

**COALFIELD COMMUNITY TRANSPORT SCIO**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**Scottish Charity No. : SC032515**

# COALFIELD COMMUNITY TRANSPORT SCIO

## CHARITY INFORMATION

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**Trustees**



**Charity number**

SC032515

**Principal office**

Block 4  
Caponacre Road  
Caponacre  
Cumnock  
KA18 1SH

**Independent auditor**

JRD LLP  
Chartered Accountants and Registered Auditor  
11 Portland Road  
Kilmarnock  
KA1 2BT

**Business address**

Block 4  
Caponacre Road  
Caponacre  
Cumnock  
KA18 1SH

**Bankers**

Bank of Scotland  
PO Box 1000  
BX2 1LB

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# COALFIELD COMMUNITY TRANSPORT SCIO

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

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The trustees present their report and financial statements of the charity for the year ended 31 March 2024. The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) and the trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### Chairperson's Statement

The 2023/24 financial year saw an increase in passenger usage across our services by 30%.

12 new groups joined throughout the year taking group membership to 99. In the coming year the Executive Manager will continue to work with groups to encourage membership and support greater community group cohesion.

Support grants received from Government bodies and funding levels remained at similar levels as the previous year.

Within the year, partnership working with local authorities to support children and adults with additional supported needs to attend education and training opportunities has arisen. This work supports the wider community and increases capacity with the current fleet.

Within the fiscal year CCT took delivery of 2 electric vehicles. These vehicles were funded via various initiatives and funding streams, including a new charge point fitted within the workshop. Successful funding allows CCT to work towards reduction in carbon emissions locally. Throughout the year the Executive Manager will continue to apply for funding for vehicle replacement or new projects.

Trustees are working on a business plan to formalise and plan for future growth within the organisation. The Executive Manager is working on various projects within the year, including trustee development plans in the 2024/25 financial year.

Trustees will continue to work with the management personnel to continue to investigate other income streams and how we can work in partnership with the local authority, NHS and other partners to establish a joined-up approach of working.

### Structure, Governance and Management

#### Recruitment and Appointment of Trustees

This is carried out in conjunction with the constitution – the existing trustees may at any time appoint anyone to be a trustee up to a maximum of 10.

#### Induction and Training of Trustees

The charity is developing a more formal trustees' induction pack, to be presented to each new trustee. This will identify the role and responsibilities of the trustee; copies of previous minutes and reports for information; a copy of the most recent business plan and a summary of the charity's activities.

#### Organisational Structure

The Board of Trustees is responsible for policy decisions and ensuring that the charity operates within its constitution. Regular Board meetings are held to effect policy decisions.

The charity operates a hierarchical management structure in line with Board policy requirements.

The Key Management Personnel during the financial year and preceding financial year were:



#### Pay Policy for Senior Staff

The pay of senior staff is reviewed annually by the Board with reference to pay scales for similar organisations within the sector.

# COALFIELD COMMUNITY TRANSPORT SCIO

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **Related Parties and Transactions with Trustees/Key Management Personnel**

Expenses paid to trustees are disclosed at note 4 to the financial statements. There were no related party transactions with trustees, with the exception of the relationship between one trustee and a principal funder. This is an elected councillor of East Ayrshire Council but who serves as trustee of the charity solely as an individual and not as a representative of that funder. Related party transactions in respect of Key Management Personnel are detailed at note 4 to the financial statements.

### **Risk Management**

Health and Safety policies and risk assessments are accessible online and available on request. All issues, industry changes and information are held in the organisations online account and updated as and when required. The lack of a suitable reserve fund was previously a concern, although this area has been developed over the past year (refer to reserves policy section below).

### **Objectives and Activities**

#### **Principal Aims**

The charity's objectives are to provide community transport services within the East Ayrshire and environs, who have need because of age, disability or poverty, and in particular but not so as to limit the generality of the forgoing to:

- Provide and maintain non-profit community transport services.
- Assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services.

The organisation's overarching aim is to deliver, promote and support high quality accessible passenger transport services in East Ayrshire.

#### **Objectives for the year**

- Continue to increase membership of group transport users in East Ayrshire.
- Continue to increase membership of the Dayhopper Club.
- Recruit more volunteer drivers.
- Continue to seek opportunities to replace minibuses.
- Reduce carbon emissions.
- Continue to develop D1 & Midas training.
- Seek out opportunities for alternative funding streams
- Seek guidance on operating licence and our trading arm to continue operating under the S19 permit system due to department of Transport announcement of a change in regulation.

### **Achievements and Performance**

Achievements this year include acquiring additional vehicles to support fleet replacement and new projects.

A dual 22Kw charge point was installed in the workshop enabling better use of EVs on longer routes without the cost of public charging.

The organisation experienced a notable increase in passenger numbers. We have covered 250k miles in the year to 99 groups and 300 members supporting a considerable number social service and member users.

# COALFIELD COMMUNITY TRANSPORT SCIO

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 MARCH 2024**

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### Financial Review

#### **Reserves Policy and Going Concern**

At the balance sheet date, the overall unrestricted funds were £978,678. However, this includes a designated capital fund of £574,850 which represents the book value of fixed assets and not actual cash funds. The designated vehicle replacement fund at 31 March 2024 was £189,050. Of this, £82,079 has been spent during June 2024 leaving a balance of £106,971. The designated property fund balance brought forward of £10,000 was partially spent during the year on necessary repairs leaving a balance of £2,851. A designated training fund of £5,000 was brought forward at the end of the previous year with £1,132 being utilised leaving a balance of £3,868 at 31 March 2024. A designated contingency fund of £150,000 was brought forward at the end of the previous year, with no further transfers during the year. This reserve was set at a level that the Board considers appropriate for the charity's current activities and future plans and represents approximately 3 months running costs excluding fixed asset depreciation. In addition, there are unrestricted general funds of £58,059 representing the charity's working capital. The overall unrestricted free cash reserves (excluding the designated capital fund) totalled £405,826 at the balance sheet date. Taking into consideration current economic uncertainty, existing and planned property, vehicle and staff commitments, increased fuel and other running costs, the trustees consider that adequate resources continue to be available to fund activities for the foreseeable future and are of the view that the charity continues to be a going concern.

#### **Principal Funding Sources**

Principal funders during the year were East Ayrshire Council, Strathclyde Partnership for Transport and Energy Savings Trust.

#### **Future Plans**

Continuation of training of D1, Driver CPC, Midas and Passenger Assistant training will be priorities in the coming year for the Transport manager and Trainer to be able to train our own staff and offer this to outside organisations and as an additional funding stream.

The organisation will continue to seek opportunities of subsidised scheduled services through SPT. The project will continue to seek capital replacement of minibuses and garage equipment. The project will continue to make applications to charitable bodies.

The project is looking at widening the support to the community by working in partnership with other public and third sector bodies in the East Ayrshire area.

To have a trustees/management development day prior to 31 March, 2025 which will include the formalisation of new trustees' induction procedures and the role and a further review of the charity's constitution.

#### **Review of Financial Year**

The excess of income over expenditure for the year was £417,365 (2023: excess expenditure over income £20,724). The overall result for 2023/24 is after the impact of capital grants of £431,848 and depreciation totalling £60,818. The operational result, detailed at the income and expenditure account at page 15 of the financial statements, represent a surplus of £46,335 (2023: £32,060). An analysis of the statement of financial activities is included at note 18 to the financial statements. This details the restricted and unrestricted funds and related income sources. The total funds carried forward at 31 March 2024 were £980,678 (2023: £563,313) as detailed above.

### Legal and Administrative Information

#### **Charity Information**

The Scottish Charity reference, contact information and other administrative details are shown on the foregoing charity information schedule.

#### **Constitution**

The charity previously operated as a company limited by guarantee (SC226547) and converted to a SCIO on 23 October 2017. A copy of the constitution, which deals with the appointment and removal of trustees, the charity's aims and objectives and other matters is available from the trustees at the principal office.

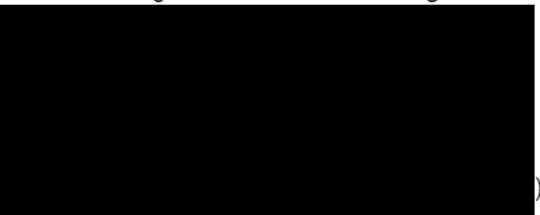
# COALFIELD COMMUNITY TRANSPORT SCIO

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

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### Board of Trustees

The following trustees served throughout the financial period unless otherwise noted:



There have been no further Board changes since the balance sheet date. In accordance with the constitution, [REDACTED] stood for re-election at the recent AGM. The trustees are also the only members of the SCIO in accordance with the constitution.

### Auditor

JRD LLP was re-appointed as auditor for the SCIO's 2023/24 financial statements at the previous AGM on 21 November, 2023.

### Statement of Trustees' Responsibilities

The trustees are required to prepare accounts for each financial period which show a true and fair view of the state of affairs of the charity and of the surplus or deficit for that period, which have been properly prepared from and are in agreement with the accounting records and which comply with relevant disclosure regulations. In preparing these accounts, the trustees are required to:

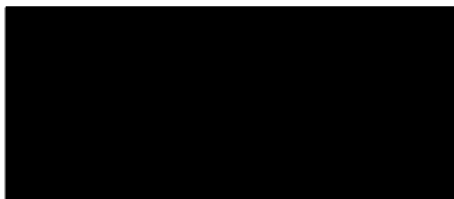
- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Follow applicable accounting standards subject to any material departures disclosed and explained in the accounts; and
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the organisation will continue its activities.

The trustees are required to act in accordance with the constitution and within the framework of relevant charity legislation. They are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the charity's financial position, and to enable them to ensure that the accounts comply with the applicable requirements of the following:

- Charities and Trustee Investment (Scotland) Act 2005.
- Charities Accounts (Scotland) Regulations 2006.
- Statement of Recommended Practice - Accounting By Charities ('SORP 2019').

The trustees have the responsibility for taking reasonable steps to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

Approved by the Board of Trustees on 11 December, 2024 and signed on its behalf by:



## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF COALFIELD COMMUNITY TRANSPORT SCIO

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### Opinion

We have audited the financial statements of Coalfield Community Transport SCIO ('the SCIO') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cashflows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the SCIO's affairs as at 31 March 2024 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the SCIO in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the provisions available for small entities, in the circumstances set out in note 6 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the SCIO's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Matters on which we are required to report by exception

In the light of our knowledge and understanding of the SCIO and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF COALFIELD COMMUNITY TRANSPORT SCIO

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### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page IV of the trustees' report, the trustees (who are also the only members of the SCIO) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the SCIO's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the SCIO or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud are detailed below:

We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and also considered our competence and skills to recognise non-compliance with laws and regulations applicable to the SCIO. We discussed these matters within our audit team and also with the trustees. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities and Trustee Investment (Scotland) Act 2005 together with the Charities SORP and FRS102. We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the SCIO's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the SCIO for fraud. The laws and regulations we considered were General Data Protection Regulation, Health & Safety legislation, Disclosure Scotland related matters and relevant employment and pensions legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the trustees and other management and inspection of regulatory and legal correspondence, if any.

In assessing the susceptibility of the financial statements to material misstatement, our audit procedures to respond to these risks included:

- enquiries of management about their own identification and assessment of the risks of irregularities, including fraud;
- sample testing on transactions and review of journal entries, including large/unusual transactions and those outside the normal course of business;
- reviewing correspondence with both funders and regulators;
- reading minutes of meetings of those charged with governance;
- review of the internal controls in place to mitigate the risk of material misstatement from irregularities, including fraud;
- carrying out analytical procedures to identify unusual or unexpected fluctuations;

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the allocation of income and expenditure between restricted and unrestricted funds, revenue recognition and cut-off and potential funding clawbacks.

# COALFIELD COMMUNITY TRANSPORT SCIO

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF COALFIELD COMMUNITY TRANSPORT SCIO

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Due to the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### Use of our report

This report is made solely to the SCIO's members, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the SCIO's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the SCIO, the SCIO's members as a body and the SCIO's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



JRD LLP (Statutory Auditor)  
Chartered Accountants  
Registered Auditor  
11 Portland Road  
Kilmarnock  
KA1 2BT

30 December, 2024

JRD LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

COALFIELD COMMUNITY TRANSPORT SCIO

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2024

	2024				2023			
	Restricted Funds	Unrestricted General Funds	Unrestricted Designated Funds	Total Funds	Restricted Funds	Unrestricted General Funds	Unrestricted Designated Funds	Total Funds
	£	£	£	£	£	£	£	£
<b>Income</b>								
Donations, legacies and other	766,265	116,460	-	882,725	295,061	108,492	-	403,553
Charitable activities	32,291	337,613	-	369,904	32,291	211,368	-	243,659
Investments	-	951	-	951	-	-	-	-
<b>Total Income</b>	<b>798,556</b>	<b>455,024</b>	<b>-</b>	<b>1,253,580</b>	<b>327,352</b>	<b>319,860</b>	<b>-</b>	<b>647,212</b>
<b>Expenditure</b>								
Raising funds	-	-	-	-	-	-	-	-
Charitable activities	371,527	395,589	69,099	836,215	315,374	283,244	69,318	667,936
Other	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>371,527</b>	<b>395,589</b>	<b>69,099</b>	<b>836,215</b>	<b>315,374</b>	<b>283,244</b>	<b>69,318</b>	<b>667,936</b>
<b>Net Income/(Expenditure)</b>	<b>427,029</b>	<b>59,435</b>	<b>(69,099)</b>	<b>417,365</b>	<b>11,978</b>	<b>36,616</b>	<b>(69,318)</b>	<b>(20,724)</b>
<b>Transfers between funds</b>	<b>(437,354)</b>	<b>(56,494)</b>	<b>493,848</b>	<b>-</b>	<b>(17,271)</b>	<b>(41,059)</b>	<b>58,330</b>	<b>-</b>
<b>Other recognised gains/(losses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(10,325)</b>	<b>2,941</b>	<b>424,749</b>	<b>417,365</b>	<b>(5,293)</b>	<b>(4,443)</b>	<b>(10,988)</b>	<b>(20,724)</b>
<b>Reconciliation of funds</b>								
Total funds brought forward	12,325	55,118	495,870	563,313	17,618	59,561	506,858	584,037
<b>Total Funds Carried Forward</b>	<b>2,000</b>	<b>58,059</b>	<b>920,619</b>	<b>980,678</b>	<b>12,325</b>	<b>55,118</b>	<b>495,870</b>	<b>563,313</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

An analysis of income and expenditure is included at Notes 17, 18 & 19 to the financial statements.

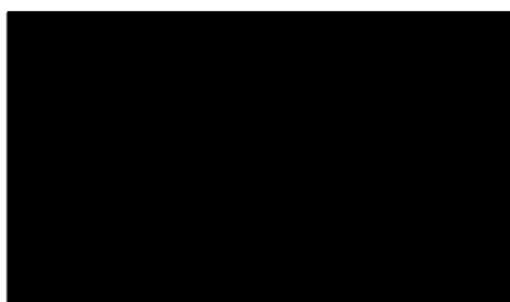
Expenditure is allocated to the above cost categories on the basis of the accounting policy disclosed at Note 1 (e) to the financial statements.

# COALFIELD COMMUNITY TRANSPORT SCIO

## BALANCE SHEET AS AT 31 MARCH 2024

		2024		2023	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7		574,849		270,869
Investments	8		<u>1</u>		<u>1</u>
			574,850		270,870
<b>Current assets</b>					
Debtors and prepayments	9	206,640		102,904	
Cash at bank and in hand	10	<u>257,435</u>		<u>209,983</u>	
		464,075		312,887	
Creditors: amounts falling due within one year	11	<u>(58,247)</u>		<u>(20,444)</u>	
Net current assets			<u>405,828</u>		<u>292,443</u>
			980,678		563,313
Creditors: amounts falling due after more than one year			<u>-</u>		<u>-</u>
Total assets less current liabilities			<u><b>980,678</b></u>		<u><b>563,313</b></u>
<b>Funds of the charity</b>					
Restricted income funds	13/18		2,000		12,325
Unrestricted designated funds	13/18		920,619		495,870
Unrestricted income funds	13/18		58,059		55,118
Total Charity Funds			<u><b>980,678</b></u>		<u><b>563,313</b></u>

The financial statements were approved by the Board of Trustees on 11 December, 2024 and signed on its behalf by:



# COALFIELD COMMUNITY TRANSPORT SCIO

## STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Total Funds 2024 £	Total Funds 2023 £
<b>Net cash used in operating activities</b>	<b>14</b>	<b>412,250</b>	<b>(53,461)</b>
<b>Cashflows from investing activities:</b>			
Interest and dividends		-	-
(Purchase)/disposal of fixed assets	<b>7</b>	(364,798)	(87,867)
Other net cash movements		-	-
<b>Net cash provided by investing activities</b>		<b>(364,798)</b>	<b>(87,867)</b>
<b>Cashflows from financing activities:</b>			
Repayment of borrowings		-	-
<b>Net cash provided by financing activities</b>		<b>-</b>	<b>-</b>
<b>Total cashflows in year</b>		<b>47,452</b>	<b>(141,328)</b>
<b>Change in cash and cash equivalents in the year</b>			
Cash and cash equivalents brought forward		209,983	351,311
<b>Cash and cash equivalents carried forward</b>	<b>10/15</b>	<b>257,435</b>	<b>209,983</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

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**1 Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the prior year.

**(a) Basis of preparation**

The financial statements are presented in sterling (£) and have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). Coalfield Community Transport SCIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**(b) Preparation of accounts on a going concern basis**

The financial statements have been prepared on a going concern basis which assumes that the charity will continue to operate for a period of 12 months from the date of approval by the Board. The charity is reliant on external grant funding and, while the trustees have no reason to believe that such funding will not continue, the charity's ability to continue in business is dependent on being successful in attracting such funding. The Trustees' Report contains details of the charity's reserves policy, which considers both the impact of current general economic uncertainty and the charity's own circumstances.

**(c) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds which have been set aside at the discretion of the trustees for specific purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or grantor.

Transfers between funds are made at the discretion of the trustees taking into consideration any restrictions imposed on funds.

**(d) Income**

All income is included in the statement of financial activities when the charity is entitled to the income, the amount can be quantified with reasonable accuracy and it is probable that the income will be received. The following specific policies are applied to particular categories of income:

Income from donations & legacies is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a special performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when received.

Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**(e) Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity and include the auditor's fees and costs linked to the strategic management of the charity which are voluntary other than trustees' travelling expenses reimbursed. Although disclosed separately at note 19 governance costs now form part of charitable expenditure (page 3) under the current SORP.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

**1 Accounting policies (continued)**

**(f) Fixed assets**

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. Minor additions costing below £500 are not capitalised.

Depreciation is provided at the following annual rates calculated to write off the cost of each asset over its expected useful life which take into consideration expected residual values in accordance with FRS102.

- Computer equipment	over 4 years on a straight line basis
- Fixtures & fittings	over 7 years on a straight line basis
- Motor vehicles	over 6-10 years on a straight line basis

**(g) Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

**(h) Pension costs and other post-retirement benefits**

The charity operates a defined contribution scheme for the benefit of its employees. The cost of contributions are charged to the Income & Expenditure account when incurred.

**(i) Other basic financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**(j) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**(k) Debtors**

Short term debtors are measured at transaction price, less any impairment.

**(l) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**(m) Deferred income**

Grants received in advance of the associated work being carried out are deferred only when the donor has imposed preconditions on the expenditure of resources.

**(o) Impairments**

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

**2 Staff costs and numbers**

	2024	2023
	£	£
Wages and salaries	489,043	369,312
National insurance	34,665	26,826
Pension costs	3,664	2,232
	<b>527,372</b>	<b>398,370</b>

The number of employees during the year was 34 (2023: 27) on a headcount basis.

No employee received emoluments in excess of £60,000.

The charity's key management personnel are detailed in the Trustees' Report and their total employee benefits were £74,689 (2023: £71,821).

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

8 Fixed asset investments

	Shares in group undertakings and participating interests £
<b>Cost</b>	
At 1 April 2023 & 31 March 2024	<u><u>1</u></u>

**Holdings of more than 20%**

The SCIO holds more than 20% of the share capital of the following companies:

Company	Country of registration or incorporation	Shares held Class	%
<b>Participating interests</b>			
Thistle Transport (Scotland) Ltd.	Scotland	Ordinary	100

The aggregate amount of capital and reserves and the results of these undertakings for the last completed financial statements were as follows:

	Capital and reserves 2024 £	Result for the year 2024 £
Thistle Transport (Scotland) Ltd.	<u><u>1</u></u>	<u><u>-</u></u>

This company has not traded since its incorporation on 17 January, 2008.

9 Debtors and prepayments

	2024 £	2023 £
Trade debtors	47,355	11,124
Other debtors	94,998	41,833
VAT recoverable	41,078	2,851
Prepayments	23,209	47,096
	<u><u>206,640</u></u>	<u><u>102,904</u></u>

10 Cash at Bank and in Hand

	2024 £	2023 £
Bank current account	166,484	206,460
Business savings account	90,951	-
Cash balances	-	3,523
	<u><u>257,435</u></u>	<u><u>209,983</u></u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

11 Creditors : amounts falling due within one year

	2024	2023
	£	£
Trade creditors	20,490	10,058
Taxation and social security	25,275	1,525
Other creditors and accrued charges	12,482	8,861
	<b>58,247</b>	<b>20,444</b>

12 Pension commitments

The charity operates a qualifying scheme under the workplace pensions legislation in respect of eligible employees who choose not to opt out.

13 Funds

	Restricted Funds	Unrestricted General Fund	Unrestricted Designated Funds	Total Funds
	£	£	£	£
Fixed Assets	-	-	574,850	574,850
Current Assets	2,000	116,306	345,769	464,075
Current Liabilities	-	(58,247)	-	(58,247)
Net Assets	<b>2,000</b>	<b>58,059</b>	<b>920,619</b>	<b>980,678</b>

Restricted Funds

Early Years Project

This fund represents specific transport activity involving 2 staff posts and use of 1 vehicle on average. In addition, there is an allocation of training, development, management and administration in relation to the direct activity costs plus only specific overheads.

Social Care Project

This fund represents specific transport activity involving 12 staff posts and use of 9 vehicles on average. In addition, there is an allocation of training, development, management and administration in relation to the direct activity costs plus only specific overheads.

Cumnock Connector

Funded by SPT, this is a free connection service from outlying villages and towns to the services provided in the local area such as doctor appointments, train connections, local hospital appointments, shopping, visiting friends or relatives and respite at local care homes.

Unrestricted General Funds

Core funding from our principal funders is regarded by the trustees as unrestricted income, funding the service generally and not specific projects or activities. This also includes other income derived from direct charitable activities.

Designated Funds

Designated Capital Fund - this represents the value of fixed assets, which have been separated to distinguish these from actual cash funds.

Other Designated Funds - the trustees have set aside funds to cover future vehicle replacement, property commitments and general contingencies. Other reserves are considered to be appropriate in relation to the charity's activities.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**14 Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Net movement in funds	417,365	(20,724)
Add back depreciation charge	60,818	52,784
Deduct movement in deferred income	-	-
Deduct gains / Add back losses on fixed assets	-	-
(Increase)/Decrease in debtors	(103,736)	(75,908)
Increase/(Decrease) in creditors	37,803	(9,613)
<b>Net cash used in operating activities</b>	<b>412,250</b>	<b>(53,461)</b>

**15 Analysis of cash and cash equivalents**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Cash in hand	-	3,523
Cash at bank	257,435	206,460
Overdraft facility repayable on demand	-	-
<b>Total cash and cash equivalents</b>	<b>257,435</b>	<b>209,983</b>

**16 Analysis of changes in net debt**

	<b>At</b>			<b>At</b>
	<b>01.04.23</b>	<b>Cashflows</b>	<b>Debt Ageing</b>	<b>31.03.24</b>
Cash in hand	3,523	(3,523)	-	-
Cash at bank	206,460	50,975	-	257,435
Overdraft facility payable on demand	-	-	-	-
	<b>209,983</b>	<b>47,452</b>	<b>-</b>	<b>257,435</b>
Loans falling due within one year	-	-	-	-
Loans falling due after more than one year	-	-	-	-
Finance lease obligations	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**17 Other Matters****a) Financial Commitments**

The only material financial commitment is in respect of the property lease at Caponacre Industrial Estate, Cumnock. The lease commenced on 18 February 2019 for a period of 5 years and the current annual rental commitment is £25,000. A further lease term of 5 years at an annual rental of £30,000 has recently been committed, effective from February 2024.

**b) Analysis of Expenditure (note 18)**

	<b>Raising Funds</b>	<b>Charitable Expenditure</b>	<b>Support Costs</b>	<b>Governance Costs</b>	<b>Total 2024</b>	<b>Total 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Restricted Funds</b>						
Payroll costs	-	255,026	34,301	-	289,327	233,771
Vehicle running costs	-	57,602	-	-	57,602	52,110
Vehicle insurance	-	16,103	-	-	16,103	16,681
Recharge of costs	-	-	8,495	-	8,495	12,812
	-	328,731	42,796	-	371,527	315,374
<b>Unrestricted Funds</b>						
Payroll costs	-	150,170	87,875	-	238,045	164,599
Training	-	-	-	-	-	383
Rent	-	25,000	-	-	25,000	25,000
Water rates and charges	-	1,450	-	-	1,450	2,124
Office and other insurance	-	3,713	-	-	3,713	5,494
Heat and light	-	6,050	-	-	6,050	3,676
Service charges and cleaning	-	1,497	-	-	1,497	2,041
Repairs and maintenance	-	3,877	-	-	3,877	4,726
Staff uniforms	-	783	-	-	783	1,662
Printing, postage and stationery	-	5,386	-	-	5,386	5,358
Advertising	-	-	-	-	-	220
Telephone	-	3,013	-	-	3,013	2,277
Computer costs	-	8,494	-	-	8,494	10,678
Vehicle running costs	-	67,389	-	-	67,389	39,795
Vehicle insurance	-	16,103	-	-	16,103	10,009
Staff expenses	-	-	197	-	197	475
Dayhopper/Awayhopper costs	-	4,317	-	-	4,317	3,016
Employee & Health and Safety consultancy	-	-	4,323	-	4,323	648
Legal and professional fees	-	-	2,032	-	2,032	1,132
Accountancy support services	-	-	925	-	925	1,475
Statutory accounts & grant verification fees	-	-	2,750	-	2,750	2,250
Audit fees	-	-	-	5,000	5,000	5,000
Sundry expenses	-	-	2,286	-	2,286	1,196
Promotional costs	-	-	268	-	268	1,409
Subscriptions	-	-	578	-	578	561
Bank charges	-	-	608	-	608	852
Recharge of costs	-	-	(8,495)	-	(8,495)	(12,812)
	-	297,242	93,347	5,000	395,589	283,244
<b>Designated Funds</b>						
Training	-	-	1,132	-	1,132	2,494
Repairs and maintenance	-	7,149	-	-	7,149	14,040
Depreciation	-	-	60,818	-	60,818	52,784
	-	7,149	61,950	-	69,099	69,318
<b>Total Resources Expended</b>	-	<b>633,122</b>	<b>198,093</b>	<b>5,000</b>	<b>836,215</b>	<b>667,936</b>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**RESTRICTED FUNDS****DESIGNATED FUNDS****UNRESTRICTED FUNDS**

## TOTAL FUNDS

	Early Years Project 2024	Social Care Connector 2024	Cumnock 2024	Restricted Funds 2024	Total Restricted Funds 2024	Restricted Funds 2023	Designated Vehicle Replacement Fund	Unrestricted Designated Contingency Fund	Unrestricted Designated Training Fund	Unrestricted Designated Property Fund	Unrestricted Designated Capital Fund	Total Unrestricted Funds 2024	Total Unrestricted Funds 2023	Total Funds 2024	Total Funds 2023
Income	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Donations, legacies and other															
East Ayrshire Council - Main Funding	-	-	-	-	38,240	38,240	-	-	-	-	-	54,412	50,000	54,412	50,000
East Ayrshire Council - Early Years	-	-	-	-	294,177	294,177	-	-	-	-	-	38,240	-	38,240	-
East Ayrshire Council - Social Care	-	-	-	-	75,000	75,000	-	-	-	-	-	50,000	125,000	50,000	-
Strathclyde Partnership for Transport	-	-	-	-	10,000	10,000	-	-	-	-	-	10,000	-	10,000	-
The Robertson Trust	-	-	-	-	346,848	346,848	-	-	-	-	-	346,848	-	346,848	-
Energy Savings Trust	-	-	-	-	2,000	2,000	-	-	-	-	-	5,000	5,000	2,000	-
Foundation for Integrated Transport	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	5,000	-
Employment Allowance	-	-	-	-	-	-	-	-	-	-	-	7,048	3,492	7,048	3,492
Other Income	-	-	-	-	-	-	-	-	-	-	-	116,480	108,492	882,725	403,553
	38,240	294,177	-	433,848	786,265	295,061	-	-	-	-	-	-	-	-	-
Charitable activities															
Affiliation fees	-	-	-	-	-	-	-	-	-	-	-	70	1,360	70	1,360
Booking fees	-	-	-	-	-	-	-	-	-	-	-	31,841	22,446	31,841	22,446
Volunteer driver costs	-	-	-	-	-	-	-	-	-	-	-	620	1,445	620	1,445
Fuel and mileage costs	-	-	-	-	-	-	-	-	-	-	-	31,809	20,722	31,809	20,722
Cleaning	-	-	-	-	-	-	-	-	-	-	-	25	-	25	-
Day Hopper/Away Hopper	-	-	-	-	-	-	-	-	-	-	-	29,962	29,962	21,617	29,962
East Ayrshire Council - Management facilities recharges	-	-	-	-	-	-	-	-	-	-	-	55,583	12,320	55,583	12,320
East Ayrshire Council - Staff cover	-	-	-	-	-	-	-	-	-	-	-	2,989	26,299	26,299	26,299
Network Support Grant	-	-	-	-	-	-	-	-	-	-	-	69,888	49,741	69,888	49,741
ASN Schools	-	-	-	-	-	-	-	-	-	-	-	114,816	55,418	114,816	55,418
Strathclyde Partnership for Transport - Cumnock Connector	-	-	32,291	-	32,291	32,291	-	-	-	-	-	32,291	32,291	32,291	32,291
	-	-	32,291	-	32,291	32,291	-	-	-	-	-	337,613	211,388	389,304	243,659
Investments															
Bank interest	-	-	-	-	-	-	-	-	-	-	-	951	-	951	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Income	38,240	294,177	32,291	433,848	786,556	327,352	-	-	-	-	-	455,024	319,860	1,253,580	647,212
Expenditure (note 17b)															
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Raising funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charitable activities:															
Charitable expenditure	41,580	263,929	23,222	-	328,731	315,374	-	-	7,149	-	-	7,149	14,040	297,242	605,025
Support costs	3,479	30,248	9,069	-	42,796	-	-	-	1,132	-	-	60,818	61,950	55,278	93,347
Governance costs	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000
	45,059	294,177	32,291	-	371,527	315,374	-	-	1,132	7,149	60,818	69,099	69,318	293,244	667,936
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure	45,059	294,177	32,291	-	371,527	315,374	-	-	1,132	7,149	60,818	69,099	69,318	395,589	667,936
Net Income/(Expenditure)	(6,819)	-	-	433,848	427,029	11,978	-	-	(1,132)	(7,149)	(60,818)	(69,099)	(69,318)	59,435	417,365
Transfers between funds	6,819	-	-	(444,173)	(437,354)	(17,271)	129,050	-	-	-	364,798	489,848	58,330	(56,494)	(41,058)
Other recognised gains/(losses)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net movement in funds	-	-	-	(10,325)	(10,325)	(5,293)	129,050	-	(1,132)	(7,149)	303,980	424,749	(10,588)	2,941	(4,443)
Reconciliation of funds	-	-	-	12,325	12,325	17,618	60,000	150,000	5,000	10,000	270,870	495,870	506,858	55,118	59,561
Total funds brought forward	-	-	-	2,000	2,000	12,325	189,050	150,000	3,868	2,851	574,850	920,619	495,570	58,059	55,118
Total Funds Carried Forward	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**19 Income and Expenditure Account**

	Notes	2024		2023	
		£	£	£	£
<b>Income</b>					
East Ayrshire Council - Main Funding		54,412		50,000	
East Ayrshire Council - Early Years		38,240		38,240	
East Ayrshire Council - Social Care		294,177		256,821	
Strathclyde Partnership for Transport - Main Funding		50,000		50,000	
Strathclyde Partnership for Transport - Cumnock Connector		32,291		32,291	
Network Support Grant		69,888		49,741	
ASN Schools		114,816		55,418	
Foundation for Integrated Transport		2,000		-	
Affiliation fees		70		1,360	
Group transport		64,295		44,613	
Dayhopper/Awayhopper fees		29,962		21,617	
East Ayrshire Council - Facilities recharge		55,583		12,320	
East Ayrshire Council - Staff cover		2,999		26,299	
Employment Allowance		5,000		5,000	
Other income		7,048		3,492	
Bank interest		951		-	
			821,732		647,212
<b>Expenditure</b>					
Staff costs	2	527,372		398,370	
Training		1,132		2,877	
Rent	17a	25,000		25,000	
Water rates and charges		1,450		2,124	
Office and other insurance		3,713		5,494	
Heat and light		6,050		3,676	
Service charges and cleaning		1,497		2,041	
Repairs and maintenance		11,026		18,766	
Staff uniforms		783		1,662	
Printing, postage and stationery		5,386		5,358	
Advertising		-		220	
Telephone		3,013		2,277	
Computer costs		8,494		10,678	
Vehicle running costs		124,991		91,905	
Vehicle insurance		32,206		26,690	
Staff expenses		197		475	
Dayhopper/Awayhopper costs		4,317		3,016	
Employee & Health and Safety consultancy		4,323		648	
Legal and professional fees		2,032		1,132	
Accountancy support fees	6	925		1,475	
Statutory Accounts and grant verification fees	6	2,750		2,250	
Audit fees	6	5,000		5,000	
Sundry expenses		2,286		1,196	
Subscriptions		578		561	
Bank charges		608		852	
Promotional costs		268		1,409	
			775,397		615,152
<b>Operating Result for year</b>			<b>46,335</b>		<b>32,060</b>
<b>Add;</b>					
<u>Capital Grants</u>					
Strathclyde Partnership for Transport		75,000		-	
The Robertson Trust		10,000		-	
Energy Savings Trust		346,848		-	
			431,848		-
Depreciation	7		(60,818)		(52,784)
<b>Overall result for year</b>			<b>417,365</b>		<b>(20,724)</b>