

**YELABUS ASSOCIATION CIO**

**Annual Report & Accounts for the year ended 30 April 2025**

14 July 2025

# **Yelabus Association CIO**

## **Annual Report of the Management Committee for the year ended**

### **30 April 2025**

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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:

Richard Whitbread (Chair)  
Bill Hill (Secretary)  
Paul Champney (Treasurer)  
Maureen Ayres  
Gill Hennell  
Greg Easterbrook  
David Shafto (resigned 10 June 2024)

The Charity's independent examiner is: Mark Mulberry, Mulberry & Co, Chartered Certified Accountants, Farnham.

- The Association's bankers are Lloyds Bank Camberley, Surrey, Shawbrook Bank Limited, Brentwood, Essex, and United Trust Bank, London.

## **Yelabus Association CIO**

### **Annual Report of the Management Committee for the year ended 30 April 2025**

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 annual general meeting scheduled to be held at The Tythings, Reading Road, Yateley in December.

#### **Objectives and activities**

The Charity provides a community transport service for individuals and groups located in Yateley and surrounding areas – operating trips for shopping, social events or excursions. The service has been provided in the past year through two minibuses, both capable of carrying wheelchairs, using two 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, Yateley, and Blackwater & Hawley 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 Yateley, Blackwater & Hawley and Eversley 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, the local Voluntary Action Organisation, care homes, schools and similar organisations, with individual hires representing a small proportion of income. The mileages travelled by our buses in 2024/5 increased significantly over 2023/24 (+16%), with the numbers of passengers carried also showing a good increase (10%). The increase in hiring income over 2023/24 was nearly 20%.

We were again successful in recruiting new volunteer drivers – with an additional 5 joining the team during 2024/25. This is a very welcome addition to resources – but we still seek to recruit further volunteers – particularly to cover evening passenger trips.

We completed the final full year of operations supported by Hampshire County Council under the 2019 Connect/Group Hire contract – as sub-contractors to Rushmoor Voluntary Services (RVS). The Connect Shopper service was extended until 31 Aug 2025, at which point HCC support will cease. During the year we increased the frequency of this service, to test whether there was sufficient demand to make it financially sustainable without support – as a result of this we will continue the service at least until April 2026. HCC Group Hire support will continue under a new contract to take effect from 1 September 2025 which will be provided as a direct contract between HCC and yelabus and will run for four years to 31 August 2029.

The Trustees are immensely grateful to Yateley Town Council who have provided increased financial support, together with the generous use of facilities; and to Hampshire County Council (HCC) for the special grants, detailed in the Financial Review section.

The Trustees made modest adjustments to hire charges during the year to counter the reduction in assistance and the effects of inflation on costs.

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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 and First Aid training. Training is also available for Committee members and staff, using material available from the Community Transport Association (CTA) and RVS. During the year Safeguarding Training was provided to all drivers, and planning was undertaken for First Aid training for all drivers.

In the prior financial year we undertook a detailed computation which indicated that the total community benefit social value derived from yelabus operations was nearly three times the cash turnover of the Charity and we believe that this ratio has continued - as Trustees have had additional effort in the year in working with the new contractual arrangements with HCC.

**Financial review**

The Statement of Financial Activities on page 8 shows a surplus of £17,523 (prior year deficit of £319) for the year, based on all activities which includes special grants of £7,372 from HCC. These special grants covered the final tranche of assistance with our recovery from covid, exceptional bus repair and maintenance costs, advertising, and the training of new volunteer drivers during the year.

During the year we received very generous one-off and continuing donations from a number of local individuals and organisations. At over £6,000 these were more than double the donations received in the prior year.

The changes associated with HCC support contracts have not impacted on the financial situation in 2024/25, and will have less than anticipated impact on 2025/26 onwards (see under "Achievements and Performance").

The VW minibus, at 10 years old, was depreciated to zero by the end of the year. The Trustees considered the condition and performance of the bus, and decided to defer a decision to initiate a replacement vehicle to 2026. Trustees agreed that all maintenance work needed to maintain the VW in good condition would continue to be carried out. The level of surplus is exceptional and is welcomed by the Trustees as it will aid the VW replacement in 2026. It is not anticipated the surplus will be repeated in 2025-26.

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### **Annual Report of the Management Committee for the year ended 30 April 2025**

In the light of impending bus replacement, during the year the Trustees applied a case-by-case policy of allocating specific Donations received to new bus funding, allocating 50% of other donations to the fund.

The Charity retains the following unrestricted reserves:

- a designated reserve of £22,750 (prior year £25,084) being the fund of contributions towards the new Mercedes; and
- a second designated fund towards the purchase of the next new vehicle, currently £15,480 (prior year £10,948). The Trustees have decided that - with the impending bus replacement – all donations (subject to donors' agreement where necessary) and bank interest received in 2025/26 will be allocated to the bus replacement fund.
- a general fund of £165,774, significantly exceeding the minimum of £75,000 (equivalent to a year's operating costs, closure costs and similar) determined by the Trustees.

The Trustees have taken advantage of rising interest rates to improve interest income and have also ensured that funds are held in accounts with full FSCS protection.

The level of unrestricted reserves and funding commitments at 30 April 2025 will enable operations to be maintained at least until 30 April 2026.

The Charity has been successful in continuing to build the service, as a result of hard work by the Operations Manager, the availability and dedication of the volunteer drivers, and the availability of minibuses. This, together with generous support from local councils and donors is reflected in the financial performance.

The financial pressure of meeting the Trustees' objectives of keeping the vehicles in an excellent mechanical and cosmetic condition for the benefit of passengers has been apparent during the year. In the prior year maintenance costs doubled, and total costs increased further during 2024/25. Reference is made elsewhere to minibus replacement.

#### **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, reporting to the Chair, Treasurer and Secretary who have ad hoc discussions between full Committee meetings.

Whilst the current Trustees have an extensive range of business experience and knowledge, there remains a need for additional Trustee resource and if you believe you could assist please in anyway please contact us.

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

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- 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



W B Hill

Secretary

Date

12/08/2025

**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 2025.

**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**

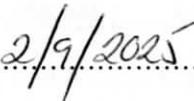
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 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.

Signed.....

Mark Mulberry, Mulberry & Co, Chartered Certified Accountants, Farnham

Date.....

**Yelabus Association CIO**  
**Statement of Financial Activities for the year ended 30 April 2025**

	<u>Note</u>	<u>2025</u> <u>Total</u> <u>£</u>	<u>2024</u> <u>Total</u> <u>£</u>
<b>INCOMING RESOURCES AND ENDOWMENTS FROM:</b>			
Donations and legacies			
Donations		2,728	
Donations / Grants for new vehicle acquisition		4,532	3,425
Subscriptions and other income		102	182
		<hr/> 7,362	<hr/> 3,607
Charitable activities			
Hire charges		24,312	20,325
Connect Shopper fares and support		4,811	3,365
Yateley Town Council grant		14,960	13,000
Grants from other local councils		500	1,000
Support for group hire		6,766	5,232
Fuel duty rebate		2,352	1,101
Hart Lottery		257	
		<hr/> 53,958	<hr/> 44,023
Bank interest		5,623	1,805
<b>Total</b>		<hr/> <b>66,943</b>	<hr/> <b>49,435</b>
<b>EXPENDITURE ON:</b>			
Raising funds		0	0
Charitable activities			
Minibus costs			
Maintenance		8,975	8,476
Fuel		4,075	3,807
Vehicle hire charges		121	593
Depreciation		8,790	9,618
Insurances		4,442	4,389
Salaries and employer oncosts	3	25,541	27,065
Staff training and other costs		1,224	1,078
Telephones		118	80
Accounting		500	500
Administration and sundry		3,006	1,553
Excess cost grants		-7,372	-7,405
<b>Total outgoing resources</b>		<hr/> <b>49,420</b>	<hr/> <b>49,754</b>
<b>NET INCOMING RESOURCES</b>		<hr/> <b>17,523</b>	<hr/> <b>-319</b>
Balances on funds brought forward	6	186,481	186,800
Transfers between funds			
<b>BALANCES CARRIED FORWARD</b>		<hr/> <b>204,004</b>	<hr/> <b>186,481</b>

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 2025**

	<u>Notes</u>	<u>£</u>	<u>2025</u> <u>£</u>	<u>2024</u> <u>£</u>
<b>TANGIBLE FIXED ASSETS</b>				
Motor vehicles	4		45,415	54,205
<b>CURRENT ASSETS</b>				
Debtors	5	7,222		3,497
Prepaid expenses		2,086		2,356
Bank balances				
Current account		6,952		16,325
Deposit account		<u>145,042</u>		<u>113,000</u>
		161,302		135,178
<b>LESS CURRENT LIABILITIES</b>				
Creditors		-1,287		-1,347
Income in advance – excursion floats		<u>-1,426</u>		<u>-1,555</u>
		-2,713	158,589	-2,903
			<b>204,004</b>	<b>186,481</b>
<b>RESERVES AND FUNDS</b>				
Unrestricted funds				
Designated funds	6		38,230	36,031
General funds	6		165,774	150,450
			<b>204,004</b>	<b>186,481</b>

Approved at a meeting of the Management Committee held on .....12 August.....2025

*Richard Whitbread*  
 Richard Whitbread  
 Trustee & Chair

*Paul Champney*  
 Paul Champney  
 Trustee & Treasurer

## **Yelabus Association CIO**

### **Notes to the Accounts for the year ended 30 April 2025**

#### **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 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 2026. The Charity also has two designated reserves one of which contains 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, which is reclaimed from HMRC.

##### ***d) Donations***

The association receives numerous donations from a number of sources for which we remain very grateful. As donors are advised that donations may be used for the acquisition of a new vehicle the Trustees had previously determined that 50% of all donations 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. It was proposed and agreed by Trustees during the year that several large donations would be fully allocated to the New Bus 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 2025 (continued)

#### 3. Employees and Committee members

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
Salaries	25,020	26,391
Employer National Insurance; covered by small employer subsidy	0	0
Employer pension contributions	521	674
	25,541	27,065
	<u>Number</u>	<u>Number</u>
Number of employees	2	2

No employee earned more than £60,000 (2024: 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 2024	119,450
Additions	-
Disposals	-
As at 30 April 2025	119,450
Depreciation provisions	
As at 1 May 2024	65,245
Charge for the year	8,790
Disposals	-
As at 30 April 2025	74,035
Net book value	
As at 30 April 2024	54,205
As at 30 April 2025	45,415

#### 5. Debtors

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
Hire charges and related grant subsidy funding	2,150	1,751
VAT refund due	941	496
Transport fuel subsidy grant	865	0
Interest earned not yet received	3,266	1,250
	7,222	3,497

## Yelabus Association CIO

### Notes to the Accounts for the year ended 30 April 2025 (continued)

<b>6. Unrestricted funds</b>	<u>April 2024</u>	<u>Movement</u>	<u>April 2025</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Designated funds:			
Vehicle replacement	10,948	4,532	15,480
Bus Grant Fund brought forward	25,084		25,084
Tfr to General funds		-2,334	-2,334
Bus Grant Fund carried forward	25,084		22,750
<b>Total Designated Funds</b>	<b>36,031</b>	<b>2,198</b>	<b>38,230</b>
General funds brought forward	151,543		151,543
Surplus on operational activities for the year		17,523	17,523
Transfer from Bus Grant Fund		2,334	2,334
General funds carried forward	151,543	19,857	171,400
<b>All unrestricted funds</b>	<b>187,574</b>		<b>209,630</b>
	<u>General</u>	<u>Designated</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Fixed assets	22,665	22,750	45,415
Debtors and prepaid expenses	9,308		9,308
Bank balances	136,514	15,480	151,994
Creditors and income in advance	-2,713		-2713
	<b>165,774</b>	<b>38,230</b>	<b>204,004</b>

### 7. Related party transactions

The Charity receives financial support from Yateley Town Council, where one trustee (Greg Easterbrook) is a councillor. The Council made a grant of £14,960 in the year (2023/24: £13,000), and it provides a base for the Charity's administrative functions at the Council Offices without charge.