

**Report of the Trustees and  
Unaudited Financial Statements  
For The Year Ended 31 August 2023  
for  
Bishop's Waltham Minibus Group**

Butler & Co (Bishops Waltham) Limited  
Chartered Accountants  
Avalon House  
Waltham Business Park  
Brickyard Road, Swanmore  
Southampton  
Hampshire  
SO32 2SA

**Bishop's Waltham Minibus Group**

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For The Year Ended 31 August 2023**

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## **Bishop's Waltham Minibus Group**

### **Report of the Trustees For The Year Ended 31 August 2023**

The trustees present their report with the financial statements of the charity for the year ended 31 August 2023. 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**

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

The Bishop's Waltham Minibus Group provides transport for charitable organisations and affiliated groups in Bishop's Waltham and surrounding parishes and to aged or disabled individuals.

A regular service is provided for lunch clubs in Bishop's Waltham and a weekly Dial-a-Ride service for surrounding areas. Group outings can be booked for other times when the bus is available.

The minibus has 14 passenger seats and can be adapted to take wheelchair passengers. All passengers must wear the fitted seat belts. The drivers and escorts are all volunteers.

The Bishop's Waltham Minibus Group is a Registered Charity (289107) and is managed by the Bishop's Waltham Minibus Group Committee.

#### **ACHIEVEMENT AND PERFORMANCE**

This year has been the first full year post Covid and it has been pleasing to see the minibus return to normal levels of activity. Lunch Club and Dial-a-Ride trips remain popular and are providing an important transport link for the community we serve.

Our volunteer drivers and assistants are crucial to the group being able to provide the minibus service. We thank the drivers and assistants for this important work that they do. We continue to seek new drivers and volunteers and provide appropriate training (including MIDAS driver training) for all those that wish to volunteer with us.

We have also worked to update and simplify the management of the group during the year.

#### **FINANCIAL REVIEW**

##### **Financial activities and affairs**

The minibus finances remain in a good position at the end of the financial year. As noted above, the minibus demand has returned to normal levels which means the income for the group is at a good level. We have also been fortunate enough to receive donations from various people / organisations during the year and we thank them for their generosity.

The cash reserves of the group are at an appropriate level. The cash available will ensure that that we are able to replace the current, ageing, minibus in due course. This is something the Trustees are actively considering and planning for.

##### **Reserves policy**

All reserves held by the Group are not restricted for purpose. They are held for the maintenance and replacement of the minibus when required as well as to perform the Group's charitable activities.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a constitution which was effective from 12 March 1984.

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

Honorary Officers and Executive Committee members (the Trustees) shall be elected annually in a general meeting.

All members of the Committee shall hold office until the conclusion of the next annual meeting following the date of their appointment.

Retiring members shall be eligible for re-appointment.

##### **Risk management**

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.

**Bishop's Waltham Minibus Group**

**Report of the Trustees  
For The Year Ended 31 August 2023**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

289107

**Principal address**

C/O Mrs Sandra Kara MBE  
Hunters, Rareridge lane  
Bishop's Waltham,  
Southampton  
Hampshire  
SO32 1DX

**Trustees**

President	Mrs S Kara	
Chairman	Mr R Shields	
Secretary	Mrs R Shields	
Treasurer	Mr J David	(Appointed - 13 November 2023)
Executive Committee:	Mrs R MacDonald	
	Mrs E Houghtton	(Appointed - 13 November 2023)
	Mrs L Grafen	(Appointed - 13 November 2023)
	Mr I Watling	(Resigned - 9 September 2023)
	Mr R Knight	(Resigned - 3 September 2023)
	Mrs S Bondsfield	(Resigned - 5 August 2023)
	Mrs J Marsh	(Resigned - 7 August 2023)
	Mr J Sealey	(Resigned - 3 August 2023)
	Mrs J Cottam	(Resigned - 10 August 2023)
	Mr C Fickling	(Resigned - 13 September 2023)
	Mrs G Stainer	(Resigned - 8 August 2023)
	Mr R Freemantle	(Resigned - 3 August 2023)
	Mr D McLean	(Resigned - 3 August 2023)

Others who may be co-opted as a member to attend the annual meeting include:

Any minibus driver wishing to attend.

One representative from each of the Lunch clubs.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
Mrs S Kara MBE - Trustee

**Bishop's Waltham Minibus Group**

**Statement of Financial Activities  
For The Year Ended 31 August 2023**

	Notes	31.8.23 Unrestricted fund £	31.8.22 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		1,920	12,828
Other trading activities	2	6,742	4,806
Investment income	3	765	390
<b>Total</b>		<u>9,427</u>	<u>18,024</u>
<b>EXPENDITURE ON</b>			
Raising funds		6,965	5,604
<b>NET INCOME</b>		2,462	12,420
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		69,506	57,086
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>71,968</u></u>	<u><u>69,506</u></u>

The notes form part of these financial statements

**Bishop's Waltham Minibus Group**

**Balance Sheet  
31 August 2023**

	Notes	31.8.23 Unrestricted fund £	31.8.22 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	5	6,963	8,923
<b>CURRENT ASSETS</b>			
Debtors	6	752	40
Cash at bank		64,253	60,543
		<u>65,005</u>	<u>60,583</u>
<b>NET CURRENT ASSETS</b>		<u>65,005</u>	<u>60,583</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>71,968</u>	<u>69,506</u>
<b>NET ASSETS</b>		<u>71,968</u>	<u>69,506</u>
<b>FUNDS</b>	7		
Unrestricted funds		<u>71,968</u>	<u>69,506</u>
<b>TOTAL FUNDS</b>		<u>71,968</u>	<u>69,506</u>

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
Mr J David - Trustee

.....  
Mrs R Shields - Trustee

The notes form part of these financial statements

## Bishop's Waltham Minibus Group

### Notes to the Financial Statements For The Year Ended 31 August 2023

#### 1. ACCOUNTING POLICIES

##### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

##### Income

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

##### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles - Straight line over 7 years

##### Taxation

The charity is exempt from tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objects set out by the governing document at the discretion of the trustees.

The charity does not hold any funds which have particular restricted purposes within the objects of the charity.

#### 2. OTHER TRADING ACTIVITIES

	31.8.23	31.8.22
	£	£
Vehicle earnings	5,497	3,742
Dial-a-ride takings	1,245	1,064
	<u>6,742</u>	<u>4,806</u>

**Bishop's Waltham Minibus Group**

**Notes to the Financial Statements - continued  
For The Year Ended 31 August 2023**

**3. INVESTMENT INCOME**

	31.8.23	31.8.22
	£	£
Deposit account interest	760	388
NS&I account interest	5	2
	<u>765</u>	<u>390</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2023 nor for the year ended 31 August 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 August 2023 nor for the year ended 31 August 2022.

**5. TANGIBLE FIXED ASSETS**

	Motor vehicles £
<b>COST</b>	
At 1 September 2022 and 31 August 2023	<u>41,470</u>
<b>DEPRECIATION</b>	
At 1 September 2022	32,547
Charge for year	1,960
	<u>34,507</u>
At 31 August 2023	<u>34,507</u>
<b>NET BOOK VALUE</b>	
At 31 August 2023	<u>6,963</u>
At 31 August 2022	<u>8,923</u>

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.8.23	31.8.22
	£	£
Trade debtors	752	40
	<u>752</u>	<u>40</u>

**7. MOVEMENT IN FUNDS**

	At 1.9.22	Net movement in funds	At 31.8.23
	£	£	£
<b>Unrestricted funds</b>			
General fund	69,506	2,462	71,968
	<u>69,506</u>	<u>2,462</u>	<u>71,968</u>
<b>TOTAL FUNDS</b>	<u>69,506</u>	<u>2,462</u>	<u>71,968</u>



**Bishop's Waltham Minibus Group**

**Notes to the Financial Statements - continued  
For The Year Ended 31 August 2023**

**7. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	9,427	(6,965)	2,462
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>9,427</u>	<u>(6,965)</u>	<u>2,462</u>

**Comparatives for movement in funds**

	At 1.9.21 £	Net movement in funds £	At 31.8.22 £
<b>Unrestricted funds</b>			
General fund	57,086	12,420	69,506
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>57,086</u>	<u>12,420</u>	<u>69,506</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	18,024	(5,604)	12,420
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>18,024</u>	<u>(5,604)</u>	<u>12,420</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.21 £	Net movement in funds £	At 31.8.23 £
<b>Unrestricted funds</b>			
General fund	57,086	14,882	71,968
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>57,086</u>	<u>14,882</u>	<u>71,968</u>

**Bishop's Waltham Minibus Group**

**Notes to the Financial Statements - continued  
For The Year Ended 31 August 2023**

**7. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	27,451	(12,569)	14,882
	_____	_____	_____
<b>TOTAL FUNDS</b>	<u>27,451</u>	<u>(12,569)</u>	<u>14,882</u>

**8. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 August 2023.

**Bishop's Waltham Minibus Group**  
**Detailed Statement of Financial Activities**  
**For The Year Ended 31 August 2023**

	31.8.23 £	31.8.22 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	1,142	11,638
Grants	778	1,190
	1,920	12,828
<b>Other trading activities</b>		
Vehicle earnings	5,497	3,742
Dial-a-ride takings	1,245	1,064
	6,742	4,806
<b>Investment income</b>		
Deposit account interest	760	388
NS&I account interest	5	2
	765	390
<b>Total incoming resources</b>	9,427	18,024
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Insurance and tax	1,106	-
Sundries	10	-
Fuel	1,531	1,375
Repairs and service	2,173	1,510
Depreciation of motor vehicles	1,960	1,960
	6,780	4,845
<b>Other trading activities</b>		
Sundries	50	-
Computer and software costs	-	344
Staff training	135	415
	185	759
Total resources expended	6,965	5,604
<b>Net income</b>	2,462	12,420

This page does not form part of the statutory financial statements