

Exmouth Community Car Service

AGM and Volunteer get together - 20th September 2021 at 19:30

Church Hall – St John's, Withycombe Village Road

AGM Agenda and report December 2019 to March 2021

AGENDA

1. Welcome
2. Apologies
3. Chair's report
4. Treasurer's report
5. Summary of the service we have provided
6. Structure of our charity
7. Committee members / Trustees
8. Looking forward
9. AOB
10. Thank you and close

Refreshments and a chance to catch up will follow the meeting.

Current trustees:	Phil Rackstraw	Chair
	Leslie Henry	Treasurer
	Penny Puttock	Office Manager
	Mike Puttock	
	Nick Cooper	
	Andrew Thomson	

Exmouth Community Car Service

Report for the period December 2019 to March 2021

Chair's report:

It is now two years since the trustees of Exmouth Council of Voluntary Services started discussions on separating the car service into a separate organisation. They agreed at their 31st October 2019 meeting to proceed with the separation and I was asked by the Chair of Trustees to lead the work.

The key players in the Car Service quickly formed a new committee and I took on the Chair role. On the 1st December 2019 we took on financial responsibility for the service.

Working with both organisations I put together a detailed Separation Agreement which was signed off in February 2020. A key part of the agreement was that the Car Service would remain based in the Town Hall and take on the lease.

The first major focus for the committee was gaining charity status for the new organisation. This was quite challenging, but after a couple of rounds of answering a whole range of questions we were granted charity status on the 14th April 2020.

With the arrival of Covid-19 and the first lockdown, the trustees had no choice but to suspend the service on Friday 27th March 2020.

During the lockdown the committee continued working on various items moving the organisation forward. Meetings became virtual, which was interesting at times. Our focus quickly moved to when and how could we restart the service. Devon Access to Services and the County Council provided a lot of useful information and also facilitated virtual session with similar organisations across Devon.

We canvassed all our volunteers to see how many would be willing to return if we restarted the service. Based on the response the trustees felt there was sufficient support to restart. Both a client and a volunteer statement were put together outlining how the service would operate and what was expected of each individual. We also received an initial supply of PPE from Devon County Council. As a new organisation and still learning about the costs of running the service, we introduced a £1 PPE surcharge to ensure we recovered the extra cost. On Monday 27th July we restarted the service. The service has continued since without interruption, which is a great credit to our volunteers.

Progress on moving the Town Hall lease to the Car Service has been very slow, with the Council virtually putting non-critical items on hold for months. At the time of writing this report we have only just received the final documents to sign.

In October 2020 Exmouth Journal ran an article on the service, highlighting the need for new volunteers. We recruited 3 new drivers who responded to the article.

It feels such a long time ago that the Car Service began operating as a separate organisation, then came the pandemic. So first a big thank to those volunteers that stood down at the start of the pandemic and for whatever reason have not been able to return. We need to recognise the small group of volunteers that enabled us to restart the service in July 2020 and also those new volunteer drivers and office staff that have since joined us.

Finally, I like to recognise Sally Skerratt who has just retired as a volunteer driver after nearly 13 years of driving for the car service.

Treasurer's report:

Since the start of December 2019, when the new organisation took over financial responsibility for the car service from ECVS, ECCS has been able to operate in a financially secure way, and has built up a reserve which will enable it to cover its overheads and outgoings for at least one year, with no need to close altogether, should circumstances substantially reduce its income. At the end of the period our reserves stood at just under £9,000. I am pleased to say that we have had the accounts thoroughly examined and passed by Martin Board, our financial examiner.

Over the 16-month period (1st December 2019 to 31st March 2021), we had a total driver income (including PPE surcharge and donations) of just over £30,000, which led to a profit after driver expenses of over £9,000. In addition, we received approximately £5,500 from the separation agreement, and a further £3,300 from donations (with many thanks in particular to A Capella) and a grant from DAS.

In total, outgoings totalled just over £9,000, so that the net income for the period was nearly £8,900. The main outgoings were telephone, rent and maintenance charges (63% of outgoings), with insurance, equipment and legal fees accounting for another 25%.

Looking forward, we expect to continue operating at a small profit, and are in a position to cover sudden financial shocks without risking financial instability.

Donations:

During the period we received donations of £2,437.35.

Just over £1,000 of this was small donations from our clients, for which we are very grateful.

During 2019 we were the chosen charity for the Exmouth A Capella choir, who raised £1432.25 for the car service. The trustees visited the choir in February 2020 to receive the cheque and say thank you.

Volunteers:

Pre pandemic:	19 Drivers	9 Office / Support
July 2020 restart:	12 Drivers	6 Office / Support
31 st March 2021:	15 Drivers	8 Office / Support

Summary of the service provided:

The figures represent 12 months of operation, as we did not operate between April and July 2020.

Local trips	1,178
Other trips	1,286
Cancellations	621
The above included 193 trips for Covid-19 jabs	
Total driver miles	41,164
Total driver hours	3944

EXMOUTH COMMUNITY CAR SERVICE

INCOME AND EXPENDITURE ACCOUNT

PERIOD FROM 1ST DECEMBER 2019 TO MARCH 31ST 2021

Trip fees	28,691	
PPE surcharge	1,345	
Gross driver income	30,036	
Driver expenses	-21,007	
Job profit		9,029
DAS Grant		845
Donation – A Capella/Renaissance		1,432
Donations – Other		1,055
Separation monies		5,576
TOTAL INCOME	17,936	
Rent		1,839
Maintenance/other EDDC		1,796
Telephone		2,136
Legal fees		725
Insurance		567
Equipment		995
PPE		248
Stationery		216
Other (eg data protection, refreshments, postage)		545
TOTAL EXPENDITURE		9,067
NET INCOME FOR THE PERIOD	8,869	

EXMOUTH COMMUNITY CAR SERVICE

BALANCE SHEET 31ST MARCH 2019

Bank balance	8,918
Petty Cash	77
Net cash	8,995
Payments and March income accrued	1,198
Accrual for maintenance	-1,324
Net income for the period	8,869

BUDGET FOR FINANCIA YEAR 2021-2022

Gross driver income	24,000
Driver expenses	<u>-16,800</u>
Job profit	7,200
Donations	800
Donation A Capella/Renaissance	
Transfer from ECVS	
DAS Grant	845
Bank Interest	
Other Misc Income	
TOTAL INCOME	<u>8,845</u>

EXPENDITURE (£)

Rent	2,004
Insurance	600
Stationery	160
Website	120
Telephone BT	1,200
Legal Fees - One off	725
Data protection and driver	
Ucheck	100
Maintenance & other EDDC	1,500
Equipment	120
Driver training	300
Sundry	100
PPE	0
Parking	40
Mileage	40
Postage	40
Other	120
Food & drink (Office)	100
Food & drink (AGM & Christmas)	200
Professional & Accountancy fees	<u>240</u>
	<u>7,709</u>
NET INCOME / (DEFICIT)	<u><u>1,136</u></u>

Independent examiner's report to the trustees of Exmouth Community Car Service.

I report to the trustees on my examination of the accounts of the Exmouth Community Car Service (the Trust) for the financial period 1st December 2019 to 31st 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 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 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.

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:



Name: Martin Anthony Board

Relevant professional qualification or membership of professional bodies (if any):

ACIB (Associate of the Chartered Institute Of Bankers)

AIPW (Associate of the Institute of Professional Willwriters)

Address: 15 Lime Grove, Exminster, Exeter, EX6 8TB

Date:

26/8/2021

EXMOUTH COMMUNITY CAR SERVICE

INCOME & EXPENDITURE ACCOUNT PERIOD 1st DECEMBER 2019 TO 31st MARCH 2021

INCOME

Job profit Pre-Dec 2019
Bank transfer from ECVS
Transfer from ECVS
Petty cash transfer from ECVS
Rent deposit paid by ECVS
BT bills paid by ECVS
Maintenance apportionment

EXAMINERS NOTES

951.00 Paid into bank account 5/12/2019
2710.70 Bank balance as per statement 5/12/2019
2000.00 Paid into bank account 6/4/2020
45.13 Unable to do a physical check of cash
67.68
746.26
-944.95

SUB TOTAL

5575.82 Separation monies

Profit Dec 2019 to 31 March 2021
Grant From DAS
Donations into Petty Cash
Donation A Capella/Renaissance
Donations into bank account

9137.70 Reconciled
844.74 Paid into bank account 4/6/2020
166.82 £165 + cash difference £1.82
1432.25
779.10
17936.43

TOTAL INCOME

EXPENDITURE

Rent
Insurance
Stationery
Website
Telephone BT
Legal Fees
Driver Ucheck
Maintenance - EDDC
Equipment
Sundry
PPE
Total Petty Cash
Stationery
Equipment
Sundries
Parking
Mileage
PPE
Postage
Other

1838.64
567.10
0.00
0.00
2136.25
792.20
14.40
1796.48
689.98
0.00
213.99
1018.13 See breakdown columns 38-45

216.48
305.5
243.63
35.5
16.65
33.9
30.72
135.75

TOTAL EXPENDITURE

9067.17

INCOME LESS EXPENDITURE

8869.26

REPRESENTED BY

Total in bank
Total in Petty Cash

8918.44
77.32

Total cash in hand

8995.76

Difference

126.50

RECONCILED AS FOLLOWS

Total cash in hand
Add Prepayments
Less Accruals

8995.76
1197.50
-1324.00

INCOME LESS EXPENDITURE

8869.26

MB
26/8/2021