

Company registration no: 05767006

Charity no: 1114100

Preston Community Transport Limited

**(A registered charity and
company limited by guarantee)**

Report and Financial Statements

**For The Year Ended
31 March 2021**

PRESTON COMMUNITY TRANSPORT LIMITED

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PRESTON COMMUNITY TRANSPORT LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Constitution

Preston Community Transport Limited is a company limited by guarantee registered in England and Wales (number 5767006) and a registered charity (number 1114100) and is governed by its Memorandum and Articles of Association approved on 14 February 2006.

Directors and trustees

The directors of the charitable company are also its trustees for the purposes of charity law, and throughout are collectively referred to as "the board of trustees". All the trustees stand down each year and are eligible for re-election at the Annual General Meeting. None of the trustees received any remuneration for their services. The trustees during the year were:

Mr. PTJ Bell	(Chair)
Mr. J Taylor	(Treasurer)
Cllr. D Borrow	
Cllr. Mrs. P Brown	
Mr. N Collison	
Mr. A Fairey	
Cllr. Mrs. KJ Walton	

Company Secretary

Mr. A G Fairey

General Manager

Mr. D Meggison

Registered office

Preston Mobility Centre, 28 Friargate, Preston, PR1 2AU

Examiner

Nicola Mason FCA DChA, MHA Moore and Smalley, Richard House, Winckley Square, Preston, PR1 3HP

Bankers

CAF Bank

Solicitors

Napthens, 7 Winckley Square, Preston, Lancashire PR1 3JD

VAT registration number

483270638

PRESTON COMMUNITY TRANSPORT LIMITED

BOARD OF TRUSTEES' REPORT FOR 2020/21

The trustees of Preston Community Transport Limited, who are also the directors for the purposes of the Companies Act, present their annual report and the financial statements for the year ended 31 March 2021, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published (effective October 2019).

Objects of the company

From the Memorandum of Association "The object of the company is to provide community transport services for such of the inhabitants of Preston and other areas of Lancashire who are in need of such service because of age, sickness or disability (mental or physical) or poverty, or because of a lack of availability of adequate and safe public passenger services."

Structure, governance and management

As required by the Memorandum and Articles of Association, overall responsibility for the company's activities is vested in the directors serving as the company's board of trustees. Trustees have individual experience and expertise as service users as well as specialist professional skills. Trustee induction training is provided by the chair, general manager and company secretary. Trustees are encouraged to participate in training and events relevant to the company's activities. During the year the members acted as the directors and also the trustees of the company.

The board of trustees shall comprise not less than three persons. Trustees are elected individually at the Annual General Meeting by individual members of the company or persons nominated by organisations which are members. Trustees hold office until the next Annual General Meeting when they are eligible for re-election. The board of trustees may co-opt not more than two other persons, whether or not members of the company, to serve as full voting members of the board.

The main board of trustees meets bi-monthly and a subcommittee dealing with strategy and planning, finance, fundraising, personnel, health and safety meets in the meantime and reports to the main board.

In practice the board employs staff and deploys volunteers to provide a range of services. Overall responsibility for policy implementation, service delivery and development and day to day operations is delegated to the general manager, subcommittee chairmen and operations staff based at the Mobility Centre.

The Company's vehicles are garaged at The Store Room, Marsh Lane, Preston.

Summary of aims and achievements

Preston Community Transport (Preston CT) is a small, community led, local charity providing affordable transport and related services primarily for people with restricted mobility with the aim of alleviating social, economic, rural and cultural isolation and supporting the transport needs of other local voluntary organisations.

Preston CT was established in August 1988 and has operated continuously since then. Initially as an Industrial and Provident Society, then converting to a company limited by guarantee and a registered charity on 31 March 2006.

Preston CT's minibuses are currently operated under Section 19 of the Transport Act 1985 with services being provided to members of the Dial A Ride schemes or persons who fall within the statutory definitions. Preston CT continues to hold a National Standard PSV Operators (or "O") licence, although not currently running any PSV services in order to have flexibility for future service provision.

Community Transport services are provided by Preston Community Transport one of five members of Lancashire Community Transport - with funding from Lancashire County Council. We continue to provide Shopmobility in Preston City Centre which no longer benefits from funding, we aim to continue to do so unless costs significantly outweigh income.

PRESTON COMMUNITY TRANSPORT LIMITED

BOARD OF TRUSTEES' REPORT FOR 2020/21 (CONTINUED)

Preston CT largely relies on contract funding from Lancashire County Council and financial support from South Ribble Borough Council to meet expenditure, supplemented by income generated from fares and user contributions.

Trustees and the manager maintain close contact with our principal funders and believe that there is as good intention to maintain core funding as can be expected, but this is subject to their own budgetary constraints. The previous contract with Lancashire County Council has been extended albeit at a lower value, and the Trustees are grateful to South Ribble Borough Council for their support in reducing the impact of this shortfall in income. The trustees are concerned over this dependence on local government funding and actively pursue additional sources of funding.

The Pandemic

With regard to the pandemic, the 2019/20 Trustees' Report commented "It is with some pride that we can report that PCT 'stepped up to the mark' to play its part in supporting the community." In the event, various lockdowns have beset us throughout 2020/21 and Preston Community Transport has continued to adapt its operations to support our passengers, who represent a particularly vulnerable group, in whatever way possible. This has included support for food banks, delivering meals and medicines and not least keeping in touch with our passengers to ensure that we continue to provide social contact to relieve the isolation they may otherwise experience. None of this would have been possible without the support not only of our staff and usual volunteers but also of additional volunteers who have appeared to help us. On behalf of all our passengers, we would like to record our thanks for their unstinting efforts.

Community Transport

Following the creation of Lancashire Community Transport (LCT), a grouping of CT organisations in Lancashire, 2020/21 was our sixth year of operation under these arrangements. Each of the members is faced with different circumstances and challenges but is uniquely positioned to adapt its operations to meet local demands.

Hitherto, the number of Single Passenger Trips (SPT's) has steadily risen during the previous contract over and above the targets, but obviously this has been severely reduced this year. Not only have we been faced with necessary restrictions on services but many of our passengers are in the most vulnerable categories

A more detailed review of each of our services follows:-

Dial A Ride (DAR)

DAR provides a door to door, wheelchair accessible, minibus service for people who are unable to use, or don't have any, regular bus services to get to shopping and other essential services.

These regular services were shut down during the initial lockdown in 2020 but work on providing protective screens for drivers, on-board credit card payments for passengers and operating with restricted numbers allowed us to provide services from June 2020 as an essential service.

Martin Ashton and Barry Masheter have continued as drivers for these services and along with volunteers their valued contribution particularly in trying circumstances is recognised by the Trustees.

Group Transport (GT)

Provides an opportunity for qualifying groups and organisations who do not have their own accessible minibus to use a minibus and driver provided by the Community Transport Organisation.

Being reliant on groups organising their own trips, this has been particularly badly impacted by the social distancing restrictions and were only just resuming in 2021.

PRESTON COMMUNITY TRANSPORT LIMITED

BOARD OF TRUSTEES' REPORT FOR 2020/21 (CONTINUED)

Lancashire Ranger (LR)

These day trips out enable individuals and groups of friends to go to various events and destinations like local markets and the countryside or seaside.

Provision of these services has been severely impacted by the pandemic. Apart from attempting to interpret the guidance provided by Government, the Trustees have been mindful of the physical vulnerability of many of our passengers even though we recognise the positive impact that these trips have on relieving mental vulnerability.

Although a recent test case appeared to clarify legislation on the provision of minibus services by Community Transport operators, the situation with regard to licencing may still prove a threat. John Taylor continues to provide valuable expertise and guidance in this technical area.

Community Cars (CC)

The service is provided by volunteer drivers using their own cars and trips are coordinated by the Community Transport office.

With many of our passengers as well as our drivers within vulnerable groups, the pandemic has severely affected services. However, there was still a need to ensure that individuals could travel, for instance to attend medical appointments. We are grateful, for the core of drivers who have selflessly continued to provide transport, truly demonstrating the community support we provide at grass roots level. Even where actual transport was not feasible, Julie Pole has continued to keep in touch with drivers and passengers to attempt to reduce isolation.

Shopmobility services

Shopmobility is a service common to many towns and cities across the country. We are part of the National Federation of Shopmobility and the British Healthcare Trades Association. We have over 30 pieces of electric and manual mobility equipment such as Mobility Scooters, wheelchairs, walking frames and related equipment for use around Preston City Centre.

During the pandemic, demand for this service has been severely impacted by the enforced isolation of individuals and the temporary closure of the majority of stores in Preston City Centre. However, we have modified the Mobility Centre to provide a safe environment for our passengers and staff and from July 2020 the service was restarted and numbers have gradually increased.

We are grateful to the volunteers who have helped to support this service from the office.

Premises

Preston CT continues to benefit from the use of Preston Mobility Centre, created for this specific purpose as part of the original retail development and leased to us at a peppercorn rent by Preston City Council, whose assistance we gratefully acknowledge. During the year, we became aware of future proposals which included the removal of the Mobility Centre from its current site which facilitates access for disabled drivers to the City Centre. However, discussions with the Planning team have removed this potential threat.

Key management personnel and remuneration

The charity applies salaries to management personnel commensurate with duties and that are consistent with local benchmarking. Salaries are reviewed annually by the Board of Trustees. The Charity considers its key management personnel to be the General Manager and Community Cars Co-ordinator. Following the appointment of David Meggison as Manager, staff roles have been reviewed. However, the planned appointment of an Administration Assistant to ease the current burden and to help implement a more integrated administration system has necessarily been put on hold during the pandemic, but will take place in 2021.

PRESTON COMMUNITY TRANSPORT LIMITED

BOARD OF TRUSTEES' REPORT FOR 2020/21 (CONTINUED)

Post year end events

With the implementation of the vaccine programme and gradual release of restrictions, our services are gradually returning to normality. However, with many of our passengers in vulnerable categories, initial nervousness will continue to affect passenger trips.

A National Bus Strategy sponsored by the Prime Minister was initially published in March, however, details of its impact on Community Bus services were limited. We have contacted Lancashire County Council to ensure maximum involvement in developing proposals for Lancashire. Although there may be opportunities resulting from this strategy, it is possible that there could be threats to existing services.

Acknowledgements

Preston CT seeks to maintain excellent working relationships with its Local Authority stakeholders and the developing relationship with South Ribble Borough Council is one we particularly value and hope to build on in new and innovative ways in future.

The Board recognise the particular contribution of Peter Bell, John Taylor and Alan Fairey in supporting our newly appointed Manager during this difficult year, and to Dave Meggison himself in taking over the reins as Manager.

It is impossible to overstate the contribution made during these unimaginable times by everyone associated with Preston Community Transport, truly demonstrating the value of our organisation and the values which it represents.

Plans for 2021/22

- Carefully monitor the services we offer and the impact of the virus on both numbers and the quality of service we can offer. Throughout the pandemic we have ensured that our services are supplied safely which has reduced our capacity, but hopefully has provided our passengers with the confidence to return.
- Following a traumatic year for the NHS enhance our relationship with our local CCGs and the developing ICP, to position CT well for the future.
- Continue to develop our relationship with SRC.
- Maximise any potential opportunities which arise from the National Bus Strategy and attempt to ensure the maximum benefit is achieved for the people we seek to serve.
- Develop streamlined procedures to obtain the maximum benefit from the employment of a new Administration Assistant.
- As always, aim to diversify income, and improve services, in particular, considering how we could ensure that we learn from the community initiatives during the pandemic
- Review the vehicle fleet in the light of developing future trends. Our newest bus is 5 years old, reflecting the previous uncertainty over contract renewal. This has in turn allowed the accrual of sufficient funds for future vehicle purchases.
- Review our marketing and communications strategy, and rationalise our existing systems to support this.

Reserves policy

The board of trustees policy is to maintain a level of unrestricted, accessible, uncommitted, reserves sufficient to:

- Maintain at least three months operating costs in the event of a significant loss of funding to provide time to seek alternative funding;
- Or for an orderly change of activities;
- Provide for capital investment to replace our aging fleet. Acquiring a vehicle of similar standard to those we currently operate will cost in the region of £80,000 each and it is 5 years since our last replacement. In line with previous policy, it is proposed to increase the unrestricted designated funds by £40,000 to support future vehicle purchases.

At the year-end this policy was met.

PRESTON COMMUNITY TRANSPORT LIMITED

BOARD OF TRUSTEES' REPORT FOR 2020/21 (CONTINUED)

Risk management

The board discharges its responsibility for risk management by identifying risks and approving, and reviewing operational and organisational policies including:

- Corporate, business and financial risk
- Health and Safety policy and practice
- Protection of vulnerable people
- Personnel policies
- Monitoring, evaluation and customer care policies
- Vehicle and driving management policies

Investment policy

The board do not directly invest in anything other than Bank Accounts and feel this is appropriate for this company.

Public benefit

Preston CT's aims are described on page 1 at "Objects of the company". Preston CT's operations aim to benefit the community by relieving social, economic, cultural, and rural isolation for members of the public with restricted mobility. As such our operations touch on the Charities Act description of charitable purposes "community development", "human rights" and "equality and diversity" and fits description J "relief of those in need by reason of youth, age, ill health, disability, financial hardship, or other disadvantage."

Membership of our schemes is fully open to members of the public and Dial A Ride services are required to be provided to eligible members of the public under the Transport Act. Any user charges are kept as low as possible and are reviewed regularly for affordability. Within our objects, access to our services is unrestricted within our geographic area of operation within the limits of our operational capacity or unless safety would be jeopardised (e.g. underage use of powered mobility equipment). We aim to minimise detriment through our environmental policy, vehicle specifications, supply chain and by always seeking to optimise vehicle occupancy.

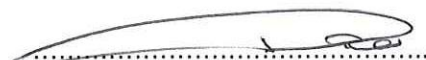
Financial review

- The total funds held at 31 March 2021 were £447,647 (2020 £427,399), which is all held as unrestricted funds. Excluding tangible fixed assets, total funds are £409,848 (2020 £372,703). After depreciation the charity generated a surplus of £20,238 (2020 £40,353).

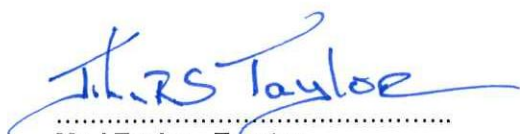
Small company provisions

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

This report was approved by the board of trustees and authorised for issue on 8/12/21 and signed on its behalf by:



Mr P T J Bell - Trustee



Mr J Taylor - Trustee

PRESTON COMMUNITY TRANSPORT LIMITED
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 7 to 17.

Responsibilities and basis of report

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

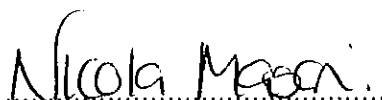
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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

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 that in any material respect:

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

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



Nicola Mason FCA DChA
MHA Moore and Smalley
Chartered Accountants
Preston

Date: 20/2/21.

PRESTON COMMUNITY TRANSPORT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Income from:					
<i>Donations:</i>					
Other donations		5,873	-	5,873	6,613
<i>Charitable activities</i>	2	164,135	-	164,135	259,439
<i>Investments</i>		124	-	124	410
<i>Other income - Covid support and CJRS grant</i>		21,467	-	21,467	-
Total income		191,559	-	191,599	266,462
Expenditure on:					
Charitable activities	3	171,311	-	171,311	226,109
Total expenditure		171,311	-	171,311	226,109
Net Income/(expenditure)	6	20,248	-	20,248	40,353
Transfers between funds		-	-	-	-
Net movement in funds		20,248	-	20,248	40,353
Reconciliation of funds:					
Total funds brought forward		427,399	-	427,399	387,046
Total funds carried forward		447,647	-	447,647	427,399

All the above results are derived from activities which are continuing.

All gains and losses in the period are included above.

PRESTON COMMUNITY TRANSPORT LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

	Note	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	10		37,799		54,696
Current assets					
Debtors	11	12,409		13,913	
Cash at bank and in hand		<u>419,474</u>		<u>362,935</u>	
		431,883		376,848	
Creditors: amounts falling due within one year	12	<u>(22,035)</u>		<u>(4,145)</u>	
Net current assets			<u>409,848</u>		<u>372,703</u>
Net assets			<u>447,647</u>		<u>427,399</u>
Reserves	13				
Unrestricted general funds			33,607		13,359
Unrestricted designated funds			414,040		414,040
Restricted funds			-		-
			<u>447,647</u>		<u>427,399</u>

For the financial year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

These financial statements were approved by the trustees on 8/2/21, and were signed on their behalf by:


Mr P T J Bell - Trustee


Mr J Taylor - Trustee

Company Number: 05767006

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Preston Community Transport Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). The financial statements are presented in sterling which is the functional current of the company and rounded to the nearest £.

Going concern

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements. The trustees have considered the impact of the Government response to Covid-19 on the activity of the charity in terms of both increased costs of compliance with the guidelines and also the potential of reduced income. The trustees have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Company status

The charity is a company limited by guarantee. The trustees are drawn from the members of the company and volunteer members. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per trustee of the charity.

Fund accounting

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

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (continued)

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

All costs of running the vehicles are charged to direct charitable expenditure.

Support costs are those resources expended in relation to the running of the charity and that are not directly attributable to the charitable activities that are undertaken.

Governance costs include those costs incurred in the governance of the charity's assets and are associated with constitutional and statutory requirements.

Any expenditure for a future period is prepaid in the accounts until that period. Resources expended do not include VAT that can be reclaimed.

Investments and Investment Income

The company has no direct investments other than cash at bank. Interest is earned on surplus cash balances.

Tangible fixed assets and depreciation

All fixed assets are initially recorded at cost. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives as follows:

Scooters and wheelchairs	-	over 7 years
Motor vehicles	-	33% reducing balance
Computer equipment	-	over 3 years
Other equipment	-	over 10 years

Debtors

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

Creditors

Creditors are recognised where the charity 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (continued)

Financial instruments

The charity 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.

Operating leases

Rentals applicable to operating leases are charged to the SOFA on a straight line basis over the term of the lease.

Taxation

The company is a registered charity and is not liable to taxation on its charitable activities.

Pension contributions

The company's employees are entitled to join the NEST pension scheme. The accounts of the scheme are held separately from those of the charity. Contributions payable are charged in the Statement of Financial Activities.

Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustees do not believe that there are any estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

2 Income from charitable activities

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
LCT contract income	116,836	-	116,836	146,556
Bus Service Operators Grant	5,167	-	5,167	2,245
Group transport income	-	-	-	29,216
Dial A Ride fares	16,915	-	16,915	36,505
Shopmobility hire charges	3,904	-	3,904	11,530
Lancashire Ranger	590	-	590	9,117
Driver training income	-	-	-	3,373
Project income	-	-	-	10,000
Section 106 income	-	-	-	10,000
Miscellaneous income	(3,213)	-	(3,213)	897
Big Lottery Fund Grant	23,936	-	23,936	-
	164,135	-	164,135	259,439

Specific Dial A Ride and Community Cars income from Lancashire County Council ended in March 2015. Preston CT joined with other CT operators to build an informal consortium (Lancashire Community Transport) and mount a joint bid for the new LCC contract. This LCT contract income therefore replaced the previous income streams.

The total income of £259,439 in the previous year comprised all unrestricted income.

3 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Transport and related services				
Vehicle running expenses	15,780	-	15,780	40,281
W/C and S/C purchases and spares	846	-	846	1,749
Depreciation	15,604	-	15,604	23,083
(Profit)/loss on vehicles	-	-	-	(1,056)
Volunteer expenses	659	-	659	2,023
Staff expenses	-	-	-	486
Staff salaries and wages	73,117	-	73,117	74,747
Storage costs	7,193	-	7,193	8,235
Support costs (note 4)	56,287	-	56,287	74,046
Governance costs (note 5)	1,825	-	1,825	2,515
	171,311	-	171,311	226,109

The above expenditure relates to the one charitable activity: the provision of community transport services.

The total expenditure of £226,109 in the previous year was all unrestricted expenditure.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Support costs

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Staff salaries and wages	34,701	-	34,701	42,354
Rates	416	-	416	882
Insurance	1,394	-	1,394	956
Light and heat	2,251	-	2,251	3,668
Other office costs	14,255	-	14,255	23,901
Depreciation	1,632	-	1,632	1,892
Profit)/loss on equipment	-	-	-	233
Advertising	-	-	-	100
Bank charges	218	-	218	60
Bad debts	1,420	-	1,420	-
	56,287	-	56,287	74,046

Support costs include administration, management and strategic development time.

5 Governance costs

	2021 £	2020 £
Statutory accounts and independent examination	1,250	1,375
Other accountancy services	575	1,140
	1,825	2,515

6 Net Income/(expenditure) for the year

	2021 £	2020 £
This is stated after charging:		
Depreciation of tangible fixed assets – owned by the charity	17,236	24,975
Independent examination fees	1,250	1,375
Other accountancy services	575	650

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Staff costs

	2021 £	2020 £
Wages and salaries	102,344	110,075
Social security	3,372	4,833
Pension costs	2,102	2,193
	<u>107,818</u>	<u>117,101</u>

No employees were paid at the rate of over £60,000 per annum in the current or previous year.

The key management personnel of the charity comprise the trustees, the General Manager, and the Operations Co-ordinator. The total employee benefits of the key management personnel of the charity, including National Insurance and pension contributions, were £58,407 (2020: £65,152).

The trustees and connected persons were not paid or received any other benefits from employment with the charity in the year (2020: £nil) neither were they reimbursed expenses during the year (2020: £nil). No charity trustee received payment for professional or other services supplied to the charity (2020: £nil).

8 Staff numbers

The average monthly head count was 7 staff (2020: 7 staff) and the average monthly number of full-time equivalent employees during the year was as follows:

	2021	2020
Management	1	1
Service delivery	4	4
	<u>5</u>	<u>5</u>

9 Related party transactions

The charity is controlled by the Board of Trustees.

One of the Trustees of Preston Community Transport is also a Trustee of INTACT. During the year sales invoices totalling £nil (2020: £327) were raised to INTACT. Included within trade debtors at the year-end was £nil (2020: £nil) recoverable from INTACT.

There were no other transactions with related parties in the current or previous year.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

10 Tangible fixed assets

	Scooters & wheelchairs	Minibuses and vehicles	Computer Equipment	Other Equipment	Total
Cost	£	£	£	£	£
At 1 April 2020	25,815	249,277	5,032	20,098	300,022
Additions	-	-	338	-	338
Disposals	-	-	-	-	-
At 31 March 2021	25,815	249,277	5,370	20,098	300,560
Depreciation					
As at 1 April 2020	18,115	207,557	3,442	16,412	245,526
Charge for the year	1,837	13,767	716	916	17,236
On disposals	-	-	-	-	-
At 31 March 2021	19,952	221,324	4,158	17,328	262,762
Net book value					
At 31 March 2021	5,863	27,954	1,212	2,770	37,799
At 31 March 2020	7,700	41,720	1,590	3,686	54,696

11 Debtors

	2021 £	2020 £
VAT recoverable	1,304	2,240
Trade debtors	1,609	7,112
Prepayments	7,208	2,316
Accrued income	2,288	2,245
Other debtors	-	-
	12,409	13,913

12 Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	215	1,168
Accruals and deferred income	20,570	2,977
Other creditors	1,250	-
	22,035	4,145

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

13 Movement in funds

	Balance 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance 31 March 2021 £
Unrestricted general Funds	13,359	191,559	(171,311)	-	33,607
Unrestricted designated funds:					
Vehicle and equipment fund	353,040	-	-	-	353,040
Wind up reserve	51,000	-	-	-	51,000
Transport fund	10,000	-	-	-	10,000
	427,399	191,559	(171,311)	-	447,647
	Balance 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance 31 March 2020 £
Unrestricted general funds	13,006	266,462	(226,109)	(40,000)	13,359
Unrestricted designated funds:					
Vehicle and equipment fund	313,040	-	-	40,000	353,040
Wind up reserve	51,000	-	-	-	51,000
Transport fund	10,000	-	-	-	10,000
	387,046	266,462	(226,109)	-	427,399

Designated funds

- The vehicle and equipment fund allows for replacements, upgrades or modifications. The trustees have decided to transfer additional amounts to this fund at the year end.
- The wind up reserve will allow for an orderly closure of the organisation in the event of a sudden, total loss of funding, contract income or other circumstances beyond the control of trustees.
- The transport fund will be available for groups and families having difficulties obtaining transport.

PRESTON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

14 Analysis of net assets between funds

	Tangible fixed assets	Net current assets	Total 2021	Total 2020
Unrestricted general funds	37,799	(4,192)	33,607	13,359
Unrestricted designated funds:				
Vehicle and equipment replacement fund	-	353,040	353,040	353,040
Wind up reserve	-	51,000	51,000	51,000
Transport fund	-	10,000	10,000	10,000
	37,799	409,848	447,647	427,399
Prior year	Tangible fixed assets	Net current assets	Total 2020	Total 2019
Unrestricted general funds	54,696	(41,337)	13,359	13,006
Unrestricted designated funds:				
Vehicle and equipment replacement fund	-	353,040	353,040	313,040
Wind up reserve	-	51,000	51,000	51,000
Transport fund	-	10,000	10,000	10,000
	54,696	372,703	427,399	387,046

15 Defined contribution pension plan

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £2,102 (2020: £2,193).

16 Operating leases

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

	2021 £	2020 £
Not later than one year	960	960
Later than one and not later than five years	2,400	3,360
Later than five years	-	-
	3,360	4,320