,516</u>
Other trading activities:				
Fund-raising	400	0	400	0
Hirings	1,400	0	1,400	0
	<u>1,800</u>	<u>0</u>	<u>1,800</u>	<u>0</u>
Investment income:				
Interest on bank deposits	<u>23</u>	<u>0</u>	<u>23</u>	<u>198</u>
Total income	<u>10,225</u>	<u>0</u>	<u>10,225</u>	<u>36,437</u>

Major sources of income for the year include:

Revenue support grant of £2,500 from West Sussex County Council.

## THE MIDHURST COMMUNITY BUS

### 3. EXPENDITURE

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Charitable activities:				
Vehicle running expenses	4,970	0	4,970	3,190
Vehicle depreciation	12,682	0	12,682	4,140
Loss on sale of vehicle	0		0	4,230
Telephone	283	0	283	283
Print, post & stationery	19	0	19	0
Marketing	1,353	0	1,353	240
Professional fees	460	0	460	570
Sundry expenses	1,000	0	1,000	212
Training	0	0	0	74
Total expenditure	<u>20,767</u>	<u>0</u>	<u>20,767</u>	<u>12,964</u>

### 4. RELATED PARTY TRANSACTIONS

During the year MCB reimbursed 4 (2021 – 4) trustees a total of £1,343 (2021 - £816) for expenses incurred on behalf of MCB.

Goodale Mardle Limited, a company of which A Mardle is a director and shareholder, charged MCB £300 (2021 - £300) for professional services provided to MCB. This is permitted by the Constitution.

### 5. FIXED ASSETS

	Total £
Cost:	
At 1 April 2021	50,727
Additions	0
Disposals	<u>0</u>
At 31 March 2022	<u>50,727</u>
Depreciation:	
At 1 April 2021	0
Charge for the year	12,682
Disposals	<u>0</u>
At 31 March 2022	<u>12,682</u>
Net book value:	
At 31 March 2022	<u>38,045</u>
At 31 March 2021	<u>50,727</u>

# THE MIDHURST COMMUNITY BUS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 6. DEBTORS

	2022 £	2021 £
Trade debtors	0	0
VAT repayable	221	7,124
Prepayments & other debtors	<u>1,940</u>	<u>1,787</u>
	<u>2,161</u>	<u>8,911</u>

### 7. CREDITORS – amounts falling due within one year

	2022 £	2021 £
Trade creditors	0	7
Other creditors	0	0
Accruals	<u>300</u>	<u>300</u>
	<u>300</u>	<u>307</u>

### 8. STATEMENT OF FUNDS

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
General fund	55,165	10,225	(20,767)	(1,500)	43,123
Designated funds:					
Vehicle replacement reserve	24,000	0	0	1,500	25,500
Contingency fund	7,500	0	0	0	7,500
Restricted funds:					
Vehicle replacement grants	0	0	0	0	0
Total funds	<u>86,665</u>	<u>10,225</u>	<u>(20,767)</u>	<u>0</u>	<u>76,123</u>



