

Company No. 07024763

Charity No. 1135063

Brentwood Community Transport
For the Year Ended 31 March 2021

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Trustees' Annual Report

The Trustees present their report and accounts for the financial year ended 31 March 2021. The report complies with the Charities Act 2011 and the Companies Act 2006, the Memorandum and Articles of Association, the Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS 102 published September 2015. The report and accounts also comply with, and are also prepared to meet the requirements of a directors' report and accounts for Companies Act purposes.

Brief History

Brentwood Community Transport (BCT) was officially formed in May 2001 and operated under the umbrella of Essex County Council. In 2009, the organisation became independent and a charity. The new organisation was first registered at Companies House in September 2009, and a charity in March 2010. It began trading at the beginning of March 2010 when all employees transferred from Essex County Council to the new organisation.

Objectives and Activities

In setting our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit. All income received by the charity has been applied to the provision of the charity's aims.

The BCT's principal objectives can be summarised as follows:

To uphold the principles of the Charity. Namely:

- To provide transport options for anyone who, for whatever reason, is unable to use mainstream public transport. These reasons include but are not limited to age, illness or geographical isolation.
- To assist the charitable work of organisations engaged in promoting social benefits for such persons through the provision of appropriate transport solutions.
- To help minimise social exclusion, by providing affordable mobility accessible transport solutions to needy individuals, and also provide sustainable transport solutions to community statutory and non-statutory organisations.

The main activities comprise the following:

- Accessible Vehicle Service – designed for the residents of Brentwood who are unable to access a standard vehicle due to disability.

- Minibus Brokerage – consists of a pool of vehicles, providing groups with an option of using a vehicle when required without the expense of owning and running a vehicle themselves.
- Social Car Scheme – a service providing local journeys for residents who can access a standard vehicle but are unable to use public transport.
- 808 Shuttle Bus – A local registered Section 22 bus route providing transport for members of the public giving access to Brentwood Community Hospital and local shopping services in Brentwood.
- MIDAS (Minibus Driver Awareness Scheme) training.
- St Helens working in partnership with the parents from St Helens school. Providing school transport for rurally isolated children attending St Helens School and unable to access public transport.

Achievements and Performance

The Charity's achievements and performance have been materially impacted by the continuing COVID-19 pandemic. Further, it is the opinion of the Trustees that the pandemic will continue to impact on the operation, activities, and performance of the Charity for many years to come.

In the twelve months ending on 31 March 2021, we achieved the following results (2020 figures are shown in brackets).

- 210 (210) individual members
- 28 (28) group members, giving other charitable organisations access to transportation for their events.
- 5,788 (52,878) passenger journeys for the residents of Brentwood.
- St Helens School Service – For the children of St Helens School who are rurally isolated and unable to access public transport. This service was set up in partnership with the parents of the children travelling on the service.
- Main funding from Essex County Council reduced by 14.4%.in 2018 and not re established
- Brentwood Borough Council funding maintained for a further year at the same level as before.
- The agreement with Basildon Community Transport Services to provide temporary cover for the role of Chief Executive Officer at Basildon was renewed, but with significantly reduced hours. The Trustees believe that, notwithstanding the impact of COVID on the expected hours provided to Basildon CT, it continues to provide a cost-effective approach and both organisations benefit from resulting synergies.
- The legal Case being brought by private operators against Community Transport services has been a positive outcome for all community transport operators enabling them to continue services under section 19 and 22 permits.

- The Department for Transport consultation regarding Section 19/22 permits and EU regulations' consultation is in progress the outcome will be provided in due course, along with the issue of Driver license restrictions for drivers of our 15-seater vehicles (estimated Autumn 2021).

COVID-19 – Business Operating Assumptions and Risk Statement

Preface

The COVID-19 pandemic continues to impact on the operation of the charity and will continue to do so for the foreseeable future.

Operating Environment

In the current financial year (1st April 2020 to 31st March 2021) all qualifying staff (with the exception of the CEO) were furloughed and BCT has participated in the Government's Furlough (job retention) scheme. BCT have continued to pay full salaries to relevant staff in excess of the value of the furlough payments, thereby ensuring staff members suffered no immediate, undue, or unforeseen financial hardship.

Recent Developments

In early September 2020, the Brentwood office reopened and bus services have resumed, with a much-reduced capacity. All parts of the business are operating under the required social distancing provisions and restrictions. Visitors are currently dissuaded from entering the office and bus services operate with a limit on the maximum number of passengers allowed on board at any one time. At the time of writing, and in keeping with Government guidelines, there are no plans for social car journeys and day-trips to resume, certainly in the immediate future. Volunteers may possibly be invited back but this may not be until later in the year. COVID screens have been installed in the office to protect staff along with appropriate PPE and hand sanitisers. Where possible, we have encouraged office staff to work from home and the necessary equipment, such as laptop computers, were made available to ensure that they can do so. We continue to undertake additional cleaning on vehicles, and provide hand sanitisers on all our vehicles. We are grateful to the Rotary Club of Great Britain for a gift of £2,000 to help offset some of these additional costs.

Immediate Challenges

The Trustees of Brentwood Community Transport believe that, however challenging current conditions are, the Charity provides an essential, viable service to the local community and will continue to do over many years to come.

The Future

The current financial year is likely to remain extremely unpredictable, and remains immensely challenging on the day-to-day operations of the Charity. These restrictions either mandated or voluntary are likely to remain in place for the foreseeable future particularly given the age demographic and implicit vulnerability of our passengers.

The Trustees have a policy of replacing vehicles once they approach the end of their serviceable life, particularly when the costs of maintaining the vehicles becomes significantly more expensive. The Trustees' 'vehicle replacement policy' reflects not only the twin realities of cost and delivery but, additionally, the ban on the sale of petrol and diesel cars and vans from 2030 and hybrid-vehicles with significant (as yet undefined) zero emission capability from 2035. From 2035 only new pure electric or hydrogen vehicles can be sold. The Trustees plan to replace the fleet of diesel busses currently in service, with low/ zero emission vehicles. Clearly this cannot happen all at once and so this replacement policy will be expressed over a multi-year period.

Key operating Assumptions

The following key assumptions have been discussed and agreed by the BCT Trustees as those most relevant and pertinent to the Charity's business and the economic and social environment within which it operates. These assumptions are fundamental to the future outlook and underpin the Charity's future business strategy.

1. Brentwood Community Transport provides an essential public service to the residents of the Borough for whom the Charity provides a unique life-line.
2. Brentwood Community Transport is funded, in part, by grants from Essex County Council and Brentwood Borough Council. This financial support is expected to continue.
3. The services provided by the Charity will gradually be restored to pre-COVID-19 levels and passenger demand will increase however, with the requirements dictated by social distancing, all our services will have limited capacity for the foreseeable future.
4. As the rapid roll-out of vaccinations continues across all ages of the adult population, we do not anticipate that there will be any further nationwide lockdowns although some restrictions may exist at a regional level.
5. It is unlikely that COVID-19 will be eliminated entirely and will likely remain, in circulation, for many years. Informed opinion suggests that the global population will have to learn to live with the virus and accept the limitations on activities that will result.
6. Essex Pension Fund's Funding Strategy Statement published in March 2020 contained detailed information on the state of the Pension Fund. The strategy document noted that;
 - a) the long-term funding objective is to achieve and then maintain assets equal to 100% of the projected liabilities and that,

b) in 2019, the date of the last valuation, the funding position was such that assets were 97% of projected liabilities. This is an exceptional result and suggests that Essex Pension Fund is benefitting from prudent investment advice.

The BCT Trustees believe that it is reasonable to assume that Employer contributions to the pension fund will remain manageable and affordable on an ongoing basis.

7. BCT has benefitted from furlough payments, for relevant staff members, from the Government's Job Retention Scheme, Grants, and concessionary fares payments. At the same time costs are lower salaries, fuel, & maintenance. We anticipate that this will continue.

Key Operating Risks

The Trustees have a duty to identify and review all risks to which the Charity is exposed (positive and negative) and carry out this duty and ensure appropriate controls are in place and any necessary action is taken to mitigate such negative risks. These include strong governance, together with clear operating procedures, and, where necessary, focussed training.

There are any number of risks to the operating assumptions listed above. These include, but are not limited to the following.

1. Our assumptions on ongoing funding from Essex and Brentwood Councils' are misplaced.
2. A new variant of the virus emerges that that proves resistant to the current vaccines that are currently available and being used. However, we believe that this would be short lived as vaccines would be adjusted to fight the properties of any such variant.
5. Trustees believe that the reserves, as set out in this report, will be sufficient to maintain the existing services. Unexpected expenditures would mean that our reserves would fall at a faster rate than anticipated.
6. Financial markets fall significantly and the Essex Pension fund suffers large falls in asset values that results in an above expected increase in Employer contributions.

Financial Review (figures for 2019/20 are shown in brackets.)

This financial year produced a surplus of £51,450 (compared to a deficit of £5,453 in the prior year).

Total income was £226,374 (£294,705). Total expenditure was £174,924 (£300,158).

The total funds have increased to £270,498 (£219,048) and comprises General Funds of £254,071 (£191,613) and Designated Fixed Assets Fund representing the value of motor vehicles after depreciation) of £16,427 (£27,437).

During the 2021/21 financial year, the Charity participated in the Government Furlough Job Retention scheme and all relevant staff received furlough related payments. The Trustees considered it important that staff members should not be unfairly treated during the pandemic and agreed to pay the difference between the furlough payment received from the Government and the employees normal pay. The amount received in furlough payments, in this period, was £49,862.

Reserves Policy

Our current policy is, in normal circumstances, to aim to maintain our reserves to provide six months of cover. However, in the last year, the level of General Funds of £254,071 expressed in relation to expenditure of £174,924 equates to 8.3 months (last year 7.7 months).

Given the current climate, and with the uncertainty regarding COVID-19 and an unlikely return to more normal conditions, together the uncertainty of the level of future funding, the Trustees feel that the maintaining of a higher level of reserves is prudent.

Trustees believe that the reserves, as set out in this report, will provide sufficient resources to provide sufficient working capital for our needs and allow us not only to maintain the existing services but also to implement our plans to move to low/ zero emission vehicles.

Plans for the Future

In prior years we have looked for opportunities to increase and improve the services we provided to residents. However, in the current climate, we believe that it is prudent to focus more on maintaining, as much as possible, the existing services. If and when, conditions improve, we may return to the Charity's long-standing objectives.

The Trustees have a policy of replacing vehicles once they approach the end of their serviceable life, particularly when the costs of maintaining the vehicles becomes significantly more expensive. The Trustees plan to replace the fleet of diesel busses currently in service, with low/ zero emission vehicles. Clearly this cannot happen all at once and so this replacement policy will be expressed over a multi-year period.

The Trustees have been advised by Brentwood Borough Council that the Charity's use and occupation of Pepperell House will cease, and new premises will be made available within the Bay Tree Centre. Pepperell House enjoys a unique location in Brentwood high-street with a very favourable, and readily accessible position. The

Trustees are concerned that a move, off the high street, into the Bay Tree Centre will erode some of these benefits and may result in a reduction in donations.

Structure, Governance and Management

The company is governed by its Memorandum and Articles of Association incorporated on 21st September 2009 and subsequently amended by resolution at an Annual General Meeting, held on 16th July 2012.

The Directors of the company are also charity Trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. The Management Committee, together with the Chief Executive Officer, meet at least four times a year. The Management Committee is responsible for the strategic direction and policy of the charity.

New Trustees are sought either through advertisements in the local press or introduced via networking and all applicants are interviewed. Skills matching forms an important part of the selection process. Three of our Trustees are Councillors for Brentwood and provide invaluable local knowledge/links. One of these, Keith Parker, was appointed to the board by Brentwood Borough Council.

The Chief Executive Officer is responsible for the day-to-day operational management of the Charity. At the start of the financial year, the Company employed two full time staff: one Chief Executive Officer and an Assistant Co-ordinator. Eight Minibus Drivers together with one Administrator were employed on a part time basis. In addition to their strategic and governance roles, the Trustees support the operations and the Chief Executive Officer through supervision and application of their expertise in business. At the end of the financial year, the Company employed two full time staff (Chief Executive Officer and Assistant Co-ordinator) and nine part time staff (two Administrators and seven Minibus Drivers).

Statement of Trustees' Responsibilities

The Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the net income or expenditure, for the year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going-concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

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

Reference and Administrative Details

Trustees

David Minns, Chairman
Steven Nicholls, Treasurer
John Lutchmiah, Secretary
Phil Mynott,
Keith Parker
Steven Richardson

Employees

Tina Tickner, CEO
Denise Terry-Roberts, Assistant Co-ordinator
Megha Gupta Administrator
Kelly Reilly, Administrator resigned 31.08.2020
Tom Ellingford, Paid Driver
Jean Elliott, Paid Driver
Barrie Hindley, Paid Driver
Stephen King, Paid Driver
Mike Torrington, Paid Driver
Bryan Weal, Paid Driver
Trevor York Paid Driver Resigned 30.09.2020
Ninette Sacco returned to work as a part time administrator 14.09.2020

Trustees who left or joined the board during this financial year:

Steven Richardson joined the Trustee board

Charity Number: 1135063
Company Number: 07024763

Registered

& Principal Office: Pepperell House,
44 High Street,
Brentwood.
CM14 4AJ

Primary Bankers

CAF Bank Limited
25 Kings Hill Avenue,
Kings Hill,
West Malling,

Kent.
ME19 4JQ

**Independent
Examiner** John Eke F.C.I.E.
4 Stable Court
Malborough
Devon TQ7 3FB

Acknowledgements and thanks

In keeping with Government guidelines no persons currently work with the Charity on a voluntary basis. The following persons are recorded as willing to volunteer and many may return at some point in the future:

Volunteer Social Car Drivers:

Paul Alden	Sheena Beadle	George Civil	Brenda Dael
Peter Gredley	Sue McClure	Roy Mason	Betram May
Ron Palmer	Jill Rivett	Clive Waddington	Jack Young
Tony Stevens	Francesco Cabras	Ivan Armstrong	

Volunteer Minibus Drivers (volunteers):

Paul Bonnet	Paul Burton	John Cousins	Steve King
Malcolm O Dell	Cliff Eighteen	Bryan Shedel	Cliff Poppy
Alison Moore	Simon Whaley	Malcolm Saddlington	Alan Lewis


Volunteer Office staff:

Pam Ellingford	Dian McGowan	Iain Robertson	Dave Simms
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In normal circumstance, driver volunteers mean we can provide many more journeys than would be possible with just paid drivers. Social car drivers use their own vehicles to provide local journeys and assistance for residents who can access a standard vehicle but are unable to use public transport; whereas Minibus drivers use our vehicles for the same purposes, except cannot access a standard vehicle, but are also able to cover absences of paid drivers.

Similarly, office volunteers provide invaluable support in the areas of finance and statistics.

Signed by order of the Trustees


David Minns - Chairman

Independent Examiner's Report to the Trustees of Brentwood Community Transport.

I report to the Charity Trustees on my examination of the accounts of the company for the year ended 31 March 2021, and which are set out on the subsequent pages.

Responsibilities and basis of report

As the charity's 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 charitable 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 charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

As the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination by being a member and Fellow of the Association of Charity Independent Examiners which is one of the listed bodies.

I have completed my examination and confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. 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
4. 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.

John Eke

Fellow of the Association of Charity Independent Examiners 4 Stable Court, Marlborough,
Devon TQ7 3FB

Date: 29th Oct 2021

Statement of Financial Activities for the Year Ended 31 March 2021

		Unrestricted Funds		Restricted Funds		Total Funds	
		2021 £	2020 £	2021 £	2020 £	2021 £	2020 £
Income and endowments from:							
Income from Investments		2,401	3,045	-	-	2,401	3,045
Donations and legacies		1,846	7,166	-	-	1,846	7,166
Charitable Activities	Note 2	<u>222,127</u>	<u>284,494</u>	-	-	<u>222,127</u>	<u>284,494</u>
Total		226,374	294,705	-	-	226,374	294,705
Expenditure on:							
Charitable activities	Note 3	174,924	300,158	-	-	174,924	300,158
Total		174,924	300,158	-	-	174,924	300,158
Net Income (Expenditure)		51,450	(5,453)	-	-	51,450	(5,453)
Net Movement in Funds		51,450	(5,453)	-	-	51,450	(5,453)
Reconciliation of Funds:							
Balances b/f		219,048	224,501	-	-	219,048	224,501
Balances c/f		270,498	219,048	-	-	270,498	219,048

This SOFA incorporates an Income and Expenditure account as required under the Companies Act 2006.

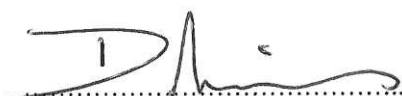
Statement of Financial Position as at 31 March 2021

	Further Details	2021 £	2020 £
Fixed Assets			
Tangible assets	4	16,427	27,437
Current Assets			
Debtors	5	15,010	10,212
Cash at bank		274,539	220,439
VAT recoverable		-	-
Total Current Assets		<u>289,549</u>	<u>230,651</u>
Creditors	6	(30,642)	(34,322)
Amounts falling due within one year			
VAT Liability		<u>(4,836)</u>	<u>(4,717)</u>
Total Current Liabilities		<u>(35,478)</u>	<u>(39,039)</u>
Net Current Assets		<u>254,071</u>	<u>191,612</u>
Total Assets less Current Liabilities		<u>270,498</u>	<u>219,049</u>
Represented by Funds and Reserves:			
Restricted Funds	7	-	-
Unrestricted Funds:			
Designated Fixed Assets Fund	7	16,427	27,437
General Funds		254,071	191,613
Rounding		-	-1
Total Charity Funds		<u>£270,498</u>	<u>£219,049</u>

For the year ending 31/03/2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with Financial Reporting Standard FRS 102.

This report and financial statements were approved by the members of the committee on _____ and are signed on their behalf by:



David Minns (Chairman)

Company Registration Number: 07024763. Charity Number: 1135063

Notes to the Financial Statements Year Ended 31 March 2021

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, and 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 FRS 102 published in September 2015 and comply with the Memorandum and Articles of Association of the Company and the Companies Act 2006.

Income and endowments

Income from donations and grants, including capital grants, is recognised when there is evidence of entitlement, receipt is probable and its amount can be measured reliably, except as follows:

- a) when donors specify that donations and grants given to the charity has a time related condition and must be used in future accounting periods, the income is deferred until those periods.
- b) when donors impose pre-conditions, which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for a particular, restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources as restricted funds when receivable.

Expenditure

All expenditure is accounted for on an accruals basis. VAT is generally not included in expenditure as VAT is recoverable on the basis that passenger transport is zero-rated. Some expenditure, however, is outside the scope of VAT and as this VAT is not recoverable it is included in expenditure.

Governance

These costs relate to compliance with statutory requirements.

Depreciation

Major expenditure on tangible fixed assets costing over £500 will be capitalised. The cost of other items is written off as incurred.

Depreciation is calculated so as to write off the cost of the asset, less its estimated residual value, over the useful economic life of that asset on a straight-line basis as follows:

	Annual Rate
Office equipment	33.33 / 50%
Furniture & fittings	20%
Motor vehicles	20%

Taxation

The company is a charity within the meaning of section 505 of the Income and Corporation Taxes Act 1988. Accordingly, the company can claim relief from taxation in respect of income or capital gains received, to the extent that such income or gains are applied to exclusively charitable purposes.

The majority of our transportation income is zero rated with regard to VAT. This is in line with VAT Notice 744A March 2002 which allows zero rating when the vehicles used are designed or adapted to carry not less than ten passengers.

2. Income and Endowments from Charitable Activities

	Unrestricted	Restricted	Total	Total
			2021	2020
	£	£	£	£
Grants	100,325	-	100,325	110,755
Fares and Contracts	90,555	-	90,555	126,553
Membership (Minibus & Social Car)	980	-	980	2,561
Other	<u>30,267</u>	-	<u>30,267</u>	<u>44,625</u>
Total	<u>222,127</u>	-	<u>222,127</u>	<u>284,494</u>

2.1. Grants

	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
General (Essex County Council)	59,853	-	59,853	59,853
General (Brentwood B. Council)	26,536	-	26,536	26,536
Essex Community Foundation	7,333	-	7,333	11,000
BSOG (2015/16)	-	-	-	600
Rotary Club: COVID Relief	2,000	-	2,000	-
898 Funding Grant	-	-	-	1,007
ECF Grants	-	-	-	7,050
BSOG	4,603	-	4,603	4,709
Total	<u>100,325</u>	<u>-</u>	<u>100,325</u>	<u>110,755</u>

2.2. Fares and Contracts

	2021	2020
	£	£
808 Route	237	3,982
St Helen's School	5,909	14,087
Fare Income & Concessionary	<u>84,409</u>	<u>108,484</u>
Total	<u>90,555</u>	<u>126,553</u>

2.3. Membership

	2021	2020
	£	£
Social car	960	1,985
Minibus	<u>20</u>	<u>576</u>
Total	<u>980</u>	<u>2,561</u>

2.4. Other Incoming Resources

	2021	2020
	£	£
Driver Assessments	-	2,262
Contract with Basildon CT	29,903	42,363
Miscellaneous Income	<u>364</u>	<u>-</u>
Total	<u>30,267</u>	<u>44,625</u>

3. Expenditure on Charitable Activities

	2021	2020
	£	£
Staff Costs	114,652	197,567
Volunteer reimbursements	-	12,082
Premises – rent	2,760	2,760
Vehicle running costs:		
Licences, hire, insurance, b/down cover	678	843
Maintenance & Insurance	21,765	39,755
Fuel	3,025	14,722
Other	1,190	2,036
Legal & professional	4,017	3,516
Office:		
Stationery, printing, & Telephone	655	837
Computer costs	8,464	7,472
COVID 19 PPE & enhanced cleaning	5,235	-
Other miscellaneous payments	1,475	4,004
Independent examination	-	-
Depreciation	<u>11,009</u>	<u>14,544</u>
Total	<u>174,925</u>	<u>300,158</u>

3.1. Staff Costs:

	2021	2020
	£	£
Gross salaries	82,055	154,473
Employer NI	4,737	6,789
Employer Pension	27,474	35,287
NEST Pension	385	634
Clothing	-	83
Training	-	300
Total	<u>114,652*</u>	<u>197,567**</u>

* Includes the payment of £29,903 (2020/21) received from Basildon Community Transport for shared CEO Services. Total Staff Costs relating specifically to BCT are £84,749 (Ref 2.4).

**Includes the payment of £42,363 (2019/20) received from Basildon Community Transport relating for shared CEO Services. Total Staff Costs relating specifically to BCT are £155,204 (Ref 2.4).

A furlough payment, totalling £49,862 was received in this period.

3.2. Staff Nos:		2021		2020	
		FTE		FTE	
Full time	6	6	6	6	6
Part time	$\frac{1}{7}$	$\frac{1}{7}$	$\frac{1}{7}$	$\frac{1}{7}$	$\frac{1}{7}$
Total	7	7	7	7	7

4. Tangible Assets

The Charity was formed in 2010 and the Tangible Assets forming the transfer, were valued at zero for the purposes of the accounts. These Tangible Assets were gifted to the Charity by Essex County Council and other assets were either loaned by Brentwood Borough Council or are at an age that they would be fully depreciated. Subsequently tangible assets acquired by the Charity (since 2010) were introduced into the accounts at their actual cost and will be written off at their disposal (sold or scrapped).

	Computer Equipment		Motor Vehicles		Combined Totals	
	2021	2020	2021	2020	2021	2020
	£	£	£	£	£	£
Costs as at start of year	3,770	3,770	188,742	188,742	192,512	192,512
Additions	-	-	-	-	-	-
Costs as at end of year	<u>3,770</u>	<u>3,770</u>	<u>188,742</u>	<u>188,742</u>	<u>192,512</u>	<u>192,512</u>
Depreciation as at start of year	3,770	3,770	161,305	146,761	165,075	150,531
Charge in year	-	-	11,009	14,544	11,009	14,544
Depreciation as at end of year	<u>3,770</u>	<u>3,770</u>	<u>172,314</u>	<u>161,305</u>	<u>176,084</u>	<u>165,075</u>
Carrying Value	<u>0</u>	<u>0</u>	<u>16,428</u>	<u>27,437</u>	<u>16,428</u>	<u>27,437</u>

5. Debtors

	2021	2020
	£	£
Trade Debtors	2,710	5,264
Other debtors	9,715	2,400
Prepayments	<u>2,585</u>	<u>2,548</u>
Total	<u>15,010</u>	<u>10,212</u>

6. Creditors: Amounts falling due within one year

	2021	2020
	£	£
Other creditors	15,359	11,780
Deferred income	<u>15,283</u>	<u>22,542</u>
Total	<u>30,642</u>	<u>34,322</u>

7. Movement of Funds

	Unrestricted Funds		Restricted Funds	Total Funds
	General Funds	Designated Fixed Assets Fund		
	£	£	£	£
Brought forward 01 April 2020	191,612	27,436	-	219,048
Incoming Resources	226,374	-	-	226,374
Expenditure	(174,924)	-	-	(174,924)
Transfers	-	-	-	-
Transfer of depreciation	11,009	(11,009)	-	-
Carried forward	<u>254,071</u>	<u>16,427</u>	-	<u>270,498</u>

The Designated Fixed Assets Fund represents the cost of fixed assets less depreciation. Movements (depreciation and transfers) for the prior year are applied at the start of each new financial year.

Any impairment losses are assessed and recognised as expenditure in the SOFA

8. Capital Commitments

There were no capital commitments, either authorised or contracted.

9. Contingent Liabilities

None.