Company Registration No. 05563814 (England and Wales)

WYVERN COMMUNITY TRANSPORT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021



LEGAL AND ADMINISTRATIVE INFORMATION

Trustees J Berry

E Dray
G Dryhurst
P Greig
F W Le Grice
J R Lumley
W Johnson

Secretary F W Le Grice

Charity number 1113449

Company number 05563814

Registered office The White House

Rear Of Council Offices

Kiln Road

Thundersley, Benfleet

Essex England SS7 1TF

Auditor Francis James & Partners LLP

1386 London Road Leigh on Sea

Essex England SS9 2UJ

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TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

The trustees who are also directors of the charity for the purpose of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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

The objective of the charity is to provide a community transport service for the residents of the District of Rochford and the surrounding areas who are in need of such a service because of age, sickness or disability (mental or physical), poverty, or because of a lack of available, adequate and safe public transport.

The charity has been providing a similar service for the residents of Castle Point Borough since 1 April 2020.

The trustees have referred to the guidance contained in the Charity Commission general guidance on the public benefit when reviewing the aims and objectives and in the planning of future activities. The trustees always consider how their planned activities will contribute to the overriding aims and objectives.

Achievements and performance

The charity now has five mini-buses adapted for the safe transport of disabled people, supporting community transport.

Following the restrictions imposed by the Government in response to the Covid-19 pandemic, the charity suspended all its activities from mid-March 2020. Many of the charity's members are elderly and vulnerable and virtually all the activities such as lunch and social care clubs that they attended were also closed temporarily. 5 members of the charity's staff were furloughed under the Government's Job Retention Scheme, with the other two working from home.

The suspension of services meant that the charity received virtually no journey income in 2020/21. However, the charity was successful in obtaining grants and funding to operate a food parcel delivery service. It joined with other local charities to set up this service which involved collecting food donated by supermarkets, taking it to a central location where it was made up into parcels which were then delivered to needy local residents by the charity's volunteers. Up to the end of March 2021, 4745 parcels were delivered and the service provided a lifeline to housebound people and was very well received.

The charity's policy in the year has been to preserve its structure so that it can resume services when circumstances permit.

Financial review

The charity has recently reviewed its reserves policy to ensure that it is compliant with all necessary legislation. After a thorough review, it was agreed that the charity should hold a minimum of £30,000 in unrestricted funds in order to meet its obligations for staff salaries, redundancy provisions and other financial commitments upon closing of the operation.

The charity's principal funding is from Essex County Council and Castle Point Borough Council, to provide a community transport scheme for the Rochford and Castle Point districts. The charity also received funds from a small number of grant making charities and trusts.

Essex County Council has continued to fund the charity at the previous years and we are grateful for their continued backing.

The charity holds no investments, other than its working capital, held as cash at bank.

Plans for future periods

The charity always planned to resume its services when lockdown restrictions were eased and members were seeking to travel again. All the minibuses had been fitted with PPE and seats were removed to enable social distancing.

Services were resumed on 16 June 2021 and take-up has been slow but is improving. The charity is aiming to build its services back to pre-pandemic levels and then to expand them further. This is likely to be a challenging task.

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 14 September 2005 and registered as a charity on 28 March 2006. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 per member.

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 the financial statements were:

J Berry

E Drav

G Dryhurst

P Greig

F W Le Grice

J R Lumley

W Johnson

The charity aims to ensure that its trustees are able to bring a range of different skills to the board. It therefore looks to recruit trustees from the local community, to include those with transport experience, business experience and local authority experience. All the directors are required to submit themselves for re-election each calendar year.

The day to day running and management of the charity is the responsibility of the directors, who are also the charity trustees for the purpose of charity law. The directors are responsible for identifying and appointing staff members, to whom some of the aspects of the company's charitable work is delegated.

All new trustees are provided with details of their responsibilities, by way of the relevant Charity Commission leaflets. Further training is available to any trustee who wishes to receive it.

The charity is a member of Community Transport Association (charity number 1002222), and is required to maintain its membership under its Articles of Association.

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees also undertake regular risk assessment reviews covering the charity's operational, strategic, legal, insurance and employment risks, and where appropriate, systems or procedures have been established to mitigate these risks. Particular consideration is given to the safety of its passengers and staff, to minimise risks.

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Statement of trustees responsibilities

The trustees, who are also the directors of Wyvern Community Transport for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then 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 operation.

The trustees are responsible for keeping adequate accounting records that 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.

Auditor

In accordance with the company's articles, a resolution proposing that Francis James & Partners LLP be reappointed as auditor of the company will be put at a General Meeting.

The trustees report was approved by the Board of Trustees on 2 November 2021.

J R Lumley

Trustee

2 November 2021

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WYVERN COMMUNITY TRANSPORT

Opinion

We have audited the financial statements of Wyvern Community Transport (the 'charitable company') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF WYVERN COMMUNITY TRANSPORT

Responsibilities of trustees

As explained more fully in the statement of trustees responsibilities, the trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Julian Francis FCA (Senior Statutory Auditor)
for and on behalf of Francis James & Partners LLP

Chartered Accountants Statutory Auditor

1386 London Road Leigh on Sea Essex England SS9 2UJ

Francis James & Partners LLP is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021	Unrestricted funds 2020	Restricted funds 2020	Total 2020 £
Income from:		_	-	-	_
Donations and legacies	3	243,548	129,525	4,510	134,035
Charitable activities	4	14,678	47,246	-	47,246
Investments	5	14	23	-	23
Total income		258,240	176,794	4,510	181,304
Expenditure on:					
Charitable activities	6	186,307	200,979	4,510	205,489
Net income/(expenditure) for the year/			•		
Net movement in funds		71,933	(24,185)	-	(24,185)
Fund balances at 1 April 2020		60,924	85,109	-	85,109
Fund balances at 31 March 2021		132,857	60,924	-	60,924
					====

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.

BALANCE SHEET AS AT 31 MARCH 2021

		2021		2020	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		22,007		29,020
Current assets					
Cash at bank and in hand		112,590		33,584	
Creditors: amounts falling due within one					
year	10	(1,740)		(1,680)	
Net current assets			110,850		31,904
Total assets less current liabilities			132,857		60,924
Total assets less current hadmities			132,837		=====
Income funds					
Unrestricted funds			132,857		60,924
			132,857		60,924
			=		

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 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, 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 2 November 2021

F W Le Gno

Trustee

J R Lumley

Trustee

Company Registration No. 05563814

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Wyvern Community Transport is a private company limited by guarantee incorporated in England and Wales. The registered office is The White House, Rear Of Council Offices, Kiln Road, Thundersley, Benfleet, Essex, SS7 1TF, England.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention. 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 charitable company 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 charitable company.

1.4 Income

Income is recognised when the charitable company 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 charitable company 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 charitable company 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 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:

Fixtures and fittings

15% reducing balance

Computers

33% on cost

Motor vehicles

25% reducing balance

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 the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charitable company 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).

1.8 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.

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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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.

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 charitable company'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 charitable company 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 charitable company'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	Restricted funds	Total
	2021 £	2020 £	2020 £	2020 £
Donations and gifts Membership fees	243,548	128,890 635	4,510 -	133,400 635
				====

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

	Charitable Income Heading 1 2021 £	Charitable Income Heading 1 2020 £
Services provided under contract	14,678	47,246 ====

5 Investments

Charitable activities

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Interest receivable	14	23
	===	

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

6 Charitable activities

	Charitable Expenditure Heading 1 2021	Charitable Expenditure Heading 1 2020
	£	£
Staff costs	119,961	114,827
Depreciation and impairment	7,013	9,765
Office equipment	1,796	2,309
Insurance	6,432	13,683
Premises costs	12,354	12,749
Telephone	2,745	2,908
Postage, stationery and advertising	2,640	3,855
Training costs	1,260	2,246
Sundries	2,875	3,120
Mini bus expenses	21,843	31,783
Travel expenses	1,336	2,821
Bank charges	244	423
	180,499	200,489
Share of governance costs (see note)	5,808	5,000
	186,307	205,489
		====
Analysis by fund		
Unrestricted funds	186,307	200,979
Restricted funds	-	4,510
		=====

7 Trustees

None of the trustees (nor any persons connected with them) received any remuneration or benefits from the charitable company during the year.

8 Employees

The average monthly number of employees during the year was:

	2021	2020
	Number	Number
Total .	_	_
Employment costs	2021	2020
	£	£
Wages and salaries	119,961	114,827
	===	=====

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

8	Employees				(Continued)
	There were no employees whose annual remuneration	was more than £60,	000.		
9	Tangible fixed assets				
		Fixtures and fittings	Computers	Motor vehicles	Total
		£	£	£	£
	Cost				
	At 1 April 2020	10,545	15,958	263,844	290,347
	At 31 March 2021	10,545	15,958	263,844	290,347
	Depreciation and impairment				
	At 1 April 2020	8,118	15,958	237,251	261,327
	Depreciation charged in the year	365	-	6,648	7,013
	At 31 March 2021	8,483	15,958	243,899	268,340
	Carrying amount				
	At 31 March 2021	2,062		19,945	22,007
	At 31 March 2020	2,427		26,593	29,020
10					
10	Creditors: amounts falling due within one year			2021 £	2020 £
	Accruals and deferred income			1,740	1,680

11 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).