

Trustees Annual Report
Year Ended December 2025

Charity Number 1209739

Contents	Page
Our Mission and Operational Framework	3
Chairpersons Report	5
Financial Report for Aug 24 – Dec 25	8
Trustee Report on the Accounts	9
Independent Examiner Report	12
Journey Booking Administrators Report	13
Acknowledgements	14

Our Mission

Newcastle Community Transport CIO (NCT CIO) is dedicated to providing safe, accessible, and affordable transport solutions that empower individuals and community groups.

Our goal is to reduce social isolation, promote independence, and improve access to essential services for those who may face mobility challenges. Through our services, we strive to enhance the quality of life for people across Newcastle, ensuring that transport is never a barrier to participating in community life and travel to surrounding areas.

Operational Framework

To achieve our mission, NCT operates under a structured framework that ensures efficiency, sustainability, and community Impact.

- **Charitable Structure:** Following our transition to a **Charitable Incorporated Organisation (CIO)** in August 2024, we now operate under Charity Number: 1209739, enabling us to strengthen our governance and long-term sustainability.
- **Service Delivery:** We provide a range of community transport services, including scheduled group transport, individual mobility support, and partnerships with local organisations to meet specialist transport needs within the community.
- **Funding & Sustainability:** Our operations are funded through a combination of grants, fundraising initiatives, service contracts, customer and community donations.
We remain committed to securing sustainable funding to maintain and expand our services.
- **Governance & Compliance:** We are overseen by a dedicated board of 4 Trustees who ensure compliance with regulatory requirements and strategic-decision making ensuring alignment with our charitable objectives.
- **Community Engagement:** We work closely with local stakeholders, funders, volunteers, and service users to ensure our transport solutions remain relevant, responsive, and beneficial to those who need them most.

As we move forward, Newcastle Community Transport cio remains committed to enhancing our services, strengthening partnerships, and exploring new opportunities to improve transport accessibility in Newcastle-under-Lyme and throughout Staffordshire.



Newcastle Community Transport CIO - Team of Trustees:

Barrie Swift	Chairperson
Joy Taylor	Trustee
Samantha Glover	Trustee
Philip Price	Trustee



every vehicle is scheduled for necessary maintenance checks, and tail lifts are certified every six months to ensure legal operation. I personally conduct all driver licence checks every twelve months.

Community Initiatives

Our connections with the Social Subscribers in Newcastle-under-Lyme have led us to begin delivering food from foodbanks to those in need who are unable to travel to the foodbanks themselves.

Financial Management

We have made significant progress in resolving the financial disarray left by the old system, where there was confusion over the whereabouts of funds and uncertainty about who had or had not paid. I extend my heartfelt thanks to Joy and Jez for their patience and dedication in installing and operating the new accounting software. As a Charity Incorporated Organisation, Newcastle Community Transport CIO now has its accounts reviewed and signed off by an independent accountant prior to submission to the Charity Commission of England and Wales.

Closing Remarks

I am grateful to all our volunteers and customers for their continued support. I wish everyone a very happy 2026.

Barrie Swift

Chairman of Newcastle Community Transport CIO

Profit and Loss

Newcastle Community Transport CIO
For the year ended 31 December 2025

Account	2025
Turnover	
Interest Income	189.03
Other Revenue	23,679.08
Sales	39,091.65
Total Turnover	62,959.76
Cost of Sales	
Direct Expenses	12,398.24
Total Cost of Sales	12,398.24
Gross Profit	50,561.52
Administrative Costs	
Advertising & Marketing	465.27
Audit & Accountancy fees	316.00
Bank Fees	202.01
Cleaning	68.50
Entertainment-100% business	168.60
General Expenses	411.56
Insurance	4,347.68
IT Software and Consumables	687.89
Legal Expenses	146.94
Motor Vehicle Expenses	7,057.84
Postage, Freight & Courier	103.56
Printing & Stationery	228.70
Repairs & Maintenance	20.00
Salaries	16,642.81
Staff Training	411.89
Subscriptions	317.50
Telephone & Internet	125.16
Total Administrative Costs	31,721.91
Operating Profit	18,839.61
Profit on Ordinary Activities Before Taxation	18,839.61
Profit after Taxation	18,839.61

BSSuf 16/3/2026

Newcastle Community - Balance Sheet
Newcastle Community Transport cio. As at 31 December 2025

31 Dec
2025

	Account	
Fixed Assets		
	Tangible Assets	(63,000.00
	Less Accumulated Depreciation on Motor Vehicles	75,065.00
	Motor Vehicles	432.35
	Office Equipment	12,497.35
Total Fixed Assets	Total Tangible Assets	12,497.35
Current Assets		
	Cash at bank and in hand	27,549.51
	Newcastle Com m unity Transport cio	15,187.02
	Reserve Newcastle Com m unity Transpot CIO	42,736.53
	Total Cash at bank and in hand	1,512.55
Total Current Assets	Accounts Receivable	44,249.08
Creditors: amounts falling due within one year		
	Historical Adjustment	441.88
	Rounding	0.01
Total Creditors: amounts falling due within one year		441.89
	Net Current Assets (Liabilities)	<u>43,807.19</u>
	Total Assets less Current Liabilities	<u>56,304.54</u>
	<u>Net Assets</u>	<u>56,304.54</u>
Capital and Reserves		
	Current Year Earnings	16,769.26
	Retained Earnings	39,535.28
Total Capital and Reserves		56,304.54

BS  16/3/2026



Report on Accounts for Newcastle Community Transport cio

23rd August 2024 to 31st December 2025

Reporting on the accounts for NCT cio is for the end of year 2025 when we were granted by the Charity Commission for England and Wales a change of operating status to become a Charity Incorporated Organisation.

Although reporting over more than a 12-month period as a Charity Incorporated Organisation the reporting term is to comply with the ruling request for reporting on our accounts from the day cio was granted by the Charity Commission for England and Wales, to the end of our financial year, the last day of December each year.

From 1st January 2025 the Charity changed all financial transactions to the accounts which were opened with the CO-OP Bank to operate as a Charity Incorporated Organisation. Our new charity number being 1209739

All previous bank accounts were closed and all funds transferred to the CO-OP Bank not for profit accounts.

Our financial transactions became digital with the introduction of online banking and Xero invoicing and accounting.

Our financial procedures were aligned by following the guidelines of the Charity Commission for England and Wales.

The result of this update is to enable real time fingertip accounting. This makes our finances visible at the touch of a button to all Trustees. Along with tracking, automated late payment prompts, reconciliation and reporting of incoming, outstanding, outgoing payments.

We continue to receive payments from the National Lottery each quarter through the Joint Funding Bid with VAST(Door2Door). This will end 31st March 2026.

We thank Support Staffordshire Accountant Debbie for compiling the Independent Account Examination and Report to submit for publication on the Charity Commission for England and Wales website.

A huge thank you to all our customers who use our transport. Evidencing the need for us in the community.

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

I report to the trustees on my examination of the accounts of Newcastle Community Transport CIO (the Trust) for the year ended 31st December 2025.

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: Deborah Wellecomme

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

Address: Support Staffordshire, Stafford Civic Centre, Riverside, Stafford ST16 3AQ

Date: 15/4/26.

Journey Booking Administrators Report

Annual General Meeting 2025

2025 has again seen a progressive increase in monthly trips across all vehicles. This includes many regular clients across the spectrum and also many new customers benefitting from the availability of a Community Transport Charity in the local area and beyond. This is based on the core wish to play our part in the Health & Wellbeing of all our valuable customers.

2026 started with a few weeks of snow, ice and stormy weather so a number of cancelled trips and appointments in order to ensure that all of our customers and drivers remain safe at all times. Now, we have many requests for both group trips and individual journeys and will continue to try to accommodate as many as we possibly can throughout 2026.

Our range of services and trips include not only group trips to a range of destinations from a variety of Religious and Spiritual destinations, leisure and community buildings, to retail and entertainment places and with the addition of the second WAV vehicle introduced in 2025 we can offer many more journeys for individual clients travelling to the full range of medical appointments, not limited to but to include Hospital, Doctor, Dental & Chiropody appointments.

Along with my duties regarding bookings and coordinating with customers and drivers I have also improved the recording of all data for trips per month to include requirements for costs, milage, accounts, vehicles, drivers etc. (The Spreadsheet - electronic diary) This is to assist with all areas of reporting and evidence impact/need for our services, effective operations, accounting, funding, costing etc.

2025 also saw Newcastle Community Transport cio introducing `Xero systems` as our invoicing and accounting system, this has replaced Quick Books and is proving to be a far better and less complex system. I have now been able to complete all invoices to customers far more quickly; reducing payment times and complications which were historic for invoicing.

In 2025 Newcastle Community Transport enjoyed the addition of two new volunteer drivers who are very welcome and as always more volunteers for driving or other functions would be very welcome.

We have had brilliant support from our sponsors and donations from customers, we will continue the great fund-raising events completed in 2025 into 2026 and look forward to seeing all our customers, volunteers and supporters continuing to partner and support us.

Thank you.

Jez Cotterill

We would like to express our heartfelt gratitude to the following individuals and organisations for their invaluable support:

Department of Transport

Our Service Users

Community Transport Association

MClub Spa and Fitness Centre

Newcastle Borough Council

Support Staffordshire

SAFE cic

SCVYS

VAST Training and Advice Team

Printedgift house - Newcastle-under-Lyme

I&P Lifting Gear

Queensberry Police Amateur Boxing Club

Rev. Mike -thanks for pointing us to contacts and support in the local community

All the small Charities and larger Charities who have given their experience and advice to enhance the knowledge of our Trustees. Especially Lifeworks of N'castle under lym and North Staffordshire.



Additionally, for providing services in
2024/2025:

Jez Cotterill

Journey Bookings Administrator - *the beating
heart of Newcastle Community Transport!*

All Of Our 14 Volunteer Drivers - *a mix of
core drivers and dedicated drivers.*

Our Admin Team of Volunteers - *who are
always there to help.*