

Exmouth Community Car Service

AGM and Volunteer get together

Church Hall – St John's, Withycombe Village Road

18th September 2023, 19:30 for a 19:45 start

AGM Agenda and report April 2022 to March 2023

AGENDA

1. Welcome
2. Apologies
3. Chair's report
4. Treasurer's report
5. Office Manager's report
6. Committee members / Trustees
7. Who do we give a ride to
8. ECCS Polo shirt & Sweatshirt
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
	Nick Cooper	
	Peter Horning	

Committee members: Avril Denton, Lesley Rackstraw and Bryan Colley

Exmouth Community Car Service

Report for the period April 2022 to March 2023

Chair's report:

Overall, another successful year for the charity. We provided 3329 journeys an increase of 2.5% on the previous year. We have not increased our fares, ensuring our service remains affordable, even during these inflationary times. Financially we made a good surplus for the year and our finances remain in good shape.

A big challenge during these inflationary times has been the cost of fuel for our volunteer drives. As we make a reasonable surplus each year the committee looked to see if we could increase our mileage rate. We are bound by the HMRC rules on allowable expenses. If we raised our rate, this would mean each volunteer would be liable to income tax on some of their expenses. This would also require the charity to register with HMRC and maintain detail records on each volunteer. So like a lot of other car schemes we decided this was just not a practical way forward. I wrote to our MP, as did a lot of schemes, to put our case for a review of allowable expenses as the car mileage allowance has not been increased for over a decade.

The committee were pleased to welcome two of our office staff, Avril Denton and Lesley Rackstraw to the committee in January.

We are a full member of DAS, who provide vital support to enable us and other community car schemes in Devon to operate an effective, efficient service. They co-ordinate the funding we receive from Devon CC, liaise with the NHS sites to provide services like parking permits and run regular sessions for car schemes to discuss and explore key items.

In September DAS ran a Safe Assistance Course for us, with around a dozen volunteers attending.

Although the majority of COVID restrictions were phased out during the year, we continue to provide PPE products and Lateral Flow Tests to our volunteers.

In January our phone system was switched from copper to fibre as part of the national programme phasing out copper telephone lines. Although we had a few hiccups, including losing the service for nearly a day, BT and Openreach were very responsive in sorting problems. As part of this we also reintroduced a standby mobile phone in the office. The new system also provides some new features, that for example allows us online access to voicemails, very useful when there have been problems with the systems in the Town Hall.

Finally, I'd like to thank all our volunteers who made it possible to deliver over 3000 journeys for our 600+ clients during the year April 2022 to March 2023.

Office Manager's Report

Life in the Office has slowly been getting back to normal following the relaxation of Covid-19 restrictions. The Town Hall even opened its doors to the Public in April for four mornings a week. However, getting 'back to normal' has caused us a few headaches with Drivers and Office Staff now being able to go on holiday!

Two more Volunteers, Shirley and Jane, have joined the Office Team which makes a total of ten personnel. Thanks go to all the Office Staff, especially those who have made my life so much easier by taking on various roles, Training new Recruits, Monthly Stats, organizing Staff Meetings and joining the Committee.

ECCS welcomed two new Drivers, Linus and Paul, and thanks go to them and all our Drivers for their hard work and dedication to the Charity. Many of our Clients wouldn't be able to manage Medical Appointments without our help and they make this known to us on a regular basis and although we do our very best to assist everyone that is not always possible.

Treasurer's report:

In our latest operating year, up to the end of March 2023, we have continued to operate in a financially sound manner, building up our reserves so we can cover outgoings and liabilities for two years, and cope with increase in costs or a reduction in income should these occur. I am pleased to say that we have had the accounts thoroughly examined and passed by Martin Board, our financial examiner.

Over the 12-month period ending March 2023, we had a total driver income of nearly £38,500 (up c7% from the previous year), which led to a profit after driver expenses of nearly £12,500 (up c4%). In addition, we received approximately £2,200 from donations and a grant from DAS.

In total, outgoings totalled approximately £8,200 (up c9%), so that the net income for the period was approximately £6500 (down about 9%). The main outgoings were telephone, rent and maintenance charges (55% of outgoings), with insurance, equipment and website accounting for another 18%.

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

Donations:

During the period we received donations of £2,237.00.

Over £1,500 of this was small donations from our clients, for which we are very grateful.

EXMOUTH COMMUNITY CAR SERVICE**INCOME AND EXPENDITURE ACCOUNT****PERIOD 1ST APRIL 2022 TO 31ST MARCH 2023**

Trip fees	38,452	
PPE Surcharge	-	
Gross driver income	38,452	
Driver expenses	(25,991)	
Job Profit		12,461
DAS Grant	684	
Donation -	1,553	
TOTAL INCOME		14,698
EXPENDITURE		
Rent	1,750	
Maintenance & other EDDC	1,344	
Website	122	
Telephone	1,424	
Legal Fees	40	
Insurance	686	
Equipment	675	
PPE	457	
Bad debts	-	
Stationery	468	
Professional & Accountancy fees	200	
Data protection and driver Ucheck	34	
Sundry	896	
Parking	51	
Mileage	-	
Postage	11	
Other	21	
Food & drink (Office)	-	
TOTAL EXPENDITURE		(8,179)
NET INCOME FOR THE PERIOD		6,519

EXMOUTH COMMUNITY CAR SERVICE

BALANCE SHEET AS AT 31ST MARCH 2023

Bank balance	22,576
Petty cash	54
	22,630
Accruals	(1,700)
Prepayments and March income accrued	1,597
	22,527
Reserves brought forwards	16,008
Net income for the period	6,519
Reserves carried forwards	22,527

Exmouth Community Car Service
Summary of the service provided 2022/23

MONTH	HOSPITAL TRIPS	LOCAL TRIPS	CANCELLATIONS	UNABLE TO FULFIL	COVID VACCINATIONS
April	128	131	44	3	29
May	130	121	29	3	16
June	98	110	33	8	1
July	131	101	49	2	0
August	192	122	47	3	1
September	132	158	59	10	9
October	125	162	61	5	44
November	153	151	44	7	17
December	117	90	33	6	0
January	157	125	37	5	0
February	136	129	55	8	0
March	178	135	59	10	0
Total	1677	1535	550	70	117

Volunteers:

Office staff: 10

Drivers: 20

Total Driver Hours: 5400

Total Driver Miles: 52,000

EXMOUTH COMMUNITY CAR SERVICE
INCOME & EXPENDITURE ACCOUNT
PERIOD FROM 1 APRIL 2022 TO 31 MARCH 2023

	£	£	Prior £	Year £
Trip fees	38,452		34,975	
PPE Surcharge	-		461	
Gross driver income	38,452		35,436	
Driver expenses	- 25,991		- 23,707	
Job Profit		12,461		11,729
DAS Grant		684		699
Donation -		-		1,000
Donations - Other		1,553		1,181
Total income		14,698		14,609
Rent	1,750		1,750	
Maintenance & other EDDC	1,344		1,496	
Website	122		597	
Telephone	1,424		1,126	
Legal Fees	40		820	
Insurance	686		642	
Equipment	675		-	
PPE	457		65	
Bad debts	-		17	
Stationery	468		325	
Professional & Accountancy fees	200		200	
Data protection and driver Ucheck	34		29	
Sundry	896		305	
Parking	51		4	
Mileage	-		-	
Postage	11		75	
Other	21		20	
Food & drink (Office)	-		-	
	1,013		433	
	-	8,179	-	7,471
Net income for the period		6,519		7,138

EXMOUTH COMMUNITY CAR SERVICE
BALANCE SHEET 31 MARCH 2023

Bank balance	22,576	16,003
Petty cash	54	53
	22,630	16,056
Accruals	- 1,700	- 1,700
Prepayments and March income accrued	1,597	1,652
	22,527	16,008
Reserves brought forwards	16,008	8,870
Net income for the period	6,519	7,138
Reserves carried forwards	22,527	16,008

Signed

Treasurer

Examiner

M. Board 3/8/23

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 April 2022 to 31st March 2023

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.

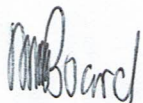
Independent examiner's statement

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: 3rd August 2023