



REGISTERED CHARITY NUMBER: 1173818

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 DECEMBER 2023
FOR
COMMUNITY MINIBUS ASSOCIATION (WEST SUSSEX)**

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

REPORT OF THE TRUSTEES

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1173818

Principal and registered office

The Old School Car Park
School Lane
Storrington
West Sussex RH20 4LL

President and Honorary Vice President

Colonel Sir Brian Barttelot Bt OBE DL
Rt Hon Nick Herbert CBE
Andrew Griffith MP

Trustees

Mr G Toner

Mr A Dolby

Miss G Hughes

Mr S O'Dowd (resigned 27 December 2023)

Ms K Gibbon

Chairman

Fleet Manager

Honorary Treasurer

Local Co-ordinator

Bankers

Barclays Bank plc
Calverley Road Branch
Tunbridge Wells
West Sussex RH12 1DN

Independent Examiners

Chaweevan Williams FCCA
Verdant Accountants Limited
20 - 22 Wenlock Road
London
N1 7GU

REPORT OF THE TRUSTEES

The Trustees present their report and financial statements for the year ended 31st December 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102 1A) in preparing the annual report and financial statements.

Trustees - those who served during the year are recorded in the Reference section on page 3.

Charitable Purpose

To provide transport facilities in West Sussex for people who have special need of such facilities because they are elderly, young, poor or living in isolated areas where there are no adequate public transport facilities.

Public Benefit

In achieving our charitable purpose we promote independence and prevent social isolation, particularly in the elderly.

By offering the use of our vehicles to affiliated groups such as Scouts, Schools, Sports Clubs and the Women's Institute we have widened our demographic into other sections of our local communities.

Achievements and Performance

2023 was a positive year given the context of the preceding years. There has been continuing progress in communication efforts across all divisions. This has been primarily in using new media channels and increasing social media activity. In some divisions some media are more productive than others but overall there is evidence that these investments and efforts pay dividends. We will continue to explore new ways of communicating with potential charity passengers and volunteers.

There is a steady growth in passenger numbers however, it is not yet returned to the high point of January 2019. Having raised fares there is a positive return financially and there are grounds to plan for a more solid financial footing going forward. While income is comparable to 2019 passenger numbers are still lower and it may take 1+ years to achieve that recovery. The charity continues to benefit from the generosity of previous passengers and supporters.

We reported 621 users including individual members, carers and affiliated group members supported by 303 volunteer roles of whom 245 are drivers & escorts. Some volunteers cover more than one role.

We are in final stages of planning for 2024 and will introduce two new vehicles in the Spring. We have also initiated an assessment of a project to upgrade the website to further support more effective passenger and volunteers service access and communications. We will endeavour to seek financial support for new projects as they are agreed. Vehicle mileage records continue to be vital for maintaining our regular application for the Bus Service Operators grant (BSOG).

There are some challenges in regard to recruiting new trustees and the current trustees are discussing new ideas about involving volunteers in a wider basis to encourage potential recruits for the future.

REPORT OF THE TRUSTEES CONTINUED

FINANCIAL REVIEW

2023 was the second full year of operation after the Covid-19 pandemic and the hope was that income would return to levels close to 2019 income. Individual fare income eventually exceeded the 2019 figure by just over 4% with individual annual members reaching just over 500 by the end of the year. Affiliate bus fares have also exceeded 2019 levels but were considerably boosted by a Billingshurst walking group hiring a minibus for a trip to Wales.

High fuel prices continued into 2023 forming over 20% of the expenditure. Several of the buses needed major repairs but vehicle insurance did not increase significantly on renewal. The marketing costs were close to 2022 levels but different publications were used in some divisional areas to try and reach more people in each region.

Mr Alex Dolby continues to control the cost of running the Minibus fleet which he has successfully done despite the high inflation. The oldest bus in the fleet was due to be replaced in 2024 but due to its deteriorating condition the trustees decided to bring this forward and a new bus was ordered with an expected delivery early in 2023. This date was not met and the new bus has only been received in February 2024. Whilst this bus was on order a second discounted bus was offered. As prices were already increasing rapidly the trustees decided to add this second bus to the order and it also arrived in February 2024.

As an all-volunteer charity it is difficult to put a value on the work, commitment and endeavour of all the volunteers. However, if each of the 268 volunteers were to commit to 2 hours of work per week (a very conservative estimate) and if each were paid the minimum wage, then the annual 'value' of this work would be in the region of £268,000.

At the local level, we are grateful for the continued support of a number of Parishes who recognise the work we do in their communities. We continue to encourage those Parishes that do not yet support us, to do so. In addition to the regular Bus Service Operator's Grant (BSOG), we have also received a notable grant from the West Sussex Forum for Accessible Transport of £10,000. These grants comprise a significant contribution to the charity's costs. The divisions have also raised funds and passengers sometimes donate in addition to paying the fares for their trips.

The association has received just over £1,000 from legacies this year. We are always most grateful to those who show their appreciation of the work the charity does, both during their lifetime and afterwards. Local divisional events provide the opportunity to demonstrate our integration with our local communities whilst advertising the availability of the charity's minibuses.

Depreciation policy

Our policy has been to buy Minibuses up to two years old, depreciating them using the reducing balance method at 24% pa since incorporation. In the future a combination of vehicle specification, including Gross Vehicle Weight set against Seating Capacity, individual Driver licence categories and changes in legislation may require adjustment to the general policy. We believe that it may be more cost effective to buy discounted new vehicles in future.

REPORT OF THE TRUSTEES CONTINUED

Risk Management

Should there be a failure in meeting the legislative or insurance requirements placed upon the charity and an incident occurs that places liability with the charity, the resulting costs could eliminate our financial reserves. This risk is mitigated by two key activities; firstly, conformity and compliance with legislation, rules and requirements by volunteers; secondly, maintenance of appropriate insurance.

The Trustees continue to address the risks and rely on Volunteers to conform to our policies and procedures in order to mitigate those risks.

Reserves Policy

As our minibuses become increasingly expensive to buy and with our desire to replace them with electric vehicles as soon as practicable, we operate with significant reserves at present. We would like to replace one or two minibuses per year with greener models that are adapted to suit the needs of our older passengers. To achieve this, the charity needs to maintain an operating reserve of around £100,000. The charity aims to replace its diesel fuelled vehicles with electric/non-fossil fuel vehicles as soon as these become available at a reasonable price and when charging stations have been installed. The Trustees intend to seek grants and external funding to replace and maintain the Minibus Fleet, but any shortfall has to be bridged by the charity's strategic reserve with the attendant risk to the long-term viability of the charity. The current reserves are therefore judged to be proportionate and appropriate.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document :

Community Minibus Association (West Sussex) incorporated in 2017 as a Charitable Incorporated Organisation Foundation Model and adopted a new management structure from 1st October 2017. Our Trustees are elected by their fellow Trustees who aim to provide a good mix of skills and experience.

The Trustee Board meets every two months, or as often as necessary, and takes responsibility for the Governance of the charity

A separate Management Board advises the Trustee Board and includes all the Trustees, Divisional representatives and Managers of other key functions.

The voluntary ethos of the charity and the need to preserve the charity's limited funds has led to the administrative work being done in-house. This has resulted in key volunteers contributing an exceptional amount of time and energy in resolving our operational challenges.

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

Trustee Board responsibilities for the Financial Statements

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and 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.

The Trustee Board is also responsible for preparing this report and financial statements in accordance with the Charities Act 2011, the Statement of Recommended Practice: Accounting and Reporting by Charities FRS 102 and in accordance with Financial Reporting Standard 102.

On behalf of the Board



Gerry Toner

Chairman

Date approved by the Board

22/04/24

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted £	Restricted £	2023 Total £	2022 Total £
INCOME FROM:					
Donations and legacies	2	19,835	0	19,835	27,179
Investment Income	3	5,953	0	5,953	2,848
Charitable activities	4	56,667	0	56,667	40,332
Other Income	5	0	0	0	0
Total		82,455	0	82,455	70,359
EXPENDITURE ON:					
Charitable activities	8	56,570	0	56,570	60,397
Total expenditure		56,570	0	56,570	60,397
Net gains/(losses) on investments	9	(58)	0	(58)	(363)
Net income/(expenditure) before transfers	10	25,827	0	25,827	9,598
Gross transfers between funds		0	0	0	0
Net movement in funds		25,827	0	25,827	9,598
Funds brought forward		341,713	0	341,713	332,115
Total funds c/fwd. 31 December 2023		367,541	0	367,541	341,713

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

BALANCE SHEET

		2023	2022
		£	£
FIXED ASSETS			
Tangible Assets	11	41,052	54,015
Investments	12	146,124	143,055
		<u>187,176</u>	<u>197,070</u>
CURRENT ASSETS			
Debtors	13	12,408	11,515
Cash at Bank		170,761	135,768
		<u>183,169</u>	<u>147,283</u>
CREDITORS			
Amounts falling due within one year	14	(2,805)	(2,641)
NET CURRENT ASSETS		<u>180,364</u>	<u>144,643</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		367,541	341,713
NET ASSETS		<u>367,541</u>	<u>341,713</u>
FUNDS			
Unrestricted Funds		167,541	141,713
Designated Fleet Development Fund		200,000	200,000
Total Charity Funds		<u>367,541</u>	<u>341,713</u>

Approved by the Board and signed on its behalf on



Gerry Toner

Chairman

Date

22/04/24

The notes on page 10 to 14 form part of these financial statements.

NOTES TO THE ACCOUNTS

Summary of significant accounting policies

Basis of preparation

These accounts have been prepared on the going concern basis and under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes 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); the Financial Reporting Standard 102; and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

The Charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement.

I. ACCOUNTING POLICIES

Income

All income is included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. It is because of the second criterion that volunteer time is not included in these financial statements, except as a comment in the Trustees' Report

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. The liability is recognised as soon as there is a legal or constructive obligation on the Charity to make a payment.

Investments

Investments are stated at their market value at the balance sheet date.

Tangible Fixed Assets

Tangible fixed assets which can be used for more than one year in excess of £1,000 are capitalised at cost. If the assets are gifted they are valued at the value to the Charity on receipt.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. Any gain or loss on disposal is taken to the Statement of Financial Activities.

Minibus	24% on a reducing balance basis
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Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds can be used for the purposes specified by the Trustees.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

NOTES TO THE ACCOUNTS CONTINUED

Debtors

Debtors are stated in the balance sheet at estimated net realisable value, which is the invoiced amount less any provisions for bad or doubtful debts.

Creditors

Creditors are stated in the balance sheet at the transaction value, less any impairment known at the year end.

Going concern

The financial statements have been prepared on the going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for twelve months from authorising these financial statements.

2. DONATIONS AND LEGACIES

	Unrestricted	Restricted	2023	2022
	£	£	£	£
Donations	5,290	0	5,290	16,690
Legacies	1,108	0	1,108	2,052
Grants	13,438	0	13,438	8,438
	<u>19,835</u>	<u>0</u>	<u>19,835</u>	<u>27,179</u>

3. INVESTMENT INCOME

	2023	2022
	£	£
Interest receivable and dividends	5,953	2,848

4. CHARITABLE ACTIVITIES

	2023	2022
	£	£
Fundraising events	1,583	1,237
Subscriptions and fares income	55,085	39,095
	<u>56,667</u>	<u>40,332</u>

5. OTHER INCOME

	2023	2022
	£	£
Gain on sale of assets held for charity's own use	0	0
	<u>0</u>	<u>0</u>

6. TRUSTEES AND RELATED PARTIES

None of the Trustees have been paid any remuneration or received any other benefits during the period.

There have been no related party transactions during the period.

7. STAFF COSTS

There were no paid staff during the period. All the work in running the service was undertaken by Volunteers

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

NOTES TO THE ACCOUNTS CONTINUED

8. CHARITABLE ACTIVITIES

	Unrestricted	Restricted	2023	2022
	£	£	£	£
Premises	2,551		2,551	3,571
Meeting Room Hire	392		392	249
Minibus Running Costs	32,702		32,702	31,923
Minibus Depreciation	12,964	0	12,964	17,105
Loss on disposal of assets	0		0	-
Office Running Costs	151	0	152	120
Printing, Postage, Stationery and Telephone	1,020		1,020	725
Insurance	634		634	598
Marketing	4,147		4,147	4,064
Drivers' Medical Examinations	199		199	598
Volunteer Training	0		0	0
Software Costs	1,169		1,169	802
Independent Examiner	450		450	400
Other Expenditure	190		190	242
Costs of Charitable Activities	56,570	0	56,570	60,397

9. GAINS OR LOSSES ON INVESTMENTS

Gain/(loss) on revaluation	(58)	(363)
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10. NET INCOME/(EXPENDITURE)

Net expenditure is stated after charging:	2022	2021
	£	£
Independent Examiner remuneration	450	400
Depreciation on owned assets	12,964	17,105

11. TANGIBLE FIXED ASSETS

	MINIBUSES	
	2023	2022
	£	£
COST		
Cost and valuation	168,962	168,962
Additions	0	0
Cost eliminated on disposal	0	0
At 31 December 2023	168,962	168,962
DEPRECIATION		
At beginning of period	114,946	97,841
Charge for year	12,964	17,105
Depreciation eliminated on disposal	0	0
At 31 December 2023	127,910	114,946
NET BOOK VALUE		
At 31 December 2023	41,052	54,016
At 31 December 2022	54,016	71,121

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

NOTES TO THE ACCOUNTS CONTINUED

12. INVESTMENTS

	2023	2022
	£	£
Bonds	144,127	141,000
Shares	1,997	2,055
	<u>146,124</u>	<u>143,055</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Prepayments	10,622	9,844
Other Debtors	1,786	1,671
	<u>12,408</u>	<u>11,515</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Creditors	1,235	1,241
Deferred Income	1,120	1,000
Accruals	450	400
	<u>2,805</u>	<u>2,641</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	2023	2022
	Total	Total
	£	£
Fixed Assets	41,052	54,015
Current Assets	329,293	290,338
Current Liabilities	(2,805)	(2,641)
	<u>367,541</u>	<u>341,712</u>

16. MOVEMENT IN FUNDS

	At 01.01.23	Income	Expenditure	Inter fund transfers	At 31.12.23
	£	£	£	£	£
Unrestricted Funds					
General Fund	141,713	82,455	(56,628)	0	167,540
Designated Fleet Development Fund	200,000				200,000
Restricted Fund	0	0	0	0	0
TOTAL FUNDS	<u>341,713</u>	<u>82,455</u>	<u>(56,628)</u>	<u>0</u>	<u>367,540</u>

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

17. STATEMENT OF FINANCIAL ACTIVITIES COMPARATIVE 2022

STATEMENT OF FINANCIAL ACTIVITIES

		2022		
	Note	Unrestricted	Restricted	Total
INCOME FROM:				
Donations and legacies	2	32,179	(5,000)	27,179
Investment Income	3	2,848	0	2,848
Charitable activities	4	40,332	0	40,332
Other Income	5	0	0	0
Total Income		75,359	(5,000)	70,359
EXPENDITURE ON:				
Charitable activities	8	60,397	0	60,397
Total expenditure		60,397	0	60,397
Net gains/(losses) on investments	9	(363)	0	(363)
Net income/(expenditure) before transfers	10	14,598	(5,000)	9,598
Gross transfers between funds		0	0	0
Net movement in funds		14,598	(5,000)	9,598
Funds brought forward		332,115	0	332,115
Total funds c/fwd 31 December 2022		346,713	(5,000)	341,713

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts for the year ended 31st December 2023.

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 required.

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.

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.



Chaweevan Williams FCCA
Verdant Accountants Limited
20 - 22 Wenlock Road
London
N1 7GU

Date: 23 April 2024