

Trustees' Annual Report: 2022-23

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 2023 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 main purpose of school transport runs, the bus can also be borrowed by local organisations for their own needs e.g. trips to local events.

During this year 6 out of the 7 active Trustees have stepped back. We thank these trustees for all their hard work and effort over the years. Three new trustees were appointed. We continue to look for additional Trustees.

Finances

Our finances show an income of £9,620.57 and expenditure of £10,302.77 for the year 2022-23. We therefore recorded a small loss of £682.20 but continue to manage our expenses against our income to hold a financial reserve.

As of 31st July 2023 we held £6,200.16 in financial reserve.

A local garage carries out the required 10 week checks and annual MoT. They kindly cover the cost of the MoT annually.

School Bus Fee 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.

The Charity is registered for VAT and we claim VAT rebates using the HMRC electronic systems.

Appointments

The following Trustees Retired over this period:

<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
XX Trustee with a dispensation	Treasurer	Active
XX Trustee with a dispensation	Trustee	Active

The Following Trustees were Appointed over this period:

<u>Title</u>	<u>Role</u>	<u>Status</u>
Mrs Fay Morris	Chair	Active
Mrs Sarah McGill	Secretary	Active
Mr David Parsons	Treasurer	Active

Governance

The Trustees generally meet 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.

We renew our ICO membership / data protection fee on an annual basis.

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 £4,500 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 5-6 years. As of 31 July 2023 there was £6,200.16 in the savings account.

Trustees

The following are Trustees of the Bucklebury Community Bus

<u>Title</u>	<u>Role</u>	<u>Status</u>
Mrs Fay Morris	Chair	Active
Mrs Sarah McGill	Secretary	Active
Mr David Parsons	Treasurer	Active
Mr Paul Dick	Trustee	Active

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Annual Accounts

Bucklebury Community Bus - Income and Expenditure 1 August 2022 - 31 July 2023

Opening Balances

Savings Account	£5,003.83
Trustee Current Account	£1,878.53

Closing Balances

Savings Account	£5,025.78
Trustee Current Account	£1,174.38

Total	£6,882.36	Total	£6,200.16
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Income		Expenditure	
Item	Amount	Item	Amount
School Bus Fee	£7,856.00	Bus Maintenance	£964.93
VAT & Gift Aid	£1,191.89	Driver Pay	£6,302.68
Donations	£550.73	Fuel	£1,814.26
Saver Acct Interest	£21.95	ICO & Regulatory	£159.00
		Tax & Insurance	£1,061.90
Total	£9,620.57	Total	£10,302.77
Net Loss	-£682.20		

Having examined the financial records of the Bucklebury Community Bus scheme for the stated period I certify that the receipts and payments account accurately reflect the transactions of the scheme and the Balance Sheet correctly reflects the financial position of the scheme at 31st July 2023

Verified and signed: C. M. Brown

Date: 14th June 2024