

COMPANY REGISTRATION NUMBER: 4673954
CHARITY REGISTRATION NUMBER: 1102302

RAKAT CT LTD
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2023

RAKAT CT LTD
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2023

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RAKAT CT LTD

Company Limited by Guarantee

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

Year ended 31 March 2023

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 2023.

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 - Chair	
Julia Thomas - Vice Chair	(Appointed 18 July 2022)
Stephen Baughan - Treasurer	
Diana Midmer	(Retired 25 September 2022)
Neil Ritchie	(Retired 7 February 2023)
Patrick Leaney	
Susanna Bellino	
Rizwah Sheikh	(Retired 30 May 2022)
Howard Gooder	(Appointed 3 May 2022)
Mustafa Vahdettin	(Appointed 3 May 2022)
Julie Hitchcock	(Appointed 3 May 2022)
Cameron Smith	(Appointed 3 May 2022)

Key Management Personnel

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

Independent examiner

Mohan Kripalani
86 Ormond Drive
Hampton
Middlesex
TW12 2TN

RAKAT CT LTD

Company Limited by Guarantee

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

Year ended 31 March 2023

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. References to the 'Company' or the 'Charity' in these financial statements are one and the same as with 'Directors or Trustees'.

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 seeks to ensure that the Board of Trustees have the diversity of skills necessary to fulfil their duties. Trustees are also Directors of the Charity.

The Charity follows the Charity Commission guidelines when recruiting new Trustees. New Trustees who are appointed during the year at specially convened General Meetings will be re-elected at the Annual General Meeting.

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 Chair 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.

RAKAT CT LTD

Company Limited by Guarantee

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

Year ended 31 March 2023

Structure, governance and management *(continued)*

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:

- the replacement of our ageing fleet of vehicles and the assessment of the future requirements that will be necessary to comply with the need of reducing carbon emissions and a greener environment.
- Ensuring the premises are adequate to provide the services required at a reasonable cost for which we are currently awaiting the renewal of the lease.
- staff and volunteers are trained to deliver our services
- Develop a succession plan for key staff members.
- That we have policies and procedures in place in order that we provide our services within current legislation. This especially essential in relation to the risks surrounding health & safety.
- Adequate funding is available to 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

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.

The 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.

Two sub committees each chaired by one of our trustees are in place to review risk management and to enhance our public profile including our website to enable us to improve fundraising.

RAKAT CT LTD

Company Limited by Guarantee

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

Year ended 31 March 2023

Structure, governance and management *(continued)*

Related parties

If member of the Board of Trustees has involvement with member organisations and a conflict of interest arises then that member would be excluded from voting on such issues and should it be necessary excluded from relevant meetings 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 organisations based in the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames and surrounding area.

We continue to 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 have 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.

The focus of our work

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

To do this we operate a fleet of minibuses the majority of which are fully accessible. Some of the vehicles are owned by 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 often 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 upon Thames and the Royal Borough of Kingston-upon-Thames and surrounding areas.

RAKAT CT LTD

Company Limited by Guarantee

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

Year ended 31 March 2023

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

We are encouraged that the community transport operations continue to recover after the pandemic with many of our member community organisations reactivating their own services and activities for their clients and therefore the need for the requirement for transport re-emerging.

Our funding support from the councils of the two boroughs of the Royal Borough of Kingston upon Thames and London Borough of Richmond upon Thames together with the two Charities of Hampton Fund and Richmond Parish Land Charity has remained constant for which we were very grateful. Without this base the recovery would have been more difficult.

This year 119 (2022 - 89) voluntary and statutory organisations used our services.

The Vehicle fleet did complete 5,898 (2022 - 5,437) days/part days bookings enabling 85,704 (2022 - 66,732) passenger journeys.

During the year we trained and assessed 133 (2022 - 145) people to the nationally recognised and certificated MiDAS standard.

Capital projects

We continue to operate and maintain the three minibuses funded by FiSH and two minibuses funded by Staywell, these are treated as Restricted funds.

Funding was received from the Victoria Foundation and Hampton Fund for a substantial part of the purchase of a new minibus for which we are very grateful.

Partnership & Enterprise Schemes

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

Since 2001 we have worked with Hampton and Hampton Hill Voluntary Care a local Charity supported by London Borough of Richmond upon Thames in a project known as Hampton Enterprise. This combines a community car scheme, shopping buses and a plus bus service offering door to door transport services. This service continues to provide a weekly transport service to a club for those with learning difficulties known as the Gateway Club, a daily transport service to Elleray Hall elderly persons day centre, Linden Hall Day Centre, Homelink Day Centre, weekly shopping service and social outings.

Since 2005 we have worked with FiSH a local Charity supported by London Borough of Richmond upon Thames in a project known as Barnes Mortlake and East Sheen Enterprise. This combines a community car scheme, plus bus service providing weekly transport shopping service, social excursions and transport to activities, clubs and special events for the elderly, frail and those with mobility problems. Over the years due to an increase in demand FiSH have purchased two additional buses through us and they have increased the staff capacity to satisfy these needs.

We operate vehicles for other Staywell and Ham SOS ensuring that they comply with all legal and safety requirements.

Staywell use buses from our fleet to transport their elderly, frail and those with mobility problems to their day centres.

RAKAT CT LTD

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

Year ended 31 March 2023

Achievements and performance *(continued)*

Premises

We are current negotiation with our landlords the Royal Borough of Kingston upon Thames who also supply funding who have offered a lease from the 25 March 2023 with a rent-free period from the expiry of the old lease on 20 July 2020. The accrued cost of this rent-free period has therefore been released as a grant from the Royal Borough of Kingston upon Thames.

We have accepted this offer and waiting for the formal documentation to be completed.

Financial review

Results for the period

Restricted Funds

Revenue from the London Borough of Richmond upon Thames administered by Age UK Richmond Services Ltd, the Royal Borough of Kingston upon Thames some of which has been administered by Staywell, Hampton Fund and Richmond Parish Lands Charity to subsidise the core staff costs amounted to £87,033 (2022 - £86,418).

The Hampton Enterprise scheme received £118,030 (2022 - £115,074) in revenue including fares £10,735 (2022 £9,148) and funding from London Borough of Richmond upon Thames £107,295 (2022 - £105,926) which cover the costs of drivers, a co-coordinator, a supervisor and the running costs of the minibuses provided.

The Barnes & Mortlake Enterprise scheme received £71,279 (2022 - £62,326) in revenue including fares £16,493 (2022 - £8,239) and funding from London Borough of Richmond upon Thames £54,786 (2022 - £54,087) which cover some of the costs of drivers, a co-coordinator, a supervisor and the running costs of the minibuses any additional costs are funded by our partner organisation FiSH who record those costs in their own accounts.

The Staywell capital funding for two minibuses continues to be in place and the fund is reduced by the annual depreciation of £2,015 (2022 - £3,007)) and the remaining balance which represents the Net book value of these assets is £4,092 and considered to be a fair representation of the market value.

The Barnes and Mortlake Enterprise capital funding for three minibuses continues to be in place and the fund is reduced by the annual depreciation £8,710 (2022 £13,000). The balance carried forward of £17,681 is the net book value of the three minibus and considered to be a fair representation of the market value.

We received funds towards the purchase of the new minibus costing £53,938 from the Victoria Fund of £25,000 and Hampton Fund of £22,000. Depreciation on this vehicle was £17,799 and as we had satisfied the requirements of the restriction which was to purchase the minibus the balance of £29,201 was transferred to unrestricted funds.

Transfer of funds

The transfer between restricted and unrestricted of £29,201 is explained above.

RAKAT CT LTD

Company Limited by Guarantee

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

Year ended 31 March 2023

Financial review *(continued)*

Unrestricted Funds

Income from the use of the buses was £225,472 (2022 - £178,858), affiliation fees, driver training was £3,367 (2022 - £3,540), donations including gift aid and job retention scheme grant last year only was £14,918 (2022 - £24,042), interest receivable £1,606 (2022 - £43), surplus on the disposal of a minibus was £651 (2022 - £1,336) and the rent free grant from Royal Borough of Kingston upon Thames of £38,556 (2022 - £nil). The total unrestricted income amounted to £284,570 (2022 - £207,819). Expenditure was £263,710 (2022 - £234,340) which resulted in a net income of £20,860 (2022 - £42,528 net expenditure) of which £34,892 (2022 - £52,167) is depreciation a summary of other expenditure is shown in note 10 to these accounts. The total unrestricted funds carried forward are £442,586 (2022 - £392,525)

Total Funds

Our total reserves have increased by £39,336 to £464,359 and the cash at bank of £352,535 which is after purchasing a new minibus during the year for £53,938 and disposing of one which no longer reliable. Our previous year's cash at bank was inflated by grants in advance of £57,856 which did not occur in the previous year.

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 if funding from external sources should cease or be seriously curtailed. Currently our free reserves are £335,605 (Unrestricted current assets £417,543 less unrestricted creditors falling due within one year of £81,938) and one-month's expenditure is £42,097 (total annual expenditure £568,576 less depreciation of £63,416) which is 8 months. The Board of Trustees continue to recognise the need to replace the fleet and continue to consider the current working capital requirement should be 4 months. Therefore, 4 months annual expenditure is £168,388 (2022 - £147,996) which could allow £167,217 (2022 - £138,612) for investment.

RAKAT CT LTD

Company Limited by Guarantee

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

Year ended 31 March 2023

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:

- Increase our trading and increase the number of community, voluntary and statutory organisations that are member to ensure that we are more sustainable for the future
- Continue working 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 aging fleet with greener alternatives for which we need to get a better understanding of the alternatives and the timing of when they might become available at an affordable cost. In the meantime we need to keep our current fleet in the best condition until funding can be obtained.
- Maintain and increase our awareness of our legal obligations especially those of Health & Safety and the work environment of employees & volunteers.

The trustees' annual report and the strategic report were approved on 1 August 2023 and signed on behalf of the board of trustees by:

Caroline Charlton - Chair
Trustee

Stephen Baughan - Treasurer
Trustee

RAKAT CT LTD

Company Limited by Guarantee

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

Year ended 31 March 2023

I report to the trustees on my examination of the financial statements of RAKAT CT LTD ('the charity') for the year ended 31 March 2023.

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.

Mohan Kripalani
Independent Examiner

86 Ormond Drive
Hampton
Middlesex
TW12 2TN

1 August 2023

RAKAT CT LTD

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2023

		Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	14,918	–	14,918	24,042
Charitable activities	6	267,395	323,342	590,737	446,216
Investment income	7	1,606	–	1,606	43
Other income	8	651	–	651	1,336
Total income		<u>284,570</u>	<u>323,342</u>	<u>607,912</u>	<u>471,637</u>
Expenditure					
Expenditure on charitable activities	9,10	(263,710)	(304,866)	(568,576)	(514,165)
Total expenditure		<u>(263,710)</u>	<u>(304,866)</u>	<u>(568,576)</u>	<u>(514,165)</u>
Net income/(expenditure)		<u>20,860</u>	<u>18,476</u>	<u>39,336</u>	<u>(42,528)</u>
Transfers between funds		29,201	(29,201)	–	–
Net movement in funds		<u>50,061</u>	<u>(10,725)</u>	<u>39,336</u>	<u>(42,528)</u>
Reconciliation of funds					
Total funds brought forward		392,525	32,498	425,023	467,551
Total funds carried forward		<u>442,586</u>	<u>21,773</u>	<u>464,359</u>	<u>425,023</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 13 to 22 form part of these financial statements.

RAKAT CT LTD
Company Limited by Guarantee
Statement of Financial Position
31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible fixed assets	16	128,754	138,415
Current assets			
Debtors	17	65,008	55,703
Cash at bank and in hand		352,535	381,375
		<u>417,543</u>	<u>437,078</u>
Creditors: amounts falling due within one year	18	<u>(81,938)</u>	<u>(150,470)</u>
Net current assets		<u>335,605</u>	<u>286,608</u>
Total assets less current liabilities		<u>464,359</u>	<u>425,023</u>
Net assets		<u>464,359</u>	<u>425,023</u>
Funds of the charity			
Restricted funds		21,773	32,498
Unrestricted funds		442,586	392,525
Total charity funds	20	<u>464,359</u>	<u>425,023</u>

For the year ending 31 March 2023 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 1 August 2023, and are signed on behalf of the board by:

Caroline Charlton - Chair
Trustee

Stephen Baughan - Treasurer
Trustee

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 13 to 22 form part of these financial statements.

RAKAT CT LTD
Company Limited by Guarantee
Statement of Cash Flows
Year ended 31 March 2023

	2023 £	2022 £
Cash flows from operating activities		
Net income/(expenditure)	39,336	(42,528)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	63,416	68,174
Other interest receivable and similar income	(1,606)	(43)
Gains on disposal of tangible fixed assets	(651)	(1,336)
Accrued (income)/expenses	(16,387)	10,157
<i>Changes in:</i>		
Trade and other debtors	(9,305)	920
Trade and other creditors	(52,145)	(11,275)
Cash generated from operations	22,658	24,069
Interest received	1,606	43
Net cash from operating activities	<u>24,264</u>	<u>24,112</u>
Cash flows from investing activities		
Purchase of tangible assets	(53,938)	(31,500)
Proceeds from sale of tangible assets	834	2,083
Net cash used in investing activities	<u>(53,104)</u>	<u>(29,417)</u>
Net decrease in cash and cash equivalents	(28,840)	(5,305)
Cash and cash equivalents at beginning of year	381,375	386,680
Cash and cash equivalents at end of year	<u>352,535</u>	<u>381,375</u>

The notes on pages 13 to 22 form part of these financial statements.

RAKAT CT LTD

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2023

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 Liz Mills Depot, 32 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 CT LTD 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 8% 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.

Judgements and key sources of estimation uncertainty

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.

RAKAT CT LTD

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

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.

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.

RAKAT CT LTD

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

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.

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.

RAKAT CT LTD

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Donations				
General donations	14,105	14,105	1,383	1,383
Gift Aid	813	813	325	325
Grants				
Job Retention Scheme Grant	—	—	22,334	22,334
	<u>14,918</u>	<u>14,918</u>	<u>24,042</u>	<u>24,042</u>

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Income from the use of the buses	225,472	27,228	252,700
Affiliation fees driver training	3,367	—	3,367
Royal Borough of Kingston upon Thames	38,556	—	38,556
Hampton Fund	—	34,500	34,500
Richmond Parish Lands Charity	—	10,000	10,000
Royal Borough of Kingston upon Thames administered by Staywell	—	32,000	32,000
The Victoria Foundation	—	25,000	25,000
London Borough of Richmond upon Thames administered by Age UK Richmond Services Ltd	—	194,614	194,614
	<u>267,395</u>	<u>323,342</u>	<u>590,737</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Income from the use of the buses	178,858	17,387	196,245
Affiliation fees driver training	3,540	—	3,540
Royal Borough of Kingston upon Thames	—	—	—
Hampton Fund	—	12,500	12,500
Richmond Parish Lands Charity	—	9,800	9,800
Royal Borough of Kingston upon Thames administered by Staywell	—	32,000	32,000
The Victoria Foundation	—	—	—
London Borough of Richmond upon Thames administered by Age UK Richmond Services Ltd	—	192,131	192,131
	<u>182,398</u>	<u>263,818</u>	<u>446,216</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	<u>1,606</u>	<u>1,606</u>	<u>43</u>	<u>43</u>

RAKAT CT LTD

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

8. Other income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Gain on disposal of tangible fixed assets held for charity's own use	651	651	1,336	1,336

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Community Transport Operations - Unrestricted	261,710	–	261,710
Community Transport Operations - Restricted	–	304,866	304,866
Support costs	2,000	–	2,000
	<u>263,710</u>	<u>304,866</u>	<u>568,576</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Community Transport Operations - Unrestricted	232,340	–	232,340
Community Transport Operations - Restricted	–	279,825	279,825
Support costs	2,000	–	2,000
	<u>234,340</u>	<u>279,825</u>	<u>514,165</u>

10. Expenditure on charitable activities by activity type

Analysis of Community Transport Operations Expenditure - Unrestricted		
	2023	2022
	£	£
Salary, National Insurance and Pension	104,335	89,334
Depreciation	34,892	52,167
Vehicle Running Costs	83,690	51,273
Training & Conferences	36	544
Premises Costs	16,924	17,646
Administrative Expenses	21,833	21,376
	<u>261,710</u>	<u>232,340</u>
Support Costs - Independent Examination Fee	2,000	2,000
	<u>263,710</u>	<u>234,340</u>
Analysis of Community Transport Operations Expenditure - Restricted		
	2023	2022
	£	£
Salary, National Insurance and Pension	214,417	202,022
Depreciation	28,524	16,007
Vehicle Running Costs	61,925	61,796
	<u>304,866</u>	<u>279,825</u>

RAKAT CT LTD

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

11. Analysis of support costs

There are no support costs as such the £2,000 (2022 - £2,000) represents the fees payable for the independent examination of the financial statements.

12. Net income/(expenditure)

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

	2023	2022
	£	£
Depreciation of tangible fixed assets	63,416	68,174
Gains on disposal of tangible fixed assets	(651)	(1,336)

13. Independent examination fees

	2023	2022
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	2,000	2,000

14. Staff costs

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

	2023	2022
	£	£
Wages and salaries	281,762	256,737
Social security costs	16,554	14,725
Employer contributions to pension plans	20,436	19,894
	318,752	291,356

The key management personnel of the charity comprise the trustees, the Chief Executive Officer, Deputy Chief Executive Officer and the Operations Manager. The total employee benefits of the key management personnel were £115,365 (2022 - £114,633).

The average head count of employees during the year was 16 (2022: 15). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Number of Operational Staff (FTE)	11	10

No employee received employee benefits of more than £60,000 during the year (2022: 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 £520 (2022 - £1,150) for his accountancy services and £2,200 (2022 - £2,350) for reimbursed Computer Expenses. Much of his time is given on a voluntary basis.

RAKAT CT LTD

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

16. Tangible fixed assets

	Motor vehicles £	Equipment £	Total £
Cost			
At 1 April 2022	1,135,977	16,018	1,151,995
Additions	53,938	–	53,938
Disposals	(10,000)	–	(10,000)
At 31 March 2023	1,179,915	16,018	1,195,933
Depreciation			
At 1 April 2022	997,562	16,018	1,013,580
Charge for the year	63,416	–	63,416
Disposals	(9,817)	–	(9,817)
At 31 March 2023	1,051,161	16,018	1,067,179
Carrying amount			
At 31 March 2023	128,754	–	128,754
At 31 March 2022	138,415	–	138,415

17. Debtors

	2023 £	2022 £
Trade debtors	18,644	13,163
Prepayments and accrued income	34,998	32,400
Other debtors	11,366	10,140
	65,008	55,703

18. Creditors: amounts falling due within one year

	2023 £	2022 £
Payments received on account	8,000	8,535
Trade creditors	8,128	6,273
Accruals and deferred income	53,838	70,225
Social security and other taxes	6,066	5,340
Grants in advance	–	57,856
Deferred income	1,500	–
Other creditors	4,406	2,241
	81,938	150,470

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 £20,436 (2022: £19,894).

RAKAT CT LTD

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

20. Analysis of charitable funds

Unrestricted funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
General funds	<u>392,525</u>	<u>284,570</u>	<u>(263,710)</u>	<u>29,201</u>	<u>442,586</u>

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
General funds	<u>419,046</u>	<u>207,819</u>	<u>(234,340)</u>	<u>—</u>	<u>392,525</u>

Restricted funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
Hampton Enterprise Scheme	—	118,030	(118,030)	—	—
Barnes & Mortlake Enterprise Scheme	—	71,279	(71,279)	—	—
Staywell Capital Funding	6,107	—	(2,015)	—	4,092
FiSH Capital Funding	26,391	—	(8,710)	—	17,681
Capital Funding for Minibus purchase	—	47,000	(17,799)	(29,201)	—
Grant funding for staff	—	87,033	(87,033)	—	—
	<u>32,498</u>	<u>323,342</u>	<u>(304,866)</u>	<u>(29,201)</u>	<u>21,773</u>

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
Hampton Enterprise Scheme	—	115,074	(115,074)	—	—
Barnes & Mortlake Enterprise Scheme	—	62,326	(62,326)	—	—
Staywell Capital Funding	9,114	—	(3,007)	—	6,107
FiSH Capital Funding	39,391	—	(13,000)	—	26,391
Capital Funding for Minibus purchase	—	—	—	—	—
Grant funding for staff	—	86,418	(86,418)	—	—
	<u>48,505</u>	<u>263,818</u>	<u>(279,825)</u>	<u>—</u>	<u>32,498</u>

RAKAT CT LTD

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

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 and Mortlake 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.

Capital Funding for Mini Purchase

This funding has been received from The Victoria Foundation and Hampton Fund to assist with the purchase of a minibus.

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 2023 £
Tangible fixed assets	106,981	21,773	128,754
Current assets	417,543	–	417,543
Creditors less than 1 year	(81,938)	–	(81,938)
Net assets	<u>442,586</u>	<u>21,773</u>	<u>464,359</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	105,917	32,498	138,415
Current assets	437,078	–	437,078
Creditors less than 1 year	(150,470)	–	(150,470)
Net assets	<u>392,525</u>	<u>32,498</u>	<u>425,023</u>

22. Analysis of changes in net debt

	At 1 Apr 2022 £	Cash flows £	At 31 Mar 2023 £
Cash at bank and in hand	<u>381,375</u>	<u>(28,840)</u>	<u>352,535</u>

RAKAT CT LTD

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

23. Capital commitments

We have paid a deposit on a new bus which has yet to be delivered. The value of the commitment is £51,062.

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.