

YELABUS ASSOCIATION CIO

Accounts for the year ended 30 April 2022

Yelabus Association CIO

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Statutory information

The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

- The Association's principal office is:

c/o Yateley Town Council
Reading Road
Yateley
Hampshire GU46 7RP
Telephone 07719 799263

- The Yelabus Association is a registered Charitable Incorporated Organisation (CIO) number 1153996. It is registered in England and Wales
- The Management Committee (who are trustees) are appointed annually at the annual general meeting by majority vote. The following have served as Committee members during this financial year:

John Ellis (Chair)
Richard Whitbread (Vice Chair)
Bill Hill (Secretary)
Margaret Claydon
Maureen Ayres
Gill Hennell
Tony Spencer

The Charity's independent examiner is:
Ian Ellis, FCCA (Retired) Abbreviated Address: Sandhurst GU47 0YT

- The Association's bankers are Lloyds TSB Camberley, Surrey, and Shawbrook Bank Limited, Brentwood, Essex

Yelabus Association CIO

Annual Report of the Management Committee for the year ended 30 April 2022

The Committee have pleasure in submitting their report for the year. The Committee members who have served during the year are listed on the previous page. This report is to be presented at the forthcoming annual general meeting scheduled to be held at The Tythings, Reading Road, Yateley later in the autumn.

Objectives and activities

The Charity provides a community transport service for individuals and groups located in Yateley and surrounding areas – operating trips for shopping or excursions. The service has been provided in the past year through two minibuses, both capable of carrying wheelchairs, using three paid staff and a number of volunteer drivers whom we again thank for their wonderful contributions to ensuring the service operates. The Charity is a charitable incorporated organisation established in 2013. Yateley Town Council's offices provide an administrative base.

The Charity's income is derived principally from hire charges and grant funding from Hampshire County, Blackwater & Hawley and Yateley Town Councils, since hire charges are not sufficient to cover operating and administration costs. Hire charges and grant funding are expected to cover operating costs, but the Charity also receives donations from the local community.

The Charity provides a valued service to the communities of Blackwater & Hawley, Eversley and Yateley and surrounding areas, enabling them to travel for social purposes at reasonable cost when other means of transport, such as taxis, might be prohibitively expensive. The Committee members are mindful of the Charity Commission's guidance on public benefit.

Achievements and performance

The users of this community transport service are largely local groups, care homes and similar organisations with individual hires represent a small proportion of income. The number of journeys and hiring revenue recovered slowly in 2021/22 as Coronavirus restrictions were slowly removed. Full recovery will take an extended period. In recognition of this the Department for Transport via Hampshire County Council met out of course PPE and cleaning costs whilst Hampshire County Council also contributed to excess costs incurred. The Trustees are immensely grateful for these additional payments to meet our ongoing costs.

In 2019 Hampshire County Council retendered the operations previously provided by yelabus. The contract was won by Rushmoor Voluntary Services (RVS) who then offered a sub-contract agreement to yelabus for those services previously operated which was accepted with a slight increase in funding. Initially for two years this has been extended by a further year to 31 March 2023.

Yateley Town Council have an indicated an intention to provide additional funding in 2022/23 and this will be reflected in the next accounts and is a welcome improvement.

Following the year end our very long serving Operations Manager, Tracey Crane, left our employment and we thank her for 20 years of loyal and active service. Sarah Currie has now taken up the reins and we wish her well.

The Charity has procedures and policies covering, inter alia, health and safety, protection of vulnerable people, moving and positioning. Policies and procedures remain under continuous review. All drivers receive MIDAS training. Training is also available for Committee members and staff, using material available from the Community Transport Association and Rushmoor Voluntary Services.

Yelabus Association CIO

Annual Report of the Management Committee for the year ended 30 April 2022 (continued)

Financial review

The Statement of Financial Activities on page 6 shows a deficit of £920 (prior year deficit of £2,981) for the year, based on all activities which includes the special grants of £1,674 mentioned previously (prior year £3,390). It is noted that the loss on normal operations in the year was £3,520 (after special grants) compared with a prior year deficit of £6,668 on the same basis.

The Covid-19 restrictions meant that normal operations were not always possible during the year. Once the physical distancing requirements were removed we were able to operate a normal service but demand had disappeared with a number of regular hirers not restarting their activities, the losses have been partially offset by additional business from Young Carers.

The Trustees have continued the policy on Donations splitting them equally between new bus funding and general donations as well as any respecting any donations specifically for new bus funding.

The Charity retains the following unrestricted reserves:

- a designated reserve of £29,751 (prior year £32,085) being the fund of contributions towards the new Mercedes; and
- a second designated fund towards the purchase of the next new vehicle, currently £6287 (prior year £3687). In future 50% of all donations will be placed in this fund
- a general fund of £142,341 compared with a minimum of £75,000 (equivalent to a year's operating costs, closure costs and similar) as determined by the Trustees.

The level of unrestricted reserves and funding commitments until 31 March 2023 will enable operations to be maintained at least until 30 April 2023. The HCC contract with RVS, along with all other HCC contracts is currently under review and is unlikely to be extended on a like for like basis. The outcome of this review will be discussed by the Trustees once known.

Structure, governance and management

The Charity is a charitable incorporated organisation governed by its constitution dated 4 June 2013. The Management Committee (who are the managing trustees) are appointed at the annual general meeting by majority vote. The Charity's statutory particulars, including the names of trustees, are on Page 1.

The Committee meet every month to manage business affairs. Whilst the Committee have overall responsibility for the Charity's affairs and meet monthly, day-to-day operational responsibilities are delegated to the paid operations manager/driver, reporting to the Chair, Vice-Chair and Secretary who have at least weekly discussions. During the year HCC provided extensive guidance on and compliance with the Covid-19 guidelines including specifying when services might operate.

Whilst the current Trustees have an extensive range of business experience and knowledge, they feel that the addition of an individual capable of taking a lead of marketing and digital promotion is necessary to enable the rebuild of the revenue side following the Covid-19 impact.

Yelabus Association CIO

Annual Report of the Management Committee for the year ended 30 April 2022 (continued)

Structure, governance and management (continued)

The Committee have considered the risks to which the Charity is exposed and have established various policies, procedures and training (see above) to manage those risks. The Committee has concluded that these risks are appropriately covered by the insurance policies in respect of:

- employer and public liabilities
- statutory Department for Transport vehicle insurance
- trustees' indemnity

Charity law requires trustees to prepare annual accounts that give a true and fair view of the state of affairs of the Charity at the year end and of its financial activities during the period. The trustees are required to:

- select suitable accounting policies and apply them prudently;
- make judgements and estimates that are reasonable and prudent;
- prepare accounts on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy the financial position of the Charity, so that the accounts comply with the charity accounting SORP 2015. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The Charity is entitled to exemption from audit under the Charities Act 2011 but is required to have an independent examination of its accounts; the Charity has therefore taken advantage of audit exemption.

Signed on behalf of the Committee


.....

K R Whitbread

Vice Chair

Date: 11 October 2022

Yelabus Association CIO Independent Examiner's Report to the Committee

I report to the Committee (who are the charity trustees) on my examination of the accounts of the Yelabus Association CIO ('the Charity') for the year ended 30 April 2022.

Responsibilities and basis of report

As the trustees of the Charity 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 Charity'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 by the Charity as required by section 130 of the Act;
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.

Ian Ellis FCCA (Retired)

Sandhurst GU47 0YT

Date

Ian Ellis

11th October 2022

Yelabus Association CIO

Statement of Financial Activities for the year ended 30 April 2022

	<u>Note</u>	<u>2022</u> <u>Total</u> <u>£</u>	<u>2021</u> <u>Total</u> <u>£</u>
INCOMING AND ENDOWMENTS FROM:			
Donations and legacies			
Donations		2,600	2,175
Donations / Grants for new vehicle acquisition		2,600	3,687
Subscriptions and other income		55	301
		5,255	6,163
Charitable activities			
Hire charges		14,416	5,703
Hart Shopper fares and support		2,985	3,267
Yateley Town Council grant		13,100	12,250
Grants from other local councils		1,000	1,000
Support for group hire		6,699	6,117
Fuel duty rebate		879	650
		44,334	35,150
Bank interest		404	571
Total		44,738	35,721
EXPENDITURE ON:			
Raising funds		-	-
Charitable activities			
Minibus costs			
Maintenance		4,625	3,418
Fuel		3,139	1,706
Vehicle hire charges		179	-
Depreciation		9,618	9,591
Insurances		3,319	3,078
Salaries and employer oncosts	3	22,951	21,048
Staff training and other costs		675	-
Telephones		93	96
Accounting		500	500
Administration and sundry		2,233	2,655
Excess cost grants		-1,674	-3,390
Total outgoing resources		45,658	38,702
NET OUTGOING RESOURCES		-920	-2,981
Balances on funds brought forward	6	179,299	182,280
Transfers between funds			
BALANCES CARRIED FORWARD		178,379	179,299

All funds are unrestricted and comprise general and designated funds. All income and expenditure was in respect of general funds both in the current and prior year. Unrestricted funds are shown in Note 6 to these accounts.

The Notes referred to above form part of these accounts.

Yelabus Association CIO
Balance Sheet as at 30 April 2022

	<u>Notes</u>	<u>£</u>	<u>2022</u> <u>£</u>	<u>2021</u> <u>£</u>
TANGIBLE FIXED ASSETS				
Motor vehicles	4		73,441	83,059
CURRENT ASSETS				
Debtors	5	2,740		2,976
Prepaid expenses		1,795		1,524
Bank balances				
Current account		22,239		12,948
Deposit account		<u>85,000</u>		<u>85,000</u>
		111,774		102,448
LESS CURRENT LIABILITIES				
Creditors		-5,485		-4,861
Income in advance		<u>-1,351</u>		<u>-1,347</u>
			104,938	96,240
			178,379	179,299

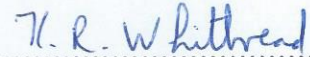
RESERVES AND FUNDS

Unrestricted funds				
Designated funds	6		36,038	35,772
General funds	6		142,341	143,527
			178,379	179,299

Approved at a meeting of the Management Committee held on 11 October 2022



 John Ellis
 Trustee & Chair



 Richard Whitbread
 Trustee & Vice-Chair

Yelabus Association CIO

Notes to the Accounts for the year ended 30 April 2022

1. The Charity's structure, organisation and structure

Yelabus Association ('the Charity') is a charitable incorporated organisation governed by its constitution dated 4 June 2013. It is a charity registered in England and Wales. In the event of the Charity being wound up, the members have no liability to contribute to its assets and have no personal liability for settling debts and liabilities. The address of the registered office is given in the Charity information on page 1 of these accounts.

Yelabus Association provides transport for elderly, disabled or otherwise disadvantaged persons in need, living within the Yateley and surrounding areas. It also supports the transport needs of charitable voluntary groups, for the benefit of the community.

2. Accounting policies

a) General matters

These accounts have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities SORP 2015 (FRS 102) and the Financial Reporting Standard FRS 102 as updated through Bulletin 1, and in accordance with charity law in the jurisdiction of England. The Charity is a public benefit entity.

b) Going concern

The Charity's activities are funded through passenger fares, and grants from local government, the income from which covers operating costs. Although these grants are awarded on annually, the Charity has sufficient operating reserves to cover a loss of such funding to enable it to continue in business at least until 30 April 2023. The Charity also has two designated reserves one of which will contain donations towards the next new vehicle.

c) Accounting policies

The principal accounting policies are as follows:

- Motor vehicles purchased before December 2019 are depreciated at 10% per annum on historic cost on the straight-line basis over estimated useful lives.
- Motor vehicles purchased after January 2020 are depreciated at 6.66% per annum on historic cost on the straight-line bases over estimated useful lives.
- Expenditure is stated exclusive of value added tax where applicable since the Charity is registered for VAT.

d) Donations

The association receives numerous donations from a number of sources for which we remain very grateful. Bearing in mind that the people making donations may be advised this is for the acquisition of a new vehicle the Trustees have determined that 50% of all charitable monies received should be attributed to the New Bus Acquisition fund with the aim of being able to fund replacement vehicles when needed. These donations would be held within a Designated Fund.

e) Designated Funds

The Trustees hold two designated funds, one to reflect the liability which might exist if the grants used to acquire the Mercedes in 2020 had to be repaid and which reduce in line with depreciation. The second fund holds donations which are to be attributed to the acquisition of the next new bus with the aim of avoiding the need to seek large grants at the time of replacement.

Yelabus Association CIO

Notes to the Accounts for the year ended 30 April 2022 (continued)

3. Employees and Committee members	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Salaries	22,488	20,640
Employer National Insurance; covered by small employer subsidy	-	-
Employer superannuation contributions	463	408
	22,951	21,048

	<u>Number</u>	<u>Number</u>
Number of employees	3	3

No employee earned more than £60,000 (2021: none); and, in the Committee's opinion, no employee was able to exert significant influence over the running of the Charity.

No trustees received any emoluments for their services. Approved expenses are reimbursed to trustees.

4. Motor vehicles	<u>£</u>
Cost	
As at 1 May 2021	119,450
Additions	-
Disposals	-
As at 30 April 2022	119,450
Depreciation provisions	
As at 1 May 2021	36,391
Charge for the year	9,618
Disposals	-
As at 30 April 2022	46,009
Net book value	
As at 30 April 2021	83,059
As at 30 April 2022	73,441

5. Debtors	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Hire charges and related grant subsidy funding	2,509	2,598
VAT refund due	231	230
Transport fuel subsidy grant		148
	2,740	2,976

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Notes to the Accounts for the year ended 30 April 2022 (continued)

6. Unrestricted funds	<u>April 2021</u>	<u>Movement</u>	<u>April 2022</u>
	£	£	£
Designated funds:			
Vehicle replacement	3,687	2,600	6,287
Bus Grant Fund brought forward	32,085		32,085
Tfr to General funds		-2,334	-2,334
Bus Grant Fund carried forward	32,085	-2,334	29,751
Total Designated Funds	35,772	266	36,038
General funds brought forward	143,527		143,527
Deficit on operational activities for the year		-3,520	-3,520
Transfer from Bus Grant Fund		2,334	2,334
General funds carried forward	143,527	-1,186	142,341
All unrestricted funds	179,299	-920	178,379
	<u>General</u>	<u>Designated</u>	<u>Total</u>
	£	£	£
Fixed assets	43,690	29,751	73,441
Debtors and prepaid expenses	4,535		4,535
Bank balances	100,952	6,287	107,239
Creditors and income in advance	-6,836		-6,836
	142,341	36,038	178,379

7. Related party transactions

The Charity receives financial support from Yateley Town Council, where two trustees (Tony Spencer and Gill Hennell) are councillors. The Council made a grant of £13,100 in the year (2021: £12,250), and it provides a base for the Charity's administrative functions at the Council Offices without charge.