

**Bo'ness Community Bus SCIO**

**Scottish Charity No. SC047023**

**Annual Report and Financial Statements**

**For the year ended 30<sup>th</sup> November 2020**

*Bo'ness Community Bus SCIO*

**Report and Financial Statements  
Year ended 30<sup>th</sup> November 2020**

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*Bo'ness Community Bus SCIO*

**TRUSTEES' ANNUAL REPORT**

**For the year ended 30th November 2020**

The Trustees have pleasure in presenting their report together with the Financial Statements for the year ended 30th November 2020.

**Reference and Administrative Information**

**Charity Name :** Bo'ness Community Bus SCIO

**Charity No :** SC047023

**Address :**

**Current Trustees :**

	Chair	
	Secretary	
	Treasurer	
		Appointed 28/8/2020
		Appointed 28/8/2020
		Resigned 20/6/2020
		Resigned 26/6/2020
		Resigned 26/6/2020
		Resigned 25/8/2020 Appointed 24/9/2019

## **Structure, Governance and Management**

### **Constitution**

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 05 December 2016. It has a single tier structure and as such the trustees are the members of the charity.

### **Appointment of trustees**

The management committee, which meets once a month, are the charity's trustees.

Trustees are elected at the annual general meeting which is normally held in September. There must be a minimum of four and a maximum of eight trustees.

### **Objectives and Activities**

#### **Charitable purposes**

The objects of the Organisation will be to advance citizenship and community development for the benefit of the inhabitants of Bo'ness and its environs without distinctions of sex, sexuality, political, religious or other options by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to improve access to services and to provide facilities or to assist in the provision of facilities designed to promote and encourage active citizenship, civic responsibility, community cohesion, social renewal, and the alleviation of social isolation.

In particular:

- To meet the transport needs (including scheduled services) of the community which is accessible, safe, affordable and reliable;
- To provide (or facilitate) accessible transport services for those with mobility impairments in partnership with other agencies: To that end we will strive to obtain vehicles with facilities for disabled access.
- To provide (or facilitate) transport for community groups/organisations;
- To create employment and volunteering opportunities;
- To create access to learning opportunities.
- To encourage the community to use the transport scheme for social, recreational, health, access to employment and educational benefit, and promote responsible use of transport.

#### **Activities**

The charity provides scheduled Minibus services between Bo'ness and Edinburgh and between Bo'ness, Blackness and Linlithgow.

The charity also provided hires for the community, local charities and organisations.

### **Achievements and Performance**

In 2019 we were honoured that the Bo'ness Community Council awarded us the John McLaren Trophy for Services to the Community. That reflected how our services responded to our community's needs. While our service continues to provide a reliable and safe means of travel, we can claim to run our services to 99% of the time limits of less than 1 minute early and within 5 mins late set by the Traffic Commissioner. Our record on safety remains unblemished and we continue to put a high emphasis on Customer Care.

### **Financial review**

2019/2020 was a difficult period for us due to COVID-19 and the restrictions on travel. We received support from the Scottish Government, which helped us to maintain services for our essential workers.

We secured a contract for school bus services with Falkirk Council and we purchased a WAV bus which allows us to provide access for people with disabilities and wheelchair users. This new bus opens up new opportunities for hires and contracts.


### **Reserves policy**

It is the Trustees' policy to maintain unrestricted funds, which are the free reserves of the charity, at an appropriate level to sustain the charity's operation, in particular with regard to the requirements for the Operators Licence. The Trustees have examined the risks to which the charity is exposed and confirm that these are regularly reviewed.


### **Plans for future period**

The Trustees are always looking for opportunities to expand our services, with new contracts. Our marketing activities will be increased and, when restrictions permit, we will actively promote our hire services.

Approved by the Trustees and signed on their behalf by:-

  
Treasurer

Date:

  
18/8/2021

**Independent Examiner's Report to the Trustees of Bo'ness Community Bus (SCIO)**

I report on the accounts for the year ended 30<sup>th</sup> November 2020 set out on pages 5 to 8.

This report is made to the Trustees, as a body, in accordance with the terms of my engagement. My work has been undertaken to enable me to report my opinion as set out below and for no other purpose. To the fullest extent permitted to me by law, I do not accept or assume responsibility to anyone other than the Charity and the Trustees, as a body, for my work or for this report.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) regulations 2006 as amended. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 as amended. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

In the course of 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 Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and;
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts regulations,

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

[Redacted]  
Chartered Certified Accountant  
Independent Examiner

Date

18<sup>th</sup> August 2021

*Bo'ness Community Bus SCIO*

**STATEMENT OF RECEIPTS AND PAYMENTS**

**For the year ended 30th November 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 30/11/2020 £	Year ended 30/11/2019 £
<b>Receipts</b>					
Donations	4	-	-	-	1,086
Grants	5	56,980	36,499	93,479	15,404
Receipts from charitable activities		119,650	-	119,650	90,944
Interest Received		198	-	198	198
Loan Received		-	20,000	20,000	-
<b>Total Receipts</b>		<b><u>176,828</u></b>	<b><u>56,499</u></b>	<b><u>233,327</u></b>	<b><u>107,632</u></b>
<b>Payments</b>					
Cost of charitable activities	6	117,353	36,499	153,852	118,349
Loan Repaid		1,875	-	1,875	2,289
Purchase of motor vehicle		-	7,750	7,750	-
<b>Total Payments</b>		<b><u>119,228</u></b>	<b><u>44,249</u></b>	<b><u>163,477</u></b>	<b><u>120,638</u></b>
<b>Surplus/(Deficit) for the year</b>		<b><u>57,600</u></b>	<b><u>12,250</u></b>	<b><u>69,850</u></b>	<b><u>(13,006)</u></b>

*Bo'ness Community Bus SCIO*

**STATEMENT OF BALANCES**  
For the year ended 30th November 2020

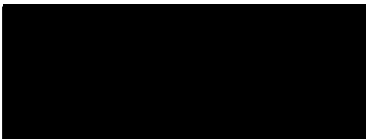
	Unrestricted Funds £	Restricted Funds £	Year Ended 30/11/2020 £	Year ended 30/11/2019 £
Opening cash at bank and in hand	37,788	-	37,788	50,794
Surplus / (Deficit) for the year	<u>57,600</u>	<u>12,250</u>	<u>69,850</u>	<u>(13,006)</u>
<b>Closing cash at bank in hand</b>	<b><u>95,388</u></b>	<b><u>12,250</u></b>	<b><u>107,638</u></b>	<b><u>37,788</u></b>
<b>Bank and Cash Balances</b>				
Bank Current Account	73,794	-	73,794	15,843
Bank Deposit Account	<u>21,594</u>	<u>12,250</u>	<u>33,844</u>	<u>21,945</u>
<b>Total Bank Balances</b>	<b><u>95,388</u></b>	<b><u>12,250</u></b>	<b><u>107,638</u></b>	<b><u>37,788</u></b>
<b>Other assets</b>				
Iveco Minibus AE62 CVK			7,750	-
Computer			416	416
Vat Recoverable			960	-
<b>Liabilities</b>				
Other creditors			1,279	-
Other taxes & social securities			901	-
Loans			27,063	8,938

Approved by the Trustees and signed on their behalf by:-



Treasurer

Date:



18/11/2021



## **NOTES TO THE ACCOUNTS**

**For the year ended 30th November 2020**

### **1. Basis of Accounting**

These Accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### **2. Nature and Purpose of Funds**

Unrestricted funds are those that may be used at the discretion of the Trustees in furtherance of the objects of the Charity. The Trustees maintain a single unrestricted fund for the day-to-day running of the Association.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. During the year, the Charity received grants of £36,499 towards meeting running cost and covid support.

### **3. Related Party Transactions**

No remuneration was paid to Trustees.

£185 was paid to [REDACTED] in the year, as reimbursement of expenses incurred.  
[REDACTED] the daughter of the treasurer, was employed by the charity during the year and received £6,187.

### **4. Donations**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Year Ended 30/11/2020</b>	<b>Year ended 30/11/2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations Received	-	-	-	<u><b>1,086</b></u>

# NOTES TO THE ACCOUNTS

For the year ended 30th November 2020

## 5. Grants Received

	Unrestricted Funds	Restricted Funds	Year Ended 30/11/2020	Year ended 30/11/2019
	£	£	£	£
Covid Recovery	56,980	-	56,980	-
Corra Foundation	-	7,766	7,766	-
Paths for All	-	5,000	5,000	-
Age Scotland	-	1,189	1,189	-
Big Lottery Fund	-	2,544	2,544	-
Community Fund	-	20,000	20,000	-
Firstport	-	-	-	12,500
CTA UK	-	-	-	2,904
	<u>56,980</u>	<u>36,499</u>	<u>93,479</u>	<u>15,404</u>

## 6. Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	Year Ended 30/11/2020	Year ended 30/11/2019
	£	£	£	£
Wages and national insurance	74,176	25,000	99,176	58,927
Fuel	15,653	-	15,653	20,717
Motor expenses	14,775	9,133	23,908	17,240
Administration expenses	20,499	2,366	22,865	21,465
<b>Total Cost of Charitable Activities</b>	<u>125,103</u>	<u>36,499</u>	<u>161,602</u>	<u>118,349</u>