

BRENT COMMUNITY TRANSPORT
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 MARCH 2022

Charity Number 280698

GOLDWINS
Chartered Accountants & Statutory Auditor
75 Maygrove Road
West Hampstead
London NW6 2EG

BRENT COMMUNITY TRANSPORT
COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Brent Community Transport
Charity registration number	280698
Company registration number	01509231
Registered office	Office 301 10 Courtenay Road East Lane Business Park, Wembley London HA9 7ND

The trustees

The trustees who served the charity during the period were as follows:

H J Sheppard
Moses (Chair)
Rupa] Paresh Bhudia
Samantha Michele Banton
Nola Slater
Elmay Donal

Chief Executive Officer	Siamak Eynollahi
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Auditor	Goldwins 75 Maygrove Road West Hampstead London NW6 2EG
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Bankers	National Westminster Kingsbury (A) Branch 567 Kingsbury Road London, NW9 9EP
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Solicitors	Withers LLP 16 Old Bailey London EC4M 7EG
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BRENT COMMUNITY TRANSPORT
COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association, dated 25th July 1980 and also registered with the Charity Commissioners on 21st August 1980.

Appointment, induction & training of Trustees

All members are circulated with invitations to nominate trustees prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM. When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed.

New trustees undergo an orientation day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where this will facilitate the undertaking of their role.

Organisation

The charity is organised so that the directors meet regularly to manage its affairs. There is currently one full time Chief Executive Officer (CEO) Siamak Eynollahi, who oversees the day-to-day running of the charity and organises fundraising initiatives. The other staff which total 28 ensure service delivery and development of the charity.

The Management Committee are responsible for:

- Ensuring good governance of the charity
- Overall management of the charity
- Approving the budget for the year
- Approving signatories to the bank accounts
- Appointments of staff where not delegated to the CEO
- Remuneration and appraisal of the CEO
- Receiving reports from the CEO on areas of concern as well as regular liaison" Approving exceptional items of expenditure
- Monitoring the financial position based on monthly reports, with advice from the CEO

The charity is supported by the Finance, General Purposes and Human Resources sub-committees. However, the sub-committees were merged from two years ago. The merged Finance, General Purposes and the Human Resources sub-committees comprises the following trustees: Moses, J Oliver and R.Bhudia.

The merged sub-committee was set up to develop the financial strategy and oversees the staffing policies, performance and training of Brent Community Transport. Their main responsibilities are:

- To develop the financial strategy of Brent Community Transport
- To review the financial policies and plans" To oversee investment and capital financing decisions
- To maintain the organisation's solvency

BRENT COMMUNITY TRANSPORT
COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2022

- To develop the organisation's strategy and policies relating to staff recruitment and development

OBJECTIVES AND ACTIVITIES

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association. The principal object of the company is to provide and to promote the education and relieve the need, hardship, distress, sickness and mental or physical handicap of persons resident or working in the London Borough of Brent and its surrounding districts especially by:

1. Providing transport for such persons or for the removal and storage of their goods and chattels;
2. Providing transport for statutory authorities or voluntary organisations that are engaged in promoting such education and providing such relief;
3. Distributing to needy persons furniture which has been donated to Community Transport for that purpose.

PUBLIC BENEFIT

We have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing our aims and objectives and in planning our future services. In particular the board of trustees consider how our planned services will contribute to the aims and objectives they have set.

Organisation Mission Statement & Summary of Activities

Our mission is to help overcome social exclusion experienced by the more disadvantaged persons in our community by providing affordable and accessible transport to: disabled, elderly and needy individuals, voluntary & community organisations, Day centres, Nursing Homes, places of worship, Youth clubs, statutory and other organisations in order to make a difference & benefit the communities, disabled, elderly, young and other member and users of the services.

We aim to provide sustainable transport solutions and are continuously monitoring the effects of our organization on the environment by putting in place measures to reduce our carbon footprint.

Brent Community Transport (BCT) is a voluntary organisation established in 1975 and in August 1980 was registered as a charity and a company limited by Guarantee. BCT has been providing affordable and accessible transport solutions to the community, groups and individuals. Majority of our income at BCT is self-generated through service provision.

Risk management

The trustees have a risk management strategy which comprises:

- a) An annual review of the risks the charity may face;
- b) The establishment of systems and procedures to mitigate those risks identified in the plan; and
- c) The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

BRENT COMMUNITY TRANSPORT
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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2022

d) All Trustees and decision-making managers should declare & sign conflict of interest.

The Trustees have analysed the risk of charity's operation to identify possible risks and accordingly take required actions or have plan in place to tackle the risks. The below table will show the identified possible risks and actions taken for minimizing loss by the charity.

Charity premises (rental from private Landlord)	<p>Premises has always been a challenge for BCT. Finding suitable premises and facilities to park our vehicles have always been difficult.</p> <p>The current global economic situation (energy crisis, replacement parts, order and delivery) has without double affects us as it has with so many others.</p> <p>BCT is not unfortunately, immune to these outside influences from higher prices and as a consequence rental of current premises gas, electricity has gone up. BCT will endeavour to mitigate as best as possible the areas we can conserved on.</p>
Shortage of Drivers & Staff	<p>Driver shortages is another area affecting the whole of the transport sector. The shortage of drivers is having a huge effect on business. At present we are able to consolidate current commitment. One thing that is very noticeable is the level of request for one off services, probable due to the closure of a number of neighbouring provides.</p> <p>Positively, we are filling as much of the gap as possible but with the additional drivers we can do more and we will be looking to recruit more drivers in the coming months if not weeks. Recruiting drivers come at a great price and wage competition and demands is a constant driving force.</p>
Ulez	<p>The expansion of the Ulez scheme by the Mayor of London will in the long run have a severe impact on our services as we operate monthly with in the other London boroughs and the M25. Therefore, as policy changes and cost are implemented, we'll have to be very mindful of this and the ensure that all our vehicles continue to be compliant.</p>

BRENT COMMUNITY TRANSPORT
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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2022

Credit Risk Management

Our recent credit risk score is still good.

The charity has not got any material doubtful debtors at the balance sheet date and all trade debtors are recoverable

Accessible vehicles & Operations

We have a range of fully accessible vehicles and standards vehicles, mostly used for either day centre and care homes, or for schools and youth centres.

The fleet of vehicles are fitted with a live vehicle tracking device which gives us real time access to the location of our vehicles, where they are going, how fast they are travelling and how far they are from the next pick up destination.

The GPS Tracking device has allowed us to monitor how effectively our drivers are performing and how productive they are resulting in a much more efficient service. It has also allowed us to observe, monitor and record fuel cost & efficiency, environment impact and it has also been of great benefit when a vehicle breakdown

Community Car Scheme...Door to door accessible transport

Regrettably, this service is temporary in suspension due to lack of funding. We deem this a very valuable services as it provides door to door transport for those most need it. Our efforts are simply to source new funding stream for this to rekindle it.

BCT ComRide:

BCT ComRide too has had to be suspended due to lack of funding.

Group Transport

Group transport is clearly increasing based on the demand for quotes. As mentioned previously, we're only hampered by the lack of available drivers to fulfil the level of (increase) demand. As more organisations such as places of worship, care homes

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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2022

School Bus Service

We continue to provide School bus services to the community and educational organisations such as schools who are registered charities and or have continuous charitable activities /foundation. Home to School transport reduces car travel which is a major source of pollution and congestion on the road and around school gates and it encourages schools to produce a travel plan setting out their commitment to sustainable school travel. Group transport is also available for schools to travel to and from sports activities and school trips.

Dial-A-Ride

London Dial a Ride (DAR) is Transport for London scheme providing accessible door to door transport. It is non-chargeable service available to people who have a permanent or long term mobility limitation. Users of Dial a Ride must be members of TfL DAR prior to using it. BCT continue working on behalf of and to work in partnership with Dial a Ride.

Training

Training is an integral feature of what we do in order to deliver a safe and effective services. Therefore, we regularly send drivers on CPC and Minibus Driver and Assessment Scheme (MiDAs) training and Passenger Assistant on PATs training. This help to form part of our external assessment by FORS and ISO 1501

Some of the training embarks on includes

- Manual Handling Manual Handling course
- Minibus Emergency Evacuation Procedures (MEEP)
- Basic Health & Safety
- First Aid

FINANCIAL REVIEW

The Statement of Financial Activities shows incoming resources for the year of £707,735(2021: £859,726) and total outgoing of £818,743 (2021: £927,446). The net movement in funds of -£111,308 (2021: -£67,720).

BCT will continue with its vehicle replacement policies for replacement of the aged and non-complying vehicles within the fleet to ensure compliance with environmental changes, in reducing pollution by using as minimum Euro VI, low carbon vehicles and having newer quality vehicles including looking into suitable, affordable and available electric or Hybrid vehicles for delivery of services and as part of the social value which BCT is proud of.

Reserves

The Trustees have established and maintained a policy of holding reserves to enable the charity to

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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2022

function for a period of three months which amounts to approximately £250,000. The charity has a number of main services of which main four of them represents over 70% of the charities total incoming resources (including donations). Therefore, the charity needs to maintain a level of reserve in order to continue its services for a further 3 months, in the hopefully unlikely event of not securing alternative and additional income stream.

Restricted Funds, the total remaining value of the capital assets from early 2017 DfT Community bus funds in the form of two accessible vehicles are reflected in the accounts accordingly, including their depreciation. The charity does not have any other restricted funds (Restricted funds are to be used for specific purpose as laid down by the donor). Expenditure, which meets these criteria, is charged to the fund together with a fair allocation of management and administrative costs.

The general and unrestricted funds are donations and other incoming resources received or generated for charitable purposes and are the free working capital of the charity for delivery of organisation's services in line with general objectives of the charity.

Designated funds are unrestricted funds earmarked by the management committee for particular purposes.

The charity's total funds carried forward (Total reserves) at the year-end was £525,370 (2021: £535,928) which is made up of Fixed Assets funds which represent the net book value of fixed assets £375,543 (2021: £243,894) at 31/03/2022 including the net book value of fixed assets of the DfT community vehicles as restricted fund. The fixed assets (vehicles) are not easily exchangeable to cash. The charity's total unrestricted funds at 31/03/2022 were £303,570 (2021: £483,128) which the trustees aim to improve non-fixed assets unrestricted reserves in the coming year(s) in line with its policies.

TRUSTEES' RESPONSIBILITIES STATEMENT

The trustees (who are also the directors of Brent Community Transport for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

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 FRS102;

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TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2022

- make judgements and accounting 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 are sufficient to show and explain the charity's transactions and 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.

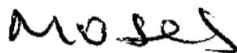
AUDITOR

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as each trustee is aware, there is no relevant audit information of which the charity's auditor is unaware; and

each trustee has taken all steps that they ought to have taken as a trustee to make them self aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Registered office:
Office 301, 10 Courtenay Road
East Lane Business Park
Wembley
HA9 7ND



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22 March 2023

Signed on behalf of the trustees

MOSES

Chair

BRENT COMMUNITY TRANSPORT
COMPANY LIMITED BY GUARANTEE

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Opinion

We have audited the financial statements of Brent Community Transport for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, statement of cash flows and the related notes. 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).

Opinion on financial statements

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 income and expenditure 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 directors with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to

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COMPANY LIMITED BY GUARANTEE

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2022

determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the trustees

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes 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 they 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 Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

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.

BRENT COMMUNITY TRANSPORT
COMPANY LIMITED BY GUARANTEE

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2022

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 are set out below.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management, which included obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:
 - Detecting, evaluating, and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - Detecting of the risks of fraud and responding whether they have knowledge of any actual or suspected fraud;
- We obtained an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a material effect on the financial statements or that had a fundamental effect on the operations of the charity from our professional and sector experience.
- We performed analytical procedures to detect any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [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 charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

Anthony Epton

Anthony Epton (Senior Statutory Auditor)
for and on behalf of
Goldwins Limited
Statutory Auditor
Chartered Accountants
75 Maygrove Road
West Hampstead
London NW6 2EG

Date: 22 March 2023

Brent Community Transport
Statement of financial activities
(incorporating an income and expenditure account)
For the year ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Donations	3	29,854	2,000	31,854	226,833
Charitable activities:	4				
GH, D-2-D ComRide Community Bus & Membership		30,982	-	30,982	5,167
Community Car Scheme (CCS)/Social Services PB		3,203	-	3,203	2,582
Contract Transport Services		524,593	-	524,593	479,156
School Transport Services		112,200	-	112,200	142,198
Other Transport Services		4,601	-	4,601	3,780
Investment income	5	2	-	2	10
Total income		705,435	2,000	707,435	859,726
Expenditure on:					
Charitable activities:	6				
GH, D-2-D ComRide & Membership		78,538	-	78,538	119,891
Community Car Scheme (CCS)/Social Services PB		40,605	-	40,605	48,626
Contract Transport Services		474,010	-	474,010	437,448
School Transport Services		77,039	-	77,039	212,642
Other Transport Services		146,551	2,000	148,551	108,839
Total expenditure		816,743	2,000	818,743	927,446
Net expenditure for the year	7	(111,308)	-	(111,308)	(67,720)
Transfers between funds		-	-	-	-
Net expenditure before other recognised gains and losses		(111,308)	-	(111,308)	(67,720)
Gains / (losses) on revaluation of fixed assets		100,750	-	100,750	-
Net movement in funds		(10,558)	-	(10,558)	(67,720)
Reconciliation of funds:	17				
Total funds brought forward		483,128	52,800	535,928	603,648
Total funds carried forward		472,570	52,800	525,370	535,928

All of the above results are derived from continuing activities.
There were no other recognised gains or losses other than those stated above.
The attached notes form part of these financial statements.

Brent Community Transport
Balance sheet
As at 31 March 2022

	Note	2022 £	2022 £	2021 £	2021 £
Fixed assets:					
Tangible assets	10		375,543		243,894
Investments	11		1 -		1
			<u>375,544</u>		<u>243,895</u>
Current assets:					
Debtors	12	230,619		259,171	
Cash at bank and in hand		<u>44,725</u>		<u>152,899</u>	
		275,344		412,070	
Liabilities:					
Creditors: amounts falling due within one year	13	<u>(83,424)</u>		<u>(70,037)</u>	
Net current assets			<u>191,920</u>		<u>342,033</u>
Liabilities:					
Creditors: amounts falling due after more than one year	14		<u>(42,094)</u>		<u>(50,000)</u>
Total net assets			<u><u>525,370</u></u>		<u><u>535,928</u></u>
Funds	17				
Restricted funds			52,800		52,800
Unrestricted funds:					
Revaluation		169,000		73,750	
General funds		<u>303,570</u>		<u>409,378</u>	
Total unrestricted funds			<u>472,570</u>		<u>483,128</u>
Total funds			<u><u>525,370</u></u>		<u><u>535,928</u></u>

The financial statements have been prepared in accordance with the special provisions for small companies under Part15 of the Companies Act 2006.

Approved by the trustees on 22 March 2023
and signed on their behalf by:

Moses

MOSES (CHAIR)

Company registration no. 01509231

The attached notes form part of the financial statements.

Brent Community Transport
Statement of cash flows
For the year ended 31 March 2022

	Note	2022 £	2022 £	2021 £	2021 £
Cash flows from operating activities:					
Net cash provided by / (used in) operating activities	18		(50,110)		42,215
Cash flows from investing activities:					
Interest/ rent/ dividends from investments		2		10	
Proceeds from the sale of property, plant and equipment		50,082		24,300	
Purchase of property, plant and equipment		(100,242)		(23,995)	
Cash provided by / (used in) investing activities			(50,158)		315
Cash flows from financing activities:					
Repayments of borrowing		(7,906)		-	
Net cash provided by (used in) financing activities			(7,906)		
Change in cash and cash equivalents in the year			(108,174)		42,530
Cash and cash equivalents at the beginning of the year			152,899		110,369
Cash and cash equivalents at the end of the year	19		44,725		152,899

Brent Community Transport
Notes to the financial statements
For the year ended 31 March 2022

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 - effective 1 January 2015) - (Charities SORP FRS 102) and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

b) Reconciliation with previously Generally Accepted Accounting Practice (GAAP)

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required.

c) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

d) Income

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

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Income received in advance for the provision of specified service is deferred until the criteria for income recognition are met.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

e) Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

g) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

Brent Community Transport
Notes to the financial statements
For the year ended 31 March 2022

1 Accounting policies (continued)

h) Expenditure and irrecoverable VAT

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

- Costs of raising funds comprise of trading costs and the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose.
- Expenditure on charitable activities includes the costs of delivering activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 6.

j) Operating leases

Rental charges are charged on a straight line basis over the term of the lease.

k) Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £1,000. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

~		
~	Fixtures and fittings	25% SL
	Motor vehicles	20% SL

l) Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

m) Debtors

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

n) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

o) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

p) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

q) Pensions

The charity contributes to a defined contribution pension scheme currently with Standard Life. The charity's pension policy is to contribute to the pension scheme to match individual staff chosen contribution up to 5% which will cover pension legislation changes and the requirement. Also as per government introduced pension legislation, the charity's staging date for pension was 1st October 2015. The assets of the scheme are held separately from those of the charity in an independently administered fund. The monthly pension cost charges to the financial statement of the charity represents contributions payable under the scheme by the charity to the fund. The charity has no liability under the scheme other than for the payment of those contributions.

Brent Community Transport
Notes to the financial statements
For the year ended 31 March 2022

2 Detailed comparatives for the statement of financial activities

	2021 Unrestricted £	2021 Restricted £	2021 Total £
Income from:			
Donations	150,475	76,358	226,833
Charitable activities:			
GH, D-2-D ComRide & Membership	5,167	-	5,167
Community Car Scheme (CCS), LB Brent	2,582	-	2,582
Contract Transport Services	479,156	-	479,156
School Transport Services	142,198	-	142,198
Other Transport Services	3,780	-	3,780
Investments	10	-	10
Total income	783,368	76,358	859,726
Expenditure on:			
Charitable activities:			
GH, D-2-D ComRide Community Bus & Membership	119,891	-	119,891
Community Car Scheme (CCS), LB Brent	48,626	-	48,626
Contract Transport Services	437,448	-	437,448
School Transport Services	212,642	-	212,642
Other Transport Services	10,081	98,758	108,839
Total expenditure	828,688	98,758	927,446
Net (expenditure) / income for the year	(45,320)	(22,400)	(67,720)
Transfers between funds	-	-	-
Net movement in funds	(45,320)	(22,400)	(67,720)
Total funds brought forward	528,448	75,200	603,648
Total funds carried forward	483,128	52,800	535,928

3 Income from donations and legacies

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Unrestricted £	2021 Restricted £	2021 Total £
Donations	29,854	2,000	31,854	150,475	76,358	226,833
	<u>29,854</u>	<u>2,000</u>	<u>31,854</u>	<u>150,475</u>	<u>76,358</u>	<u>226,833</u>

4 Income from charitable activities

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Unrestricted £	2021 Restricted £	2021 Total £
GH, D-2-D ComRide Community Bus & Membership						
Membership	358	-	358	80	-	80
GH, D-2-D ComRide Community Bus	30,624	-	30,624	5,087	-	5,087
Total for Activity 1	30,982	-	30,982	5,167	-	5,167
Community Car Scheme (CCS)/Social Services PB						
Community Car Scheme (CCS), LB Brent	2,524	-	2,524	2,356	-	2,356
Community Bus & Members Services	463	-	463	30	-	30
Community Car Scheme	216	-	216	196	-	196
Total for Activity 2	3,203	-	3,203	2,582	-	2,582
Contract Transport Services						
Contract Sales	109,311	-	109,311	102,614	-	102,614
Dial-a-Ride Transport Services	415,282	-	415,282	376,542	-	376,542
Total for Activity 3	524,593	-	524,593	479,156	-	479,156
School Transport Services						
Bus Sales	29,407	-	29,407	793	-	793
School Runs	82,793	-	82,793	141,405	-	141,405
Total for Activity 4	112,200	-	112,200	142,198	-	142,198
Other Transport Services						
Other income	4,601	-	4,601	3,780	-	3,780
Total for Activity 5	4,601	-	4,601	3,780	-	3,780
Total income from charitable activities	675,579	-	675,579	632,883	-	632,883

5 Income from investments

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Unrestricted £	2021 Restricted £	2021 Total £
Bank interest	2	-	2	10	-	10
	<u>2</u>	<u>-</u>	<u>2</u>	<u>10</u>	<u>-</u>	<u>10</u>

Brent Community Transport
Notes to the financial statements
For the year ended 31 March 2022

6 Analysis of expenditure

	Basis of allocation	Charitable activities					2022 Total £	2021 Total £
		GH, D-2-D ComRide Community Bus & Membership £	Community Car Scheme (CCS)/Social Services PB £	Contract Transport Services £	School Transport Services £	Other Transport Services £		
Staff costs	Direct	9,998	1,510	208,114	27,857	-	247,479	330,889
GH, D-2-D ComRide & Membership	Direct	21,819	-	-	-	-	21,819	58,889
Community Car Scheme (CCS)/LB Brent Social Services PB	Direct	-	2,248	-	-	-	2,248	5,653
Contract Transport Services	Direct	-	-	174,293	-	-	174,293	125,143
School Transport Services	Direct	-	-	-	13,138	-	13,138	27,909
Other Transport Services	Direct	-	-	-	-	3,349	3,349	-
<u>Support costs</u>								
Staff costs	Space	29,468	33,895	77,579	14,096	-	155,038	201,908
Rent and Room hire		-	-	-	-	69,037	69,037	70,969
Depreciation		14,045	2,520	9,091	20,639	2,373	48,668	62,226
Other support costs		3,208	432	4,933	1,309	68,792	78,674	38,760
Audit fees		-	-	-	-	5,000	5,000	5,100
Total expenditure 2022		78,538	40,605	474,010	77,039	148,551	818,743	
Total expenditure 2021		119,891	48,626	437,448	212,642	108,839	-	927,446

Of the total expenditure, £828,009 was unrestricted (2021: £828,688) and £2,000 was restricted (2021: £98,758).

Brent Community Transport
Notes to the financial statements
For the year ended 31 March 2022

6a Analysis of expenditure (prior year)

		Charitable activities					2021 Total £
	Basis of allocation	GH, D-2-D ComRide Community Bus & Membership £	Community Car Scheme (CCS)/Social Services PB £	Contract Transport Services £	School Transport Services £	Other Transport Services £	
Staff costs	Direct	13,268	1,156	199,781	116,684	-	330,889
GH, D-2-D ComRide & Membership	Direct	58,889	-	-	-	-	58,889
Community Car Scheme (CCS)/LB Brent Social Services PB	Direct	-	5,653	-	-	-	5,653
Contract Transport Services	Direct	-	-	125,143	-	-	125,143
School Transport Services	Direct	-	-	-	27,909	-	27,909
Other Transport Services	Direct	-	-	-	-	-	-
<u>Support costs</u>							
Staff costs	Space	33,911	37,626	92,521	37,850	-	201,908
Rent and Room hire		-	-	-	-	70,969	70,969
Depreciation		13,027	3,395	16,154	27,278	2,372	62,226
Other support costs		796	796	3,849	2,921	30,398	38,760
Audit fees		-	-	-	-	5,100	5,100
Total expenditure 2021		119,891	48,626	437,448	212,642	108,839	927,446

Of the total expenditure, £828,688 was unrestricted (2020: £1,035,911) and £98,758 was restricted (2020: £22,900).

Brent Community Transport
Notes to the financial statements
For the year ended 31 March 2022

7 Net income / (expenditure) for the year

This is stated after charging / (crediting):	2022	2021
	£	£
Operating lease rentals:		
Property	69,037	70,969
Depreciation	48,668	62,226
Loss / (profit) on disposal of fixed assets	(82,793)	(793)
Auditor's remuneration:		
Audit fees	4,500	5,000
	=====	=====

8 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:	2022	2021
	£	£
Salaries and wages	412,142	472,423
Social security costs	32,065	37,847
Employer's contribution to defined contribution pension schemes	18,940	22,527
	=====	=====
	463,147	532,797

The following number of employees received employee benefits (excluding employer pension) during the year between:

	2022	2021
	No.	No.
£60,000 - £69,999	1	1
	=====	=====

The total employee benefits including pension contributions of the key management personnel were £63,936 (2021: £72,335).

The charity trustees were not paid or received any other benefits from employment with the Charity or its subsidiary in the year (2021: Nil). Moses, the Chair, provides free of charge services to the charity for two days in a week. He has not been reimbursed travelling expenses in the year (2021: Nil) and training expenses in the year (2021: Nil) No charity trustee received payment for professional or other services supplied to the charity (2021: Nil).

Staff numbers

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2022	2021
	No.	No.
Transport services	22	30
	=====	=====
	22	30

9 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Brent Community Transport
Notes to the financial statements
For the year ended 31 March 2022

10 Tangible fixed assets	Fixtures and fittings £	Motor vehicles £	Refurbishment costs £	Total £
Cost				
At the start of the year	52,200	637,670	31,711	721,581
Additions in year	-	100,242	-	100,242
Disposals in year	-	(148,024)	-	(148,024)
Revaluation in the year	-	100,750	-	100,750
At the end of the year	<u>52,200</u>	<u>690,638</u>	<u>31,711</u>	<u>774,549</u>
Depreciation				
At the start of the year	49,456	396,522	31,709	477,687
Charge for the year	2,372	46,294	2	48,668
Eliminated on disposal	-	(127,349)	-	(127,349)
At the end of the year	<u>51,828</u>	<u>315,467</u>	<u>31,711</u>	<u>399,006</u>
Net book value				
At the end of the year	<u>372</u>	<u>375,171</u>	<u>-</u>	<u>375,543</u>
At the start of the year	<u>2,744</u>	<u>241,148</u>	<u>2</u>	<u>243,894</u>

All of the above assets are used for charitable purposes.

11 Investments	2022 £	2021 £
Investments at fair value:		
Investment in subsidiary undertakings incorporated in the UK	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>
Brent CT Engineering Limited		
Aggregate capital and reserves	(8,028)	(2,949)

12 Debtors	2022 £	2021 £
Trade debtors	40,056	40,900
Other debtors	162,815	170,756
Prepayments	27,748	47,515
	<u>230,619</u>	<u>259,171</u>

13 Creditors: amounts falling due within one year	2022 £	2021 £
Trade creditors	30,235	20,268
Taxation and social security	14,327	9,509
Other creditors	10,419	6,312
Accruals	28,443	33,948
	<u>83,424</u>	<u>70,037</u>

Brent Community Transport
Notes to the financial statements
For the year ended 31 March 2022

14 Creditors: amounts falling due after more than one year

	2022 £	2021 £
Bank loan	42,094	50,000
	42,094	50,000

15 Pension scheme

The charity operates a defined contributions pension scheme.

16 Analysis of net assets between funds

	General unrestricted £	Revaluation £	Restricted £	Total funds £
Tangible fixed assets	254,493	68,250	52,800	375,543
Investments	1	-	-	1
Net current assets	191,920	-	-	191,920
Non current liabilities	(42,094)	-	-	(42,094)
Net assets at the end of the year	404,320	68,250	52,800	525,370

16a Analysis of net assets between funds (prior year).

	General unrestricted £	Revaluation £	Restricted £	Total funds £
Tangible fixed assets	117,344	73,750	52,800	243,894
Investments	1	-	-	1
Net current assets	342,033	-	-	342,033
Net assets at the end of the year	(50,000)	-	-	(50,000)
	409,378	73,750	52,800	535,928

17 Movements in funds

	At the start of the year £	Income & gains £	Expenditure & losses £	Transfers £	At the end of the year £
Restricted funds:					
DFT Community Bus Fund	52,800	-	-	-	52,800
Enterprise rent a car	-	2,000	(2,000)	-	-
The National Lottery Fund	-	-	-	-	-
The London Community Foundation	-	-	-	-	-
Total restricted funds	52,800	2,000	(2,000)	-	52,800
Unrestricted funds:					
General funds	409,378	705,435	(811,243)	-	303,570
Revaluation	73,750	100,750	(5,500)	-	169,000
Total unrestricted funds	483,128	806,185	(816,743)	-	472,570
Total Funds	535,928	808,185	(818,743)	-	525,370

Brent Community Transport
Notes to the financial statements
For the year ended 31 March 2022

17a Movements in funds (prior year)

	At the start of the year £	Income & gains £	Expenditure & losses £	Transfers £	At the end of the year £
Restricted funds:					
DFT Community Bus Fund	75,200	-	(22,400)	-	52,800
The National Lottery Fund	-	70,383	(70,383)	-	-
The London Community Foundation	-	5,975	(5,975)	-	-
Total restricted funds	75,200	76,358	- 98,758	-	52,800
Unrestricted funds:					
General funds	446,448	783,368	(820,438)	-	409,378
Revaluation	82,000	-	(8,250)	-	73,750
Total unrestricted funds	528,448	783,368	(828,688)	-	483,128
Total Funds	603,648	859,726	- 927,446	-	535,928

Purposes of restricted funds

Restricted funds relate to two minibuses donated to the charity (DK66CHL £70k and DK66CHN £70k).

18 Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2022 £	2021 £
Net income / (expenditure) for the reporting period (as per the statement of financial activities)	(111,308)	(67,720)
Depreciation	48,668	62,226
Interest, rent and dividends from investments	(2)	(10)
Loss/ (profit) on the sale of fixed assets	(29,407)	(793)
(Increase)/ decrease in debtors	28,552	14,137
Increase/ (decrease) in creditors	13,387	34,375
Net cash provided by / (used in) operating activities	(50,110)	42,215

19 Analysis of cash and cash equivalents

	At 1 April 2021 £	Cash flows £	Other changes £	At 31 March 2022 £
Cash at bank and in hand	152,899	(108,174)	-	44,725
Total cash and cash equivalents	152,899	(108,174)	-	44,725

20 Operating lease commitments

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

	Property 2022 £	Property 2021 £
Less than 1 year	85,668	85,668
1 - 5 years	121,363	207,031
	207,031	292,699

21 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. Each member is liable to contribute a sum not exceeding £1 in the event of the charity being wound up.

Brent Community Transport
Notes to the financial statements
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22 Related party transactions

As at the year-end, Brent CT Engineering Ltd, the wholly-owned subsidiary owed the charity £123,175 (2021: £137,720).

There are no other donations from related parties which are outside the normal course of business and no restricted donations from related parties.