

Company registration number: 7983448

Charity registration number: 1148539

# Epping Forest Community Transport

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 30 November 2021

Douglas Jones Phillips Ltd  
33 High Street  
Old Harlow  
Essex  
CM17 0DN

# **Epping Forest Community Transport**

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# **Epping Forest Community Transport**

## **Reference and Administrative Details**

**Charity Registration Number** 1148539

**Company Registration Number** 7983448

**Registered Office** The charity is incorporated in England and Wales.  
Social Care Building  
2nd Floor St Johns Road  
Epping  
Essex  
CM16 5EB

**Principal Office** Social Care Building  
2nd Floor St Johns Road  
Epping  
Essex  
CM16 5EB

**Independent Examiner** Douglas Jones Phillips Ltd  
33 High Street  
Old Harlow  
Essex  
CM17 0DN

# **Epping Forest Community Transport**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 30 November 2021.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:

- Mr R F Coombs
- Mr R D Bassett
- Mr P Ashworth
- Mr M N Patterson
- Mr David Jackman

### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of Epping Forest Community Transport for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# Epping Forest Community Transport

## Trustees' Report

Epping Forest and Harlow Community Transport has a surplus of £42,000 for the Financial Year of 2020/21. This will be the first time since Year 1 of business activity that the Charity will generate a surplus. The justification of the surplus is driven by the major losses made back in 2017/18 & 2018/19. The Board has consistent strategical aim to minimise fares to be as low as possible running charity to cover cash cost only. Therefore, non-cash cost would show as a small deficit on a yearly basis. However, in 2017/18 and 2018/19 the Charity started to experience difficulties from external factors such as cost increases from changes in the labour market combined with loss of school contracts that it could not pivot out of in the short-term. This meant there was significant deficits of £72,000 and £82,000 for each respective year.

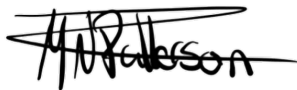
The Charity began to formulate a plan to address these deficits during the financial year of 2019 knowing this has now become financially unsustainable and financial resilience has begun to dwindle. The action plan consisted of a revision of fares to reflect the true rise in cost. For context fares had been frozen for 4 years. Furthermore, the Charity began to research into income generation, experimented in more innovative ways of providing services such as the DART scheme (pre booked bus service). These actions seem to take an immediate effect initially however since the economic impact of COVID -19 pandemic we have seen decline in income. Even with the world returning to normality our business activities have yet to match pre-COVID times. Furthermore, the initial government grants that offset the reduction in business activities have begun to dry up the further in time we move away from initial COVID outbreak. This has meant that the full impact of the Charities income action plan has not been able to flourish in the immediate periods after the COVID-19 pandemic seeing income drop by £47,000 (21%) since last financial year.

However, the Charity as part of its action plan begun to tackle expenditure by breeding a cost cutting culture among staff. This helped the charity to identify needless cost or cheaper alternatives which has made the charity leaner regarding costs. Furthermore, although income as stated previously has been impacted by a reduction in business activity levels due to COVID-19, this reduction in activity has meant that there is a corresponding decline in the operating cost. This has meant the expenditure has been reduced by £123,000 (22%) since the last financial year. The strategic aim of the surplus that has been generated has already begun to be used to modernise our services with technology advancement which is evident in our DART services and introduction of cashless payments. In general, our customers come from the most vulnerable and elderly demographic in society who heavily rely on our services to maximise their wellbeing. Therefore, the surplus generated, and action set out will mean that the Charity can create the highest standard of service at a low cost to our customer.

The annual report was approved by the trustees of the charity on 23 August 2022 and signed on its behalf by:



Mr R D Bassett  
Trustee



Mr M N Patterson  
Trustee

## **Epping Forest Community Transport**

### **Independent Examiner's Report to the trustees of Epping Forest Community Transport ("the Company")**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 November 2021.

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

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

Having satisfied myself that the accounts of Epping Forest Community Transport 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

Since the Company'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 , 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:

1. accounting records were not kept in respect of Epping Forest Community Transport as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

.....  
Douglas Jones Phillips Ltd

33 High Street  
Old Harlow  
Essex  
CM17 0DN

23 August 2022

## Epping Forest Community Transport

### Statement of Financial Activities for the Year Ended 30 November 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                                    | Note | Unrestricted<br>funds<br>General<br>£ | Total<br>2021<br>£ |
|------------------------------------|------|---------------------------------------|--------------------|
| <b>Income and Endowments from:</b> |      |                                       |                    |
| Donations and legacies             | 3    | 285,725                               | 285,725            |
| Other trading activities           | 4    | 180,252                               | 180,252            |
| Other income                       | 5    | 6,014                                 | 6,014              |
| Total Income                       |      | 471,991                               | 471,991            |
| <b>Expenditure on:</b>             |      |                                       |                    |
| Charitable activities              | 6    | (429,489)                             | (429,489)          |
| Total Expenditure                  |      | (429,489)                             | (429,489)          |
| Net income                         |      | 42,502                                | 42,502             |
| Net movement in funds              |      | 42,502                                | 42,502             |
| <b>Reconciliation of funds</b>     |      |                                       |                    |
| Total funds brought forward        |      | 247,802                               | 247,802            |
| Total funds carried forward        | 16   | 290,304                               | 290,304            |
|                                    | Note | Unrestricted<br>funds<br>General<br>£ | Total<br>2020<br>£ |
| <b>Income and Endowments from:</b> |      |                                       |                    |
| Donations and legacies             | 3    | 269,165                               | 269,165            |
| Other trading activities           | 4    | 227,815                               | 227,815            |
| Other income                       | 5    | 44,976                                | 44,976             |
| Total Income                       |      | 541,956                               | 541,956            |
| <b>Expenditure on:</b>             |      |                                       |                    |
| Charitable activities              | 6    | (552,165)                             | (552,165)          |
| Total Expenditure                  |      | (552,165)                             | (552,165)          |
| Net expenditure                    |      | (10,209)                              | (10,209)           |
| Net movement in funds              |      | (10,209)                              | (10,209)           |
| <b>Reconciliation of funds</b>     |      |                                       |                    |
| Total funds brought forward        |      | 258,011                               | 258,011            |

The notes on pages 9 to 21 form an integral part of these financial statements.

## Epping Forest Community Transport

### Statement of Financial Activities for the Year Ended 30 November 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                             | Note | Unrestricted<br>funds<br>General<br>£ | Total<br>2020<br>£ |
|-----------------------------|------|---------------------------------------|--------------------|
| Total funds carried forward | 16   | <u>247,802</u>                        | <u>247,802</u>     |

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 16.

The notes on pages 9 to 21 form an integral part of these financial statements.



## Epping Forest Community Transport

(Registration number: 7983448)  
Balance Sheet as at 30 November 2021

|   | Note | 2021<br>£      | 2020<br>£      |
|---|------|----------------|----------------|
| <b>Fixed assets</b>                                   |      |                |                |
| Tangible assets                                       | 11   | 63,505         | 84,674         |
| <b>Current assets</b>                                 |      |                |                |
| Debtors   | 12   | 17,527         | 16,536         |
| Cash at bank and in hand                              | 13   | <u>209,722</u> | <u>151,694</u> |
|   |      | 227,249        | 168,230        |
| <b>Creditors: Amounts falling due within one year</b> | 14   | <u>(450)</u>   | <u>(5,102)</u> |
| <b>Net current assets</b>                             |      | <u>226,799</u> | <u>163,128</u> |
| <b>Net assets</b>                                     |      | <u>290,304</u> | <u>247,802</u> |
| <b>Funds of the charity:</b>                          |      |                |                |
| <b>Unrestricted income funds</b>                      |      |                |                |
| Unrestricted funds                                    |      | <u>290,304</u> | <u>247,802</u> |
| <b>Total funds</b>                                    | 16   | <u>290,304</u> | <u>247,802</u> |

The notes on pages 9 to 21 form an integral part of these financial statements.

## **Epping Forest Community Transport**

**(Registration number: 7983448)**  
**Balance Sheet as at 30 November 2021**

For the financial year ending 30 November 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 5 to 21 were approved by the trustees, and authorised for issue on 23 August 2022 and signed on their behalf by:

The notes on pages 9 to 21 form an integral part of these financial statements.

# **Epping Forest Community Transport**

## **Notes to the Financial Statements for the Year Ended 30 November 2021**

### **1 Charity status**

The charity is limited by share capital, incorporated in England and Wales.

The address of its registered office is:

Social Care Building  
2nd Floor St Johns Road  
Epping  
Essex  
CM16 5EB

The principal place of business is:

Social Care Building  
2nd Floor St Johns Road  
Epping  
Essex  
CM16 5EB

These financial statements were authorised for issue by the trustees on 23 August 2022.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

Epping Forest Community Transport meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

# Epping Forest Community Transport

## Notes to the Financial Statements for the Year Ended 30 November 2021

### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

# Epping Forest Community Transport

## Notes to the Financial Statements for the Year Ended 30 November 2021

### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b> | <b>Depreciation method and rate</b> |
|--------------------|-------------------------------------|
| Office Equipment   | 25% Reducing balance                |
| Motor Vehicles     | 25% Reducing balance                |

### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

# Epping Forest Community Transport

## Notes to the Financial Statements for the Year Ended 30 November 2021

### **Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

### **Foreign exchange**

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

The results of overseas operations are translated at the average rates of exchange during the period and their balance sheets at the rates ruling at the balance sheet date. Exchange differences arising on translation of the opening net assets and results of overseas operations are reported in other comprehensive income and accumulated in equity (attributed to non-controlling interests as appropriate).

Other exchange differences are recognised in the Statement of Financial Activities in the period in which they arise except for:

- 1) exchange differences on transactions entered into to hedge certain foreign currency risks (see above);
- 2) exchange differences arising on gains or losses on non-monetary items which are recognised in other comprehensive income; and
- 3) in the case of the consolidated financial statements, exchange differences on monetary items receivable from or payable to a foreign operation for which settlement is neither planned nor likely to occur (therefore forming part of the net investment in the foreign operation), which are recognised in other comprehensive income and reported under equity.

### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

# Epping Forest Community Transport

## Notes to the Financial Statements for the Year Ended 30 November 2021

### Financial instruments

#### *Classification*

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

#### *Recognition and measurement*

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

# Epping Forest Community Transport

## Notes to the Financial Statements for the Year Ended 30 November 2021

### *Debt instruments*

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

### *Investments*

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.



# Epping Forest Community Transport

## Notes to the Financial Statements for the Year Ended 30 November 2021

### *Derivative financial instruments*

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

### *Fair value measurement*

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

### 3 Income from donations and legacies

|                                   | <b>Unrestricted<br/>funds<br/>General<br/>£</b> | <b>Total<br/>funds<br/>£</b> |
|-----------------------------------|---|------------------------------|
| Donations and legacies;           |   |                              |
| Donations from individuals        | 2,072   | 2,072                        |
| Grants, including capital grants; |   |                              |
| Government grants                 | 218,702   | 218,702                      |
| Grants from other charities       | 64,951  | 64,951                       |
| <b>Total for 2021</b>             | <u>285,725</u>                                  | <u>285,725</u>               |
| <b>Total for 2020</b>             | <u>269,165</u>                                  | <u>269,165</u>               |

## Epping Forest Community Transport

### Notes to the Financial Statements for the Year Ended 30 November 2021

#### 4 Income from other trading activities

|                          | <b>Unrestricted</b> | <b>Total</b>   | <b>Total</b>   |
|--------------------------|---------------------|----------------|----------------|
|                          | <b>General</b>      | <b>2021</b>    | <b>2020</b>    |
|                          | <b>£</b>            | <b>£</b>       | <b>£</b>       |
| Trading income;          |                     |                |                |
| Group Hire               | 7,593               | 7,593          | 19,772         |
| Dial A Ride              | 7,304               | 7,304          | 15,153         |
| Social Car               | 5,833               | 5,833          | 4,070          |
| Shopper Bus              | 156,024             | 156,024        | 137,474        |
| Education                | 603                 | 603            | 48,894         |
| Bank Interest            | 48                  | 48             | 161            |
| Membership subscriptions | 2,847               | 2,847          | 2,291          |
|                          | <u>180,252</u>      | <u>180,252</u> | <u>227,815</u> |

## Epping Forest Community Transport

### Notes to the Financial Statements for the Year Ended 30 November 2021

#### 5 Other income

The other income figure of £6,014 is comprised of £4,494 JRS grants, £1,252 NHS Delivery and £268 SSP claim. (2020 £44,976 JRS grants)

#### 6 Expenditure on charitable activities

|  | Note | Unrestricted<br>funds<br>General<br>£ | Total<br>funds<br>£                |
|--|------|---------------------------------------|------------------------------------|
| Transport Services                                 |      | 100,485                               | 100,485                            |
| Depreciation, amortisation and other similar costs |      | 19,855                                | 19,855                             |
| Staff costs  |      | 273,595                               | 273,595                            |
| Governance costs                                   |      | 35,554                                | 35,554                             |
| <b>Total for 2021</b>                              |      | 429,489                               | 429,489                            |
| <b>Total for 2020</b>                              |      | 552,165                               | 552,165                            |
|  |      |                                       | <b>Total<br/>expenditure<br/>£</b> |

#### 7 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

|   | 2021<br>£ | 2020<br>£ |
|---|-----------|-----------|
| Loss on disposal of fixed assets held for the charity's own use | -         | (2,635)   |
| Depreciation of fixed assets                                    | 1,314     | 1,751     |
|   | 1,314     | 1,751     |

#### 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 9 Staff costs

The aggregate payroll costs were as follows:

## Epping Forest Community Transport

### Notes to the Financial Statements for the Year Ended 30 November 2021

|  | 2021           | 2020           |
|--|----------------|----------------|
|  | £              | £              |
| <b>Staff costs during the year were:</b> |                |                |
| Wages and salaries                       | 240,824        | 321,137        |
| Social security costs                    | 9,601          | 20,363         |
| Pension costs                            | 18,257         | 17,342         |
| Other staff costs                        | 4,913          | 7,526          |
|  | <u>273,595</u> | <u>366,368</u> |

No employee received emoluments of more than £60,000 during the year.

## Epping Forest Community Transport

### Notes to the Financial Statements for the Year Ended 30 November 2021

#### 10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 11 Tangible fixed assets

|                       | Furniture and<br>equipment<br>£ | Motor vehicles<br>£ | Total<br>£ |
|-----------------------|---------------------------------|---------------------|------------|
| <b>Cost</b>           |                                 |                     |            |
| At 1 December 2020    | 17,110                          | 300,590             | 317,700    |
| At 30 November 2021   | 17,110                          | 300,590             | 317,700    |
| <b>Depreciation</b>   |                                 |                     |            |
| At 1 December 2020    | 11,856                          | 221,171             | 233,027    |
| Charge for the year   | 1,313                           | 19,855              | 21,168     |
| At 30 November 2021   | 13,169                          | 241,026             | 254,195    |
| <b>Net book value</b> |                                 |                     |            |
| At 30 November 2021   | 3,941                           | 59,564              | 63,505     |
| At 30 November 2020   | 5,254                           | 79,419              | 84,673     |

#### 12 Debtors

|               | 2021<br>£ | 2020<br>£ |
|---------------|-----------|-----------|
| Trade debtors | 11,009    | 2,608     |
| Prepayments   | 6,518     | 13,928    |
|               | 17,527    | 16,536    |

#### 13 Cash and cash equivalents

|              | 2021<br>£ | 2020<br>£ |
|--------------|-----------|-----------|
| Cash on hand | 12        | 12        |
| Cash at bank | 209,710   | 151,682   |
|              | 209,722   | 151,694   |

## Epping Forest Community Transport

### Notes to the Financial Statements for the Year Ended 30 November 2021

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

|                                    | 2021<br>£ | 2020<br>£ |
|------------------------------------|-----------|-----------|
| Trade creditors                    | 17,185    | 8,270     |
| Other taxation and social security | 6,532     | 4,192     |
| VAT grant repayable                | (29,236)  | (16,730)  |
| Other creditors                    | 2,169     | 4,190     |
| Accruals                           | 3,800     | 5,180     |
|                                    | 450       | 5,102     |

#### 15 Share capital

#### 16 Funds

|                           | Balance at 1<br>December<br>2020<br>£           | Incoming<br>resources<br>£          | Resources<br>expended<br>£          | Balance at 30<br>November<br>2021<br>£           |
|---------------------------|---|-------------------------------------|-------------------------------------|--|
| <b>Unrestricted funds</b> |   |                                     |                                     |  |
| General                   | 247,802   | 471,991                             | (429,489)                           | 290,304  |
|                           | <b>Balance at 1<br/>December<br/>2019<br/>£</b> | <b>Incoming<br/>resources<br/>£</b> | <b>Resources<br/>expended<br/>£</b> | <b>Balance at 30<br/>November<br/>2020<br/>£</b> |
| <b>Unrestricted funds</b> |   |                                     |                                     |  |
| General                   | 258,011   | 541,956                             | (552,165)                           | 247,802  |

#### 17 Analysis of net assets between funds

|                       | Unrestricted<br>funds<br>General<br>£ | Total funds at<br>30 November<br>2021<br>£ |
|-----------------------|---------------------------------------|--|
| Tangible fixed assets | 63,505                                | 63,505                                     |
| Current assets        | 227,249                               | 227,249                                    |
| Current liabilities   | (450)                                 | (450)                                      |
| Total net assets      | 290,304                               | 290,304                                    |

## Epping Forest Community Transport

### Notes to the Financial Statements for the Year Ended 30 November 2021

|                       | <b>Unrestricted<br/>funds<br/>General<br/>£</b> | <b>Total funds at<br/>30 November<br/>2020<br/>£</b> |
|-----------------------|---|--|
| Tangible fixed assets | 84,674  | 84,674   |
| Current assets        | 168,230   | 168,230  |
| Current liabilities   | <u>(5,102)</u>                                  | <u>(5,102)</u>                                       |
| Total net assets      | <u>247,802</u>                                  | <u>247,802</u>                                       |

## Epping Forest Community Transport

### Statement of Financial Activities by fund for the Year Ended 30 November 2021

#### Unrestricted Funds

|                                    | <b>Total<br/>Unrestricted<br/>Funds<br/>2021<br/>£</b> | <b>Total<br/>Unrestricted<br/>Funds<br/>2020<br/>£</b> |
|------------------------------------|--|--|
| <b>Income and Endowments from:</b> |  |  |
| Donations and legacies             | 285,725  | 269,165  |
| Other trading activities           | 180,252  | 227,815  |
| Other income                       | 6,014  | 44,976   |
| Total income                       | <u>471,991</u>   | <u>541,956</u>   |
| <b>Expenditure on:</b>             |  |  |
| Charitable activities              | <u>(429,489)</u>                                       | <u>(552,165)</u>                                       |
| Total expenditure                  | <u>(429,489)</u>                                       | <u>(552,165)</u>                                       |
| Net income/(expenditure)           | <u>42,502</u>  | <u>(10,209)</u>  |
| Net movement in funds              | 42,502   | (10,209)   |
| <b>Reconciliation of funds</b>     |  |  |
| Total funds brought forward        | <u>247,802</u>   | <u>258,011</u>   |
| Total funds carried forward        | <u>290,304</u>   | <u>247,802</u>   |



## Epping Forest Community Transport

### Detailed Statement of Financial Activities for the Year Ended 30 November 2021

|   | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|---|-----------------------------|-----------------------------|
| <b>Income and Endowments from:</b>        |                             |                             |
| Donations and legacies (analysed below)   | 285,725                     | 269,165                     |
| Other trading activities (analysed below) | 180,252                     | 227,815                     |
| Other income (analysed below)             | 6,014                       | 44,976                      |
| Total income                              | <u>471,991</u>              | <u>541,956</u>              |
| <b>Expenditure on:</b>                    |                             |                             |
| Charitable activities (analysed below)    | <u>(429,489)</u>            | <u>(552,165)</u>            |
| Total expenditure                         | <u>(429,489)</u>            | <u>(552,165)</u>            |
| Net income/(expenditure)                  | <u>42,502</u>               | <u>(10,209)</u>             |
| Net movement in funds                     | 42,502                      | (10,209)                    |
| <b>Reconciliation of funds</b>            |                             |                             |
| Total funds brought forward               | <u>247,802</u>              | <u>258,011</u>              |
| Total funds carried forward               | <u><u>290,304</u></u>       | <u><u>247,802</u></u>       |

## Epping Forest Community Transport

### Detailed Statement of Financial Activities for the Year Ended 30 November 2021

|  | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|--|-----------------------------|-----------------------------|
| <b><i>Donations and legacies</i></b>                     |                             |                             |
| UK Government grants                                     | 218,702                     | 265,403                     |
| DaRT   | 64,951                      | -                           |
| Donations  | 2,072                       | 3,762                       |
|  | <u>285,725</u>              | <u>269,165</u>              |
| <b><i>Other trading activities</i></b>                   |                             |                             |
| Group Hire   | 7,593                       | 19,772                      |
| Dial A Ride  | 7,304                       | 15,153                      |
| Social Car   | 5,833                       | 4,070                       |
| Shopper Bus  | 156,024                     | 137,474                     |
| Membership   | 2,847                       | 2,291                       |
| Education  | 603                         | 48,894                      |
| Bank Interest  | 48                          | 161                         |
|  | <u>180,252</u>              | <u>227,815</u>              |
| <b><i>Other income</i></b>                               |                             |                             |
| Other income   | 6,014                       | 44,976                      |
|  | <u>6,014</u>                | <u>44,976</u>               |
| <b><i>Charitable activities</i></b>                      |                             |                             |
| Wages and salaries                                       | (240,824)                   | (321,137)                   |
| Staff NIC (Employers)                                    | (9,601)                     | (20,363)                    |
| Staff pensions (Defined contribution) - pension scheme 1 | (18,257)                    | (17,342)                    |
| Staff training   | (307)                       | (590)                       |
| Volunteer expenses                                       | (4,101)                     | (6,936)                     |
| Uniform  | (505)                       | -                           |
| Motor expenses   | (7,230)                     | (9,697)                     |
| Petrol or diesel   | (29,442)                    | (32,792)                    |
| Motor insurance  | (26,092)                    | (33,390)                    |
| Motor repairs and renewals                               | (37,721)                    | (48,923)                    |
| Depreciation of motor vehicles                           | (19,855)                    | (20,725)                    |
| Rent and rates   | (2,696)                     | (5,819)                     |
| Light, heat and power                                    | -                           | (129)                       |
| Repairs and maintenance                                  | -                           | (38)                        |
| Telephone and fax  | (7,970)                     | (10,225)                    |
| Computer software and maintenance costs                  | (13,851)                    | (11,541)                    |

This page does not form part of the statutory financial statements.

## Epping Forest Community Transport

### Detailed Statement of Financial Activities for the Year Ended 30 November 2021

|   | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|---|-----------------------------|-----------------------------|
| Printing, postage and stationery  | (421)                       | (2,196)                     |
| Trade subscriptions   | (320)                       | (215)                       |
| Sundry expenses   | -                           | (141)                       |
| Travel and subsistence  | (26)                        | (203)                       |
| Advertising   | (169)                       | -                           |
| Accountancy fees  | (7,143)                     | (9,297)                     |
| Bad debts written off   | (808)                       | (192)                       |
| Bank charges  | (836)                       | (1,158)                     |
| Depreciation of office equipment  | (1,314)                     | (1,751)                     |
| (Profit)/loss on sale of tangible fixed assets held for charity's own use | -                           | 2,635                       |
|   | <u>(429,489)</u>            | <u>(552,165)</u>            |