

Charity registration number 1122214

Company registration number 05962393 (England and Wales)

**REGIONAL DRIVING ASSESSMENT CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

REGIONAL DRIVING ASSESSMENT CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr P McCormick Mr M N Smith Mr G Russell Mr P Seedhouse Mr A M Chishti Ms K B Forbes Mr R E Heap Dr M J Pearson	(Appointed 8 December 2022)
Secretary	Mr S M Barratt	
Charity number	1122214	
Company number	05962393	
Registered office	Patrick Farm Barns Meriden Road Hampton-In-Arden Solihull United Kingdom B92 0LT	
Auditor	Ormerod Rutter Limited The Oakley Kidderminster Road Droitwich Worcestershire WR9 9AY	

REGIONAL DRIVING ASSESSMENT CENTRE

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REGIONAL DRIVING ASSESSMENT CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report and financial statements for the year ended 31 March 2023.

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 governing document, 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)".

The charity also trades under the name RDAC.

Objectives and activities

Policies and objectives

The charity's activities and services are summarised in its Mission Statement, i.e. to help older people and people with disabilities to achieve a better quality of life by helping them to maintain or achieve independent mobility as drivers and passengers. Our primary function is driving assessment. Our aim is to offer practical advice on fitness to drive, equipment and adaptations, and retraining which will enable people to drive safely and comfortably.

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

Achievements and performance

Review of activities

The Regional Driving Assessment Centre (RDAC) is one of the 20 centres across the UK accredited by Driving Mobility (DM) to help the elderly and disabled people achieve independent mobility. The charity was established in 2006 and started trading in 2007.

Having originally been based in Birmingham, in March 2020, our Head Office facility moved to purpose-built accommodation in Hampton in Arden, Solihull. We operate satellite centres in Manchester and Oxford and currently have 14 outreach services at various locations throughout the West and East Midlands, Greater Manchester, Lancashire, Humberside, and the East Riding.

Achievements

As for many businesses in many sectors, 2022/23 continued to be a challenging year for RDAC due to the recovery and return to normal business activity following the pandemic.

However, as a result of the hard work and dedication of all staff and the continued support from The Department for Transport along with Driving Mobility, RDAC enjoyed a successful year. Assessment activity was good with annual targets being achieved. Referral rates for new assessments increased significantly from the previous year across all referral sources.

During the year, we continued the development of the RDAC Driving School in Manchester and Solihull. This provides post assessment tuition and familiarisation sessions and ensures a more complete service for clients.

The year also saw the rollout of the Powered Wheelchair and Mobility Scooter assessment service with equipment being procured and staff training taking place and initial assessments being delivered. The first Retailer Training session also took place which will assist in building collaborative working relationships with local organisations.

Throughout the year, RDAC staff participated in a large number of events and exhibitions, in order to promote and develop our services. These offered excellent CPD opportunities across all disciplines. And included the Occupational Therapy show, Motability events and local training sessions. A further 4 members of staff were successful in achieving their academic qualification in Driving Assessment and Outdoor Mobility, a course delivered by Driving Mobility and Oxford Brookes University.

REGIONAL DRIVING ASSESSMENT CENTRE

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

FOR THE YEAR ENDED 31 MARCH 2023

RDAC also played an instrumental part in all Driving Mobility activities, providing a board member, tutors for the Oxford Brookes course, working group members as well as hosting the majority of national Driving Mobility events at our Head Office.

During the year, RDAC also held an official open day for the Solihull head office. This was extremely well attended by stakeholders, referrers as well as members of the local community. The event welcomed Alex Brooker, of channel 4 fame, as a celebrity guest.

Achievements: 5-Year Plan

The following sets out RDAC's progress this year against specific objectives in its 5-year plan.

Objective 1. Accreditation, facilities and procedures

- New permanent premises secured for the Leicester outreach
- Staff training and development plan introduced and implemented
- Accreditation standards maintained
- All current policies updated
- Appraisals for all staff carried out as required

Objective 2. Trustees

- Trustee recruitment plan considered
- Regular trustee meetings and involvement in RDAC and DM events
- Continued thanks are offered to the Trustees for their ongoing positive involvement with RDAC.

Objective 3. Systems and targets

- Internal and external targets achieved.
- The new (DM) business system is now live, and migration from the previous system has taken place.

Objective 4. Expansion

- The new Head Office and Assessment Centre in Hampton in Arden has allowed us to expand services for the Midlands and diversify assessment types. It has also meant there is space for new services and a conference room which is now widely used for both RDAC and Driving Mobility activities.

Objective 5. Communication

- We have continued with regular staff updates and training and through Driving Mobility, have access to the weekly bulletin. Use of the marketing services provided by DM has enabled us to improve our visibility and presence. We continue to make use of Facebook and Twitter which helps to promote our service and to continue to expand our referrer base. We provide information on the website specifically aimed at the NHS sector who now provide over 50% of referrals to the RDAC.

Objective 6. Finance

- Funding remains strong allowing for future development activity to take place.
- Successful bids for additional funding have allowed projects such as the Driving School and HUBS programme to progress.

Financial review

Reserves policy

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs and ongoing obligations. There is uncertainty over the VAT position of the charity, and it has been deemed prudent to hold sufficient free reserves to cover any potential repayment which might occur in the future. Overall, the charity aims to maintain the current level of reserves going forward.

Total funds held amount to £1,050,079 (2022: £1,232,991) of which £3,625 (2022: £12,661) is restricted. The charity has no designated reserves. The net book value of assets are £1,387,496 (2022: £1,414,677) which would be required to be disposed of to realise funds.

REGIONAL DRIVING ASSESSMENT CENTRE

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

FOR THE YEAR ENDED 31 MARCH 2023

Plans for the future

This forthcoming year, our primary focus during the year will be to maximise the number of assessments completed by year end, we do not anticipate further expansion in terms of new centres or outreaches. We do however intend to continue to increase assessment activity in existing locations, specifically around assessment diversification. We also intend to continue to expand the RDAC Driving School during the next year.

Over the coming year, we intend to work collaboratively with all stakeholders, trustees, managers, and staff of RDAC and look forward to ensuring the best outcomes for our clients and our staff.

The charity is currently in ongoing communication with HMRC regarding the income and VAT recovery on costs. The charity registered for VAT during the period and processed VAT returns resulting in an initial VAT recovery. This return was calculated assuming that all input VAT is recoverable, as RDAC is now VAT registered and has some income streams outside the scope of VAT, a restriction on the recovery of VAT has been implemented. The Trustees are still in discussion with HMRC to obtain some clarity and agreement but feel that it is prudent to leave this potential liability within the financial statements and will continue to liaise with HMRC to arrive at an agreement regarding future treatment.

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Trustees

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mr P McCormick
Mr M N Smith
Mr G Russell
Mr P Seedhouse
Mr A M Chishti
Ms K B Forbes
Mr R E Heap
Dr M J Pearson

(Appointed 8 December 2022)

Method of appointment or election of Trustees

The Trustees are elected at the annual general meeting and subject to re-election at each subsequent Annual General Meeting.

The directors of the company are also the charity trustees for the purposes of company law, and serve as members of the Management Committee. Those who served during the year are shown in the legal and administrative details.

All members of the Management Committee give their time voluntarily and receive no benefits from the charitable company apart from expenses reclaimed as disclosed in the notes to the accounts.

We recruit through word-of-mouth and by direct approach to people who have skills that we require. In accordance with our Memorandum and Articles of Association members are nominated and elected at our Annual General Meeting. We can also co-opt members throughout the year.

Organisational structure and decision making

The organisation is run by the Board of Trustees. The Chief Executive (Sean Barratt), supported by the Senior Management Team, is responsible to the Trustees.

Policies adopted for the induction and training of Trustees

The Trustees in conjunction with the CEO have now produced an updated induction and training policy which requires the Chair of the Trustees and the RDAC management team to ensure the induction process is carried out effectively.

REGIONAL DRIVING ASSESSMENT CENTRE

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

FOR THE YEAR ENDED 31 MARCH 2023

Statement of Trustees' responsibilities

The Trustees, who are also the directors of Regional Driving Assessment Centre 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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



Mr G Russell

Trustee

Dated: 18/12/23

REGIONAL DRIVING ASSESSMENT CENTRE

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF REGIONAL DRIVING ASSESSMENT CENTRE

Opinion

We have audited the financial statements of Regional Driving Assessment Centre (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of 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 2023 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.

REGIONAL DRIVING ASSESSMENT CENTRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF REGIONAL DRIVING ASSESSMENT CENTRE

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Based on our understanding of the charitable company, we identified the principal risks of non-compliance with laws and regulations including those that have a direct impact on the preparation of the financial statements and the extent to which non-compliance might have a material effect on the financial statements. Audit procedures performed included discussions with management, review of board meeting minutes, testing of journals, designing and performing audit procedures and challenging assumptions and judgements made by management in relation to accounting estimates.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

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.

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.

REGIONAL DRIVING ASSESSMENT CENTRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF REGIONAL DRIVING ASSESSMENT CENTRE

Colm McGrory FCA (Senior Statutory Auditor)
for and on behalf of Ormerod Rutter Limited

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Chartered Accountants
Statutory Auditor

The Oakley
Kidderminster Road
Droitwich
Worcestershire
WR9 9AY

Ormerod Rutter 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.

REGIONAL DRIVING ASSESSMENT CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income from:							
Donations and legacies	3	1,571	-	1,571	42,428	-	42,428
Income from charitable activities	4	1,618,973	141,699	1,760,672	1,622,695	34,380	1,657,075
Investment income	5	914	-	914	58	-	58
Total income		1,621,458	141,699	1,763,157	1,665,181	34,380	1,699,561
Expenditure on:							
Charitable activities	6	1,795,334	150,735	1,946,069	1,645,214	47,880	1,693,094
Net (expenditure)/income for the year/ Net movement in funds		(173,876)	(9,036)	(182,912)	19,967	(13,500)	6,467
Fund balances at 1 April 2022		1,220,330	12,661	1,232,991	1,200,363	26,161	1,226,524
Fund balances at 31 March 2023		1,046,454	3,625	1,050,079	1,220,330	12,661	1,232,991

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.

REGIONAL DRIVING ASSESSMENT CENTRE

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	11		1,387,496		1,414,677
Current assets					
Debtors	12	107,558		129,549	
Cash at bank and in hand		644,052		785,161	
		<u>751,610</u>		<u>914,710</u>	
Creditors: amounts falling due within one year	14	<u>(501,941)</u>		<u>(481,479)</u>	
Net current assets			<u>249,669</u>		<u>433,231</u>
Total assets less current liabilities			<u>1,637,165</u>		<u>1,847,908</u>
Creditors: amounts falling due after more than one year	15		<u>(587,086)</u>		<u>(614,917)</u>
Net assets			<u><u>1,050,079</u></u>		<u><u>1,232,991</u></u>
Income funds					
Restricted funds	16		3,625		12,661
Unrestricted funds			<u>1,046,454</u>		<u>1,220,330</u>
			<u><u>1,050,079</u></u>		<u><u>1,232,991</u></u>

REGIONAL DRIVING ASSESSMENT CENTRE

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2023

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 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

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 the 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.

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 14/11/23



Mr G Russell
Trustee

Company registration number 05962393

REGIONAL DRIVING ASSESSMENT CENTRE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	20		(90,736)		243,870
Investing activities					
Purchase of tangible fixed assets		(13,563)		(30,291)	
Proceeds from disposal of tangible fixed assets		-		1,944	
Investment income received		914		58	
Net cash used in investing activities			(12,649)		(28,289)
Financing activities					
Repayment of bank loans		(37,724)		168,701	
Net cash (used in)/generated from financing activities			(37,724)		168,701
Net (decrease)/increase in cash and cash equivalents			(141,109)		384,282
Cash and cash equivalents at beginning of year			785,161		400,879
Cash and cash equivalents at end of year			644,052		785,161

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Regional Driving Assessment Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is Patrick Farm Barns, Meriden Road, Hampton-In-Arden, Solihull, B92 0LT, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, 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)". 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 Incoming resources

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.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried 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:

Leasehold property	over the lease term
Fixtures and fittings	20% on cost
Motor vehicles	25% on cost

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.

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

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.

1.10 Employee benefits

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

1.11 Retirement benefits

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

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.

3 Donations and legacies

	2023	2022
	£	£
Donations and gifts	1,571	305
Government grants	-	42,123
	<u>1,571</u>	<u>42,428</u>

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Income from charitable activities

	2023 £	2022 £
Grants and contracts	1,557,699	1,438,484
Assessments and courses	175,577	209,147
Driving lessons	27,396	9,444
	<u>1,760,672</u>	<u>1,657,075</u>
Analysis by fund		
Unrestricted funds	1,618,973	1,622,695
Restricted funds	141,699	34,380
	<u>1,760,672</u>	<u>1,657,075</u>

5 Investment income

	2023 £	2022 £
Interest receivable	<u>914</u>	<u>58</u>

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Charitable activities

	2023 £	2022 £
Staff costs	1,285,600	1,106,093
Vehicle costs	124,168	153,731
Related costs	30,619	20,926
Training	18,402	8,050
Loss on disposal of motor vehicles	-	1,944
Bad debts	450	-
Insurance	40,639	35,690
Irrecoverable VAT	25,402	3,558
Occupational therapy	-	16,457
	<u>1,525,280</u>	<u>1,346,449</u>
Share of support costs (see note 7)	407,384	325,249
Share of governance costs (see note 7)	13,405	21,396
	<u>1,946,069</u>	<u>1,693,094</u>
Analysis by fund		
Unrestricted funds	1,795,334	1,645,214
Restricted funds	150,735	47,880
	<u>1,946,069</u>	<u>1,693,094</u>

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Depreciation	40,744	-	40,744	46,499	-	46,499
Property costs	162,880	-	162,880	150,005	-	150,005
Room hire	-	-	-	(100)	-	(100)
Telephone, postage and stationery	46,407	-	46,407	38,964	-	38,964
IT costs and equipment rental	69,171	-	69,171	52,271	-	52,271
Repairs and renewals	22,192	-	22,192	8,072	-	8,072
Advertising	6,844	-	6,844	336	-	336
Sundry expenses	26,782	-	26,782	11,199	-	11,199
Bank charges	32,364	-	32,364	18,003	-	18,003
Accountancy fees	-	7,545	7,545	-	15,740	15,740
Legal and professional fees	-	5,860	5,860	-	4,456	4,456
HR support	-	-	-	-	1,200	1,200
	<u>407,384</u>	<u>13,405</u>	<u>420,789</u>	<u>325,249</u>	<u>21,396</u>	<u>346,645</u>
Analysed between Charitable activities	<u>407,384</u>	<u>13,405</u>	<u>420,789</u>	<u>325,249</u>	<u>21,396</u>	<u>346,645</u>

All support costs are recharged to the organisations single charitable activity in recognition of the use of the support facilities to the activity.

Governance costs includes payments to the auditors as detailed in note 10.

8 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

Fees payable to the auditors:	2023 £	2022 £
Audit of the annual accounts	<u>5,200</u>	<u>4,625</u>

9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Staff	<u>44</u>	<u>40</u>

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Employees (Continued)

Employment costs	2023 £	2022 £
Wages and salaries	1,154,054	1,005,932
Social security costs	105,943	82,925
Other pension costs	25,603	17,236
	<u>1,285,600</u>	<u>1,106,093</u>

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2023 Number	2022 Number
£60,000 - £70,000	<u>1</u>	<u>-</u>

10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

11 Tangible fixed assets

	Leasehold property £	Fixtures and fittings £	Motor vehicles £	Total £
Cost				
At 1 April 2022	1,389,171	77,538	54,926	1,521,635
Additions	-	6,475	7,088	13,563
At 31 March 2023	<u>1,389,171</u>	<u>84,013</u>	<u>62,014</u>	<u>1,535,198</u>
Depreciation and impairment				
At 1 April 2022	28,064	44,226	34,668	106,958
Depreciation charged in the year	14,032	16,805	9,907	40,744
At 31 March 2023	<u>42,096</u>	<u>61,031</u>	<u>44,575</u>	<u>147,702</u>
Carrying amount				
At 31 March 2023	<u>1,347,075</u>	<u>22,982</u>	<u>17,439</u>	<u>1,387,496</u>
At 31 March 2022	<u>1,361,107</u>	<u>33,312</u>	<u>20,258</u>	<u>1,414,677</u>

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	45,442	66,914
Other debtors	-	4,327
Prepayments and accrued income	62,116	58,308
	<u>107,558</u>	<u>129,549</u>

13 Loans and overdrafts

	2023 £	2022 £
Bank loans	<u>618,551</u>	<u>656,275</u>
Payable within one year	31,465	41,758
Payable after one year	<u>587,086</u>	<u>614,517</u>

The long-term loans are secured by fixed charges over the land and buildings at Patrick Farm Barns, Meriden Road, Hampton-In-Arden, Solihull, England, B92 0LT.

14 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Bank loans	13	31,465	41,758
Other taxation and social security		33,221	27,911
Trade creditors		56,104	32,541
Other creditors		355,661	339,355
Accruals and deferred income		25,490	39,914
		<u>501,941</u>	<u>481,479</u>

15 Creditors: amounts falling due after more than one year

	Notes	2023 £	2022 £
Bank loans	13	587,086	614,517
Other creditors		-	400
		<u>587,086</u>	<u>614,917</u>

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 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			
	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 31 March 2023
	£	£	£	£	£	£	£
Manchester Grant	26,161	-	(13,500)	12,661	-	(9,036)	3,625
DFT Centre Development Fund	-	-	-	-	60,320	(60,320)	-
DFT Hubs	-	10,380	(10,380)	-	51,600	(51,600)	-
DM Educational Courses	-	24,000	(24,000)	-	22,553	(22,553)	-
Grant draw down claims via Driving Mobility	-	-	-	-	7,226	(7,226)	-
	<u>26,161</u>	<u>34,380</u>	<u>(47,880)</u>	<u>12,661</u>	<u>141,699</u>	<u>(150,735)</u>	<u>3,625</u>

The Manchester grant funding is to be utilised for the provision of training new members of staff and the acquisition of a premises and new vehicles. The staff and training costs were expensed in previous periods and the assets purchased were capitalised in accordance with standard accounting policies and are being depreciated. The above expenditure in this financial year relates to depreciation of those assets and the restricted fund carried forward is the net book value of those assets.

17 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022
	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:					
Tangible assets	1,383,871	3,625	1,387,496	1,402,016	1,414,677
Current assets/(liabilities)	249,669	-	249,669	433,231	433,231
Long term liabilities	(587,086)	-	(587,086)	(614,917)	(614,917)
	<u>1,046,454</u>	<u>3,625</u>	<u>1,050,079</u>	<u>1,220,330</u>	<u>1,232,991</u>

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

18 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:

	2023 £	2022 £
Within one year	95,316	84,140
Between two and five years	332,844	276,167
In over five years	1,292,096	1,229,831
	<u>1,720,256</u>	<u>1,590,138</u>

19 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel (including employers national insurance and employers pension contributions) is as follows:

	2023 £	2022 £
Aggregate compensation	<u>212,738</u>	<u>188,036</u>

Transactions with related parties

During the year the charity entered into the following transactions with related parties:

	Expenses payable	
	2023 £	2022 £
Trustees	<u>-</u>	<u>50</u>

No other trustees received any remuneration or benefits during the year (2022: £nil).

REGIONAL DRIVING ASSESSMENT CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

20	Cash generated from operations	2023 £	2022 £
	(Deficit)/surplus for the year	(182,912)	6,467
	Adjustments for:		
	Investment income recognised in statement of financial activities	(914)	(58)
	Depreciation and impairment of tangible fixed assets	40,744	46,499
	Movements in working capital:		
	Decrease in debtors	21,991	421,745
	Increase/(decrease) in creditors	30,355	(230,783)
	Cash (absorbed by)/generated from operations	(90,736)	243,870
21	Analysis of changes in net funds	At 1 April 2022 £	Cash flowsAt 31 March 2023 £
	Cash at bank and in hand	785,161	(141,109) 644,052
	Loans falling due within one year	(41,758)	10,293 (31,465)
	Loans falling due after more than one year	(614,517)	27,431 (587,086)
		<u>128,886</u>	<u>(103,385)</u> <u>25,501</u>

