

**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2021  
for  
Sunderland Community Transport CIO**

TTR Barnes Limited  
Chartered Accountants  
3-5 Grange Terrace  
Stockton Road  
Sunderland  
Tyne & Wear  
SR2 7DG

# **Sunderland Community Transport CIO**

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## **Sunderland Community Transport CIO**

### **Report of the Trustees for the year ended 31 March 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: 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) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

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

The objects of the charity are to provide a community transport service to the inhabitants of Sunderland and the surrounding area who are in need because of age, sickness, disability or poverty, or because of the lack of availability of adequate safe public passenger services.

##### **Significant activities**

The charity provides a number of safe and reliable minibuses for use or hire by the beneficiaries.

##### **Public benefit**

The Trustees have had regard to the Charity Commission's guidance on their legal duty on public benefit, and are satisfied that the charity delivers public benefit.

#### **ACHIEVEMENT AND PERFORMANCE**

The charity has relied upon donations and grants received, as its main source of income, as well as income generated by the operation of its minibuses in order to continue to provide the service, as detailed in the objects, during the period. The regular maintenance and upkeep of the minibuses allows the charity to continue to provide its service to members at a proud level of quality, comfort and reliability.

The charity would like to take this opportunity to express thanks to donors for all of the generous donations, grants and support throughout the period.

#### **FINANCIAL REVIEW**

##### **Principal funding sources**

The charity's main source of income is in the form of grants which are either restricted or unrestricted. Other material income is from the operation of the minibus. Details of restricted reserves in existence during the period are given in note 14 to the financial statements.

##### **Investment policy and objectives**

The charity currently holds all its funds in a current account, deposit account or high interest account; dependant on funds required to meet current financial commitments.

##### **Reserves policy**

Due to the diversity of funding avenues and the short term/annual nature of many grants, the charity will need to maintain free reserves to ensure the continuity of the project. The trustees consider it would be reasonable to have free reserves to cover normal operating costs of up to one year.

The level of reserve believed necessary by the trustees is dictated by the annual core costs of maintaining a basic community transport provision in line with the constitution together with a percentage to act as a bridge between one funding source ending and another beginning.

The trustees will review and monitor the reserve annually to ensure that the amount is realistic and maintained at the appropriate level in relation to the previous years expenditure.

Additional monies carried forward from one financial year to another will be general reserves.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

## **Sunderland Community Transport CIO**

### **Report of the Trustees for the year ended 31 March 2021**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Organisational structure**

The charity is managed, under the charity's constitution regulations, by a committee elected at the Annual General Meeting each year, consisting of no less than 5 members and no more than 10 members.

The management committee is made up of trustees who, subject to termination of office by resignation or otherwise, shall remain in office until their successors are elected at the following Annual General Meeting. As far as possible members should be representatives of user groups or residents of Southwick and Monkwearmouth community areas.

The general management of the charity is directed by the management committee who meet not less than 4 times per year. All questions arising at any meeting of the charity are decided by a simple majority of the members present at the meeting. The chair has a second or casting vote in the case of a tie in voting.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The management committee has conducted its own review of the major risks to which the Charity is exposed and systems have been established to minimise those risks. External risks related to the generation of funding and activities have led to the development of a strategic plan allowing for the diversification of funding. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the Charity. These procedures are reviewed to ensure that they still meet the needs of the Charity.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1177662

##### **Principal address**

273 Southwick Road  
Southwick  
Sunderland  
SR5 2AB

##### **Trustees**

J Sunley  
R Oxley  
A Sherriff  
J Robson  
R Braines  
E Donkin  
E A Lillie  
M Watson

##### **Independent Examiner**

TTR Barnes Limited  
Chartered Accountants  
3-5 Grange Terrace  
Stockton Road  
Sunderland  
Tyne & Wear  
SR2 7DG

**Sunderland Community Transport CIO**

**Report of the Trustees  
for the year ended 31 March 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Bankers**

Yorkshire Bank  
31 Blandford Street  
Sunderland  
SR1 3JH

Approved by order of the board of trustees on 23 November 2021 and signed on its behalf by:

M Watson - Trustee





**Independent Examiner's Report to the Trustees of  
Sunderland Community Transport CIO**

**Independent examiner's report to the trustees of Sunderland Community Transport CIO**

I report to the charity trustees on my examination of the accounts of Sunderland Community Transport CIO (the Trust) for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David Cook  
FCCA  
TTR Barnes Limited  
Chartered Accountants  
3-5 Grange Terrace  
Stockton Road  
Sunderland  
Tyne & Wear  
SR2 7DG

24 November 2021

**Sunderland Community Transport CIO**

**Statement of Financial Activities  
for the year ended 31 March 2021**

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	3,500	-	3,500	8,500
<b>Charitable activities</b>	4				
Operation of Minibuses		16,485	-	16,485	20,101
Investment income	3	25	-	25	35
<b>Total</b>		20,010	-	20,010	28,636
<b>EXPENDITURE ON</b>					
Raising funds	5	5,053	6,355	11,408	11,408
<b>Charitable activities</b>	6				
Operation of Minibuses		25,868	-	25,868	34,730
Other		112	60	172	1,519
<b>Total</b>		31,033	6,415	37,448	47,657
<b>NET INCOME/(EXPENDITURE)</b>		(11,023)	(6,415)	(17,438)	(19,021)
Transfers between funds	14	3,084	(3,084)	-	-
Net movement in funds		(7,939)	(9,499)	(17,438)	(19,021)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		35,668	10,257	45,925	64,946
<b>TOTAL FUNDS CARRIED FORWARD</b>		27,729	758	28,487	45,925

The notes form part of these financial statements

**Sunderland Community Transport CIO**

**Statement of Financial Position  
31 March 2021**

	Notes	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	105	-	105	11,513
<b>CURRENT ASSETS</b>					
Debtors	12	985	-	985	2,515
Cash at bank and in hand		27,413	758	28,171	32,766
		<u>28,398</u>	<u>758</u>	<u>29,156</u>	<u>35,281</u>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(774)	-	(774)	(869)
<b>NET CURRENT ASSETS</b>		<u>27,624</u>	<u>758</u>	<u>28,382</u>	<u>34,412</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>27,729</u>	<u>758</u>	<u>28,487</u>	<u>45,925</u>
<b>NET ASSETS</b>		<u>27,729</u>	<u>758</u>	<u>28,487</u>	<u>45,925</u>
<b>FUNDS</b>	14				
Unrestricted funds				27,729	35,668
Restricted funds				758	10,257
<b>TOTAL FUNDS</b>				<u>28,487</u>	<u>45,925</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 23 November 2021 and were signed on its behalf by:

M Watson - Trustee



The notes form part of these financial statements



## Sunderland Community Transport CIO

### Notes to the Financial Statements for the year ended 31 March 2021

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: 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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared on the going concern basis, which assumes that the charity will continue in operational existence for the foreseeable future, which the directors consider appropriate.

##### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

##### **Income**

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.

##### **Expenditure**

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 benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Governance costs**

Governance costs are those incurred in connection with the administration of the Charity and the compliance with constitutional and statutory requirements.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles	- 20% Straight line
Computer equipment	- 25% Straight line

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

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

Restricted funds can 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.

Designated funds are set aside by the trustees out of the unrestricted general funds for specific future purposes or projects.

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

**Sunderland Community Transport CIO**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**1. ACCOUNTING POLICIES - continued**

**Financial instruments**

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised at transaction value and subsequently measured at their settlement value.

**2. DONATIONS AND LEGACIES**

**Donations and legacies**

	Year Ended 31/3/21 £	Year Ended 31/3/20 £
Garfield Weston Foundation	2,500	-
Barbour Foundation	1,000	-
Joicey Trust	-	3,000
Hadrians Trust	-	500
James Knott	-	3,000
VCAS	-	1,000
Albert Hunt Trust	-	1,000
	<u>3,500</u>	<u>8,500</u>

**3. INVESTMENT INCOME**

	2021 £	2020 £
Deposit account interest	<u>25</u>	<u>35</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2021 £	2020 £
Hire Fees	Operation of Minibuses	-	14,380
Affiliation Fees	Operation of Minibuses	-	1,510
Fuel Received	Operation of Minibuses	-	3,104
MIDAS	Operation of Minibuses	-	1,107
Grants	Operation of Minibuses	<u>16,485</u>	<u>-</u>
		<u>16,485</u>	<u>20,101</u>

**Sunderland Community Transport CIO**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**4. INCOME FROM CHARITABLE ACTIVITIES - continued**

Grants received, included in the above income, are as follows:

	2021 £	2020 £
JRS Grants	15,485	-
Council Grant	1,000	-
	<u>16,485</u>	<u>-</u>

Government grants are recognised in other income when there is reasonable assurance that the company will comply to the conditions attached to them and that the grants will be received or will not need to be repaid.

**5. RAISING FUNDS**

**Raising donations and legacies**

	2021 £	2020 £
Depreciation	11,408	11,408
	<u>11,408</u>	<u>11,408</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 7) £	Totals £
Operation of Minibuses	24,061	1,807	25,868
	<u>24,061</u>	<u>1,807</u>	<u>25,868</u>

**Sunderland Community Transport CIO**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**7. SUPPORT COSTS**

	Governance Costs £
Operation of Minibuses	1,807

Support costs, included in the above, are as follows:

	2021 Operation of Minibuses £	2020 Operation of Minibuses £
Accountancy	708	1,603
Rent	-	1,992
Insurance	660	550
Telephone	439	515
	<u>1,807</u>	<u>4,660</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**9. STAFF COSTS**

During the year no employees earned in excess of £60,000.

During the year key management personnel received total remuneration and other benefits of £19,980 (2020 - £19,980).

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	5,500	3,000	8,500
<b>Charitable activities</b>			
Operation of Minibuses	18,994	1,107	20,101
Investment income	<u>35</u>	<u>-</u>	<u>35</u>
<b>Total</b>	24,529	4,107	28,636



**Sunderland Community Transport CIO**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>EXPENDITURE ON</b>			
Raising funds	5,052	6,356	11,408
<b>Charitable activities</b>			
Operation of Minibuses			
	30,466	4,264	34,730
Other	543	976	1,519
<b>Total</b>	36,061	11,596	47,657
<b>NET INCOME/(EXPENDITURE)</b>	(11,532)	(7,489)	(19,021)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	47,200	17,746	64,946
<b>TOTAL FUNDS CARRIED FORWARD</b>	35,668	10,257	45,925

**11. TANGIBLE FIXED ASSETS**

	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2020 and 31 March 2021	24,218	594	24,812
<b>DEPRECIATION</b>			
At 1 April 2020	13,040	259	13,299
Charge for year	11,178	230	11,408
At 31 March 2021	24,218	489	24,707
<b>NET BOOK VALUE</b>			
At 31 March 2021	-	105	105
At 31 March 2020	11,178	335	11,513



**Sunderland Community Transport CIO**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Prepayments and accrued income	985	2,515
	<u>985</u>	<u>2,515</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Accruals and deferred income	774	869
	<u>774</u>	<u>869</u>

**14. MOVEMENT IN FUNDS**

	At 1/4/20	Net movement in funds	Transfers between funds	At 31/3/21
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	35,668	(11,023)	3,084	27,729
<b>Restricted funds</b>				
Restricted Fund	768	(60)	50	758
Big Lottery Capital Fund	7,105	(6,355)	(750)	-
Big Lottery Building Capabilities	2,384	-	(2,384)	-
	<u>10,257</u>	<u>(6,415)</u>	<u>(3,084)</u>	<u>758</u>
<b>TOTAL FUNDS</b>	<u>45,925</u>	<u>(17,438)</u>	<u>-</u>	<u>28,487</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	20,010	(31,033)	(11,023)
<b>Restricted funds</b>			
Restricted Fund	-	(60)	(60)
Big Lottery Capital Fund	-	(6,355)	(6,355)
	<u>-</u>	<u>(6,415)</u>	<u>(6,415)</u>
<b>TOTAL FUNDS</b>	<u>20,010</u>	<u>(37,448)</u>	<u>(17,438)</u>

Sunderland Community Transport CIO

Notes to the Financial Statements - continued  
for the year ended 31 March 2021

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/19 £	Net movement in funds £	At 31/3/20 £
<b>Unrestricted funds</b>			
General fund	47,200	(11,532)	35,668
<b>Restricted funds</b>			
Restricted Fund	637	131	768
Big Lottery Capital Fund	13,461	(6,356)	7,105
Big Lottery	1,264	(1,264)	-
Big Lottery Building Capabilities	2,384	-	2,384
	<u>17,746</u>	<u>(7,489)</u>	<u>10,257</u>
<b>TOTAL FUNDS</b>	<u>64,946</u>	<u>(19,021)</u>	<u>45,925</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	24,529	(36,061)	(11,532)
<b>Restricted funds</b>			
Restricted Fund	4,107	(3,976)	131
Big Lottery Capital Fund	-	(6,356)	(6,356)
Big Lottery	-	(1,264)	(1,264)
	<u>4,107</u>	<u>(11,596)</u>	<u>(7,489)</u>
<b>TOTAL FUNDS</b>	<u>28,636</u>	<u>(47,657)</u>	<u>(19,021)</u>

**Sunderland Community Transport CIO**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**14. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
<b>Unrestricted funds</b>				
General fund	47,200	(22,555)	3,084	27,729
<b>Restricted funds</b>				
Restricted Fund	637	71	50	758
Big Lottery Capital Fund	13,461	(12,711)	(750)	-
Big Lottery	1,264	(1,264)	-	-
Big Lottery Building Capabilities	2,384	-	(2,384)	-
	<u>17,746</u>	<u>(13,904)</u>	<u>(3,084)</u>	<u>758</u>
<b>TOTAL FUNDS</b>	<u>64,946</u>	<u>(36,459)</u>	<u>-</u>	<u>28,487</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	44,539	(67,094)	(22,555)
<b>Restricted funds</b>			
Restricted Fund	4,107	(4,036)	71
Big Lottery Capital Fund	-	(12,711)	(12,711)
Big Lottery	-	(1,264)	(1,264)
	<u>4,107</u>	<u>(18,011)</u>	<u>(13,904)</u>
<b>TOTAL FUNDS</b>	<u>48,646</u>	<u>(85,105)</u>	<u>(36,459)</u>

**General Fund**

This fund is not related to any designated project or purpose. Since this fund is free from restrictions it is predominately operated to manage and administer the Charity on a day to day basis.

**Restricted Fund**

This funding relates to funding received for a specified purpose, as specified down by the donor.

**Big Lottery Capital Fund**

This funding is to help maintain the transport scheme and fund a new minibus.

**Big Lottery**

This money is to help with the general running costs of the Charity.

**Sunderland Community Transport CIO**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2021.

**Sunderland Community Transport CIO**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2021**

	2021 £	2020 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	3,500	8,500
<b>Investment income</b>		
Deposit account interest	25	35
<b>Charitable activities</b>		
Hire Fees	-	14,380
Affiliation Fees	-	1,510
Fuel Received	-	3,104
MIDAS	-	1,107
Grants	16,485	-
	<hr/> 16,485	<hr/> 20,101
<b>Total incoming resources</b>	20,010	28,636
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Motor vehicles	11,178	11,178
Computer equipment	230	230
	<hr/> 11,408	<hr/> 11,408
<b>Charitable activities</b>		
Road Fund Tax	598	592
Repairs and Maintenance	(105)	4,369
Insurance	3,588	3,873
Fuel Costs	-	1,256
Salaries	19,980	19,980
	<hr/> 24,061	<hr/> 30,070
<b>Other</b>		
Printing and stationary	74	368
Sundries	13	125
Subscriptions	25	50
Volunteer Expenses	60	976
	<hr/> 172	<hr/> 1,519
<b>Support costs</b>		

This page does not form part of the statutory financial statements



**Sunderland Community Transport CIO**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2021**

	2021 £	2020 £
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy	708	1,603
Rent	-	1,992
Insurance	660	550
Telephone	439	515
	<u>1,807</u>	<u>4,660</u>
Total resources expended	<u>37,448</u>	<u>47,657</u>
<b>Net expenditure</b>	<u>(17,438)</u>	<u>(19,021)</u>

This page does not form part of the statutory financial statements