

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

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

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
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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.

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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.

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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.

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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**

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
by:

and signed on its behalf

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
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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 Funds £	Restrict ed Funds £	Total 2021 £	Total 2020 £
INCOME FROM:					
Donations and Legacies	5	101,078	-	101,078	70,000
Charitable activities	6	132,316	-	132,316	278,910
Bank Interest		67	-	67	169
TOTAL		<u>233,461</u>	<u>-</u>	<u>233,461</u>	<u>349,079</u>
EXPENDITURE ON:					
Charitable activities	7	225,950	-	225,950	314,929
TOTAL		<u>225,950</u>	<u>-</u>	<u>225,950</u>	<u>314,929</u>
Net income		<u>7,511</u>	<u>-</u>	<u>7,511</u>	<u>34,150</u>
Net movement in funds		<u>7,511</u>	<u>-</u>	<u>7,511</u>	<u>34,150</u>
Reconciliation of funds:					
Total funds brought forward		210,892	-	210,892	176,742
Total funds carried forward		<u>218,403</u>	<u>-</u>	<u>218,403</u>	<u>210,892</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 10 to 15 form part of these Financial Statements.

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

HOUNSLOW COMMUNITY TRANSPORT LIMITED
BALANCE SHEET
31 MARCH 2021

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

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

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
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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
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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 Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
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

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
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

Unrestricted	Restricted Funds	Total 2021	Total 2020
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HOUNSLOW COMMUNITY TRANSPORT LIMITED
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

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

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

	Total 2021 £	Total 2020 £
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
	<u>108,709</u>	<u>151,242</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 7 (Year ended 31/03/2021: 9).

10. TANGIBLE FIXED ASSETS

	Motor Vehicles £	Computer Equipment £	Total £
Cost			
At 1 April 2020	201,904	12,282	214,186
Addition	-	3,791	3,791
Disposal	-	-	-
At 31 March 2021	<u>201,904</u>	<u>16,073</u>	<u>217,977</u>
Depreciation			
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	<u>188,509</u>	<u>14,176</u>	<u>202,685</u>
Net book value			
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 2021

At 31 March 2020	<u>28,944</u>	<u>-</u>	<u>28,944</u>
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11. DEBTORS

	Total 2021 £	Total 2020 £
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

	Total 2021 £	Total 2020 £
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

Year ended 31 March 2021	Balance at 01/04/2020 £	Income £	Expenditure £	Gains & (losses) £	Balance at 31/03/2021 £
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>
	Balance at			Gains &	Balance at

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

Year ended 31 March 2020	01/04/20 19 £	Income £	Expenditu re £	(losses) £	31/03/20 20 £
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 £	£	2020 £
INCOME				
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		-
TOTAL INCOME		233,461		349,079
EXPENDITURE				
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	
TOTAL EXPENDITURE		(225,950)		(314,929)

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

	_____)	_____)
TOTAL SURPLUS FOR THE YEAR		<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 £	£	2020 £
INCOME				
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		-
TOTAL INCOME		<u>59,638</u>		<u>167,862</u>
EXPENDITURE				
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	
TOTAL EXPENDITURE		<u>(77,469)</u>		<u>(135,082)</u>
TOTAL (DEFICIT)/SURPLUS FOR THE YEAR		<u><u>(17,831)</u></u>		<u><u>32,780</u></u>

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

MINIBUS HIRE SERVICE

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

FURNITURE RECYCLING PROJECT

	£	2021 £	£	2020 £
INCOME				
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.		-		-
TOTAL INCOME		<u>168,823</u>		<u>176,637</u>
 EXPENDITURE				
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	-		-	
TOTAL EXPENDITURE		<u>(141,328)</u>		<u>(169,890)</u>
 TOTAL SURPLUS FOR THE YEAR		<u><u>27,495</u></u>		<u><u>6,747</u></u>

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

SHOPMOBILITY

	£	2021 £	£	2020 £
INCOME				
Grants		2,000		4,000
Shopmobility		-		580
HMRC F.E.S.		3,000		-
TOTAL INCOME		<u>5,000</u>		<u>4,580</u>
EXPENDITURE				
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	
TOTAL EXPENDITURE	<u> </u>	(7,155)	<u> </u>	(9,957)
TOTAL DEFICIT FOR THE YEAR		<u><u>(2,155)</u></u>		<u><u>(5,377)</u></u>

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