

**Charity Registration No. 1113854**

**Company Registration No. 05743952 (England and Wales)**

**SHIRE COMMUNITY SERVICES LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**



# SHIRE COMMUNITY SERVICES LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr G M Lawman Mr H T Tailor Ms E F Turvey Mr B Skittrall
<b>Secretary</b>	Ms A Breeden
<b>Charity number</b>	1113854
<b>Company number</b>	05743952
<b>Principal address</b>	1-3 Orient Way Wellingborough Northants NN8 1AF
<b>Registered office</b>	1-3 Orient Way Wellingborough Northants NN8 1AF
<b>Independent examiner</b>	Jervis & Partners 30 Harborough Road Kingsthorpe Northampton NN2 7AZ

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# SHIRE COMMUNITY SERVICES LIMITED

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# **SHIRE COMMUNITY SERVICES LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### ***FOR THE YEAR ENDED 31 MARCH 2020***

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The trustees present their report and financial statements for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

##### **Objectives and aims**

To promote any charitable purpose for the benefit of the community in the Wellingborough area, and in particular the advancement of education, the furtherance of health and relief of poverty, distress and sickness.

In furtherance of the above objects, but not further or otherwise, to use every means at its disposal to further the work of existing Voluntary and Statutory bodies in the community without detracting in any way from their own purpose or autonomy.

To procure and provide information.

To circulate any written material, gratuitously or otherwise, appropriate to its work.

To promote, encourage or undertake experimental work.

##### **Public benefit**

The transport services provide a direct benefit to individuals within the community, enabling those who would otherwise be isolated and unable to access public transport to attend medical appointments and undertake social activities.

#### **Achievements and performance**

##### **Charitable activities**

Financially this was a particularly challenging year which resulted in an overall loss at year end. The demand for all our services continued to increase throughout most of the year, as did membership numbers. The cost of running the services also increased. The maintenance costs of two of our oldest buses and extended periods of sickness in drivers and office staff meant certain areas of expenditure were higher than expected. From mid-January 2020 until the end of the financial year the impact of the Coronavirus was beginning to be felt as most of our service users fall into the most vulnerable category.

Two buses have been retired in March 2020 and with the help of an addition grant from the Borough Council of Wellingborough a new lease bus was added to the fleet to replace these vehicles. The dedication and commitment of staff and volunteers means that we approach the New Year with confidence that we can improve our situation and turn around these disappointing results.

#### **Financial review**

##### **Reserves policy**

There was a (deficit) for the year of £(21,998) (2019 - £(17,325)).

Unrestricted funds amounted to £11,314 (2019 - £33,312).

Restricted funds amounted to £nil (2019 - £nil).

#### **Structure, governance and management**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.



# SHIRE COMMUNITY SERVICES LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2020*

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr G M Lawman

Mr H T Tailor

Ms E F Turvey

Mr B Skittrall

### **Recruitment and appointment of new trustees**

The charity is entitled to have a maximum of 10 trustees who are elected from individuals or organisational members at the Annual General Meeting. A maximum of one third of the trustees retire by rotation according to their length of time in office, and all may stand again for election at the Annual General Meeting.

The trustees' report was approved by the Board of Trustees.

### **Ms A Breeden**

Company Secretary

Dated: 11 March 2021



# SHIRE COMMUNITY SERVICES LIMITED

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SHIRE COMMUNITY SERVICES LIMITED

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I report to the trustees on my examination of the financial statements of Shire Community Services Limited (the charity) for the year ended 31 March 2020.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Jervis & Partners

30 Harborough Road  
Kingsthorpe  
Northampton  
NN2 7AZ

Dated: 11 March 2021



# SHIRE COMMUNITY SERVICES LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	78,634	64,300
Charitable activities	4	200,719	226,302
Other trading activities	5	217	93
Investments	6	5	11
Other income	7	-	5,000
<b>Total income</b>		<b>279,575</b>	<b>295,706</b>
<b><u>Expenditure on:</u></b>			
Raising funds	8	301,573	313,031
<b>Total resources expended</b>		<b>301,573</b>	<b>313,031</b>
<b>Net expenditure for the year/ Net movement in funds</b>		<b>(21,998)</b>	<b>(17,325)</b>
Fund balances at 1 April 2019		33,312	50,637
<b>Fund balances at 31 March 2020</b>		<b>11,314</b>	<b>33,312</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# SHIRE COMMUNITY SERVICES LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	12		1,218		2,722
<b>Current assets</b>					
Debtors	13	28,933		39,124	
Cash at bank and in hand		63		370	
		<u>28,996</u>		<u>39,494</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(18,900)</u>		<u>(8,904)</u>	
Net current assets			10,096		30,590
<b>Total assets less current liabilities</b>			<u>11,314</u>		<u>33,312</u>
<b>Income funds</b>					
Unrestricted funds			11,314		33,312
			<u>11,314</u>		<u>33,312</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 11 March 2021

Mr G M Lawman  
Trustee

Company Registration No. 05743952



# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2020**

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### **1 Accounting policies**

#### **Charity information**

Shire Community Services Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 1-3 Orient Way, Wellingborough, Northants, NN8 1AF.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.



# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2020**

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### **1 Accounting policies**

**(Continued)**

#### **1.5 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	33.3% on cost
Motor vehicles	25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### **1.6 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.7 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **1.8 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.



# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Donations and gifts	1,714	550
Grants	76,920	63,750
	<u>78,634</u>	<u>64,300</u>



# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2020**

### 4 Charitable activities

	Wellibus membership & fares	Shopmobility	Volunteer medical car service - Wellingborough	Volunteer medical car service - Kettering	Total 2020	Total 2019
	2020	2020	2020	2020		
	£	£	£	£	£	£
Sales within charitable activities	173,937	1,672	18,940	6,170	200,719	226,302
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

### For the year ended 31 March 2019

	Wellibus membership & fares	Shopmobility	Volunteer medical car service - Wellingborough	Volunteer medical car service - Kettering	Comic relief	Total 2019
	£	£	£	£	£	£
Sales within charitable activities	178,591	1,796	20,362	9,505	16,048	226,302
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Analysis by fund						
Unrestricted funds	178,591	1,796	20,362	9,505	16,048	226,302
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>



# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 5 Other trading activities

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Fundraising events	217	93

### 6 Investments

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Interest receivable	5	11

### 7 Other income

	Total	Unrestricted funds
	2020	2019
	£	£
Net gain on disposal of tangible fixed assets	-	5,000

### 8 Raising funds

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
<u>Trading costs</u>		
Support costs	301,573	313,031
	301,573	313,031



# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 9 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Staff costs	142,678	32,368	175,046	135,438	50,712	186,150
Depreciation	-	1,504	1,504	-	1,505	1,505
Radar keys/ consumerables	84	-	84	423	-	423
Insurance	10,513	537	11,050	9,599	1,363	10,962
Catss	5,724	-	5,724	6,390	-	6,390
Motor vehicle expenses	23,063	-	23,063	25,391	-	25,391
Equipment leasing	34,006	1,346	35,352	32,586	1,026	33,612
Other motor & travel expenses	1,284	-	1,284	1,391	-	1,391
Telephone	1,762	5,876	7,638	1,134	5,183	6,317
Repairs & maintenance	586	921	1,507	2,032	888	2,920
Accountancy	-	2,040	2,040	-	1,320	1,320
Rent	-	24,000	24,000	-	24,000	24,000
Utilities	-	3,337	3,337	-	1,351	1,351
Postage and stationery	-	2,016	2,016	-	3,584	3,584
Publicity	-	144	144	-	204	204
Bank charges	-	1,404	1,404	-	1,347	1,347
Subscriptions & publications	-	908	908	-	850	850
IT consumables	-	5,472	5,472	-	5,314	5,314
	<u>219,700</u>	<u>81,873</u>	<u>301,573</u>	<u>214,384</u>	<u>98,647</u>	<u>313,031</u>
Analysed between Trading	<u>219,700</u>	<u>81,873</u>	<u>301,573</u>	<u>214,384</u>	<u>98,647</u>	<u>313,031</u>

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.



# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 11 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Staff & management	8	8

#### Employment costs

	2020 £	2019 £
Wages and salaries	81,603	93,970

There were no employees whose annual remuneration was £60,000 or more.

### 12 Tangible fixed assets

	Computers £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 April 2019	857	24,085	24,942
At 31 March 2020	857	24,085	24,942
<b>Depreciation and impairment</b>			
At 1 April 2019	572	21,648	22,220
Depreciation charged in the year	285	1,219	1,504
At 31 March 2020	857	22,867	23,724
<b>Carrying amount</b>			
At 31 March 2020	-	1,218	1,218
At 31 March 2019	285	2,437	2,722

### 13 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Trade debtors	12,803	22,934
Other debtors	-	4,544
Prepayments and accrued income	10,724	11,646
	23,527	39,124



# SHIRE COMMUNITY SERVICES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 13 Debtors (Continued)

	2020 £	2019 £
<b>Amounts falling due after more than one year:</b>		
Prepayments and accrued income	5,406	-
	<u>          </u>	<u>          </u>
<b>Total debtors</b>	<u>28,933</u>	<u>39,124</u>

### 14 Loans and overdrafts

	2020 £	2019 £
Bank overdrafts	548	-
	<u>          </u>	<u>          </u>
Payable within one year	548	-
	<u>          </u>	<u>          </u>

### 15 Creditors: amounts falling due within one year

	Notes	2020 £	2019 £
Bank overdrafts	14	548	-
Other taxation and social security		2,537	4,432
Payments received on account		130	-
Trade creditors		14,162	2,607
Other creditors		241	158
Accruals and deferred income		1,282	1,707
		<u>18,900</u>	<u>8,904</u>

### 16 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).