

**YELABUS ASSOCIATION CIO**

**Accounts for the year ended 30 April 2018**



# Yelabus Association CIO

## Accounts for the year ended 30 April 2018

### Table of contents

|   | <u>Pages</u> |
|---|--------------|
| Table of contents                         | 1            |
| Statutory information                     | 1            |
| Annual Report of the Management Committee | 2-4          |
| Independent Examiner's Report             | 5            |
| Statement of Financial Activities         | 6            |
| Balance Sheet                             | 7            |
| Notes to the Accounts                     | 8-10         |

### 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 01252 872198

- The Yelabus Association is a registered Charitable Incorporated Organisation (CIO) number 1153996 operating in all respects as a continuation of the predecessor charity no. 900497 with the same name. 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 (Vice Chair to 12 December 2017, Chair thereafter)  
Richard Whitbread (Vice Chair from 12 December 2017)  
Wilf Hardy (Treasurer, resigned 21 July 2018)  
Jane Biscombe (Secretary)  
Margaret Claydon  
Maureen Ayres  
Gill Hennell  
Don Mitchell  
Tony Spencer

- The Centre's independent examiner is:

Mr Alan J Harland FCA  
380 Wokingham Road  
Earley  
Reading  
Berkshire RG6 7HX

- 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 2018**

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 the elderly, disabled and otherwise disadvantaged in the Yateley area. The service has been provided in the past year through two minibuses, using two paid staff and several volunteer drivers. The Charity is a charitable incorporated organisation and was established in 2013 to take over and continue the business then being carried out by a predecessor charity with the same name. 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 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 elderly and less mobile in the Yateley area, 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 care homes and similar organisations, and individual hires represent a small proportion of income. Consequently, the number of journeys and fares revenue has remained fairly constant for several years. The funding from local government has similarly remained stable over this period, although it is voted annually rather than under contracts covering a number of years.

The Charity has procedures and policies covering, inter alia, health and safety, protection of vulnerable adults, moving and positioning. Policies and procedures remain under continuous review. A programme of MIDAS staff training has been established to maintain high standards. Training is also available for Committee members and staff, using material available from the Community Transport Association and Hart Voluntary Action.

#### **Financial review**

The Statement of Financial Affairs on page 6 shows a surplus of £7,475 for the year, compared with a surplus of £9,742 in the previous year. Income from hire charges and was slightly less than the previous year, but income from donations from the public fell by £2,035 from an exceptionally large amount the previous year. The Charity received £1,453 Big Lottery funding towards publicity and marketing, but less from local government. Expenditure was comparable with the previous year.

## **Yelabus Association CIO**

### **Annual Report of the Management Committee for the year ended 30 April 2018 (continued)**

#### **Financial review (continued)**

The Charity retains the following unrestricted reserves:

- a designated reserve of £53,593 for replacement of one bus, as required under the funding agreement with Hampshire County Council; and
- a general fund of £87,774, compared with a minimum of £10,000 (equivalent to three months' operating costs) required by the Committee.

The level of general reserves and funding commitments until 31 March 2019 will enable operations to be maintained beyond April 2020 whilst negotiations continue with the County Council regarding future funding support for the service in the Yateley area.

#### **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 Treasurer or Chairman.

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.

**Yelabus Association CIO**  
**Annual Report of the Management Committee for the year ended 30 April**  
**2018 (continued)**

**Structure, governance and management (continued)**

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

  
.....

Trustee & Secretary

Dated 11 September 2018

18

## 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 2018.

### 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.

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.



Alan J Harland FCA  
Chartered Accountant  
Accounting and Advisory Services  
12 September 2018

19/9/18

380 Wokingham Road  
Earley  
Reading  
RG6 7HX

**Yelabus Association CIO**  
**Statement of Financial Activities for the year ended 30 April 2018**

|   | <u>Note</u> | <u>2018</u><br><u>Total</u><br><u>£</u> | <u>2017</u><br><u>Total</u><br><u>£</u> |
|---|-------------|---|---|
| <b>INCOMING AND ENDOWMENTS FROM:</b>                  |             |   |   |
| Donations and legacies                                |             |   |   |
| Donations   |             | 5,236                                   | 7,271                                   |
| Subscriptions and related gift aid                    |             | <u>279</u>                              | <u>204</u>                              |
|   |             | 5,515                                   | 7,475                                   |
| Charitable activities                                 |             |   |   |
| Hire charges  |             | 15,410                                  | 16,315                                  |
| Saturday excursions                                   |             | -126                                    | 53                                      |
| Hart Shopper fares and Hampshire County Council grant |             | 2,566                                   | 2,443                                   |
| Hampshire County Council funding grant                |             | 6,500                                   | 8,187                                   |
| Yateley Town Council grant                            |             | 11,500                                  | 11,500                                  |
| Grants from other public bodies                       |             | 1,000                                   | 1,000                                   |
| Big Lottery grant                                     |             | 1,453                                   | -                                       |
| Fuel duty rebate                                      |             | <u>794</u>                              | <u>1,144</u>                            |
|   |             | 39,097                                  | 40,642                                  |
| Bank interest   |             | 477                                     | -                                       |
| <b>Total</b>  |             | <b>45,089</b>                           | <b>48,117</b>                           |
| <b>EXPENDITURE ON:</b>                                |             |   |   |
| Raising funds funds                                   |             |   |   |
|   |             | -                                       | -                                       |
| Charitable activities                                 |             |   |   |
| Minibus costs   |             |   |   |
| Maintenance   |             | 2,988                                   | 4,443                                   |
| Fuel  |             | 2,659                                   | 2,772                                   |
| Vehicle hire charges                                  |             | 57                                      | 286                                     |
| Depreciation  |             | 4,964                                   | 4,964                                   |
| Insurances  |             | 3,251                                   | 3,418                                   |
| Salaries and employer oncosts                         | 3           | 22,205                                  | 20,847                                  |
| Staff training and other costs                        |             | -                                       | 185                                     |
| Telephones  |             | 97                                      | 90                                      |
| Accounting  |             | 400                                     | 350                                     |
| Administration and sundry                             |             | 523                                     | 750                                     |
| Independent examination fees                          |             | 470                                     | 270                                     |
| <b>Total outgoing resources</b>                       |             | <b>37,614</b>                           | <b>38,375</b>                           |
| <b>NET INCOMING RESOURCES</b>                         |             | <b>7,475</b>                            | <b>9,742</b>                            |
| Balances on funds brought forward                     |             | 133,892                                 | 124,150                                 |
| <b>BALANCES CARRIED FORWARD</b>                       |             | <b>141,367</b>                          | <b>133,892</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 7 to these accounts.


The Notes referred to above form part of these accounts.




**Yelabus Association CIO  
Balance Sheet as at 30 April 2018**

|                                 | <u>Notes</u> | <u>£</u>      | <u>2018</u><br><u>£</u> | <u>2017</u><br><u>£</u> |
|---------------------------------|--------------|---------------|-------------------------|-------------------------|
| <b>TANGIBLE FIXED ASSETS</b>    |              |               |                         |                         |
| Motor vehicles                  | 4            |               | 33,918                  | 38,881                  |
| <b>CURRENT ASSETS</b>           |              |               |                         |                         |
| Debtors                         | 5            | 5,918         |                         | 4,032                   |
| Prepaid expenses                |              | 1,552         |                         | 1,654                   |
| Bank balances                   |              |               |                         |                         |
| Current account                 |              | 41,855        |                         | 30,618                  |
| Deposit account                 |              | <u>60,000</u> |                         | <u>60,000</u>           |
|                                 |              | 109,325       |                         | 96,304                  |
| <b>LESS CURRENT LIABILITIES</b> |              |               |                         |                         |
| Creditors                       |              | <u>-1,876</u> |                         | <u>-1,293</u>           |
|                                 |              |               | 107,449                 | 95,011                  |
|                                 |              |               | <b>141,367</b>          | <b>133,892</b>          |
| <b>RESERVES AND FUNDS</b>       |              |               |                         |                         |
| Unrestricted funds              |              |               |                         |                         |
| Designated funds                | 6            |               | 53,593                  | 53,494                  |
| General funds                   | 6            |               | 87,774                  | 80,398                  |
|                                 |              |               | <b>141,367</b>          | <b>133,892</b>          |

Approved at a meeting of the Management Committee held on <sup>18</sup> 17 September 2018

  
.....  
Trustee & Chairman

  
.....  
Trustee

# Yelabus Association CIO

## Notes to the Accounts for the year ended 30 April 2018

### 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 area. 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 2020. The Charity also has a designated reserve to fund the replacement of its older bus.

#### c) Accounting policies

The principal accounting policies are as follows:

- Motor vehicles purchased since May 2014 are depreciated at 10% per annum on historic cost on the straight line basis over re-appraised estimated useful lives.
- Expenditure is stated exclusive of value added tax where applicable since the Charity is registered for VAT.

### 3. Employees and Committee members

|  | <u>2018</u> | <u>2017</u> |
|--|-------------|-------------|
|  | <u>£</u>    | <u>£</u>    |
| Salaries   | 22,092      | 20,758      |
| Employer National Insurance; covered by small employer subsidy | -           | -           |
| Employer superannuation contributions                          | 113         | 89          |
|  | 22,205      | 20,847      |

|                     | <u>Number</u> | <u>Number</u> |
|---------------------|---------------|---------------|
| Number of employees | 2             | 2             |

No employee earned more than £60,000 (2017: 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, or reimbursement of expenses.

## Yelabus Association CIO

### Notes to the Accounts for the year ended 30 April 2018 (continued)

#### 4. Motor vehicles

|                            | <u>£</u>       |
|----------------------------|----------------|
| Cost                       |                |
| As at 1 May 2017           | 103,129        |
| Additions, disposals; none | -              |
| As at 30 April 2018        | <u>103,129</u> |
| Depreciation provisions    |                |
| As at 1 May 2017           | 64,248         |
| Charge for the year        | 4,964          |
| As at 30 April 2018        | <u>69,212</u>  |
| Net book value             |                |
| As at 30 April 2017        | 38,881         |
| As at 30 April 2018        | <u>33,917</u>  |

#### 5. Debtors

|  | <u>2018</u>  | <u>2017</u>  |
|--|--------------|--------------|
|  | <u>£</u>     | <u>£</u>     |
| Hire charges and related grant subsidy funding from local government | 1,893        | 2,522        |
| Annual grant funding from local government                           | 1,000        | 1,000        |
| Sundry debtors   | 2,510        | 23           |
| VAT refund due   | 115          | 87           |
| Transport fuel subsidy grant   | 400          | 400          |
|  | <u>5,918</u> | <u>4,032</u> |

#### 6. Unrestricted funds

|  | <u>April 2017</u> | <u>Movement</u>   | <u>April 2018</u> |
|--|-------------------|-------------------|-------------------|
|  | <u>£</u>          | <u>£</u>          | <u>£</u>          |
| Designated fund; vehicle replacement           | 53,494            | 99                | 53,593            |
| General funds                                  | 80,398            |                   |                   |
| Surplus on operational activities for the year |                   | 7,475             |                   |
| Transfer to designated fund                    |                   | -99               |                   |
|  | <u>80,398</u>     | <u>7,376</u>      | <u>87,774</u>     |
| All unrestricted funds                         | <u>133,892</u>    | <u>7,475</u>      | <u>141,367</u>    |
|  | <u>General</u>    | <u>Designated</u> | <u>Total</u>      |
|  | <u>£</u>          | <u>£</u>          | <u>£</u>          |
| Fixed assets                                   | 33,918            | -                 | 33,918            |
| Debtors and prepaid expenses                   | 7,470             | -                 | 7,470             |
| Bank balances                                  | 48,262            | 53,593            | 101,855           |
| Creditors                                      | -1,876            | -                 | -1,876            |
|  | <u>87,774</u>     | <u>53,593</u>     | <u>141,367</u>    |

#### 7. Related party transactions

The Charity receives financial support from Yateley Town Council, where two trustees (Tony Spencer and Gill Hennell) are councillors, and a third trustee (Jane Biscombe) is Town Clerk. The Council made a grant of £11,500 in the year (2017: £11,500), and it provides a base for the Charity's administrative functions at the Council Offices without charge.

