

Trustees' annual report: 2019-20

Bucklebury Community Bus

Registered Charity Number 1174111



The Trustees of The Bucklebury Bus Charity present their annual report and audited accounts for the year ended 31 July 2020 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP (FRS 102).

Overview

The Bucklebury Community Bus (The Bus) provides transport for secondary school pupils from the village of Upper Bucklebury in Berkshire to the Kennet Secondary school in Thatcham, some 3 miles away. The bus also receives a payment to transport a small number of pupils from Thatcham who attend the Upper Bucklebury Primary school.

In addition to the primary purpose of school transport runs, the bus can also be borrowed by local individual or organisations for their own needs e.g. trips to local events or for local events such as the Bucklebury Beer Festival. Donations are requested for this in lieu of formal hire.

During the year the original driver for the bus resigned to pursue family interests and a replacement driver recruited. The second driver resigned during the suspension of services while schools were closed under government instruction to combat the COVID-19 pandemic. The Trustees interviewed and recruited a new driver who commenced work once schools opened.

During the year the Trustees implemented numerous measures to allow the bus to operate during COVID-19 once the service resumed. Measures included:

Windows to be kept open;

Masks/visor provided to driver;

No passengers to sit next to driver;

Driver provided with gloves, wipes and gel to sanitise bus;

Passengers to wear masks and sanitise hands on entry.

Finances

Our finances show an income of £12,489.20 and expenditure of £10,367.81 for the year 2019-20. We continue to operate in surplus with no overdrafts or debts. The balance at 31 July 2020 was £2,121.39 credit in the current account and £5,502.16 in the savings account.

A local garage has carried out the required 10 week checks. The costs have kindly been covered by the local community pub, or by the garage itself.

Cash collection is managed by the Trustees, with parents reserving and paying for their child's place(s) via direct bank transfer to the Charity's Lloyds bank account.

Appointments

There were no changes to Trustees during the year.

Governance

The Trustees meet at least on a Bi-monthly schedule or more frequently if needed. Each meeting is minuted with the actions from the previous meeting being reviewed at each meeting. New matters arising are recorded and assigned owners at each meeting. All trustees give of their time freely and no remuneration or expenses were paid in the year.

Risk Management

The Trustees have reviewed all data storage and policies to ensure compliance with GDPR regulations.

Parents and pupils are reminded frequently about safety whilst using the bus, for example the mandatory use of seat-belts.

Internal and external CCTV cameras act as an additional safety measure. The installation and purpose of the CCTV equipment has been communicated to parents with detail provided about the retention and use of video data. No data are transmitted, stored or analysed using sovereign or foreign cloud services.

ICO: We continue to be registered with the ICO and maintain our records in line with their guidance

Future Plans

Replacement Bus: Whilst the bus only does very low mileage (circa 8000 miles / year) we are mindful of the future need to replace the bus with a newer model in the coming years. With that in mind – we are setting aside circa £2,000 PA in a Lloyds savings account. This account is a subsidiary of the primary Treasurer’s Account. We anticipate that we will not have to replace the bus for 3-4 years. As of 31 July 2020 there was £5,502.16 in the savings account.

VAT Registration: During the year the charity was registered with HMRC to enable the recovery of VAT on the bus purchase and incidental expenses. The amount received from HMRC at the end of the financial year was £3094.63

Trustees

The following are Trustees of the Bucklebury Community Bus

<u>Title</u>	<u>Role</u>	<u>Status</u>
Ms Janet Wild	Chair	Active
Mr Peter Weedon	Trustee	Active
Ms Anne Hillerton	Trustee	Active
Mr Phil Evans	Trustee	Active
Mr Paul Dick	Trustee	Active
XX Trustee with a dispensation	Treasurer	Active
XX Trustee with a dispensation	Trustee	Active

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Bucklebury Bus - Annual Accounts

1st August 2019 – 31st July 2020

For account number : 17258468 – Current Account

**2019-2020 Accounts for
Bucklebury Bus**

For account number -
17258468

INCOME

Opening Balance 1st Aug 2019	2,087.90
Donations	£7,298.46
Bus Hire	£0.00
VAT & Gift Aid Income	£3,102.84

£12,489.20

EXPENDITURE

Driver Pay	-3,817.35
Bus Maintenance	-923.80
Fuel	-1,039.51
Tax and Insurance	-882.73
Security and ICO	-55.00
Misc Expenditure	-149.42
Bbus Bank Transfers	-3,500.00

-10,367.81

Closing Balance Jul 31st 2020 2,121.39

Having examined the financial records of the Bucklebury Community Bus Scheme for the stated period I certify that the Receipts and Payments Account correctly reflects the transactions of the Scheme and the Balance Sheet correctly reflects the financial position of the Scheme at 31st July 2020.

Verified and signed : C. M. Brown (eSignature due to COVID-19)

Date : 7th April 2021.



Bucklebury Bus - Annual Accounts

1st August 2019 – 31st July 2020

For account number : 18739268 – Savings Account

**2019-2020 Accounts for
Bucklebury Bus**

For account number -
17258468

INCOME

Opening Balance (1st Aug 2019)	2000.34
Interest CR	£1.82
Xfers credits	£3,500.00

£5,502.16

EXPENDITURE

Xfer debits	£0.00
Fees	£0.00

£0.00

Closing Balance 31/7/2020

£5,502.16

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Date : 7 April 2021