

**COMPANY REGISTRATION NUMBER: 4673954**  
**CHARITY REGISTRATION NUMBER: 1102302**

**RAKAT CT LTD**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2021**

**RAKAT CT LTD**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 31 March 2021**

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# RAKAT CT LTD

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

#### Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

#### Reference and administrative details

Registered charity name	RAKAT CT LTD
Charity registration number	1102302
Company registration number	4673954
Principal office and registered office	Liz Mills Depot 32 Wellington Crescent New Malden Surrey KT3 3NE

#### The trustees

Caroline Charlton	
Stephen Baughan	
Diana Midmer	
Patrick Leaney	
Susanna Bellino	(Appointed 23 March 2021)
Rizwah Sheikh	(Appointed 23 March 2021)
Neil Ritchie	
Sandy Barker	(Retired 18 December 2020)

#### Key Management Personnel

Nigel Newby	Chief Executive Officer
Maria Sheridan Loughrey	Deputy Chief Executive Officer
Robert Serrij	Operations Manager

Company secretary	Stephen Baughan
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Independent examiner	MOHAN KRIPALANI 86 Ormond Drive Hampton Middlesex TW12 2TN
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#### Structure, governance and management

##### Governing document

The organisation is a charitable company limited by guarantee, incorporated on 21 February 2003 and registered as a charity on 1 April 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association which were updated on 5 March 2013 for administrative purposes only using the Community Transport Associations model articles to include the provisions of the Companies Act 2006 and accepted by the Charities Commission on 10 June 2013. In the event of the company being wound up members are required to contribute an amount not exceeding £1 each. The Charity changed its name on 2 December 2019.

# **RAKAT CT LTD**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Structure, governance and management *(continued)***

##### **Recruitment and appointment of the board of trustees**

The Articles of Association require that the members of the Board are elected to serve for a period of one year after which they must be re-elected at the Annual General Meeting.

The Charity seek to ensure that the Board of Trustees have the diversity of skills necessary to fulfil their duties and attempt to recruit from member organisations.

The Trustees are also Directors of the Charity.

The Charity follows the Charity Commission guidelines when recruiting new Trustees.

##### **Trustee induction and training**

All Trustees are required to be familiar with the work of the Charity.

New Trustees are asked to attend a short induction session with the Chairperson of the Board and the Chief Executive of the Charity to understand the aims of the charity and the context within which it operates.

The main documents which set out the operational framework for the Charity are the Memorandum and Articles of Association, a strategic plan, the latest published accounts, policies and procedures.

##### **Risk management**

There is a Board subcommittee with key members of the Management team who meet regularly to assess the risks to which the Charity is exposed, in particular those relating to the operations and finance and have produced a risk register which the Board of Trustees review at their quarterly meetings. The major areas of risk of running a community transport scheme are:

- Replacement of our ageing fleet of vehicles and assess the future requirements that will be necessary to comply with the need of reducing carbon emissions and a greener environment.
- The premises are adequate to provide the services required at a reasonable cost and the renewal of the lease. The Charity has had assurances from the Royal Borough of Kingston upon Thames Head of Property our representative of the landlord that the lease will be renewed on similar terms and they have not given made any indication that they do not want us to continue so the Trustees are of the belief that our occupation of the premises continues with the landlord's permission
- There are adequately trained personnel (staff or volunteers) to deliver our services and to have a succession plan.
- That we have policies and procedures in place in order that we provide our services within current legislation including those to protect personal data and compliance with the latest GDPR regulations.
- We maintain appropriate funding in order that we can provide affordable transport for the Charitable and Statutory Organisations who are our members.
- Provide a good service to our members to avoid loss of reputation.
- Ensuring that the maintenance of our buses and the training of our drivers comply with appropriate legislation, codes of good practice and maintain a high regard to health and safety.
- Ensure our IT systems are appropriate for our operation and there are suitable backup options.
- Ensure we have sufficient Trustees to maintain a good Corporate Governance structure



# **RAKAT CT LTD**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Structure, governance and management *(continued)***

##### **Organisational structure**

The Charity has a Board of Directors / Trustees of not less than 3 members who meet quarterly and are responsible for the strategic direction and policy of the charity. The Board of Trustees has members from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Chief Executive Officer, Deputy Chief Executive Officer, Operations Manager and the Treasurer. The Chief Executive Officer and the Deputy Chief Executive Officer are responsible for ensuring that the charity delivers the services specified, that key performance indicators are met and adequate funding is available to continue the operations. The Operations Manager has responsibility for the day-to-day operational management of the Charity. Individual supervision of the staff team ensuring they continue to develop their skills and working practices in line with good practice are the joint responsibilities of the Chief Executive Officer and the Operations Manager. The Treasurer in conjunction with the Chief Executive Officer have the responsibility of ensuring the financial stability of the Charity.

Sub committees chaired by one of our trustees set up during the year to review risk management and also to enhance our public profile including our website to enable us to improve fundraising.

##### **Related parties**

Some of the members of the Board of Trustees have involvement with the member organisations and should any conflict of interest arise at a Board Meeting then that member will be excluded from voting and should it be necessary leave the meeting or refrain from the discussions.

There were no related party transactions during the year that are not shown elsewhere in the accounts.

##### **Objectives and activities**

###### **Purposes and aims**

Our charity's purposes are set out in the objects contained in the company's memorandum of association.

We aim to benefit the public by providing high quality accessible and affordable transport services for the use of charitable and community based organisations in the London Borough of Richmond upon Thames (LBRuT) and the Royal Borough of Kingston upon Thames (RBKuT) and surrounding area.

We work in partnership with other organisations and continually look to develop projects which provide accessible and affordable transport services for individuals for whom conventional transport is either inaccessible or inappropriate, ensuring the quality of delivery by the constant provision of support, training and information and to develop other complementary services where local community need is identified.

###### **Ensuring our work delivers our aims**

We continually review the work of the Charity to ensure it meets our aims. Annually we review what we achieved and the outcomes of our work and the success of each key activity and the benefits they have brought to those groups of people we are set up to help. This review ensures our aims, objectives and activities remain focused on our stated purposes and reflect the changing needs and aspirations of the local community.

We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives, and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

# **RAKAT CT LTD**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Objectives and activities *(continued)***

##### **The focus of our work**

Our main objectives for the year continued to be the provision of accessible transport resources and services.

We operate a fleet of minibuses the majority of which are fully accessible. Some of the vehicles are owned by the user organisations and we make use of these for our own operations in their down time.

We offer certificated MiDAS driver training and assessment; passenger assistant training is also offered.

Our advice and information on transport related matters is constantly sought, liaising between the statutory and voluntary sector with regard to transport initiatives and planning.

We supervise vehicle compliance and operate in partnership with other local agencies to develop local door to door transport provision.

##### **Those who benefit from our services**

We provide affordable accessible transport to residents of London Borough of Richmond and the Royal Borough of Kingston-upon-Thames and surrounding areas.

##### **Strategic report**

The following sections for achievements and performance and financial review form the strategic report of the charity.

##### **Achievements and performance**

##### **Community transport operation**

It has been a Challenging year, the pandemic and the nature of our services much of which makes provision to the more vulnerable sections of the community was to impossible to continue. The highest priority was ensuring the Charity's survival so that we could continue our services into the future.

Some of our services which provide an integral part to the life of the local voluntary/community sector and local statutory authorities continued.

The funding from our two councils Royal Borough of Kingston upon Thames and London Borough of Richmond upon Thames (LBRuT) were maintained for which we were very grateful. This together with the assistance of the Government's Job Retention scheme for the drivers who were unable to work due to lack of demand we were able to keep all our regular staff.

Normally we would quote our statistics detailing our achievements during the year but as so little has happened during the year it would be meaningless. We feel sure that the 164 community, voluntary and statutory organisations who used our services last year will return allowing us to facilitate the 161,000 passengers journeys we achieved in the past.

The supervision a subbase on behalf of Transport for London Dial a Ride came to an end this year.

We have attempted to renew the lease for the premises with the Royal Borough of Kingston upon Thames who are also struggling with the effects of the pandemic, but they have indicated that this will continue as currently.



# **RAKAT CT LTD**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Capital projects**

We continue to maintain the minibuses funded by Fish and Staywell.

Funding has been received from Richmond Parish Lands Charity for the replacement of computer equipment which will be portable to allow our staff to work off site should it be necessary, and in that respect, also reviewed and replaced our communication equipment to make that more flexible to working off site.

#### **Partnership & Enterprise Schemes**

We continue our partnership working with other community and voluntary organisations to support the local communities in their own areas.

Hampton and Hampton Hill Voluntary Care supported by London Borough of Richmond upon Thames operate a project known as Hampton Enterprise, which combines a community car scheme, shopping buses and a plus bus service started in 2001. In 2016 we took on the weekly transport provision of the Gateway club (a club for those with learning difficulties) then in 2017 we also took over the daily transport provision to Ellery Hall elderly persons day centre and the weekly super shopping provision, these were both previously run by the London Borough of Richmond upon Thames.

FiSH supported by London Borough of Richmond upon Thames operate a project known as Barnes Mortlake and East Sheen Enterprise which combines a community car scheme, shopping buses and a plus bus service started in 2005. With the inclusion of a new minibus during the year this scheme is planning to expand its service due to an increase in demand.

During the year Transport for London Dial a Ride decided to discontinue using us as a base to operate from in order they can complement our service much needed additional facilities for the frail, elderly and those with disabilities in the area.

We operate vehicles for other local Charities ensuring that they comply with all legal and safety requirements.

These remain successful operations for their local communities

#### **Premises**

We had a lease with the Royal Borough of Kingston upon Thames which expires in 2020. These premises supply us with sufficient parking for our fleet of minibuses and accommodation for our office and maintenance facilities. These premises are adequate for our needs albeit in need of repair and renovation, but we are receiving them at a cost appropriate to their condition, however it does present the Charity with some challenges in periods of bad weather.

# RAKAT CT LTD

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2021

##### Financial review

##### Results for the period

##### Restricted Funds

Revenue from prime supporters supported by the two local councils Age UK Richmond Services Ltd (London Borough of Richmond upon Thames), Staywell (Royal Borough of Kingston upon Thames), Hampton Fund & Richmond Parish Lands Charity to subsidise the operational staff costs amounted to £82,000 (2020 - £81,500)

The Hampton Enterprise scheme received £108,654 (2020 - £116,506) in revenue including fares which cover the costs of drivers, a co-coordinator, a supervisor and the running costs of the minibuses provided. The cumulative surplus of £28,637 which is the ongoing three month staff costs have been transferred to unrestricted reserves as this is the responsibility of the trustees to maintain sufficient reserves.

The as Barnes Mortlake and East Sheen Enterprise scheme received, after adjusting for payments in advance, £40,114 (2020 - £93,398) in revenue including fares which cover the costs of drivers, a co-coordinator, a supervisor and the running costs of the minibuses funded by our partner organisation FiSH who will also fund any shortfall.

The Staywell Capital funding for two minibuses continues to be in place and the fund is reduced by the annual depreciation of £4,489 (2020 - £6,699) and the remaining balance which represents the Net book value of these assets is £9114 and considered to be a fair representation of the market value.

The FiSH Capital Funding for Barnes Mortlake and East Sheen Enterprise schemes three minibuses continues to be in place and the fund is reduced by the annual depreciation £19,402 (2020 £28,959). The balance carried forward of £39,391 is the net book value of the three minibus and considered to be a fair representation of the market value.

There was no capital funding for minibuses during the year whereas in 2020 there was £64,120 with depreciation of £21,966.

We received funding of £9,795 from Richmond Parish Lands Charity to replace and install our computers all of which was spent or accrued for during the year.

##### Transfer of funds

The transfer of funds is a result of recognising that the surplus of the funding built up over many years for four months working capital requirements and replacement minibuses to maintain the service for the Hampton Enterprise scheme is the overall responsibility of the Charity as an unrestricted reserve as there is no restriction by a third party.

##### Unrestricted Funds

Income from the use of the buses, affiliation fees, driver training, donations, interest receivable and surplus on the disposal of a minibus was £257,003 (2020 - £324,382) which included a Job Retention Scheme grant of £96,063 without which would have been a 50% decrease. Expenditure was £231,345 (2020 - £378,610) the savings came from reduced vehicle running costs due to the reduction in services which resulted in a positive net movement of funds of £25,658 (2020 - £54,228 reduction) of which £62,715 (2020 - £71,442) is depreciation.

This including the transfer of funds from restricted has the effect of increasing our unrestricted reserves to £419,046 (2020 - £364,751) and reducing our free reserves to £291,715 (2020 - £159,424).

##### Total Funds

Our total reserves have reduced by £33,020 to £467,551 and the cash at bank of £386,680 has been boosted by grants in advance of £74,436.



# RAKAT CT LTD

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

#### Reserves Policy

The Trustees continually review the reserves policy to determine the level of free unrestricted funds needed to maintain the organisation's activities for a sufficient period to ensure continuity in the event that funding from external sources should cease or be seriously curtailed. The Board of Trustees continue to recognise the need to replace the fleet and with the pandemic uncertainties decided the current working capital requirement should be four months. Therefore four months annual expenditure is £147,993 which could allow £143,722 for investment.

#### Plans for future periods

The continuing aim of the Charity is to supply good economical accessible community transport to the Voluntary and Community Groups within the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames. In order to do this we will need to:

- Continue to work in partnerships and develop projects which provide accessible and affordable services for individuals for whom conventional transport provision is either inaccessible or inappropriate.
- Maintain the quality of delivery by offering support, training and information to our membership.
- Maintain our core funding whilst keeping our charges at a level that is affordable to our client base many of whom are also Charities and urge our local Councils to maintain their valued support.
- Ensure that premises are available to continue to deliver affordable Community Transport and get more certainty with a new lease.
- Work in partnership with other charitable organisations within the Boroughs we are negotiating contracts to deliver services to statutory organisations providing new income sources to ensure the sustainability of the Charity.
- Increase our public profile and seek to get further funding to enable us to replace our fleet with greener alternatives.

The trustees' annual report and the strategic report were approved on 26 July 2021 and signed on behalf of the board of trustees by:



Stephen Baughan  
Trustee and Director



Neil Ritchie  
Trustee and Director

# RAKAT CT LTD

## Company Limited by Guarantee

### Independent Examiner's Report to the Trustees of RAKAT CT LTD

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of RAKAT CT LTD ('the charity') for the year ended 31 March 2021.

#### Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the 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.

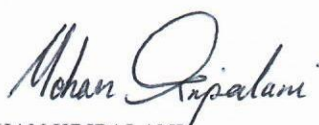
#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.



24 SEPT 2021

MOHAN KRIPALANI  
Independent Examiner

86 Ormond Drive  
Hampton  
Middlesex  
TW12 2TN



# RAKAT CT LTD

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and legacies	5	96,063	—	96,063	400
Charitable activities	6	160,045	240,563	400,608	750,506
Investment income	7	105	—	105	563
Other income	8	790	—	790	—
<b>Total income</b>		<u>257,003</u>	<u>240,563</u>	<u>497,566</u>	<u>751,469</u>
<b>Expenditure</b>					
Expenditure on charitable activities	9,10	(231,345)	(299,241)	(530,586)	(711,226)
<b>Total expenditure</b>		<u>(231,345)</u>	<u>(299,241)</u>	<u>(530,586)</u>	<u>(711,226)</u>
<b>Net (expenditure)/income</b>		<u>25,658</u>	<u>(58,678)</u>	<u>(33,020)</u>	<u>40,243</u>
Transfers between funds		28,637	(28,637)	—	—
<b>Net movement in funds</b>		<u>54,295</u>	<u>(87,315)</u>	<u>(33,020)</u>	<u>40,243</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		364,751	135,820	500,571	460,328
<b>Total funds carried forward</b>		<u>419,046</u>	<u>48,505</u>	<u>467,551</u>	<u>500,571</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 12 to 22 form part of these financial statements.

**RAKAT CT LTD**  
**Company Limited by Guarantee**  
**Statement of Financial Position**  
**31 March 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible fixed assets	16	175,836	262,652
<b>Current assets</b>			
Debtors	17	56,623	75,767
Cash at bank and in hand		386,680	229,297
		<u>443,303</u>	<u>305,064</u>
<b>Creditors: amounts falling due within one year</b>	18	(151,588)	(67,145)
<b>Net current assets</b>		<u>291,715</u>	<u>237,919</u>
<b>Total assets less current liabilities</b>		<u>467,551</u>	<u>500,571</u>
<b>Net assets</b>		<u>467,551</u>	<u>500,571</u>
<b>Funds of the charity</b>			
Restricted funds		48,505	135,820
Unrestricted funds		419,046	364,751
<b>Total charity funds</b>	20	<u>467,551</u>	<u>500,571</u>

For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

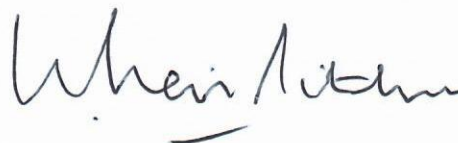
- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 26 July 2021, and are signed on behalf of the board by:



Stephen Baughan  
Trustee and Director



Neil Ritchie  
Trustee and Director

The financial statements are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

The notes on pages 12 to 22 form part of these financial statements.



**RAKAT CT LTD**  
**Company Limited by Guarantee**  
**Statement of Cash Flows**  
**Year ended 31 March 2021**

	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net (expenditure)/income	(33,020)	40,243
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	86,606	129,366
Other interest receivable and similar income	(105)	(563)
Gains on disposal of tangible fixed assets	(790)	—
Accrued expenses	21,766	5,200
<i>Changes in:</i>		
Trade and other debtors	19,144	10,130
Trade and other creditors	62,677	5,357
Cash generated from operations	156,278	189,733
Interest received	105	563
Net cash from operating activities	<u>156,383</u>	<u>190,296</u>
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	—	(133,126)
Proceeds from sale of tangible assets	1,000	—
Net cash from/(used in) investing activities	<u>1,000</u>	<u>(133,126)</u>
<b>Net increase in cash and cash equivalents</b>	<b>157,383</b>	<b>57,170</b>
<b>Cash and cash equivalents at beginning of year</b>	<b>229,297</b>	<b>172,127</b>
<b>Cash and cash equivalents at end of year</b>	<b><u>386,680</u></b>	<b><u>229,297</u></b>

The notes on pages 12 to 22 form part of these financial statements.

# **RAKAT CT LTD**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

**Year ended 31 March 2021**

**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 32 Liz Mills Depot, Wellington Crescent, New Malden, Surrey, KT3 3NE.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

**3. Accounting policies**

**Basis of preparation**

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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

RaKAT 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).

**Taxation**

The charitable company is a charity within the definition of section 467 Corporation Tax Act 2010 and is therefore able to take advantage of the exemptions given by sections 485 and 486 of that Act. Accordingly, there is no Corporation Tax charge in these accounts.

**Pension Policy**

The charity contributes to individuals stake holder pension schemes to the value of 5% of salary. The contributions are included in the Statement of Financial Activities when they fall due.

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided

**Going concern**

The financial statements are drawn up on the going concern basis which assumes RAKAT CT LTD will continue in operational existence for the foreseeable future, being a period of 12 months from the date of approval of these financial statements. The Board have given due consideration to the working capital and cash flow requirements of RAKAT CT LTD. The Board consider RAKAT CT LTD current and forecast cash resources to be sufficient to cover the working capital requirements of the charity for the foreseeable future.



# RAKAT CT LTD

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 3. Accounting policies *(continued)*

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The preparation of financial statements in conformity with Charities SORP (FRS 102) requires the trustees to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### **Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- No amounts are included for the contribution of general volunteers.
- income from grants for the supply of services is recognised with the delivery of the required service. These are classified as restricted funds as there is a contractual requirement for it to be spent on a particular purpose and returned if unspent.
- Income is stated net of VAT

##### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

# RAKAT CT LTD

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 3. Accounting policies *(continued)*

##### **Tangible assets**

All fixed assets are initially recorded at cost.

##### **Fixed assets capitalisation**

Tangible fixed assets are stated at cost or valuation less depreciation. Fixed assets costing more than £1,000 are capitalised where they are not replacements of assets previously capitalised.

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Motor Vehicles	-	33% reducing balance
Equipment	-	33% straight line

##### **Impairment of fixed assets**

Fixed assets are subject to review for impairment when there is an indication of a reduction in their carrying value. Any impairment is recognised in the year in which it occurs in the corresponding Statement of Financial Activities category.

**RAKAT CT LTD**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 March 2021**

**3. Accounting policies** *(continued)*

**Financial instruments**

The charitable 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.

**Debtors**

Debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charitable company will not be able to collect all amounts due according to the original terms of the debt.

**Cash at bank and in hand**

Cash at bank and cash 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.

**Creditors**

Creditors are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Leases**

Leases in which substantially all risks regards ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

**4. Limited by guarantee**

The members of this organisation are our affiliated users who have committed to the guarantee of £1 upon the dissolution of the Charity. The members' details are maintained at the operational address.

**5. Donations and legacies**

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
<b>Donations</b>				
General donations	—	—	400	400



# RAKAT CT LTD

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 5. Donations and legacies *(continued)*

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
<b>Grants</b>				
Job Retention Scheme Grant	96,063	96,063	—	—
	<u>96,063</u>	<u>96,063</u>	<u>400</u>	<u>400</u>

#### 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Income from the use of the buses	134,056	(10,656)	123,400
Affiliation fees driver training	608	—	608
London Borough of Richmond upon Thames	—	—	—
Hampton Fund	—	12,500	12,500
Richmond Parish Lands Charity	—	15,295	15,295
Staywell	—	32,000	32,000
The Victoria Foundation	—	—	—
Donations	—	—	—
Age UK Richmond Serices LTD	—	191,424	191,424
Dial a Ride	25,381	—	25,381
	<u>160,045</u>	<u>240,563</u>	<u>400,608</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Income from the use of the buses	293,411	55,480	348,891
Affiliation fees driver training	4,627	—	4,627
London Borough of Richmond upon Thames	—	111,665	111,665
Hampton Fund	—	12,000	12,000
Richmond Parish Lands Charity	—	5,500	5,500
Staywell	—	32,000	32,000
The Victoria Foundation	—	64,120	64,120
Donations	—	66,563	66,563
Age UK Richmond Serices LTD	—	79,759	79,759
Dial a Ride	25,381	—	25,381
	<u>323,419</u>	<u>427,087</u>	<u>750,506</u>

#### 7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	105	105	563	563

# RAKAT CT LTD

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 8. Other income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Gain on disposal of tangible fixed assets held for charity's own use	790	790	—	—

#### 9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Community Transport Operations	229,345	299,241	528,586
Support costs	2,000	—	2,000
	<u>231,345</u>	<u>299,241</u>	<u>530,586</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Community Transport Operations	376,610	332,616	709,226
Support costs	2,000	—	2,000
	<u>378,610</u>	<u>332,616</u>	<u>711,226</u>

#### 10. Expenditure on charitable activities by activity type

##### Analysis of Expenditure

	2021 £	2020 £
Salary, National Insurance and Pension	305,485	331,017
Depreciation	86,606	129,366
Vehicle Running Costs	81,411	200,793
Training & Conferences	(750)	3,304
Premises Costs	24,222	23,124
Administrative Expenses	31,612	21,622
	<u>528,586</u>	<u>709,226</u>

#### 11. Analysis of support costs

There are no support costs as such the £2,000 (2020 - £2,000) represents the fees payable for the independent examination of the financial statements.

#### 12. Net (expenditure)/income

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

	2021 £	2020 £
Depreciation of tangible fixed assets	86,606	129,366
Gains on disposal of tangible fixed assets	(790)	—

# RAKAT CT LTD

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 13. Independent examination fees

	2021	2020
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,000</u>	<u>2,000</u>

#### 14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	270,029	293,682
Social security costs	14,637	17,202
Employer contributions to pension plans	20,819	20,133
	<u>305,485</u>	<u>331,017</u>

The key management personnel of the charity comprise the trustees, the Chief Executive Officer, Deputy Chief Executive Officer (appointed this year) and the Operations Manager. The total employee benefits of the key management personnel were £116,002 (2020 - £116,067).

The average head count of employees during the year was 17 (2020: 20). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of Operational Staff (FTE)	<u>11</u>	<u>12</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

#### 15. Trustee remuneration and expenses

No remuneration or benefits have been paid to any member of the Board of Trustees during the period for their duties as a trustee.

However, as permitted by Section 185 of the Charities Act 2011, the treasurer has been paid £2,075 (2020 - £2,100) for his accountancy services and £1,975 (2020 - £900) for reimbursed Computer Expenses.



# RAKAT CT LTD

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 16. Tangible fixed assets

	Motor vehicles £	Equipment £	Total £
<b>Cost</b>			
At 1 April 2020	1,291,376	16,018	<b>1,307,394</b>
Disposals	(45,192)	–	<b>(45,192)</b>
<b>At 31 March 2021</b>	<b>1,246,184</b>	<b>16,018</b>	<b>1,262,202</b>
<b>Depreciation</b>			
At 1 April 2020	1,028,724	16,018	<b>1,044,742</b>
Charge for the year	86,606	–	<b>86,606</b>
Disposals	(44,982)	–	<b>(44,982)</b>
<b>At 31 March 2021</b>	<b>1,070,348</b>	<b>16,018</b>	<b>1,086,366</b>
<b>Carrying amount</b>			
<b>At 31 March 2021</b>	<b>175,836</b>	<b>–</b>	<b>175,836</b>
At 31 March 2020	262,652	–	262,652

#### 17. Debtors

	2021 £	2020 £
Trade debtors	15,099	26,144
Prepayments and accrued income	31,668	41,491
Other debtors	9,856	8,132
	<b>56,623</b>	<b>75,767</b>

#### 18. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	9,361	15,229
Accruals and deferred income	60,068	38,302
Social security and other taxes	4,875	5,143
Grants in advance	74,436	5,500
Other creditors	2,848	2,971
	<b>151,588</b>	<b>67,145</b>

#### 19. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £20,819 (2020: £20,133).

# RAKAT CT LTD

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 20. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
General funds	<u>364,751</u>	<u>257,003</u>	<u>(231,345)</u>	<u>28,637</u>	<u>419,046</u>

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
General funds	<u>376,825</u>	<u>324,382</u>	<u>(378,610)</u>	<u>42,154</u>	<u>364,751</u>

##### Restricted funds

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
Hampton Enterprise Scheme	49,351	108,654	(129,368)	(28,637)	—
Barnes Mortlake & East Sheen Enterprise Scheme	14,073	40,114	(54,187)	—	—
Staywell Capital Funding	13,603	—	(4,489)	—	9,114
FiSH Capital Funding	58,793	—	(19,402)	—	39,391
Capital Funding for Minibus purchase	—	—	—	—	—
Grant funding for staff	—	82,000	(82,000)	—	—
Replacement computer funding	—	9,795	(9,795)	—	—
	<u>135,820</u>	<u>240,563</u>	<u>(299,241)</u>	<u>(28,637)</u>	<u>48,505</u>

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
Hampton Enterprise Scheme	36,508	116,506	(103,663)	—	49,351
Barnes Mortlake & East Sheen Enterprise Scheme	5,504	98,398	(89,829)	—	14,073
Staywell Capital Funding	20,302	—	(6,699)	—	13,603
FiSH Capital Funding	21,189	66,563	(28,959)	—	58,793
Capital Funding for Minibus purchase	—	64,120	(21,966)	(42,154)	—
Grant funding for staff	—	81,500	(81,500)	—	—
Replacement computer funding	—	—	—	—	—
	<u>83,503</u>	<u>427,087</u>	<u>(332,616)</u>	<u>(42,154)</u>	<u>135,820</u>

# RAKAT CT LTD

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 20. Analysis of charitable funds *(continued)*

##### Purposes of Restricted Fund

##### Fish & Staywell Capital Funding

This income has been received from partnership organisations to purchase minibuses for specific purposes and when the arrangement ceases the minibuses or their market value will be returned to the partnership organisations.

##### Hampton Enterprise scheme

This is a scheme which has been set up with Hampton and Hampton Hill Voluntary Care to run a minibus service in local areas in the London Borough of Richmond upon Thames with the financial support of the Council as part of the CILS (Community Independent Living Service) partnership.

##### Barnes Mortlake & East Sheen Enterprise scheme

This scheme has been set up with FiSH to run a minibus service in local areas in the London Borough of Richmond upon Thames with the support of the Councils part of the CILS (Community Independent Living Service) partnership.

##### Replacement Computers

This is funding has been received from Richmond Parish Lands Charity given specifically to replace our current computer equipment with something more up to date and portable to allow off site working.

##### Staff funding

These funds received from our principal funders to cover a proportion of staff costs have been restricted by those funders for this purpose. Any additional staff costs are charged against unrestricted funds.

#### 21. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	127,331	48,505	175,836
Current assets	443,303	—	443,303
Creditors less than 1 year	(151,588)	—	(151,588)
<b>Net assets</b>	<u>419,046</u>	<u>48,505</u>	<u>467,551</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	190,256	72,396	262,652
Current assets	243,440	63,424	306,864
Creditors less than 1 year	(68,945)	—	(68,945)
<b>Net assets</b>	<u>364,751</u>	<u>135,820</u>	<u>500,571</u>

#### 22. Analysis of changes in net debt

	At 1 Apr 2020 £	Cash flows £	At 31 Mar 2021 £
Cash at bank and in hand	<u>229,297</u>	<u>157,383</u>	<u>386,680</u>



# RAKAT CT LTD

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 23. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2021	2020
	£	£
Not later than 1 year	—	12,518
Later than 1 year and not later than 5 years	—	4,645
	<u>—</u>	<u>17,163</u>

#### 24. Related parties

Apart from the accountancy services supplied by the Treasurer the details of which are shown in note 15 there are no related party transactions.