



Trustees' Annual Report for the period

| | | | | | | | |
|-------------|-------------------|---------|----------|-----------|-----------------|---------|----------|
| From | Period start date | | | To | Period end date | | |
| | Day01 | Month01 | Year2021 | | Day31 | Month12 | Year2021 |

Section A Reference and administration details

Charity name Tavistock Community Transport Association

Other names charity is known by Tavistock Country Bus

Registered charity number (if any) 1171763

Charity's principal address 113 Old Exeter Rd

Tavistock

Devon

Postcode

PL19 0JB

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------|-----------------|-----------------------------------|---|
| 1 | D de Glanville | Chairman | | |
| 2 | R Burdfield | Treasurer | | |
| 3 | J Langton | Secretary | | |
| 4 | R Huish | Passenger data | | |
| 5 | C Grice | Bus Maintenance | | |
| 6 | | | | |
| 7 | | | | |
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| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |

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| | | |
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Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
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| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

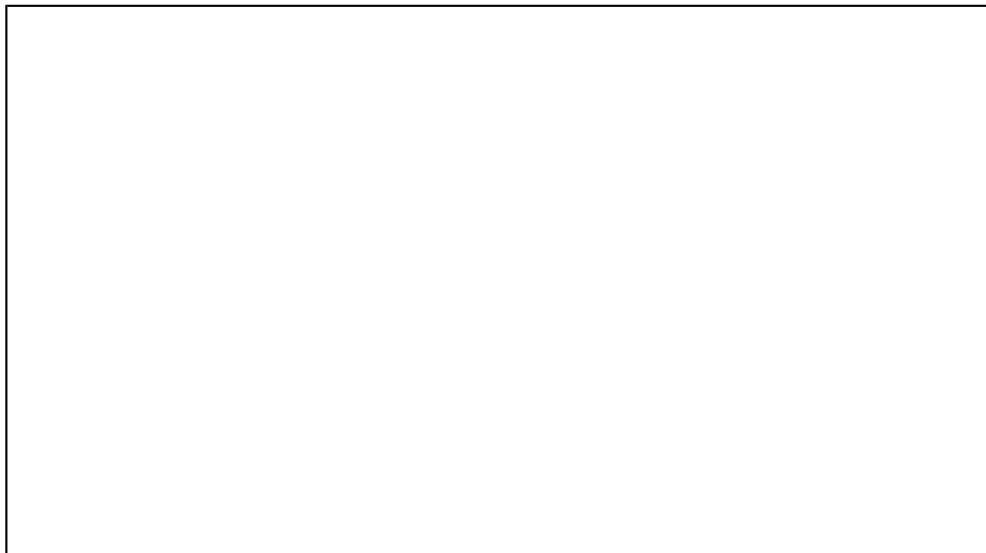
| | |
|---|--------------------------------------|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed for set number of years |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Rules and Procedures of the Tavistock Community Bus Association
Instructions for drivers
Member of Transport for your Community



Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide a community transport service for the residents of Tavistock and the surrounding villages.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We provide transport for those residents who are in need, because of age, sickness, or disability, poverty, or a lack of availability of public services of transport.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Severe reduction in services due to on-going Covid Pandemic. New bus in service from January 2021 but only offered restricted town routes in first half of year. Saturday services resumed in second half of year.

Section E

Financial review

Brief statement of the charity's policy on reserves

Policy for holding reserves is to accumulate enough to purchase a new bus every 6 to 7 years

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Devon County Council
Cornwall County Council
Number of bus passes used

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|----------------------------|--|
| Signature(s) | D R de Glanville | |
| Full name(s) | Derek Ranulph de Glanville | |
| Position (eg Secretary, Chair, etc) | Chairman | |
| Date | 04/4/2022 | |

TAVISTOCK COMMUNITY TRAI

YEAR ENDED 31ST D

OPERATING STATEME

NSPORT ASSOCIATION

ECEMBER 2021

:NTS

Tavistock Community Transport Associati

Operating Statement

Year Ended 31st December 2021

2020
£

INCOME:

| | |
|--------|--|
| 123 | Fares |
| - | Sundries |
| 3,634 | Operating subsidies - Cornwall Council |
| 15,601 | Operating subsidies - Devon County Council |
| - | Operating subsidies - Other |
| 1,362 | Fuel Duty Rebate |
| 1,566 | Other Grants |
| 1,207 | Donations/tips |

23,493

TOTAL

EXPENDITURE:

| | |
|-------|----------------------------------|
| 1,928 | Fuel |
| 448 | Services & Repairs |
| - | Bus Hire/ TASS charges |
| 1,405 | Licence & Insurances |
| 216 | Postage & Telephone |
| 559 | Printing/ Publicity & Stationery |
| - | Officers' expenses |
| 758 | Drivers' Dinner |
| 233 | Marketing |
| 200 | Accountancy & Professional |
| 115 | Sundry expenses |
| 362 | Ticketer licence |
| 2,128 | Depreciation |

8,352

TOTAL

15,140

Excess of Income/ (Expenditure)

on

2021

£

538

-

3,952

14,021

-

854

3,582

1,051

23,999

2,700

3,153

86

2,170

222

-

-

-

1,582

200

78

563

9,458

20,212

3,786

Tavistock Community Transport Association

Balance Sheet

As at 31st December 2021

| 2020 £ | £ | | 2021 £ |
|---|----------------|---|------------|
| FIXED ASSETS: | | | |
| Motor Vehicles: | | | |
| 85,100 | | Old Vehicle at Cost (April 2014) | |
| 53,188 | | Less Accumulated Depreciation | |
| | 31,913 | | |
| | 22,000 | Sale of vehicle 8/4/2020 | |
| | <u>- 9,913</u> | Loss on sale carried to General Reserve | |
| | 56,750 | | |
| | - | New Vehicle at Cost (Dec 2020) | |
| | <u>56,750</u> | Less Accumulated Depreciation | |
| | | Equipment | |
| 229 | | Acquisitions at Cost | 229 |
| <u>229</u> | | Less Accumulated Depreciation | <u>229</u> |
| | - | | |
| CURRENT ASSETS: | | | |
| 11,452 | | Debtors & Prepayments | 268 |
| 54,181 | | Bank Current Account | 78,610 |
| <u>13</u> | | Cash in Hand | <u>12</u> |
| | 65,646 | | |
| | | less CURRENT LIABILITIES: | |
| | - 200 | Trade & Sundry Creditors | |
| | <u>122,196</u> | TOTAL ASSETS: | |
| REPRESENTED BY GENERAL RESERVES: | | | |
| 116,968 | | Balance brought forward | 122,196 |
| 15,140 | | Surplus/(deficit) for year | 3,786 |
| <u></u> | 132,109 | | |
| | - 9,913 | Loss on Sale of Bus | - |

122,196

TOTAL GENERAL RESERVES:

n

£

| |
|--------------|
| 56,750 |
| 9,458 |
| <hr/> 47,292 |

-

78,890

- 200

| |
|---------------------|
| <hr/> 125,982 <hr/> |
|---------------------|

125,982

125,982

INCOME

| Date | Description | Total Amount | Fares | Fuel Rebate |
|------------|-----------------------|--------------|--------|-------------|
| 4.1.2021 | fares | 26.75 | | |
| 7.1.2021 | cornwall cc | 537.91 | | |
| 8.1.2021 | devon cc | 1,000.00 | | |
| 18.1.2021 | vat repayment | 11,452.17 | | |
| 18.1.2021 | fuel rebate | 287.89 | | 287.89 |
| 27.1.2021 | bequest | 3,000.00 | | |
| 28.1.2021 | devon cc | 378.58 | | |
| 4.2.2021 | cornwall cc | 162.91 | | |
| 9.2.2021 | devon cc | 1,000.00 | | |
| 4.3.2021 | cornwall cc | 162.91 | | |
| 9.3.2021 | devon cc | 1,000.00 | | |
| | Totals Jan-Mar 2021 | 19,009.12 | - | 287.89 |
| 5.4.2021 | cornwall cc | 537.91 | | |
| 12.4.2021 | devon cc | 1,000.00 | | |
| 28.4.2021 | rotary clun donation | 500.00 | | |
| 5.5.2021 | fares/tips | 25.30 | 12.00 | |
| 7.5.2021 | devon cc | 1,000.00 | | |
| 10.5.2021 | vat repayment | 314.86 | | |
| 10.5.2021 | cornwall cc | 225.00 | | |
| 7.6.2021 | cornwall cc | 225.00 | | |
| 8.6.2021 | devon cc | 1,000.00 | | |
| 9.6.2021 | fares/tips | 69.40 | 60.00 | |
| | Totals Apr-June 2021 | 4,897.47 | 72.00 | - |
| 8.7.2021 | Cornwall Council | 600.00 | | |
| 9.7.2021 | Devon cc | 1,000.00 | | |
| 19.7.2021 | Fuel rebate | 221.19 | | 221.19 |
| 26.7.2021 | Devon cc | 1,642.21 | | |
| 30.7.2021 | vat repayment | 277.53 | | |
| 30.7.2021 | Arnold Clark Donation | 500.00 | | |
| 2.8.2021 | Fares Tips | 250.19 | 121.00 | |
| 8.8.2021 | Cornwall Council | 225.00 | | |
| 9.8.2021 | Devon cc | 1,000.00 | | |
| 2.9.2021 | Fares Tips | 206.90 | 177.00 | |
| 6.9.2021 | Cornwall Council | 225.00 | | |
| 8.9.2021 | Devon cc | 1000.00 | | |
| | Totals Jul-Sep 2021 | 7148.02 | 298.00 | 221.19 |
| 7.10.2021 | devon cc | 1,000.00 | | |
| 7.10.2021 | Cornwall cc | 600.00 | | |
| 11.10.2021 | Fares - Tips | 254.47 | 88.47 | |
| 28.10.2021 | Vat refund | 687.37 | | |
| 4.11.2021 | Cornwall cc | 225.00 | | |
| 10.11.2021 | devon cc | 1,000.00 | | |

| | | | | |
|------------|-----------------------|------------------|---------------|---------------|
| 28.11.2021 | Torbay cc | 82.08 | | |
| 1.12.2021 | Fares - Tips | 256.70 | 80.00 | |
| 6.12.2021 | Cornwall cc | 225.00 | | |
| 8.12.2021 | devon cc | 1,000.00 | | |
| 17,12,2021 | Fuel rebate | 345.29 | | 345.29 |
| | Totals Oct 1 - Dec 31 | 5675.91 | 168.47 | 345.29 |
| | Grand Totals | 36,730.52 | 538.47 | 854.37 |

| | | |
|----------------|--------|-----------|
| reconciliation | 23,999 | OS |
| | 12,732 | Other VAT |
| | - | |
| | - | |
| | 36,731 | |

| Op | Subsidies..... | | | VAT Refund | Sundries | Grants | Tips |
|----------|----------------|----------|-----------|------------|----------|----------|--------|
| Devon | Cornwall | Bus Sale | | | | | |
| | | | | | | | 26.75 |
| | 537.91 | | | | | | |
| 1,000.00 | | | | 11,452.17 | | | |
| | | | | | | 3,000.00 | |
| 378.58 | | | | | | | |
| | 162.91 | | | | | | |
| 1,000.00 | | | | | | | |
| | 162.91 | | | | | | |
| 1,000.00 | | | | | | | |
| 3,378.58 | 863.73 | - | 11,452.17 | - | 3,000.00 | | 26.75 |
| | 537.91 | | | | | | |
| 1,000.00 | | | | | | | |
| | | | | | | | 13.30 |
| 1000.00 | | | | 314.86 | | | |
| | 225.00 | | | | | | |
| | 225.00 | | | | | | |
| 1,000.00 | | | | | | | 9.40 |
| | | | | | | | |
| 3,000.00 | 987.91 | - | 314.86 | - | - | | 22.70 |
| | 600.00 | | | | | | |
| 1,000.00 | | | | | | | |
| 1642.21 | | | | | | | |
| | | | | 277.53 | | | |
| | | | | | | 500.00 | |
| | | | | | | | 129.19 |
| | 225.00 | | | | | | |
| 1,000.00 | | | | | | | |
| | 225.00 | | | | | | 29.90 |
| 1,000.00 | | | | | | | |
| 4642.21 | 1050.00 | 0.00 | 277.53 | 0.00 | 500.00 | | 159.09 |
| | | | | | | | |
| 1,000.00 | | | | | | | |
| | 600.00 | | | | | | |
| | | | | | | | 166.00 |
| | | | | 687.37 | | | |
| | 225.00 | | | | | | |
| 1,000.00 | | | | | | | |

| | | | | | | |
|------------------|-----------------|----------|------------------|----------|-----------------|---------------|
| | | | | | 82.08 | 176.70 |
| 1,000.00 | 225.00 | | | | | |
| 3000.00 | 1050.00 | 0.00 | 687.37 | 0.00 | 82.08 | 342.70 |
| 14,020.79 | 3,951.64 | - | 12,731.93 | - | 3,582.08 | 551.24 |

| VAT | Donations | Control Total |
|-----|-----------|---------------|
|-----|-----------|---------------|

| | | |
|---|---|-----------|
| - | - | 19,009.12 |
|---|---|-----------|

| | | |
|--|--------|--|
| | 500.00 | |
|--|--------|--|

| | | |
|---|--------|----------|
| - | 500.00 | 4,897.47 |
|---|--------|----------|

| | | |
|------|------|---------|
| 0.00 | 0.00 | 7148.02 |
|------|------|---------|

| | | |
|------|---------------|------------|
| 0.00 | 0.00 | 5675.91 |
| - | 500.00 | ### |

EXPENSES

| Date | Description | chq no | Total Amount | VAT |
|-----------|------------------------------|--------|--------------|--------|
| 10.1.2021 | carr garage | | 138.87 | 23.14 |
| 13.1.2021 | telephone | | 21.60 | 3.60 |
| 15.1.2021 | endsleigh | | 79.88 | |
| 22.1.2021 | nigel | | 200.00 | |
| 27.1.2021 | tavy signs | | 858.00 | 143.00 |
| 1.2.2021 | newspaper | | 129.60 | 21.60 |
| 4.2.2021 | carrs garage | | 67.25 | 11.21 |
| 10.2.2021 | telephone | | 21.60 | 3.60 |
| 17.2.2021 | corvia | | 274.20 | 45.70 |
| 17.2.2021 | d de g - bike rack | | 334.99 | 55.83 |
| 2.3.2021 | ray stenning - number plate | | 13.49 | 2.25 |
| 10.3.2021 | telephone | | 21.60 | 3.60 |
| 13.3.2021 | ABC Service | | 7.99 | 1.33 |
| 18.3.2021 | ray stenning - doctor | | 40.00 | |
| | Totals Jan-Mar 2021 | | 2209.07 | 314.86 |
| 12.4.2021 | telephone | | 21.60 | 3.60 |
| 12.4.2021 | newspaper | | 178.80 | 29.80 |
| 12.4.2021 | carr garage | | 78.16 | 13.03 |
| 12.4.2021 | corvia (ticketer) | | 400.80 | 66.80 |
| 6.5.2021 | carr garage | | 162.80 | 27.14 |
| 9.5.2021 | newspaper | | 178.80 | 29.80 |
| 13.5.2021 | telephone | | 21.60 | 3.60 |
| 17.5.2021 | bus sundries (Grice) | | 13.12 | 2.18 |
| 20.5.2021 | newspaper | | 91.00 | - |
| 20.5.2021 | newspaper | | 178.80 | 29.80 |
| 2.6.2021 | newspaper | | 91.00 | |
| 2.6.2021 | colin (fuel) | | 30.00 | 5.00 |
| 3.6.2021 | newspaper | | 91.00 | |
| 8.6.2021 | newspaper | | 178.80 | 29.80 |
| 8.6.2021 | carr garage | | 194.52 | 32.41 |
| 10.6.2021 | telephone | | 27.42 | 4.57 |
| | Totals 1st April - 30th June | | 1938.22 | 277.53 |
| 5.7.2021 | Colin Grice | | 161.23 | 25.00 |
| 7.7.2021 | Carrs Garage | | 356.41 | 59.39 |
| 9.7.2021 | GM Coachworks | | 95.40 | 15.90 |
| 12.7.2021 | Telephone | | 21.60 | 3.60 |
| 14.7.2021 | Langton | | 7.25 | 1.21 |
| 25.7.2021 | Endsleigh | | 16.11 | |
| 25.7.2021 | ABC | | 120.00 | |
| 5.8.2021 | Carrs Garage | | 492.95 | 82.15 |
| 11.8.2021 | Telephone | | 21.60 | 3.60 |
| 15.8.2021 | Huish | | 20.36 | 3.39 |
| 15.8.2021 | Rentafford | | 100.00 | 14.17 |
| 18.8.2021 | TARC | | 1,963.26 | 327.21 |

| | | | |
|-----------|---------------------|----------|--------|
| 24.8.2021 | Endsleigh | 1,741.07 | |
| 24.8.2021 | Endsleigh | 168.00 | |
| 24.8.2021 | ABC | 264.00 | 44.00 |
| 6.9.2021 | Carrs Garage | 423.34 | 70.55 |
| 8.9.2021 | DOT Teas | 60.00 | |
| 9.9.2021 | Tindle Newspapers | 165.60 | 27.60 |
| 10.9.2021 | Telephone | 21.60 | 3.60 |
| 16.9.2021 | Tavy Signs | 36.00 | 6.00 |
| 16.9.2021 | ABC | 18.00 | |
| | | - | |
| | Totals Jun-Sep 2021 | 6,273.78 | 687.37 |
| | | - | |

| | | | |
|------------|----------------------------|----------|--------|
| 9.10.2021 | Carrs Garage | 418.86 | 69.80 |
| 12.10.2021 | Telephone | 21.60 | 3.60 |
| 16.10.2021 | Ray carlube | 11.64 | 1.94 |
| 16.10.2021 | ABC Service | 28.00 | |
| 26.20.2021 | Jeremy - fuel | 126.40 | 21.06 |
| 28.20.2021 | SJP Motors | 93.60 | 15.60 |
| 4.11.2021 | Carrs Garage | 305.78 | 50.96 |
| 10.11.2021 | Telephone | 21.60 | 3.60 |
| 18.11.2021 | Derek - Licence | 165.00 | |
| 18.11.2021 | ABC Service | 17.70 | 2.95 |
| 18.11.2021 | Jeremy - masks | 19.00 | |
| 5.12.2021 | Carrs Garage | 439.45 | 73.23 |
| 10.12.2021 | Telephone | 23.10 | 3.60 |
| 10.12.2021 | SJP Motors | 95.55 | 6.00 |
| 10.12.2021 | SJP Motors | 93.60 | 15.60 |
| | Totals Oct 1 - Dec 31 2021 | 1,880.88 | 267.94 |

GRAND TOTAL

12,301.95 1,547.70

-

-

reconciliation

10,754 OS -depn
1,548 VAT

-

12,302

Depreciaition on new bus over 6 years

9,458 p.a.

Tavistock Community Transport Association - 2021

| | Repairs and running | Tax and Insurance | Officer Expenses | Professional | Drivers Dinner |
|--------|---------------------|-------------------|------------------|--------------|----------------|
| 115.73 | | | | | |
| | | 79.88 | | 200.00 | |
| | 715.00 | | | | |
| 56.04 | | | | | |
| | 279.16 | | | | |
| | 11.24 | | | | |
| 171.77 | 1005.40 | 79.88 | 0.00 | 200.00 | 0.00 |
| 65.13 | | | | | |
| 135.66 | | | | | |
| | 10.94 | | | | |
| 25.00 | | | | | |
| 162.11 | | | | | |
| 387.90 | 10.94 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 136.23 | | | | |
| 292.85 | 79.50 | | | | |
| | | 16.11 | | | |
| 406.63 | | | | | |
| 16.97 | | | | | |
| | 1,636.05 | | | | |

| | | | | | |
|-----------------|-----------------|-------------------|----------|---------------|----------|
| | | 1741.07 168.00 | | | |
| 348.62 | | | | | |
| | 30.00 | | | | |
| 1,065.07 | 1,881.78 | 1925.18 | 0 | 0 | 0 |
| 349.06 | | | | | |
| | 9.70 | | | | |
| 105.34 | | | | | |
| | 78.00 | | | | |
| 254.82 | | | | | |
| | | 165.00 | | | |
| 366.22 | | | | | |
| | 89.55 78.00 | | | | |
| 1,075.44 | 255.25 | 165.00 | - | - | - |
| 2,700.18 | 3,153.37 | 2,170.06 | - | 200.00 | - |

| Sundries | Postage/Phone | Hire | Printing / & Publicity | Ticketer licence | Marketing |
|----------|---------------|-------|---------------------------|---------------------|--------------------------|
| | 18.00 | | | | |
| | | | | | 108.00 |
| | 18.00 | | | 228.50 | |
| | 18.00 | | | | 6.66 |
| 40.00 | | | | | |
| 40.00 | 54.00 | 0.00 | 0.00 | 228.50 | 114.66 |
| | 18.00 | | | | 149.00 |
| | | | | 334.00 | |
| | 18.00 | | | | 149.00 |
| | | | | | 91.00 149.00 91.00 |
| | | | | | 91.00 149.00 |
| | 22.85 | | | | |
| 0.00 | 58.85 | 0.00 | 0.00 | 334.00 | 869.00 |
| 4.17 | | | | | |
| 6.04 | 18.00 | | | | |
| | | | | | 120.00 |
| 4.17 | 18.00 | | | | |
| | | 85.83 | | | |

| | | | | | |
|--------------|---------------|--------------|----------|---------------|-----------------|
| | | | | | 220.00 |
| 4.17 | | | | | 60.00 |
| | | | | | 138.00 |
| | 18.00 | | | | |
| | | | | | 18.00 |
| 18.55 | 54.00 | 85.83 | - | - | 556.00 |
| | 18.00 | | | | |
| | | | | | 28.00 |
| | 18.00 | | | | |
| | | | | | 14.75 |
| 19.00 | | | | | |
| | 19.50 | | | | |
| 19.00 | 55.50 | - | - | - | 42.75 |
| 77.55 | 222.35 | 85.83 | - | 562.50 | 1,582.41 |

| New Bus | Control Total |
|---------|------------------|
|---------|------------------|

| | |
|------|---------|
| 0.00 | 2209.07 |
|------|---------|

| | |
|------|---------|
| 0.00 | 1938.22 |
|------|---------|

0

0

- 6,273.78

- 1,880.88

- **12,301.95**

-

-

-

-

-

check total

-

-

Tavistock Community Transport Asso

Year Ended 31st December 202

TREASURER'S CERTIFICATE

**I certify that I have examined and hereby approve
Statements and that I have made available all rel
and information for the preparation of these acco**

HONORARY TREASURER

ACCOUNTANT'S CERTIFICATE

**The attached Operating Statements have been pr
the records, receipts and explanations supplied b
and are certified in accordance herewith.**

NIGEL W. RENDLE ACMA, CGMA.

DATED:

ciation

1

**the attached Operating
evant documents
unts.**

**prepared and audited from
y the Hon. Treasurer**