

YELABUS ASSOCIATION CIO

Annual Report & Accounts for the year ended 30 April 2024

Yelabus Association CIO

Accounts for the year ended 30 April 2024

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Statutory information

The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

- The Association's principal office is:

c/o Yateley Town Council
Reading Road
Yateley
Hampshire GU46 7RP
Telephone 07719 799263

- The Yelabus Association is a registered Charitable Incorporated Organisation (CIO) number 1153996. It is registered in England and Wales
- The Management Committee (who are trustees) are appointed annually at the annual general meeting by majority vote. The following have served as Committee members during this financial year:

Richard Whitbread (Chair, Vice Chair until 12 December 2023)
Bill Hill (Secretary)
Paul Champney (Treasurer)
Maureen Ayres
Gill Hennell
David Shafto (from 24 July 2023)
Tony Spencer (resigned 12 December 2023)
Greg Easterbrook (from 12 December 2023)

The Charity's independent examiner is:
Alan Peever, Abbreviated Address: Camberley GU15 1FE

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

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Annual Report of the Management Committee for the year ended 30 April 2024

The Committee have pleasure in submitting their report for the year. The Committee members who have served during the year are listed on the previous page. This report is to be presented at the annual general meeting scheduled to be held at The Tythings, Reading Road, Yateley in December.

Objectives and activities

The Charity provides a community transport service for individuals and groups located in Yateley and surrounding areas – operating trips for shopping, social events or excursions. The service has been provided in the past year through two minibuses, both capable of carrying wheelchairs, using two paid staff and a number of volunteer drivers whom we again thank for their wonderful contributions to ensuring the service operates. The Charity is a Charitable Incorporated Organisation established in 2013. Yateley Town Council's offices provide an administrative base.

The Charity's income is derived principally from hire charges and grant funding from Hampshire County, Yateley, and Blackwater & Hawley Town Councils, since hire charges are not sufficient to cover operating and administration costs. Hire charges and grant funding are expected to cover operating costs, but the Charity also receives donations from the local community.

The Charity provides a valued service to the communities of Yateley, Blackwater & Hawley and Eversley and surrounding areas, enabling them to travel for social purposes at reasonable cost when other means of transport, such as taxis, might be prohibitively expensive. The Committee members are mindful of the Charity Commission's guidance on public benefit.

Achievements and performance

The users of this community transport service are largely local groups, care homes and similar organisations with individual hires representing a small proportion of income. The mileages travelled by our buses in 2023 increased slightly over 2022 (5%), whilst the numbers of passengers carried increased significantly (17%) - indicating higher load factors and more efficient use. The increase in hiring income over 2022/23 was 8%.

A successful campaign during 2023 resulted in five new volunteer drivers being recruited and trained. This is a very welcome addition to resources – more volunteer recruits may still be needed as the Operations Manager continues to seek new groups that can benefit from yelabus support.

In 2019 Hampshire County Council retendered the operations previously provided by yelabus. The contract was won by Rushmoor Voluntary Services (RVS) who then offered a sub-contract agreement to yelabus for those services previously operated which was accepted with a slight increase in funding. Initially for two years this has been extended year by year to 31 March 2025; with a slight increase in value in 2023/24.

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

The Trustees made modest adjustments to hire charges during the year to counter the reduction in assistance.

Sarah Currie provided excellent service throughout the year as Operations Manager, until her departure in April. Trustees welcomed Lorraine Davies as the new Operations Manager.

Yelabus Association CIO

Annual Report of the Management Committee for the year ended 30 April 2024 (continued)

The Charity has procedures and policies covering, inter alia, health and safety, protection of vulnerable people, moving and positioning. Policies and procedures remain under continuous review. All drivers receive MIDAS and First Aid training. Training is also available for Committee members and staff, using material available from the Community Transport Association (CTA) and RVS.

Social Impact

In addition to the hard metrics of journeys undertaken, passengers carried, miles travelled etc, the Charity has taken part in a review promoted by the CTA to assess the overall benefit of yelabus operations to the community. This used the ECT Community Transport Social Value Toolkit (SVT) to review the public benefit of Community Transport through the contributions that it makes to independent living (eg by providing door-to-door shopping trips), contribution to health and wellbeing (eg by enabling social interaction at group events), making travel affordable for passengers and charity groups with limited income, harnessing volunteer activity for public benefit (by use of mainly volunteer drivers and volunteer Trustees) and providing training (first aid, assistance for less-abled, driving) for Charity staff for public benefit.

The ECT SVT uses algorithms to assess the organisation's outputs, and computes a financial value of the operation to the community. Within the figures are indicative values of volunteer driver and volunteer Trustee time of almost 2,000 hours for 2023. The SVT model indicates a total community benefit social value of £140,000 for the year flowing from yelabus operations. For comparison, this is nearly three times the cash turnover of the Charity, giving a further perspective to the value of the Charity's work.

Financial review

The Statement of Financial Activities on page 7 shows a deficit of £319 (prior year surplus of £8,421) for the year, based on all activities which includes special grants of £7,405 from HCC. These special grants covered continued assistance with our recovery from covid, adjustments to bus livery for HCC Connect Service, and the training of new volunteer drivers during the year. It is noted that without the special grants the deficit on normal operations in the year would have been £7,724 compared with a prior year deficit of £1,022 on the same basis.

The HCC contract with RVS has been extended until 31 March 2025. Earlier this year HCC proposed that all support to Community Transport be removed from 1 April 2025. Following public consultation, and delay due to the general election, HCC are still considering their future support for Community Transport but the revised proposals, which are awaiting approval, anticipate maintaining partial support through the following financial year. yelabus are determined to continue to provide services to the community whatever the decision by HCC, but cannot yet determine the severity of the impact on the pricing structure until final decisions are made by HCC.

For this year only the Trustees have applied the policy of allocating all Donations received to new bus funding rather than the 50% allocated last year.

The Charity retains the following unrestricted reserves:

- a designated reserve of £25,084 (prior year £27,417) being the fund of contributions towards the new Mercedes; and
- a second designated fund towards the purchase of the next new vehicle, currently £10,947 (prior year £7,522). The policy will revert to placing 50% of all donations in this fund in future years.

Yelabus Association CIO

Annual Report of the Management Committee for the year ended 30 April 2024 (continued)

- a general fund of £150,450, significantly exceeding the minimum of £75,000 (equivalent to a year's operating costs, closure costs and similar) determined by the Trustees.

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

The level of unrestricted reserves and funding commitments at 30 April 2024 will enable operations to be maintained at least until 30 April 2025.

The Charity has been subject to significant financial pressures during the year, not least with a doubling of expenditure on minibus maintenance and repair – to meet the Trustees' objectives of keeping the vehicles in an excellent mechanical and cosmetic condition for the benefit of passengers. One minibus is now 9 years old and the Trustees have concerns that these higher costs will continue.

Structure, governance and management

The Charity is a charitable incorporated organisation governed by its constitution dated 4 June 2013. The Management Committee (who are the managing trustees) are appointed at the annual general meeting by majority vote. The Charity's statutory particulars, including the names of trustees, are on Page 1.

The Committee meet every month to manage business affairs. Whilst the Committee have overall responsibility for the Charity's affairs and meet monthly, day-to-day operational responsibilities are delegated to the paid operations manager, reporting to the Chair, Treasurer and Secretary who have ad hoc discussions between full Committee meetings.

Whilst the current Trustees have an extensive range of business experience and knowledge, there has been a resignation of a Trustee since the year end. The remaining Trustees feel the team needs additional resource and if you believe you could assist please in anyway please contact us.

The Committee have considered the risks to which the Charity is exposed and have established various policies, procedures and training (see above) to manage those risks. The Committee has concluded that these risks are appropriately covered by the insurance policies in respect of:

- employer and public liabilities
- 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 2024 (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

K R Whitbread

K R Whitbread

Chair

Date 8 ^{October} ~~November~~ 2024

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 2024.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. Accounting records were not kept by the Charity as required by section 130 of the Act;
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Alan Peever, Camberley GU15 1FE

Date



19th October 2024

Yelabus Association CIO

Statement of Financial Activities for the year ended 30 April 2024

	<u>Note</u>	<u>2024</u> <u>Total</u> <u>£</u>	<u>2023</u> <u>Total</u> <u>£</u>
INCOMING RESOURCES AND ENDOWMENTS FROM:			
Donations and legacies			
Donations			1,236
Donations / Grants for new vehicle acquisition		3,425	1,236
Subscriptions and other income		182	128
		3,607	2,600
Charitable activities			
Hire charges		20,325	18,881
Connect Shopper fares and support		3,365	3,329
Yateley Town Council grant		13,000	13,600
Grants from other local councils		1,000	1,000
Support for group hire		5,232	7,112
Fuel duty rebate		1,101	1,027
		44,023	44,949
Bank interest		1,805	436
Total		49,435	47,985
EXPENDITURE ON:			
Raising funds		0	0
Charitable activities			
Minibus costs			
Maintenance		8,476	4,256
Fuel		3,807	3,672
Vehicle hire charges		593	0
Depreciation		9,618	9,618
Insurances		4,389	3,828
Salaries and employer oncosts	3	27,065	22,736
Staff training and other costs		1,078	921
Telephones		80	88
Accounting		500	500
Administration and sundry		1,553	2,151
Excess cost grants		-7,405	-8,206
Total outgoing resources		49,754	39,564
NET INCOMING/OUTGOING RESOURCES		-319	8,421
Balances on funds brought forward	6	186,800	178,379
Transfers between funds			
BALANCES CARRIED FORWARD		186,481	186,800

All funds are unrestricted and comprise general and designated funds. All income and expenditure was in respect of general funds both in the current and prior year. Unrestricted funds are shown in Note 6 to these accounts.

The Notes referred to above form part of these accounts.

Yelabus Association CIO
Balance Sheet as at 30 April 2024

	<u>Notes</u>	<u>£</u>	<u>2024</u> <u>£</u>	<u>2023</u> <u>£</u>
TANGIBLE FIXED ASSETS				
Motor vehicles	4		54,205	63,823
CURRENT ASSETS				
Debtors	5	3,606		2,246
Prepaid expenses		1,751		2,032
Bank balances				
Current account		16,325		35,933
Deposit account		<u>113,000</u>		<u>85,000</u>
		134,682		125,211
LESS CURRENT LIABILITIES				
Creditors		-851		-769
Income in advance – excursion floats		<u>-1,555</u>		<u>-1,465</u>
		-2,406		122,977
			186,481	186,800
RESERVES AND FUNDS				
Unrestricted funds				
Designated funds	6		36,031	34,939
General funds	6		150,450	151,861
			186,481	186,800

Approved at a meeting of the Management Committee held on 8 October.....2024

Richard Whitbread
 Richard Whitbread
 Trustee & Chair

Paul Champney
 Paul Champney
 Trustee & Treasurer

Yelabus Association CIO

Notes to the Accounts for the year ended 30 April 2024

1. The Charity's structure, organisation and structure

Yelabus Association ('the Charity') is a charitable incorporated organisation governed by its constitution dated 4 June 2013. It is a charity registered in England and Wales. In the event of the Charity being wound up, the members have no liability to contribute to its assets and have no personal liability for settling debts and liabilities. The address of the registered office is given in the Charity information on page 1 of these accounts.

Yelabus Association provides transport for elderly, disabled or otherwise disadvantaged persons in need, living within the Yateley and surrounding areas. It also supports the transport needs of charitable voluntary groups, for the benefit of the community.

2. Accounting policies

a) General matters

These accounts have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities SORP 2015 (FRS 102) and the Financial Reporting Standard FRS 102 as updated through Bulletin 1, and in accordance with charity law in the jurisdiction of England. The Charity is a public benefit entity.

b) Going concern

The Charity's activities are funded through passenger fares, and grants from local government, the income from which covers operating costs. Although these grants are awarded annually, the Charity has sufficient operating reserves to cover a loss of such funding to enable it to continue in business at least until 30 April 2025. The Charity also has two designated reserves one of which contains donations towards the next new vehicle.

c) Accounting policies

The principal accounting policies are as follows:

- Motor vehicles purchased before December 2019 are depreciated at 10% per annum on historic cost on the straight-line basis over estimated useful lives.
- Motor vehicles purchased after January 2020 are depreciated at 6.66% per annum on historic cost on the straight-line bases over estimated useful lives.
- Expenditure is stated exclusive of value added tax where applicable since the Charity is registered for VAT.

d) Donations

The association receives numerous donations from a number of sources for which we remain very grateful. As donors are advised that donations may be used for the acquisition of a new vehicle the Trustees had previously determined that 50% of all donations should be attributed to the New Bus Acquisition fund with the aim of being able to fund replacement vehicles when needed. These donations would be held within a Designated Fund. It was proposed and agreed by Trustees at their meeting on 9 April 2024 that for this year only 100% of donations would be so allocated.

e) Designated Funds

The Trustees hold two designated funds, one to reflect the liability which might exist if the grants used to acquire the Mercedes in 2020 had to be repaid and which reduce in line with depreciation. The second fund holds donations which are to be attributed to the acquisition of the next new bus with the aim of avoiding the need to seek large grants at the time of replacement.

Yelabus Association CIO

Notes to the Accounts for the year ended 30 April 2024 (continued)

3. Employees and Committee members	2024	2023
	£	£
Salaries	26,391	22,387
Employer National Insurance; covered by small employer subsidy	0	0
Employer pension contributions	674	349
	<u>27,065</u>	<u>22,736</u>

Number of employees	Number	Number
	2	2

No employee earned more than £60,000 (2023: none); and, in the Committee's opinion, no employee was able to exert significant influence over the running of the Charity.

Temporary employment of 3 employees during changeover in Operations Manager role in April 2024.

No trustees received any emoluments for their services. Approved expenses are reimbursed to trustees.

4. Motor vehicles

	£
Cost	
As at 1 May 2023	119,450
Additions	-
Disposals	-
As at 30 April 2024	<u>119,450</u>
Depreciation provisions	
As at 1 May 2023	55,627
Charge for the year	9,618
Disposals	-
As at 30 April 2024	<u>65,245</u>
Net book value	
As at 30 April 2023	63,823
As at 30 April 2024	<u>54,205</u>

5. Debtors	2024	2023
	£	£
Hire charges and related grant subsidy funding	3,606	2,032
VAT refund due	496	214
Transport fuel subsidy grant		
	<u>4,102</u>	<u>2,246</u>

Yelabus Association CIO

Notes to the Accounts for the year ended 30 April 2024 (continued)

6. Unrestricted funds	<u>April 2023</u>	<u>Movement</u>	<u>April 2024</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Designated funds:			
Vehicle replacement	7,522	3,425	10,947
Bus Grant Fund brought forward	27,417		27,417
Tfr to General funds		-2,333	-2,333
Bus Grant Fund carried forward	27,417	-2,333	25,084
Total Designated Funds	34,939	1,192	36,031
General funds brought forward	151,861		151,861
Deficit on operational activities for the year		-2,651	-2,651
Transfer from Bus Grant Fund		2,333	2,333
General funds carried forward	151,861	-318	151,543
All unrestricted funds	186,800	339	187,139
	<u>General</u>	<u>Designated</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Fixed assets	29,121	25,084	54,205
Debtors and prepaid expenses	5,357		5,357
Bank balances	118,378	10,947	129,325
Creditors and income in advance	-2,406		-2,406
	150,450	36,031	186,481

7. Related party transactions

The Charity receives financial support from Yateley Town Council, where one trustee (Greg Easterbrook) is a councillor. The Council made a grant of £13,000 in the year (2023: £13,600), and it provides a base for the Charity's administrative functions at the Council Offices without charge.