

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2022  
for  
People To Places  
(A Company Limited by Guarantee)

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for the Year Ended 31 March 2022

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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 2022. 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).

The financial year 2021/22 was heavily impacted by the COVID 19 pandemic for most of the 12-month period. In addition to the loss of people to COVID, due to passing on, losing capacity to go out and moving away, we started to see some of the implications for life once the pandemic receded. Our core service of supporting people with mobility services resumed albeit in severely reduced numbers at the beginning of the year. The numbers climbed quickly after September, but in some cases, still haven't reached the pre-pandemic levels.

## **OBJECTIVES AND ACTIVITIES**

### **Review of Achievements and Activities**

This section is in two parts:

1. The principal achievements of People to Places
2. Our plans for the coming year and beyond

#### 1. Principal Achievements of the Year

This Trustees' Report outlines our achievements in 2021/22. 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 2021/22, supported by our generous partners are outlined below:-

#### Passenger Journeys

The total number of passenger journeys undertaken over the year was 13,776 (2021: 9,039), a good increase over the previous year but still significantly down on previous years. This is mainly due to the pandemic, but there were some other factors at play which were beyond our control and include:

- The loss of the six Home to School contracts to Manor Green School in August 2021
- A slow decline in passengers using the day care centre service which affects our passenger totals, compared to previous years, where we provided multiple routes
- Our community group users have returned, however, some of them have struggled for numbers and for volunteers.
- There has been a significant increase in individual Dial-a-Ride journeys and of those journeys going to health-related destinations.

The loss of the school work enabled us to substantially increase the support we give South Central Ambulance Service (SCAS) with its Non-Emergency Ambulance Service which has been under considerable pressure through the pandemic and beyond. This has been useful to reinforce the attachment with and support from People to Places as we occasionally carry patients who already benefit from one of our other services.



## People To Places

### Report of the Trustees for the Year Ended 31 March 2022

To help people adjust after the pandemic, we offered a programme of short local trips at very reasonable fares. After the New Year this has been considerably ramped up to operate once a week and going to destinations slightly further away.

New policies and processes have also 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 still has some way to go in terms of development but augmenting our capacity without major capital investment will be a great benefit. The recruitment of suitable volunteers for this service is an ongoing challenge, although one of the features is that individuals can be any age, as long as they are legally able to drive and have a car!

### Mobility Scooter Hires

The total number of mobility scooter hires undertaken over the year was 4,908 (2021: 2,190), this is a great return to our mobility services, but still well down on a "normal" year. People to Places have closely monitored the return and it's pleasing to be able to report that Shopmobility Windsor is operating at a slightly higher level than the pre-pandemic long term trend and this trend is continuing upwards. Unfortunately, for Shopmobility Maidenhead, there is clearly a major lag arising from the regeneration programme for the town centre. It is operating at around 60% of the pre-pandemic long term trend and has reached a plateau.

Promotional developments are planned for the year 2022/23 in conjunction with the Maidenhead Town Centre Manager to encourage people back into Maidenhead and raise the service's profile.

In the winter 2021/22, People to Places received two very welcome pieces of news. We were aware that some of our scooters were looking very tired, so our good friends at the Lions Club for Maidenhead gave us a grant of £5,000 to buy four new mobility scooters for our Maidenhead office. A few weeks later, we received a very substantial legacy from the estate of one of our most dedicated Shopmobility users and volunteer, Gertie Graham, who died in April 2020. We used this money to replace more of our very old scooters and between these two very generous contributions we have been able to transform the reliability and service costs of our mobility equipment in both offices.

### COVID-19 Services

Our COVID services primarily consisted of delivering shopping and prescriptions and were open to any vulnerable and shielded residents living in the Royal Borough. These services have continued to the present and we will not leave anyone if they still want us, but the demand has reduced to just a handful of people.

### Environmental Impact

We have been monitoring our carbon emissions over the course of the year and the amount of Diesel we used was 20,874 litres (2021: 9,772 litres)

This produced 54.5 tonnes of CO2 emissions (2021: 25.5 tonnes of CO2 emissions).

People to Places are aware of the 2030 deadline by which new petrol and diesel vehicles will not be available for sale. We are considering our options, although it is noted that electric minibuses are still a long way behind their carbon-based equivalents in terms of capacity and distance. The technology continues to develop and in the future, we will move towards electric vehicles as soon as it is feasible.



## People To Places

### Report of the Trustees for the Year Ended 31 March 2022

#### Events

No social events were held over the course of the year, although we were able to hold a EGM which was well attended. 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 very grateful to Maidenhead United FC for their further donations totalling £1,500.

Business Network International (BNI) is a multinational network of businesses which has tens of thousands of chapters around the world. In June 2021, the Maidenhead chapter agreed to make People to Places its charity of the year and this has proved to be successful. The chapter have undertaken some fundraising, but have also provided volunteers, Trustees, and expertise which are positively contributing to improving our services to local residents.

#### Staff and Volunteers

It has been a difficult year for staff and volunteers alike in a highly personal way arising from the pandemic, but also with the changes due to the Home to School contract losses. We had a minimal number of staff on furlough last year, however, we were sad to lose both our Marketing and Office Coordinators. This led to a significant review of how we are organised in the main office, all amid the return of people coming back to use our services. Therefore, we have outsourced our marketing capacity and are looking to bolster our fundraising capacity too.

The recruitment of volunteers has gone well; we have developed a programme of events where we broadcast the opportunity to meet some of us at People to Places and we talk through the opportunities we have available. This approach has worked very well, and we have substantially grown our volunteer base, although the demand is beginning to slightly outstrip supply.

#### Vehicles & Mobility Equipment

Minibuses continue to be a major issue although we were able to secure one new vehicle over the year. We are actively looking to address this issue, through further fundraising in 2022/23 and beyond with a major new fundraising drive.

Our mobility scooters have been through a renaissance through the kind donations from Maidenhead Lions and the estate of Gertie Graham. The period of reduced demand allowed us to review the profile the mobility scooter fleet and the donations enabled us to act on those findings. We have been able to retire many scooters, but new investment means that our fleet now stands at well over 50 mobility scooters.

#### 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 relocate in Summer 2023 to West Street Car Park.

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

## People To Places

### Report of the Trustees for the Year Ended 31 March 2022

#### Fundraising

The year 2021/22 has seen a reduction in many of the formal aspects of fundraising due to lockdown and COVID hesitancy, however we have benefitted from the ongoing support of many friends: -

We have received two substantial legacies in the year

- We have secured minibus sponsorship from

Berkshire AllWaste  
Right at Home Maidenhead  
Oxford House  
Heritage Healthcare

- Support was received from:

Maidenhead United AFC  
The Metre Market  
B&C Holdings Limited  
The Braywick Heath Trust  
Former Trustee, Pam Proctor

- The continued invaluable support from the Royal Borough of Windsor & Maidenhead, the Louis Baylis (Maidenhead Advertiser) Charitable Trust and Seiko enables us to have the confidence to focus on delivering on our services, which is fundamental.

#### Marketing and Impact

There were very encouraging signs of recovery in demand as the lockdowns declined and eventually ended. However, it is fair to say that there is still some COVID-hesitancy experienced by our service users, added to which is a concern arising from the cost-of-living crisis. Having gone through the difficulties of the past two years, experience is showing that people recognise the necessity of contact with other people, so our marketing is gaining some traction.

From the projections for increase in usage, arising from people returning to going out, the increase in the population and the changing demographics, it is evident that there will be a bottleneck in terms of minibus capacity. Much of our work will now be focussed on fundraising or getting people to volunteer as drivers, especially using their own car, and to engage in Shopmobility services more.

#### Membership

Membership of People to Places is showing a good level of bounce back after a difficult two years. In addition, we have significant numbers of people using more than one service.

Membership was 405 individuals (2021: 318), giving a growth of 27% over the year.

#### Performance Against Targets in 2021/22

Due to the ongoing variation in the pandemic, with its attendant variations and restrictions, it proved extremely challenging to have a full Business Plan for 2021/22. Below are the broad actions which we listed last year and the outcomes next to them.



Report of the Trustees  
for the Year Ended 31 March 2022

Target in 2021/22	Outcome
<ul style="list-style-type: none"> <li>A new minibus is on order and due to arrive by August 2021.</li> </ul>	<ul style="list-style-type: none"> <li>Minibus received</li> </ul>
<ul style="list-style-type: none"> <li>We will act 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.</li> </ul>	<ul style="list-style-type: none"> <li>Achieved by adding air filters, screens between drivers and passengers and use of PPE.</li> </ul>
<ul style="list-style-type: none"> <li>People to Places will continue to offer shopping and prescription delivery services for vulnerable people across the Royal Borough.</li> </ul>	<ul style="list-style-type: none"> <li>Achieved</li> </ul>
<ul style="list-style-type: none"> <li>We will participate in the re-tendering exercise for Home to School transport in Summer 2021 for new contracts commencing in September 2021.</li> </ul>	<ul style="list-style-type: none"> <li>Took part, but could not safely provide the services for the cost levels being sought</li> </ul>
<ul style="list-style-type: none"> <li>As part of the anticipated Maidenhead Town Centre regeneration plan, we will be moving Shopmobility Maidenhead to temporary premises in Winter/ Spring 2022</li> </ul>	<ul style="list-style-type: none"> <li>Delayed due to regeneration plans being delayed to late Summer 2023</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Achieved, recruited Jane Basley, who became our new Chair of Trustees, and Charlie Dixon-Prior. Recruitment continues</li> </ul>
<ul style="list-style-type: none"> <li>We have new procedures and procured significant PPE to ensure the safety of everyone concerned with our services. We will continue to use all appropriate COVID-security methods,</li> </ul>	<ul style="list-style-type: none"> <li>Achieved</li> </ul>
<ul style="list-style-type: none"> <li>We will support local community groups as they return to re-open their services.</li> </ul>	<ul style="list-style-type: none"> <li>Achieved</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Achieved</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Achieved</li> </ul>
<ul style="list-style-type: none"> <li>People to Places will seek further grant aid to support its need for replacement equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Achieved for scooters only through Maidenhead Lions and a legacy</li> </ul>

Producing credible targets was problematic, but generally, we were able to successfully meet most of our targets in the plan and do our best to plan with some more certainty for 2022/23. We are, however, extremely proud of our achievements and the way in which our staff and volunteers responded every day.



## 2. Plans for 2022/23 and Beyond

Plans for the year 2022/23 have been drafted and agreed by the Board of Trustees.

The objectives are as follows and the colours denotes responsibility held by a Committee:

	Finance & Independent Examination Committee
	Risk & People Committee
	Business Development & External Communications Committee
	Operations (Chair and CEO)

	Objective
1	Develop a Financial Strategy based on four strands: Revenue, Capital, Development and Administration
2	REVENUE: Review expenditure to see if savings can be achieved without significant detriment to service levels.
3	REVENUE: Create a plan to eliminate the deficit by the end of Q4.
4	REVENUE: Review pricing structure and create some options for a new pricing structure that increases P2P income without loss of membership.
5	REVENUE: Plan a detailed budget for 2022/23 for external communications activities.
6	CAPITAL: Undertake a capital requirement review and create a 5 year plan to improve the minibus fleet including standardising the fleet and increase scooter capacity as appropriate
7	CAPITAL: Develop the cyber security robustness to ensure compliance with good practice guidance from the National Cyber Security Centre ( <a href="https://www.ncsc.gov.uk">https://www.ncsc.gov.uk</a> )
8	DEVELOPMENT: Generate options identifying how and where we can secure new contracts; to include SCAS and securing an increase in routes.
9	DEVELOPMENT: Review existing fundraising plans in terms of organisational financial needs to steer the BDEC Committee's work.
10	ADMINISTRATION: Create a simplified summary of monthly financial accounts for use by the BoT.
11	ADMINISTRATION: Create a set of easy-to-use KPI's and monitor system
12	Produce a comprehensive People Strategy. Undertake a Trustees Skills Audit to inform selection of new Trustees Recruit 4 new Trustees
13	Manage the Strategic Risk Register and risk map to ensure all P2P risks are covered and mitigated



14	Improve communication between staff, volunteers and Trustees and provide feedback more frequently.
15	Create a Business Development Plan with proactive and reactive options in three strands: - Marketing - Business Development - Fundraising
16	Marketing Strand Retain and support current members and supporters Develop and promote new types of memberships: i/ Gift in Wills campaign ii/ Friends of P2P iii/ GAYE scheme
17	Business Development Strand Create a corporate sponsorship plan Maintain linkages with key statutory public agencies and community partners/initiatives Identify credible business development opportunities
18	Fundraising Strand Identify options for fundraising, potential resources and prioritise to maximise return. Create a schedule of grant-bidding opportunities and marry up to F&IEC's shopping list. Submit planned bids to local, "regular" grant-making bodies.
19	Establish office accommodation and (electric) fleet requirements for P2P to be able to use to find new accommodation if necessary.
20	Investigate the viability of a D1 training scheme and implementation and implement if feasible
21	Promote existing MIDAS training programmes Maintain Baseline of 29 MiDAS trainees per year (internal and external candidates)
22	Ensure safeguarding training is delivered to all Trustees, staff, and volunteers within 8 weeks of joining P2P.
23	Rollout mobile card payment system
24	Define P2P's approach to sustainability issues and establish how it can be implemented within the day to day working practices of P2P.
25	Report on community activity service levels using pre-pandemic levels as a benchmark Provision of CT journeys: Baseline 2019/20: 11,429 Delivery of Shopmobility hires: Baseline 2019/20: 6,899



## **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 to enjoy the local area and its facilities.

The benefits we brought to the local community were the continuation of our normal services, plus the added benefits of the shopping & prescription delivery services to any vulnerable adult in the Royal Borough and telephone support services to our members. In addition, we provided minibuss transport to particularly vulnerable people to receive their COVID vaccinations and we have contributed three manual wheelchairs for the Maidenhead Vaccination Centre in the Town Hall.

The backdrop of year 2020/21, the main pandemic year, saw the lowest levels of service delivery by People to Places on record. The year being reported on here was still heavily affected as the release of the lockdowns staggered to the full lifting of restrictions in England on 24 February 2022. Throughout the restrictions we continued to provide our full range of services, albeit to variable levels of demand.

For the first time in three years, the Board were in a position to undertake a realistic business planning process to develop our activities for the year. When doing so, 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 substantially below commercial rates to further reduce barriers to mobility and encourage access to our services.

Our COVID-related services were a temporary measure and demand for them has greatly diminished over the year. From current trends, it is anticipated that these services will continue to reduce to zero in the first half of 2022/23, but there is no specific planned end date.

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
- 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 meet the same social objectives such as Home to School Transport to Manor Green School or to RBWM Day Care Centres
- 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 minibuss driver training to the nationally accredited MiDAS standard
- A wide range of income generation/fund-raising activities to support the service in the short and long term



## **STRATEGIC REPORT**

### **Principal funding sources**

#### Principal Funding

Despite close monitoring, prudent management and some fundraising successes, the financial year 2021/22 saw our outturn drop over the previous year. This was caused by the slow return to normal activity, the loss of home to school routes and the cessation of COVID specific support measures.

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 which slowly returned 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 which ceased in August 2021.
- Membership fees and charges for extended scooter hires bounced back well.
- Donations and sponsorship success with our minibuss sponsorship programme.
- Grants from 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 2022 is £572,285 (2021: £663,896) which is a substantial decrease over the previous year. The primary reasons for this reduction are the slow return of fares and memberships income, the loss of the school contracts and the ending of COVID support grants.

## **STRATEGIC REPORT**

### **Financial review**

#### **Investment policy and plan**

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 review this policy periodically to reflect good practice.

#### Investment Plan for 2022/23

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 cost-of- living crisis, and general economic uncertainties. The shortfall in the year is in the context of increasing demand at the same time as needing to increase our income from fundraising, to ensure that we are able to replace some of our older assets. For example:

1. It is expected that the cost of fuel will remain high for a considerable portion of 2022/23 and when it does reduce, it will be substantially higher than previously.
2. The legacy and grant we received towards the end of the year gave us the opportunity to refresh the scooter fleet. A similar exercise is necessary for minibuses and our IT equipment, especially to maintain our cyber security
3. The deadline to end the availability of carbon fueled minibuses is rapidly approaching and it is appropriate that People to Places actively look at how it can address this sustainability issue.
4. A substantial increase in volunteer input into the delivery of services and the organisation of new initiatives is essential, ensuring we follow the principles of ensuring all parts of the local community are supported under our commitment to a policy of Equality, Diversity & Inclusion (EDI).



## **STRATEGIC REPORT**

### **Financial review**

### **Reserves policy**

### 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 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 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 equip the charity with up-to-date transport vehicles and mobility equipment needed to maintain the service standards achieved so far.

The general and designated funds represent 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. The designated funds are for building dilapidations to cover our three offices.

Details of the movements in tangible fixed assets held during the year are given in the notes to the financial statements. The Trustees believe that assets of the charity are available and adequate to fulfil its obligations.

## **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.

### **Charity constitution**

People to Places is an independent registered charity (number 1091387) and a company limited by guarantee (registered company number 04371133). 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.

During the year an Extraordinary General Meeting was held which altered the constitution and we adopted a general update of Articles of Association to meet current standards. Two main changes were agreed by the members, firstly that proxy and postal voting was allowed by members. This was due to the continued uncertainty around holding a mass gathering following the removal of the Charity Commission's special dispensation to hold virtual meetings. Secondly, the membership was clarified so that to be a Trustee of the Charity was to be a Director of the Company and Trustees form the membership in terms of Company Law. These changes were to engender a more agile organisation, better structured to meet future unexpected events such as another pandemic. The Trustees undertook that an Annual Gathering should replace the Annual General Meeting so that service users would continue to be able to provide feedback and hear People to Places' development plans.

People to Places' objective, as stated in its Articles 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."



## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governance Structure**

#### 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 the Trustees are members of the company and guarantee to contribute £1 in the event of winding up the organisation.

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 latter half of the year, the remit and names for these committees were reviewed in the light of changing circumstances after the pandemic. Given the changing pressures on People to Places, they were changed to the following:

- Business Development & External Communications Committee (BDEC Committee) met occasionally over the year
- Finance & Independent Examination Committee, meeting monthly.
- Risk & People Committee demonstrated a new approach to managing risk and acknowledged the heavy dependence on our staff and volunteers.

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

### **Board Appointment, Induction and Training of Trustees and Related Parties**

#### Board Appointment

The process for electing and co-opting Trustees is outlined in the Articles of Association. The Board is looking to commence fixed terms of office for Trustees; however it has prioritised responding to the pandemic and its impacts first. Given the number of Trustees who have retired over the past 12 - 18 months and the new recruits who have joined, we still have a good level of churn, bring fresh perspectives and new ideas in at a Board level.

Board members are recruited through a fair and open selection procedure. In making its choice, the Chair and CEO will ensure that the Board has an appropriate balance of skills and experience as appropriate to the organisation. The candidate Trustee attends one Board meeting as an observer and has the opportunity to meet Trustees outside of that meeting too. Care is taken to ensure that both candidate Trustee, the Board and the CEO are happy as to the recruitment process.

New Trustees are given an induction process and training which allows them to understand the role of People to Places and their role as Directors and Trustees. This includes spending time with a Driver on a minibus and visiting a Shopmobility office. 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. Training is given on safeguarding and confidentiality too.

## People To Places

### Report of the Trustees for the Year Ended 31 March 2022

All policies plus major and strategic decisions are made by the Board of Trustees (BoT). The BoT wishes to benefit by including service users, although over the course of the pandemic, it has not been possible or appropriate to recruit a service user onto the BoT. It is the intention of the Board to appoint individuals who are either service users or with people with lived experience. Board members contribute their diverse views into its discussions to assist in its decision-making process.

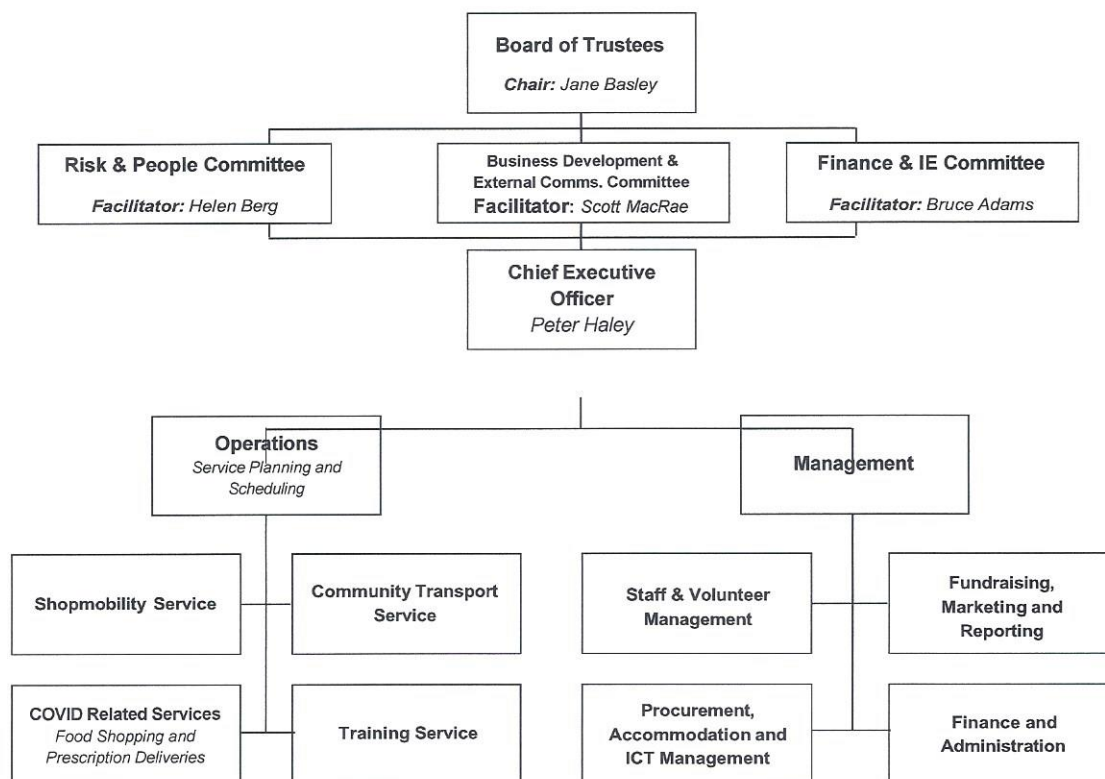
People to Places work in close partnership with the Local Authority, individuals, and representatives of community groups & businesses across the Royal Borough of Windsor & Maidenhead. This approach is taken to maximise opportunities to provide mobility services to local residents and visitors across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

### 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

	<b>Headcount</b>	<b>FTE</b>
Operations Staff	17	8.33
Office-Based Staff	6	4.45
Total Staff	23	12.78

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





## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Risk management**

The pandemic represented a substantial risk to the organisation which was immediately recognised by the Board. However, as the situation moved away from being so focused on controlling infections, a more layered response was developed towards Risk Management, building on the various activities undertaken during the pandemic. This was consolidated by the refocusing of a Committee onto Risk issues and an internal workshop for Trustees is planned for July 2022 to ensure all Trustees have a common appreciation for the strategic issues affecting People to Places and the planned actions to address them.

In addition, following a minor data breach in November 2021, new cyber security processes have been put in place and new training programmes are planned over the year 2022/23. The approach taken will have three axes, People, Technology and Processes. To date, we have put a lot of effort into the last two of these, but it is intended that further training and support is made available to individuals in the organisation, especially those who may be less experienced or confident with technology.

During the year being reported upon, the Board has ensured that policies are in place to cover the management of the organisation, 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
- Compliance (with law and regulation) Risks
- Catastrophic Events Risks

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

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

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 monitors 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  
Arena Court  
Crown Lane  
Maidenhead  
SL6 8QZ

### **Trustees**

Jane Basley (Appointed as Trustee 19 August 2021)  
(Appointed as Chair 29 November 2021)  
Gill Godbold  
Bruce Adams (Treasurer)  
Neil Aldridge (Resigned 22 June 2021)  
Helen Berg  
Charlie Dixon-Prior (Appointed 19 August 2021)  
Roxanne Kingsman (Resigned 22 November 2021)  
Scott MacRae  
Pam Proctor (Resigned 5 October 2021)  
Adam Webb (Appointed 6 June 2022)

### **Chief Executive Officer**

Peter Haley

### **Independent Examiner**

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

**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

Report of the Trustees, incorporating a strategic report, approved by order of the board of Trustees, as the company directors, on 3 August 2022 and signed on the board's behalf by:

  
.....  
J Basley - Trustee



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 2022.

**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: 31 August 2022

Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2022

	Notes	Unrestricted fund £	Restricted funds £	Endowment fund £	31.3.22 Total funds £	31.3.21 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
Donations and legacies	2	61,823	73,806	-	135,629	315,558
<b>Charitable activities</b>	5					
Membership fees		5,920	-	-	5,920	2,553
Accounts fares - public agencies		400,325	-	-	400,325	337,594
Dial-a-ride		28,612	-	-	28,612	1,687
Other trading activities	3	31	-	-	31	105
Investment income	4	1,768	-	-	1,768	2,399
Other income		-	-	-	-	4,000
<b>Total</b>		498,479	73,806	-	572,285	663,896
<b>EXPENDITURE ON</b>						
Raising funds	6	2,218	-	-	2,218	1,404
<b>Charitable activities</b>	7					
Direct costs		479,791	244	-	480,035	444,671
Other		41,542	43,806	-	85,348	62,562
<b>Total</b>		523,551	44,050	-	567,601	508,637
<b>NET INCOME/(EXPENDITURE)</b>		(25,072)	29,756	-	4,684	155,259
<b>Transfers between funds</b>	17	9,481	(9,481)	-	-	-
<b>Net movement in funds</b>		(15,591)	20,275	-	4,684	155,259
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		436,050	-	1,702	437,752	282,493
<b>TOTAL FUNDS CARRIED FORWARD</b>		420,459	20,275	1,702	442,436	437,752

The notes form part of these financial statements



Balance Sheet  
31 March 2022

	Notes	Unrestricted fund £	Restricted funds £	Endowment fund £	31.3.22 Total funds £	31.3.21 Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	13	158,899	-	-	158,899	148,543
<b>CURRENT ASSETS</b>						
Debtors	14	95,403	-	-	95,403	89,007
Cash at bank and in hand		<u>289,714</u>	<u>20,275</u>	<u>1,702</u>	<u>311,691</u>	<u>332,872</u>
		385,117	20,275	1,702	407,094	421,879
<b>CREDITORS</b>						
Amounts falling due within one year	15	(88,557)	-	-	(88,557)	(97,670)
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET CURRENT ASSETS</b>		<u>296,560</u>	<u>20,275</u>	<u>1,702</u>	<u>318,537</u>	<u>324,209</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>						
		455,459	20,275	1,702	477,436	472,752
<b>PROVISIONS FOR LIABILITIES</b>						
	16	(35,000)	-	-	(35,000)	(35,000)
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET ASSETS</b>		<u>420,459</u>	<u>20,275</u>	<u>1,702</u>	<u>442,436</u>	<u>437,752</u>
<b>FUNDS</b>						
	17					
Unrestricted funds					420,459	436,050
Restricted funds					20,275	-
Endowment funds					<u>1,702</u>	<u>1,702</u>
<b>TOTAL FUNDS</b>					<u>442,436</u>	<u>437,752</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 notes form part of these financial statements

People To Places

Balance Sheet - continued

31 March 2022

The financial statements were approved by the Board of Trustees and authorised for issue on  
..... 3 August 2022 ..... and were signed on its behalf by:

.....  .....  
J Basley - Trustee

The notes form part of these financial statements



People To Places

Cash Flow Statement  
for the Year Ended 31 March 2022

	Notes	31.3.22 £	31.3.21 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	26,205	147,594
Interest paid		<u>-</u>	<u>(90)</u>
Net cash provided by operating activities		<u>26,205</u>	<u>147,504</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(49,154)	(85,422)
Sale of tangible fixed assets		-	6,084
Interest received		<u>1,768</u>	<u>2,399</u>
Net cash used in investing activities		<u>(47,386)</u>	<u>(76,939)</u>
<b>Cash flows from financing activities</b>			
Loan repayments in year		<u>-</u>	<u>(20,000)</u>
Net cash provided by/(used in) financing activities		<u>-</u>	<u>(20,000)</u>
		<u>-</u>	<u>-</u>
<b>Change in cash and cash equivalents in the reporting period</b>		(21,181)	50,565
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>332,872</u>	<u>282,307</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>311,691</u>	<u>332,872</u>

The notes form part of these financial statements

Notes to the Cash Flow Statement  
for the Year Ended 31 March 2022

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

	31.3.22 £	31.3.21 £
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	4,684	155,259
<b>Adjustments for:</b>		
Depreciation charges	38,797	29,463
Profit on disposal of fixed assets	-	(4,000)
Interest received	(1,768)	(2,399)
Interest paid	-	90
Regulatory provision released	-	(50,000)
(Increase)/decrease in debtors	(6,396)	12,399
(Decrease)/increase in creditors	<u>(9,112)</u>	<u>6,782</u>
<b>Net cash provided by operations</b>	<u>26,205</u>	<u>147,594</u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.21 £	Cash flow £	At 31.3.22 £
<b>Net cash</b>			
Cash at bank and in hand	<u>332,872</u>	<u>(21,181)</u>	<u>311,691</u>
	<u>332,872</u>	<u>(21,181)</u>	<u>311,691</u>
<b>Total</b>	<u>332,872</u>	<u>(21,181)</u>	<u>311,691</u>



## **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), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**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 2022

**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**

	31.3.22	31.3.21
	£	£
Donations	26,859	22,329
Gift aid	6,582	-
Legacies	35,000	-
Grants	23,382	249,422
Donated services and facilities	<u>43,806</u>	<u>43,807</u>
	<u>135,629</u>	<u>315,558</u>

**3. OTHER TRADING ACTIVITIES**

	31.3.22	31.3.21
	£	£
Fundraising events	<u>31</u>	<u>105</u>

**4. INVESTMENT INCOME**

	31.3.22	31.3.21
	£	£
Deposit account interest	<u>1,768</u>	<u>2,399</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**5. INCOME FROM CHARITABLE ACTIVITIES**

		31.3.22	31.3.21
	Activity	£	£
Membership fees	Membership fees	5,920	2,553
Account fares- public agencies	Accounts fares - public agencies	400,325	337,594
Dial-a-Ride	Dial-a-ride	<u>28,612</u>	<u>1,687</u>
		<u>434,857</u>	<u>341,834</u>

**6. RAISING FUNDS**

**Raising donations and legacies**

	31.3.22	31.3.21
	£	£
Fundraising costs	<u>2,218</u>	<u>1,404</u>

**7. CHARITABLE ACTIVITIES COSTS**

	Direct Costs
	£
Direct costs	<u>480,035</u>

**8. SUPPORT COSTS**

	Other	Governance costs	Totals
	£	£	£
Other resources expended	<u>53,150</u>	<u>32,198</u>	<u>85,348</u>

**9. NET INCOME/(EXPENDITURE)**

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

	31.3.22	31.3.21
	£	£
Independent examiner's fee	1,100	1,525
Depreciation - owned assets	38,798	29,463
Other operating leases	43,806	43,807
Surplus on disposal of fixed assets	<u>-</u>	<u>(4,000)</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no Trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no Trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**11. STAFF COSTS**

	31.3.22	31.3.21
	£	£
Wages and salaries	334,575	327,181
Social security costs	15,187	11,982
Other pension costs	<u>6,459</u>	<u>6,238</u>
	<u>356,221</u>	<u>345,401</u>

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

	31.3.22	31.3.21
	<u>23</u>	<u>28</u>
Drivers, support and office staff		

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

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Endowment fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	261,574	53,984	-	315,558
<b>Charitable activities</b>				
Membership fees	2,553	-	-	2,553
Accounts fares - public agencies	337,594	-	-	337,594
Dial-a-ride	1,687	-	-	1,687
Other trading activities	105	-	-	105
Investment income	2,399	-	-	2,399
Other income	<u>4,000</u>	<u>-</u>	<u>-</u>	<u>4,000</u>
<b>Total</b>	609,912	53,984	-	663,896
<b>EXPENDITURE ON</b>				
Raising funds	1,404	-	-	1,404
<b>Charitable activities</b>				
Direct costs	433,613	11,058	-	444,671



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted funds £	Endowment fund £	Total funds £
Other	<u>17,236</u>	<u>45,326</u>	<u>-</u>	<u>62,562</u>
<b>Total</b>	<u>452,253</u>	<u>56,384</u>	<u>-</u>	<u>508,637</u>
<b>NET INCOME/(EXPENDITURE)</b>	157,659	(2,400)	-	155,259
<b>Transfers between funds</b>	<u>61,600</u>	<u>2,400</u>	<u>(64,000)</u>	<u>-</u>
<b>Net movement in funds</b>	219,259	-	(64,000)	155,259
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>	<u>216,791</u>	<u>-</u>	<u>65,702</u>	<u>282,493</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>436,050</u>	<u>=</u>	<u>1,702</u>	<u>437,752</u>

**13. TANGIBLE FIXED ASSETS**

	Shopmobility assets £	Fixtures and fittings £	Motor vehicles £	Totals £
<b>COST</b>				
At 1 April 2021	56,460	6,947	338,556	401,963
Additions	<u>9,480</u>	<u>-</u>	<u>39,674</u>	<u>49,154</u>
At 31 March 2022	<u>65,940</u>	<u>6,947</u>	<u>378,230</u>	<u>451,117</u>
<b>DEPRECIATION</b>				
At 1 April 2021	52,132	6,947	194,341	253,420
Charge for year	<u>3,443</u>	<u>-</u>	<u>35,355</u>	<u>38,798</u>
At 31 March 2022	<u>55,575</u>	<u>6,947</u>	<u>229,696</u>	<u>292,218</u>
<b>NET BOOK VALUE</b>				
At 31 March 2022	<u>10,365</u>	<u>-</u>	<u>148,534</u>	<u>158,899</u>
At 31 March 2021	<u>4,328</u>	<u>-</u>	<u>144,215</u>	<u>148,543</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.22	31.3.21
	£	£
Trade debtors	76,080	73,190
Other debtors	-	115
Prepayments and accrued income	<u>19,323</u>	<u>15,702</u>
	<u>95,403</u>	<u>89,007</u>

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.22	31.3.21
	£	£
Trade creditors	16,580	15,328
Social security and other taxes	6,087	6,021
Pension payable	1,322	1,269
VAT	19,647	9,606
Other creditors	7	7,620
Social Enterprise Grant	-	13,633
Accruals and deferred income	<u>44,914</u>	<u>44,193</u>
	<u>88,557</u>	<u>97,670</u>

**16. PROVISIONS FOR LIABILITIES**

	31.3.22	31.3.21
	£	£
Dilapidations provision	<u>35,000</u>	<u>35,000</u>

**17. MOVEMENT IN FUNDS**

	At 1.4.21	Net movement in funds	Transfers between funds	At 31.3.22
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	436,050	(25,072)	9,481	420,459
<b>Restricted funds</b>				
Restricted fund	-	29,756	(9,481)	20,275
<b>Endowment funds</b>				
Designated	1,702	-	-	1,702
<b>TOTAL FUNDS</b>	<u>437,752</u>	<u>4,684</u>	<u>=</u>	<u>442,436</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**17. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	498,479	(523,551)	(25,072)
<b>Restricted funds</b>			
Restricted fund	73,806	(44,050)	29,756
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>572,285</u>	<u>(567,601)</u>	<u>4,684</u>

**Comparatives for movement in funds**

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

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**17. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	609,912	(452,253)	157,659
<b>Restricted funds</b>			
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>
<b>TOTAL FUNDS</b>	<u>663,896</u>	<u>(508,637)</u>	<u>155,259</u>

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

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	216,791	132,587	71,081	420,459
<b>Restricted funds</b>				
Restricted fund	-	29,756	(9,481)	20,275
Berkshire Community Foundation	<u>-</u>	<u>(2,400)</u>	<u>2,400</u>	<u>-</u>
	-	27,356	(7,081)	20,275
<b>Endowment funds</b>				
Designated	65,702	-	(64,000)	1,702
<b>TOTAL FUNDS</b>	<u>282,493</u>	<u>159,943</u>	<u>=</u>	<u>442,436</u>



**17. MOVEMENT IN FUNDS - continued**

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 £
<b>Unrestricted funds</b>			

General fund	1,108,391	(975,804)	132,587
<b>Restricted funds</b>			
Restricted fund	117,613	(87,857)	29,756
Berkshire Community Foundation	<u>10,177</u>	<u>(12,577)</u>	<u>(2,400)</u>
	<u>127,790</u>	<u>(100,434)</u>	<u>27,356</u>
<b>TOTAL FUNDS</b>	<u>1,236,181</u>	<u>(1,076,238)</u>	<u>159,943</u>

The Trustees have reviewed the terms of restricted funding received in the period 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 period.

#### 18. 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 £6,459 (2021: £6,238). The expense is allocated to cost of activities and is unrestricted expenditure.

#### 19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.