

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**

**(A Company Limited by Guarantee)**

**ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2022  
(UNAUDITED)**

**Registered Number: 04826490**

**Registered Charity Number: 1101884**

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**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**General Information**

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Registered Office: 79 Morris Drive  
Billingshurst  
West Sussex, RH14 9ST

Board of Management: K A Johnson  
W Jones  
J Bussey (Resigned 24 October 2022)  
M Furness

Secretary: Graeme Acraman

Company Number: 04826490

Registered Charity Number: 1101884

Bankers: NatWest Bank Plc, 47 Carfax,  
Horsham, West Sussex, RH12 1FD

Independent Examiner: Kreston Reeves LLP  
Springfield House  
Springfield Road  
Horsham, West Sussex, RH12 2RG

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Trustees' Annual Report for the year ended 30 June 2022**

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The Trustees submit their report and accounts for the year ended 30 June 2022. The accounts have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and 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).

**Status of the Company, principal activities and public benefit**

The Company is registered under the Companies Act 2006 as a company limited by guarantee and not having a share capital and is a registered charity; number 1101884. The Trustees are all volunteers and the Company had two part time paid employees during the year. The charitable company was registered on 3 February 2004 and is governed by its Memorandum and Articles of Association.

The objects of the charitable company are to provide a community transport service for such of the inhabitants of the areas covered who are in need of such a service because of age, sickness or disability (learning or physical). The service is currently provided to the residents of Billingshurst and certain of its surrounding parishes.

As such, the charitable company acts for the public benefit by providing these community transport services. Passengers comprise particularly those persons in the community who are unable to use local public transport. Provision of the service relies on the generous support of a large number of volunteer drivers using their own vehicles and the charitable company also has its own specially adapted wheelchair accessible vehicle.

**Directors and Trustees**

The directors of the charitable company, who are also the Trustees, are listed on page 1 as the Board of Management.

The appointment of directors (and therefore Trustees) is governed by the Memorandum and Articles of Association. All decisions are approved by the Management Committee.

The Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

**Results and review of the year**

Details of the results for the year are set out in the Statement of Financial Activities on page 4.

The charitable company generated a surplus in the year of £112,836 (2021: deficit £3,017).

This result for the year represents a vast improvement on the prior year but that is not really the case. The surplus has been generated entirely through the receipt of a legacy from one of our former passengers.

The year continued to be affected by Covid-19 and, whilst there was some improvement on the prior year, activity levels remained fairly low. Fare income improved significantly (from £10,150 to £17,279), but remains well below pre-Covid levels. Our journey related costs likewise increased and our fixed costs remain fairly static. Both HDC and WSCC have now stopped their grant funding to us, but we were able to take advantage of the Government Job Retention scheme in the early part of the year to recover a part of our payroll costs.

In August 2021 the Trustees were notified that one of our former passengers had sadly passed away but had left a legacy in favour of the charitable company. In January 2022 a sum of £123,991 was received in respect of that legacy for which we are extraordinarily grateful. This legacy secures funding for the charitable company for some considerable time and will allow us to consider a wide variety of options to advance the objects of the charitable company.

As a result of having received this legacy the Trustees are now considering a range of projects to improve and/or expand the activities of the charitable company. These projects may take some time to come to fruition and in the meantime the Trustees are looking at shorter term options to apply some of these funds. A decision had already been taken to remove the annual subscription with effect from 1 July 2022 as it raises modest funds and requires significant administrative effort, but there may also be further amendments to our fares structure.

The level of donations received has fallen this year but this is largely the result of a conscious decision, based on the level of our reserves, not to apply to other local charitable organisations for the annual donations that they have previously supported us with.

Finally, it is worth noting that in the absence of the legacy referred to above, the charitable company would have incurred a deficit in the year of £11,155.

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Trustees' Annual Report for the year ended 30 June 2022 (continued)**

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Finally, the Trustees would like to record their thanks and appreciation to all the donors and other fund providers and in particular to our volunteer drivers and helpers who are so critical to the continuing success of BCT.

**Fixed assets**

The movements in fixed assets during the year are set out in note 3 to these financial statements.

**Reserves policy**

The Trustees consider that general reserves are adequate to support the current activities of the charitable company.

The Trustees are aware that funding for small community schemes such as this can be susceptible to significant fluctuation as a result of changes in both political thinking and economic factors. The Trustees are therefore keen that the charitable company should hold sufficient resources to guarantee the continued working of the scheme for at least two years and believe that current general reserves are adequate, if not excessive, in this regard.

In addition, a designated reserve of £55,000 (represented by cash) has been set aside to fund a new wheelchair accessible vehicle in the event that one is required.

At the end of the year the charitable company held total reserves of £213,242 (2021: £100,406). After allowing for the designated reserve referred to above this leaves £158,242 to support the general activities of the charitable company. This is well above two years' of annual expenditure, as a result of the unexpected legacy received in the year and the Trustees are currently considering a range of options to which to apply some of these funds.

**Investment policy**

The Trustees do not consider it prudent to invest in anything other than very low risk investments. Cash required for operational purposes is held in an ordinary bank current account. Any surplus funds are transferred to interest bearing deposit accounts with the Charities Aid Foundation.

**Statement of Trustees' Responsibilities**

The Trustees (who are also directors of Billingshurst Community Transport for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

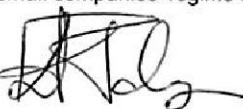
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company exemptions**

The Trustees' Annual Report has been delivered in accordance with the provisions applicable to companies subject to the small companies' regime and was approved by the Trustees on 21 Feb 2023 and signed on its behalf.

K A Johnson  
Director



**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Statement of Financial Activities for the Year Ended 30 June 2022**  
**(including income and expenditure account)**

		Unrestricted income funds 2022 £	Total 2021 £
	Note		
<b>Income</b>			
Donations, legacies and grants			
Voluntary income - donations		705	6,497
Voluntary income - grants receivable	10	574	2,775
Legacies		123,991	3,870
Other income			
Other income		574	460
Income from investments			
Interest receivable		21	51
Charitable activities			
Fares receivable		17,279	10,150
Subscription income		491	515
<b>Total income</b>		<b>143,635</b>	<b>24,318</b>
<b>Expenditure</b>			
Charitable activities			
Wages and salaries	2	(13,387)	(13,745)
Volunteer drivers' expenses		(7,205)	(4,622)
Rent		(1,910)	(1,871)
Insurances		(1,141)	(1,935)
Fuel and other vehicle costs		(2,269)	(1,429)
Independent examination fee		(1,320)	(1,200)
Copying, postage and stationery		(53)	(713)
Telecommunications costs		(1,457)	(1,381)
Other office expenses		(1,503)	(216)
Depreciation		(554)	(223)
<b>Total expenditure</b>		<b>(30,799)</b>	<b>(27,335)</b>
<b>Net income / (expenditure) for the year</b>		<b>112,836</b>	<b>(3,017)</b>
Fund balances b/fwd at 1 July 2021		<b>100,406</b>	<b>103,423</b>
<b>Fund balances c/fwd at 30 June 2022</b>	<b>8, 9</b>	<b>213,242</b>	<b>100,406</b>

All of the above results are derived from continuing activities. There are no recognised gains and losses in either year other than those included above.

All income and expenditure was from unrestricted funds in 2022 and 2021.

The notes on pages 6 to 10 form part of these financial statements.

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
(A Company Limited by Guarantee)

Balance Sheet as at 30 June 2022

	Note	As at 30 June 2022 £	As at 30 June 2021 £
<b>Tangible fixed assets</b>	<b>3</b>	664	222
<b>Current assets</b>			
Debtors	4	350	538
Cash at bank and in hand		214,015	101,291
		<u>214,365</u>	<u>101,829</u>
<b>Creditors: amounts falling due within one year</b>	<b>5</b>	<u>(1,787)</u>	<u>(1,645)</u>
<b>Net current assets</b>		<b>212,578</b>	<b>100,184</b>
<b>Net assets</b>		<u><b>213,242</b></u>	<u><b>100,406</b></u>
<b>Charity funds</b>			
Unrestricted income funds	8	158,242	45,406
Vehicle replacement designated fund	8	55,000	55,000
		<u>213,242</u>	<u>100,406</u>

The notes on pages 6 to 10 form part of these accounts.

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2022

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2022 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Trustees and authorised for issue on 21 Feb 2023 and were signed on its behalf by:



K A Johnson  
Director

Company Number: 04826490

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Notes to the Accounts for the Year Ended 30 June 2022**

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**1. Accounting policies**

**(a) Basis of preparation**

Billingshurst Community Transport Limited is a company limited by guarantee and registered in England and Wales. It has its registered office at 79 Morris Drive, Billingshurst, West Sussex, RH14 9ST.

Billingshurst Community Transport Limited is a charitable company that operates a community transport scheme for certain of the inhabitants of its local area, principally those unable to use public transport.

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Billingshurst Community Transport Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**(b) Fund accounting**

The unrestricted funds are available for use at the discretion of the directors and trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

The Trustees have also decided to set aside an amount in a designated reserve for the replacement of the charitable company's wheelchair accessible vehicle. The charitable company did receive a new vehicle, funded by a Department for Transport grant, in late 2016 and the reserve has not been required to date. However, it is inevitable that this vehicle will need to be replaced in due course and it is by no means certain that funding will be available for such a replacement. The amount set aside in the reserve, which is represented by cash, is reviewed annually.

**(c) Income**

Incoming resources, including fares and subscriptions, donations, legacies, interest receivable and other income are included in the Statement of Financial Activities when the company is legally entitled to the income. Grant income is recognised when all conditions necessary for receipt have been satisfied.

**(d) Government grants**

Income from government grants is recognised when all conditions necessary for receipt have been satisfied.

**(e) Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

**(f) Fixed assets**

Fixed assets are stated at cost, less depreciation calculated to write off the cost of the asset, less its estimated residual value, in equal annual instalments over the estimated useful life of the asset. Depreciation is calculated over the following estimated useful lives:

Motor vehicles:	4 years
Office / Computer equipment:	3 years



**1. Accounting policies (cont'd)**

**(g) Cash at bank and in hand**

Cash at bank and in hand comprise cash at bank, cash in hand and bank deposits.

**(h) Operating leases - lessee**

Operating leases are leases that do not transfer all the risks and rewards of ownership. Payments made by the charitable company under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease, including payments that are not required to be made on a straight line basis. Lease incentives given or received are similarly spread on a straight line basis over the relevant lease term.

**(i) Pensions - defined contributions**

The charitable company operates a defined contribution pension scheme, under autoenrolment rules, under which the charitable company pays contributions into a separate entity. Once the contributions have been paid, the charitable company has no further payment obligations. The contributions are recognised as an expense in the period to which they relate. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charitable company in independently administered funds.

**(j) Donated Services**

The charitable company relies on the donated time of many people, particularly its drivers, administrative volunteers and committee members. Owing to difficulties in the measurement of an appropriate value for such donated time, no value is recognised for it in these accounts. The costs of properly incurred expenses that are reimbursed to such volunteers are recognised as an expense in the period to which they relate.

**(k) Going concern**

As a charitable company the Trustees are required to consider the future resilience of its activities, having regard to the possible impact of internal and external factors that could have a material impact on the income and expenditure of the charitable company. Such review considers a period of at least twelve months from the date of signing of these financial statements.

Following such review, the trustees remain satisfied that the charitable company can continue operating for the next 12 months and the financial statements have therefore been prepared on the going concern basis.



**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Notes to the Accounts for the Year Ended 30 June 2022**

**2. Wages and salaries**

During the year, the company had two part time employees (2021: Three). Wages and salary costs can be analysed as follows:

	2022	2021
	£	£
Wages and salaries	13,264	13,675
Pensions	123	70
Social security costs	-	-
	<u>13,387</u>	<u>13,745</u>

No employee received remuneration amounting to more than £60,000 in either year.

No remuneration was paid and no expenses were reimbursed to any of the directors/trustees during either year.

The company operates a defined contribution autoenrollment pension scheme for its employees.

**3. Tangible fixed assets**

	Motor Vehicles £	Office Equipment £	Total £
Cost or valuation:			
As at 1 July 2021	25,604	993	26,597
Additions in the year	-	996	996
Disposals in the year	-	(668)	(668)
As at 30 June 2022	<u>25,604</u>	<u>1,321</u>	<u>26,925</u>
Depreciation:			
As at 1 July 2021	25,604	771	26,375
Charge for the period	-	554	554
Eliminated on disposals	-	(668)	(668)
At 30 June 2022	<u>25,604</u>	<u>657</u>	<u>26,261</u>
Net Book Value:			
At 30 June 2022	<u>-</u>	<u>664</u>	<u>664</u>
At 30 June 2021	<u>-</u>	<u>222</u>	<u>222</u>

**4. Debtors**

	2022	2021
	£	£
Other debtors	220	330
Prepayments	130	208
	<u>350</u>	<u>538</u>

**5. Creditors: amounts falling due within one year**

	2022	2021
	£	£
Deferred income	-	-
Accruals	1,787	1,645
	<u>1,787</u>	<u>1,645</u>

**6. Share capital**

The company is limited by guarantee and has no share capital, with each member being a guarantor in the sum of £1. At the balance sheet date the Company had nine members.

**7. Related party transactions**

There were no transactions with related parties in either the current or prior financial year.

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Notes to the Accounts for the Year Ended 30 June 2022 (Cont'd)**

**8. Funds**

	Unrestricted General Funds £	Restricted Funds £	Designated Vehicle Replacement Fund £
Balance b/fwd as at 1 July 2020	63,423	-	40,000
Deficit for the year	(3,017)	-	-
Movement during the year	<u>(15,000)</u>	<u>-</u>	<u>15,000</u>
Balance b/fwd as at 1 July 2021	45,406	-	55,000
Surplus for the year	112,836	-	-
Movement during the year	<u>-</u>	<u>-</u>	<u>-</u>
<b>Balance c/fwd at 30 June 2022</b>	<b><u>158,242</u></b>	<b><u>-</u></b>	<b><u>55,000</u></b>

In earlier years the Trustees had set aside an amount of £55,000 in a designated reserve for the replacement of the charitable company's wheelchair accessible vehicle. The charitable company did receive a new vehicle, funded by a Department for Transport grant, in late 2016 and the reserve has not been required to date. However, it is inevitable that this vehicle will need to be replaced in due course and it is by no means certain that funding will be obtainable for such a replacement. It is also increasingly likely that our next vehicle may need to be electric or hybrid, which is likely to be more expensive and the Trustees have therefore retained this designated reserve in the current year.

**9. Net assets**

The net assets of the charitable company as at 30 June 2021 were analysed as follows:

	Unrestricted General Funds £	Restricted Funds £	Designated Vehicle Replacement Fund £	Total £
Fixed assets	222	-	-	222
Debtors	538	-	-	538
Cash	46,291	-	55,000	101,291
Liabilities	<u>(1,645)</u>	<u>-</u>	<u>-</u>	<u>(1,645)</u>
	<b><u>45,406</u></b>	<b><u>-</u></b>	<b><u>55,000</u></b>	<b><u>100,406</u></b>

The net assets of the charitable company as at 30 June 2022 are analysed as follows:

	Unrestricted General Funds £	Restricted Funds £	Designated Vehicle Replacement Fund £	Total £
Fixed assets	664	-	-	664
Debtors	350	-	-	350
Cash	159,015	-	55,000	214,015
Liabilities	<u>(1,787)</u>	<u>-</u>	<u>-</u>	<u>(1,787)</u>
	<b><u>158,242</u></b>	<b><u>-</u></b>	<b><u>55,000</u></b>	<b><u>213,242</u></b>

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Notes to the Accounts for the Year Ended 30 June 2022 (Cont'd)**

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**10. Grants receivable**

	2022 £	2021 £
Revenue Grants:		
Government Job Retention Scheme	<u>574</u>	<u>2,775</u>
	<u><u>574</u></u>	<u><u>2,775</u></u>

During part of the year we took the decision to furlough one part time member of staff, following which we were able to recover a proportion of that persons salary during the furlough period.

**11. Pension commitments**

The charitable company operates a defined contribution pension scheme, under autoenrolment rules, for its employees.

At the end of the year the charitable company had outstanding pension commitments of £Nil (2021: £14).

**12. Operating lease commitments**

At the end of the year the charitable company had non-cancellable commitments under operating leases of £Nil (2021: Nil).

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Notes to the Accounts for the Year Ended 30 June 2022 (Cont'd)**

**10. Grants receivable**

	2022 £	2021 £
Revenue Grants:		
Government Job Retention Scheme	<u>574</u>	<u>2,775</u>
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