

BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO
ACCOUNTS
YEAR ENDING 31st MARCH 2025

Bishop's Stortford Community Transport CIO

Trustees Annual Report for the Year Ending 31st March 2025

Reference and Administration Details

Charity Name	Bishop's Stortford Community Transport CIO
Charity Number	1172934
Company Number	CE009924
Charity Address	The Old Monastery, Windhill, Bishop's Stortford, Herts, CM23 2ND

The Trustees managing the charity were as follows;

V Bateman
G Goldspink (Resigned 23 October 2024)
R Holloway
J Holme (Appointed 24 July 2024, Resigned 28 July 2025)
J Parker
J Skinner
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 three and seven trustees appointed by charity trustees
- ii) Between zero and three trustees nominated by Bishop's Stortford Town Council

The Trustees administer the charity and meet quarterly.

Objectives 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.

The Trustees have had regard to the Charity Commission's guidance on public benefit.

Achievements and Performance

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

Financial Review

Bishop's Stortford Community Transport CIO takes a flexible approach to reserves and does not assign a set amount that must always be held in general reserve. Funds held in an earmarked reserve will only be used for the purpose of the earmarked reserve. Reserves are held in instant access and notice accounts in order to fund day to day operation and maximise interest received. No funds are in deficit and amounts can be found under Statements of Assets and Liabilities.

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 2025, 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 01/08/2025

Print Name

Martin Brooks

Address

Gold Stag Accounts Ltd
Suite 1
The Courtyard
The Old Monastery
Windhill
Bishop's Stortford
Hertfordshire
CM23 2ND

Bishop's Stortford Community Transport CIO
Receipts and Payments
For the Year Ending 31st March 2025



	2025		2024
	Restricted Fund	Unrestricted Fund	Total Funds
Receipts			
VAT Receipts		15,138	15,138
Minibus Lettings		7,633	7,633
Fares		46,786	46,786
Revenue Grants Received	1,125	10,500	11,625
Miscellaneous Income		3,851	3,851
Reimbursed Expenses		6,719	6,719
Interest Received		1,276	1,276
Appeals & Donations		17,996	17,996
Total Receipts	1,125	109,899	111,024
Payments			
VAT Payments		8,025	8,025
Wages		30,816	30,816
Employers Pension		134	134
Staff Training		43	43
Staff Expenses			
Staff Catering/Hospitality		164	164
Other Staff Related Costs		226	226
Insurance		469	469
Equipment		1,463	1,463
Vehicle Maintenance Costs	331	14,253	14,584
Vehicle Replacement			37,000
Fuel and Oil	1,000	7,188	8,188
Road Fund Licence		393	393
Vehicle Insurance		11,776	11,776
Printing & Stationary		553	553
Marketing			
Subscriptions		215	215
Bank Charges		192	192
Accounting/Administration		17,324	17,324
Professional Fees		70	70
Other Supplies & Services		195	195
Cost Reallocations			
Total Payments	1,331	93,499	94,830
Net Receipts/(Payments)	(206)	16,400	16,194
Transfer Between Funds	375	(375)	
Cash Funds from Last Year End		10,375	10,375
Cash Funds this Year End	169	26,400	26,569

Bishop's Stortford Community Transport CIO

Statement of Assets and Liabilities For the Year Ending 31st March 2025

			2025	2024
	Restricted Fund	Unrestricted Fund	Total Funds	Total Funds
Cash Funds				
Lloyds Current Account		8,446	8,446	10,235
Lloyds Call Account		102	102	100
Lloyds Treasury Account	169	17,812	17,981	
Float		40	40	40
	169	26,400	26,569	10,375
Other Monetary Assets				
Monies Due to Charity at 31/03		1,453	1,453	8,943
Liabilities				
Monies Owed by Charity at 31/03	169	1,240	1,409	4,152
Investment Assets				
None				

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

Signed		Dated	23/10/2025
Print Name	KEITH WOOD		
Signed		Dated	14/11/2025
Print Name	JAMES PARKER		

Bishop's Stortford Community Transport CIO

Chair's Report 2025

It gives me great pleasure to present the Chair's Report for 2025. This year has been one of both challenge and change for Bishop's Stortford Community Transport (BSCT CIO), but also one of resilience and new opportunities.

We were deeply saddened by the resignation of long-standing Trustee George Goldspink due to ill health; he sadly passed away in March 2025. George's commitment, wisdom, and good humour made a lasting contribution to BSCT CIO, and he will be greatly missed. In July, Trustee Juliet Holme also resigned, leaving two Trustee vacancies to fill.

After many years of partnership, Age Concern (New Apton Day Centre) concluded their self-drive minibus hire with BSCT in May 2025, having chosen instead to lease their own vehicle (a trend that appears to be increasing among community groups). This marked something of a watershed moment for the CIO, as the very first minibus was originally purchased in 1983 primarily to support Age Concern. With demand for self-drive hire now declining, and the cost of maintaining three vehicles proving unsustainable, Trustees made the decision to reduce the fleet from three minibuses to two.

This year also marked the end of another era as Fordyce Furnival, the long-time sponsor of the Stortford Shuttle, stepped down. We thank them sincerely for their support and welcome new sponsors for 2025/26: ITVET, Bishop's Stortford Orthodontists, and Bishop's Stortford BID. Their contributions will help ensure the continued operation of the Stortford Shuttle.

We are grateful to Tesco Stronger Starts for awarding BSCT CIO a grant of £1,500, which has supported fuel and maintenance costs, keeping the Shuttle on the road and affordable for our passengers. We are also grateful to Bishop's Stortford Town Council, which operates the service and maintains the finances on a day-to-day basis. The CIO reimburses the Council for the cost, however the fee is largely offset by a grant from the Council for which we are most thankful. We are especially grateful to the dedicated staff at the Council and the drivers who, in practice, do all the hard work of keeping the services going.

Although 2025 has brought sadness and significant operational changes, it has also opened new opportunities. The continuing success of the Stortford Shuttle demonstrates the importance of community transport in Bishop's Stortford. On behalf of the Trustees, I would like to thank our staff, drivers, passengers, sponsors, and supporters for their loyalty and encouragement. Together, we continue to make a real difference to the lives of local people.

