

Charity number: 1078053
Company number: 3857924

Croydon Accessible Transport
(A company limited by guarantee)

Trustees' report and unaudited financial statements
for the year ended 31 March 2021

Croydon Accessible Transport
(A company limited by guarantee)

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Croydon Accessible Transport
(A company limited by guarantee)

Legal and administrative information

Charity number 1078053

Company registration number 3857924

Registered office Cornerstone House
14 Willis Road
Croydon
Surrey
CR0 2XX

Directors / Trustees	Colin Campbell		Resigned 10/02/2021
	David Golder	Treasurer	
	Martin Bailey		Resigned 16/12/2020
	John Churchman		
	David Harris		
	Stephen Baron		Resigned 16/12/2020
	Christopher Thomas		

Secretary Rob Macchi C.E.O

Independent Examiner David Weeden F.C.A.
Hamilton-Eddy & Co.
Chartered Accountants
39 Tamworth Road
Croydon
Surrey
CR0 1XU

Bankers Barclays Bank Plc
Croydon Branch
1 North End
Croydon
CR9 1RN

Croydon Accessible Transport **(A company limited by guarantee)**

Report of the trustees (incorporating the directors' report) **for the year ended 31 March 2021**

The trustees present their report and the financial statements for the year ended 31 March 2021.

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 13 October 1999 and registered as a charity on 4 November 1999.

The Trustees, who also are the Management Committee and Directors of Croydon Accessible Transport [CAT] for the purposes of company law and who served during the year up to the date of this report are shown on page 1 of this report. The Trustees meet regularly (usually four times per year but more frequently if required) to manage the affairs of the company. The company employs a full time Chief Executive Officer (C.E.O.), who both manages the day by day administration of the Charity, and organises fund-raising initiatives. The C.E.O. is supported by an Operations Manager, 4 whole time equivalent drivers, 2 part time administrative staff and a vehicle cleaner.

The trustees have complied with the duty in the Charities Act 2011 to have regard to the public benefit guidance published by the Charity Commission.

Objectives and activities

The Charity's objectives and principal activities are the provision of non-profit community transport services in the London Borough of Croydon and its environs. The services are provided primarily for the use of individuals in specific need who by reason of age, mental or physical disability or poverty are unable to use or have difficulty in using public transport and for use by charitable organisations or for the charitable purposes of other voluntary organisations.

The company operates minibuses (including specially adapted vehicles) for the purposes outlined above and also recruits, trains, certifies and registers volunteer drivers and assistants.

Achievements and performance

The C.E.O's report and the Chairman's report follow this report.

Financial review

Finance

2020/21 shows a deficit for the year of £54,099 (2019/20: surplus £8,780). General funds now stand at £305,834.

Reserves

The directors feel that funds to cover say 3 months operating costs should be maintained.

Risk

In today's litigious society, the directors feel that it is important, not only to have the correct insurance policies in place but also to ensure that at all times vehicles are correctly maintained and certificated and that all of our staff are also correctly trained and certificated as well for the roles they perform. Our vehicles are regularly inspected to ensure that any defects are dealt with quickly and staff are monitored closely to ensure that the highest standards of service are provided to all of our customers.

Croydon Accessible Transport
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2021

Statement of trustees' responsibilities

The trustees (who are also directors of Croydon Accessible Transport for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and 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 period. 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which 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.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the Board on and signed on its behalf by:

Rob Macchi
Secretary

Croydon Accessible Transport (A company limited by guarantee)

C.E.O.'s report for the year ended 31 March 2021

Normally I present a mass of figures, graphs and diagrams but the financial statements say all that needs saying. I shall therefore speak in terms of broad generality; what is usually called "the overall picture".

Everyone is well aware of the social and financial effects of Covid. As an organisation dedicated to providing subsidised transport to mainly older and /or more vulnerable people, in vehicles that are by their nature rather small for the job, it will be no surprise to hear that we of all people were disproportionately affected and still are. Coupled with this, the financial implosion of Croydon Council and their necessary reduction in all services to the more or less statutory has led to CAT losing not only its paltry grant funding but importantly, all of our contract work.

I have said every year for a very long time that CAT needs commercial work to run its own charity of community transport (CT) and that this, as a business model, is fragile and vulnerable to say the least. Knowing that all of our eggs were in the one basket we naturally tried to diversify but this has not worked. We have been unsuccessful in gaining work through Heart Community Services, for example the London Dial-a-Ride contract and a bid for SEN work with Croydon Council before it collapsed.

I have also stressed every year that we are only here for the community and other charity groups and that, therefore, we needed cooperative and joint working with them, such as sharing resources and drivers and in their investment in CAT. Sadly and despite our best efforts this has not happened and we have always been seen as a provider of services rather than a partner with the same ends as those of our users. This extends to the lack of volunteers coming forwards over the years. On the other hand we are incredibly fortunate to have our very small band of dedicated volunteer drivers and special thanks must go to Dave Smith, Michael Fox, John Churchman (a Director of CAT), and Dave Harris (also a CAT Director) for their sterling service over so many years.

All of this means that CAT is now heading towards being yet another failing London CT, having lost over a half-million pounds worth of contract work. Furthermore at the year-end we had of necessity reduced our infrastructure and staffing levels and hence capacity to undertake any sudden influx of work, had there have been any to take advantage of.

Accordingly the Board of CAT has worked hard to find a plan to keep CAT running and this will be addressed in the coming year as a separate issue. As CEO I would like to thank and compliment our Board on their support to me personally but more importantly, their time and energy given so freely to our organisation. Many thanks are due to Martin Bailey, who resigned as Director during the year. His was a big loss to CAT for his decisiveness and insight and not least, knowledge of all things IT.

Finally it is with deep regret that I have to inform you of the death of our former Chair, Colin Campbell. He will be sorely missed, not just for his calm, assured and astute guidance and business sense but also for his irrepressible sense of humour, goodwill and warmth. R.I.P. Colin!

Despite the somewhat bleak picture I have painted, none of us has given up so I would just give one final plea to our members: if you value our services, we need your support!

**Rob Macchi
C.E.O.**

Croydon Accessible Transport
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Chairman's report
for the year ended 31 March 2021

As for so many businesses, organisations and charities the financial year 2020/2021 was a hard one.

We believe that most of our charitable and Explorer members will have received letters from their GP surgeries advising that they should stay at home, self-isolate and not go out even for exercise.

With little sign of the lock-down ending, the Directors decided in May 2020 to make all of our permanent drivers and passenger assistants redundant as from the 1st of July of that year. Fortunately for them, although not for CAT, Croydon Council took back all of our SEN contract work so that all of our previous employees on these runs were re-engaged shortly thereafter.

This left us with only one contract to fulfil, for a SEN children's charity as part of our Community Transport operation and which therefore does not make a profit in any way. This is staffed mainly by bank drivers and our Operations Supervisor.

CAT did make use of the Covid Job Retention Scheme, the four remaining permanent staff being all furloughed to a greater or lesser extent. Also CAT was able to draw on its, at the time, healthy cash reserves.

During the year we were very sorry to lose the services of Martin Bailey as Director, who left to continue his charity work within the Community sector. We were also greatly saddened by the unexpected death of Colin Campbell who had served us so well for nearly ten years. We have keenly felt the loss of his common sense and good-humour.

The CAT Board is now down to only four Directors although the Mem. and Arts stipulate a minimum of six, a shortfall we have been unable to rectify under the difficult circumstances of the year.

Christopher Thomas
Chairman

Croydon Accessible Transport
(A company limited by guarantee)

Independent examiner's report to the trustees on the unaudited financial statements of Croydon Accessible Transport.

I report on the accounts of Croydon Accessible Transport for the year ended 31 March 2021 set out on pages 2 to 18.

Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 145 of the Act; to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
David Weeden

F.C.A.

Independent examiner

Hamilton-Eddy & Co.
Chartered Accountants
39 Tamworth Road
Croydon
CR0 1XU

Date:

Croydon Accessible Transport
(A company limited by guarantee)

Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 March 2021

	Notes	Unrestricted funds £	2021 Total £	2020 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	4	99,531	99,531	45,483
Activities for generating funds	5	55,770	55,770	458,375
Investment income	6	196	196	590
Total incoming resources		<u>155,497</u>	<u>155,497</u>	<u>504,448</u>
Resources expended				
Charitable activities	7	202,756	202,756	487,788
Governance costs	8	6,840	6,840	7,880
Total resources expended		<u>209,596</u>	<u>209,596</u>	<u>495,668</u>
Net incoming/(outgoing) resources for the year		(54,099)	(54,099)	8,780
Total funds brought forward		<u>359,933</u>	<u>359,933</u>	<u>351,153</u>
Total funds carried forward		<u>305,834</u>	<u>305,834</u>	<u>359,933</u>

The notes on pages 11 to 18 form an integral part of these financial statements.

Croydon Accessible Transport
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Statement of financial position
as at 31 March 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	13		63,283		14,380
Current assets					
Debtors	14	42,728		94,630	
Cash at bank and in hand		224,403		284,680	
		<u>267,131</u>		<u>379,310</u>	
Creditors: amounts falling due within one year	15	(24,580)		(33,757)	
Net current assets			<u>242,551</u>		<u>345,553</u>
Net assets			<u>305,834</u>		<u>359,933</u>
Funds	16				
Unrestricted income funds			<u>305,834</u>		<u>359,933</u>
Total funds			<u>305,834</u>		<u>359,933</u>

The Statement of financial position continues on the following page.

The notes on pages 11 to 18 form an integral part of these financial statements.

Croydon Accessible Transport
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Statement of financial position (continued)

Trustees statements required by the Companies Act 2006
for the year ended 31 March 2021

In approving these financial statements as trustees of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;
- (b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2021.
- (c) that the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to the accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'

The financial statements were approved by the board on and signed on its behalf by:

David Golder
Director

Christopher Thomas
Director

Company number: 3857924

The notes on pages 11 to 18 form an integral part of these financial statements.

Croydon Accessible Transport
(A company limited by guarantee)

Cash flow statement

for the year ended 31 March 2021

	Notes	2021 £	2020 £
Net (outgoing)/incoming resources for the year		(54,099)	8,780
Interest receivable		(196)	(590)
Depreciation and impairment		9,340	9,731
Decrease in debtors		51,902	32,758
(Decrease)/Increase in creditors		(9,177)	13,682
Net cash (outflow)/inflow from operating activities		(2,230)	64,361
Interest received	19	196	590
Capital expenditure	19	(58,243)	-
(Decrease)/Increase in cash in the year		(60,277)	64,951
Reconciliation of net cash flow to movement in net funds	20		
(Decrease)/Increase in cash in the year		(60,277)	64,951
Net funds at 1 April 2020		284,680	219,729
Net funds at 31 March 2021		224,403	284,680

Croydon Accessible Transport

(A company limited by guarantee)

Notes to financial statements

for the year ended 31 March 2021

1. General Information

The company is a private company, limited by guarantee, registered in England. The address of the registered office is Cornerstone House, 14 Willis Road, Croydon, Surrey, CR0 2XX.

2. Statement of compliance

These financial statements have been prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

3. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

3.1. Basis of accounting

The financial statements have been prepared under the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern - There are no material uncertainties about the charity's ability to continue.

Fund Accounting

- Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.
- Designated funds are unrestricted funds earmarked by the trustees for particular future projects or commitments.
- Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one or two sub-classes: restricted income funds or endowment funds.

3.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable. In 2009 this policy was changed relating to grants for the purchase of fixed assets - these are now treated as deferred income and released at the same rate as the asset is being depreciated.

Income from investments is included in the year in which it is receivable.

Croydon Accessible Transport
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Notes to financial statements
for the year ended 31 March 2021

3.3. Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

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.

3.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - over 5 years straight line
Motor vehicles - new - over 8 years straight line
Motor vehicles - 2nd hand - over 2 years straight line
Motor Cars - over 5 years straight line
Tangible fixed assets costing less than £750 are written off on acquisition.

3.5. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

4. Voluntary income

	Unrestricted funds £	2021 Total £	2020 Total £
Donations	-	-	2,856
Grants - London Borough of Croydon	18,946	18,946	35,000
Grants - BSOG	4,628	4,628	4,627
HMRC - Employment Allowance	4,000	4,000	3,000
HMRC - CJRS	71,957	71,957	-
	<u>99,531</u>	<u>99,531</u>	<u>45,483</u>

Croydon Accessible Transport
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Notes to financial statements
for the year ended 31 March 2021

5. Activities for generating funds

	Unrestricted funds £	2021 Total £	2020 Total £
Group Transport	30,893	30,893	86,570
Driver Training	1,335	1,335	16,970
Driver Service	23,422	23,422	231,777
Membership Subscriptions	120	120	4,525
Contract Hire	-	-	111,033
Profit on disposal of fixed assets	-	-	7,500
	<u>55,770</u>	<u>55,770</u>	<u>458,375</u>

6. Investment income

	Unrestricted funds £	2021 Total £	2020 Total £
Bank interest receivable	196	196	590
	<u>196</u>	<u>196</u>	<u>590</u>

Croydon Accessible Transport
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Notes to financial statements
for the year ended 31 March 2021

7. Costs of charitable activities

	Unrestricted funds £	2021 Total £	2020 Total £
Salaries and Wages	117,591	117,591	321,178
Redundancy Costs	14,651	14,651	2,793
Employer's NIC	8,128	8,128	19,676
Staff - Pension costs	3,192	3,192	6,836
Subcontractor	-	-	873
Office Rent	9,240	9,240	9,183
Bad Debts	-	-	(16)
Insurance	2,593	2,593	2,623
General Expenses	240	240	828
Vehicle Running Costs	30,579	30,579	73,050
Vehicle Hire	-	-	21,043
Equipment hire, renewal & support	348	348	446
Travel & Subsistence	525	525	5,482
Professional Fees	3,375	3,375	4,441
Payroll Administration	655	655	1,943
Training	-	-	279
Telephone	1,764	1,764	3,205
Printing & Stationery	227	227	3,603
Volunteer Support	-	-	554
Depreciation	9,340	9,340	9,731
Subscriptions	308	308	37
	<u>202,756</u>	<u>202,756</u>	<u>487,788</u>

8. Governance costs

	Unrestricted funds £	2021 Total £	2020 Total £
Salaries	5,000	5,000	5,000
Employer's NIC	690	690	690
Independent Examiner fees	1,150	1,150	2,190
	<u>6,840</u>	<u>6,840</u>	<u>7,880</u>

Croydon Accessible Transport
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Notes to financial statements
for the year ended 31 March 2021

9. Net (outgoing)/incoming resources for the year

	2021	2020
	£	£
Depreciation and other amounts written off tangible fixed assets	9,340	9,731
Independent Examiner's remuneration		--
- Independent Examination of the accounts	760	1,270
- Certification of B.S.O.G. claims	390	920

10. Employees

Employment costs	2021	2020
	£	£
Wages and salaries	122,591	326,178
Redundancies	14,651	2,793
Social security costs	8,818	20,366
Pension costs	3,192	6,836
	<u>149,252</u>	<u>356,173</u>

No employee received emoluments of more than £60,000 (2020 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year was as follows:

	2021	2020
	Number	Number
Paid Drivers	6	19
Management and administration	3	4
	<u>9</u>	<u>23</u>

11. Pension costs

The company operates a defined contribution pension scheme in respect of workplace pensions. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2021	2020
	£	£
Pension charge	<u>3,192</u>	<u>6,836</u>

Croydon Accessible Transport
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Notes to financial statements
for the year ended 31 March 2021

12. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

13. Tangible fixed assets	Fixtures, fittings and equipment £	Motor vehicles £	Total £
Cost			
At 1 April 2020	22,165	107,769	129,934
Additions	-	58,243	58,243
At 31 March 2021	<u>22,165</u>	<u>166,012</u>	<u>188,177</u>
Depreciation			
At 1 April 2020	19,114	96,440	115,554
Charge for the year	1,164	8,176	9,340
At 31 March 2021	<u>20,278</u>	<u>104,616</u>	<u>124,894</u>
Net book values			
At 31 March 2021	<u>1,887</u>	<u>61,396</u>	<u>63,283</u>
At 31 March 2020	<u>3,051</u>	<u>11,329</u>	<u>14,380</u>

14. Debtors

	2021 £	2020 £
Trade debtors	14,571	58,240
Prepayments and Accrued Income	27,545	36,390
Other debtors	612	-
	<u>42,728</u>	<u>94,630</u>

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Notes to financial statements
for the year ended 31 March 2021

15. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	23,080	5,715
Other taxes and social security	-	7,795
Other creditors	-	17,947
Accruals	1,500	2,300
	<u>24,580</u>	<u>33,757</u>

16. Analysis of net assets between funds

	Unrestricted funds	Total funds
	£	£
Fund balances at 31 March 2021 as represented by:		
Tangible fixed assets	63,283	63,283
Current assets	267,131	267,131
Current liabilities	(24,580)	(24,580)
	<u>305,834</u>	<u>305,834</u>

17. Unrestricted funds

	At 1 April 2020 £	Incoming resources £	Outgoing resources £	At 31 March 2021 £
General Fund	359,933	155,497	(209,596)	305,834
	<u>359,933</u>	<u>155,497</u>	<u>(209,596)</u>	<u>305,834</u>

Purposes of unrestricted funds

The General Fund provides for the provision of head office services. A core funding grant is received from the London Borough of Croydon which is supplemented by small surpluses on transport operations.

Croydon Accessible Transport
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Notes to financial statements
for the year ended 31 March 2021

18. Capital commitments

	2021	2020
	£	£
Details of capital commitments at the accounting date are as follows:		
Contracted for but not provided in the financial statements	-	46,594
	<u> </u>	<u> </u>

19. Gross cash flows

	2021	2020
	£	£
Returns on investments and servicing of finance		
Interest received	196	590
	<u> </u>	<u> </u>
Capital expenditure		
Payments to acquire tangible assets	(58,243)	-
	<u> </u>	<u> </u>

20. Analysis of changes in net funds

	Opening balance	Cash flows	Closing balance
	£	£	£
Cash at bank and in hand	284,680	(60,277)	224,403
	<u> </u>	<u> </u>	<u> </u>
Net funds	284,680	(60,277)	224,403
	<u> </u>	<u> </u>	<u> </u>

21. Company limited by guarantee

Croydon Accessible Transport is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.