

ILFRACOMBE & DISTRICT
COMMUNITY TRANSPORT
ASSOCIATION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

CHARITY NUMBER 1174976

APB ACCOUNTANTS LTD
1 – 5 MARKET SQUARE
ILFRACOMBE
EX34 9AU

ILFRCOMBE & DISTRICT COMMUNITY TRANSPORT ASSOCIATION

CHARITY NUMBER 1174976

CONTENTS

	Page
Legal and administrative information	1
Trustees report	2 – 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 – 15

Ilfracombe & District Community Transport Association

Charity Number 1174976

Legal and administrative information

Status

The charity is an incorporated association governed by a constitution dated 4 October 2017 and previously governed as an unincorporated association as charity 279975 by a constitution dated 15 April 1980 and amended on 20 September 1980 and 8 March 1994.

Charity Number	1174976	
Registered office	4 Avenue Road Ilfracombe Devon EX34 9AT	
Trustees	B Piercy J V Banks M Condliffe S Piercy	Chairperson Treasurer Secretary Trustee
Accountants	APB Accountants Ltd 1 – 5 Market Square Ilfracombe Devon EX34 9AU	
Bankers	NatWest Bank Plc 135, High Street Ilfracombe Devon EX34 9HA Santander 43 High Street Barnstaple Devon EX31 1HJ	

Ilfracombe & District Community Transport Association

Charity Number 1174976

Report of the trustees For the year ended 31 March 2024

The trustees present their report and the financial statements for the year ended 31 March 2024. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure governance and management

Governing document

As from 1 April 2018 the Association has run as a CIO, charity number 117496 although the unincorporated charity 279975 is still open. Trustees hold monthly meetings and members have attended training in governance.

The Charity was governed by a constitution dated 15 April 1980 as amended 30 September 1980 and 8 March 1984. The charity had officially changed its name to Ilfracombe & District Community Transport Association and is so registered with the Charity Commission, HM Revenue and Customs and its bankers among others. The Association has had trustee indemnity insurance in place since the beginning of 2008.

Structure

The charity is an incorporated trust. To comply with Devon County Council requirements for the granting of contracts we began operating as a Charitable Incorporated Organisation (Charity No. 1174976) in April 2018. We have kept our charitable objectives, Trustees and other information the same as for Charity 279975 which we intend to keep as dormant.

Trustee selection

The Trustee Shirley Jones, who was Secretary/Treasurer retired at the beginning of this financial year. Dee Rogers also resigned as a Trustee due to ill-health. Sue Piercy agreed to join as a Trustee, leaving the number of Trustees at 4. Despite big efforts having been made to recruit new Trustees, unfortunately there has been no success so far. Any new trustees would be voted in by the existing trustees following induction. Trustees give their time voluntarily but claim expenses incurred directly as a result of their role. One of the Trustees, Martin Conliffe, receives payment for the essential work he does. The Trustees consulted Charity Commissions regulations and sought legal advice about this and notified the Charity Commission in August 2023. Steps have been taken to ensure that no conflict of interest can arise

Objectives and activities

Objectives

The Constitution states that the object of the Association shall be to relieve persons who are handicapped, aged, blind or otherwise disabled by providing suitable and affordable transport which can, where necessary, be door-to-door.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Report of the trustees For the year ended 31 March 2024

Activities

We provide transport for the frail and disabled persons of all ages to enable them to attend hospital and other medical-related appointments, shopping trips, social outings, meetings and events etc. The charity is staffed by volunteers, apart from a Fleet Manager who is also a driver and a part time admin assistant and it is a non- profitmaking organisation. Income is by means of a mileage charge for the use of the vehicles, which goes towards the running costs, i.e. diesel, maintenance, insurance and administration. Any surplus funds will be paid into a separate account towards the cost of replacing vehicles. The vehicles are available for those permitted to use them under Section 19 and section 22 permits within a 45-mile radius of Ilfracombe. They are also available for community groups and private hire when not already booked for our primary purpose.

Personnel:

At the beginning of 2023, Shirley Jones who had been the Secretary and Treasurer for many years, informed the Trustees of her intention to retire. The trustees had been looking for new premises, as they felt using someone's home was no longer appropriate and in April they agreed to rent a shop in Ilfracombe High Street. This involved work and cost to provide furniture and equipment. In June, the part time admin assistant informed the Trustees that she could not commit to work at the shop and wanted to continue working from home, so she handed in her resignation. We now have a new admin assistant, who is settling into the position. Dee rogers, who has been a Trustee for many years, but has been dealing with ill health for some time also resigned. Sue Piercy offered to join as a Trustee and this was agreed by the other Trustees. The operation of the services, maintenance of the minibuses and allocation of drivers is the responsibility of the only full-time paid employee, the Fleet Manager, who is also a driver. There were six part-time paid drivers.

Achievements and performance:

It has been a difficult year with all the changes and many hurdles have had to be overcome, but the Trustees are happy that things are now settled and are confident all will go well in the future.

Allan Day, Fleet Manager/Driver has instigated several new projects. Among them is the "Hopper" service, which picks up passengers in all areas of the town and takes them to Ilfracombe High Street or the market on the seafront. He has also worked with the Exmoor authority to provide transport for lonely or isolated people to explore the beauty of Exmoor. We continue to run all our essential Ring & Ride services and our connection with the Straw Patch Project continued, regularly taking beneficiaries to engage in a wide range of outdoor and indoor activities to the betterment of their health and wellbeing.

Ilfracombe & District Community Transport Association
Charity Number 1174976

Report of the Trustees
For the year ended 31 March 2024

Fund-Raising:

There has not been any fundraising this year due to the pressure of dealing with all the changes, but there are plans to hold a Xmas raffle, which will hopefully raise some funds.

Reserves Policy:

The Association is always committed to holding enough reserves to deal with future commitments. Our primary aim is to always have at least £25,000 in reserve to pay redundancy if we had to cease operating plus at least one month's average expenditure of £37,000. We also like to have a healthy reserve for buying a new bus in the event of one of our buses suddenly needing replacing. In the past we had a separate "vehicle Account", but since we changed to Santander and all the difficulties caused by name changes, we have not yet been able to do this, but efforts are being made to remedy this.

Future Developments:

At the moment our Fleet Manager is looking for a new minibus to replace one which is coming to the end of its life. This will be done with the help of a donation we have been promised from a local windfarm. A sum of £20,000 from our vehicle fund has been earmarked for this. We continue to look for opportunities to provide transport and all the benefits it creates for lonely and isolated people. The Fleet Manager is constantly looking for new reliable drivers. The difficulties involved in this are being able to offer enough regular hours and also the high cost of training and licensing of new drivers, whilst not being able to insist on commitment from them to continue driving for us.

Serious Incidents:

The Trustees report that there have been no serious incidents this year.

J V Banks

Treasurer

Ilfracombe & District Community Transport Association

Charity Number 1174976

Independent examiner's report to the trustees on the unaudited financial statements of Ilfracombe & District Community Transport Association.

We report on the accounts of Ilfracombe & District Community Transport Association for the year ended 31 March 2024 set out on pages 2 to 15.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that that audit requirement of section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 does not apply and that an independent examination is needed. It is our responsibility to examine the accounts under section 43 (3)(a) of the Act, as amended: to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7) (b) of the Act, as amended: and to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our 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 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 examiner's statement

In connection with our examination, no matters have come to our attention:

- (i) which gives us reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 41 of the Act: and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have been met.



APB Accountants Ltd

Independent Examiners
APB Accountants Ltd
1 – 5 Market Square
Ilfracombe
EX34 9AU

ACCOUNTANTS

1/5 MARKET SQUARE
ILFRACOMBE, DEVON EX34 9AU

Telephone: 01271 854826 Fax: 01271 864337

ILFRACOMBE & DISTRICT COMMUNITY TRANSPORT ASSOCIATION

CHARITY NUMBER 1174976

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

		Year Ended	Year Ended
	Notes	31-3-24	31-3-23
Incoming Resources			
Incoming resources from generating funds			
Voluntary Income	2	145,436	149,062
Investment Income	3	341	76
Other incoming Resources	4	—	11,573
Total Incoming Resources		<u>145,777</u>	<u>160,711</u>
Resources Expended			
Charitable activities	5	166,151	149,995
Governance Costs	7	<u>1,038</u>	<u>2,268</u>
		<u>168,089</u>	<u>152,263</u>
Net movement in funds		(22,312)	8,448
Total funds brought forward		<u>158,121</u>	<u>149,673</u>
Total funds carried forward		<u>135,809</u>	<u>158,121</u>

The statements of financial activities include all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities

Ilfracombe & District Community Transport Association

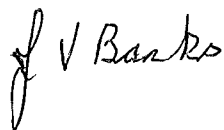
Charity Number 1174976

Balance Sheet

As at 31 March 2024

	31/03/2024		31/03/2023	
	£	£	£	£
Fixed Assets				
Tangible assets		47,691		60,047
Current Assets				
Debtors	-		7,364	
Prepayments & accrued income	6,011		5,891	
Cash at bank and in hand	<u>86,538</u>		<u>85,918</u>	
	92,549		99,173	
 Creditors: amounts falling due within one year				
	<u>(4,431)</u>		<u>(1,099)</u>	
 Net Current Assets		<u>88,118</u>		<u>98,074</u>
 Net Assets		<u>135,809</u>		<u>158,121</u>
 Funds				
Restricted income funds		-		-
Unrestricted income funds		158,121		158,121
 Total funds		<u>135,809</u>		<u>158,121</u>

The financial statements were approved by the trustees on 9.12.24 and signed on its behalf by



Trustee

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding period.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention, except for the revaluation of certain fixed assets and except for investments which are included at market value, and in accordance with the statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS102 from the requirement to produce a cashflow statement because it is a small charity.

1.3 Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion

Designated funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Endowment funds are retained intact and must not be spent.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

1.4 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be qualified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be qualified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year which it is receivable.

1.5 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Motor vehicles	-	Straight line over 6 years
Equipment	-	15% reducing balance method

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

2. Voluntary income

	Year ended 31/3/24 £	Year ended 31/3/23 £
Ring & Ride fares	10,714	10,249
Late Night Bus fares	-	-
Town Bus	12,404	13,581
Private hire	68,214	57,297
Passenger Club fares	1,308	3,229
Grant Income	50,380	63,257
Fund Raising	-	-
Other grants & donations	1,428	762
Other income	988	687
	<u>145,436</u>	<u>149,062</u>

3. Investments income

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Bank interest received	<u>341</u>	<u>76</u>
	<u>341</u>	<u>76</u>

4. Other incoming resources

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Sale of Vehicles	0	6,138
VAT & fuel rebate	<u>0</u>	<u>5,435</u>
	<u>0</u>	<u>11,573</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

5. Costs of charitable activities – by fund type

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Vehicle operation	166,151	149,995

6. Costs of charitable activities – by activity

	Activities undertaken directly £	Support costs £	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Vehicle operation	153,304	12,847	166,151	149,995

7 Governance costs

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Independent examiner's fees 2022/23	-	-
Independent examiner's fees 2023/24	900	1,320
Trustee's indemnity insurance	<u>1,038</u>	<u>948</u>
	<u>1,938</u>	<u>2,268</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

8. Analysis of support costs

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Staff costs	1,695	1,685
Rent	5,350	1,000
Administration costs and advertising	2,834	3,174
Office costs	298	185
Miscellaneous expenses	<u>2,670</u>	<u>895</u>
	<u>12,847</u>	<u>6,939</u>

9. Employees

Employment costs	Year ended 31/3/24 £	Year ended 31/3/23 £
Wages and salaries	77,693	69,644
Other costs	<u>-</u>	<u>-</u>
	<u>77,693</u>	<u>69,644</u>

No employee received emoluments of more than £60,000

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full-time equivalents, was as follows:

	Year ended 31/3/24 Number	Period ended 31/3/23 Number
Drivers	6	6
Others	0	0
Trustees	<u>-</u>	<u>-</u>
	<u>6</u>	<u>6</u>

No remuneration or expenses were paid to the trustees this year.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

11.	Tangible fixed assets	Fixtures, Fittings & Equipment	Motor vehicles	Total
	Cost			
	At 1 April 2023	<u>9,000</u>	<u>203,658</u>	<u>212,658</u>
	Additions	<u>2,082</u>	<u>-</u>	<u>2,082</u>
	Disposals	<u>-</u>	<u>-</u>	<u>-</u>
	At 31 March 2024	<u>11,082</u>	<u>203,658</u>	<u>214,740</u>
	Depreciation			
	At 1 April 2023	<u>4,275</u>	<u>148,336</u>	<u>152,611</u>
	Charge for the year	<u>1,052</u>	<u>13,595</u>	<u>14,647</u>
	At 31 March 2024	<u>5,327</u>	<u>161,931</u>	<u>167,258</u>
	Net book values			
	At 31 March 2023	<u>4,725</u>	<u>55,322</u>	<u>60,047</u>
	At 31 March 2024	<u>5,964</u>	<u>41,727</u>	<u>47,691</u>
12.	Debtors		31/3/24	31/3/23
			£	£
	Trade debtors		<u>-</u>	<u>7,364</u>
13.	Creditors: amounts falling due within one year		31/3/24	31/3/23
			£	£
	Trade creditors		<u>3,731</u>	<u>95</u>
	Accruals and deferred income		<u>700</u>	<u>1,004</u>
			<u>4,431</u>	<u>1,099</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

14. Analysis of net assets between funds

	Unrestricted Funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2024 as represented by:			
Tangible fixed assets	47,691	0	47,691
Current assets	92,549	0	92,549
Current liabilities	(4,431)	0	(4,431)
	<u>135,809</u>	<u>0</u>	<u>135,809</u>

15. Unrestricted funds

	At 1 April 2023 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2024 £
Unrestricted Fund	89,007	145,777	168,089	69,114	135,809
Minibus replacement fund	<u>69,114</u>	<u>-</u>	<u>-</u>	<u>(69,114)</u>	<u>-</u>
	<u>158,121</u>	<u>145,777</u>	<u>168,089</u>	<u>0</u>	<u>135,809</u>

Purposes of unrestricted funds

The Unrestricted Fund is for the general operation of the charity.

The Minibus replacement fund is a designated fund for replacing the vehicles. These have a useful life of approximately 6 years. The charity owns a total of nine minibuses. Net funds have been transferred to this fund from the general fund to provide additional resources for the balance of the cost not funded by grants.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

16. Restricted funds	At 1 April 2022 £	Incoming resources £	Outgoing resources £	At 31 March 2023 £
Minibus Restricted Fund	0	0	0	0

Ilfracombe & District Community transport Association

Charity Number 1174976

The following pages do not form part of the statutory accounts.

Charity Number 1174976

Detailed statement of financial activities

For the year ended 31 March 2024

	Year Ended 31/03/2024 £	Year Ended 31/03/2023 £
Incoming resources		
Incoming resources from generating funds:		
<i>Voluntary income</i>		
Ring & Ride fares	10,714	10,249
Late Night Bus fares	-	-
Town Bus	12,404	13,581
Private hire	68,214	57,297
Passenger Club fares	1,308	3,229
Grant Income	50,380	63,257
Fund Raising	-	-
Other grants & donations	1,428	762
Other income	988	687
	<u>145,436</u>	<u>149,062</u>
<i>Investment Income</i>		
Bank interest received	341	76
	<u>341</u>	<u>76</u>
Total income resources from generating funds	<u>145,777</u>	<u>149,138</u>
Other incoming resources		
VAT & fuel rebate	-	5,435
Sale of Vehicles	-	6,138
Total Incoming resources	<u>145,777</u>	<u>160,711</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Detailed statement of financial activities

For the year ended 31 March 2024

	Year Ended 31/03/2024		Year Ended 31/03/2023	
	£	£	£	£
Charitable Activities				
Vehicle operation				
<i>Activities undertaken directly</i>				
Wages & Salaries	77,693		69,644	
Maintenance	23,548		19,622	
Fuel	23,028		27,265	
Insurance	8,073		7,388	
Other expenses	1,719		1,453	
Vehicle leasing	4,596		3,258	
Depreciation	<u>14,647</u>		<u>14,426</u>	
		153,304		143,056
<i>Support costs</i>				
Staff Training	1,695		1,685	
Storage	5,350		1,000	
Booking administration costs	2,834		3,174	
Office expenses	298		185	
Miscellaneous	<u>2,670</u>		<u>895</u>	
		<u>12,847</u>		<u>6,935</u>
Vehicle Operation total expenditure		<u>166,151</u>		<u>149,995</u>
Total charitable activity expenditure		<u>166,151</u>		<u>149,995</u>
 Governance costs				
<i>Activities undertaken directly</i>				
Independent examiner's fees	900		1,320	
Trustee's indemnity insurance	<u>1,038</u>		<u>948</u>	
		<u>1,938</u>		<u>2,268</u>
Total governance costs		<u>1,938</u>		<u>2,268</u>
Net Incoming/(outgoing) resources for the year		<u>(22,312)</u>		<u>8,448</u>

ILFRACOMBE & DISTRICT
COMMUNITY TRANSPORT
ASSOCIATION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

CHARITY NUMBER 1174976

APB ACCOUNTANTS LTD
1 – 5 MARKET SQUARE
ILFRACOMBE
EX34 9AU

ILFRCOMBE & DISTRICT COMMUNITY TRANSPORT ASSOCIATION

CHARITY NUMBER 1174976

CONTENTS

	Page
Legal and administrative information	1
Trustees report	2 – 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 – 15

Ilfracombe & District Community Transport Association

Charity Number 1174976

Legal and administrative information

Status

The charity is an incorporated association governed by a constitution dated 4 October 2017 and previously governed as an unincorporated association as charity 279975 by a constitution dated 15 April 1980 and amended on 20 September 1980 and 8 March 1994.

Charity Number	1174976	
Registered office	4 Avenue Road Ilfracombe Devon EX34 9AT	
Trustees	B Piercy J V Banks M Condliffe S Piercy	Chairperson Treasurer Secretary Trustee
Accountants	APB Accountants Ltd 1 – 5 Market Square Ilfracombe Devon EX34 9AU	
Bankers	NatWest Bank Plc 135, High Street Ilfracombe Devon EX34 9HA Santander 43 High Street Barnstaple Devon EX31 1HJ	

Ilfracombe & District Community Transport Association

Charity Number 1174976

Report of the trustees For the year ended 31 March 2024

The trustees present their report and the financial statements for the year ended 31 March 2024. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure governance and management

Governing document

As from 1 April 2018 the Association has run as a CIO, charity number 117496 although the unincorporated charity 279975 is still open. Trustees hold monthly meetings and members have attended training in governance.

The Charity was governed by a constitution dated 15 April 1980 as amended 30 September 1980 and 8 March 1984. The charity had officially changed its name to Ilfracombe & District Community Transport Association and is so registered with the Charity Commission, HM Revenue and Customs and its bankers among others. The Association has had trustee indemnity insurance in place since the beginning of 2008.

Structure

The charity is an incorporated trust. To comply with Devon County Council requirements for the granting of contracts we began operating as a Charitable Incorporated Organisation (Charity No. 1174976) in April 2018. We have kept our charitable objectives, Trustees and other information the same as for Charity 279975 which we intend to keep as dormant.

Trustee selection

The Trustee Shirley Jones, who was Secretary/Treasurer retired at the beginning of this financial year. Dee Rogers also resigned as a Trustee due to ill-health. Sue Piercy agreed to join as a Trustee, leaving the number of Trustees at 4. Despite big efforts having been made to recruit new Trustees, unfortunately there has been no success so far. Any new trustees would be voted in by the existing trustees following induction. Trustees give their time voluntarily but claim expenses incurred directly as a result of their role. One of the Trustees, Martin Conliffe, receives payment for the essential work he does. The Trustees consulted Charity Commissions regulations and sought legal advice about this and notified the Charity Commission in August 2023. Steps have been taken to ensure that no conflict of interest can arise

Objectives and activities

Objectives

The Constitution states that the object of the Association shall be to relieve persons who are handicapped, aged, blind or otherwise disabled by providing suitable and affordable transport which can, where necessary, be door-to-door.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Report of the trustees For the year ended 31 March 2024

Activities

We provide transport for the frail and disabled persons of all ages to enable them to attend hospital and other medical-related appointments, shopping trips, social outings, meetings and events etc. The charity is staffed by volunteers, apart from a Fleet Manager who is also a driver and a part time admin assistant and it is a non- profitmaking organisation. Income is by means of a mileage charge for the use of the vehicles, which goes towards the running costs, i.e. diesel, maintenance, insurance and administration. Any surplus funds will be paid into a separate account towards the cost of replacing vehicles. The vehicles are available for those permitted to use them under Section 19 and section 22 permits within a 45-mile radius of Ilfracombe. They are also available for community groups and private hire when not already booked for our primary purpose.

Personnel:

At the beginning of 2023, Shirley Jones who had been the Secretary and Treasurer for many years, informed the Trustees of her intention to retire. The trustees had been looking for new premises, as they felt using someone's home was no longer appropriate and in April they agreed to rent a shop in Ilfracombe High Street. This involved work and cost to provide furniture and equipment. In June, the part time admin assistant informed the Trustees that she could not commit to work at the shop and wanted to continue working from home, so she handed in her resignation. We now have a new admin assistant, who is settling into the position. Dee rogers, who has been a Trustee for many years, but has been dealing with ill health for some time also resigned. Sue Piercy offered to join as a Trustee and this was agreed by the other Trustees. The operation of the services, maintenance of the minibuses and allocation of drivers is the responsibility of the only full-time paid employee, the Fleet Manager, who is also a driver. There were six part-time paid drivers.

Achievements and performance:

It has been a difficult year with all the changes and many hurdles have had to be overcome, but the Trustees are happy that things are now settled and are confident all will go well in the future.

Allan Day, Fleet Manager/Driver has instigated several new projects. Among them is the "Hopper" service, which picks up passengers in all areas of the town and takes them to Ilfracombe High Street or the market on the seafront. He has also worked with the Exmoor authority to provide transport for lonely or isolated people to explore the beauty of Exmoor. We continue to run all our essential Ring & Ride services and our connection with the Straw Patch Project continued, regularly taking beneficiaries to engage in a wide range of outdoor and indoor activities to the betterment of their health and wellbeing.

Ilfracombe & District Community Transport Association
Charity Number 1174976

Report of the Trustees
For the year ended 31 March 2024

Fund-Raising:

There has not been any fundraising this year due to the pressure of dealing with all the changes, but there are plans to hold a Xmas raffle, which will hopefully raise some funds.

Reserves Policy:

The Association is always committed to holding enough reserves to deal with future commitments. Our primary aim is to always have at least £25,000 in reserve to pay redundancy if we had to cease operating plus at least one month's average expenditure of £37,000. We also like to have a healthy reserve for buying a new bus in the event of one of our buses suddenly needing replacing. In the past we had a separate "vehicle Account", but since we changed to Santander and all the difficulties caused by name changes, we have not yet been able to do this, but efforts are being made to remedy this.

Future Developments:

At the moment our Fleet Manager is looking for a new minibus to replace one which is coming to the end of its life. This will be done with the help of a donation we have been promised from a local windfarm. A sum of £20,000 from our vehicle fund has been earmarked for this. We continue to look for opportunities to provide transport and all the benefits it creates for lonely and isolated people. The Fleet Manager is constantly looking for new reliable drivers. The difficulties involved in this are being able to offer enough regular hours and also the high cost of training and licensing of new drivers, whilst not being able to insist on commitment from them to continue driving for us.

Serious Incidents:

The Trustees report that there have been no serious incidents this year.

J V Banks

Treasurer

Ilfracombe & District Community Transport Association

Charity Number 1174976

Independent examiner's report to the trustees on the unaudited financial statements of Ilfracombe & District Community Transport Association.

We report on the accounts of Ilfracombe & District Community Transport Association for the year ended 31 March 2024 set out on pages 2 to 15.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that that audit requirement of section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 does not apply and that an independent examination is needed. It is our responsibility to examine the accounts under section 43 (3)(a) of the Act, as amended: to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7) (b) of the Act, as amended: and to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our 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 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 examiner's statement

In connection with our examination, no matters have come to our attention:

- (i) which gives us reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 41 of the Act: and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have been met.



APB Accountants Ltd

Independent Examiners
APB Accountants Ltd
1 – 5 Market Square
Ilfracombe
EX34 9AU

ACCOUNTANTS

1/5 MARKET SQUARE
ILFRACOMBE, DEVON EX34 9AU

Telephone: 01271 854826 Fax: 01271 864337

ILFRACOMBE & DISTRICT COMMUNITY TRANSPORT ASSOCIATION

CHARITY NUMBER 1174976

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

		Year Ended	Year Ended
	Notes	31-3-24	31-3-23
Incoming Resources			
Incoming resources from generating funds			
Voluntary Income	2	145,436	149,062
Investment Income	3	341	76
Other incoming Resources	4	-	11,573
Total Incoming Resources		<u>145,777</u>	<u>160,711</u>
Resources Expended			
Charitable activities	5	166,151	149,995
Governance Costs	7	<u>1,038</u>	<u>2,268</u>
		<u>168,089</u>	<u>152,263</u>
Net movement in funds		(22,312)	8,448
Total funds brought forward		<u>158,121</u>	<u>149,673</u>
Total funds carried forward		<u>135,809</u>	<u>158,121</u>

The statements of financial activities include all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities

Ilfracombe & District Community Transport Association

Charity Number 1174976

Balance Sheet

As at 31 March 2024

	31/03/2024		31/03/2023	
	£	£	£	£
Fixed Assets				
Tangible assets		47,691		60,047
Current Assets				
Debtors	-		7,364	
Prepayments & accrued income	6,011		5,891	
Cash at bank and in hand	<u>86,538</u>		<u>85,918</u>	
	92,549		99,173	
 Creditors: amounts falling due within one year				
	<u>(4,431)</u>		<u>(1,099)</u>	
 Net Current Assets		<u>88,118</u>		<u>98,074</u>
 Net Assets		<u>135,809</u>		<u>158,121</u>
 Funds				
Restricted income funds		-		-
Unrestricted income funds		158,121		158,121
 Total funds		<u>135,809</u>		<u>158,121</u>

The financial statements were approved by the trustees on 9.12.24 and signed on its behalf by

J V Banks

Trustee

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding period.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention, except for the revaluation of certain fixed assets and except for investments which are included at market value, and in accordance with the statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS102 from the requirement to produce a cashflow statement because it is a small charity.

1.3 Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion

Designated funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Endowment funds are retained intact and must not be spent.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

1.4 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be qualified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be qualified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year which it is receivable.

1.5 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Motor vehicles	-	Straight line over 6 years
Equipment	-	15% reducing balance method

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

2. Voluntary income

	Year ended 31/3/24 £	Year ended 31/3/23 £
Ring & Ride fares	10,714	10,249
Late Night Bus fares	-	-
Town Bus	12,404	13,581
Private hire	68,214	57,297
Passenger Club fares	1,308	3,229
Grant Income	50,380	63,257
Fund Raising	-	-
Other grants & donations	1,428	762
Other income	988	687
	<u>145,436</u>	<u>149,062</u>

3. Investments income

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Bank interest received	<u>341</u>	<u>76</u>
	<u>341</u>	<u>76</u>

4. Other incoming resources

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Sale of Vehicles	0	6,138
VAT & fuel rebate	<u>0</u>	<u>5,435</u>
	<u>0</u>	<u>11,573</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

5. Costs of charitable activities – by fund type

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Vehicle operation	166,151	149,995

6. Costs of charitable activities – by activity

	Activities undertaken directly £	Support costs £	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Vehicle operation	153,304	12,847	166,151	149,995

7 Governance costs

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Independent examiner's fees 2022/23	-	-
Independent examiner's fees 2023/24	900	1,320
Trustee's indemnity insurance	<u>1,038</u>	<u>948</u>
	<u>1,938</u>	<u>2,268</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

8. Analysis of support costs

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Staff costs	1,695	1,685
Rent	5,350	1,000
Administration costs and advertising	2,834	3,174
Office costs	298	185
Miscellaneous expenses	<u>2,670</u>	<u>895</u>
	<u>12,847</u>	<u>6,939</u>

9. Employees

Employment costs	Year ended 31/3/24 £	Year ended 31/3/23 £
Wages and salaries	77,693	69,644
Other costs	<u>-</u>	<u>-</u>
	<u>77,693</u>	<u>69,644</u>

No employee received emoluments of more than £60,000

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full-time equivalents, was as follows:

	Year ended 31/3/24 Number	Period ended 31/3/23 Number
Drivers	6	6
Others	0	0
Trustees	<u>-</u>	<u>-</u>
	<u>6</u>	<u>6</u>

No remuneration or expenses were paid to the trustees this year.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

11.	Tangible fixed assets	Fixtures, Fittings & Equipment	Motor vehicles	Total
	Cost			
	At 1 April 2023	<u>9,000</u>	<u>203,658</u>	<u>212,658</u>
	Additions	<u>2,082</u>	<u>-</u>	<u>2,082</u>
	Disposals	<u>-</u>	<u>-</u>	<u>-</u>
	At 31 March 2024	<u>11,082</u>	<u>203,658</u>	<u>214,740</u>
	Depreciation			
	At 1 April 2023	<u>4,275</u>	<u>148,336</u>	<u>152,611</u>
	Charge for the year	<u>1,052</u>	<u>13,595</u>	<u>14,647</u>
	At 31 March 2024	<u>5,327</u>	<u>161,931</u>	<u>167,258</u>
	Net book values			
	At 31 March 2023	<u>4,725</u>	<u>55,322</u>	<u>60,047</u>
	At 31 March 2024	<u>5,964</u>	<u>41,727</u>	<u>47,691</u>
12.	Debtors		31/3/24	31/3/23
			£	£
	Trade debtors		<u>-</u>	<u>7,364</u>
13.	Creditors: amounts falling due within one year		31/3/24	31/3/23
			£	£
	Trade creditors		<u>3,731</u>	<u>95</u>
	Accruals and deferred income		<u>700</u>	<u>1,004</u>
			<u>4,431</u>	<u>1,099</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

14. Analysis of net assets between funds

	Unrestricted Funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2024 as represented by:			
Tangible fixed assets	47,691	0	47,691
Current assets	92,549	0	92,549
Current liabilities	(4,431)	0	(4,431)
	<u>135,809</u>	<u>0</u>	<u>135,809</u>

15. Unrestricted funds

	At 1 April 2023 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2024 £
Unrestricted Fund	89,007	145,777	168,089	69,114	135,809
Minibus replacement fund	<u>69,114</u>	<u>-</u>	<u>-</u>	<u>(69,114)</u>	<u>-</u>
	<u>158,121</u>	<u>145,777</u>	<u>168,089</u>	<u>0</u>	<u>135,809</u>

Purposes of unrestricted funds

The Unrestricted Fund is for the general operation of the charity.

The Minibus replacement fund is a designated fund for replacing the vehicles. These have a useful life of approximately 6 years. The charity owns a total of nine minibuses. Net funds have been transferred to this fund from the general fund to provide additional resources for the balance of the cost not funded by grants.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

16. Restricted funds	At 1 April 2022 £	Incoming resources £	Outgoing resources £	At 31 March 2023 £
Minibus Restricted Fund	0	0	0	0

Ilfracombe & District Community transport Association

Charity Number 1174976

The following pages do not form part of the statutory accounts.

Charity Number 1174976

Detailed statement of financial activities

For the year ended 31 March 2024

	Year Ended 31/03/2024 £	Year Ended 31/03/2023 £
Incoming resources		
Incoming resources from generating funds:		
<i>Voluntary income</i>		
Ring & Ride fares	10,714	10,249
Late Night Bus fares	-	-
Town Bus	12,404	13,581
Private hire	68,214	57,297
Passenger Club fares	1,308	3,229
Grant Income	50,380	63,257
Fund Raising	-	-
Other grants & donations	1,428	762
Other income	988	687
	<u>145,436</u>	<u>149,062</u>
<i>Investment Income</i>		
Bank interest received	341	76
	<u>341</u>	<u>76</u>
Total income resources from generating funds	<u>145,777</u>	<u>149,138</u>
Other incoming resources		
VAT & fuel rebate	-	5,435
Sale of Vehicles	-	6,138
Total Incoming resources	<u>145,777</u>	<u>160,711</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Detailed statement of financial activities

For the year ended 31 March 2024

	Year Ended 31/03/2024		Year Ended 31/03/2023	
	£	£	£	£
Charitable Activities				
Vehicle operation				
<i>Activities undertaken directly</i>				
Wages & Salaries	77,693		69,644	
Maintenance	23,548		19,622	
Fuel	23,028		27,265	
Insurance	8,073		7,388	
Other expenses	1,719		1,453	
Vehicle leasing	4,596		3,258	
Depreciation	<u>14,647</u>		<u>14,426</u>	
		153,304		143,056
<i>Support costs</i>				
Staff Training	1,695		1,685	
Storage	5,350		1,000	
Booking administration costs	2,834		3,174	
Office expenses	298		185	
Miscellaneous	<u>2,670</u>		<u>895</u>	
		<u>12,847</u>		<u>6,935</u>
Vehicle Operation total expenditure		<u>166,151</u>		<u>149,995</u>
Total charitable activity expenditure		<u>166,151</u>		<u>149,995</u>
 Governance costs				
<i>Activities undertaken directly</i>				
Independent examiner's fees	900		1,320	
Trustee's indemnity insurance	<u>1,038</u>		<u>948</u>	
		<u>1,938</u>		<u>2,268</u>
Total governance costs		<u>1,938</u>		<u>2,268</u>
Net Incoming/(outgoing) resources for the year		<u>(22,312)</u>		<u>8,448</u>

ILFRACOMBE & DISTRICT
COMMUNITY TRANSPORT
ASSOCIATION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

CHARITY NUMBER 1174976

APB ACCOUNTANTS LTD
1 – 5 MARKET SQUARE
ILFRACOMBE
EX34 9AU

ILFRCOMBE & DISTRICT COMMUNITY TRANSPORT ASSOCIATION

CHARITY NUMBER 1174976

CONTENTS

	Page
Legal and administrative information	1
Trustees report	2 – 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 – 15

Ilfracombe & District Community Transport Association

Charity Number 1174976

Legal and administrative information

Status

The charity is an incorporated association governed by a constitution dated 4 October 2017 and previously governed as an unincorporated association as charity 279975 by a constitution dated 15 April 1980 and amended on 20 September 1980 and 8 March 1994.

Charity Number	1174976	
Registered office	4 Avenue Road Ilfracombe Devon EX34 9AT	
Trustees	B Piercy J V Banks M Condliffe S Piercy	Chairperson Treasurer Secretary Trustee
Accountants	APB Accountants Ltd 1 – 5 Market Square Ilfracombe Devon EX34 9AU	
Bankers	NatWest Bank Plc 135, High Street Ilfracombe Devon EX34 9HA Santander 43 High Street Barnstaple Devon EX31 1HJ	

Ilfracombe & District Community Transport Association

Charity Number 1174976

Report of the trustees For the year ended 31 March 2024

The trustees present their report and the financial statements for the year ended 31 March 2024. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure governance and management

Governing document

As from 1 April 2018 the Association has run as a CIO, charity number 117496 although the unincorporated charity 279975 is still open. Trustees hold monthly meetings and members have attended training in governance.

The Charity was governed by a constitution dated 15 April 1980 as amended 30 September 1980 and 8 March 1984. The charity had officially changed its name to Ilfracombe & District Community Transport Association and is so registered with the Charity Commission, HM Revenue and Customs and its bankers among others. The Association has had trustee indemnity insurance in place since the beginning of 2008.

Structure

The charity is an incorporated trust. To comply with Devon County Council requirements for the granting of contracts we began operating as a Charitable Incorporated Organisation (Charity No. 1174976) in April 2018. We have kept our charitable objectives, Trustees and other information the same as for Charity 279975 which we intend to keep as dormant.

Trustee selection

The Trustee Shirley Jones, who was Secretary/Treasurer retired at the beginning of this financial year. Dee Rogers also resigned as a Trustee due to ill-health. Sue Piercy agreed to join as a Trustee, leaving the number of Trustees at 4. Despite big efforts having been made to recruit new Trustees, unfortunately there has been no success so far. Any new trustees would be voted in by the existing trustees following induction. Trustees give their time voluntarily but claim expenses incurred directly as a result of their role. One of the Trustees, Martin Conliffe, receives payment for the essential work he does. The Trustees consulted Charity Commissions regulations and sought legal advice about this and notified the Charity Commission in August 2023. Steps have been taken to ensure that no conflict of interest can arise

Objectives and activities

Objectives

The Constitution states that the object of the Association shall be to relieve persons who are handicapped, aged, blind or otherwise disabled by providing suitable and affordable transport which can, where necessary, be door-to-door.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Report of the trustees For the year ended 31 March 2024

Activities

We provide transport for the frail and disabled persons of all ages to enable them to attend hospital and other medical-related appointments, shopping trips, social outings, meetings and events etc. The charity is staffed by volunteers, apart from a Fleet Manager who is also a driver and a part time admin assistant and it is a non- profitmaking organisation. Income is by means of a mileage charge for the use of the vehicles, which goes towards the running costs, i.e. diesel, maintenance, insurance and administration. Any surplus funds will be paid into a separate account towards the cost of replacing vehicles. The vehicles are available for those permitted to use them under Section 19 and section 22 permits within a 45-mile radius of Ilfracombe. They are also available for community groups and private hire when not already booked for our primary purpose.

Personnel:

At the beginning of 2023, Shirley Jones who had been the Secretary and Treasurer for many years, informed the Trustees of her intention to retire. The trustees had been looking for new premises, as they felt using someone's home was no longer appropriate and in April they agreed to rent a shop in Ilfracombe High Street. This involved work and cost to provide furniture and equipment. In June, the part time admin assistant informed the Trustees that she could not commit to work at the shop and wanted to continue working from home, so she handed in her resignation. We now have a new admin assistant, who is settling into the position. Dee rogers, who has been a Trustee for many years, but has been dealing with ill health for some time also resigned. Sue Piercy offered to join as a Trustee and this was agreed by the other Trustees. The operation of the services, maintenance of the minibuses and allocation of drivers is the responsibility of the only full-time paid employee, the Fleet Manager, who is also a driver. There were six part-time paid drivers.

Achievements and performance:

It has been a difficult year with all the changes and many hurdles have had to be overcome, but the Trustees are happy that things are now settled and are confident all will go well in the future.

Allan Day, Fleet Manager/Driver has instigated several new projects. Among them is the "Hopper" service, which picks up passengers in all areas of the town and takes them to Ilfracombe High Street or the market on the seafront. He has also worked with the Exmoor authority to provide transport for lonely or isolated people to explore the beauty of Exmoor. We continue to run all our essential Ring & Ride services and our connection with the Straw Patch Project continued, regularly taking beneficiaries to engage in a wide range of outdoor and indoor activities to the betterment of their health and wellbeing.

Ilfracombe & District Community Transport Association
Charity Number 1174976

Report of the Trustees
For the year ended 31 March 2024

Fund-Raising:

There has not been any fundraising this year due to the pressure of dealing with all the changes, but there are plans to hold a Xmas raffle, which will hopefully raise some funds.

Reserves Policy:

The Association is always committed to holding enough reserves to deal with future commitments. Our primary aim is to always have at least £25,000 in reserve to pay redundancy if we had to cease operating plus at least one month's average expenditure of £37,000. We also like to have a healthy reserve for buying a new bus in the event of one of our buses suddenly needing replacing. In the past we had a separate "vehicle Account", but since we changed to Santander and all the difficulties caused by name changes, we have not yet been able to do this, but efforts are being made to remedy this.

Future Developments:

At the moment our Fleet Manager is looking for a new minibus to replace one which is coming to the end of its life. This will be done with the help of a donation we have been promised from a local windfarm. A sum of £20,000 from our vehicle fund has been earmarked for this. We continue to look for opportunities to provide transport and all the benefits it creates for lonely and isolated people. The Fleet Manager is constantly looking for new reliable drivers. The difficulties involved in this are being able to offer enough regular hours and also the high cost of training and licensing of new drivers, whilst not being able to insist on commitment from them to continue driving for us.

Serious Incidents:

The Trustees report that there have been no serious incidents this year.

J V Banks

Treasurer

Ilfracombe & District Community Transport Association

Charity Number 1174976

Independent examiner's report to the trustees on the unaudited financial statements of Ilfracombe & District Community Transport Association.

We report on the accounts of Ilfracombe & District Community Transport Association for the year ended 31 March 2024 set out on pages 2 to 15.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that that audit requirement of section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 does not apply and that an independent examination is needed. It is our responsibility to examine the accounts under section 43 (3)(a) of the Act, as amended: to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7) (b) of the Act, as amended: and to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our 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 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 examiner's statement

In connection with our examination, no matters have come to our attention:

- (i) which gives us reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 41 of the Act: and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have been met.



APB Accountants Ltd

Independent Examiners
APB Accountants Ltd
1 – 5 Market Square
Ilfracombe
EX34 9AU

ACCOUNTANTS

1/5 MARKET SQUARE
ILFRACOMBE, DEVON EX34 9AU

Telephone: 01271 854826 Fax: 01271 864337

ILFRACOMBE & DISTRICT COMMUNITY TRANSPORT ASSOCIATION

CHARITY NUMBER 1174976

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

		Year Ended	Year Ended
	Notes	31-3-24	31-3-23
Incoming Resources			
Incoming resources from generating funds			
Voluntary Income	2	145,436	149,062
Investment Income	3	341	76
Other incoming Resources	4	-	11,573
Total Incoming Resources		<u>145,777</u>	<u>160,711</u>
Resources Expended			
Charitable activities	5	166,151	149,995
Governance Costs	7	<u>1,038</u>	<u>2,268</u>
		<u>168,089</u>	<u>152,263</u>
Net movement in funds		(22,312)	8,448
Total funds brought forward		<u>158,121</u>	<u>149,673</u>
Total funds carried forward		<u>135,809</u>	<u>158,121</u>

The statements of financial activities include all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities

Ilfracombe & District Community Transport Association

Charity Number 1174976

Balance Sheet

As at 31 March 2024

	31/03/2024		31/03/2023	
	£	£	£	£
Fixed Assets				
Tangible assets		47,691		60,047
Current Assets				
Debtors	-		7,364	
Prepayments & accrued income	6,011		5,891	
Cash at bank and in hand	<u>86,538</u>		<u>85,918</u>	
	92,549		99,173	
 Creditors: amounts falling due within one year				
	<u>(4,431)</u>		<u>(1,099)</u>	
 Net Current Assets		<u>88,118</u>		<u>98,074</u>
 Net Assets		<u>135,809</u>		<u>158,121</u>
 Funds				
Restricted income funds		-		-
Unrestricted income funds		158,121		158,121
 Total funds		<u>135,809</u>		<u>158,121</u>

The financial statements were approved by the trustees on 9.12.24 and signed on its behalf by

J V Banks

Trustee

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding period.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention, except for the revaluation of certain fixed assets and except for investments which are included at market value, and in accordance with the statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS102 from the requirement to produce a cashflow statement because it is a small charity.

1.3 Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion

Designated funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Endowment funds are retained intact and must not be spent.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

1.4 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be qualified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be qualified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year which it is receivable.

1.5 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Motor vehicles	-	Straight line over 6 years
Equipment	-	15% reducing balance method

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

2. Voluntary income

	Year ended 31/3/24 £	Year ended 31/3/23 £
Ring & Ride fares	10,714	10,249
Late Night Bus fares	-	-
Town Bus	12,404	13,581
Private hire	68,214	57,297
Passenger Club fares	1,308	3,229
Grant Income	50,380	63,257
Fund Raising	-	-
Other grants & donations	1,428	762
Other income	988	687
	<u>145,436</u>	<u>149,062</u>

3. Investments income

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Bank interest received	<u>341</u>	<u>76</u>
	<u>341</u>	<u>76</u>

4. Other incoming resources

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Sale of Vehicles	0	6,138
VAT & fuel rebate	<u>0</u>	<u>5,435</u>
	<u>0</u>	<u>11,573</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

5. Costs of charitable activities – by fund type

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Vehicle operation	166,151	149,995

6. Costs of charitable activities – by activity

	Activities undertaken directly £	Support costs £	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Vehicle operation	153,304	12,847	166,151	149,995

7 Governance costs

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Independent examiner's fees 2022/23	-	-
Independent examiner's fees 2023/24	900	1,320
Trustee's indemnity insurance	<u>1,038</u>	<u>948</u>
	<u>1,938</u>	<u>2,268</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

8. Analysis of support costs

	Year ended 31/3/24 Total £	Year ended 31/3/23 Total £
Staff costs	1,695	1,685
Rent	5,350	1,000
Administration costs and advertising	2,834	3,174
Office costs	298	185
Miscellaneous expenses	<u>2,670</u>	<u>895</u>
	<u>12,847</u>	<u>6,939</u>

9. Employees

Employment costs	Year ended 31/3/24 £	Year ended 31/3/23 £
Wages and salaries	77,693	69,644
Other costs	<u>-</u>	<u>-</u>
	<u>77,693</u>	<u>69,644</u>

No employee received emoluments of more than £60,000

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full-time equivalents, was as follows:

	Year ended 31/3/24 Number	Period ended 31/3/23 Number
Drivers	6	6
Others	0	0
Trustees	<u>-</u>	<u>-</u>
	<u>6</u>	<u>6</u>

No remuneration or expenses were paid to the trustees this year.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

11.	Tangible fixed assets	Fixtures, Fittings & Equipment	Motor vehicles	Total
	Cost			
	At 1 April 2023	<u>9,000</u>	<u>203,658</u>	<u>212,658</u>
	Additions	<u>2,082</u>	<u>-</u>	<u>2,082</u>
	Disposals	<u>-</u>	<u>-</u>	<u>-</u>
	At 31 March 2024	<u>11,082</u>	<u>203,658</u>	<u>214,740</u>
	Depreciation			
	At 1 April 2023	<u>4,275</u>	<u>148,336</u>	<u>152,611</u>
	Charge for the year	<u>1,052</u>	<u>13,595</u>	<u>14,647</u>
	At 31 March 2024	<u>5,327</u>	<u>161,931</u>	<u>167,258</u>
	Net book values			
	At 31 March 2023	<u>4,725</u>	<u>55,322</u>	<u>60,047</u>
	At 31 March 2024	<u>5,964</u>	<u>41,727</u>	<u>47,691</u>
12.	Debtors		31/3/24	31/3/23
			£	£
	Trade debtors		<u>-</u>	<u>7,364</u>
13.	Creditors: amounts falling due within one year		31/3/24	31/3/23
			£	£
	Trade creditors		<u>3,731</u>	<u>95</u>
	Accruals and deferred income		<u>700</u>	<u>1,004</u>
			<u>4,431</u>	<u>1,099</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

14. Analysis of net assets between funds

	Unrestricted Funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2024 as represented by:			
Tangible fixed assets	47,691	0	47,691
Current assets	92,549	0	92,549
Current liabilities	(4,431)	0	(4,431)
	<u>135,809</u>	<u>0</u>	<u>135,809</u>

15. Unrestricted funds

	At 1 April 2023 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2024 £
Unrestricted Fund	89,007	145,777	168,089	69,114	135,809
Minibus replacement fund	<u>69,114</u>	<u>-</u>	<u>-</u>	<u>(69,114)</u>	<u>-</u>
	<u>158,121</u>	<u>145,777</u>	<u>168,089</u>	<u>0</u>	<u>135,809</u>

Purposes of unrestricted funds

The Unrestricted Fund is for the general operation of the charity.

The Minibus replacement fund is a designated fund for replacing the vehicles. These have a useful life of approximately 6 years. The charity owns a total of nine minibuses. Net funds have been transferred to this fund from the general fund to provide additional resources for the balance of the cost not funded by grants.

Ilfracombe & District Community Transport Association

Charity Number 1174976

Notes to financial statements

For the year ended 31 March 2024

16. Restricted funds	At 1 April 2022 £	Incoming resources £	Outgoing resources £	At 31 March 2023 £
Minibus Restricted Fund	0	0	0	0

Ilfracombe & District Community transport Association

Charity Number 1174976

The following pages do not form part of the statutory accounts.

Charity Number 1174976

Detailed statement of financial activities

For the year ended 31 March 2024

	Year Ended 31/03/2024 £	Year Ended 31/03/2023 £
Incoming resources		
Incoming resources from generating funds:		
<i>Voluntary income</i>		
Ring & Ride fares	10,714	10,249
Late Night Bus fares	-	-
Town Bus	12,404	13,581
Private hire	68,214	57,297
Passenger Club fares	1,308	3,229
Grant Income	50,380	63,257
Fund Raising	-	-
Other grants & donations	1,428	762
Other income	988	687
	<u>145,436</u>	<u>149,062</u>
<i>Investment Income</i>		
Bank interest received	341	76
	<u>341</u>	<u>76</u>
Total income resources from generating funds	<u>145,777</u>	<u>149,138</u>
Other incoming resources		
VAT & fuel rebate	-	5,435
Sale of Vehicles	-	6,138
Total Incoming resources	<u>145,777</u>	<u>160,711</u>

Ilfracombe & District Community Transport Association

Charity Number 1174976

Detailed statement of financial activities

For the year ended 31 March 2024

	Year Ended 31/03/2024		Year Ended 31/03/2023	
	£	£	£	£
Charitable Activities				
Vehicle operation				
<i>Activities undertaken directly</i>				
Wages & Salaries	77,693		69,644	
Maintenance	23,548		19,622	
Fuel	23,028		27,265	
Insurance	8,073		7,388	
Other expenses	1,719		1,453	
Vehicle leasing	4,596		3,258	
Depreciation	<u>14,647</u>		<u>14,426</u>	
		153,304		143,056
<i>Support costs</i>				
Staff Training	1,695		1,685	
Storage	5,350		1,000	
Booking administration costs	2,834		3,174	
Office expenses	298		185	
Miscellaneous	<u>2,670</u>		<u>895</u>	
		<u>12,847</u>		<u>6,935</u>
Vehicle Operation total expenditure		<u>166,151</u>		<u>149,995</u>
Total charitable activity expenditure		<u>166,151</u>		<u>149,995</u>
 Governance costs				
<i>Activities undertaken directly</i>				
Independent examiner's fees	900		1,320	
Trustee's indemnity insurance	<u>1,038</u>		<u>948</u>	
		<u>1,938</u>		<u>2,268</u>
Total governance costs		<u>1,938</u>		<u>2,268</u>
Net Incoming/(outgoing) resources for the year		<u>(22,312)</u>		<u>8,448</u>