Company registration number: 03546685 Charity registration number: 1071162

# Dial a Ride (Denbighshire) Ltd

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

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# Contents

Reference and Administrative Details	1
Strategic Report	2
Trustees' Report	3 to 4
Statement of Trustees' Responsibilities	5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 18

### Reference and Administrative Details

Chairman Mr D Stewart

Trustees Mrs M Edmondson

Mr A Rutherford
Mr K Mather
Mr D Stewart
Miss T Griffiths
Mr P Jones

Secretary Mr C R Brammer

Other Officers Miss B Mather, Manager

Mr A Henman, Transport Manager

Registered Office 84 Morfa Clwyd Business Centre

Marsh Road Rhyl Denbighshire

Denbighshire LL18 2AF

The charity is incorporated in England and Wales.

Company Registration Number 03546685

Charity Registration Number 1071162

Independent Examiner Aston Hughes & Co Chartered Accountants

Selby Towers 29 Princes Drive Colwyn Bay North Wales LL29 8PE

### Strategic Report for the Year Ended 31 March 2021

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 March 2021, in compliance with s414C of the Companies Act 2006.

#### Achievements and performance

- We continuously ensure all recyclable waste is disposed of environmentally,
- All disposal of oils, etc are carried out by the garage completing the work.
- We operate euro 5/6 emissions minibuses.
- The organisation has maintained employee numbers with 9 paid staff at the year ending 2020-21.
- We have updated our fleet with the purchase of a pre-owned minibus, two of our retired fleet were also sold during the year.

#### Financial review

#### Policy on reserves

At the year end the charity held unrestricted funds of £135,784 (2020 - £80,238) of which £94,042 (2020 - £47,468) was in the form of cash at bank and in hand, (£47,651 in 2020) which is less than the 6 months running costs required, circa £110,000.

The Trustee's have considered the exposure of the charity to the risks, namely credit, liquidity and cash flow risks associated with the financial instruments held. The financial instruments used by the charity are considered by the Trustee's to be of low risk.

#### Principal risks and uncertainties

#### Risk Management

Our risk as an organisation will always be loss of funding, as a not for profit charity we do rely on government funding.

Current uncertainties surrounding the Covid-19 pandemic will determine the longevity of the charity, adapting our core services during the pandemic has enabled the organisation to continue, however future planning will be required once the pandemic has ceased.

The strategic report was approved by the trustees of the charity on 22 December 2021 and signed on its behalf by:

Mr A Rutherford

Trustee

### **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 31 March 2021.

#### Objectives and activities

#### Objects and aims

Dial a Ride is a community transport charity that has been established 22 years, we are part funded by the Welsh Government and generate additional income through membership fees, passenger fares, training services and other forms of Grants and Donations.

#### Our aim is to:

- Provide a fully accessible mini-bus service
- Consult with service users to ascertain their needs and shaping the service to meet those needs
- Provide the service at minimum cost to the service user

#### Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### Use of volunteers

We currently have the following volunteers:

- 2 x Admin assistance 11 hours per week over 2 days
- 1 x Driver as and when required
- 7 x Trustees

All making a crucial impact on the overall success of the charity.

### Structure, governance and management

#### Nature of governing document

The company's governing document is its memorandum and articles of association.

#### **Trustees' Report**

#### Organisational structure

Responsibility for the control of Dial A Ride's activities and funds is that of Dial A Ride's Board of Directors, who ensure that the income and property of the charity is applied for the purposes set out in the memorandum and articles of association and for no other purposes. It is the directors who make all decisions in relation to strategy and budgets.

Dial a Ride's Office Manager reports directly to the board of directors and is responsible for the day to day activities of the organisation. The Directors undertake checks, as set out in the organisation's internal financial controls procedure document, to ensure that activities are agreed by the Directors and costs are maintained within the agreed budget.

Directors are appointed in accordance with the company's Articles of Association. All the directors retire at the Annual General Meeting and proposals for re-appointment of replacement are invited from voting members. The company's Directors may appoint a maximum of two additional directors, but a director so appointed shall hold office only until the following Annual General Meeting. If not re-appointed at the Annual General Meeting, the person will vacate office at the conclusion of the meeting. The Chair and Vice-Chair are elected by the Board of Trustees and hold office for 12 months. The directors who served during the year were:

- Mr D Stewart (Chairperson)
- Mr A Rutherford (Vice-Chairperson)
- Mr J B Scholfield (Retired February 2020)
- Mrs M Edmondson (Treasurer)
- Mr P Jones
- Mr K Mather
- Miss T Griffiths
- Mr C R Brammer (Retired December 2019)

Directors are issued with an induction pack, which contains details of the roles and responsibilities of trustees, a copy of the company's memorandum and articles of association, copies of internal monitoring and control documents and full information about the company's operations. They follow a formal induction programme, which includes spending time with the office managers and other staff and meeting their fellow directors.

The annual report was approved by the trustees of the charity on 22 December 2021 and signed on its behalf by:

Mr A Rutherford

Trustee

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Dial a Ride (Denbighshire) Ltd 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.

Approved t	y tne	trustees	or the	cnarity	on 22	Decembe	r 2021	and a	signea	on its	benan	r by

Mr A Rutherford Trustee

### Independent Examiner's Report to the trustees of Dial a Ride (Denbighshire) Ltd

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 7 to 18.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of Dial a Ride (Denbighshire) Ltd (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 Dial a Ride (Denbighshire) Ltd 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 Dial a Ride (Denbighshire) Ltd'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 ICAEW, 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:

- accounting records were not kept in respect of Dial a Ride (Denbighshire) Ltd 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 G Hickerton FCA for and on behalf of Aston Hughes & Co Chartered Accountants Selby Towers 29 Princes Drive Colwyn Bay North Wales LL29 8PE

22 December 2021

# Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	· Note	Unrestricted £	Total 2021 £	Total 2020 £
Income and Endowments from:				
Donations and legacies	2	104,982	104,982	605
Charitable activities	3	177,817	177,817	242,684
Investment income	4	124	124	200
Other income	5	7,648	7,648	10,499
Total Income		290,571	290,571	253,988
Expenditure on:			•	
Charitable activities	6	(235,025)	(235,025)	(247,701)
Total Expenditure		(235,025)	(235,025)	(247,701)
Net income		55,546	55,546	6,287
Net movement in funds		55,546	55,546	6,287
Reconciliation of funds	•			
Total funds brought forward		80,238	80,238	73,951
Total funds carried forward	15	135,784	135,784	80,238

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

### (Registration number: 03546685) Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	10	39,499	42,635
Current assets			
Debtors	11	18,535	14,836
Cash at bank and in hand	12	94,042	47,651
		112,577	62,487
Creditors: Amounts falling due within one year	13	(6,992)	(15,584)
Net current assets		105,585	46,903
Total assets less current liabilities		145,084	89,538
Creditors: Amounts falling due after more than one year	14	(9,300)	(9,300)
Net assets		135,784	80,238
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		135,784	80,238
Total funds	15	135,784	80,238

For the financial year ending 31 March 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.

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

The financial statements on pages 7 to 18 were approved by the trustees, and authorised for issue on 22 December 2021 and signed on their behalf by:

Mr A Rutherford

Trustee

The notes on pages 9 to 18 form an integral part of these financial statements.

Page 8

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 1 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

Dial a Ride (Denbighshire) Ltd 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.

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

#### 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.

### 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.

Turnover is the amount derived from the provision of goods/services, and stated after trade discounts, other sales taxes and net of VAT.

#### **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.

#### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 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 to the charity's compliance with constitutional and statutory requirements, including accountancy, strategic management and trustee'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.

### 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 £1,000 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:

#### **Asset class**

Plant and machinery including motor vehicles Fixtures, fittings and equipment

#### Depreciation method and rate

25% straight line basis 25% straight line basis

#### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 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.

#### **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.

#### **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.

#### **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.

### **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.

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 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.

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Donations and legacies;			
Donations from individuals	2,485	2,485	605
Grants, including capital grants;			
Government grants	58,497	58,497	-
Grants from other organisations	44,000	44,000	
	104,982	104,982	605

# Notes to the Financial Statements for the Year Ended 31 March 2021

### 3 Income from charitable activities

	Unrestricted General	Total 2021	Total 2020
	£	£	£
Charitable activities			
Membership	1,170	1,170	2,970
Bus Income	35,568	35,568	50,452
County Council Grants	126,265	126,265	153,270
Fares	14,134	14,134	33,312
Training fees	680	. 680	2,680
	177,817	177,817	242,684
4 Investment income			
	Unrestricted funds General £	Total 2021 £	Total 2020 £
Interest receivable and similar income;			
Interest receivable on bank deposits	124	124	200
5. Other income			
	Unrestricted funds General £	Total 2021 £	Total 2020 £
Gains on sale of tangible fixed assets for charity's own		,	
use .	7,648	7,648	10,499

### Notes to the Financial Statements for the Year Ended 31 March 2021

### 6 Expenditure on charitable activities

		Unrestricted		
	Note	General £	Total 2021 £	Total 2020 £
Direct costs				
Employment costs		759	759	1,922
Establishment costs		9,141	9,141	7,859
Office expenses		17,933	17,933	11,954
Sundry and other costs		182	182	458
Motor expenses		25,896	25,896	40,102
Interest payable		1,330	1,330	1,995
Depreciation, amortisation and other				
similar costs		21,129	21,129	20,625
Staff costs		156,355	156,355	160,572
Governance costs	7	2,300	2,300	2,214
		235,025	235,025	247,701

### 7 Analysis of governance and support costs

### Governance costs

	Unrestricted		
	General £	Total 2021 £	Total 2020 £
Independent examiner fees			
Examination of the financial statements	1,150	1,150	1,100
Other fees paid to examiners	1,150	1,150	1,101
Other governance costs			13
	2,300	2,300	2,214

### 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 other benefits from the charity during the year.

# Notes to the Financial Statements for the Year Ended 31 March 2021

### 9 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	148,701	151,734
Social security costs	5,508	6,714
Pension costs	2,146	2,124
	156,355	160,572

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2021 No	2020 No
Managers	2	2
Drivers	6	6
Admin	1	. 1
	9	9

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

### Notes to the Financial Statements for the Year Ended 31 March 2021

### 10 Tangible fixed assets

	Furniture and equipment £	Motor vehicles	Total £
Cost			
At 1 April 2020	15,275	141,935	157,210
Additions	-	17,995	17,995
Disposals		(28,995)	(28,995)
At 31 March 2021	15,275	130,935	146,210
Depreciation			
At 1 April 2020	14,641	99,934	114,575
Charge for the year	631	20,498	21,129
Eliminated on disposals		(28,993)	(28,993)
At 31 March 2021	15,272	91,439	106,711
Net book value			
At 31 March 2021	3	39,496	39,499
At 31 March 2020	634	42,001	42,635

### Restriction on title and pledged as security

Office equipment with a carrying amount of £1 (2020 - £1) has the following restriction on title: The digital photocopier has been pledged as security on the hire purchase agreement.

### 11 Debtors

	2021 £	2020 £
Trade debtors	8,530	6,224
Prepayments	7,049	7,113
VAT recoverable	1,456	-
Other debtors	1,500	1,499
	18,535	14,836
12 Cash and cash equivalents		
	2021	2020
	£	£
Cash on hand	200	183
Cash at bank	93,842	47,468
	94,042	47,651

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 13 Creditors: amounts falling due within one year 2021 2020 £ Bank loans 5,333 Trade creditors 1,092 2,148 PAYE and NIC creditor 3,200 3,560 VAT payable 1,843 2,700 Accruals 2,700 6,992 15,584 14 Creditors: amounts falling due after one year 2021 2020 £ 9,300 9,300 Other loans 15 Funds Balance at 1 Incoming Resources Balance at 31 March 2021 expended April 2020 resources £ £ £ Unrestricted funds (235,025)135,784 80,238 290,571 General Balance at 1 Incoming Resources Balance at 31 March 2020 April 2019 expended resources £ £ £ £ Unrestricted funds

73,951

General

253,988

(247,701)

80,238

# Notes to the Financial Statements for the Year Ended 31 March 2021

### 16 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2021 £
Tangible fixed assets	39,499	39,499
Current assets	112,577	112,577
Current liabilities	(6,992)	(6,992)
Creditors over 1 year	(9,300)	(9,300)
Total net assets	135,784	135,784
	Unrestricted funds General £	Total funds at 31 March 2020 £
Tangible fixed assets	funds General	31 March 2020
Tangible fixed assets Current assets	funds General £	31 March 2020 £
_	funds General £ 42,635	31 March 2020 £ 42,635
Current assets	funds General £ 42,635 62,487	31 March 2020 £ 42,635 62,487