

Charity registration number 1121750

Company registration number 05698314 (England and Wales)

EAST SURREY RURAL TRANSPORT PARTNERSHIP
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

EAST SURREY RURAL TRANSPORT PARTNERSHIP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	D A Rushforth A J Emerson A I Houchin R P G Norris T J Ward	(Appointed 14 January 2022)
Charity number	1121750	
Company number	05698314	
Registered office	Ground Floor 1 - 7 Station Road Crawley West Sussex RH10 1HT	
Auditor	Richard Place Dobson Services Limited Ground Floor 1 - 7 Station Road Crawley West Sussex 01293 521191 RH10 1HT	

EAST SURREY RURAL TRANSPORT PARTNERSHIP

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EAST SURREY RURAL TRANSPORT PARTNERSHIP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

East Surrey Rural Transport Partnership is a charity dedicated to provide transport facilities for people who have special need of such facilities because they are elderly, poor or disabled, people with young children or those living in isolated areas where there are no adequate public transport facilities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Significant activities

East Surrey Rural Transport Partnership (ESRTP) seeks to provide community transport services for those inhabitants of Surrey and the surrounding areas who are in need of such a service because of age, sickness, disability (mental or physical), poverty or due to lack of adequate and accessible public transport.

Achievements and performance

Our activities during 2021/22 have been focused on the following:

- A demand responsive bus service in Mole Valley
- Scheduled bus services in Mole Valley
- A demand responsive bus service in Tandridge on behalf of Surrey County Council
- A community transport information, advice and training service for residents of Tandridge district
- Contracts with SCC education dept to bring students into twelve schools
- Contracts with SCC to provide transport into three day centres for people with physical and learning disabilities
- Contracts with East Sussex County Council education dept to bring students into three schools
- A timetabled bus service in the Cobham, Oxshott, Weybridge and Leatherhead areas on behalf of Cobham Community Interest Company. A second timetabled service started in January 2022.
- A Dial A Ride service in the north of Tandridge district
- A voluntary car scheme in the north of Tandridge district
- A shopping and excursion service for residents of Reigate and Banstead borough – not supported by any local government funding
- A contract with South Central Ambulance Service to provide one minibus and driver to provide non-emergency patient transport in Surrey
- From the end of February 2022 a five day a week shuttle bus service for Surrey County Council from its HQ in Reigate to two local train stations

The 2021/22 year saw a gradual return to normality after the first year of the Coronavirus pandemic. We were still faced with some restrictions on carrying larger groups of passengers on our buses but this really only affected school trips. Most of our services that are open to the public are of a demand responsive nature where trips are booked through our office which allowed us to control the numbers of people on a bus at any given time.

Throughout the year we continued to deliver food boxes on an ad hoc basis for Oxted CAB for those residents who were in need of support.

Our moped loan scheme in Kent finished at the end of March 2021 as there was no ongoing funding from any agency plus there were very few people applying to join the scheme. Our moped loan co-ordinator resumed her previous duties as a Community Development Officer.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Fuel price rises were to become an unforeseen burden for us from September 2021. This was initially caused by supply issues to forecourts in September. This caused us huge problems as we do not have the resources to hold any fuel, we have to buy it from garages like most people. Our staff showed great resilience and personal sacrifice in queueing up late into the night to ensure that they had enough fuel for the next day. As each bus has a fuel card for use at Esso garages it soon became clear that this method of payment would have to be suspended as drivers were having to buy fuel wherever they could. They bought fuel with their own bank cards and the CEO was reimbursing them upon receiving a photo of their receipt. At its height, this required up to 12 payments to staff each day.

When the fuel supply issue was resolved, we found that fuel prices had risen by a noticeable amount and did not return to pre-event levels. This was however, a foretaste of what was to come after Russia's invasion of Ukraine on 24th February 2022 when fuel prices rocketed to unseen levels which at their zenith were just under £2 a litre for diesel. In comparison, the highest that diesel prices reached pre-pandemic were £1.35 a litre.

From the beginning of 2022, we have been renegotiating contract rates with Surrey County Council (SCC) due to the rise in the National Minimum Wage that from 1st April 2022 rose by 6.6% and spiralling fuel costs, as mentioned above. SCC accepted the increase in labour charges from April 2022 but negotiations were still ongoing with regards to other operational costs.

During the course of January 2022, ES RTP's CEO worked on and submitted three bids to the Department for Transport for funding for three projects aimed at tackling loneliness with transport. These were strong bids with a lot of buy in from other agencies and local government. Sadly, none were successful – there were far more applications than budget available, very few awards were made to organisations in the south of the country. However, from this collaborative working, we made some good contacts with other organisations, included in this group was an officer from the Surrey Heartlands Clinical Commissioning Group. This officer submitted an internal funding bid for a project for Community Transport Connectors in parts of Tandridge district and Reigate and Banstead borough for the 22-23 year. As the financial year ended, we were informed that this bid had been successful.

The Cobham Chatterbus asked us to provide a second bus from September to take students in to the Cobham Free School. The bus was bought by Chatterbus and given to us to operate for them. We recruited a new member of staff on a full time basis who eventually in January 2022 was able to start driving routes on the new C3 service as well as the school run.

Due to spread of the Omicron variant in the autumn of 2021, South Central Ambulance Service requested that we provide a second non-emergency patient transport minibus and driver to help from November 2021 because of the need to transport patients in a socially distanced manner and to cover for their staff absences.

In January 2022, SCC asked us if we could run an 11 hours a day shuttle bus from Reigate and Redhill stations into one of their new HQs at Woodhatch Place in Reigate. We negotiated a price with them and started on the 28th February. It runs to a fixed route on a half hour frequency, two drivers are required to work on a shift basis as the operational day is too long for one driver.

During the summer of 2021, Richard Norris left his driving job with ES RTP for pastures new, but agreed to become a trustee. We welcomed Richard joining us as he has a wealth of experience from previous jobs and from the two years that he worked for ES RTP.

In October of 2021, our Chair of Trustees, Andrew Emerson, stepped down after many years at the helm. All trustees and staff thanked Andrew for his unstinting support for ES RTP. It was greatly appreciated that Andrew agreed to stay on as a trustee. Don Rushforth agreed to become the new Chair of Trustees for one year, however, with the blessing of Don, this has been extended for up to three years.

In February 2022, we received sad news that one of our trustees, John Phillips, had passed away in hospital after a long illness. We were all very saddened by the news as John was a real character and supporter of ES RTP. A trustee and the CEO attended the funeral during the February half term.

At the end of March 2022, Lynne Martin resigned as a trustee due to work commitments.

Financial review

There was a loss for the year of £74,637 (2021 surplus: £202,067) after which there were unrestricted reserves carried forward of £317,431 (2021: £392,068).

EAST SURREY RURAL TRANSPORT PARTNERSHIP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent of three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

The level of reserves was not maintained at three months expenditure due to the unexpected increase in fuel prices in the second half of the financial year.

Plans for future periods

- To rebuild our off peak school and group transport after the disruption caused by the pandemic
- To find one possibly two more trustees to replace Lynne Martin and John Phillips
- To increase the amount of minibus driver training that we do for other organisations
- To develop off peak work for our East Sussex based minibuses
- To investigate the possibility of buying up to 6 electric minibuses with the assistance of SCC.
- To produce a tender by Easter 2023 to gain prices to lease 34 minibuses from Sept 2023 as our current contract with Enterprise finishes then.
- To continue to bid for school and day centre work tendered by both SCC and ESCC

Structure, governance and management

The charity is controlled by its governing document, Memorandum and Articles of Association incorporated 6 February 2006, and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

D A Rushforth

A J Emerson

A I Houchin

R P G Norris

(Appointed 14 January 2022)

T J Ward

L M Martin

(Resigned 1 April 2022)

J L Phillips

(Resigned 14 January 2022)

Trustees are recruited upon recommendation and by contact with the Local Volunteer Bureau. They are appointed following discussion at committee meetings and their appointment is ratified at the AGM. Trustees' induction is covered by supplying them with the previous year's minutes and Charity Commission leaflets for trustees. In addition, they have meetings with staff to familiarise them with the administration of the charity.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Trustees determine the general policy of the charity and the principles on which it operated, setting the charges for services and salaries.

The day to day management is delegated to the Chief Executive Officer who reports to the Board on a quarterly basis. Under the CEO, there is a General Manager. Under him there is a Fleet Manager and Operations Manager. Under the managers, there is a Rural Transport Information and Training Officer and a Community Transport Development Officer. Under them are section 22 and section 19 drivers and escorts and 3 administrative assistants.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Trustees have given consideration to the Charities SORP ('Statement of Recommended Practice') Committee's advice in its publication 'Implications of COVID-19 Control Measures and Charity Financial Reporting' and to the risks arising as a result of the coronavirus pandemic. The Charity is actively monitoring and managing the situation as it develops. We have adapted our operations and consider that the Charity has adequate reserves and committed future grants from supportive and solvent funders

The trustees' report was approved by the Board of Trustees.


.....
D A Rushforth

Trustee

Date: 

EAST SURREY RURAL TRANSPORT PARTNERSHIP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

The trustees, who are also the directors of East Surrey Rural Transport Partnership for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF EAST SURREY RURAL TRANSPORT PARTNERSHIP

Opinion

We have audited the financial statements of East Surrey Rural Transport Partnership (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF EAST SURREY RURAL TRANSPORT PARTNERSHIP

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, to perform audit procedures to help identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements, and to respond appropriately to identified or suspected non-compliance with laws and regulations identified during the audit.

In relation to fraud, the objectives of our audit are to identify and assess the risk of material misstatement of the financial statements due to fraud, to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatements due to fraud through designing and implementing appropriate responses and to respond appropriately to fraud or suspected fraud identified during the audit.

However it is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

In identifying and assessing the risks of material misstatement in respect of irregularities, including fraud, the audit engagement team made enquiries of management, and those charged with governance, regarding the procedures relating to identifying, evaluating and complying with;

1. laws and regulations and whether they were aware of any instances of non-compliance;
2. detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
3. the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations;

As a result of these procedures we consider the most significant laws and regulations that have a direct impact on the financial statements are FRS 102, General Data Protection Regulations, Charities Act 2011, Charities Statement of Recommended Practice and employment law and regulations. We performed audit procedures to detect non-compliance, which may have a material impact on the financial statements. These included reviewing financial statement disclosures and evaluating advice received from external advisors. There were no significant laws and regulations we deemed as having an indirect impact on the financial statements.

The audit engagement team identified the risk of management override of controls as the area where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed included but were not limited to testing manual journal entries and other adjustments and evaluating the rationale in relation to any significant, unusual transactions and transactions entered into outside of the normal course of business.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF EAST SURREY RURAL TRANSPORT PARTNERSHIP

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.


Other matters

Your attention is drawn to the fact that the charity has prepared financial statements 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)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Richard Place Dobson Services Limited

20 December 2022

Chartered Accountants

Statutory Auditor

Ground Floor
1 - 7 Station Road
Crawley
West Sussex
01293 521191
RH10 1HT

Richard Place Dobson Services Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £
<u>Income from:</u>					
Donations and legacies	3	2,125	13,000	15,125	165
<u>Charitable activities</u>					
Fares and other income	4	64,424	-	64,424	56,843
Contracts	4	1,754,097	-	1,754,097	1,735,690
Grants	4	64,380	-	64,380	77,284
Total income		1,885,026	13,000	1,898,026	1,869,982
<u>Expenditure on:</u>					
Raising funds	5	1,647	-	1,647	37
Charitable activities	6	1,958,016	13,000	1,971,016	1,667,878
Total expenditure		1,959,663	13,000	1,972,663	1,667,915
Net (expenditure)/income for the year/ Net movement in funds		(74,637)	-	(74,637)	202,067
Fund balances at 1 April 2021		392,068	-	392,068	190,001
Fund balances at 31 March 2022		317,431	-	317,431	392,068

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	10		48,019		32,895
Current assets					
Debtors	11	401,738		247,081	
Cash at bank and in hand		228,725		261,645	
		<u>630,463</u>		<u>508,726</u>	
Creditors: amounts falling due within one year	13	<u>(322,778)</u>		<u>(102,820)</u>	
Net current assets			<u>307,685</u>		<u>405,906</u>
Total assets less current liabilities			<u>355,704</u>		<u>438,801</u>
Creditors: amounts falling due after more than one year	14		<u>(38,273)</u>		<u>(46,733)</u>
Net assets			<u><u>317,431</u></u>		<u><u>392,068</u></u>
Income funds					
Unrestricted funds			<u>317,431</u>		<u>392,068</u>
			<u><u>317,431</u></u>		<u><u>392,068</u></u>

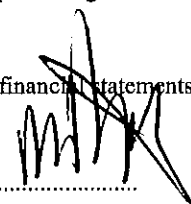
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on


D A Rushforth
Trustee

Company registration number 05698314

EAST SURREY RURAL TRANSPORT PARTNERSHIP

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	18		13,751		176,465
Investing activities					
Purchase of tangible fixed assets		(34,684)		(4,198)	
Proceeds from disposal of tangible fixed assets		1,144		12,447	
Net cash (used in)/generated from investing activities			(33,540)		8,249
Financing activities					
Proceeds from new bank loans		-		50,000	
Repayment of bank loans		(13,131)		(7,455)	
Net cash (used in)/generated from financing activities			(13,131)		42,545
Net (decrease)/increase in cash and cash equivalents			(32,920)		227,259
Cash and cash equivalents at beginning of year			261,645		34,386
Cash and cash equivalents at end of year			228,725		261,645

The notes on pages 12 to 21 form part of these financial statements.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

East Surrey Rural Transport Partnership is a private company limited by guarantee incorporated in England and Wales. The registered office is Ground Floor, 1 - 7 Station Road, Crawley, West Sussex, RH10 1HT.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Donations and investment income are included in the year in which they are receivable which is when the charity becomes entitled to the resource.

Grants are included in the accounting period to which they relate.

Fundraising income is recognised when the charity becomes legally entitled to the income and the event to which it relates has taken place.

Income relating to the provision of community transportation services is included on the date when the transport activity takes place which is when the charity becomes entitled to the resource.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 Expenditure

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	25% reducing balance
Fixtures and fittings	25% reducing balance
Computer equipment	25% reducing balance
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK Corporation Tax purposes. Accordingly the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the lease asset are consumed.

2 Critical accounting estimates and judgements

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.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2022	2022	2022	2021
	£	£	£	£
Donations and gifts	2,125	13,000	15,125	165

4 Charitable activities

	Fares and other income	Contracts	Grants	Total 2022
	2022	2022	2022	
	£	£	£	£
Sales within charitable activities	64,424	1,754,097	-	1,818,521
Grant	-	-	64,380	64,380
	64,424	1,754,097	64,380	1,882,901

Grants received, included in the above, are as follows:

Tandridge District Council	-	-	58,000	58,000
Job Retention Scheme	-	-	6,380	6,380
Other	-	-	-	-
	-	-	64,380	64,380

EAST SURREY RURAL TRANSPORT PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities (Continued)

For the year ended 31 March 2021

	Fares and other income £	Contracts £	Grants £	Total 2021 £
Sales within charitable activities	56,843	1,735,690	-	1,792,533
Grant	-	-	77,284	77,284
	<u>56,843</u>	<u>1,735,690</u>	<u>77,284</u>	<u>1,869,817</u>
Analysis by fund				
Unrestricted funds	<u>56,843</u>	<u>1,735,690</u>	<u>77,284</u>	<u>1,869,817</u>
Performance related grants				
Tandridge District Council	-	-	25,000	25,000
Job Retention Scheme	-	-	52,284	52,284
Other	-	-	-	-
	<u>-</u>	<u>-</u>	<u>77,284</u>	<u>77,284</u>

5 Raising funds

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
<u>Fundraising and publicity</u>		
Advertising	1,647	37
	<u>1,647</u>	<u>37</u>

EAST SURREY RURAL TRANSPORT PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Charitable activities

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Staff costs	1,028,584	923,098
Depreciation and impairment	18,416	9,432
Telephone	6,370	16,281
Postage and stationery	1,584	1,723
Sundries	5,738	5,841
Computer costs	4,103	2,899
Vehicle costs	342,659	216,218
Travel and subsistence	438	131
Bookkeeping, payroll and admin	9,900	9,900
Reimbursed staff mileage	4,570	167
Subcontract transportation and call centre costs	121,096	122,497
Bank charges	997	781
Hire purchase and loan interest	1,089	3,646
Premises costs	13,827	21,553
Consultancy fees	17,132	13,534
Bad debts	-	220
Subscriptions	3,410	737
Vehicle hire	386,627	315,645
	<u>1,966,540</u>	<u>1,664,303</u>
Share of governance costs (see note 7)	4,476	3,575
	<u>1,971,016</u>	<u>1,667,878</u>
Analysis by fund		
Unrestricted funds	1,958,016	1,667,878
Restricted funds	13,000	-
	<u>1,971,016</u>	<u>1,667,878</u>

EAST SURREY RURAL TRANSPORT PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Support costs

	Support costs	Governance costs	2022	2021
	£	£	£	£
Audit fees	-	4,476	4,476	3,575
	-	4,476	4,476	3,575
Analysed between Charitable activities	-	4,476	4,476	3,575

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	75	71

Employment costs

	2022 £	2021 £
Wages and salaries	960,376	869,918
Social security costs	45,696	43,744
Other pension costs	22,512	9,436
	1,028,584	923,098

Key Management Personnel

The trustees consider four members of staff to be key management personnel. The total employment benefits of key management personnel were 2022: £231,583 (2021: £249,027).

There were no employees whose annual remuneration was more than £60,000.

EAST SURREY RURAL TRANSPORT PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Tangible fixed assets

	Plant and equipment £	Fixtures and fittings £	Computer equipment £	Motor vehicles £	Total £
Cost					
At 1 April 2021	1,500	12,595	13,891	187,620	215,606
Additions	-	-	1,876	32,808	34,684
Disposals	-	-	-	(5,192)	(5,192)
At 31 March 2022	1,500	12,595	15,767	215,236	245,098
Depreciation and impairment					
At 1 April 2021	1,350	11,751	9,333	160,277	182,711
Depreciation charged in the year	38	211	1,608	14,765	16,622
Eliminated in respect of disposals	-	-	-	(2,254)	(2,254)
At 31 March 2022	1,388	11,962	10,941	172,788	197,079
Carrying amount					
At 31 March 2022	112	633	4,826	42,448	48,019
At 31 March 2021	150	844	4,558	27,343	32,895

11 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	134,619	220,064
Other debtors	28,641	27,017
Prepayments and accrued income	238,478	-
	401,738	247,081

12 Loans and overdrafts

	2022 £	2021 £
Bank loans	42,080	55,211
Payable within one year	9,707	14,378
Payable after one year	32,373	40,833

EAST SURREY RURAL TRANSPORT PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Bank loans	12	9,707	14,378
Other taxation and social security		-	9,709
Trade creditors		216,610	71,134
Other creditors		1,127	-
Accruals and deferred income		95,334	7,599
		<u>322,778</u>	<u>102,820</u>

14 Creditors: amounts falling due after more than one year

	Notes	2022 £	2021 £
Bank loans	12	32,373	40,833
Accruals and deferred income		5,900	5,900
		<u>38,273</u>	<u>46,733</u>

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Movement in funds		
	Incoming resources £	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Minibus fund	-	-	13,000	(13,000)	-

The Bus Purchase Fund relates to a purchase of a secondhand bus on behalf of Chatterbus CIC. The funds were provided by Chatterbus CIC to East Surrey Rural Transport Partnership.

16 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	250,000	250,000
Between two and five years	104,167	354,167
	<u>354,167</u>	<u>604,167</u>

EAST SURREY RURAL TRANSPORT PARTNERSHIP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

17 Related party transactions

Transactions with related parties

During the year salary of £13,235 was paid to Helen Dode (2021: £16,386) in respect of work carried out for the charity. She is a family member of Marcus Dode, the chief executive of the charity.

18 Cash generated from operations	2022 £	2021 £
(Deficit)/surplus for the year	(74,637)	202,067
Adjustments for:		
Loss/(gain) on disposal of tangible fixed assets	1,794	(2,148)
Depreciation and impairment of tangible fixed assets	16,622	11,580
Movements in working capital:		
(Increase) in debtors	(154,657)	(27,486)
Increase/(decrease) in creditors	224,629	(7,548)
Cash generated from operations	13,751	176,465

19 Analysis of changes in net funds

	At 1 April 2021 £	Cash flows £	At 31 March 2022 £
Cash at bank and in hand	261,645	(32,920)	228,725
Loans falling due within one year	(14,378)	4,671	(9,707)
Loans falling due after more than one year	(40,833)	8,460	(32,373)
	<u>206,434</u>	<u>(19,789)</u>	<u>186,645</u>