

# Royston & District Community Transport

(A company limited by guarantee)

Annual Report and Financial Statements  
for the Year Ended 31 March 2021

Company registration number: 06744379

Charity registration number: 1127052

Fourways  
Chartered Accountants  
1a Melbourn Street  
Royston  
Herts  
SG8 7BP

Royston & District Community Transport  
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Royston & District Community Transport  
Reference and Administrative Details

<b>Charity name</b>	Royston & District Community Transport
<b>Charity registration number</b>	1127052
<b>Company registration number</b>	06744379
<b>Principal office</b>	Royston Hospital London Road Royston Herts SG8 9EN
<b>Registered office</b>	Royston Hospital London Road Royston Herts SG8 9EN
<b>Trustees</b>	Dr John Hedges Mr Ronald Comben Mr Keith Parker Mr Peter Heath Mrs Patricia Johnson Mr Brian Johnson Mr Kenneth Hart Mr Jim Rawles Mrs Kaylee Bonja
<b>Secretary</b>	Mrs Helen Melville-Smith
<b>Director</b>	Dr John Hedges Mr Ronald Comben Mr Keith Parker Mr Peter Heath Mrs Patricia Johnson Mr Brian Johnson Mr Kenneth Hart Mr Jim Rawles Mrs Kaylee Bonja

Royston & District Community Transport  
Reference and Administrative Details

**Accountant**

Fourways Chartered Accountants  
1a Melbourn Street  
Royston  
Herts  
SG8 7BP

Royston & District Community Transport  
Trustees' Report

**Royston & District Community Transport**

The organisation is a charitable company limited by guarantee, incorporated on 7th November 2008, and registered as a charity on 4th December 2008. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1. The scheme has taken out Trustee's Indemnity Insurance in accordance with the Memorandum and Articles of Association, with Zurich Insurance.

The directors of the charitable limited company are the trustees of the registered charity and the organisation is run in accordance with the Memorandum and Articles of Association.

**Aims and Objectives**

The scheme provides volunteer drivers using their own cars or minibus/MPV for transport of eligible persons for social and health reasons.

Our charities purposes as set out in the objects contained within the company's memorandum of association are to provide a community transport service for such of the inhabitants of Royston and the surrounding villages of North and East Hertfordshire and South Cambridgeshire ("the area of benefit") who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

The aims of the charity are to provide a low cost transport service for residents of Royston and the surrounding area who are eligible for reasons of age, impaired mobility or rural isolation.

**Public Benefit**

The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties. In particular in the period covered by these accounts we were strongly impacted by the Covid 19 pandemic. We completed 3,153 journeys (2020: 57,601) and covered 69,000 miles (2020: 213,212). Volunteer driver numbers reduced to 55 from 82.

**Financial Review**

The scheme functions on a non-profit basis and liaises with local authority, health and social services, other statutory services and voluntary bodies. The charity does not operate a specific reserves policy and no funds are held by the charity as custodian trustees on behalf of others. There is continuous fund-raising for specific projects; the current project is towards the cost of the next replacement vehicle.

**Small company provisions**

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

Approved by the Board on 7th July 2021 and signed on its behalf by:

.....  
Dr John Hedges  
Chairman

Independent Examiner's Report to the Trustees of  
Royston & District Community Transport

I report on the accounts of the company for the year ended 31st March 2021, which are set out on the following pages.

**Responsibilities and basis of report**

As the charity's trustees of the Company (who are also the directors of the company 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 for this year 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.

**Basis of independent examiner's report**

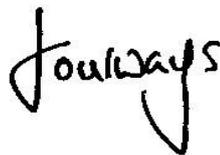
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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**

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

.....  
Fourways  
Chartered Accountants



1a Melbourn Street  
Royston  
Herts  
SG8 7BP

7th July 2021

Royston & District Community Transport  
Statement of Financial Activities (including Income and Expenditure Account)  
for the Year Ended 31 March 2021

	Note	Unrestricted Funds £	Total Funds Year ended 2021 £	Total Funds Year ended 2020 £
<b>Incoming resources</b>				
Incoming resources from generated funds				
Voluntary income	2	90,621	90,621	120,748
Total incoming resources		<u>90,621</u>	<u>90,621</u>	<u>120,748</u>
<b>Resources expended</b>				
Costs of generating funds				
Costs of generating voluntary income	4	86,832	86,832	133,564
Total resources expended		<u>86,832</u>	<u>86,832</u>	<u>133,564</u>
Net movements in funds		3,789	3,789	(12,817)
<b>Reconciliation of funds</b>				
Total funds brought forward		78,740	78,740	91,556
Total funds carried forward		<u>82,529</u>	<u>82,529</u>	<u>78,740</u>

The notes on the following pages form an integral part of these financial statements.

Royston & District Community Transport  
Balance Sheet as at 31 March 2021

		2021		2020	
Note	£	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		34,997		46,492
<b>Current assets</b>					
Debtors	10	6,369		11,812	
Cash at bank and in hand		43,860		23,931	
		50,229		35,743	
Creditors: Amounts falling due within one year	11	(2,697)		(3,496)	
Net current assets/(liabilities)			47,532		32,247
<b>Net assets</b>			<b>82,529</b>		<b>78,740</b>
<b>The funds of the charity:</b>					
<b>Unrestricted funds</b>					
Unrestricted income funds			82,529		78,740
<b>Total charity funds</b>			<b>82,529</b>		<b>78,740</b>

For the financial year ended 31st March 2021, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

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 and with the Financial Reporting Standard 102.

Approved by the Board on 7th July 2021 and signed on its behalf by:

.....

.....

Mrs Helen Melville-Smith  
Secretary

Dr John Hedges  
Trustee

The notes on the following pages form an integral part of these financial statements.

## Accounting policies

### Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

### Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 14.

### Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

### Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs associated with attracting voluntary income.

### Fixed assets

Individual fixed assets are initially recorded at cost.

### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery including motor vehicles	25% declining balance basis monthly
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## 2 Voluntary income

	<b>Unrestricted Funds £</b>	<b>Total Funds Year ended 2021 £</b>	<b>Total Funds Year ended 2020 £</b>
<b>Donations and legacies</b>			
Appeals and donations	16,034	16,034	6,182
Grants - other agencies	58,867	58,867	40,543
Interest on cash deposits	2	2	19
Primary purpose trading	15,719	15,719	74,003
	90,621	90,621	120,748

Royston & District Community Transport  
Notes to the Financial Statements for the Year Ended 31 March 2021

**3 Grants receivable**

	<b>Unrestricted Funds £</b>	<b>Total Funds Year ended 2021 £</b>	<b>Total Funds Year ended 2020 £</b>
Grants - other agencies	58,867	58,867	40,543

**4 Total resources expended**

	<b>Donations and legacies £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Direct costs</b>			
Cost of goods sold	12,832	12,832	33,001
Other direct costs	-	-	-
Employment costs	46,854	46,854	66,476
Insurance	5,152	5,152	8,071
Office expenses	7,185	7,185	3,982
Printing, posting and stationery	1,461	1,461	2,004
Loss to book value on sale of assets	-	-	-
Advertising and promotion	-	-	847
Staff Training	-	-	481
Professional fees	1,749	1,749	3,365
Depreciation of tangible fixed assets	11,599	11,599	15,340
	<u>86,832</u>	<u>86,832</u>	<u>133,564</u>

**5 Trustees' remuneration and expenses**

No trustees received any remuneration during the year.

**6 Net expenditure**

Net expenditure is stated after charging:

	<b>Year ended 2021 £</b>	<b>Year ended 2020 £</b>
Depreciation of tangible fixed assets	11,599	15,340
	<u>11,599</u>	<u>15,340</u>

**7 Employees' remuneration**

The aggregate payroll costs were as follows:

	Year ended <b>2021</b>	Year ended <b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	46,854	66,476

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

**8 Taxation**

The company is a registered charity and is, therefore, exempt from taxation.

**9 Tangible fixed assets**

	Plant and machinery including motor vehicles <b>£</b>	Fixtures, fittings and computer equipment <b>£</b>	Total <b>£</b>
<b>Cost</b>			
As at 1 April 2020	163,720	6,179	169,899
Additions	-	103	103
Disposals	-	-	-
As at 31 March 2021	163,720	6,282	170,002
<b>Depreciation</b>			
As at 1 April 2020	118,450	4,957	123,407
Charge for the year	11,318	282	11,599
Disposals	-	-	-
As at 31 March 2021	129,768	5,238	135,006
<b>Net book value</b>			
As at 31 March 2021	33,953	1,044	34,997
As at 31 March 2020	45,270	1,222	46,492

**10 Debtors**

	2021 <b>£</b>	2020 <b>£</b>
Trade debtors	3,856	8,054
Prepayments and accrued income	2,513	3,758
	6,369	11,812

Royston & District Community Transport  
Notes to the Financial Statements for the Year Ended 31 March 2021

**11 Creditors: Amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Bank loans and overdrafts	-	-
Trade creditors	-	-
Taxation and social security	1,452	856
Accruals and deferred income	1,245	2,640
	2,697	3,496

**12 Members' liability**

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

**13 Related parties**

**Controlling entity**

The charity is controlled by the trustees who are all directors of the company.

**14 Analysis of funds**

	<b>At 2020</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>General Funds</b>				
Unrestricted income fund	78,740	90,621	(86,832)	82,529

**15 Net assets by fund**

	<b>Unrestricted Funds</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible assets	34,997	34,997	46,492
Current assets	50,229	50,229	35,743
Creditors:			
Amounts due within one year	(2,697)	(2,697)	(3,496)
Net assets	82,529	82,529	78,740

Royston & District Community Transport  
Notes to the Financial Statements for the Year Ended 31 March 2021

Royston & District Community Transport  
Statement of financial activities by fund Year Ended 31 March 2021

	<b>Unrestricted income fund 2021 £</b>	<b>Unrestricted income fund 2020 £</b>
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	90,621	120,748
Total incoming resources	90,621	120,748
<b>Resources expended</b>		
Costs of generating funds		
Costs of generating voluntary income	86,832	133,564
Total resources expended	86,832	133,564
Net movements in funds	3,789	(12,817)
<b>Reconciliation of funds</b>		
Total funds brought forward	78,740	91,556
Total funds carried forward	82,529	78,740