

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**

**(A Company Limited by Guarantee)**

**ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2021  
(UNAUDITED)**

**Registered Number: 04826490**

**Registered Charity Number: 1101884**

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**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**General Information**

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**Registered Office:** 79 Morris Drive  
Billingshurst  
West Sussex, RH14 9ST

**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

**Independent Examiner:** Kreston Reeves LLP  
Springfield House  
Springfield Road  
Horsham, West Sussex, RH12 2RG

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Trustees' Annual Report for the year ended 30 June 2021**

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The Trustees submit their report and accounts for the year ended 30 June 2021. 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 charitable company was registered on 3 February 2004 and is governed by its Memorandum and Articles of Association.

The objects of the charitable company 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 charitable company 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 charitable company also has its own specially adapted wheelchair accessible vehicle.

**Directors and Trustees**

The directors of the charitable company, who are also the Trustees, are listed on page 1 as the Board of Management.

During the year and as a result of ill health Stan Stevens decided to step down as a director at our 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 (and therefore Trustees) is governed by the Memorandum and Articles of Association. All decisions are approved by the Management Committee.

The Trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit.

**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 charitable company incurred a deficit in the year of £3,017 (2020: deficit £6,228).

This result for the year appears to be an improvement on the prior year but that is not really the case. With our vehicle now fully depreciated there is no depreciation charge on it this year which has reduced our deficit by more than £6,000.

The year was badly affected by Covid-19 and activity levels remain low. Whilst we were able to keep operating throughout, our journey numbers and hence fare income fell significantly (from £19,073 to £10,150). Our journey related costs were likewise reduced but our fixed costs remain. Both HDC and WSCC have now stopped their grant funding to us, but we were able to take advantage of the Government Job Retention Scheme to reduce our payroll costs.

We continued to receive support from our regular donors (see Note 10 to these accounts) and also received additional donations of £500 each from the Billingshurst Lions and Billingshurst Covid Support Group to assist with the local vaccination scheme. We were also fortunate to receive a legacy of £3,870 from one of our former passengers, for which we are extremely grateful and but for which our deficit would have been much higher.

Despite incurring a deficit in consecutive years, and although the financial year 2021/22 may also be difficult, the Trustees believe that the finances of the charitable company remain healthy, holding a strong level of reserves. On this basis the financial statements have been prepared on the going concern basis.

After the year end the charitable company received a substantial bequest, details of which are given in note 14 to these accounts. The Trustees are currently considering how to apply these funds in the furtherance of our objectives.

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Trustees' Annual Report for the year ended 30 June 2021 (continued)**

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Finally, the Trustees 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 these financial statements.

**Reserves policy**

The Trustees consider that general reserves are adequate to support the current activities of the charitable company.

The Trustees 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 Trustees are therefore keen that the charitable 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 £55,000 (represented by cash) has been set aside to fund a new wheelchair accessible vehicle in the event that one is required.

At the end of the year the charitable company held total reserves of £100,406 (2020: £103,423). After allowing for the designated reserve referred to above this leaves £45,406 to support the general activities of the charitable company. This is slightly below two years' of annual expenditure, but after taking account of fare income that would be generated, the Trustees consider this level of reserves to be both adequate and appropriate.

**Investment policy**

The Trustees 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.

**Statement of Trustees' Responsibilities**

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

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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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.

**Small company exemptions**

The Trustees' Annual Report has been delivered in accordance with the provisions applicable to companies subject to the small companies' regime and was approved by the Trustees on 21 March 2022 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 2021**  
**(including income and expenditure account)**

		<b>Unrestricted income funds 2021 £</b>	<b>Total 2020 £</b>
	<b>Note</b>		
<b>Income</b>			
Donations, legacies and grants			
Voluntary income - donations	<b>10</b>	<b>6,497</b>	<b>8,152</b>
Voluntary income - grants receivable	<b>11</b>	<b>2,775</b>	<b>2,772</b>
Legacies		<b>3,870</b>	<b>2,500</b>
Other income			
Other income		<b>460</b>	<b>323</b>
Income from investments			
Interest receivable		<b>51</b>	<b>107</b>
Charitable activities			
Fares receivable		<b>10,150</b>	<b>19,073</b>
Subscription income		<b>515</b>	<b>792</b>
<b>Total income</b>		<b>24,318</b>	<b>33,719</b>
<b>Expenditure</b>			
Charitable activities			
Wages and salaries	<b>2</b>	<b>(13,745)</b>	<b>(14,212)</b>
Volunteer drivers' expenses		<b>(4,622)</b>	<b>(9,743)</b>
Rent		<b>(1,871)</b>	<b>(1,854)</b>
Insurances		<b>(1,935)</b>	<b>(1,977)</b>
Fuel and other vehicle costs		<b>(1,429)</b>	<b>(1,917)</b>
Independent examination fee		<b>(1,200)</b>	<b>-</b>
Copying, postage and stationery		<b>(713)</b>	<b>(985)</b>
Telecommunications costs		<b>(1,381)</b>	<b>(1,364)</b>
Other office expenses		<b>(216)</b>	<b>(1,271)</b>
Depreciation		<b>(223)</b>	<b>(6,624)</b>
<b>Total expenditure</b>		<b>(27,335)</b>	<b>(39,947)</b>
<b>Net income / (expenditure) for the year</b>		<b>(3,017)</b>	<b>(6,228)</b>
<b>Fund balances b/fwd at 1 July 2020</b>		<b>103,423</b>	<b>109,651</b>
<b>Fund balances c/fwd at 30 June 2021</b>	<b>9</b>	<b>100,406</b>	<b>103,423</b>

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.

All income and expenditure was from unrestricted funds in 2021 and 2020.

The notes on pages 6 to 10 form part of these financial statements.

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
(A Company Limited by Guarantee)

Balance Sheet as at 30 June 2021

	Note	As at 30 June 2021 £	As at 30 June 2020 £
<b>Tangible fixed assets</b>	<b>3</b>	<b>222</b>	<b>445</b>
<b>Current assets</b>			
Debtors	4	538	655
Cash at bank and in hand		101,291	102,936
		<u>101,829</u>	<u>103,591</u>
<b>Creditors: amounts falling due within one year</b>	<b>5</b>	<b>(1,645)</b>	<b>(613)</b>
<b>Net current assets</b>		<b>100,184</b>	<b>102,978</b>
<b>Net assets</b>		<b><u>100,406</u></b>	<b><u>103,423</u></b>
<b>Charity funds</b>			
Unrestricted income funds	8	45,406	63,423
Vehicle replacement designated fund	8	55,000	40,000
		<u>100,406</u>	<u>103,423</u>

The notes on pages 6 to 10 form part of these accounts.

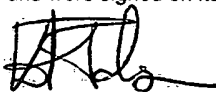
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2021 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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 Trustees and authorised for issue on **21 March 2022** 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 2021**

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**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 79 Morris Drive, Billingshurst, West Sussex, RH14 9ST.

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.

The Trustees have also decided to set aside an amount in a designated reserve for the replacement of the charitable company's wheelchair accessible vehicle. The charitable 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 available for such a replacement. The amount set aside in the reserve, which is represented by cash, is reviewed annually.

**(c) Income**

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) Government grants**

Income from government grants is recognised when all conditions necessary for receipt have been satisfied.

**(e) Expenditure**

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

**(f) 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 2021**

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**1. Accounting policies (cont'd)**

**(g) Cash at bank and in hand**

Cash at bank and in hand comprise cash at bank, cash in hand and bank deposits.

**(h) Operating leases - lessee**

Operating leases are leases that do not transfer all the risks and rewards of ownership. Payments made by the charitable company under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease, including payments that are not required to be made on a straight line basis. Lease incentives given or received are similarly spread on a straight line basis over the relevant lease term.

**(i) Pensions - defined contributions**

The charitable company operates a defined contribution pension scheme, under autoenrolment rules, under which the charitable company pays contributions into a separate entity. Once the contributions have been paid, the charitable company has no further payment obligations. The contributions are recognised as an expense in the period to which they relate. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charitable company in independently administered funds.

**(j) Donated Services**

The charitable company relies on the donated time of many people, particularly its drivers, administrative volunteers and committee members. Owing to difficulties in the measurement of an appropriate value for such donated time, no value is recognised for it in these accounts. The costs of properly incurred expenses that are reimbursed to such volunteers are recognised as an expense in the period to which they relate.

**(k) Going concern**

As a charitable company the Trustees are required to consider the future resilience of its activities, having regard to the possible impact of internal and external factors that could have a material impact on the income and expenditure of the charitable company. Such review considers a period of at least twelve months from the date of signing of these financial statements.

Following such review, the trustees remain satisfied that the charitable company can continue operating for the next 12 months and the financial statements have therefore been prepared on the going concern basis.

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Notes to the Accounts for the Year Ended 30 June 2021**

**2. Wages and salaries**

During the year, the company had three part time employees (2020: Three). Wages and salary costs can be analysed as follows:

	2021 £	2020 £
Wages and salaries	13,675	14,169
Pensions	70	43
Social security costs	-	-
	<u>13,745</u>	<u>14,212</u>

No employee received remuneration amounting to more than £60,000 in either year.

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 2020	25,604	993	26,597
Additions in the year	-	-	-
Disposals in the year	-	-	-
As at 30 June 2021	<u>25,604</u>	<u>993</u>	<u>26,597</u>
Depreciation:			
As at 1 July 2020	25,604	548	26,152
Charge for the period	-	223	223
Eliminated on disposals	-	-	-
At 30 June 2021	<u>25,604</u>	<u>771</u>	<u>26,375</u>
Net Book Value:			
At 30 June 2021	<u>-</u>	<u>222</u>	<u>222</u>
At 30 June 2020	<u>-</u>	<u>445</u>	<u>445</u>

**4. Debtors**

	2021 £	2020 £
Other debtors	330	386
Prepayments	208	269
	<u>538</u>	<u>655</u>

**5. Creditors: amounts falling due within one year**

	2021 £	2020 £
Deferred income	-	-
Accruals	1,645	613
	<u>1,645</u>	<u>613</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 2021 (Cont'd)

**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 b/fwd as at 1 July 2020	63,423	-	40,000
Deficit for the year	(3,017)	-	-
Movement during the year	(15,000)	-	15,000
Balance c/fwd at 30 June 2021	<u>45,406</u>	<u>-</u>	<u>55,000</u>

In earlier years the Trustees had set aside an amount of £40,000 in a designated reserve for the replacement of the charitable company's wheelchair accessible vehicle. The charitable 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. It is also increasingly likely that our next vehicle may need to be electric or hybrid, which is likely to be more expensive and the Trustees have therefore designated a further £15,000 to this reserve.

**9. Net assets**

The net assets of the charitable company as at 30 June 2020 were 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>

The net assets of the charitable company as at 30 June 2021 are analysed as follows:

	Unrestricted General Funds £	Restricted Funds £	Designated Vehicle Replacement Fund £	Total £
Fixed assets	222	-	-	222
Debtors	538	-	-	538
Cash	46,291	-	55,000	101,291
Liabilities	(1,645)	-	-	(1,645)
	<u>45,406</u>	<u>-</u>	<u>55,000</u>	<u>100,406</u>

**BILLINGSHURST COMMUNITY TRANSPORT LIMITED**  
**(A Company Limited by Guarantee)**

**Notes to the Accounts for the Year Ended 30 June 2021 (Cont'd)**

**10. Donations**

	2021
Donations have been gratefully received from the following:	£
Billingshurst Parish Council	2,000
Plaistow & Ifold Parish Council	500
Billingshurst & District Lions Club	2,500
Billingshurst Covid Support Group	500
Passenger and other donations	997
	<u>6,497</u>

**11. Grants receivable**

	2021	2020
Grants have been gratefully received from the following sources:	£	£
Revenue Grants:		
Government Job Retention Scheme	2,775	772
Horsham District Council - Revenue Grant	-	-
West Sussex County Council - Revenue Grant	-	2,000
	<u>2,775</u>	<u>2,772</u>

Throughout the year we took the decision to furlough one part time member of staff, following which we were able to recover a proportion of that persons salary during the furlough period.

**12. Pension commitments**

The charitable company operates a defined contribution pension scheme, under autoenrolment rules, for its employees.

At the end of the year the charitable company had outstanding pension commitments of £14 (2020: £Nil).

**13. Operating lease commitments**

At the end of the year the charitable company had non-cancellable commitments under operating leases of £Nil (2020: Nil).

**14. Post balance sheet event**

In August 2021 the Trustees were notified that one of our former passengers had sadly passed away but had left a legacy in favour of the charitable company. In January 2022 a sum of £123,991 was received in respect of that legacy for which we are extremely grateful. This legacy secures funding for the charitable company for some considerable time and will allow us to consider a wide variety of options to advance the objects of the charitable company. We are currently considering the impact of the bequest on our reserves and investment policies.

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

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I report to the charity trustees on my examination of the accounts of the company for the year ended 30 June 2021 which are set out on pages 1 to 10.

**Responsibilities and basis of report**

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

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

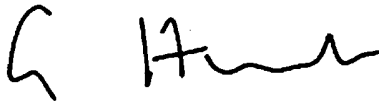
**Independent examiner's statement**

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; 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.

Signed:



Graham Hunt BA FCA

Kreston Reeves LLP  
Springfield House  
Springfield Road  
Horsham  
West Sussex  
RH12 2RG

Date: 21 March 2022