

BILLINGSHURST COMMUNITY TRANSPORT LIMITED

(A Company Limited by Guarantee)

ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2020

Registered Number: 04826490

Registered Charity Number: 1101884

	Page
General Information	1
Report of the Directors	2
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Accounts	6
Report of the Independent Examiner	9



BILLINGSHURST COMMUNITY TRANSPORT LIMITED
(A Company Limited by Guarantee)

General Information

Registered Office: 4 Heath Square, Boltro Road
Haywards Heath
West Sussex, RH16 1BL

Board of Management: K A Johnson
W Jones
S Stevens (Resigned 26 October 2020)
J Bussey (Appointed 26 October 2020)
M Furness (Appointed 26 October 2020)

Secretary: Graeme Acraman (Appointed 26 October 2020)

Company Number: 04826490

Registered Charity Number: 1101884

Bankers: NatWest Bank Plc, 47 Carfax,
Horsham, West Sussex, RH12 1FD

BILLINGSHURST COMMUNITY TRANSPORT LIMITED
(A Company Limited by Guarantee)

Report of the Directors for the year ended 30 June 2020

The directors submit their report and accounts for the year ended 30 June 2020. The accounts have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and 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 2019).

Status of the Company, principal activities and public benefit

The Company is registered under the Companies Act 2006 as a company limited by guarantee and not having a share capital and is a registered charity; number 1101884. The trustees are all volunteers and the Company had two part time paid employees during the year. The charity was registered on 3 February 2004 and is governed by its Memorandum and Articles of Association.

The objects of the charity are to provide a community transport service for such of the inhabitants of the areas covered who are in need of such a service because of age, sickness or disability (learning or physical). The service is currently provided to the residents of Billingshurst and certain of its surrounding parishes.

As such, the Company and charity acts for the public benefit by providing these community transport services. Passengers comprise particularly those persons in the community who are unable to use local public transport. Provision of the service relies on the generous support of a large number of volunteer drivers using their own vehicles and the charity also has its own specially adapted wheelchair accessible vehicle.

Directors

The directors of the Company, who are also the trustees, are listed on page 1 as the Board of Management.

After the year end and as a result of ill health Stan Stevens decided to step down as a director at the AGM on 26 October 2020 and it is with much sadness that we report he passed away shortly thereafter. He will be sorely missed in Billingshurst for his tireless contribution to the village over many many years. We are extremely grateful for his contribution to Billingshurst Community Transport.

The appointment of directors is governed by the Memorandum and Articles of Association. All decisions are approved by the Management Committee.

Results and review of the year

Details of the results for the year are set out in the Statement of Financial Activities on page 4.

The company incurred a deficit in the year of £6,228 (2019: deficit £4,467).

The result for the year is very similar to the prior year, with a further small increase in the deficit incurred.

Although the year started well, the emergence of Covid-19 in early 2020 saw activity levels plummet and fare income fell well below the previous year. Some cost savings were achieved, but our deficit would have been greater but for an increase in donations and a very kind gift by way of legacy from one of our former passengers. An analysis of the grants and donations received is provided in Notes 10 and 11 to the accounts.

As our ordinary activities declined we also became involved in the local Covid Support Group Scheme to deliver prescriptions to those vulnerable persons requiring medicines but unable to get out due to shielding. An additional donation was received from Billingshurst Lions to assist with this activity which meant that our scheme administrator was able to keep working throughout the lockdown period. The Support Group Scheme has been extremely successful.

Despite incurring a deficit in consecutive years, and although the financial year 2020/21 may be similarly difficult, the directors believe that the finances of the charity remain healthy with a strong level of reserves.

Finally, the directors would like to record their thanks and appreciation to all the donors and other fund providers and in particular to our volunteer drivers and helpers who are so critical to the continuing success of BCT.

Fixed assets

The movements in fixed assets during the year are set out in note 3 to the accounts.

BILLINGSHURST COMMUNITY TRANSPORT LIMITED
(A Company Limited by Guarantee)

Report of the Directors for the year ended 30 June 2020 (continued)

Reserves policy

The directors consider that general reserves are adequate to support the current activities of the charity.

The directors are aware that funding for small community schemes such as this can be susceptible to significant fluctuation as a result of changes in both political thinking and economic factors. The directors are therefore keen that the company should hold sufficient resources to guarantee the continued working of the scheme for at least two years and believe that current general reserves are adequate in this regard.

In addition, a designated reserve of £40,000 (represented by cash) has been set aside to fund a new wheelchair accessible vehicle in the event that one is required.

Taxation status

In the opinion of the directors the Company is exempt from taxation in respect of its income.

Investment policy

The directors do not consider it prudent to invest in anything other than very low risk investments. Cash required for operational purposes is held in an ordinary bank current account. Any surplus funds are transferred to interest bearing deposit accounts with the Charities Aid Foundation.

Small company exemptions

The Report of the Directors has been delivered in accordance with the provisions applicable to companies subject to the small companies' regime and was approved by the Board on **14 April 2021** and signed on its behalf.



K A Johnson
Director

BILLINGSHURST COMMUNITY TRANSPORT LIMITED
(A Company Limited by Guarantee)

Statement of Financial Activities for the Year Ended 30 June 2020
(including income and expenditure account)

		Unrestricted income funds 2020 £	Total 2019 £
	<i>Note</i>		
Incoming resources			
Incoming resources from generated funds			
Voluntary income - donations	10	8,152	5,152
Voluntary income - grants receivable	11	2,772	4,000
Legacies		2,500	-
Other income		323	554
Interest receivable		107	88
Incoming resources from charitable activities			
Fares receivable		19,073	28,535
Subscription income		792	1,421
Total incoming resources		33,719	39,750
Resources expended			
Wages and salaries	2	(14,212)	(13,486)
Volunteer drivers' expenses		(9,743)	(14,839)
Rent		(1,854)	(1,845)
Insurances		(1,977)	(1,784)
Fuel and other vehicle costs		(1,917)	(2,947)
Copying, postage and stationery		(985)	(965)
Telecommunications costs		(1,364)	(1,364)
Other office expenses		(1,271)	(586)
Depreciation		(6,624)	(6,401)
Total resources expended		(39,947)	(44,217)
Net (deficit) / income for the year		(6,228)	(4,467)
Fund balances b/fwd at 1 July 2019		109,651	114,118
Fund balances c/fwd at 30 June 2020	9	103,423	109,651

All of the above results are derived from continuing activities. There are no recognised gains and losses in either year other than those included above.

The Company has no restricted funds.

BILLINGSHURST COMMUNITY TRANSPORT LIMITED
(A Company Limited by Guarantee)

Balance Sheet as at 30 June 2020

	Note	As at 30 June 2020 £	As at 30 June 2019 £
Tangible fixed assets	3	445	6,401
Current assets			
Debtors	4	655	293
Cash at bank and in hand		102,936	103,758
		103,591	104,051
Creditors: amounts falling due within one year	5	(613)	(801)
Net current assets		102,978	103,250
Net assets		103,423	109,651
Capital and funds			
Unrestricted income funds	8	63,423	69,651
Restricted income funds	8	-	-
Vehicle replacement designated fund	8	40,000	40,000
		103,423	109,651

The notes on pages 7 to 8 form part of these accounts.

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 14 April 2021 and were signed on its behalf by:



K A Johnson
Director

Company Number: 04826490

BILLINGSHURST COMMUNITY TRANSPORT LIMITED
(A Company Limited by Guarantee)

Notes to the Accounts for the Year Ended 30 June 2020

1. Accounting policies

(a) Basis of preparation

Billingshurst Community Transport Limited is a company limited by guarantee and registered in England and Wales. It has its registered office at 4 Heath Square, Boltro Road, Haywards Heath, West Sussex, RH16 1BL.

Billingshurst Community Transport Limited is a charitable company that operates a community transport scheme for certain of the inhabitants of its local area, principally those unable to use public transport.

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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Billingshurst 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 note(s).

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

(b) Fund accounting

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

(c) Incoming resources

Incoming resources, including fares and subscriptions, donations, legacies, interest receivable and other income are included in the Statement of Financial Activities when the company is legally entitled to the income. Grant income is recognised when all conditions necessary for receipt have been satisfied.

(d) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

(e) Fixed assets

Fixed assets are stated at cost, less depreciation calculated to write off the cost of the asset, less its estimated residual value, in equal annual instalments over the estimated useful life of the asset. Depreciation is calculated over the following estimated useful lives:

Motor vehicles:	4 years
Office / Computer equipment:	3 years

BILLINGSHURST COMMUNITY TRANSPORT LIMITED
(A Company Limited by Guarantee)

Notes to the Accounts for the Year Ended 30 June 2020

2. Wages and salaries

During the year, the company had three part time employees (2019: Two). Wages and salary costs can be analysed as follows:

	2020	2019
	£	£
Wages and salaries	14,212	13,486
Social security costs	-	-
	<u>14,212</u>	<u>13,486</u>

No remuneration was paid and no expenses were reimbursed to any of the directors/trustees during either year. The company operates a defined contribution autoenrollment pension scheme for its employees.

3. Tangible fixed assets

	Motor Vehicles £	Office Equipment £	Total £
Cost or valuation:			
As at 1 July 2019	25,604	1,100	26,704
Additions in the year	-	668	668
Disposals in the year	-	(775)	(775)
As at 30 June 2020	<u>25,604</u>	<u>993</u>	<u>26,597</u>
Depreciation:			
As at 1 July 2019	19,203	1,100	20,303
Charge for the period	6,401	223	6,624
Eliminated on disposals	-	(775)	(775)
At 30 June 2020	<u>25,604</u>	<u>548</u>	<u>26,152</u>
Net Book Value:			
At 30 June 2020	<u>-</u>	<u>445</u>	<u>445</u>
At 30 June 2019	<u>6,401</u>	<u>-</u>	<u>6,401</u>

Additions in the year relate to a new PC and server. Some older equipment was discarded.

	2020	2019
	£	£
4. Debtors		
Other debtors	386	-
Prepayments	269	293
	<u>655</u>	<u>293</u>

	2020	2019
	£	£
5. Creditors: amounts falling due within one year		
Deferred income	-	-
Accruals	613	801
	<u>613</u>	<u>801</u>

6. Share capital

The company is limited by guarantee and has no share capital, with each member being a guarantor in the sum of £1. At the balance sheet date the Company had nine members.

7. Related party transactions

There were no transactions with related parties in either the current or prior financial year.

BILLINGSHURST COMMUNITY TRANSPORT LIMITED
(A Company Limited by Guarantee)

Notes to the Accounts for the Year Ended 30 June 2020

8. Funds

	Unrestricted General Funds £	Restricted Funds £	Designated Vehicle Replacement Fund £
Balance b/fwd as at 1 July 2019	69,651	-	40,000
Deficit for the year	(6,228)	-	-
Movement during the year	-	-	-
Balance c/fwd at 30 June 2020	<u>63,423</u>	<u>-</u>	<u>40,000</u>

In earlier years the directors had set aside an amount of £40,000 in a designated reserve for the replacement of the company's wheelchair accessible vehicle. The company did receive a new vehicle, funded by a Department for Transport grant, in late 2016 and the reserve has not been required to date. However, it is inevitable that this vehicle will need to be replaced in due course and it is by no means certain that funding will be obtainable for such a replacement. The directors therefore consider it appropriate to maintain this reserve and continue to set aside a sum of £40,000 to account for the potential cost of the next vehicle.

9. Net assets

The net assets of the company as at 30 June 2020 are analysed as follows:

	Unrestricted General Funds £	Restricted Funds £	Designated Vehicle Replacement Fund £	Total £
Fixed assets	445	-	-	445
Debtors	655	-	-	655
Cash	62,936	-	40,000	102,936
Liabilities	(613)	-	-	(613)
	<u>63,423</u>	<u>-</u>	<u>40,000</u>	<u>103,423</u>

10. Donations

	2020 £
Donations have been gratefully received from the following:	
Billingshurst Parish Council	2,000
Plaistow & Ifold Parish Council	350
Billingshurst & District Lions Club	4,500
Passenger and other donations	1,302
	<u>8,152</u>

11. Grants receivable

	2020 £
Grants have been gratefully received from the following sources:	
Revenue Grants:	
Government Job Retention Scheme	772
Horsham District Council - Revenue Grant	-
West Sussex County Council - Revenue Grant	2,000
	<u>2,772</u>

Toward the end of the year we took the decision to furlough one part time member of staff, following which we were able to recover 80% of that persons salary during the furlough period.

BILLINGSHURST COMMUNITY TRANSPORT LIMITED

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BILLINGSHURST COMMUNITY TRANSPORT LIMITED ("THE COMPANY")
YEAR ENDED 30 JUNE 2020**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your 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.

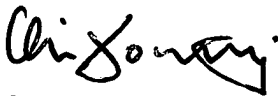
Independent examiner's statement

Since your charity's gross income exceeded £25,000 your examiner must be a member of a listed body. I confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales 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 the Company 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.



C S Young
Institute of Chartered Accountants in England and Wales
Galloways Accounting
Atlas Chambers
33 West Street
Brighton
East Sussex
BN1 2RE

Date: 20/4/2021