

**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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**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 £
<b>INCOMING RESOURCES</b>					
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>
<b>TOTAL INCOMING RESOURCES</b>		<u>357,774</u>	<u>18,424</u>	<u>376,198</u>	<u>245,144</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities:					
Group transport		<u>319,932</u>	<u>21,707</u>	<u>341,639</u>	<u>283,132</u>
<b>TOTAL RESOURCES EXPENDED</b>	3	<u>319,932</u>	<u>21,707</u>	<u>341,639</u>	<u>283,132</u>
<b>Net incoming resources before transfers</b>		37,842	(3,283)	34,559	(37,988)
<b>Transfers between funds</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET INCOMING RESOURCES/NET MOVEMENT IN FUNDS</b>		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>
<b>FUND BALANCES AT 31 MARCH 2022</b>		<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.

**HILLINGDON COMMUNITY TRANSPORT LIMITED****8****BALANCE SHEET**  
**As at 31 March 2022**

	Notes	2022 £	2021 £
<b>FIXED ASSETS</b>			
Tangible assets	7	19,341	37,609
<b>CURRENT ASSETS</b>			
Debtors	8	43,778	40,373
Cash at bank and in hand		<u>192,175</u>	<u>132,792</u>
		235,953	173,165
<b>CREDITORS: amounts falling due within one year</b>	9	<u>21,243</u>	<u>11,282</u>
<b>NET CURRENT ASSETS</b>		<u>214,710</u>	<u>161,883</u>
<b>NET ASSETS</b>		<u>£234,051</u>	<u>£199,492</u>
<b>INCOME FUNDS</b>			
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 31<sup>st</sup> 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 =====
	£357,723 =====	£ - =====	£357,723 =====	£182,398 =====

**3 TOTAL RESOURCES EXPENDED**

	Total 2022 £	Total 2021 £
<b>Charitable activities</b>		
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
<b>Governance costs</b> 2		
Independent Examiners fees	2,365	2,010
AGM and Annual Report	45	-
	£341,639 =====	£283,132 =====

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**

<b>4 EMPLOYEES</b>	<b>2022</b>	<b>2021</b>
<b>Number of employees:</b>		
The average number of full & part-time employees during the year was:		
Group Transport	17	15
	==	==
<b>Employment costs</b>	<b>£</b>	<b>£</b>
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> £
<b>COST</b>				
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>
<b>Depreciation</b>				
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>
<b>NET BOOK VALUE</b>				
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>
			£	£
<b>8 DEBTORS</b>				
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>
<b>9 CREDITORS : amounts falling due within one year</b>				
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>
<b>10 MOVEMENT IN FUNDS</b>				
	<u>At</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>At</u>
	<u>01.04.21</u>	<u>Resources</u>	<u>Resources</u>	<u>31.03.22</u>
	£	£	£	£
<b>Restricted Funds</b>				
Purchase of vehicles, funded by grants	3,283	-	3,283	-
HMRC – CJR scheme	<u>-</u>	<u>18,424</u>	<u>18,424</u>	<u>-</u>
	<u>£3,283</u>	<u>£18,424</u>	<u>£21,707</u>	<u>-</u>
<b>Unrestricted Funds</b>				
<b>Designated Funds:</b>				
Contingency fund	80,000	-	-	90,000
Invested in fixed assets	34,326	-	14,985	19,341
Bus replacement fund	33,962	2,988	-	36,950
<b>General unrestricted fund</b>	<u>47,921</u>	<u>354,786</u>	<u>304,947</u>	<u>(10,000)</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**

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**For the year ended 31 March 2022**

	<u>2022</u>	<u>2021</u>
	£	£
<b>INCOME</b>		
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
<b>Total Income</b>	<u>376,198</u>	<u>245,144</u>
<b>EXPENDITURE</b>		
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	(4,000)	(4,000)
	<u>219,870</u>	<u>196,198</u>
Depreciation:		
Vehicles	18,268	15,626
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	328	25
	<u>103,501</u>	<u>71,308</u>
<b>Total Expenditure</b>	<u>341,639</u>	<u>283,132</u>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<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,

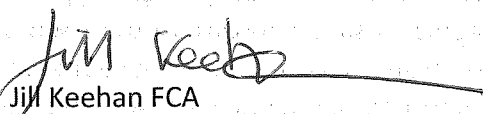
### Basis of independent examiner's report

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 14<sup>th</sup> September 2022