

HILLINGDON COMMUNITY TRANSPORT LIMITED

England & Wales · Charity number 292513

Details

Other names	H C T, HILLINGDON CT
Status	Registered
Legal form	Charitable company
Company number	01903280
Registered	1985-08-28
Register	View on the Charity Commission register

Contact

Address	Hillingdon Community Transport Block B 128 Harlington Road Hillingdon Middlesex UB8 3EU
Phone	01895277773
Email	hct@hillingdon.gov.uk
Website	www.hillingdoncommunitytransport.org.uk

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE COMMUNITY IN THE LONDON BOROUGH OF HILLINGDON AND IN PARTICULAR THE ADVANCEMENT OF EDUCATION THE FURTHERANCE OF HEALTH, THE RELIEF OF POVERTY, SUFFERING SICKNESS AND DISTRESS ESPECIALLY BY PROVIDING AND ENCOURAGING AND ASSISTING OTHERS TO PROVIDE FACILITIES, FOR THE STORAGE AND TRANSPORTATION OF GOODS AND CHATTELS AND FOR THE TRANSPORTATION OF PERSONS TO NEEDY PERSON LIVING OR WORKING IN THE LONDON BOROUGH OF HILLINGDON. (FOR FURTHER DETAILS SEE CLAUSE 3 OF MEMORANDUM OF ASSOCIATION).

Activities: To provide affordable, fully accessible mini bus transport services to local community groups and organisations providing services for the residents of the London Borough of Hillingdon.

Classification

- **How:** Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Other Charitable Purposes
- **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:** LONDON BOROUGH OF HILLINGDON
- Hillingdon

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£573,350	£499,898	£383,892	20
2024-03-31	£525,992	£462,159	£310,440	17
2023-03-31	£431,424	£418,868	-	-
2022-03-31	£376,200	£341,640	-	-
2021-03-31	£245,144	£283,132	-	-

Trustees

Name	Role	Appointed
William Brown	Chair	2016-11-18
David Poxon		2019-01-23
Dennis Brown		2025-07-02
Derek Pascoe		2023-10-02
FREDERICK GEORGE HALL		
Fidelma Brookfield		2024-02-14
Sarah Shearing		2023-10-02

HILLINGDON COMMUNITY TRANSPORT LIMITED

England & Wales - Charity number 292513

Accounts

Company registration number: 01903280

Charity registration number: 292513

Hillingdon Community Transport Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

MG Group (Professional Services) Limited
Chartered Accountants
166 College Road
Harrow
Middlesex
HA1 1BH

Hillingdon Community Transport Limited

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Hillingdon Community Transport Limited

Reference and Administrative Details

Chairman	William Ian Brown
Trustees and Directors	Fidelma Brookfield Ian Drummond Sarah Shearing David Poxon Derek Pascoe Frederick George Hall Dennis Brown
Principal Office	Block B Harlington Road Depot 128 Harlington Road Hillingdon Middlesex UB8 3EU The charity is incorporated in England & Wales.
Company Registration Number	01903280
Charity Registration Number	292513
Independent Examiner	Gavin Fernandes FCA, CTA MG Group (Professional Services) Limited Chartered Accountants 166 College Road Harrow Middlesex HA1 1BH

Hillingdon Community Transport Limited

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in 2015.

Objectives and activities

Objects and aims

Our aim is to provide a fully accessible transport service at affordable cost to disabled individuals and bona fide voluntary groups and organisations that provide services, which benefit and help to improve the quality of life for Hillingdon's residents.

Structure, governance and management

Recruitment and appointment of trustees

The Charity is a company limited by guarantee and does not have a 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 document.

The charitable services provided by the Charity are mostly restricted to the benefit of the residents of the London Borough of Hillingdon. 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. 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 that currently consists of 8 Trustees.

Their role is to oversee the management and day to day running of the company and to ensure that the Charity complies with all of the necessary legal and charitable requirements, with careful monitoring of financial policies and procedures.

Induction and training of trustees

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

J A Webster, F Brookfield, S Shearing, I Brown(Chairman) G Johnson , D Pascoe, F G Hall, I Drummond and D. Poxon

Hillingdon Community Transport Limited

Trustees' Report

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

The Articles of Association provide for up to 10 Trustees on the Management Committee and the membership are invited to nominate persons for election as Trustees at every Annual General Meeting. Persons co-opted to the Management Committee normally serve a probationary period before being appointed a Trustee.

Arrangements for setting key management personnel remuneration

The Trustees of the Charity are considered related parties of the Charity. None of the Trustees received remuneration or reimbursement of expenses.

Major risks and management of those risks

The Trustees have identified risks that Charity face. The charity has public liability and fully comprehensive fleet insurance to insure that the risks impacting on the ability of the Charity to continue is mitigated.

Financial review

Independent examiners MG Group (Professional Services) Limited have prepared our financial statements for the year, for the Trustees to review and approve, with an abbreviated statement of activity for the 2024/25 year at the end of this annual report. A full set of accounts is available on request from our office.

The Trustees have a responsibility to oversee the finances of the Charity. This is done on a regular basis at the Management meetings when the General Manager presents updated and reviewed income and expenditure budgets for consideration.

They also have a responsibility to ensure that reasonable steps are taken to protect against unplanned financial situations. To this end the committee decided that we needed to have a level of unrestricted reserves set aside as a contingency fund by setting up a reserves policy.

Policy on reserves

Reserve (Unrestricted)

Our reserve level is set at £100,000. This figure includes a sudden loss of income such as another pandemic. This also includes the costs associated if the project had to close down

Hillingdon Community Transport Limited

Trustees' Report

Bus Replacement Fund

We are always looking at ways to modernise our fleet and with this in mind we have set up a bus replacement fund. It insures we are in a position to upgrade our fleet when our buses get older or new legislation comes in.

We were in a position to replace 3 of our older buses with low mileage 2nd hand minibuses in 2024-25.

Trading

With a trading organisation such as ours, close financial monitoring is vital to avoid the sudden deficits that can occur such as bad weather etc. the Charity needs a substantial cash flow to cover such trading activities and allow time for payments to clear the system.

Thank you for paying your invoices so promptly

We saw an increase in trading in 2024-25 and will continuously monitor our pricing structure to insure we can offer the best value for our customers.

As always, special thanks to:

London Borough of Hillingdon for their continued support.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Fidelma Brookfield
	Ian Drummond
	John Arthur Webster (resigned 19 March 2025)
	Sarah Shearing
	George Johnson (resigned 16 October 2024)
	David Poxon
	Derek Pascoe
	Frederick George Hall
	Dennis Brown (appointed 2 July 2025)

Chairman: William Ian Brown

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Hillingdon Community Transport Limited

Trustees' Report

The annual report was approved by the trustees of the charity on...18-11-25 and signed on its behalf by:



William Ian Brown
Chairman

Hillingdon Community Transport Limited

Statement of Trustees' Responsibilities in Respect of the Financial Statements

The trustees (who are also the directors of Hillingdon Community Transport Limited for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditures, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

Approved by the trustees of the charity on 18-11-25 and signed on its behalf by:



William Ian Brown
Chairman

Hillingdon Community Transport Limited

Independent Examiner's Report to the trustees of Hillingdon Community Transport Limited

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025 which are set out on pages 8 to 21.

Respective responsibilities of trustees and examiner

As the charity's trustees of Hillingdon Community Transport Limited (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 Hillingdon Community Transport Limited are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the 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

Since Hillingdon Community Transport Limited 's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

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:

1. accounting records were not kept in respect of Hillingdon Community Transport Limited as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Gavin Fernandes

.....
Gavin Fernandes FCA, CTA
MG Group (Professional Services) Limited
Chartered Accountants
166 College Road
Harrow
Middlesex
HA1 1BH

20/11/2025
Date:.....

Hillingdon Community Transport Limited

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Income and Endowments from:			
Donations and legacies	4	10,000	3,155
Charitable activities	5	558,299	520,564
Investment income	6	<u>5,051</u>	<u>2,273</u>
Total income		<u>573,350</u>	<u>525,992</u>
Expenditure on:			
Raising funds		(41)	-
Charitable activities	7	<u>(499,857)</u>	<u>(462,159)</u>
Total expenditure		<u>(499,898)</u>	<u>(462,159)</u>
Net income		<u>73,452</u>	<u>63,833</u>
Net movement in funds		73,452	63,833
Reconciliation of funds			
Total funds brought forward		<u>310,440</u>	<u>246,607</u>
Total funds carried forward	13	<u><u>383,892</u></u>	<u><u>310,440</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the year is shown in note 13.

Hillingdon Community Transport Limited

(Registration number: 01903280)
Balance Sheet as at 31 March 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	10	110,316	5,010
Current assets			
Debtors	11	110,558	89,295
Cash at bank and in hand		<u>177,458</u>	<u>239,560</u>
		288,016	328,855
Creditors: Amounts falling due within one year	12	<u>(14,440)</u>	<u>(23,425)</u>
Net current assets		<u>273,576</u>	<u>305,430</u>
Net assets		<u>383,892</u>	<u>310,440</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds	13	<u>383,892</u>	<u>310,440</u>
Total funds		<u>383,892</u>	<u>310,440</u>

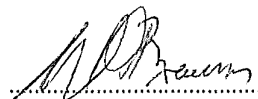
For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 8 to 18 were approved by the trustees, and authorised for issue on 18-11-2025 and signed on their behalf by:



William Ian Brown
Chairman

Hillingdon Community Transport Limited

Statement of Cash Flows for the Year Ended 31 March 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash income		73,452	63,833
Adjustments to cash flows from non-cash items			
Depreciation	7	17,859	8,244
Investment income	6	<u>(5,051)</u>	<u>(2,273)</u>
		86,260	69,804
Working capital adjustments			
Increase in debtors	11	(21,263)	(5,598)
(Decrease)/increase in creditors	12	<u>(8,985)</u>	<u>6,688</u>
Net cash flows from operating activities		<u>56,012</u>	<u>70,894</u>
Cash flows from investing activities			
Interest receivable and similar income	6	5,051	2,273
Purchase of tangible fixed assets	10	<u>(123,165)</u>	<u>(4,500)</u>
Net cash used in investing activities		<u>(118,114)</u>	<u>(2,227)</u>
Net (decrease)/increase in cash and cash equivalents		(62,102)	68,667
Cash and cash equivalents at 1 April		<u>239,560</u>	<u>170,893</u>
Cash and cash equivalents at 31 March		<u><u>177,458</u></u>	<u><u>239,560</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

1 Charity status

The charity is limited by guarantee, incorporated in England & Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £Nil towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Block B Harlington Road Depot
128 Harlington Road Hillingdon
Middlesex
UB8 3EU

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Hillingdon Community Transport Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

Income is included in the Statement of Financial Activities ("SOFA") for the period when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. It includes grants, membership subscriptions and other similar items. Such income is only not included, i.e. deferred, when -the donor specifies that the grant or donation must only be used in future accounting periods; or -the donor has imposed conditions which must be met before the charity has unconditional entitlement. Incoming resources from charitable activities consists of charitable trading income and represents amounts receivable for goods and services net of VAT

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Investment income

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

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable that the settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Depreciation and amortisation

The charity has the use of four minibuses that are owned by other organisations. The charity is responsible for the running costs and insurance but it is not able to dispose of the vehicles without the consent of the legal owners. The vehicles are not included in tangible fixed assets. Purchases of equipment with an individual cost of less than £750 are not capitalised.

Asset class	Depreciation method and rate
Furniture and Equipment	25% straight line
Motor Vehicles	25% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity. The Trustees have created designated funds from within the unrestricted funds. The bus replacement fund has been created to separately identify funds to be used to purchase new or secondhand vehicles, as required. This year, the trustees decided to refurbish two existing buses, as the financial climate was not suitable for the purchase of replacement buses. The contingency fund has been created to allow the charity to continue in the event of significant cuts in funding.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the balance sheet when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

3 Critical accounting judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described in Notes 2, the trustees/directors are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Critical judgements in applying the charity's accounting policies

Management does not consider there to be any critical judgements or significant estimates.

4 Income from donations and legacies

	2025 £	2024 £
Donations and legacies;		
Donations from individuals	10,000	3,155
	<u>10,000</u>	<u>3,155</u>

5 Income from charitable activities

	2025 £	2024 £
Charitable trading income	533,827	493,576
Bus service operators grants	11,160	8,213
Other Income	13,312	18,775
	<u>558,299</u>	<u>520,564</u>

6 Investment income

	2025 £	2024 £
Interest receivable and similar income;		
Interest receivable on bank deposits	5,051	2,273
	<u>5,051</u>	<u>2,273</u>

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

7 Expenditure on charitable activities

	2025 £	2024 £
Staff salaries & other staff costs	332,212	315,516
Vehicle costs	133,138	121,434
MIDAS training materials	-	959
Depreciation	17,859	8,243
Support costs	11,285	10,844
Governance costs	<u>5,390</u>	<u>5,163</u>
	<u>499,857</u>	<u>462,159</u>

8 Analysis of governance and support costs

Governance costs

	2025 £	2024 £
Accountancy fees	2,890	2,665
Examination of financial statements	<u>2,500</u>	<u>2,498</u>
	<u>5,390</u>	<u>5,163</u>

9 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
Staff costs during the year were:		
Wages and salaries	308,548	290,969
Employers NI	15,688	14,507
Pension costs	6,512	6,459
Other staffs costs	<u>1,464</u>	<u>3,581</u>
	<u>332,212</u>	<u>315,516</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2025 No	2024 No
No. of employees	<u>19</u>	<u>17</u>

No employee received emoluments of more than £60,000 during the year.

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

10 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
Cost			
At 1 April 2024	12,189	341,439	353,628
Additions	-	<u>123,165</u>	<u>123,165</u>
At 31 March 2025	<u>12,189</u>	<u>464,604</u>	<u>476,793</u>
Accumulated Depreciation			
At 1 April 2024	12,189	336,429	348,618
Charge for the year	-	<u>17,859</u>	<u>17,859</u>
At 31 March 2025	<u>12,189</u>	<u>354,288</u>	<u>366,477</u>
Net book value			
At 31 March 2025	<u>-</u>	<u>110,316</u>	<u>110,316</u>
At 31 March 2024	<u>-</u>	<u>5,010</u>	<u>5,010</u>

11 Debtors

	2025 £	2024 £
Trade debtors	74,501	63,452
Prepayments	18,433	15,711
Other debtors	<u>17,624</u>	<u>10,132</u>
	<u>110,558</u>	<u>89,295</u>

12 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	10,487	11,222
Other taxation and social security	-	7,039
Other creditors	1,453	2,663
Accruals	<u>2,500</u>	<u>2,501</u>
	<u>14,440</u>	<u>23,425</u>

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

13 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2025 £
Unrestricted funds					
<i>General</i>					
General unrestricted fund	154,932	573,350	(499,898)	(10,000)	218,384
<i>Designated</i>					
Invested in fixed assets	508	-	-	-	508
Bus replacement fund	65,000	-	-	-	65,000
Contingency fund	<u>90,000</u>	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>100,000</u>
	<u>155,508</u>	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>165,508</u>
Total funds	<u>310,440</u>	<u>573,350</u>	<u>(499,898)</u>	<u>-</u>	<u>383,892</u>
	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General unrestricted fund	114,905	525,992	(453,915)	(32,050)	154,932
<i>Designated</i>					
Invested in fixed assets	8,752	-	(8,244)	-	508
Bus replacement fund	32,950	-	-	32,050	65,000
Contingency fund	<u>90,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>90,000</u>
	<u>131,702</u>	<u>-</u>	<u>(8,244)</u>	<u>32,050</u>	<u>155,508</u>
Total funds	<u>246,607</u>	<u>525,992</u>	<u>(462,159)</u>	<u>-</u>	<u>310,440</u>

Hillingdon Community Transport Limited

Detailed Statement of Financial Activities for the Year Ended 31 March 2025

	2025		2025	Total 2024 £
	Designated £	General £	Total £	
	Unrestricted funds			
Income and Endowments from:				
Donations and legacies (analysed below)	-	10,000	10,000	3,155
Charitable activities (analysed below)	-	558,299	558,299	520,564
Investment income (analysed below)	-	5,051	5,051	2,273
Total income	-	573,350	573,350	525,992
Expenditure on:				
Raising funds (analysed below)	-	(41)	(41)	-
Charitable activities (analysed below)	-	(499,857)	(499,857)	(462,159)
Total expenditure	-	(499,898)	(499,898)	(462,159)
Net income	-	73,452	73,452	63,833
Transfer between funds	10,000	(10,000)	-	-
Net movement in funds	10,000	63,452	73,452	63,833
Reconciliation of funds				
Total funds brought forward	155,508	154,932	310,440	246,607
Total funds carried forward	165,508	218,384	383,892	310,440

Hillingdon Community Transport Limited

Detailed Statement of Financial Activities for the Year Ended 31 March 2025

	2025 £	2024 £
<i>Donations and legacies</i>		
Donation	10,000	3,155
	10,000	3,155
	10,000	3,155
	2025 £	2024 £
<i>Charitable activities</i>		
Subscriptions	5,722	5,974
Driving assessment fees	9,452	16,296
Fees and supplies	518,653	471,306
Other income	13,312	18,775
Grants receivable	11,160	8,213
	558,299	520,564
	558,299	520,564
	2025 £	2024 £
<i>Investment income</i>		
Interest on cash deposits	5,051	2,273
	5,051	2,273
	5,051	2,273
	2025 £	2024 £
<i>Raising funds</i>		
Bad debts written off	(41)	-
	(41)	-
	(41)	-

Hillingdon Community Transport Limited

Detailed Statement of Financial Activities for the Year Ended 31 March 2025

	2025	2024
	£	£
<i>Charitable activities</i>		
Wages and salaries	(308,548)	(290,969)
Employers NI	(15,688)	(14,507)
Pension costs	(6,512)	(6,459)
Staff training	(493)	(588)
Volunteer expenses	(971)	(2,993)
Rent and rates	(3,566)	(3,424)
MIDAS training materials	-	(959)
Insurance	(1,950)	(2,120)
Computer software and maintenance costs	(3,929)	(3,543)
Printing, postage and stationery	(1,167)	(878)
Trade subscriptions	(215)	(430)
Sundry expenses	(235)	(6)
Motor expenses	(133,138)	(121,434)
Advertising	(30)	(273)
Accountancy fees	(2,890)	(2,665)
Bank charges	(166)	(170)
Depreciation of motor vehicles	(17,859)	(8,243)
Independent Examiners fees	(2,500)	(2,498)
	<u>(499,857)</u>	<u>(462,159)</u>

HILLINGDON COMMUNITY TRANSPORT LIMITED

England & Wales - Charity number 292513

Accounts

Company registration number: 1903280

Charity registration number: 292513

Hillingdon Community Transport Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

MG Audit Services Limited
Chartered Accountants and Registered Auditors
166 College Road
Harrow
Middlesex
HA1 1BH

Hillingdon Community Transport Limited

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Hillingdon Community Transport Limited

Reference and Administrative Details

Chairman	William Brown
Trustees	Fidelma Brookfield Ian Drummond John Arthur Webster Sarah Shearing George Johnson David Poxon Derek Pascoe Frederick George Hall
Principal Office	Block B 128 Harlington Road Hillingdon UB8 3EU The charity is incorporated in England & Wales.
Company Registration Number	1903280
Charity Registration Number	292513
Independent Examiner	MG Audit Services Limited Chartered Accountants and Registered Auditors 166 College Road Harrow Middlesex HA1 1BH

Hillingdon Community Transport Limited

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2024.

Objectives and activities

Objects and aims

The main objective and activity of the Charity is to provide an affordable and accessible transport service to various social groups within the London Borough of Hillingdon – Group Transport.

Public benefit

Our main activities and whom we aim to help are described as below. All our charitable activities focus on

delivering a safe transport resource for our member groups and quality standard driver awareness and related training. All activities are undertaken to further our charitable purpose for awareness and related training. All activities are undertaken to further our charitable purposes for the public benefit.

Our objectives are providing services to benefit residents of the London Borough of Hillingdon. The diverse make up of our membership includes people of all age groups from the many different social, financial and cultural backgrounds which make up our local community in the Borough.

- Elderly groups
- Residents and community groups
- Sports groups of mixed ages and abilities
- Youth and children's groups
- Faith organisations
- Homeless, drug and alcohol support groups
- Advice and support groups
- Local voluntary groups supporting B S. E M residents
- Education support organisations and environmental group

We operate 11 fully accessible minibuses; which means we are able to offer fully accessible transport to our disabled residents and 9 standard minibus, two with a trailer option

Equality of access to transport services is important to us and our service offers transport for all those who find accessing conventional transport provision difficult to use or unsuitable. Our premises are fully accessible,

Our main provision is transport but we also provide advice in minibus purchase and training in driving skills and licence requirements. We offer driver training with the Minibus Driver's Awareness Scheme (MIDAS) and Passenger Assistant Training, (PATs). All drivers of our vehicles must achieve the MIDAS Certificate in minibus driving

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

The Charity continues to provide a valuable service to the residents of the London Borough of Hillingdon. The Charity has a sufficient amount of reserves, which should ensure that the Charity will be able to continue to provide this service for the foreseeable future.

The Charity has ascertained and reviewed Level 1 of the Pqasso Quality Assurance System.

Hillingdon Community Transport Limited

Trustees' Report

Financial review

The current year's surplus of £ 63,833, is after charging depreciation of £8,243.

Policy on reserves

It is the policy of the Charity that we have an unrestricted and undesignated reserve of £100,000, This is to ensure that the Charity can:

- Maintain sufficient cash flow to allow time for amounts to be received for use of services by members organisations;
- Allow for unplanned repairs or maintenance problems with the fleet of vehicles;
- Allow for late payment of grants and/or other external funding and possible debt problems;
- Provide for potential redundancy costs for core staff resulting from a loss of funding;
- Meet current liabilities in respect of rent, lease agreements and other creditors;
- Provide for legal costs in the event of the Charity being subject to legal action; and
- Provide for costs in the event of the closure of the project.

Due to the outbreak of Covid 19 we have also put in place a Pandemic Policy. This reflects the risks and responsibilities we face as an organisation. The Trustees have taken into account our former reserve and feel we needed to increase it to £100,000 to include our Pandemic policy. This will be to consider the possibility of further outbreaks or any other unexpected loss of income.

We are confident that the measures we have put in place, will continue to see us be able to trade as we move forward and take into account any further drops in income. The reserve fund will be reassessed annually to insure that our financial commitments are met.

The Trustees consider that reserves should be maintained at this level to ensure that, in the event of a significant drop in funding they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

Plans for future periods

Aims and key objectives for future periods

We have set out below the future plans for the charity :

- To continuously review and update the business plan
- Review and update Level 1 of Pqasso when required
- Continue to seek capital fund raising for new replacement buses
- Initiate new projects as the needs arise
- Continue to implement our bus replacement Scheme
- Monitor our finances in relation to Covid 19

Hillingdon Community Transport Limited

Trustees' Report

Structure, governance and management

Recruitment and appointment of trustees

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

F.Brookfield
F Hall
I. Drummond
S.Shearing
J A Webster
G Johnson
D.Poxon
D.Pascoe
W Brown (Chair)
RF Sage(Resigned)
L.Hanlon(Resigned)

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

The Articles of Association provide for up to 10 Trustees on the Management Committee and the membership are invited to nominate persons for election as Trustees at every Annual Gen Meeting. Persons co-opted to the Management Committee normally serve a probationary period before being appointed a Trustee,

Arrangements for setting key management personnel remuneration

The Trustees of the Charity are considered related parties of the Charity. None of the Trustees received remuneration or reimbursement of expenses.

Hillingdon Community Transport Limited

Trustees' Report

Major risks and management of those risks

Legal claim

The Trustees have identified the following risks as the main risks that face the Charity. The Charity could not continue to meet its objectives without the support of the London Borough of Hillingdon. The Charity could be faced with a claim against it if a person, or persons, suffered any personal injury or accident while being transported in the Charity's vehicles. The Charity has obtained public liability and fully comprehensive fleet insurance to ensure that the risk of a claim impacting on the ability of the Charity to continue its operation is mitigated.

The Trustees have set aside an unrestricted reserve of £100,000 to provide for unforeseen circumstances as described above and as set out in the reserves policy. The Trustees are also in the process of securing grants for the foreseeable future.

As many of our fleet are not ULEZ compliant, we have implemented a Bus replacement policy in line with our trading. Currently a new Bus is in the region of £65,000, with a good second-hand bus about £30,000. With this in mind, we have set aside £65,000 towards replacement within our fleet for 2024-25.

The annual report was approved by the trustees of the charity on 12-11-2024 and signed on its behalf by:



William Brown
Chairman

Hillingdon Community Transport Limited

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Hillingdon Community Transport Limited for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

Approved by the trustees of the charity on 12-11-2024 and signed on its behalf by:



William Brown
Chairman

Hillingdon Community Transport Limited

Independent Examiner's Report to the trustees of Hillingdon Community Transport Limited

I report on the accounts of the charity for the year ended 31 March 2024 which are set out on pages 8 to 17 .

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of .

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

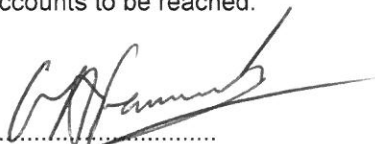
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
Gavin Fernandes FCA, CTA
Chartered Accountants and Registered Auditors

166 College Road
Harrow
Middlesex
HA1 1BH

Date:.....5/12/24.....

Hillingdon Community Transport Limited

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2024 £
Income and Endowments from:			
Donations and legacies	3	3,155	3,155
Charitable activities	4	520,564	520,564
Investment income	5	2,273	2,273
Total income		<u>525,992</u>	<u>525,992</u>
Expenditure on:			
Charitable activities	6	<u>(462,159)</u>	<u>(462,159)</u>
Total expenditure		<u>(462,159)</u>	<u>(462,159)</u>
Net income		<u>63,833</u>	<u>63,833</u>
Net movement in funds		63,833	63,833
Reconciliation of funds			
Total funds brought forward		<u>246,607</u>	<u>246,607</u>
Total funds carried forward	12	<u>310,440</u>	<u>310,440</u>
		Unrestricted funds £	Total 2023 £
Income and Endowments from:			
Charitable activities	4	430,784	430,784
Investment income	5	640	640
Total income		<u>431,424</u>	<u>431,424</u>
Expenditure on:			
Charitable activities	6	<u>(418,868)</u>	<u>(418,868)</u>
Total expenditure		<u>(418,868)</u>	<u>(418,868)</u>
Net income		<u>12,556</u>	<u>12,556</u>
Net movement in funds		12,556	12,556
Reconciliation of funds			
Total funds brought forward		<u>234,051</u>	<u>234,051</u>
Total funds carried forward	12	<u>246,607</u>	<u>246,607</u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2023 is shown in note 12.

Hillingdon Community Transport Limited

(Registration number: 1903280)
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	9	5,010	8,754
Current assets			
Debtors	10	89,295	83,697
Cash at bank and in hand		<u>239,560</u>	<u>170,893</u>
		328,855	254,590
Creditors: Amounts falling due within one year	11	<u>(23,425)</u>	<u>(16,737)</u>
Net current assets		<u>305,430</u>	<u>237,853</u>
Net assets		<u>310,440</u>	<u>246,607</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>310,440</u>	<u>246,607</u>
Total funds	12	<u>310,440</u>	<u>246,607</u>

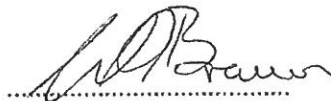
For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 8 to 17 were approved by the trustees, and authorised for issue on 22.11.24, and signed on their behalf by:


.....
William Brown
Chairman

Hillingdon Community Transport Limited

Statement of Cash Flows for the Year Ended 31 March 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash income		63,833	12,556
Adjustments to cash flows from non-cash items			
Depreciation		8,244	10,589
Investment income	5	<u>(2,273)</u>	<u>(640)</u>
		69,804	22,505
Working capital adjustments			
Increase in debtors	10	(5,598)	(39,919)
Increase/(decrease) in creditors	11	<u>6,688</u>	<u>(4,506)</u>
Net cash flows from operating activities		<u>70,894</u>	<u>(21,920)</u>
Cash flows from investing activities			
Interest receivable and similar income	5	2,273	640
Purchase of tangible fixed assets	9	<u>(4,500)</u>	<u>-</u>
Net cash flows from investing activities		<u>(2,227)</u>	<u>640</u>
Net increase/(decrease) in cash and cash equivalents		68,667	(21,280)
Cash and cash equivalents at 1 April		<u>170,893</u>	<u>192,173</u>
Cash and cash equivalents at 31 March		<u><u>239,560</u></u>	<u><u>170,893</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Charity status

The charity is limited by guarantee, incorporated in England & Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £Nil towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Block B
128 Harlington Road
Hillingdon
UB8 3EU

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Hillingdon Community Transport Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

Income is included in the Statement of Financial Activities ("SOFA") for the period when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. It includes grants, membership subscriptions and other similar items. Such income is only not included, i.e. deferred, when

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement, Incoming resources from charitable activities consists of charitable trading income and represents amounts receivable for goods and services net of VAT

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2024

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Depreciation and amortisation

The charity has the use of four minibuses that are owned by other organisations. The charity is responsible for the running costs and insurance but it is not able to dispose of the vehicles without the consent of the legal owners. The vehicles are not included in tangible fixed assets. Purchases of equipment with an individual cost of less than £750 are not capitalised.

Asset class

Plant and machinery
Office Furniture

Depreciation method and rate

25% straight line
25% straight line

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2024

Motor Vehicles

25% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity. The Trustees have created designated funds from within the unrestricted funds, The bus replacement fund has been created to separately identify funds to be used to purchase new or secondhand vehicles, as required. This year, the trustees decided to refurbish two existing buses, as the financial climate was not suitable for the purchase of replacement buses. The contingency fund has been created to allow the charity to continue in the event of significant cuts in funding,

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2024

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

3 Income from donations and legacies

	Unrestricted funds	Total 2024
	General	2024
	£	£
Donations and legacies;		
Donations from individuals	3,155	3,155
	<u>3,155</u>	<u>3,155</u>

4 Income from charitable activities

	Unrestricted funds	Total 2024	Total 2023
	General	2024	2023
	£	£	£
Charitable trading income	493,576	493,576	396,004
Bus service Operators grants	8,213	8,213	7,250
Other Income	18,775	18,775	-
LB of Hillingdon	-	-	20,000
Insurance Claim	-	-	7,530
	<u>520,564</u>	<u>520,564</u>	<u>430,784</u>

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2024

5 Investment income

	Total 2024 £	Total 2023 £
Interest receivable and similar income;		
Interest receivable on bank deposits	2,273	640

6 Expenditure on charitable activities

	Total 2024 £	Total 2023 £
Staff salaries & other staff costs	315,515	262,202
Vehicle costs	121,435	132,512
MIDAS training materials	959	215
Depreciation	8,244	10,589
Support costs	13,508	10,620
	459,661	416,138

7 Analysis of governance and support costs

Governance costs

	Total 2024 £	Total 2023 £
Examination of financial statements	2,498	2,730
	2,498	2,730

8 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	290,969	243,226
Employers NI	14,507	9,841
Pension costs	6,459	5,432
	311,935	258,499

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2024

	2024 No	2023 No
No. of employees	<u>17</u>	<u>17</u>

No employee received emoluments of more than £60,000 during the year.

9 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
Cost			
At 1 April 2023	12,189	336,939	349,128
Additions	<u>-</u>	<u>4,500</u>	<u>4,500</u>
At 31 March 2024	<u>12,189</u>	<u>341,439</u>	<u>353,628</u>
Depreciation			
At 1 April 2023	12,187	328,187	340,374
Charge for the year	<u>2</u>	<u>8,242</u>	<u>8,244</u>
At 31 March 2024	<u>12,189</u>	<u>336,429</u>	<u>348,618</u>
Net book value			
At 31 March 2024	<u>-</u>	<u>5,010</u>	<u>5,010</u>
At 31 March 2023	<u>2</u>	<u>8,752</u>	<u>8,754</u>

10 Debtors

	2024 £	2023 £
Trade debtors	63,452	55,722
Prepayments	15,711	15,182
Other debtors	<u>10,132</u>	<u>12,793</u>
	<u>89,295</u>	<u>83,697</u>

11 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	11,222	6,985
Other taxation and social security	7,039	5,660
Other creditors	2,663	1,606
Accruals	<u>2,501</u>	<u>2,486</u>
	<u>23,425</u>	<u>16,737</u>

Hillingdon Community Transport Limited

Notes to the Financial Statements for the Year Ended 31 March 2024

12 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2024 £
Unrestricted funds					
<i>General</i>					
General unrestricted fund	114,905	525,992	(453,915)	(32,050)	154,932
<i>Designated</i>					
Invested in fixed assets	8,752	-	(8,244)	-	508
Bus replacement fund	32,950	-	-	32,050	65,000
Contingency fund	90,000	-	-	-	90,000
	<u>131,702</u>	<u>-</u>	<u>(8,244)</u>	<u>32,050</u>	<u>155,508</u>
Total funds	<u>246,607</u>	<u>525,992</u>	<u>(462,159)</u>	<u>-</u>	<u>310,440</u>
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £		Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
General unrestricted fund	87,760	431,424	(404,279)		114,905
<i>Designated</i>					
Invested in fixed assets	19,341	-	(10,589)		8,752
Bus replacement fund	36,950	-	(4,000)		32,950
Contingency fund	90,000	-	-		90,000
	<u>146,291</u>	<u>-</u>	<u>(14,589)</u>		<u>131,702</u>
Total funds	<u>234,051</u>	<u>431,424</u>	<u>(418,868)</u>		<u>246,607</u>

Hillingdon Community Transport Limited

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	2024		2024	Total 2023 £
	Unrestricted funds		Total £	
	Designated £	General £		
Income and Endowments from:				
Donations and legacies (analysed below)	-	3,155	3,155	-
Charitable activities (analysed below)	-	520,564	520,564	430,784
Investment income (analysed below)	-	2,273	2,273	640
Total income	-	525,992	525,992	431,424
Expenditure on:				
Charitable activities (analysed below)	-	(462,159)	(462,159)	(418,868)
Total expenditure	-	(462,159)	(462,159)	(418,868)
Net income	-	63,833	63,833	12,556
Net movement in funds	-	63,833	63,833	12,556
Reconciliation of funds				
Total funds brought forward	131,702	114,905	246,607	234,051
Total funds carried forward	131,702	178,738	310,440	246,607

Hillingdon Community Transport Limited

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	2024 £	2023 £
Donations and legacies		
Donation	3,155	-
	3,155	-
	3,155	-
	2024 £	2023 £
Charitable activities		
UK Government grants	-	20,000
Subscriptions	5,974	4,909
Driving assessment fees	16,296	14,446
Fees and supplies	471,306	376,649
Other income	18,775	7,530
Grants receivable	8,213	7,250
	520,564	430,784
	520,564	430,784
	2024 £	2023 £
Investment income		
Interest on cash deposits	2,273	640
	2,273	640
	2,273	640
	2024 £	2023 £
Charitable activities		
Wages and salaries	(290,969)	(243,226)
Employers NI	(14,507)	(9,841)
Pension costs	(6,459)	(5,432)
Staff training	(588)	(1,273)
Volunteer expenses	(2,993)	(2,428)
Rent and rates	(3,424)	(3,331)
MIDAS training materials	(959)	(215)
Insurance	(2,120)	(1,835)
Computer software and maintenance costs	(3,543)	(808)
Printing, postage and stationery	(878)	(1,353)
Trade subscriptions	(430)	(150)
Sundry expenses	(6)	(111)

Hillingdon Community Transport Limited

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	2024	2023
	£	£
Motor expenses	(121,434)	(132,513)
Advertising	(273)	(25)
Accountancy fees	(2,665)	(2,833)
Bank charges	(170)	(175)
Depreciation of motor vehicles	(8,243)	(10,589)
Independent Examiners fees	(2,498)	(2,730)
	<u>(462,159)</u>	<u>(418,868)</u>

HILLINGDON COMMUNITY TRANSPORT LIMITED

England & Wales - Charity number 292513

Accounts

HILLINGDON COMMUNITY TRANSPORT LIMITED

Charity Registration No. 292513

Company Registration No 1903280

HILLINGDON COMMUNITY TRANSPORT LIMITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

**BRITT & KEEHAN
CHARTERED ACCOUNTANTS
33 GRIMWADE AVENUE
CROYDON
CR0 5DJ**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

W Brown(Chair)
F Hall
W H Sage
G Johnson
R F Sage
J A Webster
L.Hanlon
D Poxon

Company Secretary and General Manager

S Charlton

Charity No.

292513

Company No.

1903280

Registered Office and Principal address

Block B Harlington Road Depot
128 Harlington Road
Hillingdon
Middlesex
UB8 3EY

Independent Examiner's

Britt & Keehan
Chartered Accountants
33 Grimwade Avenue
Croydon
CR0 5DJ

Bankers

CAF Bank Limited
PO Box 289
West Malling
Kent
ME19 4TA

HILLINGDON COMMUNITY TRANSPORT LIMITED

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Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 – 13
Detailed Income & Expenditure Account	14

**HILLINGDON COMMUNITY TRANSPORT LIMITED
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is a company limited by guarantee and does not have a 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 document.

The charitable services provided by the Charity are restricted to the benefit of the residents of the London Borough of Hillingdon. 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. 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 that currently consists of 8 Trustees.

Their role is to oversee the management and day to day running of the company and to ensure that the Charity complies with all of the necessary legal and charitable requirements, with careful monitoring of financial policies and procedures.

Trustees

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

W H Sage R F Sage L.Hanlon J A Webster

G Johnson F G Hall D.Poxon W Brown (Chair)

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

The Articles of Association provide for up to 10 Trustees on the Management Committee and the membership are invited to nominate persons for election as Trustees at every Annual Gen Meeting. Persons co-opted to the Management Committee normally serve a probationary period before being appointed a Trustee.

**HILLINGDON COMMUNITY TRANSPORT LIMITED
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022**

Related Parties

The Trustees of the Charity are considered related parties of the Charity. None of the Trustees received remuneration or reimbursement of expenses.

Risk factors

The Trustees have identified the following risks as the main risks that face the Charity. The Charity could not continue to meet its objectives without the support of the London Borough of Hillingdon. The Charity could be faced with a claim against it if a person, or persons, suffered any personal injury or accident while being transported in the Charity's vehicles. The Charity has obtained public liability and fully comprehensive fleet insurance to ensure that the risk of a claim impacting on the ability of the Charity to continue its operation is mitigated.

The Trustees have set aside an unrestricted reserve of just under £90,000 to provide for unforeseen circumstances as described above and as set out in the reserves policy. The Trustees are also in the process of securing grants for the foreseeable future.

OBJECTIVES AND ACTIVITIES

The main objective and activity of the Charity is to provide an affordable and accessible transport service to various social groups within the London Borough of Hillingdon – Group Transport.

ACTIVITIES AND PERFORMANCE

The Charity continues to provide a valuable service to the residents of the London Borough of Hillingdon. The Charity has a sufficient amount of reserves, which should ensure that the Charity will be able to continue to provide this service for the foreseeable future.

The Charity has ascertained and reviewed Level 1 of the Pqasso Quality Assurance System.

FINANCIAL REVIEW

Details of the financial performance for the year are set out on pages 7 to 13.

**HILLINGDON COMMUNITY TRANSPORT LIMITED
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022**

FINANCIAL REVIEW (continued)

The current year's surplus of £34,559 is after charging depreciation of £18,268

Reserve policy

It is the policy of the Charity that we have an unrestricted and undesignated reserve of £100,000. This currently stands at £87,760. This is to, to ensure that the Charity can:

- Maintain sufficient cash flow to allow time for amounts to be received for use of services by members organisations;
- Allow for unplanned repairs or maintenance problems with the fleet of vehicles;
- Allow for late payment of grants and/or other external funding and possible debt problems;
- Provide for potential redundancy costs for core staff resulting from a loss of funding;
- Meet current liabilities in respect of rent, lease agreements and other creditors;
- Provide for legal costs in the event of the Charity being subject to legal action; and
Provide for costs in the event of the closure of the project.

Due to the outbreak of Covid 19 we have also put in place a Pandemic Policy. This reflects the risks and responsibilities we face as an organisation

The Trustees have taken into account our reserves and feel we need to increase it to £100,000 to include our Pandemic policy, moving forward into 2022/23.

This will be to consider the possibility of further outbreaks or any other unexpected loss of income. This will on a sliding scale basis as finances allow until that figure is reached.

We are confident that the measures we have put in place, will continue to see us be able to trade as we move forward and take into account any further drops in income.

We have put the reserve and pandemic policy money into a designated bank account and we plan to implement this increase over the next couple of years as finances allow.

The Trustees consider that reserves should be maintained at this level to ensure that, in the event of a significant drop in funding they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

**HILLINGDON COMMUNITY TRANSPORT LIMITED
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022**

PLANS FOR FUTURE PERIODS

We have set out below the future plans for the charity:-

- To continuously review and update the business plan
- Review and update Level 1 of Pqasso when required
- Continue to seek capital fund raising for new replacement buses
- Contribute £2.00 per booking towards bus replacement fund
- Initiate new projects as the needs arise
- Continue to implement our bus replacement Scheme
- Monitor our finances in relation to Covid 19

STATEMENT of PUBLIC BENEFIT

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and activities and in planning future activities. It is the judgment of the Trustees that activities in pursuit of the above objectives fully meet the public benefit test, which they have kept in mind in planning programmes for the charity.

Our Activities to Deliver Public Benefit

Our main activities and whom we aim to help are described as below. All our charitable activities focus on delivering a safe transport resource for our member groups and quality standard driver awareness and related training. All activities are undertaken to further our charitable purpose for awareness and related training. All activities are undertaken to further our charitable purposes for the public benefit.

Who Used and Benefited From Our Services

Our objectives are providing services to benefit residents of the London Borough of Hillingdon. The diverse make up of our membership includes people of all age groups from the many different social, financial and cultural backgrounds which make up our local community in the Borough.

- Elderly groups
- Residents and community groups
- Sports groups of mixed ages and abilities
- Youth and children's groups
- Faith organisations
- Homeless, drug and alcohol support groups
- Advice and support groups
- Local voluntary groups supporting B & E M residents
- Education support organisations and environmental groups

**HILLINGDON COMMUNITY TRANSPORT LIMITED
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2022**

Who Used and Benefited From Our Services (continued)

We operate 11 fully accessible minibuses; which means we are able to offer fully accessible transport to our disabled residents and 9 standard minibus, two with a trailer option

Equality of access to transport services is important to us and our service offers transport for all those who find accessing conventional transport provision difficult to use or unsuitable. Our premises are fully accessible.

Our main provision is transport but we also provide advice in minibus purchase and training in driving skills and licence requirements. We offer driver training with the Minibus Driver's Awareness Scheme (MIDAS) and Passenger Assistant Training, (PATs). All drivers of our vehicles must achieve the MIDAS Certificate in minibus driving.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity at the end of the year and of its incoming resources and application of resources for the year.

In preparing those accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the Financial Reporting Standard for Smaller Entities has been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

On behalf of the board of Trustees

**W Brown
Director**

Date

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HILLINGDON COMMUNITY TRANSPORT LIMITED

I report on the accounts for the year ended 31 March 2022, as set out on pages 7 to 13.

Respective responsibilities of directors and examiner

As described on page 5, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention,

Basis of independent examiner's report

My examination was conducted in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements
 - (a) to keep accounting records in accordance with s386 of the Companies Act 2006: and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met;or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jill Keehan FCA
Britt & Keehan
Chartered Accountants

33 Grimwade Avenue
Croydon
CR0 5DJ

Date.....

Charity Registration No. 292513

Company Registration No 1903280

HILLINGDON COMMUNITY TRANSPORT LIMITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

**BRITT & KEEHAN
CHARTERED ACCOUNTANTS
33 GRIMWADE AVENUE
CROYDON
CR0 5DJ**

HILLINGDON COMMUNITY TRANSPORT LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES					
Incoming resources:					
Donations	2	-	-	-	50
Investment income	2	51	-	51	108
HMRC- CJRS (furlough claims)	2	-	18,424	18,424	62,588
Incoming resources from charitable activities	2	<u>357,723</u>	<u>-</u>	<u>357,723</u>	<u>182,398</u>
TOTAL INCOMING RESOURCES		<u>357,774</u>	<u>18,424</u>	<u>376,198</u>	<u>245,144</u>
RESOURCES EXPENDED					
Charitable activities:					
Group transport		<u>319,932</u>	<u>21,707</u>	<u>341,639</u>	<u>283,132</u>
TOTAL RESOURCES EXPENDED	3	<u>319,932</u>	<u>21,707</u>	<u>341,639</u>	<u>283,132</u>
Net incoming resources before transfers		37,842	(3,283)	34,559	(37,988)
Transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET INCOMING RESOURCES/NET MOVEMENT IN FUNDS		37,842	(3,283)	34,559	(37,988)
Fund balances at 1 April 2021		<u>196,209</u>	<u>3,283</u>	<u>199,492</u>	<u>237,480</u>
FUND BALANCES AT 31 MARCH 2022		<u>£234,051</u>	<u>£ -</u>	<u>£234,051</u>	<u>£199,492</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALANCE SHEET
As at 31 March 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	7	19,341	37,609
CURRENT ASSETS			
Debtors	8	43,778	40,373
Cash at bank and in hand		<u>192,175</u>	<u>132,792</u>
		235,953	173,165
CREDITORS: amounts falling due within one year	9	<u>21,243</u>	<u>11,282</u>
NET CURRENT ASSETS		<u>214,710</u>	<u>161,883</u>
NET ASSETS		<u>£234,051</u>	<u>£199,492</u>
INCOME FUNDS			
Restricted funds	10	-	3,283
Designated funds	10	146,291	148,288
Unrestricted general funds	10	<u>87,760</u>	<u>47,921</u>
		<u>£234,051</u>	<u>£199,492</u>

The accounts are prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

For the financial year ended 31st March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and no notice has been deposited under section 476. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Board on

.....

I Brown Director

HILLINGDON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31 March 2022

1. ACCOUNTING POLICIES

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102) (effective 1 January 2021), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Incoming resources

Income is included in the Statement of Financial Activities (“SOFA”) for the period when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. It includes grants, membership subscriptions and other similar items. Such income is only not included, i.e. deferred, when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Incoming resources from charitable activities consists of charitable trading income and represents amounts receivable for goods and services net of VAT.

1.3 Tangible fixed assets and depreciation

Plant and machinery	25% straight line
Office furniture	25% straight line
Motor vehicles	25% straight line

The charity has the use of four minibuses that are owned by other organisations. The charity is responsible for the running costs and insurance but it is not able to dispose of the vehicles without the consent of the legal owners. The vehicles are not included in tangible fixed assets. Purchases of equipment with an individual cost of less than £750 are not capitalised.

1.4 Unrestricted funds

The unrestricted funds are general funds which are available for use at the discretion of the Trustees in the furtherance of the objectives of the charity and have not been designated for any other purpose.

1.5 Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure that meets the criteria is charged to the fund, together with a fair allocation of other costs.

1.6 Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its beneficiaries and those costs necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

NOTES TO THE ACCOUNTS (continued)
For the year ended 31 March 2022

2 INCOME

	Unrestricted	Restricted	Total 2022	Total 2021
Donations and gifts	£ -	£ -	£ -	£50
Interest receivable	£51	£ -	£51	£108
HMRC – CJRS grants under furlough scheme	£ -	£18,424	£18,424	£62,588
Incoming resources from charitable Activities:-				
Charitable trading income	287,300	-	287,300	132,844
Group Transport Grants:-				
LB of Hillingdon	50,300	-	50,300	32,000
Heathrow Community Trust	11,910	-	11,910	-
Bus Service Operators grants	8,213	-	8,213	8,776
Insurance claims	-	-	-	7,278
Other - Profit on sale of vehicle	-	-	-	1,500
	<u>£357,723</u>	<u>£ -</u>	<u>£357,723</u>	<u>£182,398</u>

3 TOTAL RESOURCES EXPENDED

	Total <u>2022</u> £	Total <u>2021</u> £
Charitable activities		
Staff salaries & other staff costs	219,870	196,198
Vehicle costs	86,822	57,365
MIDAS training materials	-	39
Depreciation	18,268	15,626
Support costs	14,269	11,894
Governance costs 2		
Independent Examiners fees	2,365	2,010
AGM and Annual Report	45	-
	<u>£341,639</u>	<u>£283,132</u>

The above expenses include the following amounts expended from restricted funds:

Depreciation	£3,283	£7,735
Staff salaries	£18,424	£62,588

NOTES TO THE ACCOUNTS (continued)
For the year ended 31 March 2022

4	EMPLOYEES	2022	2021
	Number of employees:		
	The average number of full & part-time employees during the year was:		
	Group Transport	17	15
		==	==
	Employment costs	£	£
	Wages and salaries	205,980	183,307
	Social security costs	10,416	10,676
	Pension costs	4,688	4,655
	NI Employment allowance	<u>(4,000)</u>	<u>(4,000)</u>
		£217,084	£194,638
		=====	=====

There were no employees whose annual emoluments were £60,000 or more.

7 TANGIBLE FIXED ASSETS

	<u>Plant and Machinery</u>	<u>Office Furniture</u>	<u>Motor Vehicles</u>	<u>Total</u>
	£	£	£	£
COST				
At 1 April 2021	4,034	8,155	345,933	358,122
Additions	-	-	-	-
Disposals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2022	<u>4,034</u>	<u>8,155</u>	<u>345,933</u>	<u>358,122</u>
Depreciation				
At 1 April 2021	4,033	8,155	308,325	320,513
Adjustment on disposals	-	-	-	-
Charge for the year	<u>-</u>	<u>-</u>	<u>18,268</u>	<u>18,268</u>
At 31 March 2022	<u>4,033</u>	<u>8,155</u>	<u>£326,593</u>	<u>338,781</u>
NET BOOK VALUE				
At 31 March 2022	£1	£ -	£19,340	£19,341
	==	==	=====	=====
At 31 March 2021	£1	£ -	£37,608	£37,609
	==	==	=====	=====

NOTES TO THE ACCOUNTS (continued)

For the year ended 31 March 2022

	<u>2022</u>	<u>2021</u>			
	£	£			
8 DEBTORS					
Trade debtors	18,719	18,843			
Other debtors, including taxation recoverable	12,636	11,264			
Prepayments	<u>12,423</u>	<u>10,266</u>			
	<u>£43,778</u>	<u>£40,373</u>			
9 CREDITORS : amounts falling due within one year					
Trade creditors	12,482	5,064			
Taxation and social security	5,002	3,688			
Deferred income	-	-			
Other	1,639	410			
Accruals	<u>2,120</u>	<u>2,120</u>			
	<u>£21,243</u>	<u>£11,282</u>			
10 MOVEMENT IN FUNDS					
	<u>At</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Transfers</u>	<u>At</u>
	01.04.21	Resources	Resources	£	31.03.22
	£	£	£	£	£
Restricted Funds					
Purchase of vehicles, funded by grants	3,283	-	3,283	-	-
HMRC – CJR scheme	-	<u>18,424</u>	<u>18,424</u>	-	-
	<u>£3,283</u>	<u>£18,424</u>	<u>£21,707</u>	-	-
Unrestricted Funds					
Designated Funds:					
Contingency fund	80,000	-	-	10,000	90,000
Invested in fixed assets	34,326	-	14,985	-	19,341
Bus replacement fund	33,962	2,988	-	-	36,950
General unrestricted fund	<u>47,921</u>	<u>354,786</u>	<u>304,947</u>	<u>(10,000)</u>	<u>87,760</u>
	<u>£196,209</u>	<u>£357,774</u>	<u>£319,932</u>	£ -	<u>234,051</u>

HILLINGDON COMMUNITY TRANSPORT LIMITED**NOTES TO THE ACCOUNTS (continued)****For the year ended 31 March 2022**

10 cont'd

Restricted funds:-

Purchase of vehicles - funds provided by donors specifically for the purchase of vehicles.
HMRC –CJRS, Coronavirus Job Retention Scheme – contribution to salary costs of employees put on the furlough scheme

Unrestricted Funds are general funds which are available for use at the discretion of the Trustees in the furtherance of the objectives of the Charity. The Trustees have created designated funds from within the unrestricted funds. The bus replacement fund has been created to separately identify the £2 per booking which is paid for this purpose. The contingency fund has been created to allow the charity to continue in the event of significant cuts in funding.

11 RELATED PARTIES**Trustees**

None of the Trustees (nor any person connected with them) received any remuneration or reimbursement of expenses during the year.

One of the Trustees is a member of a group, who use the services of Hillingdon Community Transport. The group did not receive any preferential rates.

Controlling party

The company is controlled by an elected Management Committee that currently consists of 9 Trustees.

12 OPERATING LEASES

The charity has an operating lease, in respect of a photocopier, at an annual rental of £562, inclusive of vat. The lease expires within two to five years.

**HILLINGDON COMMUNITY TRANSPORT LIMITED
DETAILED INCOME AND EXPENDITURE ACCOUNT**

14

For the year ended 31 March 2022

	<u>2022</u>	<u>2021</u>
	£	£
INCOME		
Grants: LB of Hillingdon	50,300	32,000
Heathrow Community Trust	11,910	-
HMRC CJRS (furlough claims)	18,424	62,588
Hire and contract sales	271,329	130,201
Driving assessment fees	12,383	949
Subscriptions	3,588	1,694
Donations	-	50
Other – BSOG claims	8,213	8,776
Insurance claims	-	7,278
Interest received	51	108
Profit on sale of vehicles	-	1,500
Total Income	<u>376,198</u>	<u>245,144</u>
EXPENDITURE		
Staff costs:		
Core staff salaries	106,248	103,015
Driver salaries	99,732	80,292
Employers NI	10,416	10,676
Pension costs	4,688	4,655
Agency Passenger assistants	-	705
Other staff costs	1,014	420
Volunteers expenses	1,772	435
NI Employment allowance	<u>(4,000)</u>	<u>(4,000)</u>
	<u>219,870</u>	<u>196,198</u>
Depreciation:		
Vehicles	<u>18,268</u>	<u>15,626</u>
Other costs:		
Vehicle fuel, maintenance, insurance & road tax	86,822	57,365
Midas training materials	-	39
Rent & rates	3,330	3,330
Office and public liability insurance	1,577	972
Telephone	-	30
Postage, printing and stationery	1,048	830
Office and equipment repairs & maintenance	70	-
Computer support, software & accessories	3,565	3,230
Subscriptions & affiliations	215	-
Independent examiner's fees	2,365	2,010
Book-keeping fees	2,507	2,392
AGM and Annual Report	45	-
Bad debt write offs	-	510
Other expenses	1,629	575
Advertising & publicity	<u>328</u>	<u>25</u>
	<u>103,501</u>	<u>71,308</u>
Total Expenditure	<u>341,639</u>	<u>283,132</u>
EXCESS OF INCOME OVER EXPENDITURE	<u>£34,559</u>	<u>£(37,988)</u>

THIS PAGE DOES NOT FORM PART OF THE STATUTORY ACCOUNTS

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HILLINGDON COMMUNITY TRANSPORT LIMITED

I report on the accounts for the year ended 31 March 2022, as set out on pages 7 to 13.

Respective responsibilities of directors and examiner

As described on page 5, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention,


Basis of independent examiner's report

My examination was conducted in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements
 - (a) to keep accounting records in accordance with s386 of the Companies Act 2006: and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met;
 or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


 Jill Keehan FCA
 Britt & Keehan
 Chartered Accountants

33 Grimwade Avenue
 Croydon
 CR0 5DJ

Date 14th September 2022

HILLINGDON COMMUNITY TRANSPORT LIMITED

England & Wales - Charity number 292513

Accounts

HILLINGDON COMMUNITY TRANSPORT LIMITED

Charity Registration No. 292513

Company Registration No 1903280

HILLINGDON COMMUNITY TRANSPORT LIMITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

**BRITT & KEEHAN
CHARTERED ACCOUNTANTS
33 GRIMWADE AVENUE
CROYDON
CR0 5DJ**

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

W Brown(Chair)
F Hall
W H Sage
G Johnson
R F Sage
J A Webster
L.Hanlon
D Poxon

Company Secretary and General Manager

S Charlton

Charity No.

292513

Company No.

1903280

Registered Office and Principal address

Block B Harlington Road Depot
128 Harlington Road
Hillingdon
Middlesex
UB8 3EY

Independent Examiner's

Britt & Keehan
Chartered Accountants
33 Grimwade Avenue
Croydon
CR0 5DJ

Bankers

CAF Bank Limited
PO Box 289
West Malling
Kent
ME19 4TA

HILLINGDON COMMUNITY TRANSPORT LIMITED

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Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 – 13
Detailed Income & Expenditure Account	14

**HILLINGDON COMMUNITY TRANSPORT LIMITED
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is a company limited by guarantee and does not have a 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 document.

The charitable services provided by the Charity are restricted to the benefit of the residents of the London Borough of Hillingdon. 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. 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 that currently consists of 9 Trustees.

Their role is to oversee the management and day to day running of the company and to ensure that the Charity complies with all of the necessary legal and charitable requirements, with careful monitoring of financial policies and procedures.

Trustees

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

W H Sage R F Sage L.Hanlon J A Webster

G Johnson F G Hall D.Poxon W Brown (Chair)

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

The Articles of Association provide for up to 10 Trustees on the Management Committee and the membership are invited to nominate persons for election as Trustees at every Annual Gen Meeting. Persons co-opted to the Management Committee normally serve a probationary period before being appointed a Trustee.

HILLINGDON COMMUNITY TRANSPORT LIMITED

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

Related Parties

The Trustees of the Charity are considered related parties of the Charity. None of the Trustees received remuneration or reimbursement of expenses.

Risk factors

The Trustees have identified the following risks as the main risks that face the Charity. The Charity could not continue to meet its objectives without the support of the London Borough of Hillingdon. The Charity could be faced with a claim against it if a person, or persons, suffered any personal injury or accident while being transported in the Charity's vehicles. The Charity has obtained public liability and fully comprehensive fleet insurance to ensure that the risk of a claim impacting on the ability of the Charity to continue its operation is mitigated.

The Trustees have set aside an unrestricted reserve of £80,000 to provide for unforeseen circumstances as described above and as set out in the reserves policy. The Trustees are also in the process of securing grants for the foreseeable future.

OBJECTIVES AND ACTIVITIES

The main objective and activity of the Charity is to provide an affordable and accessible transport service to various social groups within the London Borough of Hillingdon – Group Transport.

ACTIVITIES AND PERFORMANCE

The Charity continues to provide a valuable service to the residents of the London Borough of Hillingdon. The Charity has a sufficient amount of reserves, which should ensure that the Charity will be able to continue to provide this service for the foreseeable future.

The Charity has ascertained and reviewed Level 1 of the Pqasso Quality Assurance System.

FINANCIAL REVIEW

Details of the financial performance for the year are set out on pages 7 to 13.

HILLINGDON COMMUNITY TRANSPORT LIMITED

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW (continued)

The current year's deficit of £(37,988), is after charging depreciation of £15,626

Reserve policy

It is the policy of the Charity that we have an unrestricted and undesignated reserve of £80,000. This is to, to ensure that the Charity can:

- Maintain sufficient cash flow to allow time for amounts to be received for use of services by members organisations;
- Allow for unplanned repairs or maintenance problems with the fleet of vehicles;
- Allow for late payment of grants and/or other external funding and possible debt problems;
- Provide for potential redundancy costs for core staff resulting from a loss of funding;
- Meet current liabilities in respect of rent, lease agreements and other creditors;
- Provide for legal costs in the event of the Charity being subject to legal action; and
Provide for costs in the event of the closure of the project.

The Trustees consider that reserves should be maintained at this level to ensure that, in the event of a significant drop in funding they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. This level of funding has been reviewed in 2018/19 to take into account-increased expenditure.

To this aim the reserve policy was increased to £80,000 from the year 2019/20

Due to the outbreak of Covid 19 we have put in place a Pandemic Policy. This reflects the risks and responsibilities we face as an organisation

We also have to look at the financial implications for the coming year.

The Trustees have taken into account our reserves and feel we need to increase it to £100,000 moving forward into 2021/22. This will be to take into account the possibility of further outbreaks or any other unexpected loss of income. This will on a sliding scale basis as finances allow until that figure is reached.

We are confident that the measures we have put in place, will continue to see us be able to trade in 2021/22

PLANS FOR FUTURE PERIODS

We have set out below the future plans for the charity:-

- To continuously review and update the business plan
- Review and update Level 1 of Pqasso when required
- Continue to seek capital fund raising for new replacement buses
- Contribute £2.00 per booking towards bus replacement fund
- Initiate new projects as the needs arise
- Continue to implement our bus replacement Scheme
- Monitor our finances in relation to Covid 19

HILLINGDON COMMUNITY TRANSPORT LIMITED

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2021

STATEMENT of PUBLIC BENEFIT

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and activities and in planning future activities. It is the judgment of the Trustees that activities in pursuit of the above objectives fully meet the public benefit test, which they have kept in mind in planning programmes for the charity.

Our Activities to Deliver Public Benefit

Our main activities and whom we aim to help are described as below. All our charitable activities focus on delivering a safe transport resource for our member groups and quality standard driver awareness and related training. All activities are undertaken to further our charitable purpose for awareness and related training. All activities are undertaken to further our charitable purposes for the public benefit.

Who Used and Benefited From Our Services

Our objectives are providing services to benefit residents of the London Borough of Hillingdon. The diverse make up of our membership includes people of all age groups from the many different social, financial and cultural backgrounds which make up our local community in the Borough.

- Elderly groups
- Residents and community groups
- Sports groups of mixed ages and abilities
- Youth and children's groups
- Faith organisations
- Homeless, drug and alcohol support groups
- Advice and support groups
- Local voluntary groups supporting B & E M residents
- Education support organisations and environmental groups

We operate 12 fully accessible minibuses; which means we are able to offer fully accessible transport to our disabled residents and 8 standard minibus, two with a trailer option

Equality of access to transport services is important to us and our service offers transport for all those who find accessing conventional transport provision difficult to use or unsuitable. Our premises are fully accessible.

Our main provision is transport but we also provide advice in minibus purchase and training in driving skills and licence requirements. We offer driver training with the Minibus Driver's Awareness Scheme (MIDAS) and Passenger Assistant Training, (PATs). All drivers of our vehicles must achieve the MIDAS Certificate in minibus driving.

HILLINGDON COMMUNITY TRANSPORT LIMITED

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2021**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity at the end of the year and of its incoming resources and application of resources for the year.

In preparing those accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the Financial Reporting Standard for Smaller Entities has been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

On behalf of the board of Trustees

W Brown
Director

Date11/08/21.....

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HILLINGDON COMMUNITY TRANSPORT LIMITED

I report on the accounts for the year ended 31 March 2021, as set out on pages 7 to 13.

Respective responsibilities of directors and examiner

As described on page 5, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention,

Basis of independent examiner's report

My examination was conducted in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements
 - (a) to keep accounting records in accordance with s386 of the Companies Act 2006: and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jill Keehan FCA
 Britt & Keehan
 Chartered Accountants
 Date...11/08.../21.....

33 Grimwade Avenue
 Croydon
 CR0 5DJ

Charity Registration No. 292513

Company Registration No 1903280

HILLINGDON COMMUNITY TRANSPORT LIMITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

**BRITT & KEEHAN
CHARTERED ACCOUNTANTS
33 GRIMWADE AVENUE
CROYDON
CR0 5DJ**

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES					
Incoming resources:					
Donations	2	50	-	50	2,005
Investment income	2	108	-	108	358
HMRC- CJRS (furlough claims)	2	-	62,588	62,588	-
Incoming resources from charitable activities	2	<u>182,398</u>	<u>-</u>	<u>182,398</u>	<u>394,524</u>
TOTAL INCOMING RESOURCES		<u>182,556</u>	<u>62,588</u>	<u>245,144</u>	<u>396,887</u>
RESOURCES EXPENDED					
Charitable activities:					
Group transport		<u>212,809</u>	<u>70,323</u>	<u>283,132</u>	<u>409,603</u>
TOTAL RESOURCES EXPENDED	3	<u>212,809</u>	<u>(7,735)</u>	<u>283,132</u>	<u>409,603</u>
Net incoming resources before transfers		(30,253)	(7,735)	(37,988)	(12,716)
Transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET INCOMING RESOURCES/NET MOVEMENT IN FUNDS		(30,253)	(7,735)	(37,988)	(12,716)
Fund balances at 1 April 2020		<u>226,462</u>	<u>11,018</u>	<u>237,480</u>	<u>250,196</u>
FUND BALANCES AT 31 MARCH 2021		<u>£196,209</u>	<u>£3,283</u>	<u>£199,492</u>	<u>£237,480</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALANCE SHEET
As at 31 March 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	7	37,609	53,235
CURRENT ASSETS			
Debtors	8	40,373	70,763
Cash at bank and in hand		<u>132,792</u>	<u>124,260</u>
		173,165	195,023
CREDITORS: amounts falling due within one year	9	<u>11,282</u>	<u>10,778</u>
NET CURRENT ASSETS		<u>161,883</u>	<u>184,245</u>
NET ASSETS		£199,492 =====	£237,480 =====
INCOME FUNDS			
Restricted funds	10	3,283	11,018
Designated funds	10	148,288	153,805
Unrestricted general funds	10	<u>47,921</u>	<u>72,657</u>
		£199,492 =====	£237,480 =====

The accounts are prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies.

For the financial year ended 31st March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and no notice has been deposited under section 476. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Board on 11/08/21

.....
I Brown Director

HILLINGDON COMMUNITY TRANSPORT LIMITED

NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

1. ACCOUNTING POLICIES

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102) (effective 1 January 2020), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Incoming resources

Income is included in the Statement of Financial Activities (“SOFA”) for the period when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. It includes grants, membership subscriptions and other similar items. Such income is only not included, i.e. deferred, when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Incoming resources from charitable activities consists of charitable trading income and represents amounts receivable for goods and services net of VAT.

1.3 Tangible fixed assets and depreciation

Plant and machinery	25% straight line
Office furniture	25% straight line
Motor vehicles	25% straight line

The charity has the use of four minibuses that are owned by other organisations. The charity is responsible for the running costs and insurance but it is not able to dispose of the vehicles without the consent of the legal owners. The vehicles are not included in tangible fixed assets.

1.4 Unrestricted funds

The unrestricted funds are general funds which are available for use at the discretion of the Trustees in the furtherance of the objectives of the charity and have not been designated for any other purpose.

1.5 Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure that meets the criteria is charged to the fund, together with a fair allocation of other costs.

1.6 Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its beneficiaries and those costs necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

NOTES TO THE ACCOUNTS (continued)
For the year ended 31 March 2021

2 INCOME

	Unrestricted	Restricted	Total 2021	Total 2020
Donations and gifts	£50 =====	£ - =====	£50 =====	£2,005 =====
Interest receivable	£108 =====	£ - =====	£108 =====	£358 =====
HMRC – CJRS grants under furlough scheme	£ - =====	£62,588 =====	£62,588 =====	£ - =====
Incoming resources from charitable Activities:-				
Charitable trading income	132,844	-	132,844	350,304
Group Transport Grants:-				
LB of Hillingdon	32,000	-	32,000	32,000
Bus Service Operators grants	8,776	-	8,776	8,620
Insurance claims	7,278	-	7,278	-
Other - Profit on sale of vehicle	<u>1,500</u>	<u>-</u>	<u>1,500</u>	<u>3,600</u>
	£182,398 =====	£ - =====	182,398 =====	£394,524 =====

3 TOTAL RESOURCES EXPENDED

	Total 2021 £	Total 2020 £
Charitable activities		
Staff salaries & other staff costs	196,198	254,721
Vehicle costs	57,365	110,235
MIDAS training materials	39	990
Depreciation	15,626	29,139
Support costs	11,894	12,037
Governance costs		
Independent Examiners fees	2,010	2,163
AGM and Annual Report	-	318
	£283,132 =====	£409,603 =====

The above expenses include the following amounts expended from restricted funds:

Depreciation	£7,735	£7,735
Staff salaries	£62,588 =====	£ - =====

NOTES TO THE ACCOUNTS (continued)

For the year ended 31 March 2021

4	EMPLOYEES	2021	2020
	Number of employees:		
	The average number of full & part-time employees during the year was:		
	Group Transport	15	19
		==	==
	Employment costs	£	£
	Wages and salaries	183,307	228,348
	Social security costs	10,676	16,823
	Pension costs	4,655	5,237
	NI Employment allowance	<u>(4,000)</u>	<u>(3,000)</u>
		£194,638	£247,408
		=====	=====

There were no employees whose annual emoluments were £60,000 or more.

7 TANGIBLE FIXED ASSETS

	<u>Plant and Machinery</u>	<u>Office Furniture</u>	<u>Motor Vehicles</u>	<u>Total</u>
	£	£	£	£
COST				
At 1 April 2020	4,034	8,155	354,428	366,617
Additions	-	-	-	-
Disposals	<u>-</u>	<u>-</u>	<u>(8,495)</u>	<u>(8,495)</u>
At 31 March 2021	<u>4,034</u>	<u>8,155</u>	<u>345,933</u>	<u>358,122</u>
Depreciation				
At 1 April 2020	4,033	8,155	301,194	313,382
Adjustment on disposals	-	-	15,626	15,626
Charge for the year	<u>-</u>	<u>-</u>	<u>(8,495)</u>	<u>(8,495)</u>
At 31 March 2021	<u>4,033</u>	<u>8,155</u>	<u>308,325</u>	<u>320,513</u>
	=====	=====	=====	=====
NET BOOK VALUE				
At 31 March 2021	£1	£ -	£ 37,608	£ 37,609
	==	===	=====	=====
At 31 March 2020	£1	£ -	£53,234	£53,235
	==	===	=====	=====

NOTES TO THE ACCOUNTS (continued)
For the year ended 31 March 2021

	<u>2021</u>	<u>2020</u>			
	£	£			
8 DEBTORS					
Trade debtors	18,843	37,426			
Other debtors, including taxation recoverable	11,264	19,750			
Prepayments	<u>10,266</u>	<u>13,587</u>			
	£40,373	£70,763			
	=====	=====			
9 CREDITORS : amounts falling due within one year					
Trade creditors	5,064	2,871			
Taxation and social security	3,688	4,999			
Deferred income	-	-			
Other	410	410			
Accruals	<u>2,120</u>	<u>2,498</u>			
	£11,282	£10,778			
	=====	=====			
10 MOVEMENT IN FUNDS					
	<u>At</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Transfers</u>	<u>At</u>
	<u>01.04.20</u>	<u>Resources</u>	<u>Resources</u>	<u>£</u>	<u>31.03.21</u>
	£	£	£	£	£
Restricted Funds					
Purchase of vehicles, funded by grants	11,018	-	7,735	-	3,283
HMRC – CJR scheme	<u>-</u>	<u>62,588</u>	<u>62,588</u>	<u>-</u>	<u>-</u>
	£11,018	£62,588	£70,323	-	£3,283
	=====	=====	=====	==	=====
Unrestricted Funds					
Designated Funds:					
Contingency fund	80,000	-	-	-	80,000
Invested in fixed assets	42,217	-	7,891	-	34,326
Bus replacement fund	31,588	2,374	-	-	33,962
General unrestricted fund	<u>72,657</u>	<u>180,182</u>	<u>204,918</u>	<u>-</u>	<u>47,921</u>
	£226,462	£182,556	£212,809	£ -	196,209
	=====	=====	=====	=====	=====

HILLINGDON COMMUNITY TRANSPORT LIMITED**NOTES TO THE ACCOUNTS (continued)****For the year ended 31 March 2021**

10 cont'd

Restricted funds:-

Purchase of vehicles - funds provided by donors specifically for the purchase of vehicles.

HMRC –CJRS, Coronavirus Job Retention Scheme – contribution to salary costs of employees put on the furlough scheme

Unrestricted Funds are general funds which are available for use at the discretion of the Trustees in the furtherance of the objectives of the Charity. The Trustees have created designated funds from within the unrestricted funds. The bus replacement fund has been created to separately identify the £2 per booking which is paid for this purpose. The contingency fund has been created to allow the charity to continue in the event of significant cuts in funding.

11 RELATED PARTIES**Trustees**

None of the Trustees (nor any person connected with them) received any remuneration or reimbursement of expenses during the year.

One of the Trustees is a member of a group, who use the services of Hillingdon Community Transport. The group did not receive any preferential rates.

Controlling party

The company is controlled by an elected Management Committee that currently consists of 8 Trustees.

12 OPERATING LEASES

The charity has an operating lease, in respect of a photocopier, at an annual rental of £562, inclusive of vat. The lease expires within two to five years.

**HILLINGDON COMMUNITY TRANSPORT LIMITED
DETAILED INCOME AND EXPENDITURE ACCOUNT**

14

For the year ended 31 March 2021

	<u>2021</u>	<u>2020</u>
	£	£
INCOME		
Grants: LB of Hillingdon	32,000	32,000
HMRC CJRS (furlough claims)	62,588	-
Hire and contract sales	130,201	329,151
Driving assessment fees	949	13,701
Subscriptions	1,694	7,452
Donations	50	2,005
Other – BSOG claims	8,776	8,620
Insurance claims	7,278	-
Interest received	108	358
Profit on sale of vehicles	<u>1,500</u>	<u>3,600</u>
Total Income	<u>245,144</u>	<u>396,887</u>
EXPENDITURE		
Staff costs:		
Core staff salaries	103,015	107,935
Driver salaries	80,292	119,908
Employers NI	10,676	16,823
Pension costs	4,655	5,237
Agency Passenger assistants	705	1,221
Other staff costs	420	455
Volunteers expenses	435	6,142
NI Employment allowance	<u>(4,000)</u>	<u>(3,000)</u>
	<u>196,198</u>	<u>254,721</u>
Depreciation:		
Vehicles	<u>15,626</u>	<u>29,139</u>
Other costs:		
Vehicle fuel, maintenance, insurance & road tax	57,365	110,235
Midas training materials	39	990
Rent & rates	3,330	3,330
Office and public liability insurance	972	1,567
Telephone	30	25
Postage, printing and stationery	830	1,589
Office and equipment repairs & maintenance	-	260
Computer support, software & accessories	3,230	2,829
Subscriptions & affiliations	-	679
Independent examiner's fees	2,010	2,163
Book-keeping fees	2,392	-
AGM and Annual Report	-	318
Bad debt write offs	510	(90)
Other expenses	575	1,644
Advertising & publicity	<u>25</u>	<u>204</u>
	<u>71,308</u>	<u>125,743</u>
Total Expenditure	<u>283,132</u>	<u>409,603</u>
EXCESS OF INCOME OVER EXPENDITURE	<u>£(37,988)</u>	<u>£(12,716)</u>

THIS PAGE DOES NOT FORM PART OF THE STATUTORY ACCOUNTS

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HILLINGDON COMMUNITY TRANSPORT LIMITED

I report on the accounts for the year ended 31 March 2021, as set out on pages 7 to 13.

Respective responsibilities of directors and examiner

As described on page 5, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention,

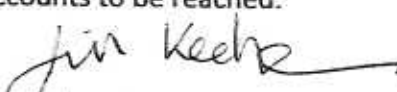
Basis of independent examiner's report

My examination was conducted in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements (a) to keep accounting records in accordance with s386 of the Companies Act 2006: and (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Jill Keehan FCA

Britt & Keehan

Chartered Accountants

Date.....11 August 2021

33 Grimwade Avenue

Croydon

CR0 5DJ