

**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 2022**

# PRESTON COMMUNITY TRANSPORT LIMITED

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# **PRESTON COMMUNITY TRANSPORT LIMITED**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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### **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

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# **PRESTON COMMUNITY TRANSPORT LIMITED**

## **BOARD OF TRUSTEES' REPORT FOR 2021/22**

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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 2022, 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 (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 2021/22(CONTINUED)

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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.

### Overview

2021/22 has continued to provide fresh challenges as we hopefully emerged from the shadow of the pandemic. Demand for our services gradually improved throughout the year and we were able to ensure that sufficient vehicles/drivers were available to match that demand. Yet again we must thank our drivers and staff, both paid and volunteers for their dedication to supporting our services.

Just as confidence was slowly beginning to return and we were considering investing in replacing/updating our ageing fleet, we were faced with a shortage of available vehicles which has resulted in another year where funds have had to have been added to reserves rather than updating the fleet.

The continuing support of Lancashire CC and South Ribble CC have enabled us to continue to provide services which would otherwise have proved non-viable particularly as customer revenues have only gradually recovered during the year.

This partnership between the councils and charities such as ourselves has become even more valuable as the world emerges from the impact of the virus at the same time that the need to tackle loneliness is increasingly being recognised as is the need for more responsive transport services. Preston Community Transport remains committed to providing services to face these challenges.

### Review of Services

Through the profile of our customers – the elderly and infirm – unfortunately we need to ensure a regular influx of new customers to maintain the provision of viable services. The inroads of the pandemic have added pressure to this situation.

**Dial-a-Ride** – provides a regular service to allow otherwise isolated individuals the opportunity to access local shops and much needed social contact. Recognising its value to our passengers this was resumed as soon as possible but demand has only gradually recovered – through speaking to lapsed passengers, two key factors have emerged – the reluctance of families/individuals to move from isolation and the increased availability of home deliveries. We are confident that demand will gradually return to pre-Covid levels particularly as passengers recognise the social value of regular contact with fellow shoppers.

**Group Transport** – recently, there has been a considerable upsurge in demand as organisations are returning to normality and they in turn are responding to increased demand from their members.

**Lancashire Ranger** – since the return of these trips, organised by LCT demand is gradually returning to normal, reflecting our perception that the value our customers put on social contact is gradually outweighing the concerns over Covid.

**Community Cars** – some of the unsung heroes of the pandemic have been the volunteers who have continued to use their own cars to allow otherwise isolated individuals to attend doctors'/dentists' appointments, visit relatives in care homes etc.

# **PRESTON COMMUNITY TRANSPORT LIMITED**

## **BOARD OF TRUSTEES' REPORT FOR 2021/22 (CONTINUED)**

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**Shopmobility** – return of this service was delayed due to its obvious dependence upon the re-opening of shops in Preston, we are continuing to provide this service although demand has been slow to recover.

### **Resources**

**Staff/volunteers** – needless to say, none of our services could have been operated without the continuing support of all our staff/volunteers. One of our major challenges is to ensure that we continue to recruit new team members to maintain services.

**Vehicles** – as reported in last year's Trustees' Report and referred to above, there is an increasing need to replace some of our ageing fleet, and we have suffered some increased maintenance costs, however, purchase of replacements has been effectively halted by non-availability of suitable new or even second-hand vehicles. At the moment we have sufficient operational vehicles to match service requirements.

**Premises** – we are fortunate in occupying a prime position on the edge of the main shopping area with a number of dedicated parking spaces such that customers can easily arrive by car or one of our buses and pick up a mobility scooter to visit town centre shops. During the year there was some suggestion that the centre would be moved to Bus Station – inconvenient for the shops – following discussion with the relevant authorities, these plans have been abandoned.

### **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.

### **Post year-end events**

The most significant event has been the recruitment of an Administrative Assistant who is taking responsibility for a number of admin/financial tasks – freeing up the Manager's time to focus more on Business Development, absorbing tasks previously performed by a volunteer and allowing an efficiency review of existing tasks.

### **Acknowledgements**

As highlighted above we could not continue to support the community without the financial support of our local councils or the physical support of staff and volunteers.

### **Forward Plans**

Although the future continues to be unclear in terms of demand, availability of vehicles and longer-term financial support, the one thing we can be sure of is that there will continue to be a need for our services. Recent focus on social prescribing, loneliness and the need for improved transport services clearly identify a role for Preston Community Transport. However, it is apparent that work needs to be carried out on two fronts – to investigate future demand and implement appropriate services and to rationalise our internal systems

The need to replace our current vehicle fleet continues and as time passes, the need to consider a move towards electric vehicle becomes higher on the agenda, although the premium to follow this route is high without some external support.

# **PRESTON COMMUNITY TRANSPORT LIMITED**

## **BOARD OF TRUSTEES' REPORT FOR 2021/22 (CONTINUED)**

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### **Reserves Policy**

As in previous years the policy of maintaining a level of unrestricted, accessible, and uncommitted reserves continues. To provide :-

- The maintenance of at least 3 month's operating costs to allow restructuring of the business in the event of a loss of funding.
- Funding for the replacement of vehicles – although for reasons identified elsewhere in this report, this may prove more expensive than anticipated.

### **Risk Management**

The board discharges its responsibility for risk management by identifying key 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 customer care policies
- Vehicle and driving management policies

These issues are amongst the topics reviewed by the Operational Committee a sub-group of trustees and the Manager.

### **Investment Policy**

The Board do not directly invest in anything other than Bank Accounts and feel that 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.

# PRESTON COMMUNITY TRANSPORT LIMITED

## BOARD OF TRUSTEES' REPORT FOR 2021/22 (CONTINUED)

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### Financial review

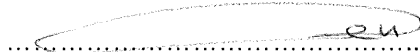
Through a combination of continued council funding from Lancashire and South Ribble, gradually increasing 'directly earned revenues', a Section 106 receipt and careful financial controls, an apparently healthy surplus has been generated and total funds held at 31 March 2022 were £474,707 (2021 £447,647), which is all held as unrestricted funds, although £380,040 is held for vehicle replacement. (As noted above, these funds are the minimum required to replace our existing ageing fleet. Even based on the historic cost of the fleet and a 7 year life, we need to put at least £35,000 into reserves each year). Excluding tangible fixed assets, total funds are £449,451 (2021 £409,848). After depreciation the charity generated a surplus of £27,060 (2020 £20,248).

### Small company provisions

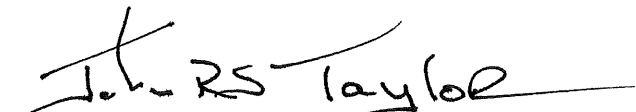
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

19/12/2022

This report was approved by the board of trustees and authorised for issue on ..... 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 2022**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 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*

.....  
**Nicola Mason FCA DChA**  
**MHA Moore and Smalley**  
**Chartered Accountants**  
**Preston**

**Date:** ..... 20/12/2022

# PRESTON COMMUNITY TRANSPORT LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>					
<i><b>Donations:</b></i>					
Other donations		7,919	-	7,919	5,873
<i><b>Charitable activities</b></i>	<b>2</b>	<b>199,841</b>	-	<b>199,841</b>	164,135
<i><b>Investments</b></i>		<b>7</b>	-	<b>7</b>	124
<i><b>Other income - Covid support and CJRS grant</b></i>		-	-	-	21,467
<b>Total income</b>		<b>207,767</b>	-	<b>207,767</b>	191,599
<b>Expenditure on:</b>					
Charitable activities	<b>3</b>	<b>180,707</b>	-	<b>180,707</b>	171,311
<b>Total expenditure</b>		<b>180,707</b>	-	<b>180,707</b>	171,311
<b>Net income/(expenditure)</b>	<b>6</b>	<b>27,060</b>	-	<b>27,060</b>	20,248
<b>Transfers between funds</b>		-	-	-	-
<b>Net movement in funds</b>		<b>27,060</b>	-	<b>27,060</b>	20,248
<b>Reconciliation of funds:</b>					
Total funds brought forward		<b>447,647</b>	-	<b>447,647</b>	427,399
<b>Total funds carried forward</b>		<b>474,707</b>	-	<b>474,707</b>	447,647

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 2022

	Note	£	2022 £	£	2021 £
<b>Fixed assets</b>					
Tangible assets	10		25,256		37,799
<b>Current assets</b>					
Debtors	11	24,020		12,409	
Cash at bank and in hand		<u>456,940</u>		<u>419,474</u>	
		480,960		431,883	
<b>Creditors: amounts falling due within one year</b>	12	<u>(31,509)</u>		<u>(22,035)</u>	
<b>Net current assets</b>			<u>449,451</u>		<u>409,848</u>
<b>Net assets</b>			<u>474,707</u>		<u>447,647</u>
<b>Reserves</b>	13				
Unrestricted general funds			60,667		33,607
Unrestricted designated funds			414,040		414,040
Restricted funds			-		-
			<u>474,707</u>		<u>447,647</u>

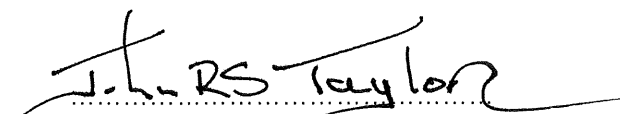
For the financial year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with 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 **19/12/22** 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 2022**

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#### **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 2022

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### 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 2022**

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### **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 2022

### 2 Income from charitable activities

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
LCT contract income	110,891	-	110,891	116,836
Bus Service Operators Grant	5,124	-	5,124	5,167
Group transport income	10,830	-	10,830	-
Dial A Ride fares	23,571	-	23,571	16,915
Shopmobility hire charges	8,570	-	8,570	3,904
Lancashire Ranger	8,753	-	8,753	590
South Ribble Council grant	15,000	-	15,000	-
Driver training income	5,505	-	5,505	-
Section 106 income	10,000	-	10,000	-
Miscellaneous income	1,597	-	1,597	(3,213)
Big Lottery Fund Grant	-	-	-	23,936
	<b>199,841</b>	<b>-</b>	<b>199,841</b>	<b>164,135</b>

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 £164,135 in the previous year comprised all unrestricted income.

### 3 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
<b>Transport and related services</b>				
Vehicle running expenses	26,912	-	26,912	15,780
W/C and S/C purchases and spares	1,994	-	1,994	846
Depreciation	10,882	-	10,882	15,604
Volunteer expenses	276	-	276	659
Staff expenses	4	-	4	-
Staff salaries and wages	73,517	-	73,517	73,117
Storage costs	7,479	-	7,479	7,193
Support costs (note 4)	57,603	-	57,603	56,287
Governance costs (note 5)	2,040	-	2,040	1,825
	<b>180,707</b>	<b>-</b>	<b>180,707</b>	<b>171,311</b>

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

The total expenditure of £171,311 in the previous year was all unrestricted expenditure.

**PRESTON COMMUNITY TRANSPORT LIMITED****NOTES TO THE ACCOUNTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2022****4 Support costs**

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Staff salaries and wages	32,207	-	32,207	34,701
Rates	573	-	573	416
Insurance	1,179	-	1,179	1,394
Light and heat	3,893	-	3,893	2,251
Other office costs	17,667	-	17,667	14,255
Depreciation	1,659	-	1,659	1,632
Bank charges	425	-	425	218
Bad debts	-	-	-	1,420
	<u>57,603</u>	<u>-</u>	<u>57,603</u>	<u>56,287</u>

Support costs include administration, management and strategic development time.

**5 Governance costs**

	2022 £	2021 £
Statutory accounts and independent examination	1,400	1,250
Other accountancy services	<u>640</u>	<u>575</u>
	<u>2,040</u>	<u>1,825</u>

**6 Net income/(expenditure) for the year**

	2022 £	2021 £
This is stated after charging:		
Depreciation of tangible fixed assets – owned by the charity	12,542	17,236
Independent examination fees	1,250	1,250
Other accountancy services	<u>575</u>	<u>575</u>



# PRESTON COMMUNITY TRANSPORT LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 7 Staff costs

	2022 £	2021 £
Wages and salaries	99,641	102,344
Social security	3,866	3,372
Pension costs	2,217	2,102
	<u>105,724</u>	<u>107,818</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 £60,952 (2021: £58,407).

The trustees and connected persons were not paid or received any other benefits from employment with the charity in the year (2021: £nil) neither were they reimbursed expenses during the year (2021: £nil). No charity trustee received payment for professional or other services supplied to the charity (2021: £nil).

### 8 Staff numbers

The average monthly head count was 7 staff (2021: 7 staff) and the average monthly number of full-time equivalent employees during the year was as follows:

	2022	2021
Management	1	1
Service delivery	<u>4</u>	<u>4</u>
	<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 (2021: £nil) 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 2022

### 10 Tangible fixed assets

	Scooters & wheelchairs	Minibuses and vehicles	Computer Equipment	Other Equipment	Total
Cost	£	£	£	£	£
At 1 April 2021	25,815	249,277	5,370	20,098	300,560
Additions	-	-	-	-	-
Disposals	(1,909)	-	-	-	(1,909)
<b>At 31 March 2022</b>	<b>23,906</b>	<b>249,277</b>	<b>5,370</b>	<b>20,098</b>	<b>298,651</b>
<b>Depreciation</b>					
As at 1 April 2021	19,952	221,324	4,158	17,328	262,762
Charge for the year	1,658	9,225	753	906	12,542
On disposals	(1,909)	-	-	-	(1,909)
<b>At 31 March 2022</b>	<b>19,701</b>	<b>230,459</b>	<b>4,911</b>	<b>18,234</b>	<b>273,395</b>
<b>Net book value</b>					
<b>At 31 March 2022</b>	<b>4,205</b>	<b>18,728</b>	<b>459</b>	<b>1,864</b>	<b>25,256</b>
At 31 March 2021	5,863	27,954	1,212	2,770	37,799

### 11 Debtors

	2022 £	2021 £
VAT recoverable	2,098	1,304
Trade debtors	10,504	1,609
Prepayments	9,130	7,208
Accrued income	2,288	2,288
Other debtors	-	-
	<b>24,020</b>	<b>12,409</b>

### 12 Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	8,165	215
Accruals and deferred income	21,957	20,570
Other creditors	1,387	1,250
	<b>31,509</b>	<b>22,035</b>

# PRESTON COMMUNITY TRANSPORT LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 13 Movement in funds

	Balance 1 April 2021 £	Income £	Expenditure £	Transfers £	Balance 31 March 2022 £
<b>Unrestricted general Funds</b>	33,607	207,767	(180,707)	-	<b>60,667</b>
<b>Unrestricted designated funds:</b>					
Vehicle and equipment fund	353,040	-	-	-	<b>353,040</b>
Wind up reserve	51,000	-	-	-	<b>51,000</b>
Transport fund	10,000	-	-	-	<b>10,000</b>
	<u>447,647</u>	<u>207,767</u>	<u>(180,707)</u>	<u>-</u>	<u><b>474,707</b></u>
	Balance 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance 31 March 2021 £
<b>Unrestricted general funds</b>	13,359	191,559	(171,311)	-	<b>33,607</b>
<b>Unrestricted designated funds:</b>					
Vehicle and equipment fund	353,040	-	-	-	<b>353,040</b>
Wind up reserve	51,000	-	-	-	<b>51,000</b>
Transport fund	10,000	-	-	-	<b>10,000</b>
	<u>427,399</u>	<u>191,559</u>	<u>(171,311)</u>	<u>-</u>	<u><b>447,647</b></u>

### 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 2022

### 14 Analysis of net assets between funds

	<b>Tangible fixed assets</b>	<b>Net current assets</b>	<b>Total 2022</b>	<b>Total 2021</b>
<b>Unrestricted general funds</b>	<b>25,256</b>	<b>35,411</b>	<b>60,667</b>	33,607
<b>Unrestricted designated funds:</b>				
Vehicle and equipment replacement fund	-	<b>353,040</b>	<b>353,040</b>	353,040
Wind up reserve	-	<b>51,000</b>	<b>51,000</b>	51,000
Transport fund	-	<b>10,000</b>	<b>10,000</b>	10,000
	<b>25,256</b>	<b>449,451</b>	<b>474,707</b>	447,647
<b>Prior year</b>	<b>Tangible fixed assets</b>	<b>Net current assets</b>	<b>Total 2021</b>	<b>Total 2020</b>
<b>Unrestricted general funds</b>	37,799	(4,192)	33,607	13,006
<b>Unrestricted designated funds:</b>				
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
	37,799	409,848	447,647	427,399

### 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 £2,217 (2021: £2,102).

### 16 Operating leases

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

	<b>2022 £</b>	<b>2021 £</b>
Not later than one year	<b>960</b>	960
Later than one and not later than five years	<b>1,440</b>	2,400
Later than five years	-	-
	<b>2,400</b>	3,360