

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2023  
for  
Speke Garston Minibus Agency  
(A Company Limited by Guarantee)

V & R Accountancy Services  
Chartered Certified Accountants  
Cropton House  
Three Tuns Lane  
Formby  
Merseyside  
L37 4AQ

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for the Year Ended 31 March 2023

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Report of the Trustees  
for the Year Ended 31 March 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 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 Association's objects (The Objects) are as follows:

- \* To provide or assist in the provision of facilities (with particular emphasis on transportation facilities) for recreation or other leisure time occupation in the interests of social welfare provided that;
- \* Such facilities are provided with the object of improving the conditions of life for the persons for whom the facilities are primarily intended and;
- \* These persons have need of such facilities as aforesaid by reason of their youth, age, infirmity, disablement, poverty or economic circumstances;
- \* To relieve poverty and provide aid (particularly aid in the form of transportation) to people suffering from economic or social disadvantage by reason of lack of mobility;
- \* To provide vocational training and work experience for young persons and those in need;
- \* To carry out any other charitable object that can be beneficially carried out in conjunction with the above main objects.

Speke Garston Minibus Agency's main objective for the coming year is to reduce operating costs and if possible update the fleet of vehicles they currently hold. The charity is also aiming to increase client and user base by undertaking more contracts within the community with a view to securing sustainability.

The Charity aims to meet these objectives by using both its existing reserves and by seeking out potential grant assistance and continuing usage and seeking new brokerage of buses where similar operations have excess capacity.

The Charity makes use of considerable contribution of volunteers for a range of duties from driving buses to cleaning, as well as special needs disability passenger assistance and passenger assistance to Liverpool City Council.

Report of the Trustees  
for the Year Ended 31 March 2023

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The Speke Garston Minibus Agency has been established for over 26 years and now has a fleet of 19 vehicles.

This was a difficult post Covid year with a slow return to normality, Speke Garston Minibus Agency managed to continue to thrive and serve low-cost Community Transport in the Liverpool Region.

Liverpool City Council continues to support SGMA through SEN School Contracts, these numbers remain strong and have increased to full capacity for us, there is an increase in the number of pupils attending SEN Schools requiring specialist transport.

SGMA have great pleasure in providing low-cost community Transport to all of our current and new service users to relieve poverty and provide aid (Transport) to people suffering from economic or social disadvantage, lack of mobility, youth, age, infirmity, disability, culture.

SGMA recognises that the next financial year may be vital for the whole of the CT Sector and UK economy in general as increased living costs and economic losses are driving more people into transport poverty and loneliness.

SGMA have transported 321 Elderly persons, many of which are wheelchair users, many who without accessible Low-cost community Transport wouldn't get out, all our user's are so happy with Transport we provide.

The Management and Trustees remain mindful of the need to deliver good Community Transport services to service users and will remain focused on these core values. The sustainability of SGMA and our ongoing responsibility to our customers, volunteers and staff are key to our decision making.

The charity is grateful for all the efforts of its volunteers who act as drivers, passenger assistants, staff and Board Members.

	<b>Year to 31 March 23</b>	<b>Year to 31 March 22</b>	<b>Variation</b>
Passengers	41,819	38,248	+3,571
Wheelchair users	1,693	1,472	+221
Bookings	530	356	+174
Journeys	5,460	5,154	+306

**FINANCIAL REVIEW**

**Reserves policy**

The financial position of the company is summarised as follows:

	<b>Year to 31 March 23</b>	<b>Year to 31 March 22</b>
	<b>£</b>	<b>£</b>
Net Income / (Expenditure)	44,870	5,409
Net Assets	441,504	396,634

Speke Garston Minibus Agency's reserves are held to maintain and improve vehicle fleet as necessary based on the economic useful life of the vehicles. The reserves held at the year end were £441,504 and include net current assets totalling £379,050. This is equivalent to more than 12 months expenditure which the trustees consider to be an adequate level of cover.

Report of the Trustees  
for the Year Ended 31 March 2023

**FUTURE PLANS**

Speke Garston Minibus Agency aims to maintain its current client and user base with the view to increasing both of these along with the maintenance and expansion of their fleet of vehicles.

The Charity also plans to increase the use of the new training packages available and also the use of the existing bus training courses MIDAS.

Speke Garston Minibus Agency will actively seek grant funding in order to assist in achieving these aims.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Speke Garston Minibus Agency was incorporated on 24th September 1997. Speke Garston Minibus Agency is a company limited by guarantee and is governed by its Memorandum and Articles of Association. The Company was registered as a charity on 11th October 2001 under the registration number 1088911.

The charity continues to appeal for further Trustees to add diversity to the existing board which is made up of individuals from a range of backgrounds representing local businesses and the community. There are no formal procedures for the recruitment and training of new trustees however a comprehensive briefing of the charity's governing documents does form an important part of the induction process, a responsibility that falls under the remit of the charity's manager. One third of the Trustee board members are nominated for re-election each year on an annual rotation basis.

Day to day operational decisions are delegated to charity staff and policy decisions are made by trustees.

Speke Garston Minibus Agency is exposed to financial risks with regards to the cost implications of road traffic accidents affecting their vehicles, the cost of ensuring numbers of volunteers are sufficient to cope with demand and the increasing costs of fuel and vehicle insurance. These financial risks are managed by the centre staff whose task it is to minimise costs wherever possible. All members of staff and volunteers undergo DBS verification in order to mitigate the risks associated with child protection legislation.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

03438618 (England and Wales)

**Registered Charity number**

1088911

**Registered office**

Unit 13 The Match Factory  
140 Speke Road  
Garston  
Liverpool  
L19 2RF

**Trustees**

Mr J Whittle  
Mrs A Johnson (resigned 30.8.23)  
Mr I Marquis  
Mr P Bostock  
Mrs Y B Pritchard (appointed 5.10.23)

**Independent Examiner**

V & R Accountancy Services  
Chartered Certified Accountants  
Cropton House  
Three Tuns Lane  
Formby  
Merseyside  
L37 4AQ

Speke Garston Minibus Agency (Registered number: 03438618)

Report of the Trustees  
for the Year Ended 31 March 2023

Approved by order of the board of trustees on 12 December 2023 and signed on its behalf by:

Mr P Bostock - Trustee

**Independent examiner's report to the trustees of Speke Garston Minibus Agency ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

**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 the Company 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, 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 the Company 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.

G J Rummens FCCA

V & R Accountancy Services  
Chartered Certified Accountants  
Cropton House  
Three Tuns Lane  
Formby  
Merseyside  
L37 4AQ

12 December 2023

Speke Garston Minibus Agency

Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2023

	Notes	31.3.23 Unrestricted fund £	31.3.22 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>			
Sales		346,578	305,294
Other income		686	17
<b>Total</b>		<u>347,264</u>	<u>305,311</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Minibus Hire		180,373	159,908
Other		122,021	139,994
<b>Total</b>		<u>302,394</u>	<u>299,902</u>
<b>NET INCOME</b>		44,870	5,409
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		396,634	391,225
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>441,504</u>	<u>396,634</u>

The notes form part of these financial statements



Balance Sheet  
31 March 2023

	Notes	31.3.23 Unrestricted fund £	31.3.22 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	6	62,454	51,969
<b>CURRENT ASSETS</b>			
Debtors	7	43,086	39,953
Prepayments and accrued income		2,701	17,171
Cash at bank		<u>343,358</u>	<u>303,056</u>
		389,145	360,180
<b>CREDITORS</b>			
Amounts falling due within one year	8	(10,095)	(15,515)
<b>NET CURRENT ASSETS</b>		<u>379,050</u>	<u>344,665</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		441,504	396,634
<b>NET ASSETS</b>		<u>441,504</u>	<u>396,634</u>
<b>FUNDS</b>	9		
Unrestricted funds		<u>441,504</u>	<u>396,634</u>
<b>TOTAL FUNDS</b>		<u>441,504</u>	<u>396,634</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Balance Sheet - continued

31 March 2023

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

The financial statements were approved by the Board of Trustees and authorised for issue on 12 December 2023 and were signed on its behalf by:

Mr P Bostock - Trustee

## **1. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charitable company, 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 Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### **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.

Plant and machinery	- Straight line over 4 years
Motor vehicles	- Straight line over 4 years
Computer equipment	- Straight line over 4 years

### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2023

**2. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23	31.3.22
	£	£
Depreciation - owned assets	<u>24,515</u>	<u>41,640</u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

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

**Trustees' expenses**

Trustees are reimbursed for out-of-pocket expenses incurred whilst carrying out their duties on behalf of Speke Garston Minibus Agency. The aggregate value reimbursed for the year was nil (2021 - £100).

**4. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	31.3.23	31.3.22
	<u>2</u>	<u>3</u>
Staff		

No employees received emoluments in excess of £60,000.

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
<b>Charitable activities</b>	
Sales	305,294
Other income	<u>17</u>
<b>Total</b>	<u>305,311</u>
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Minibus Hire	159,908
Other	<u>139,994</u>
<b>Total</b>	<u>299,902</u>
<b>NET INCOME</b>	5,409
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	391,225

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund
	£
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>396,634</b>

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2022	2,765	2,893	347,466	7,521	360,645
Additions	-	-	35,000	-	35,000
At 31 March 2023	<u>2,765</u>	<u>2,893</u>	<u>382,466</u>	<u>7,521</u>	<u>395,645</u>
<b>DEPRECIATION</b>					
At 1 April 2022	1,170	2,893	297,092	7,521	308,676
Charge for year	265	-	24,250	-	24,515
At 31 March 2023	<u>1,435</u>	<u>2,893</u>	<u>321,342</u>	<u>7,521</u>	<u>333,191</u>
<b>NET BOOK VALUE</b>					
At 31 March 2023	<u>1,330</u>	<u>-</u>	<u>61,124</u>	<u>-</u>	<u>62,454</u>
At 31 March 2022	<u>1,595</u>	<u>-</u>	<u>50,374</u>	<u>-</u>	<u>51,969</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade debtors	<u>43,086</u>	<u>39,953</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade creditors	39	740
VAT	1,128	8,071
Accruals and deferred income	<u>8,928</u>	<u>6,704</u>
	<u>10,095</u>	<u>15,515</u>

**9. MOVEMENT IN FUNDS**

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>			
General fund	396,634	44,870	441,504
<b>TOTAL FUNDS</b>	<u>396,634</u>	<u>44,870</u>	<u>441,504</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	347,264	(302,394)	44,870
<b>TOTAL FUNDS</b>	<u>347,264</u>	<u>(302,394)</u>	<u>44,870</u>

**Comparatives for movement in funds**

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
General fund	391,225	5,409	396,634
<b>TOTAL FUNDS</b>	<u>391,225</u>	<u>5,409</u>	<u>396,634</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	305,311	(299,902)	5,409
<b>TOTAL FUNDS</b>	<u>305,311</u>	<u>(299,902)</u>	<u>5,409</u>

**9. MOVEMENT IN FUNDS - continued**

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

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>			
General fund	391,225	50,279	441,504
<b>TOTAL FUNDS</b>	<u>391,225</u>	<u>50,279</u>	<u>441,504</u>

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	652,575	(602,296)	50,279
<b>TOTAL FUNDS</b>	<u>652,575</u>	<u>(602,296)</u>	<u>50,279</u>

**10. RELATED PARTY DISCLOSURES**

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

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.