

US IN A BUS

England & Wales · Charity number 1088570

Details

Other names	US IN A BUS LIMITED
Status	Registered
Legal form	Charitable company
Company number	04207000
Registered	2001-09-25
Register	View on the Charity Commission register

Contact

Address	US In A Bus Redhill Aerodrome Business Centre Redhill Aerodrome Kings Mill Lane Redhill RH1 5JZ
Phone	01737 823310
Email	info@usinabus.org.uk
Website	www.usinabus.org.uk

Activities

Objects: (1) TO RELIEVE PEOPLE WHO HAVE SEVERE LEARNING AND/OR MULTIPLE DISABILITIES BY PROVIDING OR ASSISTING IN THE PROVISION OF LEISURE TIME ACTIVITIES FOR SUCH PERSONS WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE. (11) TO ADVANCE PUBLIC EDUCATION CONCERNING THE NEEDS OF SUCH PEOPLE WHO HAVE SEVERE LEARNING AND/OR MULTIPLE DISABILITIES.

Activities: We specialise in providing services for people who have profound learning disabilities and/or complex needs, can seem to be "difficult to reach" and all of whom find communication a challenge. The aim of our work is to create opportunities for people to fully express themselves. The therapeutic impact of this can be seen in people's increased confidence and willingness to engage with others.

Classification

- **How:** Provides Services
- **What:** Disability
- **Who:** People With Disabilities

Geography

- Bracknell Forest
- East Sussex
- Hampshire
- Kent
- Surrey
- Throughout London

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£318,835	£352,863	-	-
2024-03-31	£303,980	£315,242	-	-
2023-03-31	£289,489	£303,923	-	-
2022-03-31	£283,767	£251,311	-	-
2021-03-31	£400,064	£337,270	-	-

Trustees

Name	Role	Appointed
Jane Wolff		2026-03-19
Jonathan Dadswell		2024-03-28
Kenneth McRae		2016-09-22
Nigel Jackson		2020-01-23

US IN A BUS

England & Wales - Charity number 1088570

Accounts

US in a BUS

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and Expenditure Account)

For the year ended 31st March 2025

	Notes	Restricted Funds 2025 Total £	Unrestricted Funds 2025 Total £	Total Funds 2025 £	Total Funds 2024 £
Incoming resources from generated funds:					
Voluntary income					
Donations	1	63,010	6,555	69,565	93,606
The Edward Gostling Fund	1	15,000	-	15,000	-
Activities for generating funds:					
Investment income		-	3,229	3,229	2,524
Incoming resources from charitable activities:					
Interactive sessions	2	-	221,308	221,308	192,027
Training and Consultancy	2	-	8,751	8,751	12,967
Gift Aid		-	982	982	1,105
Other income:					
Gain on disposal of assets		-	-	-	1,751
Total incoming resources		78,010	240,825	318,835	303,980
Resources expended					
Costs of generating voluntary income	4		33,721	33,721	30,569
2025 Conference	4	-	-	-	-
Charitable activities	4	74,165	238,264	312,299	277,562
Governance costs	4		6,843	6,843	7,111
Total resources expended		74,165	278,698	352,863	315,242
Net incoming resources		3,845	(37,873)	(34,028)	(11,262)
Reconciliation of funds					
Total funds brought forward	12/18	12,950	200,674	213,624	224,886
Total funds carried forward	12/18	16,795	162,801	179,596	213,624

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

No separate statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the Statement of Financial Activities.

The notes on pages 9 to 17 form an integral part of these financial statements.

US IN A BUS

England & Wales - Charity number 1088570

Accounts

US in a BUS

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2024

Charity Registration Number: 1088570

Company Number 04207000

Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT24 3PD

US in a BUS

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AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST MARCH 2024

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LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2024

DIRECTORS, TRUSTEES AND COUNCIL MEMBERS

Douglas Bennett	Chairperson
Francesca Arocas	Resigned 10/10/2024
Jon Dadswell	Appointed 28/03/2024
Nigel Jackson	
Aleksandra Malanska	Appointed 27/09/2023
Kenneth McRae	
Toby Wells	Resigned 27/09/2023

SECRETARY

Colin Medway

CHIEF EXECUTIVE

Victoria Goody

TREASURER

Colin Medway

REGISTERED OFFICE AND OPERATIONAL ADDRESS

Redhill Aerodrome
Kings Mill Lane
Redhill
Surrey
RH1 5JY

REPORTING ACCOUNTANT

Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT24 3PD

BANKERS

CAF Bank Limited
Kings Hill
West Malling
Kent
ME19 4TA

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2024

The trustees present their report and the financial statements for the period ended 31st March 2024.

STATUS

The charity is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association. The company was incorporated on 27th April 2001 and registered as a charity on 1st October 2001. The company took over the assets and liabilities of Us in a Bus, an unincorporated charity, on 1st October 2001 and commenced activities from that date.

BOARD OF TRUSTEES

Chairperson's Report

Reflecting on the year ending March 2024, I am both proud and inspired by the resilience and innovation demonstrated by Us in a Bus. The past year has seen the organisation navigate a post-pandemic landscape, adapting to new challenges while seizing opportunities to grow and extend our reach. Our collective success is a testament to the commitment and expertise of our dedicated team, the steadfast support of our Trustees, and the unwavering confidence of our donors and partners.

Adapting to Changing Times

We began the year with the remnants of COVID-19 protocols still influencing our operations, such as regular LFT testing before home visits. However, as these restrictions eased, our team transitioned smoothly, showcasing remarkable adaptability and determination. This resilience enabled us to maintain our high standards of service delivery while safeguarding the well-being of both staff and the communities we serve.

Fundraising and Financial Sustainability

The fundraising landscape in 2023-24 posed significant challenges, with many trusts and foundations tightening their criteria and budgets. Despite these constraints, Us in a Bus demonstrated its resourcefulness by diversifying its fundraising strategies. Notable successes included the inaugural swim event, where 10 dedicated participants collectively swam the equivalent distance of crossing the Channel and back, raising over £5,000. Our Winter Wander half marathon, which saw 39 enthusiastic walkers traverse the scenic route from Putney to Richmond, also generated nearly £5,000.

We were particularly moved by the generosity of an anonymous donor whose contribution of £30,000 played a pivotal role in sustaining our activities. Such acts of kindness, combined with our team's proactive engagement with local events and partnerships, underscore the trust and belief placed in our mission.

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2024

Operational Achievements and Growth

The demand for our Intensive Interaction services remained high throughout the year, reflected in a maintained waiting list due to recruitment challenges. Nevertheless, Us in a Bus successfully expanded into Sussex and embarked on a significant project within Haringey's nursery sector. These milestones underscore our commitment to broadening our impact and reaching more individuals who can benefit from our services.

The introduction of two trainee practitioners into our team brought fresh perspectives and energy. To align with the National Living Wage changes, adjustments were made to support their professional development. Additionally, we navigated the financial pressures brought on by increased operational costs in central London due to new ULEZ charges, mitigating these by acquiring two new, compliant vehicles.

Board and Leadership Developments

Our Board of Trustees continued to play a vital role in steering Us in a Bus forward. During the year, we said farewell to Trustee Toby Wells and extended our heartfelt thanks for his contributions. We also warmly welcomed Aleksandra Malanska (Ola) to the Board, whose insights and expertise have already proven valuable. Moreover, we strengthened our management capacity by appointing Trina Pearse as our part-time Fundraising and Events Manager. Her impact has been significant, contributing to the sustained vibrancy of our fundraising efforts.

A Collective - Thank You

None of this would have been possible without the relentless efforts of our exceptional team. Their creativity, commitment, and boundless energy continue to be the driving force behind Us in a Bus's success. The overwhelmingly positive feedback we receive from the homes and individuals we visit is a testament to their hard work and dedication.

As we look forward to the year ahead, the Board of Trustees and I remain optimistic and motivated. With a strong foundation, supportive partners, and an inspiring team, we are ready to embrace new opportunities and build on our achievements to enrich even more lives across Surrey, London, and Sussex.

Thank you to everyone who played a part in making this year an outstanding one. Together, we look forward to continuing our vital work and making an even greater impact in the years to come.

Doug Bennett

Chair of the Board of Trustees

Us in a Bus

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2024

AIMS AND OBJECTIVES

This charity's purposes as set out in the objects contained in the company's memorandum of association are:

- (i) To relieve people who have severe learning and/or multiple disabilities by providing or assisting in the provision of leisure time activities for such persons with the object of improving their condition of life
- (ii) To advance public education concerning the needs of such people who have severe learning and/or multiple disabilities

PUBLIC BENEFIT

The people who benefit from the Us in a Bus service are those with severe learning and/or multiple disabilities who can be "difficult to reach". Although we work with a wide range of people who have profound learning difficulties and complex needs, our aim with each of our service users is the same: we believe that each of us should have the opportunity to discover more about ourselves and to express our emotions and creativity. We explore this with our service users through the relationships we build together, ensuring that those relationships are based on trust, respect and shared experiences.

Us in a Bus specialises in finding "ways in" with people who are otherwise very isolated. We spend relaxed time with people, aiming to create a safe and respectful space for people to be heard, valued and understood. Through careful observation we learn how people express themselves, find ways of communicating together, trying out various activities and interactions, encouraging people to develop their sociability and communication abilities.

To achieve its objectives, the charity provides Interactive Sessions to people living across Surrey, Hampshire, Middlesex and London. It also provides training courses for professionals in the field and consultancy services for agencies providing care and support for people with profound and multiple learning disabilities. These consultancy and training services can be delivered anywhere in the UK and Europe. Further detail on these areas is provided below.

HIGHLIGHTS FROM THE YEAR

CHIEF EXECUTIVE OFFICER – VICTORIA GOODY

Chief Executives Report

This Annual Report covers the period 1st April 2023 to 31st March 2024.

The year April 2023 to March 24 was an exciting year in many respects for Us in a Bus. We started the year still doing LFT testing regularly before we went into homes, but those last restrictions from COVID ebbed away over the months, to our relief.

In terms of fundraising, it was a challenging year as many Trusts and foundations tightened their belts and their criteria. We continued to diversify our fundraising, with additional efforts into events and local fundraising. We ran a swim event for the first time – with 10 swimmers swimming the distance to France and back between them, raising over £5,000 for their exceptional efforts. We

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2024

held our biannual half marathon Winter Wander, walking from Putney to Richmond with 39 walkers and raising nearly £5,000 for the event. In addition to this, we had a £30,000 anonymous donor for which we were exceptionally grateful. We continued to showcase our work with visitors, people on work experience and professional development days. We were delighted to welcome Michael More-Molyneux, Lord Lieutenant of Surrey to observe a session and visit our offices in March 2024.

Throughout much of the year, we operated a waiting list as we struggled to hire experienced new staff. Despite this, we managed to expand into Sussex and to deliver an on-going project in Haringey within a group of nurseries. The changes for driving vans and older cars in central London increased our costs quite considerably, and we purchased 2 new cars in the period to remove the requirement to pay ULEZ charges. We had 2 trainee practitioners during the year, contributing to our team. We made small changes for Trainees to adapt to the National Living Wage changes during the year.

Our team continues to be central to everything we do. Trustee Toby Wells stood down during the year and we thank him for his support. Aleksandra Malanska (Ola) joined the Board, and we are very pleased to welcome her. We were pleased to appoint Trina Pearse to the Management team in her new role as Fundraising and Events Manager (part time). I'd like to thank all the team for a wonderful year with a very high level of feedback from the homes we visit and the people we see. Our team are creative and committed, energetic and engaged. We could not deliver high quality Intensive Interaction to Surrey, London and Sussex without them.

Thank you everyone.

Victoria Goody
Chief Executive

FINANCIAL RESULTS

The net incoming resources for the period amounted to £303,980. Total expenditure amounted to £315,242. The charity produced a deficit of £11,262 for the 12-month period.

RISK MANAGEMENT

The major risks to the charity are identified as:

- a. loss of income from sessions
- b. loss of key staff members
- c. loss of income from training
- d. loss of income from donors and other income streams, including major donors
- e. the cost of covering long term sick leave

The charity continues to mitigate the first of these risks by extending its training and consultancy programme to increase income and diversify income streams. Us in a Bus continues to designate funds as a contingency against long term sick leave. The threats to funding across the public sector continue to give rise to a risk. We mitigate this risk by maintaining strict price controls, delivering an excellent service and constantly searching for new income streams.

Us in a Bus continues to review potential risk on a regular basis.

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2024

RESERVES POLICY

The charity recognises the need to establish an unrestricted reserve fund of at least three months' running costs, in addition, as the COVID pandemic has illustrated we need to be able to deal with unexpected and detrimental changes that are beyond our control. However, we have also needed to make investments to rebuild and reinstate the capacity and the quality of the services that we provide as well as to provide an appropriate and efficient office environment. This year we have been able to increase our General Reserve Fund at the end of this period by £7,468 and the General Reserve Fund now stands at £200,674. The trustees continue to consider ways in which these funds will be utilised and enhanced to achieve Us in a Bus's strategic objectives and maintain the necessary level of reserves.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Trustees is 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.

REPORTING ACCOUNTANTS

The directors appointed Crilly and Co as reporting accountants to the company.

Approved by the Board on the 18th December 2024.

And signed on its behalf by:



Douglas Bennett
Chair of Trustees

Us in a BUS

Independent Examiner's Report to Trustees Year ended 31 March 2024

Independent examiner's report to the trustees of US in a BUS

I report to the charity trustees on my examination of the accounts of US in a BUS
(the Trust) for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



K D N De Silva, ACCA

Association of Chartered Certified Accountants

Centora James Ltd on behalf of Crilly and Co.

Jury Farm, Ripley Lane, West Horsley, KT24 6JT

Date: 18/12/2024

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)

For the year ended 31st March 2024

	Notes	Restricted Funds 2024 Total £	Unrestricted Funds 2024 Total £	Total Funds 2024 £	Total Funds 2023 £
Incoming resources from generated funds:					
Voluntary income					
Donations	1	50,435	43,171	93,606	77,758
Activities for generating funds:					
Investment income		-	2,524	2,524	1,414
Incoming resources from charitable activities:					
Interactive sessions	2	-	192,027	192,027	194,341
Training and Consultancy	2	-	12,967	12,967	7,655
2024 Conference		-	-	-	5,228
Gift Aid		-	1,105	1,105	1,281
Other income:					
Gain on disposal of assets		-	1,751	1,751	1,812
Total incoming resources		50,435	253,545	303,980	289,489
Resources expended					
Costs of generating voluntary income	4		30,569	30,569	35,786
2024 Conference	4	-	-	-	6,614
Charitable activities	4	69,165	208,397	277,562	254,526
Governance costs	4		7,111	7,111	6,997
Total resources expended		69,165	246,077	315,242	303,923
Net incoming resources		(18,730)	7,468	(11,262)	(14,434)
Reconciliation of funds					
Total funds brought forward	12/18	31,680	193,206	224,886	224,886
Total funds carried forward	12/18	12,950	200,674	213,624	224,886

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

No separate statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the Statement of Financial Activities.

The notes on pages 13 to 21 form an integral part of these financial statements.

US in a BUS

BALANCE SHEET

As at 31st March 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	8	23,912	11,232
CURRENT ASSETS			
Debtors	9	15,145	10,811
Cash at bank		188,598	227,428
		<u>203,743</u>	<u>238,239</u>
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	10	14,031	24,585
		<u>189,712</u>	<u>213,654</u>
NET CURRENT ASSETS			
		<u>213,624</u>	<u>224,886</u>
TOTAL NET ASSETS			
Represented by:			
Unrestricted fund:			
General fund	11	142,055	141,942
Designated Fund	11	58,619	51,264
Restricted fund	16	12,950	31,680
		<u>213,624</u>	<u>224,886</u>
TOTAL FUNDS			
		<u>213,624</u>	<u>224,886</u>

For the year ending 31 March 2024, the directors are of the opinion that the company is entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for:

- ensuring that the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006;
- complying with the requirements of the Act in respect to accounting records and the preparation of accounts;
- ensuring that the accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial reporting Standard for Smaller Entities (effective April 2008).

Approved by the board on the 18th of December 2024 and signed on its behalf by



Douglas Bennett Trustee

Company Registration Number 4207000

The notes on pages 10 to 18 form an integral part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2024

ACCOUNTING POLICIES

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

BASIS OF PREPARATION

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice published in March 2007 and applicable accounting standards.

FUND ACCOUNTING

General funds

These are unrestricted and are available for general purposes.

Designated funds

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

INCOMING RESOURCES

Service fees, consultancy and training income

These represent amounts receivable for services provided within the year.

Donations

These are accounted for on the basis of monies received during the year.

Gift Aid

Gift Aid income is recognised when received.

Investment income

Investment income is included when receivable.

RESOURCES EXPENDED

Expenditure is recognised on an accrual 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.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2024

COSTS OF GENERATING FUNDS

Costs of generating funds

Costs of generating funds are the costs associated with attracting voluntary income.

Cost of goods sold was the costs of sales for the sales of books in support of training activities.

ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accounting fees as well as costs linked with the strategic management of the charity.

SUPPORT COSTS

Support costs are not costs that relate to an activity in themselves but support the charity's activities. Support costs are allocated to the charity's activities on an appropriate basis.

Costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, other costs are apportioned on an appropriate basis e.g. per capita, staff time or estimated usage as set out in note 4.

DEPRECIATION

Depreciation is provided on fixtures, fittings and equipment, computer equipment and motor vehicles at the following rates based on the estimated useful life of these fixed assets and their anticipated residual value:

Fixtures, fittings and equipment	25% reducing balance
Computer equipment	25% reducing balance
Motor vehicles	25% straight line

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2024

1	DONATIONS	2024 £	2023 £
	Unrestricted	43,171	13,181
	Restricted	50,435	66,107
		<u>93,606</u>	<u>78,288</u>
2	INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS	2024 £	2023 £
	Interactive sessions	192,027	194,341
	Training	4,781	4,355
	Coaching and Mentoring	8,186	3,300
		<u>205,064</u>	<u>201,996</u>
3	ALLOCATION OF SUPPORT COSTS AND OVERHEADS		

Allocation of support costs and overheads

The breakdown of support costs and how these were allocated between Governance, Fund-raising and Charitable Activities is shown in the table below

Cost type	Total Allocated £	Governance £	Fund- raising	Charitable Activities £	Basis of Apportionment
Premises	14,023	208	1,126	12,689	Staff time
General office and finance staff	63,497	942	5,098	57,457	Staff time
Office and IT equipment	1,520	22	122	1,376	Staff time
Post, telephone and fax	544	8	43	493	Staff time
Printing and stationery	375	5	30	340	Staff time
Insurance	1,746	25	140	1,581	Staff time
Subscriptions	335	4	26	305	Staff time
Depreciation	2,647	39	212	2,396	Staff time
Bank Charges	327	4	26	297	Staff time
Payroll Costs	1,482	22	119	1,341	Staff time
	<u>86,496</u>	<u>1,279</u>	<u>6,942</u>	<u>78,275</u>	

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2024**4 Total Resources Expended**

	Basis of Allocation	Voluntary income	Interactive Session:	Training/Consultin	Governance	2024 Total	2023 Total
	£	£	£	£	£	£	£
Costs directly allocated to Activities							
Accountancy and Legal	Direct				984	984	984
Depreciation	Direct		7,492			7,492	3,805
Development and equipment	Direct		80			80	509
Miscellaneous	Direct		752			752	413
Recruitment	Direct		1,632			1,632	501
Staff Costs	Direct	22,689	166,325	7,889	4,789	201,692	174,600
Staff training	Direct		980			980	1,905
Trust expenses	Direct				59	59	229
Bad Debts	Direct		(52)			-52	1,762
Van expenses and travel	Direct		9,037	2,974		12,011	14,658
Van Insurance	Direct		2,153			2,153	1,921
2023 Conference	Direct			-		0	6,614
Fund-raising and Events	Direct	938				938	1,420
Marketing	Direct		20	5		25	690
Support costs allocated to							
General office and finance staff	Staff time	5,098	55,054	2,403	942	63,497	72,082
Bank Charges	Staff time	26	285	12	4	327	275
Depreciation	Staff time	212	2,296	100	39	2,647	2,119
Insurance	Staff time	140	1,515	66	25	1,746	1,623
Office and IT equipment	Staff time	122	1,319	57	22	1,520	1,210
Payroll Costs	Staff time	119	1,285	56	22	1,482	1,272
Telephone and Internet	Staff time	43	473	20	8	544	500
Premises	Staff time	1,126	12,159	530	208	14,023	13,990
Printing and stationery	Staff time	30	326	14	5	375	740
Subscriptions	Staff time	26	293	12	4	335	101
		30,569	263,424	14,138	7,111	315,242	303,923

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2024

5	NET INCOMING RESOURCES	2024 £	2023 £
	Net incoming resources for the period after charging:		
	Depreciation	10,139	5,924
6	STAFF COSTS	2024 £	2023 £
	Salaries and wages	245,021	238,359
	Employer's national insurance contributions	12,965	11,890
	Pension Scheme Contribution	7,203	6,433
		265,189	246,682
	No employee received emoluments including taxable benefits which exceeded £50,000 in the period.		
		2024 No	2023 No
	The average number of employees during the period was made up as follows:		
	Chief Executive	0.4	0.4
	Interactive Practitioners	7.2	6.9
	Fund-raising	0.6	0.9
	Administration	0.8	0.8
		9.0	9.0
	No director/trustee received emoluments in the period.		

7 **TAXATION**

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2024

8 TANGIBLE FIXED ASSETS

	<i>Motor Vehicles</i>	<i>Computer equipment</i>	<i>Office Furniture</i>	<i>Total</i>
VALUATION:	£	£	£	£
At 1 April 2023	32,684	19,313	740	52,737
Additions	23,468	2,600	-	26,068
Disposals	(15,218)	(4,216)	-	(19,434)
At 31 March 2024	40,934	17,697	740	59,371
DEPRECIATION:				
At 1 April 2023	27,810	13,136	559	41,505
Charged in the year	7,492	2,602	45	10,139
Disposals	(11,969)	(4,216)	-	(16,185)
At 31 March 2024	23,333	11,522	604	35,459
Net book value 31 March 2024	17,601	6,175	136	23,912

9 DEBTORS

	2024 £	2023 £
Trade debtors	7,603	8,219
Other debtors and Prepayments	7,542	2,592
	15,145	10,811

10 CREDITORS: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	5,584	4,486
Accruals and other creditors	8,443	16,010
Inland Revenue	-	4,089
	14,031	24,585

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2024

11	RESERVES	At 1 April 2023	Income	Expenditure	Transfers	At 31 March 2024
	General Fund	£141,942	£253,545	(£246,077)	(£7,355)	£142,055
	Designated Fund	£51,264	£0	£0	£7,355	£58,619
	Restricted Fund	£31,680	£50,435	(£69,165)	£0	£12,950
		<u>£224,886</u>	<u>£303,980</u>	<u>(£303,924)</u>	<u>£0</u>	<u>£213,624</u>

12 **TRANSACTIONS WITH TRUSTEES**

The trustees only receive reimbursement for expenses actually incurred in attending meetings. No payments are made in respect of time or to compensate for loss of earnings, so no remuneration is paid to trustees. The gross amount that has been reimbursed in respect of attendance of meetings in the period was £0, (2023 £0).

13 **PENSION COSTS**

The charity provides access to an auto-enrolment pension.

14 **LEGAL STATUS OF THE CHARITY**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

15 **DESIGNATED FUND**

A designated fund of £58,619 has been established within unrestricted funds, (2023 £51,264). This is to cover the potential costs of redundancy should circumstances force the closure of Us in a Bus and to cover 3 months sick pay at an average member of staff, including national insurance contributions at 13.8% (2023 13.8%) and pension contributions at 3%.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2024**16 RESTRICTED FUNDS**

The purposes for which the restricted funds were donated are as stated in the table.

Analysis of assets between funds	Purpose	01-Apr-23	Incoming Resources	Outgoing Resources	31-Mar-24
		£	£	£	£
Big Lottery Fund	Training Equipment	136		34	102
Gatwick Airport Community Trust	Printer	231		58	173
Tesco plc	Sensory Boxes	155		-	155
Gemserv	IT Upgrade	1,011		253	758
Nutfield Parish Council	Service Users Event	250		-	250
Tandridge Community	Service Users Event	1,000		-	1,000
Lets Get Digital donation LAPTOPS	Laptops	3,486		876	2,610
Lets Get Digital donation LAPTOPS	Laptops	561		141	420
SCC Infection Control Fund ICF3/4/5	COVID	234		234	-
SCC Infection Control Fund RTF2/3/4	COVID	144		144	-
SCC ICF 5 ICF5	Laptops	396		100	296
Clothworkers	Computer Printer	2,600		650	1,950
National Lottery Community Fund	Session Costs	9,999		9,999	-
Million dollar round table	Session Costs	3,978		3,978	-
Edward Gostling Foundation	Session Costs	7,500		7,500	-
WRA	Session Costs	-	500	500	-
James Wise Charitable Trust	Session Costs	-	350	350	-
Surrey Community Foundation - Netherby Trust	Session Costs	-	10,000	10,000	-
Charitable Trust donation	Session Costs	-	8,000	8,000	-
The Slater Foundation	Session Costs	-	500	500	-
The WO Street Charitable Foundation	Session Costs	-	4,000	4,000	-
The Michael and Anna Wix Charitable Trust	Session Costs	-	100	100	-
The Truemark Trust	Session Costs	-	5,000	5,000	-
Douglas Arter Foundation	Session Costs	-	500	500	-
Vintners	Greater London Session Costs	-	5,000	5,000	-
The Squire Patton Boggs Charitable	Session Costs	-	250	250	-
Webb Family Charitable Trust	Session Costs	-	5,000	5,000	-
Loseley Christian Trust	Session Costs	-	1,000	1,000	-
SMB Charitable Trust	Session Costs	-	2,000	2,000	-
Jules Thorn	Session Costs	-	3,000	3,000	-
Tobacco Pipe Makers	Session Costs	-	2,500	-	2,500
The Pignatelli Foundation	Session Costs	-	2,500	-	2,500
Justgiving Gift Aid - Russ's triathlon	Equipment	-	235	-	235
		31,680	50,435	69,165	12,950

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2024

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Analysis of net assets between funds	Tangible Fixed Assets	Cash at bank and in hand	Other net current assets	Total
	£	£	£	£
Restricted Donations	6,310	6,640	-	12,950
	6,310	6,640	-	12,950
Designated Funds	-	58,619	-	58,619
Other unrestricted funds	5,412	123,339	1,114	142,055
	23,912	188,598	1,114	213,624

US IN A BUS

England & Wales - Charity number 1088570

Accounts

US in a BUS

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2023

Charity Registration Number: 1088570

Company Number 04207000

Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

US in a BUS

**CONTENTS OF THE TRUSTEES' REPORT
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST MARCH 2023

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US in a BUS

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2023

DIRECTORS, TRUSTEES AND COUNCIL MEMBERS

Douglas Bennett	Chairperson
Francesca Arocas	
Julia Hancock	Resigned 24/11/2022
Nigel Jackson	
Kenneth McRae	
Toby Wells	Appointed 27/01/2022
	Resigned 28/09/2023
Aleksandra Malanska	Appointed 28/09/2023

SECRETARY

Colin Medway

CHIEF EXECUTIVE

Victoria Goody

TREASURER

Colin Medway

REGISTERED OFFICE AND OPERATIONAL ADDRESS

Redhill Aerodrome
Kings Mill Lane
Redhill
Surrey
RH1 5JY

REPORTING ACCOUNTANT

Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

BANKERS

CAF Bank Limited
Kings Hill
West Malling
Kent
ME19 4TA

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2023

The trustees present their report and the financial statements for the period ended 31st March 2023.

STATUS

The charity is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association. The company was incorporated on 27th April 2001 and registered as a charity on 1st October 2001. The company took over the assets and liabilities of Us in a Bus, an unincorporated charity, on 1st October 2001 and commenced activities from that date.

BOARD OF TRUSTEES

Chairperson's Report

What a transformative year it's been for Us in a Bus! In the face of an ever-evolving global landscape, how did we respond? With agility, ingenuity, and an indomitable spirit. And it's all thanks to you—our tireless team, loyal supporters, and of course, our invaluable Board of Trustees.

Yes, we were met with hurdles like everyone else—especially given the vulnerable community we proudly serve. But did we let it set us back? Absolutely not! We were prepared, leveraging our strong reserves and furlough schemes to ensure that not only did we survive, but we thrived.

And thrive we did! The Board of Trustees has worked in close concert with our phenomenal Team, navigating us back to a full operational schedule. We've had three incredible teams out and about, enriching lives throughout Surrey and South London. The demand? Well, it was so high that we had a waiting list of homes eager for our Intensive Interaction sessions. And though the employment market posed its challenges, we've kept our reserves robust—ready to expand our reach the moment opportunity knocks.

Our board meetings were as dynamic as the times—some in-person, some virtual, and some a blend of both. And let's not forget Caroline Crawford, the unsung hero behind the scenes, taking minutes at our meetings. As she steps into retirement, we salute her dedication and wish her all the best.

So, are you ready for the next chapter? The Trustees and I want to express our profound gratitude to our hardworking team. Your steadfast commitment and passion fuel our collective journey forward.

Join me as we embark on another year, poised to set the world on fire, unlocking even greater potential and reaching new heights. We've got big plans, and with your continued support, nothing will stand in our way!

Let's make the next year even more amazing.

Doug Bennett



Chair of Trustees

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2023

AIMS AND OBJECTIVES

This charity's purposes as set out in the objects contained in the company's memorandum of association are:

- (i) To relieve people who have severe learning and/or multiple disabilities by providing or assisting in the provision of leisure time activities for such persons with the object of improving their condition of life
- (ii) To advance public education concerning the needs of such people who have severe learning and/or multiple disabilities

PUBLIC BENEFIT

The people who benefit from the Us in a Bus service are those with severe learning and/or multiple disabilities who can be "difficult to reach". Although we work with a wide range of people who have profound learning difficulties and complex needs, our aim with each of our service users is the same: we believe that each of us should have the opportunity to discover more about ourselves and to express our emotions and creativity. We explore this with our service users through the relationships we build together, ensuring that those relationships are based on trust, respect and shared experiences.

Us in a Bus specialises in finding "ways in" with people who are otherwise very isolated. We spend relaxed time with people, aiming to create a safe and respectful space for people to be heard, valued and understood. Through careful observation we learn how people express themselves, find ways of communicating together, trying out various activities and interactions, encouraging people to develop their sociability and communication abilities.

To achieve its objectives, the charity provides Interactive Sessions to people living across Surrey, Hampshire, Middlesex and London. It also provides training courses for professionals in the field and consultancy services for agencies providing care and support for people with profound and multiple learning disabilities. These consultancy and training services can be delivered anywhere in the UK and Europe. Further detail on these areas is provided below.

HIGHLIGHTS FROM THE YEAR

CHIEF EXECUTIVE OFFICER – VICTORIA GOODY

Chief Executives Report

This Annual Report covers the period 1st April 2022 to 31st March 2023.

2022 to 2023 was a year of great transition for Us in a Bus, as we fully moved out of some of the working practices we had operated since 2020. We returned to team working and this has had a significant impact on our morale and the team. We were delighted to get so many sessions back up and running and were surprised to have so many new sessions starting during the year. To organise

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2023

this work, we appointed Nancy Keeley as the Service Delivery Manager to ensure we had the right people in the right place at the right time. We started many new projects, including a piece of work in Haringey, supporting their Early Years provision.

We invested heavily in the re-opening of operations – delivering training on Bereavement, Excel and Fundraising amongst other things. As our long-standing member of the team, Caroline Crawford took retirement, we appointed Anna Redman into the role and supported her to pass relevant finance qualifications. We were delighted to welcome Clare Cattle-Jones as a volunteer to the Board Secretariat.

The biggest event for the year for us was the Conference we ran in March 2023 – much delayed since the Pandemic. We were delighted to welcome 80 people from across a range of backgrounds to hear a stellar cast of speakers and presenters. We were delighted with the feedback on the day, and we would like to thank all those who attended for making it such a vibrant and welcoming day. We were particularly delighted to have a conversation with Phoebe Caldwell, our Honorary President, as part of the day's proceedings.

Supporting all the projects above was the Fundraising team. The cost of delivering sessions continues to be supported by a significant proportion of fundraising effort, and we continue in our drive to diversify our efforts to minimise risks. We were very grateful to all our funders during the year:

National Lottery - Award for all Community Foundation
Clothworkers
Shanly Foundation
Creating Healthy Communities
David Solomans
Webb Family Charitable Trust
The Slater Foundation
Draper's Charitable Trust
Caldwell Autism Foundation
John Ede Trust
Baily Thomas

In particular, we would like to thank Renee Canter, who undertook a 24 hour Disco-athon for Us in a Bus, raising a whopping total of £4,183. We were also really grateful to the team of brave individuals who undertook a skydive raising over three thousand pounds. In the year, Russ, one of our IPs, started a Triathlon to cover the same amount of miles as we do in a week in our vans, through running, swimming and cycling. So far, he has raised £650.

I would like to thank all the Us in a Bus team and Trustees for a transforming year; approaching the challenges with creativity and open mindedness.

Victoria Goody
Chief Executive

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2023

FINANCIAL RESULTS

The net incoming resources for the period amounted to £289,489. Total expenditure amounted to £303,923. The charity produced a deficit of £14,434 for the 12-month period.

RISK MANAGEMENT

The major risks to the charity are identified as:

- a. loss of income from sessions
- b. loss of key staff members
- c. loss of income from training
- d. loss of income from donors and other income streams, including major donors
- e. the cost of covering long term sick leave

The charity continues to mitigate the first of these risks by extending its training and consultancy programme to increase income and diversify income streams. Us in a Bus continues to designate funds as a contingency against long term sick leave. The threats to funding across the public sector continue to give rise to a risk. We mitigate this risk by maintaining strict price controls, delivering an excellent service and constantly searching for new income streams.

Us in a Bus continues to review potential risk on a regular basis.

RESERVES POLICY

The charity recognises the need to establish an unrestricted reserve fund of at least three months' running costs, in addition, as the COVID pandemic has illustrated we need to be able to deal with unexpected and detrimental changes that are beyond our control. However, we have also needed to make investments to rebuild and reinstate the capacity and the quality of the services that we provide as well as to provide an appropriate and efficient office environment. As a result of these investments, we have reduced our General Reserve Fund at the end of this period by £22,660 and the General Reserve Fund now stands at £193,206. The trustees continue to consider ways in which these funds will be utilised and enhanced to achieve Us in a Bus's strategic objectives and maintain the necessary level of reserves.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2023

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Trustees is 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.

REPORTING ACCOUNTANTS

The directors appointed Crilly and Co as reporting accountants to the company.

Approved by the Board on the 20 December 2023.

And signed on its behalf by:

A handwritten signature in dark ink, appearing to read 'Douglas Bennett', with a stylized flourish at the end.

Douglas Bennett
Chair of Trustees

CHARTERED ACCOUNTANT'S REPORT

TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF US in a BUS

FOR THE YEAR ENDED 31ST MARCH 2023

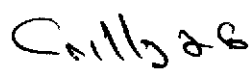
In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006 we have compiled the financial statements of the company which comprise the Statement of Financial Activities, balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31st March 2023 your duty to ensure that the company has kept adequate accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



Aidan Crilly
Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

Dated: 20th December 2023

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)

For the year ended 31st March 2023

	Notes	Restricted Funds 2023 Total £	Unrestricted Funds 2023 Total £	Total Funds 2023 £	Total Funds 2022 £
Incoming resources from generated funds:					
Voluntary income					
Donations	1	64,577	13,181	77,758	114,193
Activities for generating funds:					
Investment income		-	1,414	1,414	405
Incoming resources from charitable activities:					
Interactive sessions	2	-	194,341	194,341	128,954
Training and Consultancy	2	-	7,655	7,655	6,825
2023 Conference		1,530	3,698	5,228	-
Bus Stop project		-	-	-	-
Gift Aid		-	1,281	1,281	1,361
Other income:					
Coronavirus Job Retention Scheme		-	-	-	32,029
Gain on disposal of assets		-	1,812	1,812	-
Total incoming resources		66,107	223,382	289,489	283,767
Resources expended					
Costs of generating voluntary income	4		35,786	35,786	20,416
2023 Conference	4	500	6,114	6,614	-
Charitable activities	4	57,381	197,145	254,526	224,676
Governance costs	4		6,997	6,997	6,219
Total resources expended		57,881	246,042	303,923	251,311
Net incoming resources		8,226	(22,660)	(14,434)	32,456
Reconciliation of funds					
Total funds brought forward	12/18	23,454	215,866	239,320	206,864
Total funds carried forward	12/18	31,680	193,206	224,886	239,320

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

No separate statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the Statement of Financial Activities.

The notes on pages 10 to 18 form an integral part of these financial statements.

US in a BUS

BALANCE SHEET

As at 31st March 2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible assets	8	11,232	10,658
CURRENT ASSETS			
Debtors	9	10,811	40,835
Cash at bank		227,428	220,071
		238,239	260,906
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	10	24,585	32,244
NET CURRENT ASSETS		213,654	228,662
TOTAL NET ASSETS		224,886	239,320
Represented by:			
Unrestricted fund:			
General fund	11	141,942	162,540
Designated Fund	11	51,264	53,326
Restricted fund	16	31,680	23,454
TOTAL FUNDS		224,886	239,320

For the year ending 31 March 2023, the directors are of the opinion that the company is entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for:

- ensuring that the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006;
- complying with the requirements of the Act in respect to accounting records and the preparation of accounts;
- ensuring that the accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial reporting Standard for Smaller Entities (effective April 2008).

Approved by the board on the 20th of December 2023 and signed on its behalf by



Douglas Bennett Trustee

Company Registration Number 4207000

The notes on pages 10 to 18 form an integral part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2023

ACCOUNTING POLICIES

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

BASIS OF PREPARATION

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice published in March 2007 and applicable accounting standards.

FUND ACCOUNTING

General funds

These are unrestricted and are available for general purposes.

Designated funds

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

INCOMING RESOURCES

Service fees, consultancy and training income

These represent amounts receivable for services provided within the year.

Donations

These are accounted for on the basis of monies received during the year.

Gift Aid

Gift Aid income is recognised when received.

Investment income

Investment income is included when receivable.

RESOURCES EXPENDED

Expenditure is recognised on an accrual 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.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2023

COSTS OF GENERATING FUNDS

Costs of generating funds

Costs of generating funds are the costs associated with attracting voluntary income.

Cost of goods sold was the costs of sales for the sales of books in support of training activities.

ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accounting fees as well as costs linked with the strategic management of the charity.

SUPPORT COSTS

Support costs are not costs that relate to an activity in themselves but support the charity's activities. Support costs are allocated to the charity's activities on an appropriate basis.

Costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, other costs are apportioned on an appropriate basis e.g. per capita, staff time or estimated usage as set out in note 4.

DEPRECIATION

Depreciation is provided on fixtures, fittings and equipment, computer equipment and motor vehicles at the following rates based on the estimated useful life of these fixed assets and their anticipated residual value:

Fixtures, fittings and equipment	25% reducing balance
Computer equipment	25% reducing balance
Motor vehicles	25% straight line

1	DONATIONS	2023 £	2022 £
	Unrestricted	13,181	33,545
	Restricted	66,107	80,648
		<u>78,288</u>	<u>114,193</u>

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2023

2	INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS	2023 £	2022 £
	Interactive sessions	194,341	128,954
	Training	4,355	4,175
	Coaching and Mentoring	3,300	2,650
		<u>201,996</u>	<u>135,779</u>

3 ALLOCATION OF SUPPORT COSTS AND OVERHEADS

Allocation of support costs and overheads

The breakdown of support costs and how these were allocated between Governance, Fund-raising and Charitable Activities is shown in the table below

Cost type	Total Allocated £	Governance £	Fund-raising	Charitable Activities £	Basis of Apportionment
Premises	13,990	208	1,827	11,955	Staff time
General office and finance staff	72,082	1,076	9,418	61,588	Staff time
Office and IT equipment	1,210	18	158	1,034	Staff time
Post, telephone and fax	500	7	65	428	Staff time
Printing and stationery	740	11	96	633	Staff time
Insurance	1,623	24	212	1,387	Staff time
Subscriptions	101	1	13	87	Staff time
Depreciation	2,119	31	276	1,812	Staff time
Bank Charges	275	4	35	236	Staff time
Payroll Costs	1,272	18	166	1,088	Staff time
	<u>93,912</u>	<u>1,398</u>	<u>12,266</u>	<u>80,248</u>	

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2023**4 Total Resources Expended**

	Basis of Allocation	Voluntary income	Interactive Sessions	Training/Consulting	Governance	2023 Total	2022 Total
	£	£	£	£	£	£	£
Costs directly allocated to Activities							
Accountancy and Legal	Direct				984	984	968
Depreciation	Direct		3,805			3,805	2,180
Development and	Direct		509			509	2,208
Miscellaneous	Direct		413			413	89
Recruitment	Direct		501			501	249
Staff Costs	Direct	22,100	143,425	4,689	4,386	174,600	153,245
Staff training	Direct		1,905			1,905	2,079
Trust expenses	Direct				229	229	45
Bad Debts	Direct		1,762			1,762	261
Van expenses and travel	Direct		12,938	1,720		14,658	10,715
Van Insurance	Direct		1,921			1,921	2,244
2023 Conference	Direct			6,614		6,614	0
Fund-raising and Events	Direct	1,420				1,420	2,241
Marketing	Direct		552	138		690	465
Support costs allocated							
General office and	Staff time	9,418	59,856	1,732	1,076	72,082	52,001
Bank Charges	Staff time	35	230	6	4	275	160
Depreciation	Staff time	276	1,762	50	31	2,119	1,148
HR Consultancy and	Staff time	-	-	-	-	0	150
Insurance	Staff time	212	1,348	39	24	1,623	1,651
Office and IT equipment	Staff time	158	1,005	29	18	1,210	2,125
Payroll Costs	Staff time	166	1,058	30	18	1,272	1,583
Telephone and Internet	Staff time	65	416	12	7	500	648
Premises	Staff time	1,827	11,619	336	208	13,990	14,042
Printing and stationery	Staff time	96	616	17	11	740	428
Subscriptions	Staff time	13	85	2	1	101	385
		35,786	245,726	15,414	6,997	303,923	251,311

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2023

5 NET INCOMING RESOURCES

	2023 £	2022 £
Net incoming resources for the period after charging: Depreciation	5,924	3,328

6 STAFF COSTS

	2023 £	2022 £
Salaries and wages	228,359	190,908
Employer's national insurance contributions	11,890	8,717
Pension Scheme Contribution	6,433	5,621
	<u>246,682</u>	<u>205,246</u>

No employee received emoluments including taxable benefits which exceeded £50,000 in the period.

	2023 No	2022 No
The average number of employees during the period was made up as follows:		
Chief Executive	0.4	0.4
Interactive Practitioners	6.9	6.1
Fund-raising	0.9	0.6
Administration	0.8	0.9
	<u>9.0</u>	<u>8.0</u>

No director/trustee received emoluments in the period.

7 TAXATION

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2023

8 TANGIBLE FIXED ASSETS

	Motor Vehicles	Computer equipment	Office Furniture	Total
VALUATION:	£	£	£	£
At 1 April 2022	36,235	25,369	1,192	62,796
Additions	6,499	-	-	6,499
Disposals	(10,050)	(6,056)	(452)	(16,558)
At 31 March 2023	32,684	19,313	740	52,737
DEPRECIATION:				
At 1 April 2022	34,055	17,133	950	52,138
Charged in the year	3,805	2,059	61	5,925
Disposals	(10,050)	(6,056)	(452)	(16,558)
At 31 March 2023	27,810	13,136	559	41,505
Net book value 31 March 2023	4,874	6,177	181	11,232

9 DEBTORS

	2023 £	2022 £
Trade debtors	8,219	35,830
Other debtors and Prepayments	2,592	5,005
	10,811	40,835

10 CREDITORS: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	4,486	4,021
Accruals and other creditors	16,010	25,534
Inland Revenue	4,089	2,689
	24,585	32,244

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2023

11	RESERVES	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	General Fund	£162,540	£223,382	(£246,042)	£2,062	£141,942
	Designated Fund	£53,326	£0	£0	(£2,062)	£51,264
	Restricted Fund	£23,454	£66,107	(£57,881)	£0	£31,680
		<u>£239,320</u>	<u>£283,767</u>	<u>(£303,923)</u>	<u>£0</u>	<u>£224,886</u>

12 TRANSACTIONS WITH TRUSTEES

The trustees only receive reimbursement for expenses actually incurred in attending meetings. No payments are made in respect of time or to compensate for loss of earnings, so no remuneration is paid to trustees. The gross amount that has been reimbursed in respect of attendance of meetings in the period was £0, (2022 £0).

13 PENSION COSTS

The charity provides access to an auto-enrolment pension.

14 LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

15 DESIGNATED FUND

A designated fund of £51,264 has been set up within unrestricted funds, (2022 £53,326). This is to cover the potential costs of redundancy should circumstances force the closure of Us in a Bus and to cover 3 months sick pay at an average member of staff, including national insurance contributions at 13.8% (2022 13.8%) and pension contributions at 3%.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2023**16 RESTRICTED FUNDS**

The purposes for which the restricted funds were donated are as stated in the table.

Analysis of net assets between funds	Purpose	01-Apr-22	Incoming Resources	Outgoing Resources	31-Mar-23
		£	£	£	£
Big Lottery Fund	Training Equipment	181		45	136
Gatwick Airport Community Trust	Printer	308		77	231
Tesco plc	Sensory Boxes	155		-	155
Gemserv	IT Upgrade	1,348		337	1,011
John Ede	Conference	500		500	-
Nutfield Parish Council	Service Users Event	250			250
Tandridge Community	Service Users Event	1,000			1,000
Round Table	Motor Vehicle	238		238	-
Redhill Redstone Rotary Club	Motor Vehicle	238		238	-
East Surrey Mencap	Motor Vehicle	71		71	-
Cathy Laney	Motor Vehicle	238		238	-
Charities Trust donation	Motor Vehicle	22		22	-
Cody Road staff collection	Motor Vehicle	3		3	-
Crowdfunder	Motor Vehicle	685		685	-
Damian Leeson	Motor Vehicle	14		14	-
Gill Keens	Motor Vehicle	4		4	-
Holly Keen	Motor Vehicle	47		47	-
John Spedding	Motor Vehicle	7		7	-
Joy Keen	Motor Vehicle	47		47	-
Judy Denziloe	Motor Vehicle	24		24	-
Marianne Hecker	Motor Vehicle	238		238	-
Nigel Jackson	Motor Vehicle	29		29	-
Rae Hunt	Motor Vehicle	7		7	-
Rev B Jackson	Motor Vehicle	24		24	-
Toby Wells	Motor Vehicle	238		238	-
Caldwell Autism Foundation	Session Costs	350		350	-
Lets Get Digital donation LAPTOPS	Laptops	4,362		876	3,486
Childwick Trust donation	Session Costs	6,250		6,250	-
Lets Get Digital donation LAPTOPS	Laptops	702		140	561
Leathersellers Company donation	Session Costs	5,000		5,000	-
SCC Infection Control Fund ICF3/4/5	Laptops	234			234
SCC Infection Control Fund RTF2/3/4	Laptops	144			144
SCC ICF 5 ICF5	Laptops	496		100	396
Garfield Weston Foundation	Session Costs		5,000	5,000	-
John Ede Trust donation for sessions	Session Costs		500	500	-
The Slater Foundation Donation	Session Costs		500	500	-
Caldwell Bursary 2023 Conference	Conference		1,530	1,530	-
Drapers Charitable Fund	Core Costs		10,000	10,000	-
Webb Family Trust donation	Session Costs		5,000	5,000	-
Baily Thomas Charitable Fund	Session Costs		3,000	3,000	-
Reigate & Banstead Council	Sessions in East Surrey		5,000	5,000	-
Masonic Charitable Foundation	Session Costs		5,000	5,000	-
Shanly Foundation	Session Costs		5,000	5,000	-
The David Solomans Charitable Trust	Session Costs		1,000	1,000	-
Clothworkers donation for printer	Computer Printer		2,600		2,600
The White Oak Charitable Trust	Session Costs		500	500	-
National Lottery Community Fund	Session Costs		9,999		9,999
Million Dollar Round Table	Session Costs		3,978		3,978
Edward Gostling Foundation	Session Costs		7,500		7,500
		23,454	66,107	57,881	31,680

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2023

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Analysis of net assets between funds	Tangible Fixed Assets	Cash at bank and in hand	Other net current assets	Total
	£	£	£	£
Restricted Donations	5,821	25,859	-	31,680
	<u>5,821</u>	<u>25,859</u>	<u>-</u>	<u>31,680</u>
Designated Funds	-	51,264	-	51,264
Other unrestricted funds	5,411	150,305	(13,774)	141,942
	<u>11,232</u>	<u>227,428</u>	<u>(13,774)</u>	<u>224,886</u>

US IN A BUS

England & Wales - Charity number 1088570

Accounts

US in a BUS

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

Charity Registration Number: 1088570

Company Number 04207000

Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

US in a BUS

**CONTENTS OF THE TRUSTEES' REPORT
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST MARCH 2022

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US in a BUS

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2022

DIRECTORS, TRUSTEES AND COUNCIL MEMBERS

Douglas Bennett	Chairperson
Francesca Arocas	
Julia Hancock	Resigned 24/11/2022
Nigel Jackson	
Kenneth McRae	
Toby Wells	Appointed 27/01/2022

SECRETARY

Colin Medway

CHIEF EXECUTIVE

Victoria Goody

TREASURER

Colin Medway

REGISTERED OFFICE AND OPERATIONAL ADDRESS

Redhill Aerodrome
Kings Mill Lane
Redhill
Surrey
RH1 5JY

REPORTING ACCOUNTANT

Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

BANKERS

CAF Bank Limited
Kings Hill
West Malling
Kent
ME19 4TA

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2022

The trustees present their report and the financial statements for the period ended 31st March 2022.

STATUS

The charity is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association. The company was incorporated on 27th April 2001 and registered as a charity on 1st October 2001. The company took over the assets and liabilities of Us in a Bus, an unincorporated charity, on 1st October 2001 and commenced activities from that date.

BOARD OF TRUSTEES

Chairperson's Report

2021/22 has been a challenging and difficult year for Us in a Bus and firstly I would like to thank all the Us in a Bus team, past and present for their support in keeping the Bus moving forward. The number of sessions have increased from the lows of last year, and we are happily looking to increase the team to help even more people feel connected.

It has also been a year of change for the trustees, we moved back to bi-monthly meetings, using a hybrid of Face to Face and Zoom. We were all delighted to support in this way, and I'd like to thank all the Trustees for their availability at this time.

We have a large piece of work to do to re-build Us in a Bus and the Trustees are prepared to invest where necessary to achieve this.

Doug Bennett
Chair of Trustees



US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2022

AIMS AND OBJECTIVES

This charity's purposes as set out in the objects contained in the company's memorandum of association are:

- (i) To relieve people who have severe learning and/or multiple disabilities by providing or assisting in the provision of leisure time activities for such persons with the object of improving their condition of life
- (ii) To advance public education concerning the needs of such people who have severe learning and/or multiple disabilities

PUBLIC BENEFIT

The people who benefit from the Us in a Bus service are those with severe learning and/or multiple disabilities who can be "difficult to reach". Although we work with a wide range of people who have profound learning difficulties and complex needs, our aim with each of our service users is the same: we believe that each of us should have the opportunity to discover more about ourselves and to express our emotions and creativity. We explore this with our service users through the relationships we build together, ensuring that those relationships are based on trust, respect and shared experiences.

Us in a Bus specialises in finding "ways in" with people who are otherwise very isolated. We spend relaxed time with people, aiming to create a safe and respectful space for people to be heard, valued and understood. Through careful observation we learn how people express themselves, find ways of communicating together, trying out various activities and interactions, encouraging people to develop their sociability and communication abilities.

To achieve its objectives, the charity provides Interactive Sessions to people living across Surrey, Hampshire, Middlesex and London. It also provides training courses for professionals in the field and consultancy services for agencies providing care and support for people with profound and multiple learning disabilities. These consultancy and training services can be delivered anywhere in the UK and Europe. Further detail on these areas is provided below.

HIGHLIGHTS FROM THE YEAR

CHIEF EXECUTIVE OFFICER – VICTORIA GOODY

Chief Executives Report

This Annual Report covers the period 1st April 2021 to 31st March 2022.

The year 2021 - 2022 has been a year of re-instating the things that we thought were useful – and in some cases were not allowed to do during periods of lockdowns. An excellent example of this is working in pairs which has been a cornerstone of our work for years. For many months, visitors were limited to one, so we worked in solos, which makes the day harder in terms of sharing the driving and the mental load of Intensive Interaction. We're so pleased to be back to teamwork and we can see what a difference it makes in our work, making it deeper and richer. We've also done a lot of

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2022

work on the structures of our work – getting Training Weeks back in place, dedicating time to develop our practice and habits. We've been delivering some excellent detailed Development and Practice work in North London over the last year, supporting a new team for a young gentleman moving home. We're looking forward to starting a substantial piece of work in Haringey that will take place over the next year.

We were also able to get back to planning and training during the last year – all the things that were hard to organise (and fund!) so we're delighted to have that back in place. We're delighted to have appointed Nancy Keeley as Service Delivery Manager; a management team role and she has hit the ground running looking at all our service provision. We have made 2 excellent hires of Practitioner – bringing long term skills and experience to the team, and we seek to hire more. One downside of the year is that in November we said goodbye to our long-standing Trustee and former Chairman, Julia, who has retired. Julia has been a constant friendly face for me since I joined and I shall miss her steadfast support and kind thoughts. We will all miss her meeting management skills and commitment to an agenda and sensible finish time.

Having got all structures back in place, we now want to look at growth and development for 2022-2023. We are willing to invest for growth so that we can make hires (experienced or trainee) to allow us to deliver to all the people who wish to have II, across Surrey. I'd like to thank all the team and Trustees for a year of patient re-growth and thank them for continued enthusiasm and support.

Victoria Goody
Chief Executive

FINANCIAL RESULTS

The net incoming resources for the period amounted to £283,767. Total expenditure amounted to £251,311. The charity produced a surplus of £32,456 for the 12-month period.

RISK MANAGEMENT

The major risks to the charity are identified as:

- a. loss of income from sessions
- b. loss of key staff members
- c. loss of income from training
- d. loss of income from donors and other income streams, including major donors
- e. the cost of covering long term sick leave

The charity continues to mitigate the first of these risks by extending its training and consultancy programme to increase income and diversify income streams. Us in a Bus continues to designate funds as a contingency against long term sick leave. The threats to funding across the public sector continue to give rise to a risk. We mitigate this risk by maintaining strict price controls, delivering an excellent service and constantly searching for new income streams.

Us in a Bus continues to review potential risk on a regular basis.

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2022

RESERVES POLICY

The charity recognises the need to establish an unrestricted reserve fund of at least three months' running costs, in addition, as the COVID pandemic has illustrated we need to be able to deal with unexpected and detrimental changes that are beyond our control.. However, we have also needed to make investments to maintain the quality of the services that we provide as well as to provide an appropriate and efficient office environment. As a result of these investments, we have increased our General Reserve Fund at the end of this period by £17,714 and the General Reserve Fund now stands at £215,866. The trustees are considering ways in which these funds will be utilised and enhanced to achieve Us in a Bus's strategic objectives and maintain the necessary level of reserves.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Trustees is 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.

REPORTING ACCOUNTANTS

The directors appointed Crilly and Co as reporting accountants to the company.

Approved by the Board on the 23rd of December 2022.

And signed on its behalf by:



Douglas Bennett
Trustee

CHARTERED ACCOUNTANT'S REPORT

TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF US in a BUS

FOR THE YEAR ENDED 31ST MARCH 2022

In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006 we have compiled the financial statements of the company which comprise the Statement of Financial Activities, balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31st March 2022 your duty to ensure that the company has kept adequate accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



Aidan Crilly
Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

Dated: 23rd of December 2022

US in a BUS

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and Expenditure Account)

For the year ended 31st March 2022

	Notes	Restricted Funds 2022 Total £	Unrestricted Funds 2022 Total £	Total Funds 2022 £	Total Funds 2021 £
Incoming resources from generated funds:					
Voluntary income					
Donations	1	80,648	33,545	114,193	191,027
Activities for generating funds:					
Investment income		-	405	405	334
Incoming resources from charitable activities:					
Interactive sessions	2	-	128,954	128,954	44,412
Training and Consultancy	2	-	6,825	6,825	4,658
25 th Anniversary		-	-	-	-
Bus Stop project		-	-	-	-
Gift Aid		-	1,361	1,361	3,424
Other income:					
Coronavirus Job Retention Scheme		-	32,029	32,029	156,209
Gain on disposal of assets		-	-	-	-
Total incoming resources		80,648	203,119	283,767	400,064
Resources expended					
Costs of generating voluntary income	4		20,416	20,416	26,445
Fundraising trading: cost of goods sold	4		-	-	-
Charitable activities	4	65,906	158,770	224,676	306,054
Governance costs	4		6,219	6,219	4,771
Total resources expended		65,906	185,405	251,311	337,270
Net incoming resources		14,742	17,714	32,456	62,794
Reconciliation of funds					
Total funds brought forward	12/18	8,712	198,152	206,864	144,070
Total funds carried forward	12/18	23,454	215,866	239,320	206,864

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

No separate statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the Statement of Financial Activities.

The notes on pages 13 to 21 form an integral part of these financial statements.

US in a BUS

BALANCE SHEET

As at 31st March 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	8	10,658	7,803
CURRENT ASSETS			
Debtors	9	40,835	16,957
Cash at bank		220,071	193,907
		<u>260,906</u>	<u>210,864</u>
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	10	32,244	11,803
		<u>228,662</u>	<u>199,061</u>
NET CURRENT ASSETS			
		<u>239,320</u>	<u>206,864</u>
TOTAL NET ASSETS			
Represented by:			
Unrestricted fund:			
General fund	11	215,866	175,079
Designated Fund	11	0	23,073
Restricted fund	16	23,454	8,712
		<u>239,320</u>	<u>206,864</u>
TOTAL FUNDS			
		<u>239,320</u>	<u>206,864</u>

For the year ending 31 March 2022, the directors are of the opinion that the company is entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for:

- ensuring that the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006;
- complying with the requirements of the Act in respect to accounting records and the preparation of accounts;
- ensuring that the accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial reporting Standard for Smaller Entities (effective April 2008).

Approved by the board on the 23rd of December 2022 and signed on its behalf by



Douglas Bennett Trustee

Company Registration Number 4207000

The notes on pages 10 to 18 form an integral part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2022

ACCOUNTING POLICIES

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

BASIS OF PREPARATION

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice published in March 2007 and applicable accounting standards.

FUND ACCOUNTING

General funds

These are unrestricted and are available for general purposes.

Designated funds

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

INCOMING RESOURCES

Service fees, consultancy and training income

These represent amounts receivable for services provided within the year.

Donations

These are accounted for on the basis of monies received during the year.

Gift Aid

Gift Aid income is recognised when received.

Investment income

Investment income is included when receivable.

RESOURCES EXPENDED

Expenditure is recognised on an accrual 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.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2022

COSTS OF GENERATING FUNDS

Costs of generating funds

Costs of generating funds are the costs associated with attracting voluntary income.

Cost of goods sold was the costs of sales for the sales of books in support of training activities.

ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accounting fees as well as costs linked with the strategic management of the charity.

SUPPORT COSTS

Support costs are not costs that relate to an activity in themselves but support the charity's activities. Support costs are allocated to the charity's activities on an appropriate basis.

Costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, other costs are apportioned on an appropriate basis e.g. per capita, staff time or estimated usage as set out in note 4.

DEPRECIATION

Depreciation is provided on fixtures, fittings and equipment, computer equipment and motor vehicles at the following rates based on the estimated useful life of these fixed assets and their anticipated residual value:

Fixtures, fittings and equipment	25% reducing balance
Computer equipment	25% reducing balance
Motor vehicles	25% straight line

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2022

1	DONATIONS	2022 £	2021 £
	Unrestricted	33,545	58,655
	Restricted	80,648	132,372
		<u>114,193</u>	<u>191,027</u>
2	INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS	2022 £	2022 £
	Interactive sessions	128,954	44,412
	Training	4,175	4,658
	Coaching and Mentoring	2,650	-
	Bus stop	-	-
		<u>135,779</u>	<u>49,070</u>
3	ALLOCATION OF SUPPORT COSTS AND OVERHEADS		

Allocation of support costs and overheads

The breakdown of support costs and how these were allocated between Governance, Fund-raising and Charitable Activities is shown in the table below

Cost type	Total Allocated £	Governance £	Fund-raising	Charitable Activities £	Basis of Apportionment
Premises	14,042	227	1,268	12,547	Staff time
General office and finance staff	52,001	842	4,698	46,461	Staff time
Office and IT equipment	2,125	34	192	1,899	Staff time
Post, telephone and fax	648	10	58	580	Staff time
Printing and stationery	428	6	38	384	Staff time
Insurance	1,651	26	149	1,476	Staff time
Subscriptions	385	6	34	345	Staff time
Sundries	150	2	13	135	Staff time
Depreciation	1,148	18	103	1,027	Staff time
Bank Charges	160	2	14	144	Staff time
Payroll Costs	1,583	25	142	1,416	Staff time
	<u>74,322</u>	<u>1,198</u>	<u>6,709</u>	<u>66,415</u>	

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2022**4 Total Resources Expended**

	Basis of Allocation	Voluntary income	Interactive Sessions	Training/Consulting	Governance	2022 Total	2021 Total
	£	£	£	£	£	£	£
Costs directly allocated to Activities							
Accountancy and Legal	Direct				968	968	1,000
Depreciation	Direct		2,180			2,180	4,413
Development and equipment	Direct		2,208			2,208	95
Miscellaneous	Direct		89			89	(17)
Recruitment	Direct		249			249	48
Staff Costs	Direct	11,466	122,448	15,323	4,008	153,245	225,076
Staff training	Direct		2,079			2,079	577
Trust expenses	Direct				45	45	0
Bad Debts	Direct		261			261	138
Van expenses and travel	Direct		8,220	2,495		10,715	5,251
Van Insurance	Direct		2,244			2,244	2,737
Fund-raising	Direct	2,241				2,241	266
Marketing	Direct		372	93		465	0
Support costs allocated to activities							
General office and finance staff	Staff time	4,698	41,438	5,023	842	52,001	73,328
Bank Charges	Staff time	14	129	15	2	160	80
Depreciation	Staff time	103	917	110	18	1,148	1,148
HR Consultancy and Pension	Staff time	13	121	14	2	150	75
Insurance	Staff time	149	1,317	159	26	1,651	1,549
Office and IT equipment	Staff time	192	1,694	205	34	2,125	1,102
Payroll Costs	Staff time	142	1,264	152	25	1,583	2,450
Post, telephone and fax	Staff time	58	518	62	10	648	786
Premises	Staff time	1,268	11,191	1,356	227	14,042	16,553
Printing and stationery	Staff time	38	343	41	6	428	308
Subscriptions	Staff time	34	308	37	6	385	307
		20,416	199,591	25,085	6,219	251,311	337,270

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2022

5	NET INCOMING RESOURCES	2022 £	2021 £
	Net incoming resources for the period after charging:		
	Depreciation	3,328	5,561
6	STAFF COSTS	2022 £	2021 £
	Salaries and wages	190,908	275,845
	Employer's national insurance contributions	8,717	14,504
	Pension Scheme Contribution	5,621	8,055
		205,246	298,404
	No employee received emoluments including taxable benefits which exceeded £50,000 in the period.		
		2022 No	2021 No
	The average number of employees during the period was made up as follows:		
	Chief Executive	0.4	0.4
	Interactive Practitioners	6.1	8.0
	Fund-raising	0.6	0.6
	Administration	0.9	0.8
		8.0	9.8
	No director/trustee received emoluments in the period.		

7 **TAXATION**

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2022

8 TANGIBLE FIXED ASSETS

	<i>Motor Vehicles</i>	<i>Computer equipment</i>	<i>Office Furniture</i>	<i>Total</i>
VALUATION:	£	£	£	£
At 1 April 2021	36,235	19,186	1,192	56,613
Additions	-	6,183	-	6,183
Disposals	-	-	-	-
At 31 March 2022	36,235	25,369	1,192	62,796
DEPRECIATION:				
At 1 April 2021	31,875	16,078	857	48,810
Charged in the year	2,180	1,055	93	3,328
Disposals	-	-	-	-
At 31 March 2022	34,055	17,133	950	52,138
Net book value 31 March 2022	2,180	8,236	242	10,658

9 DEBTORS

	2022 £	2021 £
Trade debtors	35,830	13,705
Other debtors and Prepayments	5,005	3,252
	40,835	16,957

10 CREDITORS: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	4,021	4,180
Accruals and other creditors	25,534	5,489
Inland Revenue	2,689	2,134
	32,244	11,803

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2022

11	RESERVES	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	General Fund	£175,079	£203,119	(£185,405)	(£30,253)	£162,540
	Designated Fund	£23,073	£0	£0	£30,253	£53,326
	Restricted Fund	£8,712	£80,648	(£65,906)	£0	£23,454
		<u>£206,864</u>	<u>£283,767</u>	<u>(£251,311)</u>	<u>£0</u>	<u>£239,320</u>

12 TRANSACTIONS WITH TRUSTEES

The trustees only receive reimbursement for expenses actually incurred in attending meetings. No payments are made in respect of time or to compensate for loss of earnings, so no remuneration is paid to trustees. The gross amount that has been reimbursed in respect of attendance of meetings in the period was £0, (2021 £0).

13 PENSION COSTS

The charity provides access to an auto-enrolment pension.

14 LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

15 DESIGNATED FUND

A designated fund of £53,326 has been set up within unrestricted funds, (2021 £23,073). This is to cover the potential costs of redundancy should circumstances force the closure of Us in a Bus and to cover 9 months sick pay at an average member of staff, including national insurance contributions at 13.8% (2021 13.8%) and pension contributions at 3%.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2022**16 RESTRICTED FUNDS**

The purposes for which the restricted funds were donated are as stated in the table.

2021/22					
Analysis of net assets between funds	Purpose	01-Apr-21	Incoming Resources	Outgoing Resources	31-Mar-22
		£	£	£	£
Big Lottery Fund	Training Equipment	241		60	181
Gatwick Airport Community Trust	Printer	411		103	308
Tesco plc	Sensory Boxes	155		-	155
Gemserv	IT Upgrade	1,798		450	1,348
John Ede	Conference	500		-	500
Nutfield Parish Council	Service Users Event	250		-	250
Tandridge Community	Service Users Event	1,000		-	1,000
Round Table	Motor Vehicle	477		239	238
Redhill Redstone Rotary Club	Motor Vehicle	477		239	238
East Surrey Mencap	Motor Vehicle	143		72	71
Cathy Laney	Motor Vehicle	477		239	238
Charities Trust donation	Motor Vehicle	44		22	22
Cody Road staff collection	Motor Vehicle	5		2	3
Crowdfunder	Motor Vehicle	1,371		686	685
Damian Leeson	Motor Vehicle	28		14	14
Gill Keens	Motor Vehicle	9		5	4
Holly Keen	Motor Vehicle	95		48	47
John Spedding	Motor Vehicle	14		7	7
Joy Keen	Motor Vehicle	95		48	47
Judy Denziloe	Motor Vehicle	48		24	24
Marianne Hecker	Motor Vehicle	477		239	238
Nigel Jackson	Motor Vehicle	57		28	29
Rae Hunt	Motor Vehicle	14		7	7
Rev B Jackson	Motor Vehicle	48		24	24
Toby Wells	Motor Vehicle	477		239	238
Didymus CIO donation	Session Costs		5,000	5,000	-
Caldwell Autism Foundation	Session Costs		500	150	350
JP Jacobs Charitable Trust donation	Session Costs		50	50	-
Sylvia Waddilove Foundation donation	Session Costs		1,000	1,000	-
The Slater Foundation donation	Session Costs		500	500	-
Coop Community donation	Session Costs		200	200	-
John Ede Foundation	Session Costs		500	500	-
Arnold Clark Community Fund donation	Session Costs		1,000	1,000	-
Souter Charitable Trust donation	Session Costs		2,000	2,000	-
Sir Jules Thorne donation	Session Costs		1,500	1,500	-
Masonic Charitable Foundation	Session Costs		5,000	5,000	-
J Wise Charity Marshalls donation	Session Costs		350	350	-
The Edward Gostling Foundation	Session Costs		5,000	5,000	-
National Lottery Awards for All funding	Session Costs		9,999	9,999	-
The D'Oyly Carte Charitable Trust donation	Session Costs		4,000	4,000	-
Lets Get Digital donation	Session Costs		2,000	2,000	-
Lets Get Digital donation LAPTOPS	Laptops		4,514	152	4,362
Community Foundation grant	Session Costs		10,000	10,000	-
R S Brownless Charitable Trust	Session Costs		200	200	-
Childwick Trust donation	Session Costs		12,500	6,250	6,250
Lets Get Digital donation LAPTOPS	Laptops		726	24	702
Leathersellers Company donation	Session Costs		10,000	5,000	5,000
SCC Infection Control Fund ICF3/4/5			1,853	1,619	234
SCC Infection Control Fund RTF2/3/4			1,743	1,599	144
SCC ICF 5 ICF5	Laptops		513	17	496
		8,712	80,648	65,906	23,454

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2022

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Analysis of net assets between funds	Tangible Fixed Assets	Cash at bank and in hand	Other net current assets	Total
	£	£	£	£
Restricted Donations	9,571	13,883	-	23,454
	9,571	13,883	-	23,454
Designated Funds	-	53,326	-	53,326
Other unrestricted funds	1,087	152,862	8,591	162,540
	10,658	220,071	8,591	239,320

US IN A BUS

England & Wales - Charity number 1088570

Accounts

US in a BUS

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

Charity Registration Number: 1088570

Company Number 04207000

Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

US in a BUS

**CONTENTS OF THE TRUSTEES' REPORT
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST MARCH 2021

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US in a BUS

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2021

DIRECTORS, TRUSTEES AND COUNCIL MEMBERS

Douglas Bennett	Chairperson
Francesca Arocas	
Eleri Booth	Resigned 09/11/2021
Julia Hancock	
Nigel Jackson	
Kenneth McRae	

SECRETARY

Colin Medway

CHIEF EXECUTIVE

Victoria Goody

TREASURER

Colin Medway

REGISTERED OFFICE AND OPERATIONAL ADDRESS

Redhill Aerodrome
Kings Mill Lane
Redhill
Surrey
RH1 5JY

REPORTING ACCOUNTANT

Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

BANKERS

CAF Bank Limited
Kings Hill
West Malling
Kent
ME19 4TA

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2021

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

STATUS

The charity is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association. The company was incorporated on 27th April 2001 and registered as a charity on 1st October 2001. The company took over the assets and liabilities of Us in a Bus, an unincorporated charity, on 1st October 2001 and commenced activities from that date.

BOARD OF TRUSTEES

Chairperson's Report

2020/21 has been a challenging and difficult year for Us in a Bus and firstly I would like to thank all the Us in a Bus team, past and present for their support in keeping the Bus moving forward. Number of sessions have varied quite dramatically throughout the year and we invested heavily in risk mitigation for the team once they were allowed to work again.

It has also been a year of change for the Trustees. Instead of bimonthly meetings in person, we moved at the start of the pandemic to a weekly Zoom with the Chief Executive, who at this point was the only non-furloughed member of the team. As such, our meetings were a mixture of strategic and day to day support. Eventually we moved these meetings to fortnightly. We were all delighted to support in this way, and I'd like to thank all the Trustees for their availability at this time.

We have a large piece of work to do to re-build Us in a Bus and the Trustees are prepared to invest where necessary to achieve this.

Doug Bennett
Chair of Trustees



US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2021

AIMS AND OBJECTIVES

This charity's purposes as set out in the objects contained in the company's memorandum of association are:

- (i) To relieve people who have severe learning and/or multiple disabilities by providing or assisting in the provision of leisure time activities for such persons with the object of improving their condition of life
- (ii) To advance public education concerning the needs of such people who have severe learning and/or multiple disabilities

PUBLIC BENEFIT

The people who benefit from the Us in a Bus service are those with severe learning and/or multiple disabilities who can be "difficult to reach". Although we work with a wide range of people who have profound learning difficulties and complex needs, our aim with each of our service users is the same: we believe that each of us should have the opportunity to discover more about ourselves and to express our emotions and creativity. We explore this with our service users through the relationships we build together, ensuring that those relationships are based on trust, respect and shared experiences.

Us in a Bus specialises in finding "ways in" with people who are otherwise very isolated. We spend relaxed time with people, aiming to create a safe and respectful space for people to be heard, valued and understood. Through careful observation we learn how people express themselves, find ways of communicating together, trying out various activities and interactions, encouraging people to develop their sociability and communication abilities.

To achieve its objectives, the charity provides Interactive Sessions to people living across Surrey, Hampshire, Middlesex and London. It also provides training courses for professionals in the field and consultancy services for agencies providing care and support for people with profound and multiple learning disabilities. These consultancy and training services can be delivered anywhere in the UK and Europe. Further detail on these areas is provided below.

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2021

HIGHLIGHTS FROM THE YEAR

CHIEF EXECUTIVE OFFICER – VICTORIA GOODY

Chief Executives Report

This Annual Report covers the period 1st April 2020 to 31st March 2021.

The Year March 2020 to 2021 was the most extraordinary one for Us in a Bus.

What was supposed to be a year of celebration for our 30th Year turned out to be a body blow to our operations and finances.

We stopped visiting homes in the first lockdown immediately, only resuming operations tentatively in the Summer.

The guidance given to homes allowed for some varied application, so our return to work throughout the Autumn meant that we went back to less than half our sessions, and where we did, they were quite different.

We were outside in full PPE, often resulting in people being unable to fully see or hear our Practitioners.

We took the difficult decision in October to reduce the size of our team, and we want to thank the many people who retired, resigned, left us, or took voluntary redundancy. Every decision was a hard one to make.

We were extremely grateful during this period for the Furlough scheme, and a number of smaller and two large donations to our work that allowed us to see out the worst of period.

We are extremely grateful to all our Trustees who worked tirelessly throughout the year, giving up substantial time to support us, and all the Us in a Bus team for their dedication and efforts.

Victoria Goody
Chief Executive

FINANCIAL RESULTS

The net incoming resources for the period amounted to £400,064. Total expenditure amounted to £337,270. The charity produced a surplus of £62,794 for the 12-month period.

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2021

RISK MANAGEMENT

The major risks to the charity are identified as:

- a. loss of income from sessions
- b. loss of key staff members
- c. loss of income from training
- d. loss of income from donors and other income streams, including major donors
- e. the cost of covering long term sick leave

The charity continues to mitigate the first of these risks by extending its training and consultancy programme to increase income and diversify income streams. Us in a Bus continues to designate funds as a contingency against long term sick leave. The threats to funding across the public sector continue to give rise to a risk. We mitigate this risk by maintaining strict price controls, delivering an excellent service and constantly searching for new income streams.

Us in a Bus continues to review potential risk on a regular basis.

RESERVES POLICY

The charity recognises the need to establish an unrestricted reserve fund of at least three months' running costs. However, we have also needed to make investments to maintain the quality of the services that we provide as well as to provide an appropriate and efficient office environment. As a result of these investments, we have increased our General Reserve Fund at the end of this period by £71,420 and the General Reserve Fund now stands at £198,152. The trustees are considering ways in which these funds will be utilised and enhanced to achieve Us in a Bus's strategic objectives and maintain the necessary level of reserves.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Trustees is 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.

US in a BUS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2021

REPORTING ACCOUNTANTS

The directors appointed Crilly and Co as reporting accountants to the company.

Approved by the Board on the 31st December 2021

And signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Douglas Bennett', with a stylized flourish at the end.

Douglas Bennett
Trustee

CHARTERED ACCOUNTANT'S REPORT

TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF US in a BUS

FOR THE YEAR ENDED 31ST MARCH 2021

In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006 we have compiled the financial statements of the company which comprise the Statement of Financial Activities, balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the Company's Board of Trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31st March 2021 your duty to ensure that the company has kept adequate accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



Aidan Crilly
Crilly and Co
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

Dated: 31st December 2021

US in a BUS

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and Expenditure Account)

For the year ended 31st March 2021

	Notes	Restricted Funds 2021 Total £	Unrestricted Funds 2021 Total £	Total Funds 2021 £	Total Funds 2020 £
Incoming resources from generated funds:					
Voluntary income					
Donations	1	132,372	58,655	191,027	127,194
Activities for generating funds:					
Investment income		-	334	334	371
Incoming resources from charitable activities:					
Interactive sessions	2	-	44,412	44,412	254,137
Training and Consultancy	2	-	4,658	4,658	36,668
25 th Anniversary		-	-	-	-
Bus Stop project		-	-	-	928
Gift Aid		-	3,424	3,424	-
Other income:					
Coronavirus Job Retention Scheme		-	156,209	156,209	5,870
Gain on disposal of assets		-	-	-	5,870
Total incoming resources		132,372	267,692	400,064	425,168
Resources expended					
Costs of generating voluntary income	4		26,445	26,445	27,518
Fundraising trading: cost of goods sold	4		-	-	-
Charitable activities	4	140,998	165,056	306,054	383,514
Governance costs	4		4,771	4,771	8,770
Total resources expended		140,998	196,272	337,270	419,802
Net incoming resources		(8,626)	71,420	62,794	5,366
Reconciliation of funds					
Total funds brought forward	12/18	17,338	126,732	144,070	138,704
Total funds carried forward	12/18	8,712	198,152	206,864	144,070

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

No separate statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the Statement of Financial Activities.

The notes on pages 13 to 21 form an integral part of these financial statements.

US in a BUS

BALANCE SHEET

As at 31st March 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	8	7,803	13,364
CURRENT ASSETS			
Debtors	9	16,957	45,784
Cash at bank		193,907	98,108
		<u>210,864</u>	<u>143,892</u>
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	10	11,803	13,186
		<u>199,061</u>	<u>130,706</u>
NET CURRENT ASSETS			
		<u>206,864</u>	<u>144,070</u>
TOTAL NET ASSETS			
Represented by:			
Unrestricted fund:			
General fund	11	175,079	105,702
Designated Fund	11	23,073	21,030
Restricted fund	16	8,712	17,338
		<u>206,864</u>	<u>144,070</u>
TOTAL FUNDS			
		<u>206,864</u>	<u>144,070</u>

For the year ending 31 March 2021, the directors are of the opinion that the company is entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for:

- ensuring that the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006;
- complying with the requirements of the Act in respect to accounting records and the preparation of accounts;
- ensuring that the accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial reporting Standard for Smaller Entities (effective April 2008).

Approved by the board on the 31st December 2021 and signed on its behalf by



Douglas Bennett Trustee

Company Registration Number 4207000

The notes on pages 10 to 18 form an integral part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021

ACCOUNTING POLICIES

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

BASIS OF PREPARATION

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice published in March 2007 and applicable accounting standards.

FUND ACCOUNTING

General funds

These are unrestricted and are available for general purposes.

Designated funds

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

INCOMING RESOURCES

Service fees, consultancy and training income

These represent amounts receivable for services provided within the year.

Donations

These are accounted for on the basis of monies received during the year.

Gift Aid

Gift Aid income is recognised when received.

Investment income

Investment income is included when receivable.

RESOURCES EXPENDED

Expenditure is recognised on an accrual 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.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021

COSTS OF GENERATING FUNDS

Costs of generating funds

Costs of generating funds are the costs associated with attracting voluntary income.

Cost of goods sold was the costs of sales for the sales of books in support of training activities.

ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accounting fees as well as costs linked with the strategic management of the charity.

SUPPORT COSTS

Support costs are not costs that relate to an activity in themselves but support the charity's activities. Support costs are allocated to the charity's activities on an appropriate basis.

Costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, other costs are apportioned on an appropriate basis e.g. per capita, staff time or estimated usage as set out in note 4.

DEPRECIATION

Depreciation is provided on fixtures, fittings and equipment, computer equipment and motor vehicles at the following rates based on the estimated useful life of these fixed assets and their anticipated residual value:

Fixtures, fittings and equipment	25% reducing balance
Computer equipment	25% reducing balance
Motor vehicles	25% straight line

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021

1	DONATIONS	2021 £	2020 £
	Unrestricted	58,655	46,110
	Restricted	132,372	81,084
		<u>191,027</u>	<u>127,194</u>
2	INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS	2021 £	2021 £
	Interactive sessions	44,412	254,137
	Training	4,658	30,328
	Coaching and Mentoring	-	6,340
	Bus stop	-	928
		<u>49,070</u>	<u>291,733</u>
3	ALLOCATION OF SUPPORT COSTS AND OVERHEADS		

Allocation of support costs and overheads

The breakdown of support costs and how these were allocated between Governance, Fund-raising and Charitable Activities is shown in the table below

Cost type	Total Allocated £	Governance £	Fund-raising	Charitable Activities £	Basis of Apportionment
Premises	16,553	215	1,381	14,957	Staff time
General office and finance staff	73,328	955	6,121	66,252	Staff time
Office and IT equipment	1,102	14	92	996	Staff time
Post, telephone and fax	786	10	65	711	Staff time
Printing and stationery	308	4	25	279	Staff time
Insurance	1,549	20	129	1,400	Staff time
Subscriptions	307	3	25	279	Staff time
Sundries	75	-	6	69	Staff time
Depreciation	1,148	14	95	1,039	Staff time
Bank Charges	80	1	6	73	Staff time
Payroll Costs	2,450	31	204	2,215	Staff time
	<u>97,686</u>	<u>1,267</u>	<u>8,149</u>	<u>88,270</u>	

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021**4 Total Resources Expended**

	Basis of Allocation	Voluntary income	Interactive Sessions	Training/Consulting	Governance	2021 Total	2020 Total
	£	£	£	£	£	£	£
Costs directly allocated to Activities							
Accountancy and Legal	Direct				1,000	1,000	1,014
Bus Stop Project	Direct		-			0	1,012
Depreciation	Direct		4,413			4,413	4,413
Development and equipment	Direct		95			95	1,108
Miscellaneous	Direct		(17)			(17)	97
Recruitment	Direct		48			48	843
Sessional workers	Direct		-			0	4,996
Staff Costs	Direct	18,030	176,138	28,403	2,504	225,076	274,832
Staff training	Direct		577			577	1,583
Trust expenses	Direct				-	0	119
Bad Debts	Direct		138			138	0
Van expenses and travel	Direct		4,412	840		5,251	12,556
Van Insurance	Direct		2,737			2,737	3,024
Fund-raising	Direct	266				266	680
Marketing	Direct		-	-		0	272
Support costs allocated to activities							
General office and finance staff	Staff time	6,121	63,828	2,424	955	73,328	88,246
Bank Charges	Staff time	6	71	2	1	80	151
Depreciation	Staff time	95	1,002	37	14	1,148	1,531
HR Consultancy and Pension	Staff time	6	67	2	-	75	900
Insurance	Staff time	129	1,349	51	20	1,549	1,416
Office and IT equipment	Staff time	92	960	36	14	1,102	692
Payroll Costs	Staff time	204	2,134	81	31	2,450	912
Post, telephone and fax	Staff time	65	686	25	10	786	817
Premises	Staff time	1,381	14,410	547	215	16,553	16,315
Printing and stationery	Staff time	25	269	10	4	308	1,814
Subscriptions	Staff time	25	269	10	3	307	460
		26,445	273,586	32,468	4,771	337,270	419,802

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021

5	NET INCOMING RESOURCES	2021 £	2020 £
	Net incoming resources for the period after charging:		
	Depreciation	5,561	5,944
6	STAFF COSTS	2021 £	2020 £
	Salaries and wages	275,845	329,856
	Employer's national insurance contributions	14,504	22,698
	Pension Scheme Contribution	8,055	10,524
		298,404	363,078
	No employee received emoluments including taxable benefits which exceeded £50,000 in the period.		
		2021 No	2020 No
	The average number of employees during the period was made up as follows:		
	Chief Executive	0.4	1
	Interactive Practitioners	8.0	10
	Fund-raising	0.6	1
	Administration	0.8	1
		9.8	13
	No director/trustee received emoluments in the period.		

7 **TAXATION**

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021

8 TANGIBLE FIXED ASSETS

	<i>Motor Vehicles</i>	<i>Computer equipment</i>	<i>Office Furniture</i>	<i>Total</i>
VALUATION:	£	£	£	£
At 1 April 2020	36,235	19,186	1,192	56,613
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2021	36,235	19,186	1,192	56,613
DEPRECIATION:				
At 1 April 2020	27,462	15,042	745	43,249
Charged in the year	4,413	1,036	112	5,561
Disposals	-	-	-	-
At 31 March 2021	31,875	16,078	857	49,810
Net book value 31 March 2021	4,360	3,108	335	7,803

9 DEBTORS

	2021 £	2020 £
Trade debtors	13,705	34,030
Other debtors and Prepayments	3,252	11,754
	16,957	45,784

10 CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	4,180	-
Accruals and other creditors	5,489	7,499
Inland Revenue	2,134	5,687
	11,803	13,186

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021

11	RESERVES	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	General Fund	£105,702	£267,692	(£196,272)	(£2,043)	£175,079
	Designated Fund	£21,030	£0	£0	£2,043	£23,073
	Restricted Fund	£17,338	£132,372	(£140,998)	£0	£8,712
		<u>£144,070</u>	<u>£425,168</u>	<u>(£419,802)</u>	<u>£0</u>	<u>£206,864</u>

12 TRANSACTIONS WITH TRUSTEES

The trustees only receive reimbursement for expenses actually incurred in attending meetings. No payments are made in respect of time or to compensate for loss of earnings, so no remuneration is paid to trustees. The gross amount that has been reimbursed in respect of attendance of meetings in the period was £0, (2020 £0).

13 PENSION COSTS

The charity provides access to an auto-enrolment pension scheme and a contributory Stakeholders pension scheme.

14 LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

15 DESIGNATED FUND

A designated fund of £23,073 has been set up within unrestricted funds, (2020 £21,030). This is to cover 9 months sick pay at an average member of staff, including national insurance contributions at 13.8% (2020 13.8%) and pension contributions at 3%.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021**16 RESTRICTED FUNDS**

The purposes for which the restricted funds were donated are as stated in the table.

Analysis of net assets between funds	Purpose	01-Apr-20	Incoming Resources	Outgoing Resources	31-Mar-21
		£	£	£	£
Big Lottery Fund	Training Equipment	321		80	241
Gatwick Airport Community Trust	Printer	548		137	411
Community Foundation	Van signage and Satnav	143		143	-
Carol Thomas	Van	5		5	-
Tesco plc	Sensory Boxes	155		-	155
Co-op	Equipment	480		480	0
Gemserv	IT Upgrade	2,397		599	1,798
John Ede	Conference	500		-	500
Nutfield Parish Council	Service Users Event	250		-	250
Tandridge Community	Service Users Event	1,000		-	1,000
Mrs Smith & Mount Trust fund	Core Costs 2020/21	5,000		5,000	-
Round Table	Motor Vehicle	716		239	477
Redhill Redstone Rotary Club	Motor Vehicle	716		239	477
East Surrey Mencap	Motor Vehicle	215		72	143
Cathy Laney	Motor Vehicle	716		239	477
Charities Trust donation	Motor Vehicle	66		22	44
Cody Road staff collection	Motor Vehicle	7		2	5
Crowdfunder	Motor Vehicle	2,057		686	1,371
Damian Leeson	Motor Vehicle	42		14	28
Gill Keens	Motor Vehicle	14		5	9
Holly Keen	Motor Vehicle	143		48	95
John Spedding	Motor Vehicle	21		7	14
Joy Keen	Motor Vehicle	143		48	95
Judy Denziloe	Motor Vehicle	72		24	48
Marianne Hecker	Motor Vehicle	716		239	477
Nigel Jackson	Motor Vehicle	85		28	57
Rae Hunt	Motor Vehicle	21		7	14
Rev B Jackson	Motor Vehicle	72		24	48
Toby Wells	Motor Vehicle	716		239	477
Haberdasher's Grant	Sessions/Staff costs		2,000	2,000	-
Dora Rebecca Fine Charitable Trust do Sessions			75	75	-
Community Fd for Surrey (Dancer Fur Sessions/ staff costs			10,000	10,000	-
Dora Rebecca Fine Charitable Trust do Sessions			40	40	-
Edward Gostling Trust donation	Sessions/ staff costs		5,000	5,000	-
Card Factory Foundation donation	General staff costs and PPE		1,000	1,000	-
Julia and Hans Hoare Trust donation	Core costs		84,128	84,128	-
Masonic Charitable Trust donation	Sessions		5,000	5,000	-
National Lottery Community Fund	Sessions/ staff costs		9,999	9,999	-
Shanley Foundation donation	Sessions/ staff costs		3,000	3,000	-
Leathersellers Company donation	Sessions/ staff costs		10,000	10,000	-
Million Dollar Round Table MDRTF Grar Sessions/ staff costs			2,130	2,130	-
		17,338	132,372	140,998	8,712

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2021

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Analysis of net assets between funds	Tangible Fixed Assets	Cash at bank and in hand	Other net current assets	Total
	£	£	£	£
Restricted Donations	6,807	1,905	-	8,712
	<u>6,807</u>	<u>1,905</u>	<u>-</u>	<u>8,712</u>
Designated Funds	-	23,073	-	23,073
Other unrestricted funds	996	168,929	5,154	175,079
	<u>7,803</u>	<u>193,907</u>	<u>5,154</u>	<u>206,864</u>