



# ***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 5<sup>th</sup> 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 31<sup>st</sup> 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	
<b>Total Fixed Asset</b>	
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
<b>Total Cash at bank and in hand</b>	<b>£41,931.52</b>
Debtors	
Debtors	-55.00
<b>Total Debtors</b>	<b>£ -55.00</b>
Current Assets	
Undeposited Funds-1	0.00
<b>Total Current Assets</b>	<b>£0.00</b>
<b>NET CURRENT ASSETS</b>	<b>£41,876.52</b>
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	0.00
<b>Total Trade Creditors</b>	<b>£0.00</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£0.00</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£41,876.52</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£41,876.52</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£41,876.52</b>
Capital and Reserves	
Opening Balance Equity	20,762.89
Retained Earnings	14,060.67
Profit for the year	7,052.96
<b>Total Capital and Reserves</b>	<b>£41,876.52</b>

# 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
<b>Total Income</b>	<b>£35,452.93</b>
Cost of Sales	
Repayment of Driver fees paid directly to office	90.25
<b>Total Cost of Sales</b>	<b>£90.25</b>
<b>GROSS PROFIT</b>	<b>£35,362.68</b>
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
<b>Total Office/General Administrative Expenses</b>	<b>4,973.83</b>
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
<b>Total Expenses</b>	<b>£28,309.72</b>
<b>NET OPERATING INCOME</b>	<b>£7,052.96</b>
Other Expenses	
Reconciliation Discrepancies	0.00
<b>Total Other Expenses</b>	<b>£0.00</b>
<b>NET OTHER INCOME</b>	<b>£0.00</b>
<b>NET INCOME</b>	<b>£7,052.96</b>



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)

Responsibilities and  
basis of report

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

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:

Date:

09/08/2023

Name:

CHRISTOPHER JOHN FULLER

Relevant professional  
qualification(s) or body

Retired Accounts Manager (PwKasing)



(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.

--