

Dundee Community Transport SCIO

SC036755

TRUSTEE ANNUAL REPORT AND STATEMENT OF FINANCES

For the period

1 April 2024 to 31 March 2025



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REFERENCE AND ADMINISTRATION DETAILS

Charity Name: Dundee Community Transport SCIO

Other Names: DCT, Community Cars, Out & About Bus

Registered Charity Number: SC036755

Principal Address: 10 Constitution Road, Dundee, DD1 1LL

Charity Trustees on date of approval of Trustee's Annual Report:

Name **Position** **Date Appointed/Resigned**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of governing document:

Dundee Community Transport was initially an unincorporated organisation set up on the 15/8/2005 and became recognised as a Scottish Charitable Incorporated Organisation (SCIO) with effect from 5/5/2016. The SCIO is administered in accordance with the terms of the Constitution.

Trustee recruitment and appointment:

The trustees are appointed annually at the AGM by members of the organisation. In addition to this, trustees can be co-opted onto the board throughout the year. There must be a minimum of three trustees and a maximum of nine.

OBJECTIVES AND ACTIVITIES

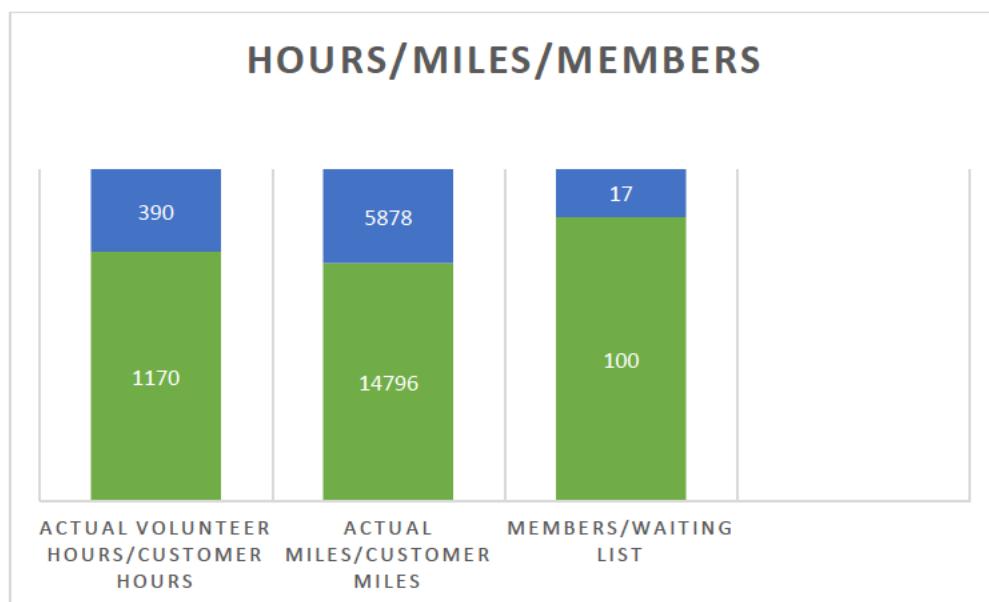
Charitable purposes:

The organisations purposes are to provide relief to the inhabitants of Dundee who have need because of age, mental or physical disability, or poverty and in particular but not so as to limit the generality of the forgoing:

- To provide and maintain a non-profit community transport service; and
- To assist the charitable work of organisations and bodies engaged in promoting the relief of such person through the provision of appropriate services.

Summary of main activities (in relation to these objects):

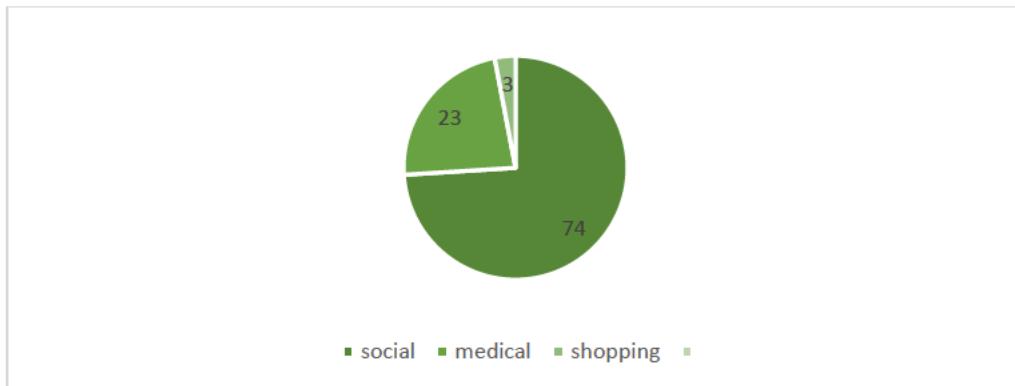
During the period 1st April 2024 and the 31st of March 2025 the charity continued to provide a door-to-door car service for the population of Dundee aged 65 and over. Recently we have taken on some members who are under 65 if they meet the correct criteria. Sixteen (16) drivers provided this service throughout the year. During this period, the sixteen (16) volunteer drivers collectively contributed 1170 hours of their time, drove 14,796 miles, and transported 346 customers on 901 journeys.



The Driver's journey is divided into two parts, the miles travelled with the customer in the car five thousand eight hundred and seventy-eight (5878) and the miles travelled between their own home and the customer's address and back home again, fourteen thousand seven hundred and ninety-six (14796).

Six hundred and sixty-eight (668) were used by our customers to access social events such as: visiting day centres, community centres, visiting family/friends, going for lunch/coffee, going to the hairdresser/barbers, going to bus/train station, and taking pets to the vets. Two hundred and ten (210) were for medical appointments and twenty-three (23) were used to go shopping.

Once again, this year the majority were social activities with 74%, 23% for medical and 3% were for shopping.



Community Cars currently has 100 (one hundred) active members registered to use the car service and 17 (seventeen) on a waiting list. This changes all the time with people leaving the service for different reasons e.g. mobility getting worse, going into a care home or passing away.

We have brought on a few new volunteer drivers this year and this continues to be one of our main priorities as the more drivers that we have the more members we can have on our books.

The Out & About bus ran for forty-six weeks of the year, between April 2024 and March 2025. The bus is now funded by the National Lottery Community Fund. This funding allows us to pay for the bus, the driver and the fuel which is provided by Dundee City Council. We organise and book the trips and provide Passenger Assistants on each trip. Our aim is to provide a door-to-door bus service to the over 65 community of Dundee who otherwise would not be able to get out and about.

During this time, we have taken 2,497 people out on trips to various places. The bus runs for four weeks each month apart from January when we ran for the last two weeks. Most people have only been able to get on one trip this past year as the bus books up very quickly. We put people on a waiting list and if we have a cancellation, we will then contact them offering them a place. We can also request a wheelchair accessible bus when needed.

Places visited by the Out & About bus in 2024-2025

Taste of Perthshire, Bankfoot
Café in the Square, Alyth
Deer Centre Café & Gift Shop, Cupar
Murton Farm Tearoom & Nature Reserve, Forfar
Peel Farm, Kirriemuir
Gloagburn Farmshop, near Perth
Edzell Tweedie
Café Biba, Pitlochry
Charleton Fruit Farm, Montrose
Bridgend Garden Centre, Freuchie
The Rookery, Carnoustie
Heather Heim Café, Friockheim
Peggy Scott's, Finavon
Dobbies, Dunfermline
Rector's Café, St Andrews
Brechin Castle Garden Centre
Jamesfield Farmshop & Café, Abernethy
Cupar Garden Centre
Abernyte Antiques Centre
The Stables, Falkland
Harbour Café, Tayport
Glendoick Garden Centre
Larick Café, Tayport

ACHIEVEMENTS

Chair's Report

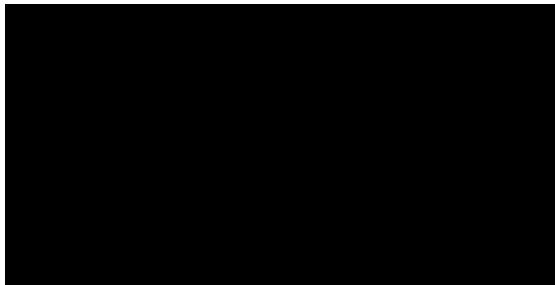
Over the course of the 2024–2025 year, Dundee Community Transport continued to deliver vital services that support the wellbeing, independence, and social connection of older people across Dundee. Our Community Cars and Out & About bus services have operated at full capacity, with demand remaining high and feedback from members consistently positive.

This year, we saw a further increase in the number of journeys provided, with our volunteers enabling hundreds of individuals to access medical appointments, social activities, and essential services. The Out & About bus, now funded by the National Lottery Community Fund, has been particularly impactful — offering accessible, enjoyable outings that help reduce isolation and foster community spirit.

Volunteer recruitment remained a key priority, and we were pleased to welcome new drivers to the team. Their contribution, alongside our long-standing volunteers, has been invaluable. We continue to invest in volunteer support and recognition, ensuring they feel valued and equipped to deliver safe and compassionate service.

Our financial position remains stable, and we have maintained our reserves policy while continuing to deliver high-quality services. The organisation has also benefited from the addition of new trustees, bringing fresh insight and strengthening our governance.

As we look ahead, our focus remains on reducing the waiting list, expanding capacity, and deepening partnerships with local organisations. Dundee Community Transport is well-placed to build on its success and continue making a meaningful difference in the lives of those we serve.



PERFORMANCE

Between April 2024 and March 2025, 66 (sixty-six) of our members were supported to limit the effects of social isolation and loneliness by the provision of transport that is necessary to enable them to access essential daily activities.

We supported seventeen (17) volunteers this year which includes one (1) passenger assistant on the bus.

We continue to work closely with other Dundee based charities – including Age Concern Dundee, Dundee Blind & Partially Sighted Society, Alzheimer's Scotland, HOPE (Helping Older People Engage), NESS (Northeast Sensory Services), Mid Lin Day Care, DVVA, thereby enabling them to increase their service delivery to individuals otherwise unable to access these organisations.

STAFFING

Two of our members of staff have now been in place for more than five years which enables continuity of both services.

We also had a paid Passenger Assistant on the bus, thanks to the National Lottery funding, between April 2024 and March 2025.

FINANCIAL REVIEW

Income for the year totalled £92,593 which included £36,668 in funding from the National Lottery.

Expenditure totalled £81,925 giving an overall surplus of £10,669 for the year.

At the end of the financial year, 31 March 2025, we held £66,234 in our current account. £8,129 in our deposit account. £585 in cash and a balance of £5,515 with GCVS who process our salaries for us.

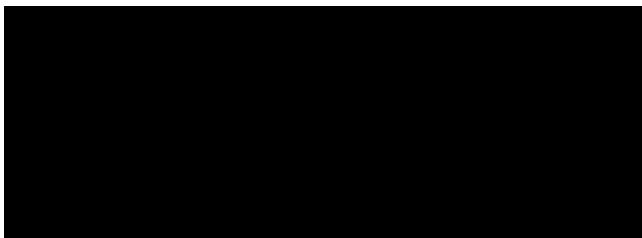
Dundee Community Transport SCIO has a policy to develop and maintain a reserve level that equates to 6 months running costs. This is currently approximately £41,000. The balance of £35,925 in unrestricted funds at the end of the financial year does not meet this, however, the expenses are all paid through the restricted fund which meets the required levels.

During the period we collected £760 in membership fees.

The delivery of Community Cars generated receipts of £6,926 from customer fees and payments of £6,608 to cover volunteer mileage.

Community Cars project also received donations totalling £1,955.

Trustees received no remuneration for services.



Dundee Community Transport SCIO

Receipts and Payments Accounts for Year ended 31 March 2025

	Restricted	Unrestricted	Total	2025	Total	2024
	£	£	£	£	£	£
Out & About Bus:-						
National Lottery funding		36,668		36,668		
Total Receipts		36,668		36,668		-
Payments						
Cost of hire of bus and driver		9,745		9,745		
Salaries		13,818		13,818		
HMRC		636		636		
Superannuation		926		926		
Passener Assistant expenses		1,366		1,366		
Volunteer expenses expenses		850		850		
Marketing		385		385		
Stationery		226		226		
Photocopy & printing		168		168		
Postage		2,116		2,116		
Total Payments		30,235		30,235		-
Net Bus receipts/(payments) for year		6,433		6,433		

Community Cars:-

Reshaping Care for Older People Grant	46,172	46,172	46,172
Community Cars Membership	760	760	485
Customer Fees	6,926	6,926	5,441
Fundraising and Donations	1,955	1,955	312
Bank Interest	113	113	106
Total Receipts	46,172	9,753	52,516

Payments

Salaries	29,941	29,941	27,383
HMRC	3,493	3,493	2,981
Superannuation	2,438	2,438	2,214
DCVS-Admin Charges	745	745	598
Professional Memberships	111	111	80
AGM Committee & Expenses	1,328	1,328	1,283
Staff Expenses	124	124	126
Rent	3,150	3,150	3,150
Telephone & Internet	425	425	425
Photocopying & Stationery	317	317	639
Postage	915	915	1,761
IT Software/Web Support	634	634	607
Independent Examinations	70	70	70
Insurance	840	840	1,014
Volunteer Mileage	6,608	6,608	5,342
Volunteer Expenses & equipment	48	48	2,090
Equipment	148	148	443
Publicity/Printing/Marketing	101	101	513
Events	-	-	-
Room Hire/Catering & Hospitality	252	252	260
Total Payments	51,687	-	51,687
Net Com Cars receipts/(payments) for year	-	5,515	4,239
			1,537

Statement of Balances on 31 March 2025

Funds Reconciliation

Funds Brought Forward 1 April 2024

Net receipts/(payments) for year:-

Community Cars

Out & About Bus

Funds carried forward at 31 March 2025

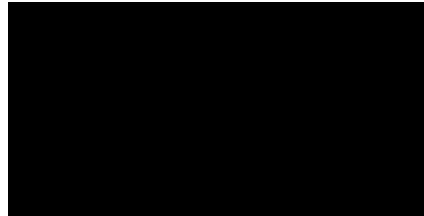
	Restricted	Unrestricted	2025	2024
	£	£	£	£
Funds Brought Forward 1 April 2024	43,616	26,175	69,791	68,254
Net receipts/(payments) for year:-				
Community Cars	-	5,515	9,753	4,239
Out & About Bus		6,433	-	6,433
Funds carried forward at 31 March 2025	44,534	35,928	80,462	69,791

Bank & Cash Balances

Bank current accounts

	£	£	£	£
Bank current accounts	66,234		66,234	54,502
Bank deposit account	8,129		8,129	8,017
GCVS	5,515		5,515	7,111
Cash in hand	585		585	161
			80,462	69,791

Approved by the Trustees and signed on their behalf by:



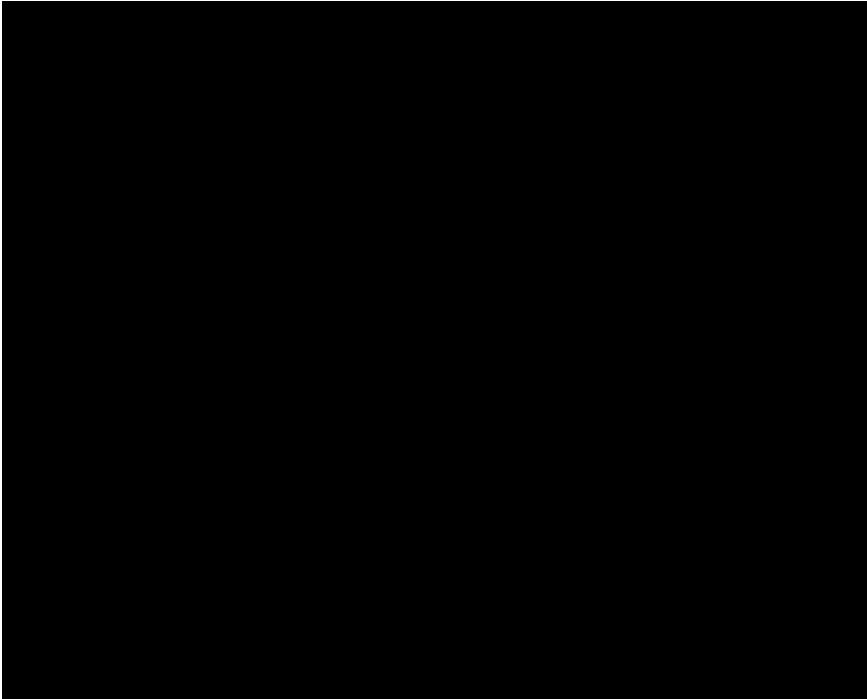
Community Cars has allowed the community to access the following:

- 1.** Age Concern
- 2.** Menzieshill Community Centre
- 3.** Hospitals/GP's/ Chiropractors/opticians
- 4.** Dentist/Dental Hospital
- 5.** Various Care Home Visits
- 6.** Art Angels
- 7.** Shopping
- 8.** Hairdressers/Barbers
- 9.** Meeting friends for lunch/coffee
- 10.** Bank
- 11.** Post Office
- 12.** DVVA
- 13.** YMCA
- 14.** Dundee Blind Society
- 15.** Alzheimer's Society
- 16.** Vets
- 17.** Tesco
- 18.** Sainsburys
- 19.** Aldi
- 20.** Bus/Train station
- 21.** Solicitors
- 22.** Lochee Community Centre
- 23.** V & A
- 24.** Vaccination Centre
- 25.** Royal Tay Yacht Club
- 26.** Broughty Ferry Library

Special Thanks to all our volunteers who contributed their time and energy to the project over the year:

Community Cars drivers:

Passenger Assistants (Bus):



Trustees:



Also, thanks to [REDACTED] from Dundee City Council and [REDACTED] for their guidance and support.

Staff:

[REDACTED] – Co-ordinator

[REDACTED] – Administrator

[REDACTED] – Passenger Assistant on bus

Report of the Independent Examiner
To the Board of Trustees of Dundee Community Transport

I report on the accounts of Dundee Community Transport for the year ended 31 March 2025, which are set out on pages 10 to 13.

Respective responsibilities of Board of trustees and Examiner

The charity's Board of Trustees is responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (the Regulations). The Board of Trustees consider that the audit requirement of Regulation 10(1) (d) of the Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the Board of Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Date: 19th November 2025