



MELKSHAM AREA COMMUNITY TRANSPORT

Chairman's Report – October 2024

My eighth annual report!

How do we measure success?

Appreciation by our passengers is not solicited but it is always welcome when they make a favourable comment: relieving the toll of loneliness being one of the positive contributions we make to society, where even a weekly shopping trip to a local supermarket can make such a difference, that is our real reward!

Our new Transport Manager, Kevn Whatley, has already made significant improvements to our group. Having the advantage of a background in fleet management for *Cooper Tires*, he is certainly well qualified.

John Ruderman continues to manage the bookings, invoicing and admin in general, so although George Brown is happily retired, his legacy lives on.

The Holt Bus is better utilised, although we are still careful to hire it out only to local community groups with their own suitably qualified and experience driver. After DVLA licence checks and a familiarisation drive before hiring it to them for the first time.

An appeal is underway to recruit a volunteer from Holt to take over responsibility for the vehicle and to represent the interests of the villagers.

The long-term viability of the charity continues to cause some concern as grants for replacement vehicles are proving difficult to obtain.

Any organisation relies on the skills and dedication of the people involved and, as always, my sincere thanks to the drivers, committee members and trustees for their continued support and invaluable contribution.

David Hogg
Chairman – Melksham Area Community Transport

16th October 2024

ANNUAL RETURN

FOR THE YEAR ENDED 15 JANUARY 2025

Melksham Community Transport 2023/2024

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Receipts and Payments.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	32,411	36,814	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
3	(+) Total other receipts	139,579	106,953	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	49,771	57,041	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	85,405	54,304	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	36,814	32,422	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	36,814	32,422	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Report to the members of:

Melksham Area Community Transport

On accounts for the year ended:

31 March 2024

Respective responsibilities of trustees and examiner

The Finance Officer as appointed by Melksham Area Community Transport is responsible for the preparation of the accounts. The Charity considers that full in depth audit is not required for this year and that a thorough independent examination is needed.

It is my responsibility to:

- examine the accounts.
- confirm that the figures present a true and fair view of the position.
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Melksham Area Community Transport and Accountancy bodies. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Finance Officer concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.



**Independent examiner's
statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with regular Accounting procedures.
 - to prepare accounts which accord with the accounting records and comply with the necessary accounting requirements of the Melksham Area Community Transport.have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
3. which would give rise to any concern in relation the full disclosure of all financial matters in relation to the Melksham Area Community Transport.

Signed:

Katy Gooding

Date:

21/10/2024

Name:

Katy Gooding

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

ICAEW

Address:

Gooding Accounts Ltd

24 Warminster Road, Westbury

Wiltshire BA13 3PE

ANNUAL RETURN
FOR THE YEAR ENDED 9 APRIL 2024
Melksham Community Transport Current Year

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Receipts and Payments.

Responsible Financial Officer

John Ruderman

Date

3/6/24

I confirm that these accounts are approved by the Council and recorded as council minute reference

John Ruderman

Dated

3/6/24

Signed on behalf of the above Council (Chair)

Deborah Hogg

Date

3/6/24

Last Year £

This Year £

General Notes for Guidance

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Melksham Community Transport Current Year

Summary Receipts and Payments for Year Ended 31st March 2024

Last Year Ended
31st March 2023

Current Year
Ended 31st March

Operating Income

41,857.25

Administration

5,131.79

97,721.63

Transport

96,820.97

0.00

Replacement vehicles

5,000.00

139,578.88

Total Receipts

106,952.76

Running Costs

4,239.80

Administration

5,306.98

75,244.59

Transport

80,648.47

20,092.00

Maintenance of vehicles

25,388.80

35,600.00

Replacement vehicles

0.00

135,176.39

Total Payments

111,344.25

Receipts and Payments Summary

32,411.10

Opening Balance

36,813.59

139,578.88

Add Total Receipts(As Above)

106,952.76

171,989.98

143,766.35

135,176.39

Less Total Payments(As Above)

111,344.25

36,813.59

Closing Balance

32,422.10

These cumulative funds are represented by:

5,996.77

Current Bank A/c

5,513.49

0.00

Caf Bank

0.00

30,596.82

HSBC

26,658.61

220.00

Petty Cash (Account)

250.00

36,813.59

32,422.10

Reserve Balances are represented by:

4,402.49

Current Year Fund

-4,391.49

32,411.10

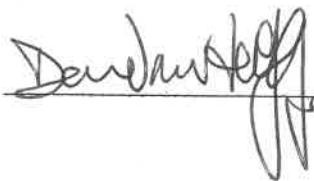
General Reserves

36,813.59

36,813.59

32,422.10

Signed :



(Chairman)



(RFO)

Melksham Community Transport Current Year

Bank - Cash and Investment Reconciliation as at 9 April 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

05/04/2024	MCT Charitable	5,513.49
09/04/2024	HSBC Money Manager	26,658.61

32,172.10

Other Cash & Bank Balances

250.00

Closing Balance

32,422.10

All Cash & Bank Accounts

1	Current Bank A/c	5,513.49
3	HSBC	26,658.61
	Other Cash & Bank Balances	250.00
	Total Cash & Bank Balances	32,422.10

Detailed Receipts & Payments by Budget Heading 09/04/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1000 Bank interest	562	0	(562)			0.0%	
1010 Donations	4,570	0	(4,570)			0.0%	
Administration :- Receipts	5,132	0	(5,132)				0
2002 Phones	110	0	(110)		(110)	0.0%	
2003 End of Year: A/cs & PAYE	183	0	(183)		(183)	0.0%	
2005 Petty cash	118	0	(118)		(118)	0.0%	
2006 Bank charges	80	0	(80)		(80)	0.0%	
2007 Trustees indemnity insurance	902	0	(902)		(902)	0.0%	
2008 Accounts: annual maintenance	594	0	(594)		(594)	0.0%	
2009 Vouchers for drivers	100	0	(100)		(100)	0.0%	
2012 Hire of meeting room	82	0	(82)		(82)	0.0%	
Administration :- Direct Payments	2,168	0	(2,168)	0	(2,168)		0
116 Wages Administration	432	0	(432)		(432)	0.0%	
2010 Donations	150	0	(150)		(150)	0.0%	
2011 Computer and printer	305	0	(305)		(305)	0.0%	
2016 Office Rental	495	0	(495)		(495)	0.0%	
3025 TIC Support services	560	0	(560)		(560)	0.0%	
3026 Pensions	1,197	0	(1,197)		(1,197)	0.0%	
Administration :- Indirect Payments	3,139	0	(3,139)	0	(3,139)		0
Net Receipts over Payments	(175)	0	175				
201 Transport							
1001 Hire of buses	19,995	0	(19,995)			0.0%	
1002 Holt Parent Group	47,904	0	(47,904)			0.0%	
1004 Wiltshire Council: Annual gra	4,808	0	(4,808)			0.0%	
1005 Wiltshire Council: Concess.Fa	7,565	0	(7,565)			0.0%	
1006 Wilts Council: Corsham School	4,352	0	(4,352)			0.0%	
1007 Bus operators grant	4,565	0	(4,565)			0.0%	
1012 Wilts. Council: Corsham school	2,030	0	(2,030)			0.0%	
1021 TIC Travel Club	2,875	0	(2,875)			0.0%	
1022 Self Drive Hire	2,727	0	(2,727)			0.0%	
Transport :- Receipts	96,821	0	(96,821)				0
3001 Drivers wages	40,864	0	(40,864)		(40,864)	0.0%	
3002 HM Revenue & Customs	4,898	0	(4,898)		(4,898)	0.0%	
3003 Drivers training	900	0	(900)		(900)	0.0%	
3005 Hiring of other buses	600	0	(600)		(600)	0.0%	
3006 Fuel costs	16,339	0	(16,339)		(16,339)	0.0%	

Detailed Receipts & Payments by Budget Heading 09/04/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3013 Transport Manager's expenses	833	0	(833)		(833)	0.0%	
3014 Drivers expenses	12	0	(12)		(12)	0.0%	
Transport :- Direct Payments	64,446	0	(64,446)	0	(64,446)		0
3024 Fleet Insurance	7,972	0	(7,972)		(7,972)	0.0%	
3028 Transport manager wages	3,350	0	(3,350)		(3,350)	0.0%	
3029 Co-ordinator wages	4,555	0	(4,555)		(4,555)	0.0%	
6003 Road Tax WA61 HHJ	325	0	(325)		(325)	0.0%	
Transport :- Indirect Payments	16,203	0	(16,203)	0	(16,203)		0
Net Receipts over Payments	16,173	0	(16,173)				
301 Maintenance of vehicles							
4002 Maintenance YJ07EHT:Optare	5,141	0	(5,141)		(5,141)	0.0%	
4004 Maintenance W2 BRC	600	0	(600)		(600)	0.0%	
4008 Maintenance WX55HXP	722	0	(722)		(722)	0.0%	
4010 Valeting buses	905	0	(905)		(905)	0.0%	
4011 Maintenance YX09 EUM	6,490	0	(6,490)		(6,490)	0.0%	
4012 Maintenance DK62 CFG	3,673	0	(3,673)		(3,673)	0.0%	
4013 Maintenance LK64 AWY	1,756	0	(1,756)		(1,756)	0.0%	
4015 Maintenance: All buses	560	0	(560)		(560)	0.0%	
4016 Maintenance WA61 HHJ	1,312	0	(1,312)		(1,312)	0.0%	
4017 Maintenance YX10	4,229	0	(4,229)		(4,229)	0.0%	
Maintenance of vehicles :- Indirect Payments	25,389	0	(25,389)	0	(25,389)		0
Net Payments	(25,389)	0	25,389				
401 Replacement vehicles							
1008 Funding for replacement vehicl	5,000	0	(5,000)			0.0%	
Replacement vehicles :- Receipts	5,000	0	(5,000)				0
Net Receipts	5,000	0	(5,000)				
Grand Totals:- Receipts	106,953	0	(106,953)			0.0%	
Payments	111,344	0	(111,344)	0	(111,344)	0.0%	
Net Receipts over Payments	(4,391)	0	4,391				
Movement to/(from) Gen Reserve	(4,391)						

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
116	Wages Administration	101	Administration	432.00	
200	Current Bank A/c			5,928.48	
202	HSBC			26,503.38	
210	Petty Cash (Account)			250.00	
310	General Reserves				36,813.59
1000	Bank interest	101	Administration		821.55
1001	Hire of buses	201	Transport		19,995.10
1002	Holt Parent Group	201	Transport		47,903.50
1004	Wiltshire Council: Annual gra	201	Transport		4,808.00
1005	Wiltshire Council: Concess.Fa	201	Transport		7,565.43
1006	Wilts Council: Corsham School	201	Transport		4,352.49
1007	Bus operators grant	201	Transport		4,565.35
1008	Funding for replacement vehicl	401	Replacement vehicles		5,000.00
1010	Donations	101	Administration		4,570.00
1012	Wilts. Council:Corsham school	201	Transport		2,029.50
1021	TIC Travel Club	201	Transport		2,875.00
1022	Self Drive Hire	201	Transport		2,726.60
2002	Phones	101	Administration	110.00	
2003	End of Year: A/cs & PAYE	101	Administration	182.92	
2005	Petty cash	101	Administration	117.91	
2006	Bank charges	101	Administration	79.56	
2007	Trustees indemnity insurance	101	Administration	902.16	
2008	Accounts: annual maintenance	101	Administration	594.00	
2009	Vouchers for drivers	101	Administration	100.00	
2010	Donations	101	Administration	150.00	
2011	Computer and printer	101	Administration	305.27	
2012	Hire of meeting room	101	Administration	81.54	
2016	Office Rental	101	Administration	495.00	
3001	Drivers wages	201	Transport	40,863.62	
3002	HM Revenue & Customs	201	Transport	4,898.14	
3003	Drivers training	201	Transport	900.00	
3005	Hiring of other buses	201	Transport	600.00	
3006	Fuel costs	201	Transport	16,338.93	
3013	Transport Manager's expenses	201	Transport	833.00	
3014	Drivers expenses	201	Transport	12.00	
3024	Fleet Insurance	201	Transport	7,972.15	
3025	TIC Support services	101	Administration	560.00	
3026	Pensions	101	Administration	1,196.62	
3028	Transport manager wages	201	Transport	3,350.30	
3029	Co-ordinator wages	201	Transport	4,555.33	
4002	Maintenance YJ07EHT:Optare	301	Maintenance of vehicles	5,141.46	
4004	Maintenance W2 BRC	301	Maintenance of vehicles	599.99	
4008	Maintenance WX55HXP	301	Maintenance of vehicles	721.73	
4010	Valeting buses	301	Maintenance of vehicles	905.00	
4011	Maintenance YX09 EUM	301	Maintenance of vehicles	6,489.70	
4012	Maintenance DK62 CFG	301	Maintenance of vehicles	3,672.98	
4013	Maintenance LK64 AWY	301	Maintenance of vehicles	1,756.36	
4015	Maintenance: All buses	301	Maintenance of vehicles	560.35	
4016	Maintenance WA61 HHJ	301	Maintenance of vehicles	1,311.81	
4017	Maintenance YX10	301	Maintenance of vehicles	4,229.42	
6003	Road Tax WA61 HHJ	201	Transport	325.00	

Date : 09/04/2024

Melksham Community Transport Current Year

Page 2

Time: 14:24

Trial Balance for Current Year

User : JOHN

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
Trial Balance Totals :				144,026.11	144,026.11
Difference				0.00	



MELKSHAM AREA COMMUNITY TRANSPORT

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An appeal is underway to recruit a volunteer from Holt to take over responsibility for the vehicle and to represent the interests of the villagers.

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Chairman – Melksham Area Community Transport

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