

ARUN COMMUNITY TRANSPORT

England & Wales · Charity number 1183665

Details

Status Registered

Legal form CIO

Registered 2019-05-31

Register [View on the Charity Commission register](#)

Contact

Address Dove Lodge Community Resources Ctr
49 Beach Road
Littlehampton
BN17 5JG

Phone 01903792110

Email info@actransport.org.uk

Website www.actransport.org.uk

Activities

Objects: TO PROVIDE A SAFE AND RELIABLE DOOR-TO-DOOR COMMUNITY TRANSPORT SERVICE IN AN ENVIRONMENTALLY RESPONSIBLE WAY FOR THE RESIDENTS OF THE ARUN DISTRICT OF WEST SUSSEX AND ENVIRONS WHO ARE IN NEED OF SUCH A SERVICE DUE TO AGE, ILLNESS, DISABILITY (MENTAL OR PHYSICAL) OR FINANCIAL HARDSHIP, REGARDLESS OF RACE, NATIONALITY, GENDER OR SEXUAL ORIENTATION.

Activities: Transporting clients who are unable to access public transport to medical appointments, shops and social engagements

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£73,399	£73,842	-	-
2024-03-31	£62,764	£35,100	-	-
2023-05-31	£35,452	£28,309	-	-
2022-05-31	£29,340	£23,726	-	-
2021-05-31	£23,021	£18,645	-	-

Trustees

Name	Role	Appointed
Antony Buchanan	Chair	2025-10-02
Adrian Perkins		2024-04-10
Anna Hyman		2024-07-17
Antony Quintin Gellett		2025-11-05
David Rainer		2025-11-05
Graham Irwin		2025-11-05

ARUN COMMUNITY TRANSPORT

England & Wales - Charity number 1183665

Accounts



6th Annual Report 2024-2025

***Arun Community Transport
Charitable Incorporated Organisation (CIO)
Reg. Charity No 1183665***

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Arun Community Transport

Chairman's Report 2024-25

This has been a busy year for Arun Community Transport, as you will read in the reports enclosed.

This report covers the period from April 1st, 2024, to March 31st, 2025. This aligns with the standard financial year and allows us to produce our report in time for the funding timetable.

Trustees

This past year, we welcomed new trustees Anna Hyman, Adrian Perkins, and Alex Palethorpe. Unfortunately, two trustees resigned because they could not give us their time due to family matters. Gerald Kimber and Louise Stillwell. We thank them for all the time and effort they have put into our charity over the years.

Staff

The trustees thank Chris Fuller for all his good work over the year, exceeding his contracted hours every week.

We welcome Jen Nicholson to the role of Service Coordinator and benefit from the skills she brings to our service.

This year, we had to say goodbye to Christine Austin. We thank Christine for all her hard work over the years and wish her well for the future.

This year, we are not asking Jen Nicholson for a report as she has not been with us long enough. Her post-report will be delivered in the Service Coordinator/General Manager Report.

Membership

With a small membership fee, we have taken on more clients and have been able to quantify our active clients and produce useful income.

Grant Funded Projects

We have been fortunate enough to secure funding for a general manager for a year, two days a week. We thank The Ernest Kleinwort Charitable Trust, Sussex Community Foundation, and Chalk Cliff Foundation for their generous grants towards this project. This has allowed us to expand our services and manage the complexities of running a charity. This post will end at the beginning of June.

We also had a volunteer coordinator for a year, one day a week, funded by Awards for All, which has now ended.

Both these posts have allowed us to make Arun Community Transport a more sustainable organisation. We are most grateful to the funders for their trust in us to

spend their limited funds well and give real value for money to our community. Please read the General Manager's report to see what he has achieved in his time with us.

We intend to continue employing our General Manager in a new post that combines the General Manager's role with the Volunteer Coordinator's. We are currently looking for funding for this post.

Wheelchair Accessible Vehicle (WAV)

In my Acting Treasurer's report, I mention that the WAV was not performing as financially as we had hoped. We have been unable to find sufficient volunteers to drive it, and cannot support the funding of drivers after September 2025. Grants have not been possible for Drivers. The Trustees will decide the future of the WAV in the coming months.

Core Funding Grants 1st June 2024 to 31st March 2025

Without core funding, we would not exist, and we thank the generous organisations below for their continuing support.

Postcode Society Trust

West Sussex County Council

Arun District Council

Littlehampton Town Council

Aldingbourne Parish Council

Rustington Parish Council

Pagham Parish Council

Angmering Parish Council

Yapton Parish Council

Aldwick Parish Council

Bognor Regis Town Council

We are especially grateful to the Postcode Lottery (Postcode Society Trust) for its generous support of our core funding.

We also thank the Littlehampton District Lions Club for their generous donation of Computer equipment, which is vital for running our service.

I also thank all the individuals who kindly donated to our funds over the year.

Volunteers

Our organisation's most important people are volunteers, who give up their time freely to help others in our community. Thank you all: the trustees, Drivers, and office volunteers.

On the next page, you will find a list of all our funders over the year, whom we thank for their support of our Charity and the Community of Arun.

Mike Clayden
Chairman

Arun Community Transport Funders 2024-25

Aldwick Parish Council



Pagham
Parish
Council

Rustington Parish Council



Yapton Parish Council



Service Co-ordinators / General Managers Report April 2024 to March 2025

The Objectives of our Charity

Arun Community Transport provides affordable and reliable transport for residents in the Arun District who cannot easily access public transport for any reason. There is a growing number of elderly and vulnerable residents who rely on its services.

Arun Community Transport offer a listening ear to its users, many of whom have difficulty in coping in our modern society.

The services provided by Arun Community Transport offer the opportunity to keep an eye on our elderly and vulnerable users.

Provides opportunities for Social Inclusion.

What our Charity Delivers and the support it gives to our local communities

Arun Community Transport currently supports more than 1,000 users of its services by providing transport for those who cannot drive themselves and who do not have relatives or friends available to help, or who cannot easily access public transport, we are ensuring that our clients' can attend any medical appointments they have. There is also the opportunity that they can visit friends or relatives who may be hospitalised, or in care (case study 1). Our weekly shopping trip provides the opportunity for our users to visit a local supermarket, not just to shop but also to catch up for a 'Coffee and Chat' in the café area (case study 2, picture). These are opportunities that help with Social Inclusion and the mental wellbeing of our users.

Arun Community Transport can provide support to the wider family, knowing that their loved ones are being aided to get to their destinations and that they will be brought home safely afterwards. This reduces the strain on adult children/friends who would otherwise have to take time off work and possibly travel to the local area to provide transport themselves.

It is important that elderly people stay active and connected with others. They state that "people who engage in meaningful and productive activities that they enjoy with others feel a sense of purpose and tend to live longer."

Being aware that Social Isolation affects many people it relates not only to our users but in some cases can apply to our volunteers. Some of our volunteers who live alone it provides a worthwhile activity which gives them meaningful contact with others on a regular basis. Our volunteers are a vital part of tackling social isolation, providing a listening ear and a friendly face and a regular contact for our clients.

By networking with other organisations Arun Community Transport are able to pass on to its users' details of relevant information on what is available in our area. Because we have a relationship with our clients and are in regular contact with them, we are able to know when they are isolated and can support them to find activities, that are manageable, outside their home.

Our Volunteers are regularly praised for their kindness, support and Care. Many of our users have recommended our service to Friends and Family. Our users gain a level of independence by being able to arrange their own transport to important appointments, with our Volunteer Office staff

recognising the importance of maintaining contact with our clients, they regularly checked up on those more vulnerable users when they have not heard from them for a while (case study 3).

Our membership changes over the years, sadly with the elderly some are no longer with us. We remember many of these fondly and appreciate very much the time they spent using our services.

The number of volunteer staff has increased in the last year both in the Office and Volunteer Drivers. Our Volunteers have contributed over 10,500 hours of their time in providing the service. Our Volunteer Drivers have completed nearly 112,000 miles transporting our users in the last 12 months.

Full details for our Operational Data are attached with this report.

Service Update

Throughout the last year it has been necessary to update many of the procedures to enable the service to operate smoothly and efficiently. A lot has been achieved but will be ongoing. Our booking system works on a system called CATSS. In addition to providing the 'day-to-day' scheduling it also provides us with data to enable us to plan for the future. Records urgently needed updating putting a huge demand on our very limited resources, both financially and in man-hours. It was decided to 'pause' new memberships for a short while in March 2025 to allow training and implementation of new procedures. Grant funding by Town and Parish Councils provided funds for a new office printer and the Littlehampton Lions very generously supplied a new computer (additional to existing) . The appointment of a Service Co-ordinator in February 2025 has made a significant improvement to our services, allowing us to improve the operational performance of Arun Community Transport. We are now seeing benefits such as improved Volunteer Training, Streamlining of the Booking Procedure and an improvement in staff morale. Better communication has been achieved, and we will continue to drive forward on these initiatives for the coming year.

Case Studies:

- 1) Miss A is the granddaughter of one of our users, Mrs.H. Mrs H's friend and neighbour was admitted into a home for end-of-life care.

I am just writing to say thank you and cancel the weekly arrangement for my Nan, (name), to visit Fairlight nursing home each Tuesday with (driver's name), sadly her friend (name) passed away in hospital. You have been truly amazing at a really difficult time for them both. Thank you. Best wishes (name)

- 2) Shopping Bus Passengers



3) Mrs S.

May we take this opportunity to convey our appreciation to the transport drivers and all the members of staff who generously give of their time in supporting this exceptionally efficient and friendly service. Words are inadequate in expressing just how important this service is to the community, an example being in our own situation, which by the nature of our health issues, we are unable to drive to our hospital appointments, therefore Arun Community Transport's service completely removes all stress and anxiety in planning the journey and ensures that we reach our destination and appointment in good time.

A sincere thank you to each one and long may your success continue.

Best Regards (name).

These are a few examples of our client group and the service that is provided.

Chris Fuller



Annual Operational Data

1st April 2024 - 31st March 2025

		Ambulant	Walking Aid	Wheelchair WAV
Total Trips Booked	9500			
Cancelled Appts.	1666	17%		
Cancelled Pax Illness	175	2%		
No Driver Available	371	4%		
Completed Trips	7288	77%	3770	461
MEDICAL APPOINTMENTS	5418	75%	52%	42%
SOCIAL TRIPS	1865	25%		6%
Volunteer Hours Given	7850			210
Volunteer Miles Travelled	105890			5926
Registered Clients	1039		Volunteer Drivers	32
Under 65	129		New Drivers	7
65 to 74	190		Drivers Retired	3
75 to 84	380		Volunteer Office Staff	10
Over 85	340		New Office Volunteers	5

ACT – Volunteer Coordinators Report April 2025

Arun Community Transport operates across 26 Parishes in the Arun District, from Ferring in the east to Selsey in the west, and north out to Arundel.

The Arun District has a growing number of elderly and vulnerable residents which will result in an increase in the demand for Doctor and Hospital services in the coming years. Changes introduced to the availability of Hospital Transport will undoubtedly give rise to an increase in the demand for good community transport schemes in the future. Arun Community Transport has recorded increases in the demand for its services making the recruitment of Volunteers essential to maintaining its services in the future.

As a community transport service, Arun Community Transport had more than 1,000 users of their service in 2024-2025. With an average of over 150 weekly trips made by its users Arun Community Transport provide a vital lifeline to many of the elderly, vulnerable, disabled people, rural residents, and deprived households in the Arun District.

Arun Community Transport relies on its volunteer drivers using their own vehicles to transport users of the service to vital appointments in hospitals and doctors' surgeries. In addition, some social visits are also catered for, when sufficient drivers are available. This service is vital to elderly and vulnerable residents of the parishes in the Arun district. In addition to giving access to transport, the service is a lifeline for those who would otherwise be trapped at home, helping their mental health. The Office Volunteers co-ordinate and manage the daily bookings from our users and allocate them to available drivers.

Our volunteer Drivers and Office staff are the backbone of our operation, in the year 2024-2025 almost 10,500 hours were given by our volunteer staff. Without their dedication our service would not be possible. We continue to need more volunteers to ensure the smooth running of our service. A robust recruitment and retention policy is crucial to our organisation as it not only helps us retain our existing volunteers but also ensures that we have enough hands-on deck to meet the growing demand for our services in the future.

Volunteering with us is not just about giving back to the community, it's also about taking care of yourself. The opportunity to volunteer has a positive impact on your health and well-being, giving you a meaningful way to spend your spare time. Many of our volunteers, who are still active and in good health, found this to be a fulfilling use of their newfound free time.

A quote below from Tony, one of our Volunteer Drivers...

"Which makes it all worthwhile - it's great to finish a job with a smile on your face because you know you've helped someone."

It is essential to ACT that volunteers understand the value of their role in the organisation's running, as would be the case in any voluntary sector. In the last year a Summer BBQ was held in June and a Christmas 'Seasonal Buffet' was held in December. Some of our Volunteer Staff attended Summer Picnic in June 2024, organized by VAAC (Voluntary Action Arundel & Chichester), which will be repeated in June 2025. Jen Nicholson, our newly appointed Service Co-ordinator, has introduced and updated our newsletter to ensure volunteers are updated with current news about the organisation.

New volunteers are vital to ensure that the ACT services can be maintained, and that future growth can be achieved. We also must be aware of what I call the 'Churn Factor'. Realistically ACT will lose volunteers through natural wastage, such as moving away from the area or retiring. Three of our volunteer drivers and two office volunteers left us last year. I am pleased to record

that after taking this into account we have achieved a net gain of 9 volunteers in the last 12 months.

As demand for community transport services increases it is important that Arun Community Transport networks with similar or related organisations, particularly Volunteer Action Arun & Chichester, Community Transport Sussex and the Community Transport Association. This will open further opportunities for Volunteer Recruitment. Collaboration with similar operations, such as these, also enables us to grow together by sharing and adopting best practices. In February 2025 the Littlehampton Lions organised a Volunteer Fair in Rustington and 2 new office volunteers were recruited as a result. Similar events are planned throughout 2025 the year and ACT will attend them to maximize exposure to new volunteer opportunities. Plans are already in place for ACT to be represented at local events such as the Angmering Wellbeing Fair (April) Lions Rustington Street Fayre (July) and the Littlehampton Town Show (September). This type of event is vital to raise the profile of Arun Community Transport, and the services offered to the local community, engaging potential new volunteers. Other volunteers have been recruited in the last 12 months via VAAC referrals and responses to local advertising.

Future ACT plans will include more use of Social Media platforms to attract both volunteers.

Engagement with our local parish/town councils offers another opportunity to promote the service and create opportunities to recruit volunteer drivers in more local areas. If drivers can be recruited in locations closer to users, this contributes to our green agenda by reducing the total miles travelled.

The last year has proved to be a challenging but rewarding year as Arun Community Transport continues to grow and move forward. The coming year will no doubt bring more challenges, which I see as opportunities, and an exciting time to be involved in developing an outstanding Community Transport service.

Chris Fuller – Volunteer Development Coordinator

April 2025

Arun Community Transport Acting Treasurer's Report April 2025

Our financial position is relatively strong, but we must remain cautious until we receive the outcome of our grant applications.

Our year-end figures show a loss of £443.03 currently reported.

Income

The most interesting growth is the income for the car service, which has increased almost 35% this year to £20195.10

The WAV has followed the expected running cost recovery, with a small surplus for office costs, at £4,453.00 in income and £3,765.19 in running costs, with no recovery of driver costs, which have been met using income from other sources. Grant income is not available to cover the staff costs of a driver for a WAV. This is not sustainable, and the future of the WAV will be decided in the next trading year.

Grant Income

This has been reported slightly differently in Restricted and Not restricted, which were reported separately. There is some concern about this income going forward due to the current financial climate and the fact that grants are becoming harder to obtain.

Membership

Membership fees were lower than the previous year, and efforts are underway to improve this. However, some of the decrease is attributed to staff shortages in the office, which have now been rectified with the appointment of a new Service Coordinator and the introduction of a new membership renewal program.

The increase in membership fees should now bring a much-needed boost to this income.

Reserves

The intention to build a reserve of 50% of Running costs was unsuccessful; only 25% of annual running costs have been allocated to this fund. We hope to add to this fund in the next trading year, but I suspect it will take several years to reach our goal. Subject, of course, to not having to call on it

Our vulnerability is that we have unsuccessful grant applications, affecting our cash flow at short notice.

The Voluntary Sector primarily works on annual grant awards, which causes a continuous treadmill of Grant Applications for funding to keep the charity functioning.

MJ Clayden

Acting treasurer

Arun Community Transport

Profit and Loss

April 2024 - March 2025

	TOTAL
Income	
Bank Interest	430.80
Car Income	20,195.10
Donations and legacies	1,157.00
Donations with membership fees	569.50
Grants Core Funding	35,827.00
Grants Restricted	6,000.00
Income	572.45
Membership Fees	4,194.21
WAV SJ24DHX Income	4,453.00
Total Income	£73,399.06
GROSS PROFIT	£73,399.06
Expenses	
Accommodation Costs	6,859.12
Advertising/Promotional	62.89
Computer Costs	4,957.05
Insurances	681.08
Interest Payable	0.27
Office/General Administrative Expenses	105.72
CATTS Software	
ICO Data Protection	35.00
Printing, Postage and Stationery	698.85
Stamps	43.30
Telephone Costs	1,168.91
Total Office/General Administrative Expenses	7,802.48
Other Professional Services	5,593.19
Raising funds	220.00
Salaries & Wages	34,182.96
Subscriptions	9.00
Uncategorised Expense	60.00
Volunteer Expenses	3,418.23
WAV SJ24DHX Running Costs	3,765.19
Total Expenses	£67,611.46
NET OPERATING INCOME	£5,787.60
Other Expenses	
Depreciation WAV SJ24DHX	6,230.63
Reconciliation Discrepancies	0.00
Total Other Expenses	£6,230.63
NET OTHER INCOME	£ -6,230.63
NET INCOME	£ -443.03

Arun Community Transport

Balance Sheet

As of March 31, 2025

	TOTAL	
	AS OF MAR 31, 2025	AS OF MAR 31, 2024 (PY)
Fixed Asset		
Tangible assets		
Motor Vehicles Cost	0.00	0.00
Vehicles WAV SJ24DHX	18,691.87	24,922.50
Total Tangible assets	£18,691.87	£24,922.50
Total Fixed Asset	£18,691.87	£24,922.50
Cash at bank and in hand		
ACT Reserves	17,099.79	0.00
General Funds 56376660	14,007.41	12,092.15
Lloyds Bank 43556268	2,076.92	2,167.50
Paypal ACT	259.51	86.39
Postcode Grant	0.00	3,689.30
Restricted Funds	14,990.81	18,061.26
Returned Cheque	0.00	0.00
Undeposited Funds	160.75	277.70
Total Cash at bank and in hand	£48,595.19	£36,374.30
Debtors		
Debtors	-4,727.27	-24.00
Total Debtors	£ -4,727.27	£ -24.00
Current Assets		
Uncategorised Asset	0.00	0.00
Undeposited Funds-1 Do not use	0.00	0.00
Total Current Assets	£0.00	£0.00
NET CURRENT ASSETS	£43,867.92	£36,350.30
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	1,731.15	34.13
Total Trade Creditors	£1,731.15	£34.13
Total Creditors: amounts falling due within one year	£1,731.15	£34.13
NET CURRENT ASSETS (LIABILITIES)	£42,136.77	£36,316.17
TOTAL ASSETS LESS CURRENT LIABILITIES	£60,828.64	£61,238.67
TOTAL NET ASSETS (LIABILITIES)	£60,828.64	£61,238.67
Capital and Reserves		
Opening Balance Equity	20,795.89	20,762.89
Retained Earnings	40,475.78	18,238.87
Profit for the year	-443.03	22,236.91
Total Capital and Reserves	£60,828.64	£61,238.67

Arun Community Transport Notes to Accounts

Trading year 1st April 2024 to 31st March 2025

Note 1

Restricted Funds

We currently have £14990.81 in our restricted funds, which is funds set aside to cover posts covered by grants received.

Note 2

Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Motor vehicles 25% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the asset's carrying value. It is recognised in the statement of financial activities.

All assets costing more than £1,000 are capitalised.

Note 3

Reserves

The Trustees have agreed to build a reserve account equal to 50% of annual operational costs in this financial year.

This year we have £17,099.79 in the reserve account. This equates to 25% of annual operating costs.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Arun Community Transport

**On accounts for the year
ended**

31st March 2025

**Charity no
(if any)**

1183665

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 2011 Act and in carrying out my examination, I have followed all the 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

11-05-2025

Name:

Victoria Ann Rhodes

**Relevant professional
qualification(s) or body
(if any):**

None

Address:

11 Coleridge Crescent
Littlehampton
West Sussex
BN17 7FJ

ARUN COMMUNITY TRANSPORT

England & Wales - Charity number 1183665

Accounts



5th Annual Report 2023-2024

***Arun Community Transport
Charitable Incorporated Organisation (CIO)
Reg. Charity No 1183665***

Arun Community Transport Reg. Charity No. 1183665

Trustees of the Charity

Michael J Clayden (Chairperson)

Gerald Kimber

Graham Irwin

Louise Stillwell

Dove Lodge Office

Christine Austin (Administration Officer)

Chris Fuller (Volunteer coordinator)

Clayden Accounting Ltd

Dove Lodge Community Resource Centre

49 Beach Road

Littlehampton

BN17 5JG

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Tel 01903 792110

Chairman's Report (Page 4)

ACT Funders (Page 7)

Impact Report (Page 8)

Volunteer Coordinators Report (Page 11)

Treasures Report (Page 14)

Arun Community Transport

Chairman's Report 2023-24

This has been a busy year for Arun Community Transport, as you will read in the reports enclosed.

This report covers the period from June 1st, 2023, to March 31st, 2024. This aligns with the standard financial year and allows us to produce our report in time for the funding timetable.

With a small membership fee, we have taken on more clients and have been able to quantify our active clients and produce useful income.

This year, we moved to a larger office and can now accommodate four people processing telephone calls at one time.

We have been fortunate to secure funding for a general manager for a year, and we thank The Ernest Kleinwort Charitable Trust, Sussex Community Foundation, and Chalk Cliff Foundation for their generous grants. This will allow us to expand our services and manage the complexities of running a charity.

Arun Community Transport have been saving for their own Wheelchair Accessible Vehicle (WAV) for several years. Our original ambition was to have an electric vehicle. Barchester Charitable Foundation kindly pledged £10,000.00 towards an electric WAV in March 2023.

As we approached August 2023, after being turned down for a grant to enable us to buy a fully electric WAV, it became clear that our collective efforts were insufficient to secure the funds for an Electric (WAV). Faced with this reality, we, Arun Community Transport Trustees, had to reassess our goals to ensure the provision of a WAV for the Residents of Arun.

We had to cut our clothes to our means; we could afford a Diesel WAV. Barchester Charitable Foundation kindly changed our award to allow us to purchase a Diesel WAV. With this great news, we ordered a WAV and took its delivery in early March of this year. We also thank West Sussex County Council for their kind grant towards its purchase.

We now provide this service on weekdays; we will book trips for wheelchair users. This is subject to finding more Volunteer drivers to drive the WAV. At weekends, we intend to offer it to family or friends of wheelchair users. Next year's report will include our progress with this new service to the Arun community.



Core Funding Grants 1st June 2023 to 31st March 2024

Without core funding, we would not exist, and we thank the generous organisations below for their continuing support.

David Hunt Trust	£5,000.00
West Sussex County Council	£5,000.00
Arun District Council	£4,000.00
Littlehampton Town Council	£2,000.00
Aldwick Parish Council	£500.00
Rustington Parish Council	£150.00
Pagham Parish Council	£200.00
Yapton Parish Council	£100.00
Bognor Regis Town Council	£100.00

Special Projects Grant Funding

National Lottery Community Funding	10,000.00
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This funding was for a volunteer Coordinator to work on increasing our volunteer numbers and supporting them for a year. His report is attached.

Our organisation's most important people are volunteers, who give up their time freely to help others in our community. The Drivers, office volunteers, and our small part-time staff keep the operations together. Thank you all.

I also thank all the individuals who kindly donated to our funds over the year.

On the next page, you will find a list of all our funders over the year, whom we thank for their support of our Charity and the Community of Arun.

Mike Clayden
Chairman

Arun Community Transport Funders 2023-24

Aldwick Parish Council



Bognor Regis Town Council



Rustington Parish Council



Pagham Parish Council



Yapton Parish Council



The David Hunt Trust



Impact report April 2023 to April 2024

Output - what our charity does:

Providing affordable and reliable transport for residents in local areas who cannot easily access public transport for any reason.

Offering a listening ear to our clients.

Keeping an eye on our elderly and vulnerable clients.

Outcome – the difference we make:

Currently we are supporting 1220 people to attend medical appointments, social events and to go shopping. This ensures their health needs can be met. Being able to get to social events alleviates social isolation and being able to get to the shops supports a level of independence for our clients.

Social Isolation is not an event that happens without consequences.

The National Institute on Aging highlights the importance of people staying active and connected with others. They state that “people who engage in meaningful and productive activities that they enjoy with others feel a sense of purpose and tend to live longer.”

For some of our clients being able to attend groups fulfils their need to engage with others which ordinarily in their day to day life would not be possible. (see case study 2) Being able to get out and meet others, taking part in activities and groups may improve mood, well-being and cognitive function.

We make sure we are aware of what is available in our area so that we can pass on relevant information to our clients. Because we have a relationship with our clients and are in regular contact with them we are in a position to know when they are isolated and can support them to find activities, that are manageable, outside their home.

We are also aware of the positive benefits of owning a pet, such as having company, possibly helping to lower stress and blood pressure and providing comfort. Our drivers are all happy to transport our clients and their pets to vet appointments ensuring the clients are able to meet the needs of their pets as well as their own.

Social Isolation is not only something that relates to our client group but also applies to some of our drivers who live alone and for whom driving provides a worthwhile activity which gives them meaningful contact with others on a regular basis. Our drivers are a vital part of tackling social isolation, providing a listening ear and a friendly face and a regular contact for our clients, many of whom will request a driver by name. Being able to see drivers on a regular basis means our clients and drivers get to know each other. Drivers develop an understanding of the needs of individual clients and they in turn develop a trust of the drivers known to them.

Knowing that their loved ones are being aided to get to their destinations and that they will be brought home safely afterwards reduces the strain on adult children/friends who would otherwise have to take time off work and possibly travel to the local area to provide transport themselves.

Being available on the end of the phone to provide practical and emotional support when needed.

Impact – the longer term difference this makes:

By providing transport for those who cannot drive themselves; who do not have relatives or friends available to help and who cannot easily access public transport, we are ensuring that our clients' can attend any health related appointments they have. We are also ensuring that they can see friends to minimise social isolation and by providing transport to the shops our clients are able to choose where they would like to shop and can buy what they would like.

Over the last year we have registered 258 new clients from the Arun District.

We have provided a driver for 7200 trips, including those booked many months in advance and many last minute bookings.

We have recruited 5 new drivers and two new office volunteers. All our staff have been commended by members of the public for their kindness, support and helpfulness. Many clients have recommended our service to their friends and have stated that our service is invaluable to them to enable them to retain a level of independence by being able to arrange their own transport to important appointments. Our office staff have built up important relationships with our clients and have regularly checked up on those more vulnerable members when they have not heard from them.

Case Studies:

1) Ms L is a lady suffering from multiple health conditions including anxiety. She has had to attend appointments in many different hospitals as far afield as Haywards Heath, Brighton and Fareham. We have kept the different drivers we have been able to provide to a minimum in order for her to be able to build relationships with them individually as this minimises her anxiety about trips. Drivers have allowed plenty of time to get her to appointments as she worries constantly about being late and they have accompanied her into the hospitals and have ensured she gets her fares reimbursed at the hospitals as she is in receipt of benefits that qualify for this. We even had drivers who did shopping for her when she was too unwell to get out and about. She has given the Charity two donations because as she said " All of you in the office and the lovely drivers have kept me sane and without you I would not have been able to continue to live independently." Ms L is one of our clients that we regularly touch base with as she has no family living close by and can become very isolated when her anxiety is at its worse.

2) Mrs B lost her husband a couple of years ago and lives in an area that does not have a regular bus service. Her husband was the driver. She was very lonely after her husband passed away and wanted to try to get out and meet people. She identified a club that would meet her needs but it was about 5 miles away. We have provided her with a driver twice a week since she started at this club only missing twice when a driver called in sick. She has been able to develop new friendships and interests and her family have not had to worry about her becoming socially isolated.

Mrs B told us that she doesn't know what she would have done without our help over the last two years.

3) Mr S who is 97 and his wife aged 96 wished to see his brother who was going to be celebrating his 102nd birthday. The brother lived 55 miles away and Mr and Mrs S had no family able to take them to see him and felt unable to use any public transport for the long journey. We were able to take them to have lunch with his brother and then return them home again afterwards. They were extremely

grateful for the opportunity to see him and said that they wanted to be able to celebrate with him not knowing how many more birthdays they would be able to do this.

They said they felt safe with the driver and enjoyed his company and the drive to and from the venue.

These are a few examples of our client group and the service that is provided.

Christine Austin

Office Manager

ACT – Volunteer Coordinators Report April 2024

Arun Community Transport relies predominantly on volunteer drivers using their own vehicles to transport users of the service to vital appointments in hospitals and doctors surgeries. In addition social visits are also catered for, when sufficient drivers are available. This service is vital to elderly and vulnerable residents of the parishes in the Arun district. In addition to giving access to transport the service is a lifeline to those who would otherwise be trapped at home, helping their mental health.

Volunteering with us is not just about giving back to the community, it's also about taking care of yourself. The opportunity to volunteer has a positive impact on your health and well-being, giving you a meaningful way to spend your spare time. Many of our volunteers, who are still active and in good health have found this to be a fulfilling use of their newfound free time.

Our volunteer Drivers and Office staff are the backbone of our operation. Without their dedication our service would not be possible. We continue to need more volunteers to ensure the smooth running of our service. A robust recruitment and retention policy is crucial to our organisation as it not only helps us retain our existing volunteers but also ensures that we have enough hands on deck to meet the growing demand for our services in the future.

In 2024, Arun Community Transport purchased a Wheelchair-Accessible vehicle (WAV). This will allow ACT to offer services to clients who are totally wheelchair-dependent. The WAV will need volunteer drivers who will need to be fully trained in the use of the vehicle to ensure the safe transit of wheelchair passengers.

A recent report by West Sussex County Council and highlighted by VAAC (Volunteer Action Arun & Chichester) found that the Arun District has a growing number of elderly and vulnerable residents. This will result in an increase in the demand for Doctor and Hospital services in the coming years. This will undoubtedly give rise to an increase in the demand for good community transport schemes in the future. ACT has recorded increases in the demand for its services over the last few years, highlighting the need to increase its services.

It is essential to ACT that volunteers understand the value of their role in the organisation's running, as would be the case in any voluntary sector. As ACT looks forward to a new year plans are in place to increase engagement with the existing volunteer staff to ensure that they understand the excitement of being a volunteer. To meet expectations a Summer BBQ for volunteers has been arranged for June 2024, other social events will be planned on a regular basis. A bi-monthly newsletter will be launched in May 2024 to ensure volunteers are updated with current news about the organisation.

New volunteers are vital to ensure that the ACT services can be kept and that future growth can be achieved. We also must be aware of what I call the 'Churn Factor'. Realistically ACT will lose volunteers through natural wastage, such as moving away from the area or retiring. Two of our volunteer drivers and one office volunteer left us last year. I am pleased to record that after taking this into account we have achieved a net gain of 7 volunteers (five drivers and two office) in the last 12 months.

As highlighted previously in my report the expectation is that demand for community transport services will increase. Engagement with other organisations, particularly Volunteer Action Arun & Chichester, Community Transport Sussex and the Community Transport Association, will open up opportunities to develop and support the Arun Community Transport organisation. Collaboration with similar operations, such as these, enables us to grow together by sharing and adopting best practices. This improves the experience for the user, volunteer, and also the organisation. In January 2024, the VAAC organised a Volunteer Fair in Rustington, three new volunteer drivers were recruited as a result. Similar events are planned throughout the year and ACT will attend them to maximize exposure to

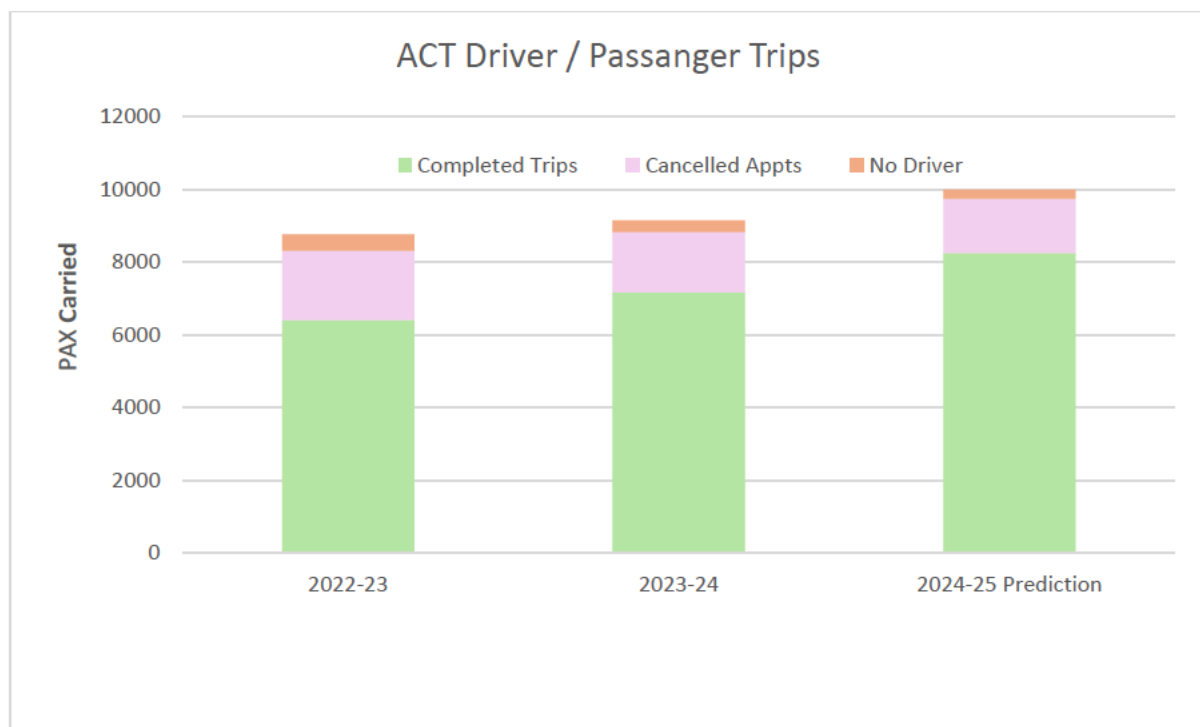
new volunteer opportunities. Plans are already in place for ACT to be represented at local events such as the Lions Rustington Street Fayre and the Littlehampton Town Show. This type of event is vital to raising the profile of Arun Community Transport and the services offered to the local community, engaging with potential new volunteers. Other volunteers have been recruited in the last 12 months via VAAC referrals and responding to local advertising.

Future ACT plans will include the use of Social Media platforms to attract both volunteers and users to the services. In May 2024, advertising in Doctor’s Surgeries, Hospital Waiting Rooms, and other venues will be renewed.

Engagement with our local parish/town councils and other funding organisations allows ACT access to funding opportunities. ACT welcomes opportunities to meet and present the organisation's goals and give feedback on the impact and contribution their generous donations have made to the organisation. Walberton Parish Council has included a slot for ACT to make a presentation at their May 2024 meeting, and others will follow in due course. These meetings also offer the opportunity for ACT to promote their services and the benefits of volunteering.

The Graph below illustrates the current dependency on a relatively small number of Volunteer drivers (28) and the need for ACT to recruit new volunteer drivers to support future demand. This will also increase the need to recruit more office volunteers to coordinate the increased activities.

The graph also illustrates the high number of NHS cancellations that impact the service.



Chris Fuller – Volunteer Development Coordinator
April 2024

The National Lottery Community Fund funded this Post.



Arun Community Transport

Acting Treasurers Report

Registered Charity Accounts 1st June 2023 to 31st March 2024 (10 months)

This year, we have shortened our trading period to ten months to align us with the standard convention on trading year

This has been a remarkably successful fifth year for the Charity, marked by significant achievements and growth.

Total income for the year has been in excess of £62k.

This includes a grant to top up our Wheelchair Accessible Vehicle fund, allowing the purchase to proceed. We have also received grants to fund a Volunteer Coordinator for this calendar year and have almost secured sufficient funding for a General manager for a year.

Our expenses have increased due to the need for more office space and additional software seats to accommodate the demand for our services. Staff costs have also increased.

A surplus of £ 1295 has been recorded. This has been added to the operational reserve brought forward from the previous year to give a total in excess of £36k at the end of the year.

Most of this excess is in the Restricted fund £18K, leaving £ 18,000.00 as an operational reserve.

MJ Clayden MAAT



Arun Community Transport

Profit and Loss

July 2023 - March 2024

	TOTAL
Income	
Admin Fees from Drivers	9,880.73
Bank Interest	418.61
Billable Expenditure Income	0.00
Donations and legacies	1,361.87
Donations with membership fees	1,156.00
Grants	44,050.00
Income	2,666.35
Membership Fees	3,160.80
Uncategorised Income	69.80
Total Income	£62,764.16
GROSS PROFIT	£62,764.16
Expenses	
Accommodation Costs	4,064.13
Advertising/Promotional	1,476.78
Computer Costs	1,595.06
Insurances	695.33
Office/General Administrative Expenses	5,279.05
Other Professional Services	5,831.41
Salaries & Wages	10,929.73
Travel and Accommodation	23.30
Uncategorised Expense	94.75
Volunteer Expenses	2,962.72
WAV SJ24DHX Running Costs	2,148.28
Total Expenses	£35,100.54
NET OPERATING INCOME	£27,663.62
Other Expenses	
Depreciation WAV SJ24DHX	8,307.50
Total Other Expenses	£8,307.50
NET OTHER INCOME	£ -8,307.50
NET INCOME	£19,356.12

Arun Community Transport Notes to Accounts

Trading year 1st July 2023 to 31st March 2024

We have had a short year to align our financial year with the April to March convention at the request of our funders. This report covers a 10-month period.

Note 1

Restricted Funds

We are showing a trading profit of £19,362.15 for the period; this includes £18,061 in restricted reserves for costs involved with employing currently a Volunteer Coordinator and the General Manager post, which all findings have now been secured.

This gives us a surplus for the period of £1,300.89

Note 2

Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Motor vehicles 25% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the asset's carrying value. It is recognised in the statement of financial activities.

All assets costing more than £1,000 are capitalised.

Note 3

Reserves

The Trustees have agreed to aim to build a reserve account of 50% of operation costs in the coming financial year.

Arun Community Transport

Balance Sheet

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
Fixed Asset		
Tangible assets		
Motor Vehicles Cost	0.00	
Vehicles WAV SJ24DHX	24,922.50	
Total Tangible assets	£24,922.50	£0.00
Total Fixed Asset	£24,922.50	£0.00
Cash at bank and in hand		
ACT Reserves	0.00	
General Savings 56376660	12,092.15	35,061.10
Lloyds Bank 43556268	2,220.50	2,290.93
Paypal ACT	86.39	60.00
Restricted Funds	18,061.26	
Returned Cheque	0.00	
Undeposited Funds	277.70	1,865.43
WAV Sinking Fund	3,689.30	
Total Cash at bank and in hand	£36,427.30	£39,277.46
Debtors		
Debtors	-20.00	-275.70
Total Debtors	£ -20.00	£ -275.70
Current Assets		
Uncategorised Asset	0.00	
Undeposited Funds-1	0.00	
Total Current Assets	£0.00	£0.00
NET CURRENT ASSETS	£36,407.30	£39,001.76
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	34.13	0.00
Total Trade Creditors	£34.13	£0.00
Total Creditors: amounts falling due within one year	£34.13	£0.00
NET CURRENT ASSETS (LIABILITIES)	£36,373.17	£39,001.76
TOTAL ASSETS LESS CURRENT LIABILITIES	£61,295.67	£39,001.76
TOTAL NET ASSETS (LIABILITIES)	£61,295.67	£39,001.76
Capital and Reserves		
Opening Balance Equity	20,762.89	20,762.89
Retained Earnings	18,238.87	14,540.36
Profit for the year	22,293.91	3,698.51
Total Capital and Reserves	£61,295.67	£39,001.76



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Arun Community Transport

**On accounts for the year
ended**

31st March 2024

**Charity no
(if any)**

1183665

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 2011 Act and in carrying out my examination, I have followed all the 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

26-4-2024

Name:

Victoria Ann Rhodes

**Relevant professional
qualification(s) or body
(if any):**

None

Address:

11 Coleridge Crescent
Littlehampton
West Sussex
BN17 7FJ

ARUN COMMUNITY TRANSPORT

England & Wales - Charity number 1183665

Accounts



4th Annual Report 2022-2023

***Arun Community Transport
Reg. Charity No 1183665.***

Arun Community Transport Reg. Charity No. 1183665

Trustees of the Charity

Michael J Clayden (Chairperson)

Gerald Kimber

Graham Irwin (Appointed 5th August 2022)

Louise Stillwell

Dove Lodge Office

Christine Austin (Administration Officer)
Clayden & Associates Accounting (Accountants)

Arun Community Transport Fourth Annual Chairman's Report

For the year covering 1st June 2022 to 30th May 2023

This year we have managed to increase our number of clients to one thousand six hundred and fifty-one.

The number of trips for the car service this year was just over nine thousand.

Our shopping bus service continues to be well used and provides trips to Sainsbury's each Wednesday and shopping trips to Morrison's every Friday except the fourth Friday each month, on which a social outing takes place.

All this would not have been possible without our loyal Staff, Drivers and Office volunteers. We now have 22 drivers working, three volunteers and the office manager staffing the office. We also have three volunteers who assist with the shopping and social trips, escorting clients and providing support to them where needed.

The new booking system is working exceptionally well. We have three computers, giving us the capacity to handle more clients efficiently and reliably. All our office staff are confident using the booking system.

This year we have introduced an annual membership of fee of £5.00 per person. We are writing to each client to explain what is happening and our reasons for implementing this. The response so far has been overwhelmingly positive, with many clients including a donation as well.

Like all charities, we rely on the support of our funders, we are providing a vital service for our community, which we would like to enhance.

One of our team members would welcome the chance to visit any potential funder to give more detail about what we do and what we would like to do if we had the funding.

None of this would be possible without the help of our funders

Grants 1st June 2022 to 30th May 2023

West Sussex County Council	£5,000.00
Littlehampton Town Council	£2000.00
Arundel Town Council	£400.00
Rustington Parish Council	£400.00
Warberton Parish Council	£600.00
Yapton Parish Council	£100.00

Donations 1st June 2022 to 30th May 2023

AH (client) £350.00

Donations of varying amounts were made with membership fee payments. The total was £1313.00, including more significant donations from the following clients:

SL £50.00

VH £45.00

SF £50.00

AB £50.00

PW £50.00

PW-D £100.00

JR £45.00

Mr HJ and Mrs SJ £90.00

Future

We are actively seeking more users and drivers and would welcome anyone to contact our office for an informal chat. We also aspire to have our own Wheel Chair Accessible Vehicle next year.

A final Chairman's note is that we cover the whole of the Arun District.

We ask for the support of all Town and parish councils to maintain and improve our service to the Towns and Parishes of the Arun District residents who don't have access to their own transport and need help getting to vital appointments and social outings.

Mike Clayden
Chairman

**Arun Community Transport
Treasurers Report
1st June 2022 to 31st May 2023**

This has been a successful fourth year for the charity.

Total income for the year has been in excess of £35k, with 49% from donations and grants and 43% from Administration fees for drivers.

There is also a new revenue stream of membership which contributed 7%.

Outgoings have been proportionate, with investment in a computer bespoke booking system and promotional material.

A surplus has been recorded of £7026.68. Which has been added to the reserve brought forward from the previous year to give a total of in excess of £41k at the end of the year.

The majority of this excess is in the vehicle sinking fund of £27,600.00, leaving £ 14,331.00 as an operational reserve.

G.Kimber
Treasurer

Arun Community Transport

Balance Sheet

As of May 31, 2023

	TOTAL
Fixed Asset	
Total Fixed Asset	
Cash at bank and in hand	
General Savings 56376660	10,003.56
Lloyds Bank 43556268	4,015.87
Paypal ACT	173.29
Undeposited Funds	138.80
WAV Sinking Fund	27,600.00
Total Cash at bank and in hand	£41,931.52
Debtors	
Debtors	-55.00
Total Debtors	£ -55.00
Current Assets	
Undeposited Funds-1	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£41,876.52
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	0.00
Total Trade Creditors	£0.00
Total Creditors: amounts falling due within one year	£0.00
NET CURRENT ASSETS (LIABILITIES)	£41,876.52
TOTAL ASSETS LESS CURRENT LIABILITIES	£41,876.52
TOTAL NET ASSETS (LIABILITIES)	£41,876.52
Capital and Reserves	
Opening Balance Equity	20,762.89
Retained Earnings	14,060.67
Profit for the year	7,052.96
Total Capital and Reserves	£41,876.52

Arun Community Transport

Profit and Loss June 2022 - May 2023

	TOTAL
Income	
Bank Interest	95.04
Donations and legacies	2,164.71
Donations with membership fees	1,373.00
Grants	14,000.00
Income	15,340.17
Membership Fees	2,480.00
Uncategorised Income	0.01
Total Income	£35,452.93
Cost of Sales	
Repayment of Driver fees paid directly to office	90.25
Total Cost of Sales	£90.25
GROSS PROFIT	£35,362.68
Expenses	
Advertising/Promotional	352.88
Computer Costs	1,283.06
DBS Checks	196.00
ID Security Cards for Volunteers	61.00
Insurances	640.47
Minibus Hire	1,871.39
Office/General Administrative Expenses	297.46
CATTS Software	3,528.00
Printing, Postage and Stationery	490.40
Telephone Costs	657.97
Total Office/General Administrative Expenses	4,973.83
Other Professional Services	1,500.40
PayPal Fees	4.71
Pensions	306.12
Purchases	50.00
Raising funds	615.78
Rent	3,362.03
Room Hire	64.00
Salaries & Wages	10,662.98
Subscriptions	26.40
Subsistence	317.11
Travel and Accommodation	256.00
Volunteer Expenses	609.03
Volunteer Travel Expenses	1,156.53
Total Expenses	£28,309.72
NET OPERATING INCOME	£7,052.96
Other Expenses	
Reconciliation Discrepancies	0.00
Total Other Expenses	£0.00
NET OTHER INCOME	£0.00
NET INCOME	£7,052.96



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name ARVN COMMUNITY TRANSPORT

On accounts for the year ended

31st MAY 2023

Charity no (if any)

1183665

Set out on pages

1 & 2 of this report (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
• the accounts did not accord with the accounting records; or
• the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

09/08/2023

Name:

CHRISTOPHER JOHN FULLER

Relevant professional qualification(s) or body

Retired Accounts Manager (Packaging)

(if any):

--

Address:

7 HAWLEY ROAD, RUSTINGTON,
LITTLEHAMPTON,
WEST SUSSEX. BN16 2QD

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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ARUN COMMUNITY TRANSPORT

England & Wales - Charity number 1183665

Accounts



3rd Annual Report 2021-2022

***Arun Community Transport
Reg. Charity No 1183665.***

Arun Community Transport Reg. Charity No. 1183665

Trustees of the Charity

David Chace (Chairperson)

Wendy Austin

Linda Jane Kimber – retired 26-10-2021

Kevin Quickenden – retired 4th April 2022

Patrick John Miles Cooper – retired 16th August 2021

Gerald Kimber (Treasurer)

Louise Stilwell

Dove Lodge Office

Christine Austin (Office Manager)
Clayden Accounting Ltd (Accountants)

Arun Community Transport

Third Annual Chairman's Report

For the year covering 1st June 2021 to 30th May 2022

This year we have managed to increase our number of clients to one thousand three hundred and fifty-seven.

The number of trips for the car service this year was just over eleven thousand. These numbers would have been higher, but for the lockdowns.

In March, we decided to increase many of our prices due to the significant increase in the price of fuel at the pumps. The new fees were instated on 1st April and on the whole, have been accepted as necessary and inevitable by our clients.

Our shopping bus service was restarted on 27th April 2022 and provides trips to Sainsbury's each Wednesday, except the third of each month. Shopping trips to Morrison's began on 20th May 2022 and runs fortnightly on a Friday.

We also started a social outings bus service. Initially, this was being run every other Tuesday, but the day was changed to alternate Fridays to fit in with the escorts available.

Our service helped a significant number of people receive their Covid vaccination boosters by transporting them to the inoculation centres. The exact numbers are unavailable due to data protection rules.

All this would not have been possible without our loyal Staff, Drivers and Office volunteers. We now have 16 drivers back working, three office volunteers, and the office manager staffing the office.

The new booking system is working exceptionally well. We have three computers, giving us the capacity to handle more clients efficiently and reliably. All our office staff are confident using the booking system.

None of this would be possible without the help of our funders

Grants 1st June 2021 to 30th May 2022

West Sussex County Council	£5,000.00
Angmering PC	£500.00
East Preston Parish Council	£175.00
Littlehampton Town Council	£2,000.00
Felpham Parish Council	£200.00
Ford Parish Council	£200.00
Rustington Parish Council	£400.00
Walberton Parish Council	£500.00

Yapton Parish Council	£100.00
Bognor Town Council	£400.00
Arundel Town Council	£400.00

Donations 1st June 2021 to 30th May 2022

Littlehampton Lions	£75.00
Poor Claires Convent Arundel	£1700.00
E L (Client)	£65.00
A H (client)	£250.00
F L (client)	£50.00
E B	£10.00

We also received three sums of money from the receivership of Sammy's Transport.

These were £89.47, £4483.10, and £202.20.

The total received from this was £4774.77

We look forward to our fourth year of being a registered charity, reaching more people who need our service.

At the end of our third year, we find ourselves in 'a new normal', and we look forward to providing a vital service to our community with fewer restrictions than the last year.

David Chace (Chairman)



Clayden Accounting Ltd

Company Number 14066455

Telephone: 01903 856798
Email: office@clayden-associates.com

15 Dawtrey Close
Rustington
West Sussex
BN16 3SD

Arun Community Transport

Registered Charity Accounts
1st June 2021 – 31st May 2022

This has been a successful third year for the Charity.

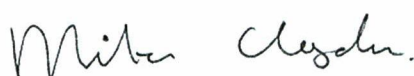
Total income for the year has been in excess of £29k, with 57% from donations and grants and 42% from Administration fees for drivers.

Outgoings have been proportionate, with investment in computers and systems a priority.

A surplus has been recorded of £5614.56. This has been added to the reserve brought forward from the previous year to give a total of in excess of £34k at the end of the year.

Most of this excess is in the new vehicle sinking fund of £18,000.00, leaving £ 16,000.00 as an operational reserve.

MJ Clayden MAAT



aat AAT Licensed
Accountant

Michael J Clayden is licensed and
regulated by AAT under licence
number 1003508

Arun Community Transport

Profit and Loss June 2021 - May 2022

	TOTAL	
	JUN 2021 - MAY 2022	JUN 2020 - MAY 2021 (PY)
Income		
Bank Interest	2.26	2.70
Donations and legacies	7,209.87	282.93
Grants	9,675.00	15,400.00
Sales	12,453.45	7,335.62
Total Income	£29,340.58	£23,021.25
GROSS PROFIT	£29,340.58	£23,021.25
Expenses		
Advertising/Promotional	442.88	178.80
Computer Costs	2,138.51	3,043.50
Insurances	686.08	666.33
Minibus Hire	740.22	
Office/General Administrative Expenses	172.79	227.96
CATTs Software	3,172.50	
Total Office/General Administrative Expenses	3,345.29	227.96
Other Professional Services	1,199.00	880.00
Pensions	326.61	234.09
Printing, Postage and Stationery	372.65	182.04
Rent	3,225.70	3,197.72
Room Hire	30.00	
Salaries & Wages	10,455.08	9,734.52
Subscriptions	100.80	50.00
Subsistence	41.16	
Telephone Costs	447.59	250.84
Travel and Accommodation	15.30	
Uncategorised Expense	51.25	
Volunteer Travel Expenses	107.90	
Total Expenses	£23,726.02	£18,645.80
NET OPERATING INCOME	£5,614.56	£4,375.45
NET INCOME	£5,614.56	£4,375.45

Arun Community Transport

Balance Sheet As of May 31, 2022

	TOTAL
Fixed Asset	
Total Fixed Asset	
Cash at bank and in hand	
Lloyds Bank 43556268	4,678.57
Lloyds Bank 56376660	29,008.52
Undeposited Funds	1,239.57
Total Cash at bank and in hand	£34,926.66
Debtors	
Debtors	-103.10
Total Debtors	£ -103.10
NET CURRENT ASSETS	£34,823.56
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	0.00
Total Trade Creditors	£0.00
Total Creditors: amounts falling due within one year	£0.00
NET CURRENT ASSETS (LIABILITIES)	£34,823.56
TOTAL ASSETS LESS CURRENT LIABILITIES	£34,823.56
TOTAL NET ASSETS (LIABILITIES)	£34,823.56
<hr/>	
Capital and Reserves	
Opening Balance Equity	20,762.89
Retained Earnings	8,446.11
Profit for the year	5,614.56
Total Capital and Reserves	£34,823.56



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Arun Community Transport

On accounts for the year ended

31st May 2022

Charity no (if any)

1183665

Set out on pages

1 & 2 of this report

(Optional. Do not use the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2022.

Responsibilities and basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Penelope Jane Pedzinski

Date:

15th July 2022

Name:

Penelope Jane Pedzinski

Relevant professional qualification(s) or body (if any):

Address:

13 Grand Avenue,

Littlehampton, West Sussex

BN17 7NG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Empty box for disclosure details.

ARUN COMMUNITY TRANSPORT

England & Wales - Charity number 1183665

Accounts



2nd Annual Report 2020-2021

***Arun Community Transport
Reg. Charity No 1183665.***

Arun Community Transport Reg. Charity No. 1183665

Trustees of the Charity

Patrick John Miles Cooper (Chairperson)

Wendy Austin

Linda Jane Kimber

Kevin Quickenden

Dove Lodge Office

Christine Austin (Administration Officer)
Clayden & Associates Accounting (Accountants)

Arun Community Transport

Second Annual Chairman's Report

For the year covering 1st June 2020 to 30th May 2021

This year we have managed to increase our number of clients to one thousand and thirty-five.

The number of trips for the car service this year was around seven thousand.

Our bus service was suspended this year and will restart as soon as restrictions are lifted.

These numbers would have been higher, but for the lockdowns.

Our service helped a significant number of people receive their Covid jabs by transporting them to the inoculation centres in the latter part of our reporting year. Exact numbers are unavailable due to data protection rules.

All this would not have been possible without our loyal Staff, Drivers and Office volunteers. Five Drivers continued to work throughout the lockdown.

The new booking system is working exceptionally well, giving us the capacity to handle more clients efficiently and reliably. All our office staff are now trained in using the new system.

The new accounting system has simplified our invoicing process.

None of this would be possible without the help of our funders

We received grants from the following

PCC for Sussex	£500.00
West Sussex County Council	£7,500.00
ADC	£4,000.00
Angmering PC	£500.00
East Preston Parish Council	£350.00
Kingston Parish Council	£50.00
Littlehampton Town Council	£1,500.00
Pagham Parish Council	£200.00
Rustington Parish Council	£400.00
Walberton Parish Council	£300.00
Yapton Parish Council	£100.00

We are looking forward to our third year of being a registered charity, reaching more people who need our service.

At the end of our second year, we find ourselves in lockdown, looking forward to a return to more normal life and the opportunity to provide our vital service to our community. We have now established that there is a need for our service in our community.

Patrick John Miles Cooper (Chairman)

Arun Community Transport

Registered Charity Accounts 1st June 2020 – 31st May 2021

This has been a successful second year for the Charity.

Total income for the year has been in excess of £23k with 66.6% from donations and grants and 33.1% from Administration fees for drivers.

Outgoings have been proportionate with investment in computers and systems a priority.

A small surplus has been recorded of £4k. This has been added to the reserve brought forward from the association to give a total of in excess of £29k at the end of the year.

MJ Clayden MAAT

Arun Community Transport

Profit and Loss

June 2020 - May 2021

	TOTAL	
	JUN 2020 - MAY 2021	JUN 2019 - MAY 2020 (PP)
Income		
Bank Interest	2.70	3.56
Donations and legacies	282.93	1,051.23
Grants	15,400.00	15,700.00
Sales	7,335.62	8,426.16
Total Income	£23,021.25	£25,180.95
GROSS PROFIT	£23,021.25	£25,180.95
Expenses		
Advertising/Promotional	178.80	
Computer Costs	3,043.50	7,000.97
Insurances	666.33	650.00
Office/General Administrative Expenses	227.96	286.19
Other Professional Services	880.00	550.00
Pensions	234.09	225.56
Phone Costs	250.84	73.50
Printing, Postage and Stationery	182.04	293.37
Rent	3,197.72	3,150.68
Room Hire		36.00
Salaries & Wages	9,734.52	8,741.62
Subscriptions	50.00	
Subsistence		102.40
Total Expenses	£18,645.80	£21,110.29
NET OPERATING INCOME	£4,375.45	£4,070.66
NET INCOME	£4,375.45	£4,070.66

Arun Community Transport

Balance Sheet As of May 31, 2021

	TOTAL	
	AS OF MAY 31, 2021	AS OF MAY 31, 2020 (PP)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Lloyds Bank 43556268	10,164.90	10,596.29
Lloyds Bank 56376660	19,006.26	14,003.56
Undeposited Funds	15.84	43.70
Total Cash at bank and in hand	£29,187.00	£24,643.55
Debtors		
Debtors	22.00	190.00
Total Debtors	£22.00	£190.00
NET CURRENT ASSETS	£29,209.00	£24,833.55
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	0.00	0.00
Total Trade Creditors	£0.00	£0.00
Total Creditors: amounts falling due within one year	£0.00	£0.00
NET CURRENT ASSETS (LIABILITIES)	£29,209.00	£24,833.55
TOTAL ASSETS LESS CURRENT LIABILITIES	£29,209.00	£24,833.55
TOTAL NET ASSETS (LIABILITIES)	£29,209.00	£24,833.55
Capital and Reserves		
Opening Balance Equity	20,762.89	20,762.89
Retained Earnings	4,070.66	
Profit for the year	4,375.45	4,070.66
Total Capital and Reserves	£29,209.00	£24,833.55



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Arun Community Transport

On accounts for the year ended

30th May 2021

Charity no (if any)

1183665

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/05/2021

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

10th August 2021

Name:

JOHN HALL CONSULTING LTD.

Relevant professional qualification(s) or body (if any):

COMPANY DIRECTOR
MBA EXECUTIVE

Address:

113 LIMMER LANE, FELDHAM, W. SUSSEX PO22 7LR