



REGISTERED CHARITY NUMBER: 1173818

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 DECEMBER 2020
FOR
COMMUNITY MINIBUS ASSOCIATION (WEST SUSSEX)**

CONTENTS PAGE

	Page
Report of the Trustees	3 to 6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 13
Report of the Independent Examiner	14

REPORT OF THE TRUSTEES

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1173818

Principal and registered office

The Old School Car Park
School Lane, Storrington
West Sussex RH20 4LL

President and Honorary Vice President

Colonel Sir Brian Barttelot Bt OBE DL
Rt Hon Nick Herbert CBE
Andrew Griffith MP

Trustees

Mr G Toner	(appointed 23 November 2020)	Chairman
Mr G E Hughes	(resigned 14 August 2020)	Chairman
Mr A Dolby		Fleet Manager
Mrs H Turner		Honorary Treasurer
Mrs C Gear	(resigned 31 December 2020)	Honorary Secretary
Mr S O'Dowd		Local Co-ordinator
Mr R Francis		

Bankers

Barclays Bank plc	Calverley Road Branch
Tunbridge Wells	West Sussex RH12 1DN

Independent Examiners :

Chaweevan Williams FCCA
167 Clarence Avenue,
New Malden, Surrey KT3 3TX

REPORT OF THE TRUSTEES

The Trustees present their report and financial statements for the year ended 31st December 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102 1A) in preparing the annual report and financial statements.

Trustees - those who served during the year are recorded in the Reference section on page 3.

Charitable Purpose

To provide transport facilities in West Sussex for people who have special need of such facilities because they are elderly, young, poor or living in isolated areas where there are no adequate public transport facilities.

Public Benefit

In achieving our charitable purpose we promote independence and prevent social isolation, particularly in the elderly.

By offering the use of our vehicles to affiliated groups such as Scouts and the Women's Institute we have widened our demographic into other sections of our local communities. During summer 2020 we were able to help the NHS by transporting individual passengers to local surgeries for urgent doctors' appointments.

Achievements and Performance

Persistent work has brought about necessary improvements to the internal communications of the charity. The charity's website is now a reliable source for information and includes access for stakeholders to important references, policies and decisions. It deserves wider use by Volunteers and Passengers.

Another area where steady progress has been made is the Charity's Personnel Database. The Database now provides the Trustee and Management Boards with useful information. It also allows the tracking of Driver licence checks and our ongoing Driver Assessment Program. On 31st December 2019 there were some 742 registered Passengers and beneficiaries of the charity, supported by nearly 300 Volunteers, of which some 269 are Drivers and Passenger Escorts.

Continuing improvements in the completion of the vehicle log sheets allows for substantive assessment of vehicle use, costs and reliability, while being an essential element of the compilation of the regular application for the Bus Service Operator's Grant (BSOG). It is now possible to state that in the twelve months ending 31st December 2019 the charity's eleven minibuses travelled over 60,000 miles, carrying 13,200 passengers on 2,014 journeys. In future the performance of the charity will be measured by these metrics as well as by the financial balances.

The charity has a program whereby all volunteer Drivers have an initial driving assessment, repeated every three years. Approaching the ages of 70, 73 and 76 our drivers have to re-apply for their D1 category licences in order to continue to drive our minibuses. The increasing cost of the associated medical checks continues to be paid by the charity.

For reasons of data security and global accessibility we are transferring most of our personnel records to the cloud, which will increase our cost base.

REPORT OF THE TRUSTEES CONTINUED

FINANCIAL REVIEW

Due to the global pandemic our normal operations were suspended in March 2020. We took four vehicles off-road to reduce our insurance costs. Our fuel costs decreased dramatically, as did our fares income, resulting in an overall operating loss of c. £23,000. Our attempts to secure capital grants have not been successful since February 2020. This has led to a review of funding options for the charity, particularly capital grants for the replacement of our Minibuses and the development of our IT systems.

At the same time, an operational review has focused on the running costs of Minibuses, their number, use and efficiency, in order to ascertain the optimum provision of buses across West Sussex, without compromising our charitable purpose and the demands on volunteer Drivers and Escorts. The same review has also considered the income derived from each type of Passenger, the beneficiaries of the charity.

The cost of running the Minibus fleet has been tightly controlled by our Fleet Manager Alex Dolby, for which he has our thanks. He has set in place a number of the measures to ensure best value and improved service. Our Treasurer has provided sub-accounts for each of our operating divisions, allowing for better examination and comparison of our operating costs.

As an all-volunteer charity it is difficult to put a value on the work, commitment and endeavour of all the volunteers. However, if each of the 298 volunteers were to commit to 2 hours of work per week (a very conservative estimate) and if each were paid only the minimum wage then the annual 'value' of this work would be in the region of £245,000.

At the local level, we are grateful for the continued support of a number of Parishes who recognise the work we do in their communities. In addition to the reduced mileage based Bus Service Operators Grant (BSOG), we received a grant from West Sussex County Council Forum for Accessible Transport of £10,000.

Other smaller donations and legacies have been received. We are always most grateful to those who show their appreciation of the work the charity does, both during their lifetime and afterwards. Local divisional events, another source of funding, have not been possible this year.

Depreciation policy

Our policy has been to buy Minibuses up to two years old, depreciating them using the reducing balance method at 24% pa since incorporation. In the future a combination of vehicle specification, including Gross Vehicle Weight set against Seating Capacity, individual Driver licence categories and changes in legislation may require adjustment to the general policy. We believe that it may be more cost effective to buy discounted new vehicles in future.

Risk Management

Should there be a failure in meeting the legislative or insurance requirements placed upon the charity and an incident occurs that places liability with the charity, the resulting costs could eliminate our financial reserves. This risk is mitigated by two key activities; firstly conformity and compliance with legislation, rules and requirements by Volunteers; Secondly maintenance of appropriate insurance

REPORT OF THE TRUSTEES CONTINUED

Risk Management (continued)

The Trustees continue to address the risks and rely on Volunteers to conform to our policies and procedures in order to mitigate those risks

Reserves Policy

As our minibuses become increasingly expensive to buy and with our desire to replace them with electric vehicles as soon as practicable, we operate with significant reserves at present. We would like to replace one or two minibuses per year with greener models that are adapted to suit to the needs of our older passengers. To achieve this, the charity needs to maintain an operating reserve of around £100,000

The charity aims to replace its diesel fuelled vehicles with electric vehicles as soon as these become available at a reasonable price and when charging stations have been installed. The Trustees intend to seek grants and external funding to replace and maintain the Minibus Fleet but any shortfall has to be bridged by the charity's strategic reserve with the attendant risk to the long term viability of the charity. The current reserves are therefore judged to be proportionate and appropriate.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document and Organisation

Community Minibus Association (West Sussex) incorporated in 2017 as a Charitable Incorporated Organisation Foundation Model and adopted a new management structure from 1st October 2017. Our Trustees are elected by their fellow Trustees who aim to provide a good mix of skills and experience.

The Trustee Board meets every two months, or as often as necessary, and takes responsibility for the Governance of the charity

A separate Management Board advises the Trustee Board and includes all the Trustees, Divisional representatives and Managers of other key functions.

The voluntary ethos of the charity and the need to preserve the charity's limited funds has led to the administrative work being done in-house. This has resulted in key volunteers contributing an exceptional amount of time and energy in resolving our operational challenges.

Trustee Board responsibilities for the Financial Statements

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustee Board is also responsible for preparing this report and financial statements in accordance with the Charities Act 2011, the Statement of Recommended Practice: Accounting and Reporting by Charities FRS 102 and in accordance with Financial Reporting Standard 102.

Date approved by the Board

Signed on behalf of the Board

Gerry Toner

Chairman

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted £	Restricted £	2020 Total £	2019 Total £
INCOME FROM:					
Donations and legacies	2	16,346	797	17,143	36,029
Investment Income	3	4,052	0	4,052	3,568
Charitable activities	4	13,893	0	13,893	53,143
Other Income	5	0	0	0	0
Total		<u>34,291</u>	<u>797</u>	<u>35,088</u>	<u>92,740</u>
EXPENDITURE ON:					
Charitable activities	8	<u>56,752</u>	<u>797</u>	<u>57,549</u>	<u>79,500</u>
Total expenditure		<u>56,752</u>	<u>797</u>	<u>57,549</u>	<u>79,500</u>
Net gains/(losses) on inves	9	(443)	0	(443)	380
Net income/(expenditure) before transfers	10	(22,904)	0	(22,904)	13620
Gross transfers between funds		0	0	0	0
Net movement in funds		<u>(22,904)</u>	<u>0</u>	<u>(22,904)</u>	<u>13,620</u>
Funds brought forward		372,701	0	372,701	359,081
Total funds c/fwd. 31 December 2		<u>349,797</u>	<u>0</u>	<u>349,797</u>	<u>372,701</u>

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

BALANCE SHEET

		2020 £	2019 £
FIXED ASSETS			
Tangible Assets	11	98,481	103,408
Investments	12	161,896	163,939
		<u>260,377</u>	<u>267,347</u>
CURRENT ASSETS			
Debtors	13	8,096	12,226
Cash at Bank		81,819	93,528
		<u>89,915</u>	<u>105,754</u>
CREDITORS			
Amounts falling due within one year	14	(495)	(400)
NET CURRENT ASSETS		<u>89,420</u>	<u>105,354</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		349,797	372,701
NET ASSETS		<u>349,797</u>	<u>372,701</u>
FUNDS			
Unrestricted Fund		149,797	372,701
Designated Fleet Development Fund		200,000	0
Total Charity Funds		<u>349,797</u>	<u>372,701</u>

Approved by the Board and signed on its behalf on

Trustee

The notes on page 9 to 12 form part of these financial statements.

NOTES TO THE ACCOUNTS

Summary of significant accounting policies

Basis of preparation

These accounts have been prepared on the going concern basis and under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts

The accounts have been prepared in accordance with:

The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); the Financial Reporting Standard 102; and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102

The Charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement.

1. ACCOUNTING POLICIES

Income

All income is included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. It is because of the second criterion that volunteer time is not included in these financial statements, except as a comment in the Trustees' Report

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. The liability is recognised as soon as there is a legal or constructive obligation on the Charity to make a payment.

Investments

Investments are stated at their market value at the balance sheet date

Tangible Fixed Assets

Tangible fixed assets which can be used for more than one year in excess of £1,000 are capitalised at cost. If the assets are gifted they are valued at the value to the Charity on receipt.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. Any gain or loss on disposal is taken to the Statement of Financial Activities.

Minibuses	24% on a reducing balance basis
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Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds can be used for the purposes specified by the Trustees.

NOTES TO THE ACCOUNTS CONTINUED

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Debtors

Debtors are stated in the balance sheet at estimated net realisable value, which is the invoiced amount less any provisions for bad or doubtful debts.

Creditors

Creditors are stated in the balance sheet at the transaction value, less any impairment known at the year end.

Going concern

The financial statements have been prepared on the going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for twelve months from authorising these financial statements.

2. DONATIONS AND LEGACIES

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Donations	3,714	0	3,714	7,365
Legacies	1,000	0	1,000	1,000
Grants	11,632	797	12,429	27,664
	<u>16,346</u>	<u>797</u>	<u>17,143</u>	<u>36,029</u>

3. INVESTMENT INCOME

	2020	2019
	£	£
Interest receivable and dividends	4,052	3,568

4. CHARITABLE ACTIVITIES

	2020	2019
	£	£
Fundraising events	0	3,235
Subscriptions and fares income	13,893	49,908
	<u>13,893</u>	<u>53,143</u>

5. OTHER INCOME

	2020	2019
	£	£
Gain on sale of assets held for charity's own use	0	0
	<u>0</u>	<u>0</u>

6. TRUSTEES AND RELATED PARTIES

None of the Trustees have been paid any remuneration or received any other benefits during the period. There have been no related party transactions during the period.

7. STAFF COSTS

There were no paid staff during the period. All the work in running the service was undertaken by Volunteers

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

NOTES TO THE ACCOUNTS CONTINUED

8. CHARITABLE ACTIVITIES

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Premises	1,636		1,636	2,826
Meeting Room Hire	200		200	640
Minibus Running Costs	23,871		23,871	41,096
Minibus Depreciation	27,327		27,327	28,151
Loss on disposal of assets	925		925	1,318
Office Running Costs	398	797	1,195	2,546
Printing, Postage, Stationery and Telephone	86		86	1,029
Insurance	679		679	607
Marketing	62		62	96
Drivers' Medical Examinations	538		538	333
Volunteer Training	0		0	-
Software Costs	377		377	450
Independent Examiner	375		375	400
Other Expenditure	279		279	8
Costs of Charitable Activities	56,752	797	57,549	79,500

9. GAINS OR LOSSES ON INVESTMENTS

Gain on revaluation	(443)	380
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10. NET INCOME/(EXPENDITURE)

	2020	2019
	£	£
Net expenditure is stated after charging:		
Independent Examiner remuneration	375	400
Depreciation on owned assets	27,327	28,151

11. TANGIBLE FIXED ASSETS

	MINIBUSES	
	2020	2019
	£	£
COST		
Cost and valuation	161,010	144,686
Additions	21,845	21,845
Cost eliminated on disposal	2,095	5,521
At 31 December 2020	180,760	161,010
DEPRECIATION		
At beginning of period	57,602	31,738
Charge for year	27,327	28,151
Depreciation eliminated on disposal	2,650	2,287
At 31 December 2019	82,279	57,602
NET BOOK VALUE		
At 31 December 2020	98,481	103,408
At 31 December 2019	103,408	112,948

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

NOTES TO THE ACCOUNTS CONTINUED

12. INVESTMENTS

	2020	2019
	£	£
Bonds and notice accounts	160,000	161,600
Shares	1,896	2,339
	<u>161,896</u>	<u>163,939</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Prepayments	7,562	10,672
Other Debtors	534	1,554
	<u>8,096</u>	<u>12,226</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Accruals	495	400
	<u>495</u>	<u>400</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	2020	2019
	Total	Total
	£	£
Fixed Assets	98,482	267,347
Current Assets	243,715	105,754
Current Liabilities	(495)	(400)
	<u>341,702</u>	<u>372,701</u>

16. MOVEMENT IN FUNDS

	At 01.01.20	Income	Expenditure	Inter fund transfers	At 31.12.20
	£	£	£	£	£
Unrestricted Funds					
General Fund	372,701	34,291	(57,195)	-200,000	149,797
Designated fleet development fund	0			200,000	200,000
Restricted Fund	0	797	(797)	0	0
TOTAL FUNDS	<u>372,701</u>	<u>35,088</u>	<u>(57,992)</u>	<u>0</u>	<u>349,797</u>

17. STATEMENT OF FINANCIAL ACTIVITIES COMPARATIVE 2019

STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted £	Restricted £	2019 Total £
INCOME FROM:				
Donations and legacies	2	33,637	2,392	36,029
Investment Income	3	3,568	0	3,568
Charitable activities	4	53,143	0	53,143
Other Income	5	0	0	0
Total		<u>90,348</u>	<u>2,392</u>	<u>92,740</u>
EXPENDITURE ON:				
Charitable activities	8	77,108	2,392	79,500
Total expenditure		<u>77,108</u>	<u>2,392</u>	<u>79,500</u>
Net gains/(losses) on inves	9	380	0	380
Net income/(expenditure) before transfers	10	13,620	0	13,620
Gross transfers between funds		0	0	0
Net movement in funds		<u>13,620</u>	<u>0</u>	<u>13,620</u>
Funds brought forward		359,081	0	359,081
Total funds c/fwd. 31 December 2		<u>372,701</u>	<u>0</u>	<u>372,701</u>

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts for the year ended 31st December 2020.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

examine the accounts under section 145 of the Charities Act,

to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and

to state whether particular matters have come to my attention.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of 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.

Chaweevan Williams FCCA
Verdant Accountants Limited
167 Clarence Avenue,
New Malden, Surrey KT3 3TX

Date: