

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO
ACCOUNTS
YEAR ENDING 31st MARCH 2024

Bishop's Stortford Community Transport CIO

Trustees Annual Report for the Year Ending 31st March 2024

Reference and Administration Details

Charity Name Bishop's Stortford Community Transport CIO

Charity Number 1172934

Charity Address The Old Monastery, Windhill, Bishop's Stortford, Herts, CM23 2ND

The Trustees managing the charity were as follows;

J Barfoot (Resigned 25 October 2023)
V Bateman
G Goldspink (Resigned 23 October 2024)
R Holloway
J Holme (Appointed 24 July 2024)
J Parker
J Skinner (Appointed 6 February 2024)
K Wood

Structure, Governance and Management

The Bishop's Stortford Community Centres CIO is governed by a Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees and the trustees are appointed as follows:

- i) Between five and seven trustees appointed by charity trustees
- ii) Between zero and two trustees nominated by Bishop's Stortford Town Council

The Trustees administer the charity and meet quarterly.

Objects and Activities

The objects of the CIO are to provide transport facilities for the residents of Bishop's Stortford and the surrounding area 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.

Achievements and Performance

This is detailed in the attached report by the Chairman of the CIO.

Financial Review

Bishop's Stortford Community Transport CIO maintains its reserves between an instant access savings account and a notice account in order to fund its day to day operation and maximise interest received. No funds are in deficit.

Independent Examiners Report to the Trustees of Bishop's Stortford Community Transport CIO

I report on the accounts of the CIO (Charity No. 1172934) for the year ending 31st March 2024, which are set out on pages 4 and 5.

Respective responsibilities of Trustee 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiners 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 present 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.

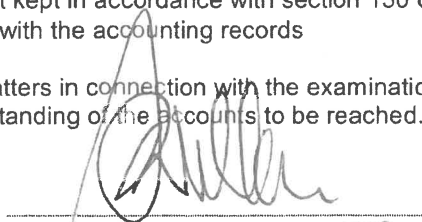
Independent Examiners Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Dated

15. July 2024

Print Name

Stuart W J Wilbur

Address

10 Downland Road
Calne
Wiltshire
SN11 0ET

Bishop's Stortford Community Transport CIO
Receipts and Payments
For the Year Ending 31st March 2024

		2024	2023
	Restricted Fund	Total Funds	Total Funds
	Unrestricted Fund		
Receipts			
VAT Receipts	24,766	24,766	9,628
Minibus Lettings	6,348	6,348	6,376
Fares	45,467	45,467	40,214
Revenue Grants Received	9,410	9,410	14,500
Miscellaneous Income	11,925	11,925	6,500
Reimbursed Expenses	3,728	3,728	3,112
Interest Received	2,053	2,053	1,407
Appeals & Donations	25,064	25,064	35,898
Total Receipts	128,761	128,761	117,635
Payments			
VAT Payments	13,090	13,090	26,460
Wages	30,802	30,802	32,604
Employers Pension	260	260	279
Staff Expenses			50
Staff Catering/Hospitality	96	96	57
Insurance	440	440	766
Equipment	664	664	526
Vehicle Maintenance Costs	5,879	5,879	14,451
Vehicle Replacement	37,000	37,000	97,420
Fuel and Oil	7,718	7,718	10,612
Road Fund Licence	379	379	587
Vehicle Insurance	11,508	11,508	15,092
Printing & Stationary	329	329	341
Marketing			234
Subscriptions	445	445	120
Bank Charges	191	191	186
Accounting/Administration	13,300	13,300	12,094
Professional Fees	65	65	60
Other Supplies & Services	235	235	200
Cost Reallocations			1,615
Total Payments	122,401	122,401	213,754
Net Receipts/(Payments)	6,360	6,360	(96,119)
Transfer Between Funds			
Cash Funds from Last Year End	4,015	4,015	100,134
Cash Funds this Year End	10,375	10,375	4,015

Bishop's Stortford Community Transport CIO

Statement of Assets and Liabilities For the Year Ending 31st March 2024

	Restricted Fund	Unrestricted Fund	2024 Total Funds	2023 Total Funds
Cash Funds				
Lloyds Current Account		10,235	10,235	2,975
Lloyds Call Account		100	100	1,000
Float		40	40	40
		10,375	10,375	4,015
Other Monetary Assets				
Monies Due to Charity at 31/03		8,943	8,943	20,253
Liabilities				
Monies Owed by Charity at 31/03		4,152	4,152	917
Investment Assets				
None				

Approved for and on Behalf of Bishop's Stortford Community Transport CIO on behalf
of all the Trustees

Signed



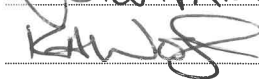
Dated

1/11/2024

Print Name

J.W. PARKER

Signed



Dated

1/11/2024

Print Name

K.A. WOOD

Bishop's Stortford Community Transport CIO

Chairman's report 2024

I would like to start this report with a big thank you to John Barfoot, who retired as Chairman shortly after delivering the report for 2023. Although chairman for only a few years, he has been a Trustee since 2011. He dedicated much of his time with the Trust/CIO to ensuring the success of the Stortford Shuttle service of which he is the Founding Father. The Trustees honoured this in a presentation held in May 2024, and I am delighted to say that both the Independent and the Flyer carried the story. Words cannot express adequately how grateful we are to John for his dedication to this cause, and we thank him for his efforts throughout his time as a Trustee and Chairman.

This year the CIO celebrated its 40th year anniversary, this was marked by another press release in the local Independent Newspaper: "Community bus marks 40 years on the road with £60k fundraising drive".

The CIO also saw the purchase of another minibus, this time a rather smart, albeit second-hand, Mercedes Sprinter, replacing a very tatty bus that was 15 years old minibus. We are grateful both to Herts County Council and Bishop's Stortford Town Council for grant support that has made this possible. After a few teething troubles this bus now regularly delivers the Age Concern service and is available at other times for ad hoc hires. The old bus was sold for nearly £4K and it was interesting to speak with the dealer who bought it, who told me that it will be refurbished and sold on for perhaps £8K, Sprints being well capable of 250,000 miles or more. This comment prompted us to question whether we should, in future, consider a mid term refurbishment to extend the service lifetime of our busses, a matter which trustees will consider further at a future meeting.

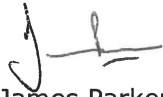
This year we were pleased to be joined by new trustees Jane Skinner and Marisol Holme. Vicky Bateman and Richard Holloway joined at the beginning of 2023 and, together with me and our other existing trustees Prof George Goldspink and Keith Wood, the CIO now has a full complement of Trustees.

The CIO this year has created or updated a comprehensive set of policies covering various matters such as safeguarding, risk management, serious incidents and many other aspects of our operation. Up until now we have relied on the Town Council's policies (which have proved entirely adequate), however the Charity Commission now requires that trust specific policies are provided. We are indebted to the Town Council staff as well as one of all of our trustees (but in particular Vicky Bateman) for drafting and/or critiquing these and now have a solid basis going forward.

At the Trust meeting last October, the Trustees took the difficult decision to raise prices, which have been static for some while, to reflect the true costs of running the busses.

Part of the ongoing cost is met by a grant from the Bishop's Stortford Town Council and we are also enormously grateful to our sponsors Fordyce Furnivall. Having taken these into account, both the fixed and variable costs were calculated, and the daily and mileage charges were adjusted to match, based on the usage patterns at the time. The new charges were effective 1st April 2024. The fees still do not cover the capital cost of the occasional bus replacement; for this we remain dependent on fundraising and grants. To that end the Trust has undertaken several fundraising activities including enrolling with the East Herts lottery, JustGiving, making an appearance at Carnival, and being accepted for a Tesco 'Community Grant' and a half marathon fundraising event.

I would like to conclude my report by thanking my fellow trustees, the tireless staff at Bishop's Stortford Town Council, and of course our drivers. All 'go the extra mile' to ensure that the Charity delivers its services in a cost effective, efficient and customer friendly way and without them we could not continue to provide the services we do.

A handwritten signature in black ink, appearing to read 'James Parker', with a stylized flourish at the end.

James Parker
October 2024