

REGISTERED COMPANY NUMBER: 04371133 (England and Wales)
REGISTERED CHARITY NUMBER: 1091387

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
People To Places
(A Company Limited by Guarantee)

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for the Year Ended 31 March 2021

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People To Places

Report of the Trustees
for the Year Ended 31 March 2021

The Trustees who are also Directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

People To Places

Report of the Trustees for the Year Ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Review of Achievements and Activities

The financial year 2020/21 will be the subject of much general debate, scrutiny and academic study for years to come. For People to Places, we lost many friends during the year. We also saw our core service of supporting people to socialise being stopped under strict penalties, although the majority of our members were feeling incredible pressure arising from the loneliness and isolation that the pandemic rained on all of us.

This section is in three parts:

1. Principal achievements of People to Places
2. Our plans for the coming year and beyond
3. A summary of changes in response to the pandemic

1. Principal Achievements of the Year

This Trustees' Report outlines our achievements in 2020/21. Normally, this would aim to be a celebratory document. However, this year has seen huge sadness, grief and loss which will take some time to recover from. We continue to believe that our ethos of supporting people to get out and mix is the right one and the pandemic has only served to underline the importance of this belief.

Our principal achievements for the year 2020/21, supported by our generous partners, are outlined below:-

Passenger Journeys

The total number of passenger journeys undertaken over the year was 16,236 (2020: 29,046), a significant decrease over the previous year mainly due to the pandemic. These are historically low figures and reflect the enormous impact of the pandemic and lockdowns. There were some changes to our activities too; contracts for providing transport to Windsor Day Centre and Oakbridge Day Care Centre were discontinued and, with the repeated requirement for bubbles to isolate, our Home to School activity was much reduced too. However, in November 2020, we started to support South Central Ambulance Service (SCAS) with its Non-Emergency Ambulance Service.

In addition, new policies and processes have been advanced to support the development of new volunteers operating a voluntary car service as a supplement to our minibus-based Dial-a-Ride service. This has the benefit of augmenting our capacity without major capital investment, although it is understood that recruiting volunteers is an ongoing problem. It became operational at the end of March 2021 and some volunteers have started using their cars already.

Mobility Scooter Hires

The total number of mobility scooter hires undertaken over the year was 2,190 (2020: 7,516), a 72% decrease over the previous year. Again, this is an historic low point in our services due to the pandemic. An additional important factor is the loss in retail opportunities in both Windsor and Maidenhead, reflecting the national trend in the decline in retailing. Shopmobility Windsor had a second negative issue arising from the loss of tourism as well. This has continued to prove challenging into early 2021/22.

COVID-19 Services

Prior to the lockdown announcement in mid-March 2020, People to Places had started two new services delivering shopping and prescriptions. These were open to any vulnerable and shielded residents living in the Royal Borough. These services have continued to the present and we have no plans to stop them, although the demand has dropped considerably.

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Number of shopping trips:	667
Number of prescriptions deliveries:	737

The majority of the orders for the deliveries arose from telephone calls. However, these telephone calls also provide comfort to many people who simply needed to hear a friendly voice in those difficult early days.

In addition, we went on to undertake hundreds of phone calls to our members just to check on their welfare and to ensure they felt they had someone who cared and wanted to talk to them.

Safeguarding

During the course of the year, People to Places became a member of SAFEcic, a Not For Profit organisation. This organisation is on NCVO's list of Trusted Suppliers for adult and child safeguarding training, consultancy, audit and DBS checking services.

Senior staff and Trustees have undertaken management of safeguarding training for children and vulnerable adults. All staff and volunteers involved with Home to School transport delivery attend the annual Achieving for Children safeguarding event. Safeguarding is also covered in the induction for all new staff and volunteers, plus it is covered further in our minibus Driver training.

People to Places has not been involved in a safeguarding incident during the year.

Events

No events were held over the course of the year. However, one bright point was that Maidenhead United Football Club offered to include People to Places in its Maidenhead 150 campaign. The campaign was to celebrate the 150th anniversary of the club and hoped to raise significant funding for 15 local charities as well. People to Places are grateful to Maidenhead United FC for their £1,000 donation.

Environmental Impact

We have been monitoring our carbon emissions over the course of the year and the amount of Diesel we used was 9,772 litres (2020: 21,313 litres).

This produced 25.5 tonnes of CO₂ emissions (2020: 55.7 tonnes of CO₂ emissions). This is a reduction in our impact on global warming, albeit for the negative reason of the pandemic.

Staff and Volunteers

It has been a very demanding year for staff and volunteers alike in a highly personal way. Concerns were expressed about exposure to the virus, and, particularly in the early days of the pandemic, the possible impact on the financial viability of the organisation. A significant proportion of staff were put on furlough and many volunteers were unable to help due to shielding commitments. The repeatedly changing guidance and regulations also added to the stress of the situation as everyone wanted to ensure what they were doing was as safe as possible.

Overall, despite all of these concerns; significant activity levels were maintained, the main office was open every working day, with staff and volunteers demonstrating their commitment to supporting vulnerable people in the local community.

People To Places

Report of the Trustees for the Year Ended 31 March 2021

Vehicles & Mobility Equipment

With the downturn in demand, People to Places took the opportunity to reconfigure its minibus fleet. Four of our most expensive vehicles to operate were retired and we took delivery of the two new vehicles funded through the generous legacy from the estate of the late Joan Marjorie Tilbrook.

Minibuses continue to be a major issue due to the age of another four vehicles, but we are actively looking to address this issue, through further fundraising.

Similarly with our mobility scooters, we have a reduced demand so are looking to re-profile the mobility scooter fleet in the coming year to better suit our service users' needs.

Offices

People to Places are based in three locations: SC House for Community Transport, Shopmobility services in the Nicholson's Car Park, Maidenhead and The Coach Park, Alma Road, Windsor. The anticipated temporary Shopmobility Maidenhead relocation has been delayed; the current advice from RBWM is that it we will need to move out in Spring 2022.

We continue to enjoy the support of Seiko who kindly provide smart office accommodation and vehicle parking which is rent-free.

Fundraising

The year 2020/21 has been unusual in many aspects, one of which is the funding secured to support businesses over the disruption caused by COVID-19. In the absence of events, this area of activity became a major endeavour as we sought support from many funders to ensure our long term sustainability:-

- The single largest grant secured was for £97,884 from the National Lottery Community Fund: Coronavirus Community Support Fund, with support from Her Majesty's Government. This was received in August 2020 which was a huge boost to our confidence as well as financially, going into the Autumn/Winter periods.
- In addition, we had support from a range of funders which in combination enabled us to ensure all of our vehicles were made COVID-secure through the provision of screens between Drivers and passengers, air filters to clean the air inside a minibus, development of our use of card payment scheme to reduce cash/cheque handling and the procurement of two Zappitiser cleaning systems. Therefore, we are also very grateful to:
 - The Louis Baylis Charitable Trust
 - The Social Enterprise Support Fund
 - The Berkshire Community Foundation
 - The Prince Philip Trust Fund
- People to Places also benefited from the Coronavirus Job Retention Scheme support available from Her Majesty's Government. This "Furlough" money was a major contributor to our continuation over the year.
- We appreciate that the amounts due under contracts that People to Places holds with RBWM and Achieving for Children were paid promptly.
- The continued invaluable support from the Royal Borough of Windsor & Maidenhead, the Louis Baylis (Maidenhead Advertiser) Charitable Trust and Seiko plus the support from many other individuals and organisations across the Royal Borough

People To Places

Report of the Trustees for the Year Ended 31 March 2021

Marketing and Impact

Marketing had little impact over the course of the year for understandable reasons, although a lot of progress was made with advertising on Facebook in terms of building our profile and networks. In addition, we commenced a new marketing channel by redesigning our minibus sign-writing. Most people recognised the brand, but did not know what we do, hence a new design to explain our work. In addition, we have secured sponsorship from two companies in 2020/21 to change three vehicles and we intend to continue this with our newer vehicles over the course of 2021/22.

There are very encouraging signs of recovery in demand as the vaccinations increase and the lockdown decreases. However, it is fair to say that there is a considerable amount of COVID-hesitancy experienced by our service users. This means that few of our community groups are going out as yet and most of our individual Dial-a-Ride journeys are not yet for social purposes.

Membership

Membership of People to Places reduced over the year as people did not go out and did not renew their membership, despite People to Places offering a free six month extension to everyone's membership. Therefore, our membership is in a state of flux at the moment, although there are encouraging signs of a "bounce back" as the situation gets closer to normality.

Sadly, we are aware of a small number of members who have lost their lives to COVID-19. We are very sorry to have lost their friendship and extend our heartfelt sympathies to their families and friends.

Performance Against Targets in 2020/21

Targets were agreed in the form of a Business Plan for 2020/21 before the full impact of the pandemic was fully realised. This meant that our targets were suddenly inappropriate in the context of the real challenges of the pandemic. Furthermore, it was challenging to make meaningful decisions within this ever-evolving situation. All organisations were grappling with the dual factors of not having experienced (or necessarily prepared for) a pandemic and guidance was on occasion contradictory or unclear. We are, however, extremely proud of our achievements and the way in which our staff and volunteers responded to the situation.

2. Plans for 2021/22 and Beyond

Plans for the year 2021/22 had been drafted but these have inevitably been paused or superseded due to the extended period for which we have been affected by the pandemic and lockdowns. Since April 2020, People to Places has adapted and developed services according to changing situations and the need to protect our members, staff/volunteers and the organisation.

So rather than talk in terms of fixed plans for 2021/22, we can outline our intentions for the year instead:

- A new minibus is on order and due to arrive by August 2021.
- We will continue to reassure our service users that our minibuses and equipment are safe to use and that it is good to be outside, with the proper safety precautions.
- People to Places will continue to offer shopping and prescription delivery services for vulnerable people across the Royal Borough.
- We will participate in the re-tendering exercise for Home to School transport in Summer 2021 for new contracts commencing in September 2021.
- As part of the anticipated Maidenhead Town Centre regeneration plan, we will be moving Shopmobility Maidenhead to temporary premises in Winter/ Spring 2022
- The succession planning for the Board of Trustees has been developed and we are seeking two new Trustees. Our Chair, Gill Godbold is looking to step down as Chair sometime this year and we are commencing recruitment for that position.

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Report of the Trustees for the Year Ended 31 March 2021

- We have new procedures and procured lots of PPE to ensure the safety of everyone concerned with our services. We will continue to use all appropriate COVID-security methods, e.g. minibuses have screens and air filters fitted and are cleaned using a Zappitiser spray
- We will support local community groups as they return to re-open their services.
- Our Chief Executive Officer, Peter Haley has joined Business Networks International (BNI) Maidenhead Chapter and is forging new links with private organisations in the area.
- New branding for our minibuses has been developed to explain what we do, not just who we are. This is being rolled out under a sponsorship programme with private businesses
- People to Places will seek further grant aid to support its need for replacement equipment

3. A summary of changes in response to the pandemic

Following the government announcement of the lockdown, the Trustees held a virtual meeting on the 1 April 2020 to discuss People to Places' response to the pandemic.

The Board delegated to the Finance & HR Committee the ability to make urgent financial decisions as required to meet the impact of the pandemic, monitor the contractual relationship with RBWM, and (subsequently) decide on the furloughing of staff. It also adapted to include the Chair of Trustees, moved to meeting on a weekly basis up to mid-November 2020 and put in place the following measures to limit People to Places' exposure to risk and ensure safety measures were met for all staff/volunteers and service users:

- All meetings and events in person scheduled were immediately converted to virtual meetings.
- The Trips and Rambles programmes were cancelled, minibus journeys and mobility scooter hires continued, but under strictly controlled circumstances. This limited People to Places' staff & volunteers' exposure to the virus.
- Significant stocks of PPE have been purchased and we are able to benefit from RBWM's supply of PPE stocks to ensure the safety of staff and volunteers.
- These protective measures are further being adapted according to changing guidance and funding availability, although there are no future plans to reduce them under consideration.
- The Board of Trustees decided to repay the loan from the Louis Baylis Charitable Trust, which was made within the financial year. People to Places are very grateful to the Trust for its flexible approach and ongoing support which has been vital.
- Staff and volunteers are regularly taking Lateral Flow tests and reporting results to People to Places
- As a social care charity, we were granted an early opportunity for vaccinations. So all frontline staff and volunteers have received both jabs and nearly all non-operational staff have received at least one jab.
- Promoting our services and their benefits in terms of relieving pressure of living in isolation and increasing loneliness.

OBJECTIVES AND ACTIVITIES

Public benefit

People to Places is committed to enabling as many people with access and mobility issues as possible to access transport across the Royal Borough of Windsor & Maidenhead. In particular, we enable visitors and residents of the Royal Borough to live their lives with dignity, confidence and independence and enjoy the local area and its facilities.

In a year where people have been advised to stay at home and keep socially distanced, our raison d'être has been severely undermined. However, there may be a physical need for travel, e.g. attending (non-COVID) medical appointments. Also there is a social and emotional need to see and interact with other people.

The benefits we brought to the local community were, as far as possible the continuation of our normal services, plus the add-on benefit of new shopping & prescription delivery services to any vulnerable adult in the Royal Borough and telephone support services to our members.

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It is important to remember that although the main focus moved to the new services, P2P never stopped providing mobility scooters or Dial-a-Ride services, although admittedly, the demand fell to unprecedented low levels.

When planning our activities for the year, the Board considered the Charity Commission's guidance on public benefit and the specific guidance on charities who charge fees. The policies pursued by People to Places comply with the public benefit requirement of charities because the Shopmobility service is not otherwise available through commercial routes and the Community Transport service is significantly more accessible, and of a higher standard, than any other comparable local provision. In addition, the fares charged for the Dial-a-Ride service are below commercial rates to encourage access to our services. This makes it affordable for individuals and groups to use the service on a regular basis. Our COVID-related services were a temporary measure but there is no planned end date for the foreseeable future.

The key elements of our service and supporting activities are:

- Provision of Dial-a-Ride services for individual members and local community groups
- Provision of a Shopmobility service covering the town centres of Windsor and Maidenhead
- Provision of a mobility scooter hire service supporting local events such as the Royal Windsor Horse Show
- Provision of a mobility scooter and manual wheelchair hire service for extended periods

OBJECTIVES AND ACTIVITIES

- Provision of a trips programme using our minibuses and a rambles programme using our mobility scooters, to allow people to meet and socialise in different surroundings which are appropriate to their individual needs
- Transport and mobility support for other local organisations that have similar health & social objectives such as Home to School Transport to Manor Green School, Day Care Centres or Non-Emergency Passenger Transport
- Shopping and prescription delivery services
- Awareness raising for the service across the Royal Borough through a wide variety of media to ensure people are aware of how People to Places can support people with a wide range of access and mobility issues
- Provision of minibus driver and passenger assistance training to the nationally accredited MIDAS standard
- Undertake a wide range of income generation/fund-raising activities to support the service in the short and long term

STRATEGIC REPORT

Principal funding sources

Through close monitoring, prudent management and significant fundraising successes for the financial year 2020/21 saw our outturn increase over the previous year. This was achieved specifically through a significant increase in our grant income and through cost savings.

The funding profile for People to Places demonstrates the wide variety of sources of income we receive:

- Core funding from RBWM for Shopmobility and Dial-a-Ride services
- Fares from individuals and community groups for Dial-a-Ride services substantially reduced over the year.
- Income from contracts with RBWM for Day Care Centres and with Achieving for Children on behalf of RBWM for Home to School transport were significantly down on budgeted levels.
- Membership fees and charges for extended scooter hires were also significantly reduced.
- Donations and sponsorship success with our minibus sponsorship programme.
- Grants from many local charitable trusts and funds as detailed in the previous section marked Fundraising.
- Support from Seiko UK Ltd in terms of the provision of office accommodation and vehicle parking

The total income for the year 2020/21 is £663,896 (2020: £650,105) which is a 2.1% increase over the previous year. The various grants received were all time limited and spent within the financial year.

STRATEGIC REPORT

Financial review

Reserves policy

It is the intention of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three to six month's expenditure in order to cover the risks and uncertainties of operating as an independent transport operator, and to be able to continue activities in the event of a significant drop in funding while consideration is given to alternative sources of funding. The Trustees consider that free reserves of at least £100,000 are necessary in order to cover the risks and uncertainties of operating as an independent transport operator. Their policy is therefore to build up reserves out of annual operating surpluses to that level, subject to the prior demand of essential expenditure to provide, for example, up to date transport vehicles and mobility equipment needed to maintain the service standards achieved so far.

In these unusual circumstances, an investment plan has been developed and includes the expectation of a deficit in 2021/22. Please refer to the Investment Plan for 2021/22 section for more information. More importantly, service users, funders, staff and volunteers can be reassured that People to Places is in a financially robust position.

The general and designated funds represent the unrestricted funds arising from past operating results. The general fund represents the unrestricted funds, which the Trustees are free to use in accordance with the charitable objects. The Trustees have retained a level of reserves sufficient to fund requirements for replacement vehicles and plans for the development of the charity's activities as already outlined.

For the year being reported, we have undertaken a thorough review of our restricted funds and been able to declare these monies have either been spent on the purposes for which they were intended or incorrectly assigned. The balances in those accounts have therefore been released to unrestricted funds.

The Trustees will designate funds from time to time, as they see fit. Details of the movements in tangible fixed assets held during the year are given in the notes to the financial statements. The assets of the charity are available and adequate to fulfil its obligations.

There is a small amount in Designated Funds which has been carried forward (see note 19). This arose from a grant from Berkshire Community Foundation towards supporting the Norden Farm SocialArts programme. This programme stopped due to COVID and we will resume this service when Norden Farm resumes the SocialArts programme.

STRATEGIC REPORT

Financial review

Going concern with respect to Covid 19

People to Places does not have to make a statement regarding its status as a going concern. However, we are very conscious that there are vulnerable people who are highly reliant on us as an organisation and funders who have invested in us. Therefore, we seek to give confidence to these two groups that the Board of Trustees is actively managing the organisation to ensure as far as possible its long term viability.

The measures put in place by the government to limit the spread of COVID-19 had an impact on the delivery of and demand for People to Places' activities, the availability of staff for work, and levels of illness across the local community which will affect People to Places service users. How this unwinds over the course of 2021/22 and beyond is a highly challenging situation which Trustees continue to monitor closely and explore opportunities to ensure our long term sustainability.

As an organisation whose main aim has always been to alleviate the considerable negative impacts of loneliness and isolation, the main area of concern to the Board of Trustees is the affect that lockdown restrictions are having on vulnerable people. While the consequent reduction in demand for transport and mobility services is clearly impacting our finances, we are working with partners to find the best ways of continuing to support our core client groups.

STRATEGIC REPORT

Financial review

Investment Policy

Under the Memorandum and Articles of Association the charity has the power to make investments, as the Trustees see fit.

Financial security and accessibility are important and surplus funds of the charity are held with challenger banks. Funds not required for immediate use may be held in interest-bearing deposits of not more than 12 months maturity. Trustees will review this policy and the nature of our investments periodically to reflect good practice.

Investment Plan for 2021/22

In the context where Trustees consider it necessary to hold reserves to cover risks, Trustees also believe it is necessary to retain reserves to ameliorate the impact of the pandemic. The grant income enabled us to retain a level of reserves which will enable us to meet the expected deficit for 2021/22 and to ensure that we are in a strong position to move forward in the changing context of the next few years. For example:

1. It is expected that the pandemic will continue to impact on demand for our main services. There has been a slow, but steady improvement in fares and membership fees since the easing of the third lockdown, however, it is not possible to predict with any certainty when we will return to a stable situation. With this reduced demand comes with an associated reduced level of income. Therefore, our planning has made assumptions regarding the return of our service users which indicate that we will have a significant shortfall on our budget for the year 2021/22.
2. The pandemic gave us the opportunity to retire a number of minibuses, mobility equipment and items of IT equipment. Even with these retirements, we still have a lot of old equipment, in particular four minibuses, which are very elderly and need to be replaced. The purchase of one new minibus, four mobility scooters and new IT equipment will keep us up to date and meet the demands from service users.
3. Equity, Diversity & Inclusion (EDI) summarises the drive to ensure all parts of the local community are supported. The Trustees believe it is important that People to Places wish to play its role in this and are going through a process to ensure we better reflect and welcome the whole community which we serve. To help achieve this, we have extended the Membership Development Officer role for a further 12 months as well as further developments to us as an organisation.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution and Objective

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

People to Places is an independent registered charity (number 1091387) and a company limited by guarantee (registered company number 4371133). It first registered as a charity on 12 October 1988, re-registering on 22 March 2002 and the company was incorporated on 11 February 2002. The governing documents for the organisation are the Memorandum and Articles of Association approved on 22 January 2002.

People To Places

Report of the Trustees for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT **Constitution and Objective cont.**

People to Places' objective, as stated in its Memorandum of Association, is:

"The object of the Company is to provide a community transport service for such of the inhabitants of the Royal Borough of Windsor & Maidenhead and its neighbourhood who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public services."

Board Appointment, Induction and Training of Trustees and Related Parties

The process for electing and co-opting Trustees/Directors is outlined in the Memorandum and Articles of Association. Following the Governance Review in 2017, it was decided that the cycle for appointment and term of office should change. This was put to the Annual General Meeting in 2018 and they confirmed changes to the Articles and Memorandum of Association to enable the Board to set and amend terms of office as appropriate.

Board members are recruited through a fair and open selection procedure managed by the BOD Committee. In making its choice, the Committee will ensure that the Board has an appropriate balance of skills and experience as appropriate to the organisation. The BOD Committee can recommend an individual for co-option to the Board subject to the full Board's approval until the next Annual General Meeting where members are able to elect.

New Board members are offered an induction process and training which allows them to understand the role of People to Places and their role as Directors and Trustees. Due to the nature of the information they may be party to, they are subject to an enhanced DBS check and a check for compliance with the latest Charity Commission requirements for appropriate individuals to act as Trustees.

All policies plus major and strategic decisions are made by the Board of Trustees (BoT). The BoT benefits by including service users, although over the course of the last year, both service users have resigned. It is the intention of the Board to replace these individuals with service users or with people with lived experience. Board members contribute these diverse views into its discussions to assist in its decision making process. The Committees and Chief Executive Officer (CEO) provide briefs to the Board on voluntary sector views of relevant matters on an as and when basis.

People to Places work in close partnership with the Local Authority, individuals and representatives of community groups & businesses across the Royal Borough of Windsor & Maidenhead. This approach is taken to maximise opportunities to provide mobility services to local residents and visitors across the Royal Borough.

Governance Structure

The Board of Trustees is the governing body for the organisation. Trustees are appointed and they serve for up to a year or until death, retirement or a resolution is passed by the Board for their removal. The Annual General Meeting then elects the Board each year.

None of the Trustees have any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of winding up the organisation.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance Structure cont.

The Board is made up of all the Trustees and the full Board meets a minimum of four times a year. The Board of Trustees governs the charity and is supported by three Committees. During the pandemic, these committees operated on different, albeit temporary, basis and are:

- Business & Organisational Development Committee (BOD Committee) met occasionally over the year
- Finance & HR Committee became the Finance & Coronavirus Committee, meeting weekly from April to October, reverting back to monthly in November 2020.
- Operational Committee temporarily ceased meeting over the year

Each committee is made up of Trustees and staff. These committees spread the burden of work over a number of people, making People to Places more resilient and less dependent on any one particular individual

Operational Structure

The Chief Executive Officer (CEO) oversees the staff & volunteer management of the charity. Within this year, the staff comprised a mixture of full and part time staff, including:

	Headcount	FTE
Operations Staff:	21	11.36
Office-Based Staff:	7	4.12
Total Staff:	28	15.48

The chart below is an outline of our services and how we operate.



STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The pandemic represents a substantial risk to the organisation and this was immediately recognised by the Board. A multi-layered response was developed which was repeatedly updated according to revised guidance and advice from Central Government, the NHS and the Community Transport Association. This included contingency planning, close monitoring of the situation as it developed and the commitment of staff and volunteers to provide our normal services plus the COVID-Related services of delivering food shopping and prescriptions and recurring telephone contact with vulnerable people. In addition, risk assessments were produced to manage the challenging situation as changes occurred.

During the year being reported upon, the Board has ensured that policies are in place to cover the management of the organization, including Health & Safety, Safeguarding of vulnerable adults & children and risk management processes. The Board have a process in place to assess new issues as they arise and to review previous risks to ensure their continued relevancy. They are satisfied that systems are in place to mitigate exposure to the major risks. Managing risk is integral in the planning, financial and operational management cycles of People to Places. Risks are managed in accordance with the Charity Commission guidance CC26 Charities and risk management. Specifically, risks are categorized into the following headings:

- Governance Risks
- Operational Risks
- Financial Risks
- Environmental or External Risks (including pandemics)
- Compliance (with law and regulation) Risks

Safeguarding Risk Management

Safeguarding is a standing item on Board of Trustee meeting agendas. SAFEcic provide bespoke training for Trustees which is mandatory in People to Places.

A training programme is provided for all staff and volunteers as appropriate, plus safeguarding is raised in management meetings and is a standing item in team meetings.

The Safeguarding Policy is reviewed on an annual basis, being updated in the light of any recent changes in legislation, guidance or good practice.

Our Safeguarding Trustee is Pam Proctor and Designated Officer is Peter Haley, CEO.

Risk Processes

Furthermore, insurances are arranged on an annual basis that provides the following coverage:

- Public Liability
- Employer Liability
- Trustee Indemnity
- Fleet Minibus
- Shopmobility with provision for third party damage and/or injury

The BoT believes that by monitoring the risks in the above categories and in following guidance from regulators and support agencies including the Community Transport Association, the National Federation of Shopmobility, the Association of Chief Executives of Voluntary Organisations and the National Council for Voluntary Organisations, effective systems are established and subsequently implemented to mitigate those risks.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board of Trustees monitor the delivery of services according to their policy framework and it supports the CEO in maintaining and developing the types and levels of service. Our services allow individuals to overcome the barriers that trap them in their homes, to enable people to socialise with others in new surroundings or to visit essential everyday facilities like shops or day care centres. The impact of our services is to reduce loneliness and isolation amongst our users with consequent benefits to their health and well-being.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
04371133 (England and Wales)

Registered Charity number
1091387

Registered office
Ground Floor Belmont Place
Belmont Road
Maidenhead
Berkshire
SL6 6TB

Principal address
2nd Floor, Unit 4
SC House
Varwall Road
Maidenhead
Berkshire
SL6 4UB

Trustees
Gill Godbold (Chair)
Bruce Adams (Treasurer)
Neil Aldridge (Resigned 22 June 2021)
Helen Berg
Roxanne Kingsman
Scott MacRae (Appointed 07 December 2020)
Bryan Preston (Resigned 01 June 2020)
Pam Proctor

Chief Executive Officer
Peter Haley

Independent Examiner
Donald Reid Limited
Prince Albert House
18a-20 King Street
Maidenhead
Berkshire
SL6 1EF

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REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

National Westminster Bank Plc
66 High Street
Maidenhead
SL6 1QA

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Aldermore Bank plc
1st Floor, Block B, Western House
Lynch Wood
Peterborough
PE2 6FZ

Cambridge & Counties Bank
Charnwood Court
5B New Walk
Leicester
LE1 6TE

Redwood Bank
Suite 101, The Nexus Building
Broadway
Letchworth Garden City
SG6 3TA

Teachers Building Society
Allenvie House
Hanham Road
Wimborne
Dorset
BH21 1AG

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the Directors of People To Places for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping 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. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Report of the Trustees, incorporating a strategic report, approved by order of the board of Trustees, as the Company Directors, on 18/06/2021 and signed on the board's behalf by:



.....
Mrs G C Godbold - Chair

Independent Examiner's Report to the Trustees of
People To Places

Independent examiner's report to the Trustees of People To Places ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's Trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Daniel Reid FCA
ICAEW
Donald Reid Limited
Prince Albert House
18a-20 King Street
Maidenhead
Berkshire
SL6 1EF

Date:24/6/2021.....

People To Places

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	Designated fund £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	2	261,574	53,984	-	315,558	158,749
Charitable activities						
Account fares	5	-	-	-	-	38,104
Membership fees		2,553	-	-	2,553	6,123
Accounts fares - public agencies		337,594	-	-	337,594	419,432
Dial-a-ride		1,687	-	-	1,687	18,035
Other trading activities	3	105	-	-	105	3,875
Investment income	4	2,399	-	-	2,399	2,580
Other income		<u>4,000</u>	<u>-</u>	<u>-</u>	<u>4,000</u>	<u>3,207</u>
Total		609,912	53,984	-	663,896	650,105
EXPENDITURE ON						
Raising funds	6	1,404	-	-	1,404	4,119
Charitable activities						
Direct costs	7	433,613	11,058	-	444,671	528,514
Other		<u>17,236</u>	<u>45,326</u>	<u>-</u>	<u>62,562</u>	<u>79,562</u>
Total		452,253	56,384	-	508,637	612,195
NET INCOME/(EXPENDITURE)						
		157,659	(2,400)	-	155,259	37,910
Transfers between funds	19	<u>61,600</u>	<u>2,400</u>	<u>(64,000)</u>	<u>-</u>	<u>-</u>
Net movement in funds		219,259	-	(64,000)	155,259	37,910
RECONCILIATION OF FUNDS						
Total funds brought forward		216,791	-	65,702	282,493	244,583

The notes form part of these financial statements

People To Places

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	Designated fund £	31.3.21 Total funds £	31.3.20 Total funds £
TOTAL FUNDS CARRIED FORWARD		<u>436,050</u>	<u>-</u>	<u>1,702</u>	<u>437,752</u>	<u>282,493</u>

The notes form part of these financial statements

People To Places

Balance Sheet

31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	Designated fund £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS						
Tangible assets	13	148,543	-	-	148,543	94,668
CURRENT ASSETS						
Debtors	14	89,007	-	-	89,007	101,406
Cash at bank and in hand		<u>331,170</u>	<u>-</u>	<u>1,702</u>	<u>332,872</u>	<u>282,307</u>
		420,177	-	1,702	421,879	383,713
CREDITORS						
Amounts falling due within one year	15	(97,670)	-	-	(97,670)	(95,888)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CURRENT ASSETS		<u>322,507</u>	<u>-</u>	<u>1,702</u>	<u>324,209</u>	<u>287,825</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		471,050	-	1,702	472,752	382,493
CREDITORS						
Amounts falling due after more than one year	16	-	-	-	-	(15,000)
PROVISIONS FOR LIABILITIES	18	(35,000)	-	-	(35,000)	(85,000)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS		<u>436,050</u>	<u>-</u>	<u>1,702</u>	<u>437,752</u>	<u>282,493</u>
FUNDS	19					
Unrestricted funds					436,050	216,791
Designated funds					<u>1,702</u>	<u>65,702</u>
TOTAL FUNDS					<u>437,752</u>	<u>282,493</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements

People To Places

Balance Sheet - continued

31 March 2021

The Trustees acknowledge their responsibilities for

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

The financial statements were approved by the Board of Trustees and authorised for issue on 22/06/21 and were signed on its behalf by:



Mrs G C Godbold - Chair

The notes form part of these financial statements

People To Places

Cash Flow Statement
for the Year Ended 31 March 2021

	Notes	31.3.21 £	31.3.20 £
Cash flows from operating activities			
Cash generated from operations	1	147,594	44,689
Interest paid		<u>(90)</u>	<u>(250)</u>
Net cash provided by operating activities		<u>147,504</u>	<u>44,439</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(85,422)	(3,194)
Sale of tangible fixed assets		6,084	3,707
Interest received		<u>2,399</u>	<u>2,580</u>
Net cash (used in)/provided by investing activities		<u>(76,939)</u>	<u>3,093</u>
Cash flows from financing activities			
Loan repayments in year		<u>(20,000)</u>	<u>-</u>
Net cash (used in)/provided by financing activities		<u>(20,000)</u>	<u>-</u>
		<u> </u>	<u> </u>
Change in cash and cash equivalents in the reporting period		50,565	47,532
Cash and cash equivalents at the beginning of the reporting period		<u>282,307</u>	<u>234,775</u>
Cash and cash equivalents at the end of the reporting period		<u>332,872</u>	<u>282,307</u>

The notes form part of these financial statements

Notes to the Cash Flow Statement
for the Year Ended 31 March 2021

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.21 £	31.3.20 £
Net income for the reporting period (as per the Statement of Financial Activities)	155,259	37,910
Adjustments for:		
Depreciation charges	29,463	25,387
Profit on disposal of fixed assets	(4,000)	(3,207)
Interest received	(2,399)	(2,580)
Interest paid	90	250
Regulatory provision released	(50,000)	-
Decrease/(increase) in debtors	12,399	(12,984)
Increase/(decrease) in creditors	<u>6,782</u>	<u>(87)</u>
Net cash provided by operations	<u>147,594</u>	<u>44,689</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.20 £	Cash flow £	At 31.3.21 £
Net cash			
Cash at bank and in hand	<u>282,307</u>	<u>50,565</u>	<u>332,872</u>
	<u>282,307</u>	<u>50,565</u>	<u>332,872</u>
Debt			
Debts falling due within 1 year	(5,000)	5,000	-
Debts falling due after 1 year	<u>(15,000)</u>	<u>15,000</u>	<u>-</u>
	<u>(20,000)</u>	<u>20,000</u>	<u>-</u>
Total	<u>262,307</u>	<u>70,565</u>	<u>332,872</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

People to Places meets the definition of a public benefit entity under FRS 102.

Critical accounting judgements and key sources of estimation uncertainty

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

Depreciation

Tangible fixed assets are depreciated over their useful economic lives. The actual lives of the assets are assessed annually and may vary depending on a range of factors.

Income

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised nor included within this financial report.

1. ACCOUNTING POLICIES - continued

Income

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income from donations and special efforts is recorded on a receipts basis. All other income is recorded on an accruals basis. Legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resources. Where specific conditions imposed by the donor would restrict the use of unspent funds the income is taken directly to the relevant restricted fund.

Grants receivable and local authority grants are credited to the Statement of Financial Activities in the year to which the charity becomes entitled.

Expenditure

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

Costs of generating funds relate to expenditure incurred on fundraising activities undertaken and publicising the charity and are recognised on an accruals basis.

Expenditure relating to charitable activities is expenditure incurred for the provision of a community transport service for such of its inhabitants of the Royal Borough of Windsor & Maidenhead and its environs who are in need of such a service due to age, sickness or disability (mental or physical), poverty or because of a lack of availability of adequate and safe passenger service. This includes relevant administration costs involved with such activities. All such expenditure is recognised on an accruals basis.

Governance costs represent such professional costs involved in the overall governance and administration of the charity that cannot be reasonably allocated to other cost headings, and includes external accountancy fees.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Shopmobility assets	- at varying rates on cost
Fixtures and fittings	- 25% on cost
Motor vehicles	- at varying rates on cost

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

1. ACCOUNTING POLICIES - continued

Taxation

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

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

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

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES - continued
Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Donations	22,329	85,177
Grants	249,422	30,193
Donated services and facilities	<u>43,807</u>	<u>43,379</u>
	<u>315,558</u>	<u>158,749</u>

3. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Fundraising events	<u>105</u>	<u>3,875</u>

4. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Deposit account interest	<u>2,399</u>	<u>2,580</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

5. INCOME FROM CHARITABLE ACTIVITIES

	31.3.21 £	31.3.20 £
Account fares	-	38,104
Membership fees	2,553	6,123
Account fares- public agencies	337,594	419,432
Dial-a-Ride	<u>1,687</u>	<u>18,035</u>
	<u>341,834</u>	<u>481,694</u>

6. RAISING FUNDS

Raising donations and legacies

	31.3.21 £	31.3.20 £
Fundraising costs	<u>1,404</u>	<u>4,119</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Direct costs	<u>402,100</u>	<u>42,571</u>	<u>444,671</u>

8. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Other resources expended	43,807	18,755	62,562
Direct costs	<u>13,707</u>	<u>28,864</u>	<u>42,571</u>
	<u>57,514</u>	<u>47,619</u>	<u>105,133</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

9. NET INCOME/(EXPENDITURE)

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

	31.3.21	31.3.20
	£	£
Independent examiner's fee	1,525	1,200
Other non-audit services	-	1,029
Depreciation - owned assets	29,463	25,387
Other operating leases	43,807	43,379
Surplus on disposal of fixed assets	<u>(4,000)</u>	<u>(3,207)</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no Trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

11. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	327,181	355,048
Social security costs	11,982	15,716
Other pension costs	<u>6,238</u>	<u>7,957</u>
	<u>345,401</u>	<u>378,721</u>

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

	31.3.21	31.3.20
Drivers, support and office staff	<u>28</u>	<u>30</u>

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

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Designated fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	115,370	43,379	-	158,749
Charitable activities				
Account fares				
	38,104	-	-	38,104
Membership fees	6,123	-	-	6,123
Accounts fares - public agencies	419,432	-	-	419,432
Dial-a-ride	18,035	-	-	18,035
Other trading activities	3,875	-	-	3,875
Investment income	2,580	-	-	2,580
Other income	3,207	-	-	3,207
Total	606,726	43,379	-	650,105
EXPENDITURE ON				
Raising funds	4,119	-	-	4,119
Charitable activities				
Direct costs	528,514	-	-	528,514
Other	36,183	43,379	-	79,562
Total	568,816	43,379	-	612,195
NET INCOME	37,910	-	-	37,910
Transfers between funds	87,741	(152,961)	65,220	-
Net movement in funds	125,651	(152,961)	65,220	37,910
RECONCILIATION OF FUNDS				
Total funds brought forward	91,140	152,961	482	244,583
TOTAL FUNDS CARRIED FORWARD	216,791	-	65,702	282,493

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

13. TANGIBLE FIXED ASSETS

	Shopmobility assets £	Fixtures and fittings £	Motor vehicles £	Totals £
COST				
At 1 April 2020	56,460	7,214	339,014	402,688
Additions	-	-	85,422	85,422
Disposals	-	(267)	(85,880)	(86,147)
At 31 March 2021	<u>56,460</u>	<u>6,947</u>	<u>338,556</u>	<u>401,963</u>
DEPRECIATION				
At 1 April 2020	48,142	7,064	252,814	308,020
Charge for year	3,990	66	25,407	29,463
Eliminated on disposal	-	(183)	(83,880)	(84,063)
At 31 March 2021	<u>52,132</u>	<u>6,947</u>	<u>194,341</u>	<u>253,420</u>
NET BOOK VALUE				
At 31 March 2021	<u>4,328</u>	<u>-</u>	<u>144,215</u>	<u>148,543</u>
At 31 March 2020	<u>8,318</u>	<u>150</u>	<u>86,200</u>	<u>94,668</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade debtors	73,190	78,185
Other debtors	115	16,120
Prepayments and accrued income	<u>15,702</u>	<u>7,101</u>
	<u>89,007</u>	<u>101,406</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Other loans (see note 17)	-	5,000
Trade creditors	15,328	5,412
Social security and other taxes	6,021	5,015
Pension payable	1,269	1,339
VAT	9,606	12,282
Other creditors	7,620	5,444
Social Enterprise Grant	13,633	13,633
Accruals and deferred income	<u>44,193</u>	<u>47,763</u>
	<u>97,670</u>	<u>95,888</u>

16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.21	31.3.20
	£	£
Other loans (see note 17)	<u>-</u>	<u>15,000</u>

17. LOANS

An analysis of the maturity of loans is given below:

	31.3.21	31.3.20
	£	£
Amounts falling due within one year on demand:		
Other loans	<u>-</u>	<u>5,000</u>
Amounts falling between one and two years:		
Other loans - 1-2 years	<u>-</u>	<u>15,000</u>

18. PROVISIONS FOR LIABILITIES

	31.3.21	31.3.20
	£	£
Dilapidations provision	35,000	35,000
Regulatory provision	<u>-</u>	<u>50,000</u>
	<u>35,000</u>	<u>85,000</u>

Regulatory provision

The provision relates to Section 19 and 22 permits for road passenger transport in Great Britain. The Trustees believe that it is no longer probable that this liability would crystallise. This has, therefore, been released in the current accounting period.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

19. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	216,791	157,659	61,600	436,050
Restricted funds				
Berkshire Community Foundation	-	(2,400)	2,400	-
Designated funds				
Designated	65,702	-	(64,000)	1,702
TOTAL FUNDS	<u>282,493</u>	<u>155,259</u>	<u>-</u>	<u>437,752</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	609,912	(452,253)	157,659
Restricted funds			
Restricted fund	43,807	(43,807)	-
Berkshire Community Foundation	<u>10,177</u>	<u>(12,577)</u>	<u>(2,400)</u>
	<u>53,984</u>	<u>(56,384)</u>	<u>(2,400)</u>
TOTAL FUNDS	<u>663,896</u>	<u>(508,637)</u>	<u>155,259</u>

19. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	91,140	37,910	87,741	216,791
Restricted funds				
Restricted fund	152,961	-	(152,961)	-
Designated funds				
Designated	482	-	65,220	65,702
TOTAL FUNDS	<u>244,583</u>	<u>37,910</u>	<u>-</u>	<u>282,493</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	606,726	(568,816)	37,910
Restricted funds			
Restricted fund	43,379	(43,379)	-
TOTAL FUNDS	<u>650,105</u>	<u>(612,195)</u>	<u>37,910</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

19. MOVEMENT IN FUNDS - continued

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

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	91,140	195,569	149,341	436,050
Restricted funds				
Restricted fund	152,961	-	(152,961)	-
Berkshire Community Foundation	-	(2,400)	2,400	-
	152,961	(2,400)	(150,561)	-
Designated funds				
Designated	482	-	1,220	1,702
TOTAL FUNDS	<u>244,583</u>	<u>193,169</u>	<u>-</u>	<u>437,752</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,216,638	(1,021,069)	195,569
Restricted funds			
Restricted fund	87,186	(87,186)	-
Berkshire Community Foundation	10,177	(12,577)	(2,400)
	97,363	(99,763)	(2,400)
TOTAL FUNDS	<u>1,314,001</u>	<u>(1,120,832)</u>	<u>193,169</u>

The Trustees have reviewed the terms of restricted funding received in prior periods for the purchase of vehicles and have determined that the restriction on the funds ceased at the point that the funds were used to purchase the vehicles; thus the related funds have been transferred from restricted to unrestricted funds during the prior period.

20. EMPLOYEE BENEFIT OBLIGATIONS

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £6,238 (2020: £7,957). The expense is allocated to cost of activities and is unrestricted expenditure.

21. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.