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COMPANY REGISTRATION NUMBER: CE012069

CHARITY REGISTRATION NUMBER: 1174433

**Keep Mobile Community Transport CIO**  
**Unaudited Financial Statements**  
**For the year ended**  
**31 December 2021**

# **Keep Mobile Community Transport CIO**

## **Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31 December 2021**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2021.

### **Reference and administrative details**

<b>Registered charity name</b>	Keep Mobile Community Transport CIO
<b>Charity registration number</b>	1174433
<b>Company registration number</b>	CE012069
<b>Principal office and registered office</b>	Units 1 - 3 The Evendons Centre 171 Evendons Lane Wokingham RG41 4EH

### **The trustees**

Mr Fred Rule  
Mr Richard Rampton  
Mr Michael Gore  
Mr Doug Southwick  
Mrs Gisela Sharpe  
Mr Ian Urquhart

<b>Independent examiner</b>	Keal and Associates Innovation House Molly Millars Close Wokingham Berkshire RG41 2RX
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### **Structure, governance and management**

#### **Organisational structure**

Keep Mobile Country Tours Limited was established in 1992 and registered under the Industrial and Provident Societies Act 1965 in February 1993 (Registered Number 27740R). This entity was subsequently covered by the Co-Operative and Community Benefit Societies Act 2014.

Keep Mobile Community Transport CIO was registered on 30 August 2017 and commenced trading on 1 January 2020. All the assets of Keep Mobile Country Tours Limited were transferred to Keep Mobile Community Transport CIO at that date. It is registered with the Charity Commission, charity number 1174433.

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# **Keep Mobile Community Transport CIO**

## **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2021**

### **Structure, governance and management *(continued)***

#### **Management structure**

The management structure and staff remained steady for the year. We recruited people during the pandemic and they have stayed with us.

Keep Mobile is an efficiently run organisation, from management to trustees to the operational staff.

We would very much like to have more of an involvement of Parish Councillors by way of having a representative on our management committee as an observer and conduit to their respective Parish Councils. This would help the Councils have a better understanding of how we work and an insight into our future development.

#### **Risk management**

We have identified and dealt with risks to which the charity is exposed. The trustees, management and staff recognise the risks. We managed to put the appropriate controls in place to provide reasonable assurance against safety, fraud and errors.

#### **Objectives and activities**

##### **Objectives and aims**

The charity's main objectives are as follows: -

1. During 2021 our main objective was to keep our members and staff safe from Covid 19.
2. Help people who are self-isolating, lonely, sick and suffering from poverty.
3. To equip our buses so it is safe for people to travel to where they need to go to during the pandemic.
4. To get our members out and about again via our day excursion programme.

#### **Staff and volunteers**

As always we had a good team who really stepped up during the pandemic, it was all hands to the pump. Everyone was involved with all aspects of the Charity. The drivers, both paid and volunteers, were not just driving they were also shopping for people which carried on during 2021. The administration staff were helping organise shopping lists for our members.

When vaccinations commenced our drivers transported people to the vaccination centres. Many of these trips were done at the weekends and in the evenings. There were always staff and volunteers ready and willing to come forward and work during these times. Now the booster is here we are getting busy again with vaccination transport.

We have also had a lot of help with reports, fundraising and statistics from different members of staff. We consider ourselves responsible employers, therefore, we are looking at taking on younger trustees to help young people get on a career path and understand the world of Charities and community.

With our growing number of staff and volunteers we are an important part of the community.

#### **Driver training and assessment (MiDAS)**

All our drivers undergo training for this assessment before they are eligible to take passengers on behalf of the Charity. All drivers, both voluntary and paid, are also DBS checked.

# **Keep Mobile Community Transport CIO**

## **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2021**

### **Achievements and performance**

#### **Fundraising activities**

During 2021, due to the pandemic, we have been unable to run any of our normal fundraising events. We are grateful to all the charitable trusts, Arborfield and Newland Parish Council, Barkham Parish Council, Binfield Parish Council, Bracknell Town Council, Charvil Parish Council, Finchampstead Parish Council, Sandhurst Town Council, Shinfield Parish Council, Sonning Parish Council, Hurst Parish Council, Twyford Parish Council, Warfield Parish Council, Wargrave Parish Council, Winkfield Parish Council, Winnersh Parish Council, Wokingham Town Council, Wokingham Without Parish Council, Woodley Town Council, Bracknell Borough Council and Wokingham Borough Council, our software company Thames Valley Operators CIC, our training company Training Concerns Limited and our landlord Evendons Centre who were just some of the funders who have generously contributed during the year. However, despite this, our own funds have been drained which has resulted in our scheduled bus purchases being delayed. We have been successful in raising funds and did manage to order one bus which will be with us very soon.



# Keep Mobile Community Transport CIO

## Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

### Achievements and performance *(continued)*

#### Safe practice

In order that we comply with PPE requirements and the safety of our passengers and staff we have provided the following procedures: -

1. Every bus was equipped with a forced air filtration system that provides a full air change every 1-2 minutes during every trip. This is automatic, the driver does not have to operate the unit.
2. There are clear perspex protective shields to each bus seat shielding the driver and every passenger.
3. At the end of every shift there is a wipe down and every 7 days each bus is totally sprayed using a fogging and disinfection kit. This releases vapour to the cabin area and sterilises the interior of the bus which lasts indefinitely or until next used. Every driver is equipped with a PPE container which includes:-

Remote electronic thermometer to check the passengers body temperature.

Masks for people without one.

Hand sanitiser for driver and passenger use.

Rubber gloves to protect people when accessing and departing the bus.

Sanitising hand spray to be used when accessing or departing the bus.

4. Every driver and passenger assistant has a Covid Flow test every second shift of volunteering or paid work.
5. Electrically powered sanitation dispenser units are fitted both at the front and rear access points to enable passengers to sanitise their hands before gaining access to the bus.
6. At all times it is ensured that passengers maintain social distancing.
7. There is a bin on board for the disposal of all PPE items at the end of every shift. The bin is fitted with a liner which, whilst containing the disposable items, must be removed and taken to the waste disposal incinerator unit at our depot.

These measures have stayed in place since 2020 right through to the present. Implementing these measures has resulted in addition costs of approximately £44,000. We are grateful to all the charitable trusts and others who have contributed towards these additional unexpected costs.

# **Keep Mobile Community Transport CIO**

## **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2021**

### **Achievements and performance *(continued)***

#### **Support**

We are still supported by Bracknell and Wokingham local authorities, details of which are shown in this report. In addition, most Parish Councils support the charity, which enables us to provide our Day Excursions (which support those people suffering from loneliness) and out of area service which enables people to travel for any reason including visiting friends, relations, weddings, funerals and holiday further afield when allowed.

We would like to say thank you to Bracknell Forest Council who put us forward to have our Covid vaccinations. We all received our first vaccination in February 2021 and the second in April 2021.

#### **Our values**

The short and medium term plans had to change because of the pandemic, but we still pursued ethically driven principles, including ensuring diversity and equality amongst our staff and, crucially, our members.

Keep Mobile is well positioned to be able to monitor progress towards these aims using management tools at our disposal. These were adapted during the pandemic so we could be sure we contacted everyone to check how they were and to keep them safe.

#### **Leadership and ideas**

Our manager successfully passed her diploma level 5 in management with a distinction. She is putting these skills to good use.

We still need new trustees to join us as it is good practice to have as many trustees as possible from all aspects of the community.

#### **Services**

All our services were going well until the pandemic struck. The only services suspended were the Day Excursions and Group shopping bus. We adapted our services and added personal shopping which was very popular, and when the vaccinations commenced we started vaccination transport free of charge. All services are running as pre pandemic now.

#### **Our focus**

Our focus has been on the most vulnerable members of society, including those suffering from severe physical and mental disability, older people whose lives are dominated by age related issues and younger people who have behavioural and learning issues as well as being physically disabled. This year has been the hardest. With the pandemic we saw an emergency and we had to work harder for our community. People were becoming more isolated as we were told to stay at home. We did not stop! We were on the front line and busier than ever helping with shopping, medication, medical appointments or just having a chat over the telephone because some people had not spoken to anyone for a long time. The biggest challenge was reaching out to people that needed us but did not know we were out there, so we contacted the Citizens Advice Bureau in Wokingham and Bracknell and they helped by letting people know we were there. During the last twelve months we have managed to help an extra 900 new members. We completed over 21,368 personal shopping trips and over 4,000 medical trips.

# **Keep Mobile Community Transport CIO**

## **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2021**

### **Achievements and performance *(continued)***

#### **Vehicles**

Due to the pandemic and additional safety measures that had to be put in place it was not possible to replace some of our existing fleet. We have been successful in raising funds and purchased one bus. We are awaiting delivery in the next few months. The charity does however have plans to update some more of its minibuses as soon as is practicable.

#### **Financial review**

The Covid 19 pandemic has affected the results for the year and has created some uncertainties over future activities. However, the Charity will continue to use its resources in the best way possible to benefit the community.

#### **Reserves policy**

Note 19 to the financial statements summarises the year's movements on each fund.

The Charity Commissioners require organisations to establish reserves to cover the eventuality of the charity ceasing to operate. The charity has contingent liabilities in respect of employment costs and expenses upon cessation. The Management Committee would like to hold sufficient free reserves to be able to cover the potential redundancy costs and up to three months' normal operation expenditure.

The Terminal and Operations Reserve at 31 December 2021 has increased to £120,993 which is sufficient to cover redundancy costs and three months operating costs.

The nature of the charity is such that to replace its core assets, namely minibuses, involves significant capital expenditure. The current cost of a minibus together with conversion is approximately £95,000, which is increasing on a monthly basis. The current fleet of vehicles are starting to show their age and replacements will be required in future years. The charity intended to purchase 2 new minibuses during the course of 2021 but due to Covid restrictions was unable to do so. One bus was ordered prior to the end of year which will be delivered this year. The Management Committee has however set aside the funds required for these purchases in a Designated Vehicle Purchase Fund at 31 December 2021.

A breakdown of the restricted funds, showing movements in the year and closing balances at 31 December 2021 is shown in note 19 of the accounts. The restricted fund in respect of the share capital relates to the previous entity and no longer applies. As such this fund was transferred at the start of the previous financial year.

#### **Plans for future periods**

##### **Future plans**

The charity is achieving an improving carbon footprint but unfortunately this was put on hold during 2021. We are now starting to move forward again and we are looking at electric vehicles. Unfortunately, there are no buses available as yet.

Our building has been fitted with additional insulation and our heating and lighting supply uses 100% renewable sources.

#### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

## **Keep Mobile Community Transport CIO**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2021**

The trustees' annual report was approved on 5 May 2022 and signed on behalf of the board of trustees by:

A handwritten signature in black ink, appearing to be 'FR' or similar, written in a cursive style.

Mr Fred Rule  
Trustee

# **Keep Mobile Community Transport CIO**

## **Independent Examiner's Report to the Trustees of Keep Mobile Community Transport CIO**

**Year ended 31 December 2021**

I report to the trustees on my examination of the financial statements of Keep Mobile Community Transport CIO ('the charity') for the year ended 31 December 2021.

### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the 'Association of Public Accountants' which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

## **Keep Mobile Community Transport CIO**

### **Independent Examiner's Report to the Trustees of Keep Mobile Community Transport CIO *(continued)***

**Year ended 31 December 2021**

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.



Michael Watson  
Keal and Associates  
Independent Examiner

Innovation House  
Molly Millars Close  
Wokingham  
Berkshire  
RG41 2RX

5 May 2022

# Keep Mobile Community Transport CIO

## Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and legacies	5	28,878	—	28,878	24,495
Charitable activities	6	189,467	—	189,467	175,687
Other trading activities	7	78,640	—	78,640	70,791
Investment income	8	198	—	198	254
Other income	9	10,888	—	10,888	20,318
<b>Total income</b>		<u>308,071</u>	<u>—</u>	<u>308,071</u>	<u>291,545</u>
<b>Expenditure</b>					
Expenditure on charitable activities	10	347,898	—	347,898	298,962
<b>Total expenditure</b>		<u>347,898</u>	<u>—</u>	<u>347,898</u>	<u>298,962</u>
<b>Net expenditure</b>		<u>(39,827)</u>	<u>—</u>	<u>(39,827)</u>	<u>(7,417)</u>
Transfers between funds		—	—	—	—
<b>Net movement in funds</b>		<u>(39,827)</u>	<u>—</u>	<u>(39,827)</u>	<u>(7,417)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		310,828	30,000	340,828	348,245
<b>Total funds carried forward</b>		<u>271,001</u>	<u>30,000</u>	<u>301,001</u>	<u>340,828</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 12 to 18 form part of these financial statements.

# Keep Mobile Community Transport CIO

## Statement of Financial Position

31 December 2021

	Note	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible fixed assets	15		57,005		74,620
<b>Current assets</b>					
Debtors	16	107,829		33,832	
Cash at bank and in hand		162,588		270,508	
		<u>270,417</u>		<u>304,340</u>	
<b>Creditors: amounts falling due within one year</b>	17	<u>26,421</u>		<u>38,132</u>	
<b>Net current assets</b>			243,996		266,208
<b>Total assets less current liabilities</b>			301,001		340,828
<b>Net assets</b>			<u>301,001</u>		<u>340,828</u>
<b>Funds of the charity</b>					
Restricted funds			30,000		30,000
Unrestricted funds			271,001		310,828
<b>Total charity funds</b>	19		<u>301,001</u>		<u>340,828</u>

For the year ending 31 December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 5 May 2022, and are signed on behalf of the board by:



Mr Fred Rule  
Trustee



Mr Ian Urquhart  
Trustee

The notes on pages 12 to 18 form part of these financial statements.



# **Keep Mobile Community Transport CIO**

## **Notes to the Financial Statements**

**Year ended 31 December 2021**

### **1. General information**

The charity is registered in England and Wales. The address of the registered office is Units 1 - 3 The Evendons Centre, 171 Evendons Lane, Wokingham, RG41 4EH.

### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

### **3. Accounting policies**

#### **Basis of preparation**

The financial statements have been prepared on the historical cost basis.

#### **Going concern**

There are no material uncertainties about the charity's ability to continue.

#### **Income tax**

The Charity is exempt from Tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for a particular future project or commitment.

Restricted funds can be only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### **Incoming resources**

Income represents resources received in the form of grants, donations and contractual receipts to support and fund direct charitable activities.

All income is recognised in the statement of financial activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

# Keep Mobile Community Transport CIO

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

### 3. Accounting policies *(continued)*

#### Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefit will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates.

#### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation.

#### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Workshop equipment	-	25% reducing balance
Fixtures and fittings	-	25% reducing balance
Motor vehicles	-	25% reducing balance
Office equipment	-	25% reducing balance
Computer equipment	-	Over three years

#### Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly.

#### Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets and financial liabilities like trade and other debtors and creditors, loans from banks and other third parties.

#### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

### 4. Charitable incorporated organisation

The charity is a Charitable Incorporated Organisation for the benefit of the local community.

# Keep Mobile Community Transport CIO

## Notes to the Financial Statements (continued)

Year ended 31 December 2021

### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
<b>Donations</b>				
Members donations	2,816	2,816	5,990	5,990
Other donations	26,062	26,062	18,505	18,505
	<u>28,878</u>	<u>28,878</u>	<u>24,495</u>	<u>24,495</u>

### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Grants received	132,123	132,123	160,612	160,612
Transport clients	38,026	38,026	5,005	5,005
Transport members	2,897	2,897	2,744	2,744
Shopping trips	768	768	1,306	1,306
Dial A Ride	15,653	15,653	6,020	6,020
	<u>189,467</u>	<u>189,467</u>	<u>175,687</u>	<u>175,687</u>

### 7. Other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Members subscriptions	3,808	3,808	5,357	5,357
Fundraising events	199	199	84	84
Social lotteries	220	220	283	283
CATSS Income	74,413	74,413	65,067	65,067
	<u>78,640</u>	<u>78,640</u>	<u>70,791</u>	<u>70,791</u>

### 8. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest received	198	198	254	254

### 9. Other income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Department of Transport fuel grant	4,202	4,202	5,998	5,998
Job retention scheme grant	6,686	6,686	14,320	14,320
	<u>10,888</u>	<u>10,888</u>	<u>20,318</u>	<u>20,318</u>

# Keep Mobile Community Transport CIO

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

### 10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Direct expenditure	344,096	—	344,096	295,438
Governance costs	—	3,802	3,802	3,524
	<u>344,096</u>	<u>3,802</u>	<u>347,898</u>	<u>298,962</u>

### 11. Net expenditure

Net expenditure is stated after charging:

	2021 £	2020 £
Depreciation of tangible fixed assets	<u>20,012</u>	<u>25,716</u>

### 12. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,350</u>	<u>2,750</u>

### 13. Particulars of employees

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	222,177	177,390
Social security costs	9,249	6,929
Employer contributions to pension plans	<u>2,331</u>	<u>1,962</u>
	<u>233,757</u>	<u>186,281</u>

The average head count of employees during the year was 18 (2020: 18).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

### 14. Trustee remuneration and expenses

There was no remuneration or other benefits to members of the Committee of Management for the current and previous year.

There were no expenses paid to members of the Committee of Management for the current or previous year.

# Keep Mobile Community Transport CIO

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

### 15. Tangible fixed assets

	Plant and machinery £	Fixtures and fittings £	Motor vehicles £	Office and Computer Equipment £	Total £
<b>Cost</b>					
At 1 January 2021	2,632	7,710	508,906	16,310	535,558
Additions	687	221	–	1,489	2,397
<b>At 31 December 2021</b>	<u>3,319</u>	<u>7,931</u>	<u>508,906</u>	<u>17,799</u>	<u>537,955</u>
<b>Depreciation</b>					
At 1 January 2021	2,031	5,026	439,450	14,431	460,938
Charge for the year	322	726	17,364	1,600	20,012
<b>At 31 December 2021</b>	<u>2,353</u>	<u>5,752</u>	<u>456,814</u>	<u>16,031</u>	<u>480,950</u>
<b>Carrying amount</b>					
<b>At 31 December 2021</b>	<u>966</u>	<u>2,179</u>	<u>52,092</u>	<u>1,768</u>	<u>57,005</u>
At 31 December 2020	<u>601</u>	<u>2,684</u>	<u>69,456</u>	<u>1,879</u>	<u>74,620</u>

### 16. Debtors

	2021 £	2020 £
Trade debtors	20,269	14,656
Prepayments and accrued income	79,512	14,543
Other debtors	8,048	4,633
	<u>107,829</u>	<u>33,832</u>

Prepayments at 31 December 2021 include £62,807 payment on account for a new bus.

### 17. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,169	18,537
Accruals and deferred income	21,222	12,979
Social security and other taxes	3,587	5,862
Other creditors	443	754
	<u>26,421</u>	<u>38,132</u>

### 18. Pensions and other post retirement benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,331 (2020: £1,962).

# Keep Mobile Community Transport CIO

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

### 19. Analysis of charitable funds

#### Unrestricted funds

	At 1 Jan 2021 £	Income £	Expenditure £	Transfers £	At 31 Dec 2021 £
General funds	76,093	308,071	(347,898)	(16,258)	20,008
Terminal liabilities and operations fund	104,735	—	—	16,258	120,993
Vehicle purchase fund	130,000	—	—	—	130,000
	<u>310,828</u>	<u>308,071</u>	<u>(347,898)</u>	<u>—</u>	<u>271,001</u>

  

	At 1 Jan 2020 £	Income £	Expenditure £	Transfers £	At 31 Dec 2020 £
General funds	286,445	291,545	(298,962)	(202,935)	76,093
Terminal liabilities and operations fund	29,490	—	—	75,245	104,735
Vehicle purchase fund	—	—	—	130,000	130,000
	<u>315,935</u>	<u>291,545</u>	<u>(298,962)</u>	<u>2,310</u>	<u>310,828</u>

General Fund - This is the value of the "free reserves" after allowing for the designated funds. There is no restriction on these reserves, which can be used at the discretion of the trustees for the provision of community transport and other services provided by the Charity.

Terminal liabilities and operations fund - This is to cover three months operation costs and any liabilities arising from the termination of activities.

Vehicle purchase fund - The Charity has earmarked funds to purchase two new minibuses to replace those within its current fleet of eleven vehicles. Payments have already been made in respect of one vehicle, which is yet to be delivered. These payments are included in prepayments. Each vehicle costs approximately £95,000, of which £62,807 is included in prepayments.

#### Restricted funds

	At 1 Jan 2021 £	Income £	Expenditure £	Transfers £	At 31 Dec 2021 £
Share Capital	—	—	—	—	—
Building Fund	30,000	—	—	—	30,000
	<u>30,000</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>30,000</u>

  

	At 1 Jan 2020 £	Income £	Expenditure £	Transfers £	At 31 Dec 2020 £
Share Capital	2,310	—	—	(2,310)	—
Building Fund	30,000	—	—	—	30,000
	<u>32,310</u>	<u>—</u>	<u>—</u>	<u>(2,310)</u>	<u>30,000</u>

Restricted funds relate to monies provided to the Charity for a specific purpose.

# **Keep Mobile Community Transport CIO**

## **Notes to the Financial Statements** *(continued)*

**Year ended 31 December 2021**

### **20. Related parties**

The whole operation of the Charity is sited on land and in offices owned by Mr F Rule who is a trustee of the Charity. The land accommodated all of the vehicles and provides space to carry out servicing and maintenance as required to ensure that the vehicles are kept road worthy, clean and safe. The office space is used to accommodate administrative staff for the purpose of accounts supervision, driver accommodation and development.

There is no charge for the use of the land and as such the charity received a donation in kind from Mr Rule. The value of rent for these facilities could not be quantified and therefore has not been included in these financial statements.

The Charity uses various additional office units for which a nominal rent has been charged by Mr Rule. The rent charged for the year was £12,000 (2020 = £5,358). At the year end £Nil (2020 = £Nil) was due from the Charity.

Mr Rule invoices the Charity for electricity used on the premises and this charge is included within the accounts. The electricity charged during the year was £3,140 (2020 = £2,541). At the year end £Nil (2020 = £Nil) was due from the Charity.

Mrs S J Gibson who is employed by the Charity is the daughter of Mr F Rule. During the year Mrs S J Gibson received remuneration of £30,502 (2020 = £29,157).

During the year the Charity invoiced sales of £74,768 (2020 = £65,085) to Thames Valley Operators, a Community Interest Company in which Keep Mobile is a member. During the year Thames Valley Operators made donations of £16,000 (2020 = £17,000) to Keep Mobile. At the year end £9,391 (2020 = £5,974) was due from Thames Valley Operators to Keep Mobile.

During the year the company invoiced sales of £325 (2020 = £208) to Training Concerns Limited a company of which Mr F Rule is also a director. During the year Training Concerns Limited made donations of £3,000 (2020 = £Nil) to Keep Mobile. At the year end £Nil (2020 = £42) was due from Training Concerns Limited to Keep Mobile.

### **21. Trustees indemnity insurance**

£320 (2020 = £444) was spent on purchasing insurance to indemnify the trustees of the committee of management against default on their part.