

# HOUNSLOW COMMUNITY TRANSPORT LIMITED

England & Wales · Charity number 291410

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [01804094](#)

**Registered** 1985-05-22

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Hounslow Community Transport  
9 Montague Road  
Hounslow  
TW3 1JY

**Phone** 02085728204

**Email** [peter@hounslowct.org.uk](mailto:peter@hounslowct.org.uk)

**Website** [www.hounslowct.org.uk](http://www.hounslowct.org.uk)

## Activities

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**Objects:** TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE COMMUNITY AND IN PARTICULAR THE ADVANCEMENT OF EDUCATION AND THE RELIEF OF POVERTY, SICKNESS, OLD AGE AND DISTRESS OF PERSONS IN THE LONDON BOROUGH OF HOUNSLOW BY PROVIDING FOR SUCH PERSONS OR FOR ANY STATUTORY AUTHORITIES OR VOLUNTARY ORGANISATIONS ENGAGED IN ADVANCING EDUCATION, OR PROVIDING RELIEF AS AFORESAID TRANSPORT FOR THEIR CONVEYANCE OR FOR THE REMOVAL AND STORAGE OF THEIR GOODS AND CHATTELS.

**Activities:** Hounslow Community Transport provides the following services:- A fleet of minibuses with wheelchair access for hire by not-for-profit organisations- Hounslow Furniture Recycling Project which collects donated furniture and household appliances that are then sold at low prices to people in need- The Shopmobility service based in the Blenheim Centre in Hounslow

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Disability, The Prevention Or Relief Of Poverty, Accommodation/housing, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups

## Geography

- **Area of benefit:** HOUNSLOW LB
- Hounslow

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £336,100 | £428,000    | -      | -         |
| 2024-03-31 | £355,575 | £389,791    | -      | -         |
| 2023-03-31 | £306,000 | £297,000    | -      | -         |
| 2022-03-31 | £239,743 | £244,287    | -      | -         |
| 2021-03-31 | £233,461 | £225,950    | -      | -         |

## Trustees

| Name           | Role | Appointed |
|----------------|------|-----------|
| BERNARD ROBSON |      |           |
| JOHN STEPHENS  |      |           |
| LORNA STEPHENS |      |           |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

England & Wales - Charity number 291410

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# Accounts

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**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

**FINANCIAL STATEMENTS  
31 MARCH 2025**

**Registered Charity No. 291410**

**Company No. 1804094**

**LFM Chartered Accountants  
23b Lenten Street  
Alton  
Hampshire  
GU34 1HG**

# HOUNSLOW COMMUNITY TRANSPORT LIMITED

## REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2025

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**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
REPORT OF THE TRUSTEES  
YEAR ENDED 31 MARCH 2025**

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**COMPANY NUMBER** 1804094 (England and Wales)

**CHARITY NUMBER** 291410

**DIRECTORS/TRUSTEES** Bernard Robson  
John Stephens  
Lorna Stephens

**REGISTERED OFFICE** 9 Montague Road  
Hounslow  
Middlesex  
TW3 1JY

**INDEPENDENT EXAMINER** LFM Chartered Accountants  
23b Lenten Street  
Alton  
Hampshire  
GU34 1HG

**BANKERS** CAF Bank Limited  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Barclays Bank UK PLC  
1 Churchill Place  
London  
E14 5HP

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2025**

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The Trustees, who are also Directors of the company, submit their Report and the audited Financial Statements of the Charity for the year ended 31 March 2025. The Trustees have adopted the provisions of the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in March 2005 in preparing the Annual Report and Financial Statements of the Charity.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is a company limited by guarantee and does not have share capital. The funds received from grants and trading activities are mostly unrestricted and may be used in the furtherance of the Charity's objectives in accordance with the Memorandum and Articles of Association, the Charity's governing documents.

The charitable services provided by the Charity are for the benefit of residents and social/ethnic groups in the London Borough of Hounslow and surrounding areas.

A Trustee must not receive any payment of money or other material benefit (whether direct or indirect) from the Charity except as provided for in the Memorandum of Association eg for reasonable traveling, hotel and other expenses properly incurred by them in connection with their attendance at meetings or otherwise in connection with the discharge of their duties. The Charity has the power to make any investment, which the Trustees see fit, but only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification.

The company is controlled by a Management Committee elected from the Charity's membership and in 2024/25 consisted of the Trustees and two other members.

The role of the Management Committee is to oversee the overall management of the company and to ensure that the Charity complies with all of the necessary legal and charitable requirements, with appropriate monitoring of financial policies and procedures.

The Trustees who served during 2024/25 were:

Bernard Robson  
John Stephens  
Lorna Stephens

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

New Trustees are nominated by the membership for election at each of the Charity's Annual General Meetings. Persons co-opted by the Management Committee normally serve a probationary period before being put up for election as a Trustee.

The Trustees have examined the major risks which the Charity faces and seek to control these risks to mitigate any impact that they may have on the Charity.

### **OBJECTIVES AND ACTIVITIES**

The objectives of the Charity are to provide the following services to individuals and social/ethnic groups within the London Borough of Hounslow and surrounding areas:

#### **Minibus Hire Service**

The Charity provides safe, accessible and affordable transport to individuals and social/ethnic groups of every kind in the London Borough of Hounslow and surrounding areas. The Charity makes a meaningful contribution to reducing social exclusion and increasing access across Hounslow and places beyond that residents wish to visit. Most of the minibuses in the fleet are wheelchair accessible. The Charity provides opportunities for young

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2025**

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offenders in Hounslow to undertake community service by providing appropriate and worthwhile tasks for them to undertake.

### **Furniture Recycling Project**

The Charity runs the Furniture Recycling Project which provides good quality furniture and household appliances on a low cost basis to residents in the London Borough of Hounslow and surrounding areas that are considered to be in need and who have been confirmed as such by eg Social Services, the London Borough of Hounslow Homeless Persons Unit, local charities and church welfare groups. In addition, the Charity, in conjunction with the Hounslow Probation Service and other similar services, provides opportunities for people to undertake community service working for the project.

### **Shopmobility**

The Charity runs the Shopmobility service in the London Borough of Hounslow, providing a range of battery-powered scooters and wheelchairs that can be hired at affordable prices by residents of the borough and visitors of all ages with mobility problems and thereby provide for them access that they would not necessarily have had to central Hounslow for shopping and other visits.

## **ACHIEVEMENTS AND PERFORMANCE**

From the start of 2024/25, discussions on the future of the Charity were undertaken by the Management Committee as the financial projections indicated very clearly that the prospect of operating at a surplus in the future were very unlikely.

At a specially convened meeting of the Management Committee on 3<sup>rd</sup> February 2025 the decision was made, after a lengthy discussion, to close all the services managed by the Charity with a target date of 31<sup>st</sup> March 2025.

The target date was achieved, with the office premises at Montague Road and the Furniture Recycling Project premises both being vacated by the end of June 2025. The Shopmobility premises at the Blenheim Centre will be vacated, in line with the six month notice period, at the end of September 2025.

The future of the Charity will be subject of discussion by the Management Committee later in 2025. The balance of the funds held but the Charity when all assets have been sold should be £80k.

The Furniture Recycling Project achieved a turnover of £241.8k in 2024/25 which is 4.58% less than the previous year. The Minibus Hire Service achieved a turnover of £91.2k in 2024/25, a decrease of 7.92% on the previous year.

Shopmobility had very few scooter and wheelchair bookings during 2024/25.

## **FINANCIAL REVIEW**

Details of the financial performance for 2024/25 are set out on pages 6 to 16. The Charity incurred a deficit of £89.9k for the year ended 31 March 2025.

The principal source of funding for the Charity in 2024/25 was the revenue received from the contract with the London Borough of Hounslow. The tender documents for the new contract starting 1<sup>st</sup> April 2025 are due to be received in the autumn.

## **RESERVE POLICY**

It is the policy of the Charity that an unrestricted and undesignated reserve should be maintained at a level of at least £45k to ensure that the Charity can:

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2025**

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- Maintain sufficient cash flow to allow time for payments to be received for use of the Charity's services.
- Allow for unplanned repairs or maintenance problems with the Charity's fleet of vehicles.
- Allow for the late payment of grants and other external funding and possible debt problems.
- Meet current liabilities in respect of rent, lease agreements and other creditors.
- Provide for potential redundancy costs and long-term sickness.

The Trustees consider that reserves should be maintained at this level to ensure that, in the event of a significant drop in funding, the Charity will be able to continue its current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserve required by the Charity is reviewed on an annual basis.

#### **DIRECTORS/TRUSTEES' RESPONSIBILITIES**

Company law requires the Directors to prepare Financial Statements for each financial year which give a true and fair view of the state of the Charity at the end of the year.

In preparing those Financial Statements, the Directors are required to select suitable accounting policies, as described on page 8-9, and then apply them on a consistent basis, making judgments and estimates that are prudent and reasonable. The Directors must also prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue with its charitable objectives.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. The Directors 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.

#### **INDEPENDENT EXAMINERS**

A resolution to appoint LFM as independent examiners for the ensuing year will be proposed at the Management Committee meeting held in August 2024 in accordance with Section 385 of the Companies Act 2006.

#### **SMALL COMPANY EXEMPTIONS**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

This report was approved by order of the Board on \_\_\_\_\_ and signed on its behalf by:

----- **John Stephens – Trustee and Company Secretary**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2025**

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I report to the Charity Trustees on my examination of the Accounts of the company for the year ended 31 March 2025 which are set out on pages 6 to 16.

**Responsibilities and basis of report**

As the Charity Trustees of the company (and also its Directors for the purposes of Company Law) you are responsible for the preparation of the Accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the Accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for Independent Examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

I confirm that I am qualified to undertake the examination because I am a Member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies in Section 145 of the 2011 act.

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

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

**Matthew Ellis FCCA**

LFM  
The Stables  
23b Lenten Street  
Alton  
Hampshire  
GU34 1HG

**Date:** .....

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

|  | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|--|------|----------------------------|--------------------------|--------------------|--------------------|
| <b>INCOME FROM:</b>                      |      |                            |                          |                    |                    |
| Donations and Legacies                   | 5    | 40,000                     | -                        | 40,000             | 40,000             |
| Charitable activities                    | 6    | 295,379                    | -                        | 295,379            | 314,593            |
| Bank Interest                            |      | 809                        | -                        | 809                | 982                |
| <b>TOTAL</b>                             |      | <u>336,188</u>             | <u>-</u>                 | <u>336,188</u>     | <u>355,575</u>     |
| <b>EXPENDITURE ON:</b>                   |      |                            |                          |                    |                    |
| Charitable activities                    | 7    | 426,131                    | -                        | 426,131            | 389,791            |
| <b>TOTAL</b>                             |      | <u>426,131</u>             | <u>-</u>                 | <u>426,131</u>     | <u>389,791</u>     |
| <b>Net income/(expenditure)</b>          |      | (89,943)                   | -                        | (89,943)           | (34,217)           |
| Unrealised (losses)/gains on investments |      | -                          | -                        | -                  | -                  |
| <b>Net movement in funds</b>             |      | <u>(89,943)</u>            | <u>-</u>                 | <u>(89,943)</u>    | <u>(34,217)</u>    |
| <b>Reconciliation of funds:</b>          |      |                            |                          |                    |                    |
| Total funds brought forward              |      | 188,458                    | -                        | 188,458            | 222,674            |
| <b>Total funds carried forward</b>       |      | <u>98,515</u>              | <u>-</u>                 | <u>98,515</u>      | <u>188,458</u>     |

All of the results derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 8 to 12 form part of these Financial Statements.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**BALANCE SHEET**  
**31 MARCH 2025**

|                                       | Note | £             | 2025<br>£       | £              | 2024<br>£       |
|---------------------------------------|------|---------------|-----------------|----------------|-----------------|
| <b>FIXED ASSETS</b>                   |      |               |                 |                |                 |
| Tangible assets                       | 9    |               | 5,889           |                | 6,901           |
| <b>CURRENT ASSETS</b>                 |      |               |                 |                |                 |
| Debtors                               | 10   | 69,290        |                 | 49,765         |                 |
| Cash at bank and in hand              |      | <u>70,745</u> |                 | <u>165,530</u> |                 |
|                                       |      | 140,035       |                 | 215,295        |                 |
| <b>CREDITORS</b>                      |      |               |                 |                |                 |
| Amounts falling due within one year   | 11   |               | <u>(47,408)</u> |                | <u>(33,739)</u> |
| <b>NET CURRENT ASSETS</b>             |      |               |                 |                |                 |
|                                       |      |               | <u>92,626</u>   |                | <u>181,556</u>  |
| Total assets less current liabilities |      |               | 98,515          |                | 188,458         |
| <b>NET ASSETS</b>                     |      |               |                 |                |                 |
|                                       |      |               | <u>98,515</u>   |                | <u>188,458</u>  |
| <b>FUNDS</b>                          |      |               |                 |                |                 |
| Unrestricted funds                    | 12   |               | 98,515          |                | 188,458         |
| <b>TOTAL FUNDS</b>                    |      |               |                 |                |                 |
|                                       |      |               | <u>98,515</u>   |                | <u>188,458</u>  |

**Trustee Statements required by the Companies Act 2006**

In approving these Financial Statements, the Trustees, who are Directors for the purposes of Company Law, hereby confirm:

- That for the year stated above the Company was entitled to the exemption conferred by section 477 of the Companies Act 2006
- That no notice has been deposited at the registered office of the Company pursuant to section 476 of the Companies Act 2006 requesting that an Audit be conducted for the year ended 31 March 2024
- That we acknowledge our responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The Financial Statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Financial Statements were approved by the Board on

and signed on its behalf by:

\_\_\_\_\_ **Lorna Stephens –Trustee and Chairman**

**Company No: 1804094**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

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**1. GENERAL INFORMATION**

The Charity is a private Company limited by guarantee, registered in England and Wales and a registered Charity in England and Wales. The address of the registered office is 9 Montague Road, Hounslow, Middlesex, TW3 1JY.

**2. ACCOUNTING POLICIES**

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

These Financial Statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102), The Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic Ireland (FRS 102) (effective 1 January 2015) (the SORP) including Bulletin 1 and in accordance with the Companies Act 2006, from which there were no material departures.

The Financial Statements have been prepared under the historical cost convention and are prepared on a going concern basis.

Hounslow Community Transport Limited meets the definition of a public benefit entity under FRS 102.

**GOING CONCERN**

The Financial Statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these Financial Statements. The budgeted income and expenditure is sufficient with the level of reserves for the Charity to be able to continue as a going concern.

**KEY SOURCES OF ESTIMATION, UNCERTAINTY AND JUDGEMENT**

The preparation of the Financial Statements requires management to make judgements, estimates and assumptions that affect the amounts reported.

These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**INCOME**

All incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations and legacies received by way of grants, donations and gifts are included in full in the statement of financial activities when receivable
- Charitable activities being income from services provided recognised when receivable
- Income from investments is included in the year in which it is receivable

**EXPENDITURE**

Expenditure is recognised on an accrual basis as a liability is incurred. The following specific policies are applied to particular categories of expenditure:

- Expenditure on charitable activities is costs incurred by the Charity in the course of meeting its charitable aims as related governance and support costs

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life:

|                    |  |
|--------------------|--|
| Motor Vehicles     | 25% per annum on reducing balance and cost |
| Computer Equipment | 50% per annum on cost                      |

**FINANCIAL INSTRUMENTS**

Financial assets and financial liabilities are recognised in the Balance Sheet when the Company becomes a party to the contractual provisions of the instrument.

Trade and other debtors and creditors are classified as basic financial instruments and measured at initial recognition at transaction price. Debtors and creditors are subsequently measured at amortised cost using the effective interest rate method. A provision is established when there is objective evidence that the Company will not be able to collect all amounts due.

Cash and cash equivalents are classified as basic financial instruments and comprise cash in hand and at bank.

**OPERATING LEASES**

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**FUND STRUCTURE**

The funds held by the Charity comprise:

- Unrestricted general funds – the ‘free’ funds held by the Charity to be used in accordance with the charitable objects at the discretion of the Trustees (including designated funds).
- Restricted funds – funds held to be used only for restricted purposes within the objects of the Charity. Restrictions arise when specified by donors and grant making bodies or when funds are raised for particular purposes.

**3. LEGAL STATUS OF THE CHARITY**

The Charity is a company limited by guarantee and has no share capital. The liability of each Member in the event of winding-up is limited to a maximum £10.

**4. TAXATION**

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

**5. INCOME FROM DONATIONS AND LEGACIES**

|                                    | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Grant - London Borough of Hounslow | 40,000                     |                          | 40,000             | 40,000             |
|                                    | 40,000                     | -                        | 40,000             | 40,000             |

**6. INCOME FROM CHARITABLE ACTIVITIES**

|                             | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|-----------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Minibus Hire Service        | 51,327                     | -                        | 51,327             | 55,283             |
| Furniture Recycling Project | 236,755                    | -                        | 236,755            | 248,359            |
| Shopmobility                | 264                        | -                        | 264                | 200                |
| BSOG receipts               | 645                        | -                        | 645                | 2,755              |
| Employers allowance         | 5,000                      | -                        | 5,000              | 5,000              |
| Training                    | 1,070                      | -                        | 1,070              | 2,136              |
| Membership fees             | 319                        | -                        | 319                | 860                |
|                             | 295,380                    | -                        | 295,380            | 314,593            |

**7. EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Purchase of furniture/white goods | 133,137                    | -                        | 133,137            | 115,596            |
| Furniture collection costs        | 5,110                      | -                        | 5,110              | 6,185              |
| Staff costs (note 8)              | 188,395                    | -                        | 188,395            | 167,694            |
| Recruitment costs                 | -                          | -                        | -                  | 9,855              |
| Motor expenses                    | 40,605                     | -                        | 40,605             | 33,130             |
| Drivers costs                     | 13,099                     | -                        | 13,099             | 4,590              |
| Premises costs                    | 1,914                      | -                        | 1,914              | 667                |
| Subscriptions and training        | 1,530                      | -                        | 1,530              | 2,836              |
| Depreciation                      | 3,188                      | -                        | 3,188              | 431                |
| Volunteer expenses                | 1,266                      | -                        | 1,266              | 1,150              |
| Advertising                       | 1,372                      | -                        | 1,372              | 3,337              |
| Rent and rates                    | 6,116                      | -                        | 6,116              | 16,367             |
| Insurance                         | 4,616                      | -                        | 4,616              | 3,568              |
| Electricity and water             | 4,188                      | -                        | 4,188              | 3,292              |
| Postage, stationery and telephone | 6,233                      | -                        | 6,233              | 6,552              |
| Office machine maintenance        | 250                        | -                        | 250                | 1,633              |
| Computer expenses                 | 6,948                      | -                        | 6,948              | 6,311              |
| Professional fees                 | 3,915                      | -                        | 3,915              | 1,400              |
| Accountancy fees                  | 1,833                      | -                        | 1,833              | 2,300              |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

|                  |                |          |                |                |
|------------------|----------------|----------|----------------|----------------|
| Staff welfare    | 196            | -        | 196            | 256            |
| Christmas dinner | 712            | -        | 712            | 992            |
| Travelling       | 566            | -        | 566            | 502            |
| Bank charges     | 939            | -        | 939            | 1,108          |
|                  | <u>426,131</u> | <u>-</u> | <u>426,131</u> | <u>389,791</u> |

**8. STAFF COSTS, TRUSTEE REMUNERATION , EXPENSES AND KEY MANAGEMENT PERSONNEL**

|                       | <b>Total<br/>2025<br/>£</b> | <b>Total<br/>2024<br/>£</b> |
|-----------------------|-----------------------------|-----------------------------|
| Salaries and wages    | 172,557                     | 154,056                     |
| Pension costs         | 2,365                       | 2,159                       |
| Social Security costs | 13,473                      | 11,478                      |
|                       | <u>188,395</u>              | <u>167,694</u>              |

No employees received employee benefits in excess of £60,000 (Year Ended 31/03/2024: nil).

No Trustees or persons connected with them received any emoluments in their role as Trustees from the Charity (Year Ended 31/03/2024: nil) and no Trustees have received payment for professional or other services provided to the Charity during the year (Year Ended 31/03/2024: nil). There were no reimbursements of individual expenses to any Trustee during the year (Year Ended 31/03/2024: nil).

The average number of persons employed by the Charity during the year was 9 (Year ended 31/03/2024: 10).

**9. TANGIBLE FIXED ASSETS**

|                        | <b>Motor<br/>Vehicles<br/>£</b> | <b>Computer<br/>Equipment<br/>£</b> | <b>Total<br/>£</b> |
|------------------------|---------------------------------|-------------------------------------|--------------------|
| <b>Cost</b>            |                                 |                                     |                    |
| At 1 April 2024        | 206,769                         | 20,302                              | 227,071            |
| Addition               | -                               | 2,174                               | 2,174              |
| Disposal               | -                               | -                                   | -                  |
| At 31 March 2025       | <u>206,769</u>                  | <u>22,476</u>                       | <u>229,245</u>     |
| <b>Depreciation</b>    |                                 |                                     |                    |
| At 1 April 2024        | 201,204                         | 18,760                              | 220,169            |
| Disposal               | -                               | -                                   | -                  |
| Provision for the year | 1,216                           | 1,972                               | 3,187              |
| At 31 March 2025       | <u>202,624</u>                  | <u>20,732</u>                       | <u>223,356</u>     |
| <b>Net book value</b>  |                                 |                                     |                    |
| At 31 March 2025       | <u>4,145</u>                    | <u>1,744</u>                        | <u>5,889</u>       |
| At 31 March 2024       | <u>5,360</u>                    | <u>1,541</u>                        | <u>6,902</u>       |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

**10. DEBTORS**

|                                | <b>Total<br/>2025<br/>£</b> | <b>Total<br/>2024<br/>£</b> |
|--------------------------------|-----------------------------|-----------------------------|
| Trade debtors                  | 57,931                      | 37,086                      |
| Other debtors                  | 1,720                       | 2,420                       |
| VAT                            | 270                         | 3,964                       |
| Prepayments and accrued income | 9,369                       | 6,295                       |
|                                | <b>69,290</b>               | <b>49,765</b>               |

**11. CREDITORS**

|                              | <b>Total<br/>2025<br/>£</b> | <b>Total<br/>2024<br/>£</b> |
|------------------------------|-----------------------------|-----------------------------|
| Trade creditors              | 36,512                      | 20,505                      |
| Accruals and deferred income | 10,896                      | 13,234                      |
|                              | <b>47,408</b>               | <b>33,739</b>               |

**12. FUNDS**

| <b>Year ended 31 March<br/>2025</b> | <b>Balance at<br/>01/04/2024<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>£</b> | <b>Gains &amp;<br/>(losses)<br/>£</b> | <b>Balance at<br/>31/03/2025<br/>£</b> |
|-------------------------------------|--|---------------------|--------------------------|---------------------------------------|--|
| Unrestricted funds                  | 158,458                                | 336,188             | (426,131)                | -                                     | 68,515                                 |
| Designated funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
| Restricted funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
|                                     | <b>188,458</b>                         | <b>336,188</b>      | <b>(426,131)</b>         | <b>-</b>                              | <b>98,515</b>                          |
| <br>                                |  |                     |                          |                                       |  |
| <b>Year ended 31 March<br/>2024</b> | <b>Balance at<br/>01/04/2023<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>£</b> | <b>Gains &amp;<br/>(losses)<br/>£</b> | <b>Balance at<br/>31/03/2024<br/>£</b> |
| Unrestricted funds                  | 192,674                                | 355,575             | (389,791)                | -                                     | 158,458                                |
| Designated funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
| Restricted funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
|                                     | <b>222,674</b>                         | <b>355,575</b>      | <b>(389,791)</b>         | <b>-</b>                              | <b>188,458</b>                         |

Designated funds relate to funds put aside for use on minibuses.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2025**

**GROUP CONSOLIDATION**

|   | £       | 2025<br>£ | £       | 2024<br>£ |
|---|---------|-----------|---------|-----------|
| <b>INCOME</b>                               |         |           |         |           |
| Grants                                      |         | 40,000    |         | 40,000    |
| Minibus Hire Service                        |         | 51,327    |         | 55,283    |
| Furniture Recycling Project                 |         | 236,755   |         | 248,359   |
| Shopmobility                                |         | 264       |         | 200       |
| BSOG receipts                               |         | 644       |         | 2,755     |
| Employers allowance                         |         | 5,000     |         | 5,000     |
| Training                                    |         | 1,070     |         | 2,136     |
| Membership fees                             |         | 319       |         | 860       |
| Bank interest                               |         | 809       |         | 982       |
| <b>TOTAL INCOME</b>                         |         | 336,188   |         | 355,575   |
| <b>EXPENDITURE</b>                          |         |           |         |           |
| Purchases                                   | 133,137 |           | 115,596 |           |
| Staff costs (Note 8)                        | 188,395 |           | 137,694 |           |
| Recruitment costs                           | -       |           | 9,855   |           |
| Volunteer expenses                          | 1,266   |           | 1,150   |           |
| Drivers costs                               | 13,099  |           | 4,590   |           |
| Advertising                                 | 1,372   |           | 3,337   |           |
| Rent and rates                              | 6,116   |           | 16,119  |           |
| Insurance                                   | 4,616   |           | 3,568   |           |
| Electricity and water                       | 4,188   |           | 3,540   |           |
| Motor expenses'                             | 40,605  |           | 33,130  |           |
| Travelling                                  | 567     |           | 502     |           |
| Midas training costs                        | 1,480   |           | 2,237   |           |
| Printing, postage and telephone             | 6,233   |           | 6,552   |           |
| Accountancy fees                            | 1,833   |           | 2,300   |           |
| Premises                                    | 1,914   |           | 667     |           |
| Office machine maintenance                  | 250     |           | 1,633   |           |
| Computer expenses                           | 6,948   |           | 6,311   |           |
| Bank charges and interest                   | 939     |           | 1,108   |           |
| Depreciation                                | 3,189   |           | 431     |           |
| Furniture collection costs                  | 5,110   |           | 6,185   |           |
| Subscriptions                               | 50      |           | 599     |           |
| Professional fees                           | 3,915   |           | 1,440   |           |
| Christmas dinner                            | 712     |           | 992     |           |
| Staff welfare                               | 196     |           | 256     |           |
| <b>TOTAL EXPENDITURE</b>                    |         | (426,131) |         | (389,791) |
| <b>TOTAL (DEFICIT)/SURPLUS FOR THE YEAR</b> |         | (89,943)  |         | (34,216)  |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2025**

**MINIBUS HIRE SERVICE**

|   | £      | 2025<br>£       | £      | 2024<br>£       |
|---|--------|-----------------|--------|-----------------|
| <b>INCOME</b>                               |        |                 |        |                 |
| Grants                                      |        | 37,000          |        | 37,000          |
| Minibus Hire Service                        |        | 51,327          |        | 55,283          |
| BSOG receipts                               |        | 645             |        | 2,755           |
| Training                                    |        | 1,070           |        | 2,136           |
| Membership fees                             |        | 319             |        | 860             |
| Bank interest                               |        | 809             |        | 982             |
| <b>TOTAL INCOME</b>                         |        | <u>91,170</u>   |        | <u>99,016</u>   |
| <b>EXPENDITURE</b>                          |        |                 |        |                 |
| Staff costs                                 | 16,354 |                 | 48,481 |                 |
| Rent and rates                              | 2,551  |                 | 2,334  |                 |
| Insurance                                   | 2,297  |                 | 1,784  |                 |
| Electricity and power                       | 828    |                 | 990    |                 |
| Motor expenses                              | 31,293 |                 | 27,237 |                 |
| Travelling                                  | 147    |                 | 468    |                 |
| Printing, postage and telephone             | 1,963  |                 | 2,793  |                 |
| Accountancy fees                            | 917    |                 | 1,150  |                 |
| Premises                                    | 96     |                 | (280)  |                 |
| Office machine maintenance                  | 79     |                 | 418    |                 |
| Computer expenses                           | 6,948  |                 | 6,311  |                 |
| Bank charges and interest                   | 135    |                 | 80     |                 |
| Depreciation                                | 1,216  |                 | 203    |                 |
| Drivers costs                               | 13,099 |                 | 4,590  |                 |
| Subscriptions                               | 50     |                 | -      |                 |
| Christmas dinner                            | 356    |                 | 496    |                 |
| Staff welfare                               | 4      |                 | 8      |                 |
| <b>TOTAL EXPENDITURE</b>                    |        | <u>(78,333)</u> |        | <u>(97,063)</u> |
| <b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b> |        | <u>12,836</u>   |        | <u>1,953</u>    |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2025**

**FURNITURE RECYCLING PROJECT**

|   | £       | 2025<br>£           | £       | 2024<br>£           |
|---|---------|---------------------|---------|---------------------|
| <b>INCOME</b>                                   |         |                     |         |                     |
| Employers allowance                             |         | 5,000               |         | 5,000               |
| Furniture Recycling Project                     |         | 236,755             |         | 248,359             |
| <b>TOTAL INCOME</b>                             |         | <u>241,755</u>      |         | <u>253,359</u>      |
| <br><b>EXPENDITURE</b>                          |         |                     |         |                     |
| Purchases                                       | 133,137 |                     | 115,596 |                     |
| Staff costs                                     | 162,557 |                     | 113,353 |                     |
| Recruitment costs                               | -       |                     | 9,855   |                     |
| Volunteer expenses                              | 1,266   |                     | 1,150   |                     |
| Advertising                                     | 1,372   |                     | 3,337   |                     |
| Rent and rates                                  | 3,565   |                     | 5,088   |                     |
| Insurance                                       | 2,319   |                     | 1,784   |                     |
| Electricity and water                           | 2,102   |                     | 2,028   |                     |
| Motor expenses                                  | 9,312   |                     | 5,892   |                     |
| Travelling                                      | 420     |                     | 33      |                     |
| Printing, postage and telephone                 | 3,491   |                     | 3,156   |                     |
| Accountancy fees                                | 917     |                     | 1,150   |                     |
| Premises  | 1,748   |                     | 947     |                     |
| Office machine maintenance                      | 171     |                     | 1,215   |                     |
| Bank charges                                    | 804     |                     | 1,025   |                     |
| Furniture collection costs                      | 5,110   |                     | 6,185   |                     |
| Christmas dinner                                | 356     |                     | 496     |                     |
| Subscriptions                                   | -       |                     | 599     |                     |
| Staff welfare                                   | 193     |                     | 248     |                     |
| Depreciation – unrestricted                     | 1,973   |                     | 228     |                     |
| Professional fees                               | 3,915   |                     | 1,440   |                     |
| Training costs                                  | -       |                     | 2,237   |                     |
| <b>TOTAL EXPENDITURE</b>                        |         | <u>(334,727)</u>    |         | <u>(277,045)</u>    |
| <br><b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b> |         | <br><u>(92,972)</u> |         | <br><u>(23,686)</u> |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
 DETAILED INCOME AND EXPENDITURE ACCOUNT  
 YEAR ENDED 31 MARCH 2025**

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**SHOPMOBILITY**

|   |       | <b>2025</b>           |       | <b>2024</b>            |
|---|-------|-----------------------|-------|------------------------|
|   | £     | £                     | £     | £                      |
| <b>INCOME</b>                               |       |                       |       |                        |
| Grants                                      |       | 3,000                 |       | 3,000                  |
| Shopmobility                                |       | 264                   |       | 200                    |
| <b>TOTAL INCOME</b>                         |       | <b>3,264</b>          |       | <b>3,200</b>           |
| <b>EXPENDITURE</b>                          |       |                       |       |                        |
| Staff costs                                 | 9,484 |                       | 5,859 |                        |
| Electricity and power                       | 1,258 |                       | 522   |                        |
| Rent and rates                              | 71    |                       | 8,697 |                        |
| Printing, postage and telephone             | 778   |                       | 603   |                        |
| <b>TOTAL EXPENDITURE</b>                    |       | <b>(11,591)</b>       |       | <b>(15,681)</b>        |
| <b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b> |       | <b><u>(8,327)</u></b> |       | <b><u>(12,481)</u></b> |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

England & Wales - Charity number 291410

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# Accounts

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**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

**FINANCIAL STATEMENTS  
31 MARCH 2024**

**Registered Charity No. 291410**

**Company No. 1804094**

**LFM Chartered Accountants  
23b Lenten Street  
Alton  
Hampshire  
GU34 1HG**

# HOUNSLOW COMMUNITY TRANSPORT LIMITED

## REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024

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# HOUNSLOW COMMUNITY TRANSPORT LIMITED

## COMPANY AND CHARITY INFORMATION

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|                             |   |
|-----------------------------|---|
| <b>COMPANY NUMBER</b>       | 1804094 (England and Wales)   |
| <b>CHARITY NUMBER</b>       | 291410  |
| <b>DIRECTORS/TRUSTEES</b>   | Bernard Robson<br>Alfred Sanders (Resigned 16/11/2023)<br>John Stephens<br>Lorna Stephens |
| <b>COMPANY SECRETARY</b>    | Alfred Sanders (Resigned 16/11/2023)  |
| <b>REGISTERED OFFICE</b>    | 9 Montague Road<br>Hounslow<br>Middlesex<br>TW3 1JY                                       |
| <b>INDEPENDENT EXAMINER</b> | LFM Chartered Accountants<br>23b Lenten Street<br>Alton<br>Hampshire<br>GU34 1HG          |
| <b>BANKERS</b>              | CAF Bank Limited<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4JQ                        |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2024**

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The Trustees, who are also Directors of the company, submit their Report and the audited Financial Statements of the Charity for the year ended 31 March 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in March 2005 in preparing the Annual Report and Financial Statements of the Charity.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is a company limited by guarantee and does not have share capital. The funds received from grants and trading activities are mostly unrestricted and may be used in the furtherance of the Charity's objectives in accordance with the Memorandum and Articles of Association, the Charity's governing documents.

The charitable services provided by the Charity are for the benefit of residents and social/ethnic groups in the London Borough of Hounslow and surrounding areas.

A Trustee must not receive any payment of money or other material benefit (whether direct or indirect) from the Charity except as provided for in the Memorandum of Association eg for reasonable traveling, hotel and other expenses properly incurred by them in connection with their attendance at meetings or otherwise in connection with the discharge of their duties. The Charity has the power to make any investment, which the Trustees see fit, but only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification.

The company is controlled by a Management Committee elected from the Charity's membership and in 2023/24 consisted of the Trustees and two other members.

The role of the Management Committee is to oversee the overall management of the company and to ensure that the Charity complies with all of the necessary legal and charitable requirements, with appropriate monitoring of financial policies and procedures.

The Trustees who served during 2023/24 were:

Bernard Robson  
Alfred Sanders – resigned in November 2023  
John Stephens  
Lorna Stephens

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

New Trustees are nominated by the membership for election at each of the Charity's Annual General Meetings. Persons co-opted by the Management Committee normally serve a probationary period before being put up for election as a Trustee.

The Trustees have examined the major risks which the Charity faces and seek to control these risks to mitigate any impact that they may have on the Charity.

## **OBJECTIVES AND ACTIVITIES**

The objectives of the Charity are to provide the following services to individuals and social/ethnic groups within the London Borough of Hounslow and surrounding areas:

### **Minibus Hire Service**

The Charity provides safe, accessible and affordable transport to individuals and social/ethnic groups of every kind in the London Borough of Hounslow and surrounding areas. The Charity makes a meaningful contribution to reducing social exclusion and increasing access across Hounslow and places beyond that residents wish to

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
REPORT OF THE TRUSTEES  
YEAR ENDED 31 MARCH 2024**

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visit. Most of the minibuses in the fleet are wheelchair accessible. The Charity provides opportunities for young offenders in Hounslow to undertake community service by providing appropriate and worthwhile tasks for them to undertake.

### **Furniture Recycling Project**

The Charity runs the Furniture Recycling Project which provides good quality furniture and household appliances on a low cost basis to residents in the London Borough of Hounslow and surrounding areas that are considered to be in need and who have been confirmed as such by eg Social Services, the London Borough of Hounslow Homeless Persons Unit, local charities and church welfare groups. In addition, the Charity, in conjunction with the Hounslow Probation Service and other similar services, provides opportunities for people to undertake community service working for the project.

### **Shopmobility**

The Charity runs the Shopmobility service in the London Borough of Hounslow, providing a range of battery-powered scooters and wheelchairs that can be hired at affordable prices by residents of the borough and visitors of all ages with mobility problems and thereby provide for them access that they would not necessarily have had to central Hounslow for shopping and other visits.

## **ACHIEVEMENTS AND PERFORMANCE**

A complete Health and Safety review was undertaken of all HCT services in April 2023 and again on March 2024 to ensure that all services continued to be safe for staff.

The Furniture Recycling Project has achieved turnover of £248.4k in 2023/24 which is 27% greater than the previous year and the highest annual income for the service ever achieved. The Minibus Hire Service achieved a turnover of £55k in 2023/24, a decrease of 3% on the previous year. Minibus Hire Service turnover is c60% of the pre-pandemic level of turnover.

Monthly Midas training courses were well attended in 2023/24 and one-off courses for various schools were undertaken on their premises.

Shopmobility had very few scooter and wheelchair bookings during 2023/24. A new 5 year lease for the premises occupied by Shopmobility in the Blenheim Centre has been signed.

The current contract with the London Borough of Hounslow, worth £40k a year, has been extended once again and will now run until 31<sup>st</sup> March 2025. The contract will be up for tender again towards the end of 2024. Retention of the contract will be critical for the continued financial sustainability of the Charity.

The Furniture Recycling Project still remains the only supplier used by the LBH for Discretionary Local Crisis Payment (DCLP) awards. A high standard of performance is delivered to the LBH in fulfilling the awards made to residents of the borough.

A full year contract review meeting with the LBH for 2022/23 took place in August 2023 and a half-year review meeting for 2023/24 in December 2023, both with Aine Hayes (Third Sector Partnership Manager) from the London Borough of Hounslow. Both meetings focused very much on how HCT was progressing after the pandemic. Aine has been superbly supportive since the start of the first lockdown. A full-year review meeting for 2023/24 will take place in June 2024.

## **FINANCIAL REVIEW**

Details of the financial performance for 2023/24 are set out on pages 7 to 17. The Charity incurred a deficit of £34.2k for the year ended 31 March 2024.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2024**

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The principal source of funding for the Charity in 2023/24 was the revenue received from the contract with the London Borough of Hounslow. The tender documents for the new contract starting 1<sup>st</sup> April 2025 are due to be received in the autumn.

## **RESERVE POLICY**

It is the policy of the Charity that an unrestricted and undesignated reserve should be maintained at a level of at least £45k to ensure that the Charity can:

- Maintain sufficient cash flow to allow time for payments to be received for use of the Charity's services.
- Allow for unplanned repairs or maintenance problems with the Charity's fleet of vehicles.
- Allow for the late payment of grants and other external funding and possible debt problems.
- Meet current liabilities in respect of rent, lease agreements and other creditors.
- Provide for potential redundancy costs and long term sickness.

The Trustees consider that reserves should be maintained at this level to ensure that, in the event of a significant drop in funding, the Charity will be able to continue its current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserve required by the Charity is reviewed on an annual basis.

## **FUTURE PLANS**

The overriding priority for the Chief Officer for 2024/25 is to steer the operation of the Charity to maintain its progress since the pandemic and especially with respect to the Minibus Hire Service and Shopmobility.

Marketing activity will be undertaken in 2024 to attract more schools and local organisations to become HCT Members and thereby be able to use the Minibus Hire Service. HCT's comprehensive database of all current and potential users of the Minibus Hire Service within and outside of the London Borough of Hounslow will be updated in readiness for a mailing to be undertaken to all prospective new Members and lapsed Members in 2024.

The overriding objective for the Furniture Recycling Project for 2024/25 is to increase the number of customers by increasing the number of organizations capable of referring people to the Furniture Recycling Project and by increasing the awareness of the existence of the service amongst those that are in need of low cost furniture and household appliances in the borough and surrounding areas.

Activity will be undertaken targeting relevant organisations in the LBH and surrounding areas that should be aware of the Shopmobility service, so they can in turn advise their own membership. In addition, activity will be undertaken targeting potential individual customers of the existence of the Shopmobility service and its location at the Blenheim Centre.

HCT will be proactive in promoting the HCT training service by sending letters, plus information leaflets, to schools/colleges and selected not-for-profit organizations in the borough. In addition, selected schools/colleges and organizations outside the borough will receive a similar communication.

The overriding funding objective is to achieve a diversity of funding sources so that not only can HCT maintain and develop its services but to also ensure that HCT is not unduly reliant on any single source for grant income.

Opportunities will be sought to raise the profile of all HCT's services across the borough and surrounding areas during 2024/25. Public relations opportunities to raise the profile of all HCT services will be progressed eg press releases to local press.

HCT will liaise closely with Aine Hayes of the LBH to achieve regular articles promoting all of HCT services in Hounslow Matters throughout 2024/25. Hounslow Matters goes regularly to c 50k Hounslow residents.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2024**

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The HCT website will be reviewed so that it can be used to more effectively promote and inform current and potential users of all the services that HCT provides and to ensure that the website always has eye-catching news and features for its visitors.

Raising and maintaining the profile of Health and Safety in HCT is an on-going key objective. Risk Assessment inspections will be undertaken at all HCT premises during 2024/25.

Expenditure will be more than ever tightly controlled and no capital expenditure that can be avoided will be incurred.

#### **DIRECTORS/TRUSTEES' RESPONSIBILITIES**

Company law requires the Directors to prepare Financial Statements for each financial year which give a true and fair view of the state of the Charity at the end of the year.

In preparing those Financial Statements, the Directors are required to select suitable accounting policies, as described on page 9-10, and then apply them on a consistent basis, making judgments and estimates that are prudent and reasonable. The Directors must also prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue with its charitable objectives.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. The Directors 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.

#### **INDEPENDENT EXAMINERS**

A resolution to appoint LFM as independent examiners for the ensuing year will be proposed at the Management Committee meeting held in August 2024 in accordance with Section 385 of the Companies Act 1985.

#### **SMALL COMPANY EXEMPTIONS**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

This report was approved by order of the Board on \_\_\_\_\_ and signed on its behalf by:

----- **John Stephens – Trustee and Company Secretary**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
REPORT OF THE TRUSTEES  
YEAR ENDED 31 MARCH 2024**

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I report to the Charity Trustees on my examination of the Accounts of the company for the year ended 31 March 2024 which are set out on pages 7 to 17.

**Responsibilities and basis of report**

As the Charity Trustees of the company (and also its Directors for the purposes of Company Law) you are responsible for the preparation of the Accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the Accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for Independent Examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

I confirm that I am qualified to undertake the examination because I am a Member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies in Section 145 of the 2011 act.

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

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

**Matt Ellis FCCA**  
LFM  
The Stables  
23b Lenten Street  
Alton  
Hampshire  
GU34 1HG

**Date:** .....

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

|  | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|--|------|----------------------------|--------------------------|--------------------|--------------------|
| <b>INCOME FROM:</b>                      |      |                            |                          |                    |                    |
| Donations and Legacies                   | 5    | 40,000                     | -                        | 40,000             | 40,000             |
| Charitable activities                    | 6    | 314,593                    | -                        | 314,593            | 265,183            |
| Bank Interest                            |      | 982                        | -                        | 982                | 1,140              |
| <b>TOTAL</b>                             |      | <u>355,575</u>             | <u>-</u>                 | <u>355,575</u>     | <u>306,323</u>     |
| <b>EXPENDITURE ON:</b>                   |      |                            |                          |                    |                    |
| Charitable activities                    | 7    | 389,791                    | -                        | 389,791            | 296,821            |
| <b>TOTAL</b>                             |      | <u>389,791</u>             | <u>-</u>                 | <u>389,791</u>     | <u>296,821</u>     |
| <b>Net income/(expenditure)</b>          |      | (34,216)                   | -                        | (34,216)           | 9,502              |
| Unrealised (losses)/gains on investments |      | -                          | -                        | -                  | -                  |
| <b>Net movement in funds</b>             |      | <u>(34,216)</u>            | <u>-</u>                 | <u>(34,216)</u>    | <u>9,502</u>       |
| <b>Reconciliation of funds:</b>          |      |                            |                          |                    |                    |
| Total funds brought forward              |      | 222,674                    | -                        | 222,674            | 213,172            |
| <b>Total funds carried forward</b>       |      | <u>188,458</u>             | <u>-</u>                 | <u>188,458</u>     | <u>222,674</u>     |

All of the results derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 9 to 13 form part of these Financial Statements.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**BALANCE SHEET**  
**31 MARCH 2024**

|                                       | Note | £ | 2024<br>£       | £ | 2023<br>£       |
|---------------------------------------|------|---|-----------------|---|-----------------|
| <b>FIXED ASSETS</b>                   |      |   |                 |   |                 |
| Tangible assets                       | 9    |   | 6,901           |   | 700             |
| <b>CURRENT ASSETS</b>                 |      |   |                 |   |                 |
| Debtors                               | 10   |   | 49,765          |   | 63,755          |
| Cash at bank and in hand              |      |   | <u>165,530</u>  |   | <u>184,056</u>  |
|                                       |      |   | 215,295         |   | 247,811         |
| <b>CREDITORS</b>                      |      |   |                 |   |                 |
| Amounts falling due within one year   | 11   |   | <u>(33,739)</u> |   | <u>(25,840)</u> |
| <b>NET CURRENT ASSETS</b>             |      |   |                 |   |                 |
|                                       |      |   | <u>181,556</u>  |   | <u>221,971</u>  |
| Total assets less current liabilities |      |   | 188,458         |   | 222,671         |
| <b>NET ASSETS</b>                     |      |   |                 |   |                 |
|                                       |      |   | <u>188,458</u>  |   | <u>222,671</u>  |
| <b>FUNDS</b>                          |      |   |                 |   |                 |
| Unrestricted funds                    | 12   |   | 188,458         |   | 222,671         |
| <b>TOTAL FUNDS</b>                    |      |   |                 |   |                 |
|                                       |      |   | <u>188,458</u>  |   | <u>222,671</u>  |

**Trustee Statements required by the Companies Act 2006**

In approving these Financial Statements, the Trustees, who are Directors for the purposes of Company Law, hereby confirm:

- That for the year stated above the Company was entitled to the exemption conferred by section 477 of the Companies Act 2006
- That no notice has been deposited at the registered office of the Company pursuant to section 476 of the Companies Act 2006 requesting that an Audit be conducted for the year ended 31 March 2024
- That we acknowledge our responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The Financial Statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Financial Statements were approved by the Board on

and signed on its behalf by:

\_\_\_\_\_ **Lorna Stephens –Trustee and Chairman**

**Company No: 1804094**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2024**

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**1. GENERAL INFORMATION**

The Charity is a private Company limited by guarantee, registered in England and Wales and a registered Charity in England and Wales. The address of the registered office is 9 Montague Road, Hounslow, Middlesex, TW3 1JY.

**2. ACCOUNTING POLICIES**

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

These Financial Statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102), The 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) (the SORP) including Bulletin 1 and in accordance with the Companies Act 2006, from which there were no material departures.

The Financial Statements have been prepared under the historical cost convention and are prepared on a going concern basis.

Hounslow Community Transport Limited meets the definition of a public benefit entity under FRS 102.

**GOING CONCERN**

The Financial Statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these Financial Statements. The budgeted income and expenditure is sufficient with the level of reserves for the Charity to be able to continue as a going concern.

**KEY SOURCES OF ESTIMATION, UNCERTAINTY AND JUDGEMENT**

The preparation of the Financial Statements requires management to make judgements, estimates and assumptions that affect the amounts reported.

These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**INCOME**

All incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations and legacies received by way of grants, donations and gifts are included in full in the statement of financial activities when receivable
- Charitable activities being income from services provided recognised when receivable
- Income from investments is included in the year in which it is receivable

**EXPENDITURE**

Expenditure is recognised on an accrual basis as a liability is incurred. The following specific policies are applied to particular categories of expenditure:

- Expenditure on charitable activities is costs incurred by the Charity in the course of meeting its charitable aims as related governance and support costs

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2024**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life:

|                    |  |
|--------------------|--|
| Motor Vehicles     | 25% per annum on reducing balance and cost |
| Computer Equipment | 50% per annum on cost                      |

**FINANCIAL INSTRUMENTS**

Financial assets and financial liabilities are recognised in the Balance Sheet when the Company becomes a party to the contractual provisions of the instrument.

Trade and other debtors and creditors are classified as basic financial instruments and measured at initial recognition at transaction price. Debtors and creditors are subsequently measured at amortised cost using the effective interest rate method. A provision is established when there is objective evidence that the Company will not be able to collect all amounts due.

Cash and cash equivalents are classified as basic financial instruments and comprise cash in hand and at bank.

**OPERATING LEASES**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**FUND STRUCTURE**

The funds held by the Charity comprise:

- Unrestricted general funds – the ‘free’ funds held by the Charity to be used in accordance with the charitable objects at the discretion of the Trustees (including designated funds).
- Restricted funds – funds held to be used only for restricted purposes within the objects of the Charity. Restrictions arise when specified by donors and grant making bodies or when funds are raised for particular purposes.

**3. LEGAL STATUS OF THE CHARITY**

The Charity is a company limited by guarantee and has no share capital. The liability of each Member in the event of winding-up is limited to a maximum £10.

**4. TAXATION**

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2024**

**5. INCOME FROM DONATIONS AND LEGACIES**

|                                    | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Grant - London Borough of Hounslow | 40,000                     |                          | 40,000             | 40,000             |
|                                    | <u>40,000</u>              | <u>-</u>                 | <u>40,000</u>      | <u>40,000</u>      |

**6. INCOME FROM CHARITABLE ACTIVITIES**

|                             | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|-----------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Minibus Hire Service        | 55,283                     | -                        | 55,283             | 56,525             |
| Furniture Recycling Project | 248,359                    | -                        | 248,359            | 195,051            |
| Shopmobility                | 200                        | -                        | 200                | 171                |
| BSOG receipts               | 2,755                      | -                        | 2,755              | 2,922              |
| Employers allowance         | 5,000                      | -                        | 5,000              | 5,000              |
| Training                    | 2,136                      | -                        | 2,136              | 4,725              |
| Membership fees             | 860                        | -                        | 860                | 789                |
|                             | <u>314,593</u>             | <u>-</u>                 | <u>314,593</u>     | <u>265,183</u>     |

**7. EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Purchase of furniture/white goods | 115,596                    | -                        | 115,596            | 79,952             |
| Furniture collection costs        | 6,185                      | -                        | 6,185              | 9,118              |
| Staff costs (note 8)              | 167,694                    | -                        | 167,694            | 122,779            |
| Recruitment costs                 | 9,855                      | -                        | 9,855              | -                  |
| Motor expenses                    | 33,130                     | -                        | 33,130             | 29,445             |
| Drivers costs                     | 4,590                      | -                        | 4,590              | 3,128              |
| Scooter repairs                   | -                          | -                        | -                  | 71                 |
| Premises costs                    | 667                        | -                        | 667                | 1,858              |
| PAT testing                       | -                          | -                        | -                  | 180                |
| Subscriptions and training        | 2,836                      | -                        | 2,836              | 6,488              |
| Depreciation                      | 431                        | -                        | 431                | 7,528              |
| Volunteer expenses                | 1,150                      | -                        | 1,150              | 4,175              |
| Advertising                       | 3,337                      | -                        | 3,337              | 2,703              |
| Rent and rates                    | 16,119                     | -                        | 16,367             | 7,432              |
| Insurance                         | 3,568                      | -                        | 3,568              | 356                |
| Electricity and water             | 3,540                      | -                        | 3,292              | 4,133              |
| Postage, stationery and telephone | 6,552                      | -                        | 6,552              | 5,524              |
| Office machine maintenance        | 1,633                      | -                        | 1,633              | 459                |
| Computer expenses                 | 6,311                      | -                        | 6,311              | 5,889              |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2024**

|                   |                |          |                |                |
|-------------------|----------------|----------|----------------|----------------|
| Professional fees | 1,440          | -        | 1,440          | 800            |
| Accountancy fees  | 2,300          | -        | 2,300          | 2,300          |
| Staff welfare     | 256            | -        | 256            | 84             |
| Christmas dinner  | 992            | -        | 992            | 1,349          |
| Travelling        | 502            | -        | 502            | 187            |
| Bank charges      | 1,108          | -        | 1,108          | 883            |
|                   | <u>389,791</u> | <u>-</u> | <u>389,791</u> | <u>296,821</u> |

**8. STAFF COSTS, TRUSTEE REMUNERATION , EXPENSES AND KEY MANAGEMENT PERSONNEL**

|                       | <b>Total<br/>2024<br/>£</b> | <b>Total<br/>2023<br/>£</b> |
|-----------------------|-----------------------------|-----------------------------|
| Salaries and wages    | 154,056                     | 114,373                     |
| Pension costs         | 2,159                       | 972                         |
| Social Security costs | 11,478                      | 7,434                       |
|                       | <u>167,694</u>              | <u>122,779</u>              |

No employees received employee benefits in excess of £60,000 (Year Ended 31/03/2023: nil).

No Trustees or persons connected with them received any emoluments in their role as Trustees from the Charity (Year Ended 31/03/2023: nil) and no Trustees have received payment for professional or other services provided to the Charity during the year (Year Ended 31/03/2023: nil). There were no reimbursements of individual expenses to any Trustee during the year (Year Ended 31/03/2023: nil).

The average number of persons employed by the Charity during the year was 10 (Year ended 31/03/2023: 9).

**9. TANGIBLE FIXED ASSETS**

|                        | <b>Motor<br/>Vehicles<br/>£</b> | <b>Computer<br/>Equipment<br/>£</b> | <b>Total<br/>£</b> |
|------------------------|---------------------------------|-------------------------------------|--------------------|
| <b>Cost</b>            |                                 |                                     |                    |
| At 1 April 2023        | 201,904                         | 18,533                              | 220,437            |
| Addition               | 4,863                           | 1,769                               | 6,632              |
| Disposal               | -                               | -                                   | -                  |
| At 31 March 2024       | <u>206,769</u>                  | <u>20,302</u>                       | <u>220,437</u>     |
| <b>Depreciation</b>    |                                 |                                     |                    |
| At 1 April 2023        | 201,204                         | 18,533                              | 219,737            |
| Disposal               | -                               | -                                   | -                  |
| Provision for the year | 203                             | 228                                 | 431                |
| At 31 March 2024       | <u>201,409</u>                  | <u>18,761</u>                       | <u>219,737</u>     |
| <b>Net book value</b>  |                                 |                                     |                    |
| At 31 March 2024       | <u>5,360</u>                    | <u>1,541</u>                        | <u>6,901</u>       |
| At 31 March 2023       | <u>700</u>                      | <u>-</u>                            | <u>700</u>         |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2024**

**10. DEBTORS**

|                                | <b>Total<br/>2024<br/>£</b> | <b>Total<br/>2023<br/>£</b> |
|--------------------------------|-----------------------------|-----------------------------|
| Trade debtors                  | 37,086                      | 54,576                      |
| Other debtors                  | 2,420                       | 1,000                       |
| VAT                            | 3,964                       | 1,022                       |
| Prepayments and accrued income | 6,295                       | 7,157                       |
|                                | <u>49,765</u>               | <u>63,755</u>               |

**11. CREDITORS**

|                              | <b>Total<br/>2024<br/>£</b> | <b>Total<br/>2023<br/>£</b> |
|------------------------------|-----------------------------|-----------------------------|
| Trade creditors              | 20,505                      | 11,564                      |
| Accruals and deferred income | 13,234                      | 14,276                      |
|                              | <u>33,739</u>               | <u>25,840</u>               |

**12. FUNDS**

| <b>Year ended 31 March<br/>2024</b> | <b>Balance at<br/>01/04/2023<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>£</b> | <b>Gains &amp;<br/>(losses)<br/>£</b> | <b>Balance at<br/>31/03/2024<br/>£</b> |
|-------------------------------------|--|---------------------|--------------------------|---------------------------------------|--|
| Unrestricted funds                  | 192,674                                | 355,575             | (389,791)                | -                                     | 158,458                                |
| Designated funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
| Restricted funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
|                                     | <u>222,674</u>                         | <u>355,575</u>      | <u>(389,791)</u>         | <u>-</u>                              | <u>188,458</u>                         |
| <b>Year ended 31 March<br/>2023</b> | <b>Balance at<br/>01/04/2022<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>£</b> | <b>Gains &amp;<br/>(losses)<br/>£</b> | <b>Balance at<br/>31/03/2023<br/>£</b> |
| Unrestricted funds                  | 183,172                                | 306,323             | (296,821)                | -                                     | 192,674                                |
| Designated funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
| Restricted funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
|                                     | <u>213,172</u>                         | <u>306,323</u>      | <u>(296,821)</u>         | <u>-</u>                              | <u>222,674</u>                         |

Designated funds relate to funds put aside for use on minibuses.

Restricted funds relate to a grant provided in YE 31/03/2020 to purchase a new van.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2024**

|   |         | 2024             |         | 2023             |
|---|---------|------------------|---------|------------------|
|   | £       | £                | £       | £                |
| <b>INCOME</b>                               |         |                  |         |                  |
| Grants                                      |         | 40,000           |         | 40,000           |
| Minibus Hire Service                        |         | 55,283           |         | 56,525           |
| Furniture Recycling Project                 |         | 248,359          |         | 195,051          |
| Shopmobility                                |         | 200              |         | 171              |
| BSOG receipts                               |         | 2,755            |         | 2,922            |
| Employers allowance                         |         | 5,000            |         | 5,000            |
| Training                                    |         | 2,136            |         | 4,725            |
| Membership fees                             |         | 860              |         | 789              |
| Bank interest                               |         | 982              |         | 1,140            |
| <b>TOTAL INCOME</b>                         |         | <b>355,575</b>   |         | <b>306,323</b>   |
| <b>EXPENDITURE</b>                          |         |                  |         |                  |
| Purchases                                   | 115,596 |                  | 79,952  |                  |
| Staff costs (Note 8)                        | 167,694 |                  | 122,779 |                  |
| Recruitment costs                           | 9,855   |                  | -       |                  |
| Volunteer expenses                          | 1,150   |                  | 4,175   |                  |
| Drivers costs                               | 4,590   |                  | 3,128   |                  |
| Advertising                                 | 3,337   |                  | 2,703   |                  |
| Rent and rates                              | 16,119  |                  | 7,432   |                  |
| Insurance                                   | 3,568   |                  | 356     |                  |
| Electricity and water                       | 3,540   |                  | 4,133   |                  |
| Motor expenses'                             | 33,130  |                  | 29,445  |                  |
| Scooter repairs                             | -       |                  | 71      |                  |
| Travelling                                  | 502     |                  | 187     |                  |
| Midas training costs                        | 2,237   |                  | 6,006   |                  |
| Printing, postage and telephone             | 6,552   |                  | 5,524   |                  |
| Accountancy fees                            | 2,300   |                  | 2,300   |                  |
| Premises                                    | 667     |                  | 1,858   |                  |
| Office machine maintenance                  | 1,633   |                  | 459     |                  |
| Computer expenses                           | 6,311   |                  | 5,889   |                  |
| Bank charges and interest                   | 1,108   |                  | 883     |                  |
| Depreciation                                | 431     |                  | 7,528   |                  |
| Furniture collection costs                  | 6,185   |                  | 9,118   |                  |
| Subscriptions                               | 599     |                  | 482     |                  |
| Professional fees                           | 1,440   |                  | 800     |                  |
| PAT testing                                 | -       |                  | 180     |                  |
| Christmas dinner                            | 992     |                  | 1,349   |                  |
| Staff welfare                               | 256     |                  | 84      |                  |
| <b>TOTAL EXPENDITURE</b>                    |         | <b>(389,791)</b> |         | <b>(296,821)</b> |
| <b>TOTAL (DEFICIT)/SURPLUS FOR THE YEAR</b> |         | <b>(34,216)</b>  |         | <b>9,502</b>     |

**GROUP CONSOLIDATION**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2024**

|   |        | 2024     |        | 2023     |
|---|--------|----------|--------|----------|
|   | £      | £        | £      | £        |
| <b>INCOME</b>                               |        |          |        |          |
| Grants                                      |        | 37,000   |        | 37,000   |
| Minibus Hire Service                        |        | 55,283   |        | 56,525   |
| BSOG receipts                               |        | 2,755    |        | 2,922    |
| Training                                    |        | 2,136    |        | 4,725    |
| Membership fees                             |        | 860      |        | 789      |
| Bank interest                               |        | 982      |        | 1,140    |
| <b>TOTAL INCOME</b>                         |        | 99,016   |        | 103,101  |
| <b>EXPENDITURE</b>                          |        |          |        |          |
| Staff costs                                 | 48,481 |          | 39,876 |          |
| Rent and rates                              | 2,334  |          | 2,402  |          |
| Insurance                                   | 1,784  |          | 201    |          |
| Electricity and power                       | 990    |          | 270    |          |
| Motor expenses                              | 27,237 |          | 21,910 |          |
| Travelling                                  | 468    |          | 50     |          |
| Printing, Postage and telephone             | 2,793  |          | 2,812  |          |
| Accountancy fees                            | 1,150  |          | 1,150  |          |
| Premises                                    | (280)  |          | 43     |          |
| Office machine maintenance                  | 418    |          | 229    |          |
| Computer expenses                           | 6,311  |          | 5,889  |          |
| Bank charges and interest                   | 80     |          | 88     |          |
| Depreciation                                | 203    |          | 690    |          |
| Midas training expenses                     | -      |          | 5,406  |          |
| Drivers costs                               | 4,590  |          | 3,128  |          |
| Subscriptions                               | -      |          | 212    |          |
| Christmas dinner                            | 496    |          | 1,349  |          |
| Staff welfare                               | 8      |          | 14     |          |
| <b>TOTAL EXPENDITURE</b>                    |        | (97,063) |        | (85,719) |
| <b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b> |        | 1,953    |        | 17,382   |

**MINIBUS HIRE SERVICE**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2024**

**FURNITURE RECYCLING PROJECT**

|   |         | 2024      |        | 2023      |
|---|---------|-----------|--------|-----------|
|   | £       | £         | £      | £         |
| <b>INCOME</b>                               |         |           |        |           |
| Employers Allowance                         |         | 5,000     |        | 5,000     |
| Furniture Recycling Project                 |         | 248,359   |        | 195,051   |
| <b>TOTAL INCOME</b>                         |         | 253,359   |        | 200,051   |
| <br><b>EXPENDITURE</b>                      |         |           |        |           |
| Purchases                                   | 115,596 |           | 79,952 |           |
| Staff costs                                 | 113,353 |           | 76,640 |           |
| Recruitment costs                           | 9,855   |           | -      |           |
| Volunteer expenses                          | 1,150   |           | 4,175  |           |
| Advertising                                 | 3,337   |           | 2,703  |           |
| Rent and rates                              | 5,088   |           | 5,030  |           |
| Insurance                                   | 1,784   |           | 155    |           |
| Electricity and water                       | 2,028   |           | 2,993  |           |
| Motor expenses                              | 5,892   |           | 7,535  |           |
| Travelling                                  | 33      |           | 137    |           |
| Printing, postage and telephone             | 3,156   |           | 2,293  |           |
| Accountancy fees                            | 1,150   |           | 1,150  |           |
| Premises                                    | 947     |           | 1,815  |           |
| Office machine maintenance                  | 1,215   |           | 230    |           |
| Bank charges                                | 1,028   |           | 795    |           |
| PAT testing                                 | -       |           | 180    |           |
| Furniture collection costs                  | 6,185   |           | 9,118  |           |
| Christmas dinner                            | 496     |           | -      |           |
| Subscriptions                               | 599     |           | -      |           |
| Staff welfare                               | 248     |           | 70     |           |
| Depreciation – unrestricted                 | 228     |           | 6,838  |           |
| Professional fees                           | 1,440   |           | 800    |           |
| Training costs                              | 2,237   |           | 600    |           |
| <b>TOTAL EXPENDITURE</b>                    |         | (277,045) |        | (203,209) |
| <b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b> |         | (23,686)  |        | (3,158)   |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2024**

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**SHOPMOBILITY**

|   |       | 2024     |       | 2023    |
|---|-------|----------|-------|---------|
|   | £     | £        | £     | £       |
| <b>INCOME</b>                               |       |          |       |         |
| Grants                                      |       | 3,000    |       | 3,000   |
| Shopmobility                                |       | 200      |       | 171     |
| HMRC F.E.S                                  |       | -        |       | -       |
| <b>TOTAL INCOME</b>                         |       | 3,200    |       | 3,171   |
| <b>EXPENDITURE</b>                          |       |          |       |         |
| Staff costs                                 | 5,859 |          | 6,263 |         |
| Electricity and power                       | 522   |          | 870   |         |
| Rent and rates                              | 8,697 |          | -     |         |
| Printing, Postage and telephone             | 603   |          | 419   |         |
| Subscriptions                               | -     |          | 270   |         |
| Scooter repairs                             | -     |          | 71    |         |
| <b>TOTAL EXPENDITURE</b>                    |       | (15,681) |       | (7,893) |
| <b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b> |       | (12,481) |       | (4,722) |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

England & Wales - Charity number 291410

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# Accounts

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**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

**FINANCIAL STATEMENTS**

**31 MARCH 2023**

**Registered Charity No. 291410**

**Company No. 1804094**

**HAINES WATTS**  
**Chartered Accountants**  
**Aissela**  
**46 High Street**  
**Esher**  
**Surrey**  
**KT10 9QY**

# HOUNSLOW COMMUNITY TRANSPORT LIMITED

## REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

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# HOUNSLOW COMMUNITY TRANSPORT LIMITED

## COMPANY AND CHARITY INFORMATION

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**COMPANY NUMBER** 1804094 (England and Wales)

**CHARITY NUMBER** 291410

**DIRECTORS/TRUSTEES** Bernard Robson  
Alfred Sanders  
John Stephens  
Lorna Stephens

**COMPANY SECRETARY** Alfred Sanders

**REGISTERED OFFICE** 9 Montague Road  
Hounslow  
Middlesex  
TW3 1JY

**INDEPENDENT EXAMINER** Haines Watts  
Aissela  
46 High Street  
Esher  
Surrey  
KT10 9QY

**BANKERS** CAF Bank Limited  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2023**

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The Trustees, who are also Directors of the company, submit their Report and the unaudited Financial Statements of the Charity for the year ended 31 March 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in March 2005 in preparing the Annual Report and Financial Statements of the Charity.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is a Company limited by guarantee and does not have share capital. The funds received from grants and trading activities are mostly unrestricted and may be used in the furtherance of the Charity's objectives in accordance with the Memorandum and Articles of Association, the Charity's governing documents.

The charitable services provided by the Charity are for the benefit of residents and social/ethnic groups in the London Borough of Hounslow and surrounding areas.

A Trustee must not receive any payment of money or other material benefit (whether direct or indirect) from the Charity except as provided for in the Memorandum of Association eg for reasonable traveling, hotel and other expenses properly incurred by them in connection with their attendance at meetings or otherwise in connection with the discharge of their duties. The Charity has the power to make any investment, which the Trustees see fit, but only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification.

The Company is controlled by a Management Committee elected from the Charity's Membership and in 2022/23 consisted of the Trustees and two other members.

The role of the Management Committee is to oversee the overall management of the company and to ensure that the Charity complies with all of the necessary legal and charitable requirements, with appropriate monitoring of financial policies and procedures.

The Trustees who served during 2022/23 were:

Bernard Robson  
Alfred Sanders  
John Stephens  
Lorna Stephens

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

New Trustees are nominated by the membership for election at each of the Charity's Annual General Meetings. Persons co-opted by the Management Committee normally serve a probationary period before being put up for election as a Trustee.

The Trustees have examined the major risks which the Charity faces and seek to control these risks to mitigate any impact that they may have on the Charity.

### **OBJECTIVES AND ACTIVITIES**

The objectives of the Charity are to provide the following services to individuals and social/ethnic groups within the London Borough of Hounslow and surrounding areas:

#### **Minibus Hire Service**

The Charity provides safe, accessible and affordable transport to individuals and social/ethnic groups of every kind in the London Borough of Hounslow and surrounding areas. The Charity makes a meaningful contribution to reducing social exclusion and increasing access across Hounslow and places beyond that residents wish to

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2023**

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visit. Most of the minibuses in the fleet are wheelchair accessible. The Charity provides opportunities for young offenders in Hounslow to undertake community service by providing appropriate and worthwhile tasks for them to undertake.

### **Furniture Recycling Project**

The Charity runs the Furniture Recycling Project which provides good quality furniture and household appliances on a low cost basis to residents in the London Borough of Hounslow and surrounding areas that are considered to be in need and who have been confirmed as such by e.g. Social Services, the London Borough of Hounslow Homeless Persons Unit, local charities and church welfare groups. In addition, the Charity, in conjunction with the Hounslow Probation Service and other similar services, provides opportunities for people to undertake community service working for the project.

### **Shopmobility**

The Charity runs the Shopmobility service in the London Borough of Hounslow, providing a range of battery-powered scooters and wheelchairs that can be hired at affordable prices by residents of the borough and visitors of all ages with mobility problems and thereby provide for them access that they would not necessarily have had to central Hounslow for shopping and other visits.

## **ACHIEVEMENTS AND PERFORMANCE**

HCT operated all its services throughout 2022/23.

A complete Health and Safety review was undertaken of all HCT services in April 2022 and again on March 2023 to ensure that all services continued to be safe for staff.

The Furniture Recycling Project has achieved turnover of £195k in 2022/23 which is 35% greater than the previous year and the highest annual income for the service ever achieved. The Minibus Hire Service achieved a turnover of £57k in 2022/23, an increase of 58% on the previous year. Despite the encouraging annual increase in Minibus Hire Service turnover, it is c60% of the pre-pandemic level of turnover. This recovery level is similar to other similar community transport organisations in the London area.

Monthly MiDAS training courses were well attended in 2022/23 and one-off courses for various schools were undertaken on their premises.

Shopmobility had very few scooter and wheelchair bookings during 2022/23. A lease for the premises occupied by Shopmobility in the Blenheim Centre is expected to be concluded by the end of June 2023.

The 31st March 2022 represented the end of the two year contract with the London Borough of Hounslow. HCT have been advised by the London Borough of Hounslow that the second one year extension came into effect from 1<sup>st</sup> April 2023. The contract is worth £40k a year and will be up for tender again towards the end of 2023. Retention of the contract will be critical for the financial sustainability of the Charity.

No further work was undertaken during 2022/23 in HCT's preparation to be assessed for the Trusted Charity quality award, to replace the PQASSO Level 1 quality award that expired in October 2019. The time consuming self-assessment stage had already been completed in 2019. HCT will not undertake any further preparation for the assessment for this new award until all the services operated by HCT are near to functioning at pre-pandemic levels.

The leases for 9 Montague Road and Carnegie Hall (Furniture Recycling Project) were renewed during 2022/23.

The Furniture Recycling Project still remains the only supplier used by the LBH for Discretionary Local Crisis Payment (DCLP) awards. A high standard of performance is delivered to the LBH in fulfilling the awards made to residents of the borough.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2023**

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A full year contract review meeting with the LBH for 2021/22 took place in August 2022 and a half-year review meeting for 2022/23 in December 2022, both with Aine Hayes (Third Sector Partnership Manager) from the London Borough of Hounslow. Both meetings focused very much on how HCT was progressing after the pandemic. Aine has been superbly supportive since the start of the first lockdown. A full-year review meeting for 2022/23 will take place in June 2023.

In 2022, for the first time in three years, the AGM and Christmas Dinner took place. The next HCT AGM will take place in July 2023 and the Christmas Dinner in December 2023.

## **FINANCIAL REVIEW**

Details of the financial performance for 2022/23 are set out on pages 7 to 17. The Charity achieved a surplus of £9.5k for the year ended 31 March 2023.

The principal source of funding for the Charity in 2022/23 was the revenue received from the London Borough of Hounslow with respect to the two year contract (with a two year extension) awarded at the end of 2019 that came into effect in April 2020.

## **RESERVE POLICY**

It is the policy of the Charity that an unrestricted and undesignated reserve should be maintained at a level of at least £45,000 to ensure that the Charity can:

- Maintain sufficient cash flow to allow time for payments to be received for use of the Charity's services.
- Allow for unplanned repairs or maintenance problems with the Charity's fleet of vehicles.
- Allow for the late payment of grants and other external funding and possible debt problems.
- Meet current liabilities in respect of rent, lease agreements and other creditors.
- Provide for potential redundancy costs and long term sickness.

The Trustees consider that reserves should be maintained at this level to ensure that, in the event of a significant drop in funding, the Charity will be able to continue its current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserve required by the Charity is reviewed on an annual basis.

## **FUTURE PLANS**

The overriding priority for the Chief Officer for 2023/24 is to steer the operation of the Charity to maintain its progress since the pandemic and especially with respect to the Minibus Hire Service and Shopmobility.

Marketing activity will be undertaken in 2023 to attract more schools and local organizations to become HCT Members and thereby be able to use the Minibus Hire Service. HCT's comprehensive database of all current and potential users of the Minibus Hire Service within and outside of the London Borough of Hounslow will be updated in readiness for a mailing to be undertaken to all prospective new Members and lapsed Members in 2023.

The overriding objective for the Furniture Recycling Project for 2023/24 is to increase the number of customers by increasing the number of organizations capable of referring people to the Furniture Recycling Project and by increasing the awareness of the existence of the service amongst those that are in need of low cost furniture and household appliances in the borough and surrounding areas.

Activity will be undertaken targeting relevant organizations in the LBH and surrounding areas that should be aware of the Shopmobility service, so they can in turn advise their own membership. In addition, activity will be undertaken targeting potential individual customers of the existence of the Shopmobility service and its location at the Blenheim Centre.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2023**

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HCT will be proactive in promoting the HCT training service by sending letters, plus information leaflets, to schools/colleges and selected not-for-profit organizations in the borough. In addition, selected schools/colleges and organizations outside the borough will receive a similar communication.

The overriding funding objective is to achieve a diversity of funding sources so that not only can HCT maintain and develop its services but to also ensure that HCT is not unduly reliant on any single source for grant income.

Opportunities will be sought to raise the profile of all HCT's services across the borough and surrounding areas during 2023/24. Public relations opportunities to raise the profile of all HCT services will be progressed eg press releases to local press.

HCT will liaise closely with Aine Hayes of the LBH to achieve regular articles promoting all of HCT services in Hounslow Matters throughout 2023/24. Hounslow Matters goes regularly to c 50k Hounslow residents.

The HCT website will be reviewed so that it can be used to more effectively promote and inform current and potential users of all the services that HCT provides and to ensure that the website always has eye-catching news and features for its visitors.

Raising and maintaining the profile of Health and Safety in HCT is an on-going key objective. Risk Assessment inspections will be undertaken at all HCT premises during 2023/24.

Expenditure will be more than ever tightly controlled and no capital expenditure that can be avoided will be incurred.

#### **DIRECTORS/TRUSTEES' RESPONSIBILITIES**

Company law requires the Directors to prepare Financial Statements for each financial year which give a true and fair view of the state of the Charity at the end of the year.

In preparing those Financial Statements, the Directors are required to select suitable accounting policies, as described on pages 9-10, and then apply them on a consistent basis, making judgments and estimates that are prudent and reasonable. The Directors must also prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue with its charitable objectives.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. The Directors 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.

#### **INDEPENDENT EXAMINERS**

A resolution to re-appoint Haines Watts as independent examiners for the ensuing year will be proposed at the Management Committee meeting held in August 2022 in accordance with Section 385 of the Companies Act 1985.

#### **SMALL COMPANY EXEMPTIONS**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

This report was approved by order of the Board on \_\_\_\_\_ and signed on its behalf by:

----- **Alfred Sanders – Trustee and Company Secretary**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HOUNSLOW COMMUNITY TRANSPORT LIMITED**

---

I report to the Charity Trustees on my examination of the Accounts of the Company for the year ended 31 March 2023 which are set out on pages 8 to 19.

**Responsibilities and basis of report**

As the Charity Trustees of the Company (and also its Directors for the purposes of Company Law) you are responsible for the preparation of the Accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the Accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for Independent Examination, I report in respect of my examination of your Company's Accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

I confirm that I am qualified to undertake the examination because I am a Member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies in Section 145 of the 2011 act.

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

1. Accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act.
2. The Accounts do not accord with those records.
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.
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.

**Haines Watts**  
**Chartered Accountants**  
Aissela  
46 High Street  
Esher  
Surrey  
KT10 9QY

**Date:** .....

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2023**

|  | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|--|------|----------------------------|--------------------------|--------------------|--------------------|
| <b>INCOME FROM:</b>                      |      |                            |                          |                    |                    |
| Donations and Legacies                   | 5    | 40,000                     | -                        | 40,000             | 45,943             |
| Charitable activities                    | 6    | 265,183                    | -                        | 265,183            | 196,901            |
| Bank Interest                            |      | 1,140                      | -                        | 28                 | 28                 |
| <b>TOTAL</b>                             |      | <u>306,323</u>             | <u>-</u>                 | <u>306,323</u>     | <u>242,872</u>     |
| <b>EXPENDITURE ON:</b>                   |      |                            |                          |                    |                    |
| Charitable activities                    | 7    | 296,821                    | -                        | 296,821            | 248,105            |
| <b>TOTAL</b>                             |      | <u>296,821</u>             | <u>-</u>                 | <u>296,821</u>     | <u>248,105</u>     |
| <b>Net income/(expenditure)</b>          |      | 9,502                      | -                        | 9,502              | (5,233)            |
| Unrealised (losses)/gains on investments |      | -                          | -                        | -                  | -                  |
| <b>Net movement in funds</b>             |      | <u>9,502</u>               | <u>-</u>                 | <u>9,502</u>       | <u>(5,233)</u>     |
| <b>Reconciliation of funds:</b>          |      |                            |                          |                    |                    |
| Total funds brought forward              |      | 213,170                    | -                        | 213,170            | 218,403            |
| <b>Total funds carried forward</b>       |      | <u>222,672</u>             | <u>-</u>                 | <u>222,672</u>     | <u>213,170</u>     |

All of the results derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 9 to 13 form part of these Financial Statements.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**BALANCE SHEET**  
**31 MARCH 2023**

|                                       | Note | £               | 2023<br>£             | £               | 2022<br>£             |
|---------------------------------------|------|-----------------|-----------------------|-----------------|-----------------------|
| <b>FIXED ASSETS</b>                   |      |                 |                       |                 |                       |
| Tangible assets                       | 9    |                 | 700                   |                 | 8,228                 |
| <b>CURRENT ASSETS</b>                 |      |                 |                       |                 |                       |
| Debtors                               | 10   | 63,755          |                       | 45,009          |                       |
| Cash at bank and in hand              |      | <u>184,056</u>  |                       | <u>176,846</u>  |                       |
|                                       |      | 247,811         |                       | 221,855         |                       |
| <b>CREDITORS</b>                      |      |                 |                       |                 |                       |
| Amounts falling due within one year   | 11   | <u>(25,840)</u> |                       | <u>(16,913)</u> |                       |
| <b>NET CURRENT ASSETS</b>             |      |                 | <u>221,971</u>        |                 | <u>204,942</u>        |
| Total assets less current liabilities |      |                 | 222,671               |                 | 213,170               |
| <b>NET ASSETS</b>                     |      |                 | <u><u>222,671</u></u> |                 | <u><u>213,170</u></u> |
| <b>FUNDS</b>                          |      |                 |                       |                 |                       |
| Unrestricted funds                    | 12   |                 | 222,671               |                 | 213,170               |
| <b>TOTAL FUNDS</b>                    |      |                 | <u><u>222,671</u></u> |                 | <u><u>213,170</u></u> |

**Trustee Statements required by the Companies Act 2006**

In approving these Financial Statements, the Trustees, who are Directors for the purposes of Company Law, hereby confirm:

- That for the year stated above the Company was entitled to the exemption conferred by Section 477 of the Companies Act 2006
- That no notice has been deposited at the registered office of the Company pursuant to Section 476 of the Companies Act 2006 requesting that an Audit be conducted for the year ended 31 March 2023
- That we acknowledge our responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The Financial Statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Financial Statements were approved by the Board on

and signed on its behalf by:

\_\_\_\_\_ **Lorna Stephens –Trustee and Chairman**

\_\_\_\_\_ **Alfred Sanders –Trustee and Company Secretary**

**Company No. 1804094**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

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**1. GENERAL INFORMATION**

The Charity is a private Company limited by guarantee, registered in England and Wales and a registered Charity in England and Wales. The address of the registered office is 9 Montague Road, Hounslow, Middlesex, TW3 1JY.

**2. ACCOUNTING POLICIES**

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

These Financial Statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102), The 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) (the SORP) including Bulletin 1 and in accordance with the Companies Act 2006, from which there were no material departures.

The Financial Statements have been prepared under the historical cost convention and are prepared on a going concern basis.

Hounslow Community Transport Limited meets the definition of a public benefit entity under FRS 102.

**GOING CONCERN**

The Financial Statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these Financial Statements. The budgeted income and expenditure is sufficient with the level of reserves for the Charity to be able to continue as a going concern.

**KEY SOURCES OF ESTIMATION, UNCERTAINTY AND JUDGEMENT**

The preparation of the Financial Statements requires management to make judgements, estimates and assumptions that affect the amounts reported.

These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**INCOME**

All incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations and legacies received by way of grants, donations and gifts are included in full in the statement of financial activities when receivable
- Charitable activities being income from services provided recognised when receivable
- Income from investments is included in the year in which it is receivable

**EXPENDITURE**

Expenditure is recognised on an accrual basis as a liability is incurred. The following specific policies are applied to particular categories of expenditure:

- Expenditure on charitable activities is costs incurred by the Charity in the course of meeting its charitable aims as related governance and support costs

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life:

|                    |  |
|--------------------|--|
| Motor Vehicles     | 25% per annum on reducing balance and cost |
| Computer Equipment | 50% per annum on cost                      |

**FINANCIAL INSTRUMENTS**

Financial assets and financial liabilities are recognised in the Balance Sheet when the Company becomes a party to the contractual provisions of the instrument.

Trade and other debtors and creditors are classified as basic financial instruments and measured at initial recognition at transaction price. Debtors and creditors are subsequently measured at amortised cost using the effective interest rate method. A provision is established when there is objective evidence that the Company will not be able to collect all amounts due.

Cash and cash equivalents are classified as basic financial instruments and comprise cash in hand and at bank.

**OPERATING LEASES**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**FUND STRUCTURE**

The funds held by the Charity comprise:

- Unrestricted general funds – the ‘free’ funds held by the Charity to be used in accordance with the charitable objects at the discretion of the Trustees (including designated funds).
- Restricted funds – funds held to be used only for restricted purposes within the objects of the Charity. Restrictions arise when specified by donors and grant making bodies or when funds are raised for particular purposes.

**3. LEGAL STATUS OF THE CHARITY**

The Charity is a company limited by guarantee and has no share capital. The liability of each Member in the event of winding-up is limited to a maximum £10.

**4. TAXATION**

The Charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**5. INCOME FROM DONATIONS AND LEGACIES**

|                                    | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Grant - London Borough of Hounslow | 40,000                     | -                        | 40,000             | 40,000             |
| Grant - Business Support Grant     | -                          | -                        | -                  | 3,787              |
| Grant – HMRC F.E.S                 | -                          | -                        | -                  | 2,156              |
|                                    | <u>40,000</u>              | <u>-</u>                 | <u>40,000</u>      | <u>45,943</u>      |

Income from donations and legacies for the year ended 31 March 2022 was attributable to restricted and unrestricted funds.

**6. INCOME FROM CHARITABLE ACTIVITIES**

|                             | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-----------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Minibus Hire Service        | 56,525                     | -                        | 56,525             | 35,835             |
| Furniture Recycling Project | 195,051                    | -                        | 195,051            | 144,843            |
| Shopmobility                | 171                        | -                        | 171                | 200                |
| BSOG receipts               | 2,922                      | -                        | 2,922              | 3,922              |
| Employers allowance         | 5,000                      | -                        | 5,000              | 4,000              |
| Training                    | 4,725                      | -                        | 4,725              | 6,405              |
| Membership fees             | 789                        | -                        | 789                | 1,696              |
|                             | <u>265,183</u>             | <u>-</u>                 | <u>265,183</u>     | <u>196,901</u>     |

**7. EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Purchase of furniture/white goods | 79,952                     | -                        | 79,952             | 43,676             |
| Furniture collection costs        | 9,118                      | -                        | 9,118              | 8,120              |
| Staff costs (note 8)              | 122,779                    | -                        | 122,779            | 111,392            |
| Motor expenses                    | 29,445                     | -                        | 29,445             | 29,905             |
| Drivers costs                     | 3,128                      | -                        | 3,128              | 1,066              |
| Scooter repairs                   | 71                         | -                        | 71                 | 168                |
| Premises costs                    | 1,858                      | -                        | 1,858              | 1,552              |
| PAT testing                       | 180                        | -                        | 180                | 128                |
| Subscriptions and training        | 6,488                      | -                        | 6,488              | 6,780              |
| Depreciation                      | 7,528                      | -                        | 7,528              | 9,524              |
| Volunteer expenses                | 4,175                      | -                        | 4,175              | 2,300              |
| Advertising                       | 2,703                      | -                        | 2,703              | 3,328              |
| Rent and rates                    | 7,432                      | -                        | 7,432              | 7,510              |
| Insurance                         | 356                        | -                        | 356                | 2,694              |
| Electricity and water             | 4,133                      | -                        | 4,133              | 5,026              |
| Postage, stationery and telephone | 5,524                      | -                        | 5,524              | 5,324              |
| Office machine maintenance        | 459                        | -                        | 459                | 970                |
| Computer expenses                 | 5,889                      | -                        | 5,889              | 5,292              |
| Professional fees                 | 800                        | -                        | 800                | 13                 |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

|                  |                |          |                |                |
|------------------|----------------|----------|----------------|----------------|
| Accountancy fees | 2,300          | -        | 2,300          | 2,100          |
| Staff welfare    | 84             | -        | 84             | 142            |
| Christmas dinner | 1,349          | -        | 1,349          | -              |
| Travelling       | 187            | -        | 187            | 93             |
| Bank charges     | 883            | -        | 883            | 1,002          |
|                  | <u>296,821</u> | <u>-</u> | <u>296,821</u> | <u>248,105</u> |

**8. STAFF COSTS, TRUSTEE REMUNERATION , EXPENSES AND KEY MANAGEMENT PERSONNEL**

|                       | <b>Total<br/>2023<br/>£</b> | <b>Total<br/>2022<br/>£</b> |
|-----------------------|-----------------------------|-----------------------------|
| Salaries and wages    | 114,373                     | 104,477                     |
| Pension costs         | 972                         | 915                         |
| Social Security costs | 7,434                       | 6,000                       |
|                       | <u>122,779</u>              | <u>111,392</u>              |

No employees received employee benefits in excess of £60,000 (Year Ended 31/03/2022: nil).

No Trustees or persons connected with them received any emoluments in their role as Trustees from the Charity (Year Ended 31/03/2022: nil) and no Trustees have received payment for professional or other services provided to the Charity during the year (Year Ended 31/03/2022: nil). There were no reimbursements of individual expenses to any Trustee during the year (Year Ended 31/03/2022: nil).

The average number of persons employed by the Charity during the year was 9 (Year ended 31/03/2022: 10).

**9. TANGIBLE FIXED ASSETS**

|                        | <b>Motor<br/>Vehicles<br/>£</b> | <b>Computer<br/>Equipment<br/>£</b> | <b>Total<br/>£</b> |
|------------------------|---------------------------------|-------------------------------------|--------------------|
| <b>Cost</b>            |                                 |                                     |                    |
| At 1 April 2022        | 201,904                         | 18,533                              | 220,437            |
| Addition               | -                               | -                                   | -                  |
| Disposal               | -                               | -                                   | -                  |
| At 31 March 2023       | <u>201,904</u>                  | <u>18,533</u>                       | <u>220,437</u>     |
| <b>Depreciation</b>    |                                 |                                     |                    |
| At 1 April 2022        | 194,908                         | 17,302                              | 212,210            |
| Disposal               | -                               | -                                   | -                  |
| Provision for the year | 6,296                           | 1,231                               | 7,527              |
| At 31 March 2023       | <u>201,204</u>                  | <u>18,533</u>                       | <u>219,737</u>     |
| <b>Net book value</b>  |                                 |                                     |                    |
| At 31 March 2023       | <u>700</u>                      | <u>-</u>                            | <u>700</u>         |
| At 31 March 2022       | <u>6,996</u>                    | <u>1,231</u>                        | <u>8,227</u>       |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**10. DEBTORS**

|                                | <b>Total<br/>2023<br/>£</b> | <b>Total<br/>2022<br/>£</b> |
|--------------------------------|-----------------------------|-----------------------------|
| Trade debtors                  | 54,576                      | 34,153                      |
| Other debtors                  | 1,000                       | 1,000                       |
| VAT                            | 1,022                       | 2,241                       |
| Prepayments and accrued income | 7,157                       | 7,615                       |
|                                | <u>63,755</u>               | <u>45,009</u>               |

**11. CREDITORS**

|                                 | <b>Total<br/>2023<br/>£</b> | <b>Total<br/>2022<br/>£</b> |
|---------------------------------|-----------------------------|-----------------------------|
| Trade creditors                 | 11,564                      | 8,133                       |
| Social Security and other taxes | -                           | -                           |
| Accruals and deferred income    | 14,276                      | 8,780                       |
|                                 | <u>25,840</u>               | <u>16,913</u>               |

**12. FUNDS**

| <b>Year ended 31 March<br/>2023</b> | <b>Balance at<br/>01/04/2022<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>£</b> | <b>Gains &amp;<br/>(losses)<br/>£</b> | <b>Balance at<br/>31/03/2023<br/>£</b> |
|-------------------------------------|--|---------------------|--------------------------|---------------------------------------|--|
| Unrestricted funds                  | 183,172                                | 306,323             | (296,821)                | -                                     | 192,674                                |
| Designated funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
| Restricted funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
|                                     | <u>213,172</u>                         | <u>306,323</u>      | <u>(248,105)</u>         | <u>-</u>                              | <u>222,674</u>                         |
| <b>Year ended 31 March<br/>2022</b> | <b>Balance at<br/>01/04/2021<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>£</b> | <b>Gains &amp;<br/>(losses)<br/>£</b> | <b>Balance at<br/>31/03/2022<br/>£</b> |
| Unrestricted funds                  | 188,405                                | 242,872             | (248,105)                | -                                     | 183,172                                |
| Designated funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
| Restricted funds                    | 15,000                                 | -                   | -                        | -                                     | 15,000                                 |
|                                     | <u>218,405</u>                         | <u>242,872</u>      | <u>(248,105)</u>         | <u>-</u>                              | <u>213,172</u>                         |

Designated funds relate to funds put aside for use on minibuses.

Restricted funds relate to a grant provided in YE 31/03/2020 to purchase a new van.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2023**

**GROUP CONSOLIDATION**

|   |         | 2023             |         | 2022             |
|---|---------|------------------|---------|------------------|
|   | £       | £                | £       | £                |
| <b>INCOME</b>                               |         |                  |         |                  |
| Grants                                      |         | 40,000           |         | 40,000           |
| Minibus Hire Service                        |         | 56,525           |         | 35,835           |
| Furniture Recycling Project                 |         | 195,051          |         | 144,843          |
| Shopmobility                                |         | 171              |         | 200              |
| BSOG receipts                               |         | 2,922            |         | 3,922            |
| Employers allowance                         |         | 5,000            |         | 4,000            |
| Training                                    |         | 4,725            |         | 6,405            |
| Membership fees                             |         | 789              |         | 1,696            |
| Bank interest                               |         | 1,140            |         | 28               |
| HMRC Support Grant                          |         | -                |         | 3,787            |
| HMRC F.E.S                                  |         | -                |         | 2,156            |
| <b>TOTAL INCOME</b>                         |         | <b>306,323</b>   |         | <b>242,872</b>   |
| <b>EXPENDITURE</b>                          |         |                  |         |                  |
| Purchases                                   | 79,952  |                  | 43,676  |                  |
| Staff costs (Note 8)                        | 122,779 |                  | 111,392 |                  |
| Volunteer expenses                          | 4,175   |                  | 2,300   |                  |
| Driver's costs                              | 3,128   |                  | 1,066   |                  |
| Advertising                                 | 2,703   |                  | 3,328   |                  |
| Rent and rates                              | 7,432   |                  | 7,510   |                  |
| Insurance                                   | 356     |                  | 2,694   |                  |
| Electricity and water                       | 4,133   |                  | 5,026   |                  |
| Motor expenses'                             | 29,445  |                  | 29,905  |                  |
| Scooter repairs                             | 71      |                  | 168     |                  |
| Travelling                                  | 187     |                  | 93      |                  |
| MIDAS training costs                        | 6,006   |                  | 6,352   |                  |
| Printing, postage and telephone             | 5,524   |                  | 5,324   |                  |
| Accountancy fees                            | 2,300   |                  | 2,100   |                  |
| Premises                                    | 1,858   |                  | 1,552   |                  |
| Office machine maintenance                  | 459     |                  | 970     |                  |
| Computer expenses                           | 5,889   |                  | 5,292   |                  |
| Bank charges and interest                   | 883     |                  | 1,002   |                  |
| Depreciation                                | 7,528   |                  | 9,524   |                  |
| Furniture collection costs                  | 9,118   |                  | 8,120   |                  |
| Subscriptions                               | 482     |                  | 428     |                  |
| Professional fees                           | 800     |                  | 13      |                  |
| PAT testing                                 | 180     |                  | 128     |                  |
| Christmas dinner                            | 1,349   |                  | -       |                  |
| Staff welfare                               | 84      |                  | 142     |                  |
| <b>TOTAL EXPENDITURE</b>                    |         | <b>(296,821)</b> |         | <b>(248,105)</b> |
| <b>TOTAL (DEFICIT)/SURPLUS FOR THE YEAR</b> |         | <b>9,502</b>     |         | <b>(5,233)</b>   |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2023**

**MINIBUS HIRE SERVICE**

|   | £      | 2023<br>£       | £      | 2022<br>£       |
|---|--------|-----------------|--------|-----------------|
| <b>INCOME</b>                               |        |                 |        |                 |
| Grants                                      |        | 37,000          |        | 37,000          |
| Minibus Hire Service                        |        | 56,525          |        | 35,835          |
| BSOG receipts                               |        | 2,922           |        | 3,922           |
| Training                                    |        | 4,725           |        | 6,405           |
| Membership fees                             |        | 789             |        | 1,696           |
| Employers allowance                         |        | -               |        | 2,000           |
| Bank interest                               |        | 1,140           |        | 28              |
| Business Support Grant                      |        | -               |        | -               |
| HMRC F.E.S                                  |        | -               |        | -               |
| <b>TOTAL INCOME</b>                         |        | <u>103,101</u>  |        | <u>86,886</u>   |
| <b>EXPENDITURE</b>                          |        |                 |        |                 |
| Staff costs (Note 8)                        | 39,876 |                 | 34,171 |                 |
| Volunteer expenses                          | -      |                 | -      |                 |
| Rent and rates                              | 2,402  |                 | 2,749  |                 |
| Insurance                                   | 201    |                 | 2,050  |                 |
| Electricity and power                       | 270    |                 | 1,708  |                 |
| Motor expenses                              | 21,910 |                 | 24,487 |                 |
| Travelling                                  | 50     |                 | 48     |                 |
| Printing, postage and telephone             | 2,812  |                 | 2,327  |                 |
| Accountancy fees                            | 1,150  |                 | 1,050  |                 |
| Premises                                    | 43     |                 | 1,269  |                 |
| Office machine maintenance                  | 229    |                 | 620    |                 |
| Computer expenses                           | 5,889  |                 | 5,292  |                 |
| Bank charges and interest                   | 88     |                 | 89     |                 |
| Depreciation                                | 690    |                 | 2,377  |                 |
| Midas training expenses                     | 5,406  |                 | 6,352  |                 |
| Driver's costs                              | 3,128  |                 | 1,066  |                 |
| Subscriptions                               | 212    |                 | 160    |                 |
| Professional fees                           | -      |                 | 13     |                 |
| Christmas dinner                            | 1,349  |                 | -      |                 |
| Staff welfare                               | 14     |                 | 50     |                 |
| <b>TOTAL EXPENDITURE</b>                    |        | <u>(85,719)</u> |        | <u>(85,878)</u> |
| <b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b> |        | <u>17,382</u>   |        | <u>1,008</u>    |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2023**

**FURNITURE RECYCLING PROJECT**

|   | £      | 2023<br>£                 | £      | 2022<br>£                 |
|---|--------|---------------------------|--------|---------------------------|
| <b>INCOME</b>                                   |        |                           |        |                           |
| Employers Allowance                             |        | 5,000                     |        | 2,000                     |
| Gift Aid  |        | -                         |        | -                         |
| Furniture Recycling Project                     |        | 195,051                   |        | 144,843                   |
| Business Support Grant                          |        | -                         |        | 3,787                     |
| <b>TOTAL INCOME</b>                             |        | <u>200,051</u>            |        | <u>150,630</u>            |
| <br><b>EXPENDITURE</b>                          |        |                           |        |                           |
| Purchases                                       | 79,952 |                           | 43,676 |                           |
| Staff costs (Note 8)                            | 76,640 |                           | 71,288 |                           |
| Volunteer expenses                              | 4,175  |                           | 2,300  |                           |
| Advertising                                     | 2,703  |                           | 3,328  |                           |
| Rent and rates                                  | 5,030  |                           | 4,761  |                           |
| Insurance                                       | 155    |                           | 644    |                           |
| Electricity and water                           | 2,993  |                           | 2,553  |                           |
| Motor expenses                                  | 7,535  |                           | 5,418  |                           |
| Travelling                                      | 137    |                           | 45     |                           |
| Printing, postage and telephone                 | 2,293  |                           | 2,570  |                           |
| Accountancy fees                                | 1,150  |                           | 1,050  |                           |
| Premises  | 1,815  |                           | 283    |                           |
| Office machine maintenance                      | 230    |                           | 350    |                           |
| Bank charges                                    | 795    |                           | 913    |                           |
| PAT testing                                     | 180    |                           | 128    |                           |
| Furniture collection costs                      | 9,118  |                           | 8,120  |                           |
| Staff welfare                                   | 70     |                           | 92     |                           |
| Depreciation – unrestricted                     | 6,838  |                           | 7,147  |                           |
| Subscriptions                                   | -      |                           | 53     |                           |
| Professional fees                               | 800    |                           | -      |                           |
| Training costs                                  | 600    |                           | -      |                           |
| <b>TOTAL EXPENDITURE</b>                        |        | <u>(203,209)</u>          |        | <u>(154,719)</u>          |
| <br><b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b> |        | <br><u><u>(3,158)</u></u> |        | <br><u><u>(4,089)</u></u> |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2023**

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**SHOPMOBILITY**

|   |       | <b>2023</b> |       | <b>2022</b> |
|---|-------|-------------|-------|-------------|
|   | £     | £           | £     | £           |
| <b>INCOME</b>                               |       |             |       |             |
| Grants                                      |       | 3,000       |       | 3,000       |
| Shopmobility                                |       | 171         |       | 200         |
| HMRC F.E.S                                  |       | -           |       | 2,156       |
| <b>TOTAL INCOME</b>                         |       | 3,171       |       | 5,356       |
| <b>EXPENDITURE</b>                          |       |             |       |             |
| Staff costs (Note 8)                        | 6,263 |             | 5,933 |             |
| Electricity and power                       | 870   |             | 765   |             |
| Printing, postage and telephone             | 419   |             | 427   |             |
| Subscriptions                               | 270   |             | 215   |             |
| Scooter repairs                             | 71    |             | 168   |             |
| <b>TOTAL EXPENDITURE</b>                    |       | (7,893)     |       | (7,508)     |
| <b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b> |       | (4,722)     |       | (2,152)     |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

England & Wales - Charity number 291410

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# Accounts

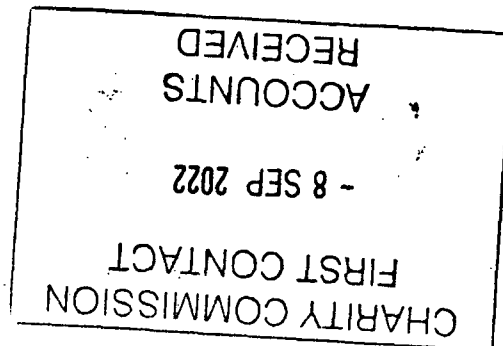
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**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

**FINANCIAL STATEMENTS  
31 MARCH 2022**

**Registered Charity No. 291410**

**Company No. 1804094**



**HAINES WATTS**  
**Chartered Accountants**  
**Aissela**  
**46 High Street**  
**Esher**  
**Surrey**  
**KT10 9QY**

# HOUNSLOW COMMUNITY TRANSPORT LIMITED

## REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

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**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

**COMPANY AND CHARITY INFORMATION**

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**COMPANY NUMBER** 1804094 (England and Wales)

**CHARITY NUMBER** 291410

**DIRECTORS/TRUSTEES** Bernard Robson  
Alfred Sanders  
John Stephens  
Lorna Stephens

**COMPANY SECRETARY** Alfred Sanders

**REGISTERED OFFICE** 9 Montague Road  
Hounslow  
Middlesex  
TW3 1JY

**INDEPENDENT EXAMINER** Haines Watts  
Aissela  
46 High Street  
Esher  
Surrey  
KT10 9QY

**BANKERS** CAF Bank Limited  
Kings Hill  
West Malling  
Kent  
ME19 4J

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2022**

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The Trustees, who are also Directors of the company, submit their Report and the audited Financial Statements of the Charity for the year ended 31 March 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in March 2005 in preparing the Annual Report and Financial Statements of the Charity.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is a company limited by guarantee and does not have share capital. The funds received from grants and trading activities are mostly unrestricted and may be used in the furtherance of the Charity's objectives in accordance with the Memorandum and Articles of Association, the Charity's governing documents.

The charitable services provided by the Charity are for the benefit of residents and social/ethnic groups in the London Borough of Hounslow and surrounding areas.

A Trustee must not receive any payment of money or other material benefit (whether direct or indirect) from the Charity except as provided for in the Memorandum of Association eg for reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings or otherwise in connection with the discharge of their duties. The Charity has the power to make any investment, which the Trustees see fit, but only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification.

The company is controlled by a Management Committee elected from the Charity's membership and in 2021/22 consisted of the Trustees and three other members.

The role of the Management Committee is to oversee the overall management of the company and to ensure that the Charity complies with all of the necessary legal and charitable requirements, with appropriate monitoring of financial policies and procedures.

The Trustees who served during 2021/22 were:

Bernard Robson  
Alfred Sanders  
John Stephens  
Lorna Stephens

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

New Trustees are nominated by the membership for election at each of the Charity's Annual General Meetings. Persons co-opted by the Management Committee normally serve a probationary period before being put up for election as a Trustee.

The Trustees have examined the major risks which the Charity faces and seek to control these risks to mitigate any impact that they may have on the Charity.

### **OBJECTIVES AND ACTIVITIES**

The objectives of the Charity are to provide the following services to individuals and social/ethnic groups within the London Borough of Hounslow and surrounding areas:

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2022**

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### **Minibus Hire Service**

The Charity provides safe, accessible and affordable transport to individuals and social/ethnic groups of every kind in the London Borough of Hounslow and surrounding areas. The Charity makes a meaningful contribution to reducing social exclusion and increasing access across Hounslow and places beyond that residents wish to visit. Most of the minibuses in the fleet are wheelchair accessible. The Charity provides opportunities for young offenders in Hounslow to undertake community service by providing appropriate and worthwhile tasks for them to undertake.

### **Furniture Recycling Project**

The Charity runs the Furniture Recycling Project which provides good quality furniture and household appliances on a low cost basis to residents in the London Borough of Hounslow and surrounding areas that are considered to be in need and who have been confirmed as such by eg Social Services, the London Borough of Hounslow Homeless Persons Unit, local charities and church welfare groups. In addition, the Charity, in conjunction with the Hounslow Probation Service and other similar services, provides opportunities for people to undertake community service working for the project.

### **Shopmobility**

The Charity runs the Shopmobility service in the London Borough of Hounslow, providing a range of battery-powered scooters and wheelchairs that can be hired at affordable prices by residents of the borough and visitors of all ages with mobility problems and thereby provide for them access that they would not necessarily have had to central Hounslow for shopping and other visits.

## **ACHIEVEMENTS AND PERFORMANCE**

HCT operated all its services from the start of April 2021 with the exception of MiDAS training which re-started in July.

A complete Health and Safety review was undertaken of all HCT services in April 2021 to ensure that all services continued to be Covid secure.

The Furniture Project continued to perform from the start of 2021/22 at pre-pandemic turnover levels, whilst the Minibus Hire Service achieved only a fraction of the level of bookings pre-pandemic from the re-start, although during the year bookings began to increase.

Monthly MiDAS training courses from the re-start in July were well attended and one-off courses for various schools were undertaken.

Shopmobility had very few scooter and wheelchair bookings from the re-start in April 2021. Solicitors representing the landlord of the premises occupied by Shopmobility in the Blenheim Centre re-started discussions with respect to a lease. This has been an on/off scenario for many years but this time there seems to be intent on the Landlord's side to conclude a lease with HCT.

The 31st March 2022 represented the end of the two year contract with the London Borough of Hounslow. HCT have been advised by the London Borough of Hounslow that the first of the two one year extensions comes into effect from 1<sup>st</sup> April 2022. The contract is worth £40k a year.

During 2021/22, HCT received a total of £5.9k in lockdown related grants from the London Borough of Hounslow/Central Government to compensate for the loss of business due to the pandemic and to furlough one member of staff from April to July 2021. No Business Rates were paid by HCT for the first three months of 2021/22.

No further work was undertaken during 2021/22 in HCT's preparation to be assessed for the Trusted Charity quality award, to replace the PQASSO Level 1 quality award that expired in October 2019.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2022**

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The time consuming self-assessment stage had already been completed in 2019. HCT will not undertake any further preparation for the assessment for this new award until the services operated by HCT are near to functioning at pre-pandemic levels.

The actual income for the Minibus Hire Service in 2020/21 of £1.8k and the income for 2021/22 of £36k shows very clearly the dramatic impact that the pandemic has had on the usage of this service. In the full year prior to the first lockdown the annual income from the Minibus Hire Service was well over £100k. In contrast, the Furniture Recycling Project has fared extremely well with income of £145k for 2021/22, which is almost the same as the full year prior to the start of the pandemic.

The leases for 9 Montague Road and Carnegie Hall (Furniture Project) ended at the end of 2020 and 2021 respectively. The lack of contact from the London Borough of Hounslow regarding new leases was put down as a resource issue resulting from the pandemic. A new lease for Carnegie Hall (Furniture Project) was agreed in April 2022, leaving the new lease for 9 Montague Road yet to be agreed.

The Furniture Recycling Project still remains the only supplier used by the LBH for Discretionary Local Crisis Payment (DCLP) awards. A high standard of performance is delivered to the LBH in fulfilling the awards made to residents of the borough.

A full year contract review meeting with the LBH for 2020/21 took place in August 2021 and a half-year review meeting for 2021/22 in December 2021, both with Aine Hayes (Third Sector Partnership Manager) from the London Borough of Hounslow. The meetings were undertaken in person, compared with the previous year when similar review meetings were undertaken over the telephone. Both meetings focused very much on how HCT was managing during the pandemic. Aine has been superbly supportive since the start of the first lockdown. A full-year review meeting for 2021/22 will take place in June 2022.

The HCT AGM scheduled for July 2021 was cancelled, as was the HCT Christmas Dinner that was due to take place in December 2021. The 2022 HCT AGM will take place in July and the Christmas Dinner is booked for December.

Only three meetings of the Management Committee took place in 2021/22 ie in April and October 2021 and in February 2022. The Chief Officer undertook regular telephone update calls with the Chair and Vice-Chair throughout 2021/22 to ensure that they were kept fully informed as to how HCT was getting on and plans to re-open its services.

## **FINANCIAL REVIEW**

Details of the financial performance for 2021/22 are set out on pages 8 to 9. The Charity achieved a deficit of £5,233 for the year ended 31 March 2022.

The principal source of funding for the Charity in 2021/22 was the revenue received from the London Borough of Hounslow with respect to the two year contract (with a two year extension) awarded at the end of 2019 that came into effect in April 2020.

## **RESERVE POLICY**

It is the policy of the Charity that an unrestricted and undesignated reserve should be maintained at a level of at least £45,000 to ensure that the Charity can:

- Maintain sufficient cash flow to allow time for payments to be received for use of the Charity's services.
- Allow for unplanned repairs or maintenance problems with the Charity's fleet of vehicles.
- Allow for the late payment of grants and other external funding and possible debt problems.
- Meet current liabilities in respect of rent, lease agreements and other creditors.
- Provide for potential redundancy costs and long term sickness.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2022**

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The Trustees consider that reserves should be maintained at this level to ensure that, in the event of a significant drop in funding, the Charity will be able to continue its current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserve required by the Charity is reviewed on an annual basis.

### **FUTURE PLANS**

The overriding priority for the Chief Officer for 2022/23 is to steer the operation of HCT to progressively gain ground in order to restore the operation of the Charity to pre-pandemic levels of income and service.

Marketing activity will be undertaken in 2022 to attract more schools and local organizations to become HCT Members and thereby be able to use the Minibus Hire Service. HCT's comprehensive database of all current and potential users of the Minibus Hire Service within and outside of the London Borough of Hounslow will be updated in readiness for a mailing to be undertaken to all prospective new Members and lapsed Members in 2022.

The overriding objective for the Furniture Recycling Project for 2022/23 is to increase the number of customers by increasing the number of organizations capable of referring people to the Furniture Recycling Project and by increasing the awareness of the existence of the service amongst those that are in need of low cost furniture and household appliances in the borough and surrounding areas.

Activity will be undertaken targeting relevant organizations in the LBH and surrounding areas that should be aware of the Shopmobility service, so they can in turn advise their own membership. In addition, activity will be undertaken targeting potential individual customers of the existence of the Shopmobility service and its location at the Blenheim Centre.

HCT will be proactive in promoting the HCT training service by sending letters, plus information leaflets, to schools/colleges and selected not-for-profit organizations in the borough. In addition, selected schools/colleges and organizations outside the borough will receive a similar communication.

The overriding funding objective is to achieve a diversity of funding sources so that not only can HCT maintain and develop its services but to also ensure that HCT is not unduly reliant on any single source for grant income.

Funding specifically for the purchase of a replacement minibus for the Minibus Hire Service will continue, with the objective of raising sufficient funds for the purchase by the end 2023.

Opportunities will be sought to raise the profile of all HCT's services across the borough and surrounding areas during 2022/23. Public relations opportunities to raise the profile of all HCT services will be progressed eg press releases to local press.

HCT will liaise closely with Aine Hayes of the LBH to achieve regular articles promoting all of HCT services in Hounslow Matters throughout 2022/23. Hounslow Matters goes regularly to c 50k Hounslow residents.

The HCT website will be reviewed so that it can be used to more effectively promote and inform current and potential users of all the services that HCT provides and to ensure that the website always has eye-catching news and features for its visitors.

Raising and maintaining the profile of Health and Safety in HCT is an on-going key objective. Risk Assessment inspections will be undertaken at all HCT premises during 2022/23.

Expenditure will be more than ever tightly controlled and no capital expenditure that can be avoided will be incurred.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
REPORT OF THE TRUSTEES  
YEAR ENDED 31 MARCH 2022**

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**DIRECTORS/TRUSTEES' RESPONSIBILITIES**

Company law requires the Directors to prepare Financial Statements for each financial year which give a true and fair view of the state of the Charity at the end of the year.

In preparing those Financial Statements, the Directors are required to select suitable accounting policies, as described on page 10, and then apply them on a consistent basis, making judgments and estimates that are prudent and reasonable. The Directors must also prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue with its charitable objectives.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. The Directors 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.

**INDEPENDENT EXAMINERS**

A resolution to re-appoint Haines Watts as Independent Examiners for the ensuing year will be proposed at the HCT A.G.M held in July 2022 in accordance with Section 385 of the Companies Act 1985.

**SMALL COMPANY EXEMPTIONS**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

This report was approved by order of the Board on 1/9/22 and signed on its behalf by:

----- **Alfred Sanders – Trustee and Company Secretary**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HOUNSLOW COMMUNITY TRANSPORT LIMITED**

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I report to the Charity Trustees on my examination of the Accounts of the company for the year ended 31 March 2022 which are set out on pages 8 to 19.

**Responsibilities and basis of report**

As the Charity Trustees of the company (and also its Directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the Accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for Independent Examination, I report in respect of my examination of your company's Accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act.

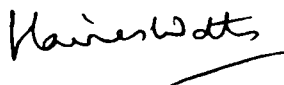
**Independent examiner's statement**

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies in Section 145 of the 2011 act.

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

1. Accounting records were not kept in respect of the company as required by Section 386 of the 2006 Act.
2. The accounts do not accord with those records.
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.
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.



**Haines Watts**  
**Chartered Accountants**

Aissela  
46 High Street  
Esher  
Surrey  
KT10 9QY

Date: ..... 2/9/22 .....

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2022**

|  | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|--|------|----------------------------|--------------------------|--------------------|--------------------|
| <b>INCOME FROM:</b>                      |      |                            |                          |                    |                    |
| Donations and Legacies                   | 5    | 45,943                     | -                        | 45,943             | 101,078            |
| Charitable activities                    | 6    | 196,901                    | -                        | 196,901            | 132,316            |
| Bank Interest                            |      | 28                         | -                        | 28                 | 67                 |
| <b>TOTAL</b>                             |      | <u>242,872</u>             | <u>-</u>                 | <u>242,872</u>     | <u>233,461</u>     |
| <b>EXPENDITURE ON:</b>                   |      |                            |                          |                    |                    |
| Charitable activities                    | 7    | 248,105                    | -                        | 248,105            | 225,950            |
| <b>TOTAL</b>                             |      | <u>248,105</u>             | <u>-</u>                 | <u>248,105</u>     | <u>225,950</u>     |
| <b>Net income/(expenditure)</b>          |      | (5,233)                    | -                        | (5,233)            | 7,511              |
| Unrealised (losses)/gains on investments |      | -                          | -                        | -                  | -                  |
| <b>Net movement in funds</b>             |      | <u>(5,233)</u>             | <u>-</u>                 | <u>(5,233)</u>     | <u>7,511</u>       |
| <b>Reconciliation of funds:</b>          |      |                            |                          |                    |                    |
| Total funds brought forward              |      | 218,403                    | -                        | 218,403            | 210,892            |
| <b>Total funds carried forward</b>       |      | <u>213,170</u>             | <u>-</u>                 | <u>213,170</u>     | <u>218,403</u>     |

All of the results derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 11 to 15 form part of these Financial Statements.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2022**

|                                       | Note | £ | 2022<br>£       | £ | 2021<br>£       |
|---------------------------------------|------|---|-----------------|---|-----------------|
| <b>FIXED ASSETS</b>                   |      |   |                 |   |                 |
| Tangible assets                       | 10   |   | 8,228           |   | 15,292          |
| <b>CURRENT ASSETS</b>                 |      |   |                 |   |                 |
| Debtors                               | 11   |   | 45,009          |   | 23,841          |
| Cash at bank and in hand              |      |   | <u>176,846</u>  |   | <u>189,489</u>  |
|                                       |      |   | 221,855         |   | 213,330         |
| <b>CREDITORS</b>                      |      |   |                 |   |                 |
| Amounts falling due within one year   | 12   |   | <u>(16,913)</u> |   | <u>(10,218)</u> |
| <b>NET CURRENT ASSETS</b>             |      |   | <u>204,942</u>  |   | <u>203,112</u>  |
| Total assets less current liabilities |      |   | 213,170         |   | 218,404         |
| <b>NET ASSETS</b>                     |      |   | <u>213,170</u>  |   | <u>218,404</u>  |
| <b>FUNDS</b>                          |      |   |                 |   |                 |
| Unrestricted funds                    | 13   |   | 213,170         |   | 218,404         |
| <b>TOTAL FUNDS</b>                    |      |   | <u>213,170</u>  |   | <u>218,404</u>  |

**Trustee Statements required by the Companies Act 2006**

In approving these Financial Statements, the Trustees, who are Directors for the purposes of Company Law, hereby confirm:

- That for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006.
- That no notice has been deposited at the registered office of the company pursuant to Section 476 of the Companies Act 2006 requesting that an Audit be conducted for the year ended 31 March 2022.
- That we acknowledge our responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The Financial Statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Financial Statements were approved by the Board on 1<sup>st</sup> Sept 2022 and signed on its behalf by:

\_\_\_\_\_ John Stephens –Trustee and Vice Chairman

\_\_\_\_\_ Alfred Sanders –Trustee and Company Secretary

Company No. 1804094

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2022**

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**1. GENERAL INFORMATION**

The Charity is a private company limited by guarantee, registered in England and Wales and a registered Charity in England and Wales. The address of the registered office is 9 Montague Road, Hounslow, Middlesex, TW3 1JY.

**2. ACCOUNTING POLICIES**

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

These Financial Statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102), The Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic Ireland (FRS 102) (effective 1 January 2015) (the SORP) including Bulletin 1 and in accordance with the Companies Act 2006, from which there were no material departures.

The Financial Statements have been prepared under the historical cost convention and are prepared on a going concern basis.

Hounslow Community Transport Limited meets the definition of a public benefit entity under FRS 102.

**GOING CONCERN**

The Financial Statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these Financial Statements. The budgeted income and expenditure is sufficient with the level of reserves for the Charity to be able to continue as a going concern.

**KEY SOURCES OF ESTIMATION, UNCERTAINTY AND JUDGEMENT**

The preparation of the Financial Statements requires management to make judgements, estimates and assumptions that affect the amounts reported.

These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**INCOME**

All incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations and legacies received by way of grants, donations and gifts are included in full in the statement of financial activities when receivable
- Charitable activities being income from services provided recognised when receivable
- Income from investments is included in the year in which it is receivable

**EXPENDITURE**

Expenditure is recognised on an accrual basis as a liability is incurred. The following specific policies are applied to particular categories of expenditure:

- Expenditure on charitable activities is costs incurred by the Charity in the course of meeting its charitable aims as related governance and support costs

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2022**

**2. ACCOUNTING POLICIES (CONTINUED)**

**TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life:

|                    |  |
|--------------------|--|
| Motor Vehicles     | 25% per annum on reducing balance and cost |
| Computer Equipment | 50% per annum on cost                      |

**FINANCIAL INSTRUMENTS**

Financial assets and financial liabilities are recognised in the Balance Sheet when the company becomes a party to the contractual provisions of the instrument.

Trade and other debtors and creditors are classified as basic financial instruments and measured at initial recognition at transaction price. Debtors and creditors are subsequently measured at amortised cost using the effective interest rate method. A provision is established when there is objective evidence that the company will not be able to collect all amounts due.

Cash and cash equivalents are classified as basic financial instruments and comprise cash in hand and at bank.

**OPERATING LEASES**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**FUND STRUCTURE**

The funds held by the Charity comprise:

- Unrestricted general funds – the 'free' funds held by the Charity to be used in accordance with the charitable objects at the discretion of the Trustees (including designated funds).
- Restricted funds – funds held to be used only for restricted purposes within the objects of the Charity. Restrictions arise when specified by donors and grant making bodies or when funds are raised for particular purposes.

**3. LEGAL STATUS OF THE CHARITY**

The Charity is a company limited by guarantee and has no share capital. The liability of each Member in the event of winding-up is limited to a maximum £10.

**4. TAXATION**

The Charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**5. INCOME FROM DONATIONS AND LEGACIES**

|                                    | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Grant - London Borough of Hounslow | 40,000                     | -                        | 40,000             | 40,000             |
| Grant - Business Support Grant     | 3,787                      | -                        | 3,787              | 28,218             |
| Grant – HMRC F.E.S                 | 2,156                      | -                        | 2,156              | 32,860             |
|                                    | <u>45,943</u>              | <u>-</u>                 | <u>45,943</u>      | <u>101,078</u>     |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2022**

Income from donations and legacies for the year ended 31 March 2022 was attributable to restricted and unrestricted funds.

**6. INCOME FROM CHARITABLE ACTIVITIES**

|                             | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-----------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Minibus Hire Service        | 35,835                     | -                        | 35,835             | 1,753              |
| Furniture Recycling Project | 144,843                    | -                        | 144,843            | 123,141            |
| Shopmobility                | 200                        | -                        | 200                | -                  |
| BSOG receipts               | 3,922                      | -                        | 3,922              | 1,922              |
| Employers allowance         | 4,000                      | -                        | 4,000              | 4,000              |
| Training                    | 6,405                      | -                        | 6,405              | 1,330              |
| Membership fees             | 1,696                      | -                        | 1,696              | 170                |
|                             | <u>196,901</u>             | <u>-</u>                 | <u>196,901</u>     | <u>132,316</u>     |

**7. EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Purchase of furniture/white goods | 43,676                     | -                        | 43,676             | 43,665             |
| Furniture collection costs        | 8,120                      | -                        | 8,120              | 2,814              |
| Staff costs (Note 9)              | 111,392                    | -                        | 111,392            | 108,711            |
| Motor expenses                    | 29,905                     | -                        | 29,905             | 17,735             |
| Drivers costs                     | 1,066                      | -                        | 1,066              | 438                |
| Scooter repairs                   | 168                        | -                        | 168                | 1,245              |
| Premises costs                    | 1,552                      | -                        | 1,552              | 7,802              |
| PAT testing                       | 128                        | -                        | 128                | 150                |
| Subscriptions and training        | 6,780                      | -                        | 6,780              | 1,075              |
| Depreciation                      | 9,524                      | -                        | 9,524              | 17,444             |
| Volunteer expenses                | 2,300                      | -                        | 2,300              | 1,410              |
| Advertising                       | 3,328                      | -                        | 3,328              | 2,269              |
| Rent and rates                    | 7,510                      | -                        | 7,510              | 4,470              |
| Insurance                         | 2,694                      | -                        | 2,694              | 143                |
| Electricity and water             | 5,026                      | -                        | 5,026              | 2,471              |
| Postage, stationery and telephone | 5,324                      | -                        | 5,324              | 5,056              |
| Office machine maintenance        | 970                        | -                        | 970                | 710                |
| Computer expenses                 | 5,292                      | -                        | 5,292              | 5,121              |
| Professional fees                 | 13                         | -                        | 13                 | -                  |
| Audit fees                        | 2,100                      | -                        | 2,100              | 2,520              |
| Staff welfare                     | 142                        | -                        | 142                | 77                 |
| Sundries                          | -                          | -                        | -                  | 577                |
| Bank Charges                      | 1002                       | -                        | 1002               | -                  |
| Travelling                        | 93                         | -                        | 93                 | 47                 |
|                                   | <u>248,105</u>             | <u>-</u>                 | <u>248,105</u>     | <u>225,950</u>     |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2022**

**8. NET INCOME FOR THE YEAR**

|                                       | <b>Total<br/>2022<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|---------------------------------------|-----------------------------|-----------------------------|
| <b>This is stated after charging:</b> |                             |                             |
| Auditors remuneration                 | <u>2,250</u>                | <u>2,520</u>                |

**9. STAFF COSTS, TRUSTEE REMUNERATION , EXPENSES AND KEY MANAGEMENT PERSONNEL**

|                       | <b>Total<br/>2022<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|-----------------------|-----------------------------|-----------------------------|
| Salaries and wages    | 104,477                     | 101,921                     |
| Pension costs         | 915                         | 922                         |
| Social Security costs | <u>6,000</u>                | <u>5,866</u>                |
|                       | <u>111,392</u>              | <u>108,709</u>              |

No employees received employee benefits in excess of £60,000 (Year Ended 31/03/2021: Nil).

No Trustees or persons connected with them received any emoluments in their role as Trustees from the Charity (Year Ended 31/03/2021: Nil) and no Trustees have received payment for professional or other services provided to the Charity during the year (Year Ended 31/03/2021: Nil). There were no reimbursements of individual expenses to any Trustee during the year (Year Ended 31/03/2021: Nil).

The average number of persons employed by the Charity during the year was 10 (Year ended 31/03/2021: 7).

**10. TANGIBLE FIXED ASSETS**

|                        | <b>Motor<br/>Vehicles<br/>£</b> | <b>Computer<br/>Equipment<br/>£</b> | <b>Total<br/>£</b> |
|------------------------|---------------------------------|-------------------------------------|--------------------|
| <b>Cost</b>            |                                 |                                     |                    |
| At 1 April 2021        | 201,904                         | 16,073                              | 217,977            |
| Addition               | -                               | 2,460                               | 2,460              |
| Disposal               | -                               | -                                   | -                  |
| At 31 March 2022       | <u>201,904</u>                  | <u>18,533</u>                       | <u>220,437</u>     |
| <b>Depreciation</b>    |                                 |                                     |                    |
| At 1 April 2021        | 188,509                         | 14,176                              | 202,685            |
| Disposal               | -                               | -                                   | -                  |
| Provision for the year | 6,399                           | 3,126                               | 9,525              |
| At 31 March 2022       | <u>194,908</u>                  | <u>17,302</u>                       | <u>212,210</u>     |
| <b>Net book value</b>  |                                 |                                     |                    |
| At 31 March 2022       | <u>6,996</u>                    | <u>1,231</u>                        | <u>8,227</u>       |
| At 31 March 2021       | <u>13,395</u>                   | <u>1,897</u>                        | <u>15,292</u>      |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2022**

**11. DEBTORS**

|                                | Total<br>2022<br>£ | Total<br>2021<br>£ |
|--------------------------------|--------------------|--------------------|
| Trade debtors                  | 34,153             | 12,697             |
| Other debtors                  | 1,000              | -                  |
| VAT                            | 2,241              | 1,976              |
| Prepayments and accrued income | 7,615              | 9,168              |
|                                | 45,009             | 23,841             |

**12. CREDITORS**

|                                 | Total<br>2022<br>£ | Total<br>2021<br>£ |
|---------------------------------|--------------------|--------------------|
| Trade creditors                 | 8,133              | 3,636              |
| Social Security and other taxes | -                  | -                  |
| Accruals and deferred income    | 8,780              | 6,582              |
|                                 | 16,913             | 10,218             |

**13. FUNDS**

|                                     | Balance at<br>01/04/2021 | Income  | Expenditure | Gains &<br>(losses) | Balance at<br>31/03/2022 |
|-------------------------------------|--------------------------|---------|-------------|---------------------|--------------------------|
| <b>Year ended 31 March<br/>2022</b> | £                        | £       | £           | £                   | £                        |
| Unrestricted funds                  | 188,405                  | 242,872 | (248,105)   | -                   | 183,172                  |
| Designated funds                    | 15,000                   | -       | -           | -                   | 15,000                   |
| Restricted funds                    | 15,000                   | -       | -           | -                   | 15,000                   |
|                                     | 218,405                  | 242,872 | (248,105)   | -                   | 213,172                  |
| <b>Year ended 31 March<br/>2021</b> | £                        | £       | £           | £                   | £                        |
| Unrestricted funds                  | 180,894                  | 233,461 | (225,950)   | -                   | 188,405                  |
| Designated funds                    | 15,000                   | -       | -           | -                   | 15,000                   |
| Restricted funds                    | 15,000                   | -       | -           | -                   | 15,000                   |
|                                     | 210,894                  | 233,461 | (225,950)   | -                   | 218,405                  |

Designated funds relate to funds put aside for use on minibuses.

Restricted funds relate to a grant provided in YE 31/03/2020 to purchase a new van.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2022**

| GROUP                                       | CONSOLIDATION |           |         |           |
|---|---------------|-----------|---------|-----------|
|   | 2022          |           | 2021    |           |
|   | £             | £         | £       | £         |
| <b>INCOME</b>                               |               |           |         |           |
| Grants                                      |               | 40,000    |         | 40,000    |
| Minibus Hire Service                        |               | 35,835    |         | 1,753     |
| Furniture Recycling Project                 |               | 144,843   |         | 123,141   |
| Shopmobility                                |               | 200       |         | -         |
| BSOG receipts                               |               | 3,922     |         | 1,922     |
| Employers allowance                         |               | 4,000     |         | 4,000     |
| Training                                    |               | 6,405     |         | 1,330     |
| Membership fees                             |               | 1,696     |         | 170       |
| Bank interest                               |               | 28        |         | 67        |
| HMRC Support Grant                          |               | 3,787     |         | 28,218    |
| HMRC F.E.S                                  |               | 2,156     |         | 32,860    |
| <b>TOTAL INCOME</b>                         |               | 242,872   |         | 233,461   |
| <b>EXPENDITURE</b>                          |               |           |         |           |
| Purchases                                   | 43,676        |           | 43,665  |           |
| Staff costs (Note 9)                        | 111,392       |           | 108,711 |           |
| Volunteer expenses                          | 2,300         |           | 1,410   |           |
| Drivers costs                               | 1,066         |           | 438     |           |
| Advertising                                 | 3,328         |           | 2,269   |           |
| Rent and rates                              | 7,510         |           | 4,470   |           |
| Insurance                                   | 2,694         |           | 143     |           |
| Electricity and water                       | 5,026         |           | 2,471   |           |
| Motor expenses'                             | 29,905        |           | 17,735  |           |
| Scooter repairs                             | 168           |           | 1,245   |           |
| Travelling                                  | 93            |           | 47      |           |
| MIDAS training costs                        | 6,352         |           | 600     |           |
| Printing, postage and telephone             | 5,324         |           | 5,056   |           |
| Audit and accountancy fees                  | 2,100         |           | 2,520   |           |
| Premises                                    | 1,552         |           | 7,802   |           |
| Office machine maintenance                  | 970           |           | 710     |           |
| Computer expenses                           | 5,292         |           | 5,121   |           |
| Bank charges and interest                   | 1,002         |           | -       |           |
| Depreciation                                | 9,524         |           | 17,444  |           |
| Furniture collection costs                  | 8,120         |           | 2,814   |           |
| Subscriptions                               | 428           |           | 475     |           |
| Professional fees                           | 13            |           | -       |           |
| PAT testing                                 | 128           |           | 150     |           |
| Christmas dinner                            | -             |           | 587     |           |
| Staff welfare                               | 142           |           | 77      |           |
| <b>TOTAL EXPENDITURE</b>                    |               | (248,105) |         | (225,950) |
| <b>TOTAL (DEFICIT)/SURPLUS FOR THE YEAR</b> |               | (5,233)   |         | 7,511     |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2022**

**MINIBUS HIRE SERVICE**

|   | £      | 2022<br>£       | £      | 2021<br>£       |
|---|--------|-----------------|--------|-----------------|
| <b>INCOME</b>                               |        |                 |        |                 |
| Grants                                      |        | 37,000          |        | 38,000          |
| Minibus Hire Service                        |        | 35,835          |        | 1,753           |
| BSOG receipts                               |        | 3,922           |        | 1,922           |
| Training                                    |        | 6,405           |        | 1,330           |
| Membership fees                             |        | 1,696           |        | 170             |
| Employers allowance                         |        | 2,000           |        |                 |
| Bank interest                               |        | 28              |        | 67              |
| Business Support Grant                      |        | -               |        | 10,000          |
| HMRC F.E.S                                  |        | -               |        | 6,396           |
| <b>TOTAL INCOME</b>                         |        | <b>86,886</b>   |        | <b>59,638</b>   |
| <b>EXPENDITURE</b>                          |        |                 |        |                 |
| Staff costs (Note 9)                        | 34,171 |                 | 35,285 |                 |
| Volunteer expenses                          | -      |                 | -      |                 |
| Rent and rates                              | 2,749  |                 | 1,754  |                 |
| Insurance                                   | 2,050  |                 | 143    |                 |
| Electricity and power                       | 1,708  |                 | 1,083  |                 |
| Motor expenses                              | 24,487 |                 | 13,262 |                 |
| Travelling                                  | 48     |                 | 47     |                 |
| Printing, Postage and telephone             | 2,327  |                 | 1,622  |                 |
| Audit and accountancy fees                  | 1,050  |                 | 1,858  |                 |
| Premises                                    | 1,269  |                 | 4,972  |                 |
| Office machine maintenance                  | 620    |                 | 460    |                 |
| Computer expenses                           | 5,292  |                 | 5,121  |                 |
| Bank charges and interest                   | 89     |                 | 70     |                 |
| Depreciation                                | 2,377  |                 | 10,837 |                 |
| Midas training expenses                     | 6,352  |                 | 600    |                 |
| Drivers costs                               | 1,066  |                 | -      |                 |
| Subscriptions                               | 160    |                 | 255    |                 |
| Professional fees                           | 13     |                 | -      |                 |
| Christmas dinner                            | -      |                 | 100    |                 |
| Staff welfare                               | 50     |                 | -      |                 |
| <b>TOTAL EXPENDITURE</b>                    |        | <b>(85,878)</b> |        | <b>(77,469)</b> |
| <b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b> |        | <b>1,008</b>    |        | <b>(17,831)</b> |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
 DETAILED INCOME AND EXPENDITURE ACCOUNT  
 YEAR ENDED 31 MARCH 2022**

**FURNITURE RECYCLING PROJECT**

|   |        | <b>2022</b> |        | <b>2021</b> |
|---|--------|-------------|--------|-------------|
|   | £      | £           | £      | £           |
| <b>INCOME</b>                                   |        |             |        |             |
| Employers Allowance                             |        | 2,000       |        | 4,000       |
| Furniture Recycling Project                     |        | 144,843     |        | 123,141     |
| Business Support Grant                          |        | 3,787       |        | 18,218      |
| HMRC F.E.S                                      |        | -           |        | 23,464      |
| <b>TOTAL INCOME</b>                             |        | 150,630     |        | 168,823     |
| <br><b>EXPENDITURE</b>                          |        |             |        |             |
| Purchases                                       | 43,676 |             | 43,665 |             |
| Staff costs (Note 9)                            | 71,288 |             | 69,068 |             |
| Volunteer expenses                              | 2,300  |             | 1,410  |             |
| Advertising                                     | 3,328  |             | 2,269  |             |
| Rent and rates                                  | 4,761  |             | 2,313  |             |
| Insurance                                       | 644    |             | -      |             |
| Electricity and water                           | 2,553  |             | 1,436  |             |
| Motor expenses                                  | 5,418  |             | 4,472  |             |
| Travelling                                      | 45     |             | -      |             |
| Printing, postage and telephone                 | 2,570  |             | 2,911  |             |
| Audit and accountancy fees                      | 1,050  |             | 1,100  |             |
| Premises  | 283    |             | 1,795  |             |
| Office machine maintenance                      | 350    |             | 250    |             |
| Bank charges                                    | 913    |             | 667    |             |
| PAT testing                                     | 128    |             | 150    |             |
| Furniture collection costs                      | 8,120  |             | 2,814  |             |
| Staff welfare                                   | 92     |             | 77     |             |
| Depreciation – unrestricted                     | 7,147  |             | 6,606  |             |
| Subscriptions                                   | 53     |             |        |             |
| Christmas Dinner                                | -      |             | 325    |             |
| <b>TOTAL EXPENDITURE</b>                        |        | (154,719)   |        | (141,328)   |
| <br><b>TOTAL (DEFICIT)/SURPLUS FOR THE YEAR</b> |        | (4,089)     |        | 27,495      |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2022**

**SHOPMOBILITY**

|                                   | £     | 2022<br>£      | £     | 2021<br>£      |
|-----------------------------------|-------|----------------|-------|----------------|
| <b>INCOME</b>                     |       |                |       |                |
| Grants                            |       | 3,000          |       | 2,000          |
| Shopmobility                      |       | 200            |       | -              |
| HMRC F.E.S                        |       | 2,156          |       | 3,000          |
| <b>TOTAL INCOME</b>               |       | <u>5,356</u>   |       | <u>5,000</u>   |
| <b>EXPENDITURE</b>                |       |                |       |                |
| Staff costs (Note 9)              | 5,933 |                | 4,357 |                |
| Volunteer expenses                | -     |                | -     |                |
| Insurance                         | -     |                | -     |                |
| Premises                          | -     |                | 435   |                |
| Electricity and power             | 765   |                | 354   |                |
| Printing, postage and telephone   | 427   |                | 524   |                |
| Audit and accountancy fees        | -     |                | -     |                |
| Depreciation                      | -     |                | -     |                |
| Subscriptions                     | 215   |                | 220   |                |
| Scooter repairs                   | 168   |                | 1,245 |                |
| Bank charges and interest         | -     |                | 20    |                |
| <b>TOTAL EXPENDITURE</b>          |       | <u>(7,508)</u> |       | <u>(7,155)</u> |
| <b>TOTAL DEFICIT FOR THE YEAR</b> |       | <u>(2,152)</u> |       | <u>(2,155)</u> |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

England & Wales - Charity number 291410

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# Accounts

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**HOUNSLOW COMMUNITY TRANSPORT LIMITED**

**FINANCIAL STATEMENTS  
31 MARCH 2021**

**Registered Charity No. 291410**

**Company No. 1804094**

**HAINES WATTS  
Chartered Accountants  
Aissela  
46 High Street  
Esher  
Surrey**

**KT10 9QY**

# HOUNSLOW COMMUNITY TRANSPORT LIMITED

## REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

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# HOUNSLOW COMMUNITY TRANSPORT LIMITED

## COMPANY AND CHARITY INFORMATION

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**COMPANY NUMBER** 1804094 (England and Wales)

**CHARITY NUMBER** 291410

**DIRECTORS/TRUSTEES** Bernard Robson  
Alfred Sanders  
John Stephens  
Lorna Stephens

**COMPANY SECRETARY** Alfred Sanders

**REGISTERED OFFICE** 9 Montague Road  
Hounslow  
Middlesex  
TW3 1JY

**INDEPENDENT EXAMINER** Haines Watts  
Aissela  
46 High Street  
Esher  
Surrey  
KT10 9QY

**BANKERS** CAF Bank Limited  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2021**

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The Trustees, who are also Directors of the company, submit their Report and the independently examined Financial Statements of the Charity for the year ended 31 March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in March 2005 in preparing the Annual Report and Financial Statements of the Charity.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is a company limited by guarantee and does not have share capital. The funds received from grants and trading activities are mostly unrestricted and may be used in the furtherance of the Charity's objectives in accordance with the Memorandum and Articles of Association, the Charity's governing documents.

The charitable services provided by the Charity are for the benefit of residents and social/ethnic groups in the London Borough of Hounslow and surrounding areas.

A Trustee must not receive any payment of money or other material benefit (whether direct or indirect) from the Charity except as provided for in the Memorandum of Association e.g. for reasonable traveling, hotel and other expenses properly incurred by them in connection with their attendance at meetings or otherwise in connection with the discharge of their duties. The Charity has the power to make any investment, which the Trustees see fit, but only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification.

The Company is controlled by a Management Committee elected from the Charity's membership and in 2020/21 consisted of the Trustees and three other members.

The role of the Management Committee is to oversee the overall management of the Company and to ensure that the Charity complies with all of the necessary legal and charitable requirements, with appropriate monitoring of financial policies and procedures.

The Trustees who served during 2020/21 were:

Bernard Robson  
Alfred Sanders  
John Stephens  
Lorna Stephens

None of the Trustees has any beneficial interest in the Company. All the Trustees are members of the Company and guarantee to contribute up to £10 in the event of a winding up.

New Trustees are nominated by the membership for election at each of the Charity's Annual General Meetings. Persons co-opted by the Management Committee normally serve a probationary period before being put up for election as a Trustee.

The Trustees have examined the major risks which the Charity faces and seek to control these risks to mitigate any impact that they may have on the Charity.

### **OBJECTIVES AND ACTIVITIES**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2021**

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The objectives of the Charity are to provide the following services to individuals and social/ethnic groups within the London Borough of Hounslow and surrounding areas:

### **Minibus Hire Service**

The Charity provides safe, accessible and affordable transport to individuals and social/ethnic groups of every kind in the London Borough of Hounslow and surrounding areas. The Charity makes a meaningful contribution to reducing social exclusion and increasing access across Hounslow and places beyond that residents wish to visit. Most of the minibuses in the fleet are wheelchair accessible. The Charity provides opportunities for young offenders in Hounslow to undertake community service by providing appropriate and worthwhile tasks for them to undertake.

### **Furniture Recycling Project**

The Charity runs the Furniture Recycling Project which provides good quality furniture and household appliance on a low cost basis to residents in the London Borough of Hounslow and surrounding areas that are considered to be in need and who have been confirmed as such by eg Social Services, the London Borough of Hounslow Homeless Person Unit, local charities and church welfare groups. In addition, the Charity, in conjunction with the Hounslow Probation Service and other similar services, provides opportunities for people to undertake community service working for the project.

### **Shopmobility**

The Charity runs the Shopmobility service in the London Borough of Hounslow, providing a range of battery-powered scooters and wheelchairs that can be hired at affordable prices by residents of the borough and visitors of all ages with mobility problems and thereby provide for them access that they would not necessarily have had to central Hounslow for shopping and other visits.

## **ACHIEVEMENTS AND PERFORMANCE**

From the start of the first lockdown on 23rd March 2020 all HCT services ceased to operate.

During the first lockdown a complete Health and Safety review was undertaken of all HCT services to ensure that all services would be Covid secure when the opportunity occurred for them to be re-opened.

HCT re-opened the Furniture Recycling Project on 1st June at the request of the London Borough of Hounslow. The re-opening was a success the start, exceeding the post-opening sales forecasts that were set. The Hounslow Furniture Recycling Project was granted 'essential' status by the London Borough of Hounslow for the duration of the second lockdown and hence stayed open throughout. During the third lockdown, the Hounslow Furniture Recycling Project remained open initially from January for two week days and then from March for all weekdays.

The first post-lockdown MiDAS training course took place on 9th October in a totally Covid-19 safe way. Further MiDAS training courses were held in November and December, together with a one-off course in December for a local school. The maximum number of attendees for each course was reduced to six to comply with social distancing requirements. MiDAS training courses scheduled from January 2021 were cancelled due to the third lockdown.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2021**

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In total there were only 5 minibus hire bookings in 2020/21 and all in November and December. The bookings undertaken were for Achieving For Children, West Thames College and Brentford FC Community Trust.

It was a brave new world for the Minibus Hire Service when it re-started after the first lockdown e.g. operating in a Covid secure way and with reduced numbers of passengers for each minibus booked. The few bookings undertaken in November and December gave HCT valuable experience in the new way of operating. HCT is now confident in taking all bookings it receives.

Shopmobility re-opened after the first lockdown at the start of November, initially open on a Wednesday, Thursday and Friday each week. HCT made direct contact with all those people that were Members at the time of the first lockdown to let them know that HCT were back in business. All scooters and wheelchairs were fully serviced by Additional Aids Mobility, based in Whitton. They have a great reputation. They have been responsible for many years in maintaining the fleet of c 40 scooters and wheelchairs for the Royal Hospital Chelsea used by the Chelsea Pensioners. In early 2021, a Fire Risk Assessment of the Shopmobility premises was undertaken at the request of the landlord. Shopmobility passed with flying colours.

From April 2021, HCT enters the second year of the contract worth £40k a year with the London Borough of Hounslow. Towards the end of 2021, HCT should receive notification from the London Borough of Hounslow of a one or maybe two year extension of the contract.

No further work was undertaken during 2020 in HCT's preparation to be assessed for the Trusted Charity quality award, to replace the PQASSO Level 1 quality award that expired in October 2019. The time consuming self-assessment stage had already been completed in 2019. HCT will not undertake any preparation for assessment for this new award until 2022 at the earliest.

During 2020/21 there have been, not surprisingly, no vehicle insurance claims. This means that since September 2017 there have been no vehicle insurance claims. A very good result for HCT.

A revised lease with the LBH has been agreed for the Furniture Recycling Project premises at Northcote Road. The only revision was with respect to minor boundary changes resulting from the proposed development of the Northcote Nature Reserve. HCT is expecting a new lease, delayed by Covid, for the 9 Montague Road premises which expired last year.

The Furniture Recycling Project still remains the only supplier used by the LBH for Discretionary Local Crisis Payment (DCLP) awards.

No progress has been made for the past 3 years or more with the Landlord of the Blenheim Centre with regards to a formal lease for Shopmobility. HCT is not being proactive in this matter. HCT's legal costs, if/when they are incurred, will be paid for by the LBH and written confirmation of this has been received.

A full year contract review meeting with the LBH for 2019/20 took place in August 2020 and a half-year review meeting for 2020/21 in November 2020, both with Aine Hayes (Third Sector Partnership Manager) from the London Borough of Hounslow. The meetings were undertaken over the telephone. Both meetings focused very much on how HCT was managing during the pandemic. Aine has been superbly supportive since the start of the first lockdown.

In December 2020, Aine arranged for a news item to go into the Hounslow Matters publication that is emailed to c50k residents of the borough announcing that the Minibus Hire and Shopmobility services had re-opened. Aine has been requested to arrange a similar announcement with respect to the re-opening of services after the third lockdown. Aine has said that she will arrange for articles to go into Hounslow Matters during 2021+ promoting all HCT services.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2021**

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The HCT AGM schedule for July 2020 was cancelled, as was the HCT Christmas Dinner.

The first HCT Management Committee meeting for 2020/21 took place in October 2020. The Chief Officer held regular telephone update calls with the Chair and Vice-Chair during the first lockdown to ensure that they were kept fully informed as to how HCT was getting on and with regards to plans to prepare for the re-opening its services. Similar contact was made during the second and third lockdowns.

## **FINANCIAL REVIEW**

Details of the financial performance for 2020/21 are set out on pages 8 to 9. The Charity achieved a surplus of £7.5k for the year ended 31 March 2021.

The principal source of funding for the Charity in 2020/21 was the revenue received from the London Borough of Hounslow with respect to the two year contract (with a two year extension) awarded at the end of 2019 that came into effect in April 2020.

## **RESERVE POLICY**

It is the policy of the Charity that an unrestricted and undesignated reserve should be maintained at a level of at least £45,000 to ensure that the Charity can:

- Maintain sufficient cash flow to allow time for payments to be received for use of the Charity's services.
- Allow for unplanned repairs or maintenance problems with the Charity's fleet of vehicles.
- Allow for the late payment of grants and other external funding and possible debt problems.
- Meet current liabilities in respect of rent, lease agreements and other creditors.
- Provide for potential redundancy costs and long term sickness.

The Trustees consider that reserves should be maintained at this level to ensure that, in the event of a significant drop in funding, the Charity will be able to continue its current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserve required by the Charity is reviewed on an annual basis.

## **FUTURE PLANS**

What is certain about the planning for 2021/22, and especially with regards to preparing income forecasts, is a high level of uncertainty about the future. A deliberately cautious approach has thereby been adopted by HCT.

The overriding priority for the Chief Officer for 2021/22 is to steer the operation of HCT during this period of pandemic high uncertainty to ensure the best financial outcome is achieved.

Marketing activity will be undertaken in 2021 to attract more schools and local organizations to become HCT Members and thereby be able to use the Minibus Hire Service. HCT's comprehensive database of all current and potential users of the Minibus Hire Service within and outside of the London Borough of Hounslow will be updated in readiness for a mailing to be undertaken to all prospective new Members and lapsed Members in 2021.

The overriding objective for the Furniture Recycling Project for 2021/22 is to increase the number of customers by increasing the number of organizations capable of referring people to the Furniture Recycling Project and by increasing the awareness of the existence of the service amongst those that are in need of low cost furniture and household appliances in the borough and surrounding areas.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2021**

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Activity will be undertaken targeting relevant organizations in the LBH and surrounding areas that should be aware of the Shopmobility service, so they can in turn advise their own membership. In addition, activity will be undertaken targeting potential individual users of the existence of the Shopmobility service and its location at the Blenheim Centre.

Monthly MiDAS training courses restarted in June 2021. HCT will be proactive in promoting the HCT training service by sending letters, plus information leaflets, to schools/colleges and selected not-for-profit organizations in the borough. In addition, selected schools/colleges and organizations outside the borough will receive a similar communication.

The overriding funding objective is to achieve a diversity of funding sources so that not only can HCT maintain and develop its services but to also ensure that HCT is not unduly reliant on any single source for grant income.

Funding specifically for the purchase a replacement minibus for the Minibus Hire Service will commence in 2021, with the objective of raising sufficient funds to purchase a new vehicle by early 2023.

Opportunities will be sought to raise the profile of all HCT's services across the borough and surrounding areas during 2021/22.

HCT will liaise closely with Aine Hayes of the LBH to achieve regular articles promoting all of HCT services in Hounslow Matters throughout 2021/22. Hounslow Matters goes regularly to c 50k Hounslow residents.

The HCT website will be reviewed so that it can be used to more effectively promote and inform current and potential users of all the services that HCT provides and to ensure that the website always has eye-catching news and features for its visitors.

Public relations opportunities to raise the profile of all HCT services will be progressed e.g. press releases to local press.

Raising and maintaining the profile of Health and Safety in HCT is an on-going key objective. Risk Assessment inspections will be undertaken at all HCT premises during 2021/22.

Expenditure will be more than ever tightly controlled and no capital expenditure that can be avoided will be incurred.

### **DIRECTORS/TRUSTEES' RESPONSIBILITIES**

Company law requires the Directors to prepare Financial Statements for each financial year which give a true and fair view of the state of the Charity at the end of the year.

In preparing those Financial Statements, the Directors are required to select suitable accounting policies, as described on page 10, and then apply them on a consistent basis, making judgments and estimates that are prudent and reasonable. The Directors must also prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue with its charitable objectives.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. The Directors 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.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**REPORT OF THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2021**

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## **INDEPENDENT EXAMINERS**

A resolution to re-appoint Haines Watts as independent examiners for the ensuing year will be proposed at the Management Committee meeting held in August 2021 in accordance with Section 385 of the Companies Act 1985. This is usually undertaken at HCT's AGM, but this event has been cancelled in 2021.

## **SMALL COMPANY EXEMPTIONS**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

This report was approved by order of the Board on \_\_\_\_\_ and signed on its behalf  
by:

\_\_\_\_\_  
**Alfred Sanders - Trustee and Company Secretary**

I report to the Charity Trustees on my examination of the Accounts of the Company for the year ended 31 March 2021 which are set out on pages 8 to 19.

## **RESPONSIBILITIES AND BASIS OF REPORT**

As the Charity Trustees of the Company (and also its Directors for the purposes of Company Law) you are responsible for the preparation of the Accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act')

Having satisfied myself that the Accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for Independent Examination, I report in respect of my Examination of your Company's Accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my Examination I have followed the Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act.

## **INDEPENDENT EXAMINER'S STATEMENT**

I confirm that I am qualified to undertake the Examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies in Section 145 of the 2011 Act.

I have completed my examination. I confirm that no matters have come to my attention in connection with the Examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act.
2. The Accounts do not accord with those records.
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.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
REPORT OF THE TRUSTEES  
YEAR ENDED 31 MARCH 2021**

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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).

However, not all future events or conditions can be predicted. The COVID-19 pandemic is one of the most significant economic events for the UK with unprecedented levels of uncertainty of outcomes. It is therefore difficult to evaluate all of the potential implications on the Charity's trading, customers, suppliers and the wider economy. The Trustees view on the impact of COVID is disclosed within note 2 of the Financial Statements.

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.

**Haines Watts  
Chartered Accountants**

Aissela  
46 High Street  
Esher  
Surrey  
KT10 9QY

**Date:** .....

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

|                                    | Note | Unrestricted<br>Funds<br>£ | Restrict<br>ed<br>Funds<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|------------------------------------|------|----------------------------|------------------------------|--------------------|--------------------|
| <b>INCOME FROM:</b>                |      |                            |                              |                    |                    |
| Donations and Legacies             | 5    | 101,078                    | -                            | 101,078            | 70,000             |
| Charitable activities              | 6    | 132,316                    | -                            | 132,316            | 278,910            |
| Bank Interest                      |      | 67                         | -                            | 67                 | 169                |
| <b>TOTAL</b>                       |      | <b>233,461</b>             | <b>-</b>                     | <b>233,461</b>     | <b>349,079</b>     |
| <b>EXPENDITURE ON:</b>             |      |                            |                              |                    |                    |
| Charitable activities              | 7    | 225,950                    | -                            | 225,950            | 314,929            |
| <b>TOTAL</b>                       |      | <b>225,950</b>             | <b>-</b>                     | <b>225,950</b>     | <b>314,929</b>     |
| <b>Net income</b>                  |      | <b>7,511</b>               | <b>-</b>                     | <b>7,511</b>       | <b>34,150</b>      |
| <b>Net movement in funds</b>       |      | <b>7,511</b>               | <b>-</b>                     | <b>7,511</b>       | <b>34,150</b>      |
| <b>Reconciliation of funds:</b>    |      |                            |                              |                    |                    |
| Total funds brought forward        |      | 210,892                    | -                            | 210,892            | 176,742            |
| <b>Total funds carried forward</b> |      | <b>218,403</b>             | <b>-</b>                     | <b>218,403</b>     | <b>210,892</b>     |

All of the results derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 10 to 15 form part of these Financial Statements.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021**

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**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**BALANCE SHEET**  
**31 MARCH 2021**

|                                       | Not<br>e | 2020     | 2019     |
|---------------------------------------|----------|----------|----------|
|                                       |          | £        | £        |
| <b>FIXED ASSETS</b>                   |          |          |          |
| Tangible assets                       | 10       | 15,292   | 28,944   |
| <b>CURRENT ASSETS</b>                 |          |          |          |
| Debtors                               | 11       | 23,841   | 37,204   |
| Cash at bank and in hand              |          | 189,489  | 163,721  |
|                                       |          | 213,330  | 200,925  |
| <b>CREDITORS</b>                      |          |          |          |
| Amounts falling due within one year   | 12       | (10,218) | (18,976) |
| <b>NET CURRENT ASSETS</b>             |          | 203,112  | 181,949  |
| Total assets less current liabilities |          | 218,404  | 210,893  |
| <b>NET ASSETS</b>                     |          | 218,404  | 210,893  |
| <b>FUNDS</b>                          |          |          |          |
| Unrestricted funds                    | 13       | 218,404  | 210,893  |
| <b>TOTAL FUNDS</b>                    |          | 218,404  | 210,893  |

**Trustee Statements required by the Companies Act 2006**

In approving these Financial Statements, the Trustees, who are Directors for the purposes of Company Law, hereby confirm:

- That for the year stated above the Company was entitled to the exemption conferred by section 477 of the Companies Act 2006
- That no notice has been deposited at the registered office of the Company pursuant to section 476 of the Companies Act 2006 requesting that an Audit be conducted for the year ended 31 March 2021
- That we acknowledge our responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The Financial Statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Financial Statements were approved by the Board on behalf by:

and signed on its

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
BALANCE SHEET  
31 MARCH 2021**

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\_\_\_\_\_ **Lorna Stephens -Trustee and Chairman**

\_\_\_\_\_ **Alfred Sanders -Trustee and Company Secretary**

**Company-No:1804094**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

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**1. GENERAL INFORMATION**

The Charity is a private Company limited by guarantee, registered in England and Wales and a registered Charity in England and Wales. The address of the registered office is 9 Montague Road, Hounslow, Middlesex, TW3 1JY.

**2. ACCOUNTING POLICIES**

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

These Financial Statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102), The Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic Ireland (FRS 102) (effective 1 January 2015) (the SORP) including Bulletin 1 and in accordance with the Companies Act 2006, from which there were no material departures.

The Financial Statements have been prepared under the historical cost convention and are prepared on a going concern basis.

Hounslow Community Transport Limited meets the definition of a public benefit entity under FRS 102.

**GOING CONCERN**

The Financial Statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these Financial Statements. The budgeted income and expenditure is sufficient with the level of reserves for the Charity to be able to continue as a going concern.

In particular, in response to the COVID pandemic, the Trustees have tested their cash flow analysis to take into account the impact on the Charity of possible scenarios brought on by the impact of COVID, alongside the measures that they can take to mitigate the impact. Based on these assessments, given the measures that could be undertaken to mitigate the current adverse conditions, and the current resources available, the Trustees have concluded that they can continue to adopt the going concern basis in preparing the Annual Report and Accounts.

**KEY SOURCES OF ESTIMATION, UNCERTAINTY AND JUDGEMENT**

The preparation of the Financial Statements requires management to make judgements, estimates and assumptions that affect the amounts reported.

These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**INCOME**

All incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

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- Donations and legacies received by way of grants, donations and gifts are included in full in the statement of financial activities when receivable
- Charitable activities being income from services provided recognised when receivable
- Income from investments is included in the year in which it is receivable

## **2. ACCOUNTING POLICIES (CONTINUED)**

### **EXPENDITURE**

Expenditure is recognised on an accrual basis as a liability is incurred. The following specific policies are applied to particular categories of expenditure:

- Expenditure on charitable activities is costs incurred by the Charity in the course of meeting its charitable aims as related governance and support costs

### **TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life:

|                    |  |
|--------------------|--|
| Motor Vehicles     | 25% per annum on reducing balance and cost |
| Computer Equipment | 50% per annum on cost                      |

### **FINANCIAL INSTRUMENTS**

Financial assets and financial liabilities are recognised in the Balance Sheet when the Company becomes a party to the contractual provisions of the instrument.

Trade and other debtors and creditors are classified as basic financial instruments and measured at initial recognition at transaction price. Debtors and creditors are subsequently measured at amortised cost using the effective interest rate method. A provision is established when there is objective evidence that the Company will not be able to collect all amounts due.

Cash and cash equivalents are classified as basic financial instruments and comprise cash in hand and at bank.

### **OPERATING LEASES**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

### **FUND STRUCTURE**

The funds held by the Charity comprise:

- Unrestricted general funds - the 'free' funds held by the Charity to be used in accordance with the charitable objects at the discretion of the Trustees (including designated funds).
- Restricted funds - funds held to be used only for restricted purposes within the objects of the Charity. Restrictions arise when specified by donors and grant making bodies or when funds are raised for particular purposes.

## **3. LEGAL STATUS OF THE CHARITY**

The Charity is a company limited by guarantee and has no share capital. The liability of each Member in the event of winding-up is limited to a maximum £10.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**4. TAXATION**

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**5. INCOME FROM DONATIONS AND LEGACIES**

|                                    | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|------------------------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Grant - London Borough of Hounslow | 40,000                              | -                                 | 40,000                      | 70,000                      |
| Grant - Business Support Grant     | 28,218                              | -                                 | 28,218                      | -                           |
| Grant - HMRC F.E.S.                | 32,860                              | -                                 | 32,860                      | -                           |
|                                    | <u>101,078</u>                      | <u>-</u>                          | <u>101,078</u>              | <u>70,000</u>               |

Income from donations and legacies for the year ended 31 March 2021 was attributable to restricted and unrestricted funds.

**6. INCOME FROM CHARITABLE ACTIVITIES**

|                             | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|-----------------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Gift Aid                    | -                                   | -                                 | -                           | 1,665                       |
| Minibus Hire Service        | 1,753                               | -                                 | 1,753                       | 106,140                     |
| Furniture Recycling Project | 123,141                             | -                                 | 123,141                     | 140,904                     |
| Shopmobility                | -                                   | -                                 | -                           | 580                         |
| BSOG receipts               | 1,922                               | -                                 | 1,922                       | 2,820                       |
| Employers allowance         | 4,000                               | -                                 | 4,000                       | 3,000                       |
| Training                    | 1,330                               | -                                 | 1,330                       | 7,485                       |
| Profit on sale of assets    | -                                   | -                                 | -                           | 1,200                       |
| Membership fees             | 170                                 | -                                 | 170                         | 3,749                       |
| Clothworkers Foundation     | -                                   | -                                 | -                           | 20,000                      |
|                             | <u>132,316</u>                      | <u>-</u>                          | <u>132,316</u>              | <u>298,911</u>              |

**7. EXPENDITURE ON CHARITABLE ACTIVITIES**

| <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>Total<br/>2021</b> | <b>Total<br/>2020</b> |
|-------------------------------|-----------------------------|-----------------------|-----------------------|
|-------------------------------|-----------------------------|-----------------------|-----------------------|

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

|                                   | Funds<br>£     | £        | £              | £              |
|-----------------------------------|----------------|----------|----------------|----------------|
| Purchase of furniture/White goods | 43,665         | -        | 43,665         | 47,898         |
| Furniture collection costs        | 2,814          | -        | 2,814          | 3,012          |
| Staff costs (note 9)              | 108,711        | -        | 108,711        | 151,242        |
| Motor expenses                    | 17,735         | -        | 17,735         | 44,404         |
| Drivers costs                     | -              | -        | -              | 2,367          |
| Scooter repairs                   | 1,245          | -        | 1,245          | 459            |
| Premises costs                    | 7,802          | -        | 7,802          | 1,928          |
| PAT testing                       | 150            | -        | 150            | 165            |
| Subscriptions and training        | 1,075          | -        | 1,075          | 5,646          |
| Depreciation                      | 17,444         | -        | 17,444         | 15,910         |
| Volunteer expenses                | 1,410          | -        | 1,410          | 4,869          |
| Advertising                       | 2,269          | -        | 2,269          | 4,058          |
| Rent and rates                    | 4,470          | -        | 4,470          | 6,121          |
| Insurance                         | 143            | -        | 143            | 3,297          |
| Electricity and water             | 2,471          | -        | 2,471          | 4,066          |
| Postage, stationery and telephone | 5,056          | -        | 5,056          | 6,992          |
| Office machine maintenance        | 710            | -        | 710            | 2,291          |
| Computer expenses                 | 5,121          | -        | 5,121          | 4,747          |
| Professional fees                 | 438            | -        | 438            | 53             |
| Audit fees                        | 2,520          | -        | 2,520          | 3,100          |
| Staff welfare                     | 77             | -        | 77             | 151            |
| Sundries                          | 577            | -        | 577            | 1,363          |
| Travelling                        | 47             | -        | 47             | 665            |
| Bad Debt Write Off                | -              | -        | -              | 1              |
|                                   | <u>225,950</u> | <u>-</u> | <u>225,950</u> | <u>314,929</u> |

**8. NET INCOME FOR THE YEAR**

|                                       | Total<br>2021<br>£ | Total<br>2020<br>£ |
|---------------------------------------|--------------------|--------------------|
| <b>This is stated after charging:</b> |                    |                    |
| Auditors remuneration                 | <u>2,520</u>       | <u>3,100</u>       |

**9. STAFF COSTS, TRUSTEE REMUNERATION , EXPENSES AND KEY MANAGEMENT PERSONNEL**

|                    | Total<br>2021<br>£ | Total<br>2020<br>£ |
|--------------------|--------------------|--------------------|
| Salaries and wages | 101,921            | 139,065            |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

|                       |         |         |
|-----------------------|---------|---------|
| Pension costs         | 922     | 737     |
| Social Security costs | 5,866   | 11,440  |
|                       | 108,709 | 151,242 |

No employees received employee benefits in excess of £60,000 (Year Ended 31/03/2021: nil).

No Trustees or persons connected with them received any emoluments in their role as Trustees from the Charity (Year Ended 31/03/2021: nil) and no Trustees have received payment for professional or other services provided to the Charity during the year (Year Ended 31/03/2021: nil). There were no reimbursements of individual expenses to any Trustee during the year (Year Ended 31/03/2021: nil).

The average number of persons employed by the Charity during the year was 7 (Year ended 31/03/2021: 9).

**10. TANGIBLE FIXED ASSETS**

|                        | <b>Motor<br/>Vehicles<br/>£</b> | <b>Computer<br/>Equipment<br/>£</b> | <b>Total<br/>£</b> |
|------------------------|---------------------------------|-------------------------------------|--------------------|
| <b>Cost</b>            |                                 |                                     |                    |
| At 1 April 2020        | 201,904                         | 12,282                              | 214,186            |
| Addition               | -                               | 3,791                               | 3,791              |
| Disposal               | -                               | -                                   | -                  |
| At 31 March 2021       | 201,904                         | 16,073                              | 217,977            |
| <b>Depreciation</b>    |                                 |                                     |                    |
| At 1 April 2020        | 172,960                         | 12,282                              | 185,242            |
| Disposal               | (11,895)                        | -                                   | -                  |
| Provision for the year | 15,549                          | 1,894                               | 17,443             |
| At 31 March 2021       | 188,509                         | 14,176                              | 202,685            |
| <b>Net book value</b>  |                                 |                                     |                    |
| At 31 March 2021       | 13,395                          | 1,897                               | 15,292             |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

At 31 March 2020

28,944

-      28,944

**11. DEBTORS**

|                                | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|--------------------------------|-----------------------------|-----------------------------|
| Trade debtors                  | 12,697                      | 24,333                      |
| Other debtors                  | -                           | 1,000                       |
| VAT                            | 1,976                       | 3,121                       |
| Prepayments and accrued income | 9,168                       | 8,749                       |
|                                | <u>23,841</u>               | <u>37,203</u>               |

**12. CREDITORS**

|                                 | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|---------------------------------|-----------------------------|-----------------------------|
| Trade creditors                 | 3,636                       | 10,459                      |
| Social Security and other taxes | -                           | -                           |
| Accruals and deferred income    | 6,582                       | 8,517                       |
|                                 | <u>10,218</u>               | <u>18,976</u>               |

**13. FUNDS**

|                    | <b>Balance<br/>at<br/>01/04/20<br/>20<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>£</b> | <b>Gains<br/>&amp;<br/>(losses<br/>)<br/>£</b> | <b>Balance<br/>at<br/>31/03/20<br/>21<br/>£</b> |
|--------------------|---|---------------------|--------------------------|--|---|
| Unrestricted funds | 180,894   | 233,461             | (225,950)                | -  | 188,405   |
| Designated funds   | 15,000  | -                   | -                        | -  | 15,000  |
| Restricted funds   | 15,000  | -                   | -                        | -  | 15,000  |
|                    | <u>210,894</u>                                  | <u>233,461</u>      | <u>(225,950)</u>         | <u>-</u>                                       | <u>218,405</u>                                  |
|                    | <b>Balance<br/>at</b>                           |                     |                          | <b>Gains<br/>&amp;</b>                         | <b>Balance<br/>at</b>                           |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

| <b>Year ended 31<br/>March 2020</b> | <b>01/04/20<br/>19</b> | <b>Income</b>  | <b>Expenditu<br/>re</b> | <b>(losses<br/>)</b> | <b>31/03/20<br/>20</b> |
|-------------------------------------|------------------------|----------------|-------------------------|----------------------|------------------------|
|                                     | <b>£</b>               | <b>£</b>       | <b>£</b>                | <b>£</b>             | <b>£</b>               |
| Unrestricted funds                  | 161,742                | 329,080        | (309,928)               | -                    | 180,894                |
| Designated funds                    | 15,000                 | -              | -                       | -                    | 15,000                 |
| Restricted funds                    | -                      | 20,000         | 5,000                   | -                    | 15,000                 |
|                                     | <u>176,742</u>         | <u>349,080</u> | <u>(314,928)</u>        | <u>-</u>             | <u>210,894</u>         |

Designated funds relate to funds put aside for use on minibuses.

Restricted funds relate to a grant provided in year ending 31/03/2020 to purchase a new van for the Furniture Recycling Project. The expenditure is the depreciation charge relating to the asset, split into the value relating to the grant.

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2021**

|                                 | £       | 2021<br>£ | £       | 2020<br>£ |
|---------------------------------|---------|-----------|---------|-----------|
| <b>INCOME</b>                   |         |           |         |           |
| Grants                          |         | 40,000    |         | 70,000    |
| Minibus Hire Service            |         | 1,753     |         | 106,140   |
| Furniture Recycling Project     |         | 123,141   |         | 158,088   |
| Shopmobility                    |         | -         |         | 580       |
| Gift Aid                        |         | -         |         | 1,665     |
| BSOG receipts                   |         | 1,922     |         | 2,819     |
| Employers allowance             |         | 4,000     |         | 3,000     |
| Training                        |         | 1,330     |         | 7,485     |
| Membership fees                 |         | 170       |         | 3,749     |
| Profit on sale of assets        |         | -         |         | 1,200     |
| Bank interest                   |         | 67        |         | 169       |
| HMRC Support Grant              |         | 28,218    |         | -         |
| HMRC F.E.S.                     |         | 32,860    |         | -         |
| <b>TOTAL INCOME</b>             |         | 233,461   |         | 349,079   |
| <b>EXPENDITURE</b>              |         |           |         |           |
| Purchases                       | 43,665  |           | 47,898  |           |
| Staff costs (Note 8)            | 108,711 |           | 151,242 |           |
| Volunteer expenses              | 1,410   |           | 4,869   |           |
| Drivers costs                   | -       |           | 2,637   |           |
| Advertising                     | 2,269   |           | 4,058   |           |
| Rent and rates                  | 4,470   |           | 6,121   |           |
| Insurance                       | 143     |           | 3,295   |           |
| Electricity and water           | 2,471   |           | 4,066   |           |
| Motor expenses'                 | 17,735  |           | 44,404  |           |
| Scooter repairs                 | 1,245   |           | 529     |           |
| Travelling                      | 47      |           | 178     |           |
| MIDAS training costs            | 600     |           | 5,032   |           |
| Printing, postage and telephone | 5,056   |           | 6,992   |           |
| Audit and accountancy fees      | 2,520   |           | 3,100   |           |
| Premises                        | 7,802   |           | 1,857   |           |
| Office machine maintenance      | 710     |           | 2,291   |           |
| Computer expenses               | 5,121   |           | 4,747   |           |
| Bank charges and interest       | -       |           | 240     |           |
| Depreciation                    | 17,444  |           | 15,911  |           |
| Furniture collection costs      | 2,814   |           | 3,012   |           |
| Subscriptions                   | 475     |           | 615     |           |
| Professional fees               | 438     |           | 53      |           |
| PAT testing                     | 150     |           | 165     |           |
| Trusted Charity Mark            | -       |           | -       |           |
| Christmas dinner                | 587     |           | 1,612   |           |
| Staff welfare                   | 77      |           | 150     |           |
| <b>TOTAL EXPENDITURE</b>        |         | (225,950) |         | (314,929) |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2021**

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|                                   |       |              |       |               |
|-----------------------------------|-------|--------------|-------|---------------|
|                                   | _____ | )            | _____ | )             |
| <b>TOTAL SURPLUS FOR THE YEAR</b> |       | <u>7,511</u> |       | <u>34,150</u> |

**GROUP CONSOLIDATION**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2021**

|   | £      | 2021<br>£ | £      | 2020<br>£ |
|---|--------|-----------|--------|-----------|
| <b>INCOME</b>                               |        |           |        |           |
| Grants                                      |        | 38,000    |        | 46,000    |
| Minibus Hire Service                        |        | 1,753     |        | 106,140   |
| BSOG receipts                               |        | 1,922     |        | 2,972     |
| Training                                    |        | 1,330     |        | 7,485     |
| Membership fees                             |        | 170       |        | 3,749     |
| Employers allowance                         |        | -         |        | 1,500     |
| Profit on sale of assets                    |        | -         |        | -         |
| Bank interest                               |        | 67        |        | 169       |
| Business Support Grant                      |        | 10,000    |        | -         |
| HMRC F.E.S.                                 |        | 6,396     |        | -         |
| <b>TOTAL INCOME</b>                         |        | 59,638    |        | 167,862   |
| <b>EXPENDITURE</b>                          |        |           |        |           |
| Staff costs (Note 9)                        | 35,285 |           | 62,244 |           |
| Volunteer expenses                          | -      |           | 97     |           |
| Rent and rates                              | 1,754  |           | 2,777  |           |
| Insurance                                   | 143    |           | 576    |           |
| Electricity and power                       | 1,083  |           | 1,012  |           |
| Motor expenses                              | 13,262 |           | 37,583 |           |
| Travelling                                  | 47     |           | 158    |           |
| Printing, Postage and telephone             | 1,622  |           | 3,495  |           |
| Audit and accountancy fees                  | 1,858  |           | 1,753  |           |
| Premises                                    | 4,972  |           | 376    |           |
| Office machine maintenance                  | 460    |           | 2,291  |           |
| Computer expenses                           | 5,121  |           | 3,374  |           |
| Bank charges and interest                   | 70     |           | 60     |           |
| Depreciation                                | 10,837 |           | 9,512  |           |
| Midas training expenses                     | 600    |           | 5,032  |           |
| Drivers costs                               | -      |           | 2,637  |           |
| Subscriptions                               | 255    |           | 395    |           |
| Trusted Charity Mark                        | -      |           | -      |           |
| Professional fees                           | -      |           | -      |           |
| Christmas dinner                            | 100    |           | 1,612  |           |
| Staff welfare                               | -      |           | 98     |           |
| <b>TOTAL EXPENDITURE</b>                    |        | (77,469)  |        | (135,082) |
| <b>TOTAL (DEFICIT)/SURPLUS FOR THE YEAR</b> |        | (17,831)  |        | 32,780    |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2021**

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**MINIBUS HIRE SERVICE**

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2021**

**FURNITURE RECYCLING PROJECT**

|                                       | £      | 2021<br>£ | £      | 2020<br>£ |
|---------------------------------------|--------|-----------|--------|-----------|
| <b>INCOME</b>                         |        |           |        |           |
| Employers Allowance                   |        | 4,000     |        | 1,500     |
| Gift Aid                              |        | -         |        | 1,665     |
| Furniture Recycling Project           |        | 123,141   |        | 152,272   |
| Clothworkers' Foundation              |        | -         |        | 20,000    |
| Profit on sale of assets              |        | 18,218    |        | 1,200     |
| Business Support Grant                |        | 23,464    |        | -         |
| HMRC F.E.S.                           |        |           |        | -         |
| <b>TOTAL INCOME</b>                   |        | 168,823   |        | 176,637   |
| <br><b>EXPENDITURE</b>                |        |           |        |           |
| Purchases                             | 43,665 |           | 47,898 |           |
| Staff costs (Note 9)                  | 69,068 |           | 83,756 |           |
| Volunteer expenses                    | 1,410  |           | 4,150  |           |
| Advertising                           | 2,269  |           | 4,058  |           |
| Rent and rates                        | 2,313  |           | 3,198  |           |
| Insurance                             | -      |           | 576    |           |
| Electricity and water                 | 1,436  |           | 2,333  |           |
| Motor expenses                        | 4,472  |           | 6,822  |           |
| Travelling                            | -      |           | 20     |           |
| Printing, postage and telephone       | 2,911  |           | 3,137  |           |
| Audit and accountancy fees            | 1,100  |           | 1,400  |           |
| Premises                              | 1,795  |           | 1,481  |           |
| Office machine maintenance            | 250    |           | -      |           |
| Computer expenses                     | -      |           | 1,373  |           |
| Bank charges                          | 667    |           | 60     |           |
| Trusted Charity Mark                  | -      |           | -      |           |
| PAT testing                           | 150    |           | 165    |           |
| Furniture collection costs            | 2,814  |           | 3,012  |           |
| Staff welfare                         | 77     |           | 52     |           |
| Depreciation - unrestricted           | 6,606  |           | 1,399  |           |
| Depreciation - restricted             | 325    |           | 5,000  |           |
| Christmas Dinner                      |        |           | -      |           |
| <b>TOTAL EXPENDITURE</b>              |        | (141,328) |        | (169,890) |
| <br><b>TOTAL SURPLUS FOR THE YEAR</b> |        | 27,495    |        | 6,747     |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2021**

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**SHOPMOBILITY**

|                                   | £     | 2021<br>£ | £     | 2020<br>£ |
|-----------------------------------|-------|-----------|-------|-----------|
| <b>INCOME</b>                     |       |           |       |           |
| Grants                            |       | 2,000     |       | 4,000     |
| Shopmobility                      |       | -         |       | 580       |
| HMRC F.E.S.                       |       | 3,000     |       | -         |
| <b>TOTAL INCOME</b>               |       | 5,000     |       | 4,580     |
| <b>EXPENDITURE</b>                |       |           |       |           |
| Staff costs (Note 9)              | 4,357 |           | 5,242 |           |
| Volunteer expenses                | -     |           | 622   |           |
| Insurance                         | -     |           | 2,143 |           |
| Premises                          | 435   |           | -     |           |
| Electricity and power             | 354   |           | 721   |           |
| Printing, Postage and telephone   | 524   |           | 360   |           |
| Audit and accountancy fees        | -     |           | -     |           |
| Depreciation                      | -     |           | -     |           |
| Subscriptions                     | 220   |           | 220   |           |
| Scooter repairs                   | 1245  |           | 529   |           |
| Bank charges and interest         | 20    |           | 120   |           |
| <b>TOTAL EXPENDITURE</b>          |       | (7,155)   |       | (9,957)   |
| <b>TOTAL DEFICIT FOR THE YEAR</b> |       | (2,155)   |       | (5,377)   |

**HOUNSLOW COMMUNITY TRANSPORT LIMITED  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2021**

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