

Registered number: 03442698
Charity number: 1068427

Sutton Community Transport Charity Company
(A company limited by guarantee)

Unaudited

Trustees' report and financial statements

For the year ended 31 March 2020

Sutton Community Transport Charity Company
(A company limited by guarantee)

Contents

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2 - 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Statement of cash flows	9
Notes to the financial statements	10 - 22

Sutton Community Transport Charity Company
(A company limited by guarantee)

Reference and administrative details of the company, its trustees and advisers
For the year ended 31 March 2020

Trustees

Mr A J Carroll
Ms H Green
Mr R Harris
Mr D M Midgeley
Mr A Pattison
Mr A Theobald
Mr G A J Hooper (appointed 25 April 2019)
Mrs A J Naylor (appointed 21 November 2019)

Company registered number

03442698

Charity registered number

1068427

Registered office

Unit 3 Brookmead Industrial Estate, Jessops Way, Croydon, CR0 4TS

Company secretary

Ms H Green

Accountants

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

Bankers

Unit Trust Bank Plc, Nine Brindleyplace, Birmingham, B1 2HB

Community Transport Charity Company
(A company limited by guarantee)

Trustees' report
For the year ended 31 March 2020

The Trustees present their annual report together with the financial statements of the company for the 1 April 2019 to 31 March 2020. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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).

Legal and administrative information

The charity was incorporated by guarantee on 25 September 1997. It is registered under the Charity Commission as charity number 1068427.

Charity's objectives and policies

Sutton Community Transport's (SCT) purpose, as set out in the objects contained in the company's Memorandum of Association, is for SCT to provide suitable transport to aid independent living for disadvantaged residents, and to support community, resident and voluntary groups within the London Borough of Sutton and neighbouring Boroughs and in other such ways as the Trustees may determine. The Trustees have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Mission Statement

Sutton Community Transport's core mission is to provide accessible transport and training for the communities of the London Borough of Sutton and its neighbours, to facilitate social inclusion

Public benefit

The charitable activities focus on the provision of transport services to voluntary groups, individuals and the disadvantaged in the London Borough of Sutton. We also provide minibuss driving training to members of the third sector.

Much of our work involves working with other organisations, groups, and charities to arrive at public benefit outcomes. Services provided to voluntary and not for profit groups facilitate the following types of charitable benefits:

- Provision of an education by providing transport for schools, colleges, and playgroups.
- Provision of access to sport and recreation facilities through the provision of transport to individuals and groups.
- Alleviating poverty and social exclusion through the provision of transport to individuals to enable them to access; facilities including day centres, social clubs, shopping centres and recreational facilities;
- Promoting the efficiency of other charities through the provision of safe, affordable and high standard transport;
- Increasing the efficiency of other charities through training in minibuss driving for both staff and volunteers.
- Provision of support in Travel Training.
- Working in partnership with other organisations to provide regular Sutton Bus Days as an adjunct to Travel Training.

Community Transport Charity Company
(A company limited by guarantee)

Trustees' report
For the year ended 31 March 2020

Organisation and decision-making structure of the charity

The charity is managed by a board of Trustees. The names of the present members of the board are stated below. The board meets bi-monthly and receives a report from the relevant Trustees on all strategic and other important matters, which require a decision by the board. A financial report is provided at each meeting. The day to day management of the charity is delegated to the Chief Executive Officer (CEO), who is a volunteer, but also a Trustee.

Trustees

The Trustees who were in office during the year ended 31 March 2020 were:

Alan Carroll
Andrew Theobald (Chairman)
Anthony Pattison (Vice Chairman)
Helen Green (Secretary)
Martin Midgley
Alison Naylor appointed 21st November 2019
Robert Harris (Volunteer CEO stood down 1st September 2020 remains as a Trustee)
Gopal Hooper (appointed 25 April 2019)

The trustees are responsible for the appointment of trustees in accordance with the Memorandum and Articles of Association. Trustee training is available on request and the trustees are kept informed of the changing requirements of the Charity sector by advice and guidance from the Charity Commission, The Community Transport Association, and our legal and financial advisors.

The training needs of Trustees are identified at board meetings. All new trustees undergo an induction to brief them on legal obligations under Charity and Company law, the Charity Commission on public benefit and the board of directors' decision-making process. Trustees are encouraged to attend appropriate external training events where these facilitate the undertaking of their role.

Risk management

The Trustees have reviewed the major potential risks to which they consider the charity may be exposed and systems are in place to mitigate such risks. The consideration, identification and management of potential risks is a matter under constant review by the Trustees and management.

All staff are properly trained and supervised in carrying out the activities of the charity.

Financial review

The statement of financial activities shows total income for the year of £534,797 (2019: £502,974). The total expenditure amounted to £541,195 (2019: £491,789) including governance costs of £3,428 (2019: £2,748).

The net expenditure for the year this was £6,398 (2019 income: £11,185) and this was the net total decrease in funds during the year.

What our charity provides by way of Social Value to our community

Sutton Community Transport supports the community through the provision of subsidised travel at a considerably reduced cost to that charged in the commercial hire sector. This facilitates many social events held by community charities, schools and clubs. As a result, in 2019/2020 we supplemented vehicle hire in the sum of £92,709 (2019: £93,948). The Social Value measurement package has been developed further

Community Transport Charity Company
(A company limited by guarantee)

Trustees' report
For the year ended 31 March 2020

and now also records social value in areas including volunteering, training, and individual transport, when we include these figures the total social value rises to £146,173.

We also provide community support in the field of travel training and bus days at a cost to the charity in the sum of £15,675 (2019: £17,875).

Fleet

As of 31st March 2020, we owned sixteen minibuses, two people carriers and two accessible transport cars.

People

We have a loyal group of staff who work hard to support the commercial operations to the charity. The Trustees wish to acknowledge the valuable assistance provided by several volunteers without which the charity would not be able to function. Volunteer drivers play a key role in supporting the members' hires.

Reserves policy

Unrestricted funds are £51,841 (2019: £58,239). Amounts held as tangible fixed assets used by the charity are £66,264 (2018: £65,309) which does not leave any free reserves for general use.

Sutton Community Transport income is secured mostly on Special Educational needs and disabilities (SEND) contracts from the London Borough of Sutton making income and its costs largely predictable. Contracts are mostly of one year or more. Whilst it is prudent to have three months running costs, the Trustees do not consider it to be essential to its reserves policy.

However, short term cash flow funding will require approximately £15,000 during the year, as much of income is received during term time, but large payments, such as insurance, fall outside of these times. The Trustees also consider that a further £10,000 of reserves should be built up for fleet purchases. The Trustees are making plans to fundraise for fleet purchases.

Currently Sutton Community Transport are fortunate to have access to low-cost short-term funding that covers these cash flow timing deficits. However, the Trustees aim is to slowly build up unrestricted reserves to a level of £25,000 to £35,000 so that loan funding is not required.

The Trustees will continue to seek funding for vehicle replacements and seek to increase commercial contracts, to reduce loan funding.

Impact of Covid-19

The Trustees have considered how the current Pandemic is impacting upon the Charity.

In several areas, there will be challenges, but with the Government affirming that they wish to ensure schools remain open and therefore transport to schools must be protected, this has meant that Sutton Community Transport is able to fulfil its contractual obligations.

Our social value activities will be restricted, for example where we provide transport to alleviate social isolation, but these will be resumed when feasible to do so.

Actions to reduce the impact of COVID: -

- We have sought and obtained financial support from Central & Local Government where possible which has included the use of furloughing and obtaining a 'bounce back' loan.

Community Transport Charity Company
(A company limited by guarantee)

Trustees' report
For the year ended 31 March 2020

- We have reviewed all procedures & policies and amended as appropriate.
- Operationally we have invested in PPE, enhanced our cleaning procedures, and trained staff to maintain services in a COVID safe manner.

Therefore, the Trustees believe the Charity remains a going concern and provided services that are essential during the restrictions imposed by the pandemic.

Trustees' responsibilities statement

The Trustees (who are also directors of Sutton Community Transport Charitable Company 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;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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.

This report was approved by the Trustees, in their capacity as company directors, on and signed on their behalf by:

Helen Green
Secretary

Sutton Community Transport Charity Company
(A company limited by guarantee)

Independent examiner's report
For the year ended 31 March 2020

Independent examiner's report to the Trustees of Sutton Community Transport Charity Company (the 'company')

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2020.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Trustees of the company (and 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 the company's accounts 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 the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can 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.

Signed:

Dated:

Sarah Ediss BSc FCA

Kreston Reeves LLP
Chartered Accountants
Horsham

Sutton Community Transport Charity Company
(A company limited by guarantee)

Statement of financial activities incorporating income and expenditure account
For the year ended 31 March 2020

	Note	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:				
Donations and legacies	2	2,493	2,493	1,702
Charitable activities	3	532,304	532,304	501,272
Total income		534,797	534,797	502,974
Expenditure on:				
Charitable activities	7	541,195	541,195	491,789
Total expenditure	5	541,195	541,195	491,789
Net (expenditure) / income before other recognised gains and losses		(6,398)	(6,398)	11,185
Net movement in funds		(6,398)	(6,398)	11,185
Reconciliation of funds:				
Total funds brought forward		58,239	58,239	47,054
Total funds carried forward		51,841	51,841	58,239

The notes on pages 10 to 22 form part of these financial statements.

Sutton Community Transport Charity Company
(A company limited by guarantee)
Registered number: 03442698

Balance sheet
As at 31 March 2020

	Note	£	2020 £	£	2019 £
Fixed assets					
Tangible assets	11		66,264		65,309
Current assets					
Debtors	12	96,809		102,288	
Cash at bank and in hand		3,055		958	
			99,864	103,246	
Creditors: amounts falling due within one year	13	(40,054)		(36,125)	
Net current assets			59,810		67,121
Total assets less current liabilities			126,074		132,430
Creditors: amounts falling due after more than one year	14		(74,233)		(74,191)
Net assets			51,841		58,239
Charity Funds					
Unrestricted funds	15		51,841		58,239
Total funds			51,841		58,239

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on _____ and signed on their behalf, by:

.....
 Andrew Theobald, Chairman

The notes on pages 10 to 22 form part of these financial statements.

Sutton Community Transport Charity Company
(A company limited by guarantee)

Statement of cash flows
For the year ended 31 March 2020

	Note	2020 £	2019 £
Cash flows from operating activities			
Net cash provided by operating activities	17	13,797	17,579
		<hr/>	<hr/>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(11,700)	(2,900)
		<hr/>	<hr/>
Net cash used in investing activities		(11,700)	(2,900)
		<hr/>	<hr/>
Cash flows from financing activities:			
Repayments of borrowings		-	(14,885)
		<hr/>	<hr/>
Net cash used in financing activities		-	(14,885)
		<hr/>	<hr/>
Change in cash and cash equivalents in the year		2,097	(206)
Cash and cash equivalents brought forward		958	1,164
		<hr/>	<hr/>
Cash and cash equivalents carried forward	18	3,055	958
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 10 to 22 form part of these financial statements.

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

1. Accounting policies

The following accounting policies have been applied consistently in the preparation of the accounts.

1.1 Basis of preparation of financial statements

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.

Sutton Community Transport Charity Company 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.

1.2 Company status

The company is a company limited by guarantee, incorporated in England. The registered office is shown on page 1. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Whilst the impact of the COVID-19 pandemic has been assessed by the trustees, so far as is reasonably possible, due to its unprecedented impact on the worldwide economy it is difficult to evaluate with any certainty the potential outcomes on the charity's future activities. However, taking into consideration the charity's level of reserves, the trustees believe that the charity will be able to continue in operational existence for the foreseeable future.

1. Accounting policies (continued)

1.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

Notes to the financial statements
For the year ended 31 March 2020

1. Accounting policies (continued)

1.6 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold improvements	-	Over the term of the lease
Motor vehicles	-	20% per annum reducing balance
Office equipment	-	25% per annum straight line

1.7 Interest receivable

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

1.8 Operating leases

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

1.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.10 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

1. Accounting policies (continued)

1.12 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.13 Taxation

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

1.14 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.15 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

2. Income from donations and legacies

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	1,993	1,993	1,244
Similar incoming resources	500	500	458
	<hr/>	<hr/>	<hr/>
Total donations and legacies	2,493	2,493	1,702
	<hr/>	<hr/>	<hr/>
Total 2019	1,702	1,702	
	<hr/>	<hr/>	

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

3. Income from charitable activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Provision of transport services and related training	532,304	-	532,304	501,272
Total 2019	496,884	4,388	501,272	

4. Analysis of income from charitable activities by type of income

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Contracts for service LBS	364,053	-	364,053	289,359
Income from services provided	105,104	-	105,104	145,160
Training fees	870	-	870	1,030
Bus services operators grant	8,277	-	8,277	7,335
Income from rental of unit space	54,000	-	54,000	54,000
Income from Sutton Community	-	-	-	4,388
	532,304	-	532,304	501,272
Total 2019	496,884	4,388	501,272	

5. Analysis of expenditure on charitable activities

	Staff costs 2020 £	Depreciation 2020 £	Other costs 2020 £	Total 2020 £	Total 2019 £
Direct costs of charitable activities	308,480	10,745	218,542	537,767	489,041
Expenditure on governance	-	-	3,428	3,428	2,748
	308,480	10,745	221,970	541,195	491,789
Total 2019	275,716	12,431	203,642	491,789	

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

6. Direct costs

	Provision of transport services and related training £	Total 2020 £	Total 2019 £
Volunteer expenses	2,005	2,005	2,014
Staff welfare and travel	1,802	1,802	1,949
Rent and rates	84,059	84,059	86,206
Insurance	3,152	3,152	3,611
Premises repairs, maintenance and cleaning	1,576	1,576	1,408
Light and heat	3,236	3,236	3,700
Vehicle repairs and maintenance	44,563	44,563	33,381
Vehicle fuel and insurance	57,365	57,365	50,223
Office administration costs	20,784	20,784	18,402
Wages and salaries	303,712	303,712	271,721
National insurance	3,626	3,626	3,225
Pension cost	1,142	1,142	770
Depreciation	10,745	10,745	12,431
	537,767	537,767	489,041
Total 2019	489,041	489,041	

Of the direct costs incurred in the year £537,767 (2019: £484,653) were from unrestricted funds and £nil (2019: £4,388) from restricted funds.

7. Governance costs

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Independent examiner's fee	3,415	3,415	2,735
Annual return	13	13	13
	3,428	3,428	2,748

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

8. Net income/(expenditure)

This is stated after charging:

	2020	2019
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	10,745	12,430
Operating lease rentals	67,000	67,000
	<u>77,745</u>	<u>79,430</u>

During the year, no Trustees received any remuneration (2019 - £NIL).

During the year, no Trustees received any benefits in kind (2019 - £NIL).

1 Trustee received reimbursement of expenses amounting to £2,014 in the current year, (2019 - 1 Trustee - £1,879).

9. Independent examiners' remuneration

The Independent Examiner's remuneration amounts to an Independent Examination fee of £3,415 (2019 - £2,735).

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

10. Staff costs

Staff costs were as follows:

	2020	2019
	£	£
Wages and salaries	303,712	271,721
Social security costs	3,626	3,225
Other pension costs	1,142	770
	308,480	275,716

The average number of persons employed by the company during the year was as follows:

	2020	2019
	No.	No.
Average monthly number of employees	38	30

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

The charity considers its key management personnel to comprise of the Trustees and the Chief Executive Officer, who is a trustee and volunteer and received no remuneration.

11. Tangible fixed assets

	Leasehold improvements £	Motor vehicles £	Office equipment £	Total £
Cost				
At 1 April 2019	17,698	314,364	5,706	337,768
Additions	-	11,700	-	11,700
At 31 March 2020	17,698	326,064	5,706	349,468
Depreciation				
At 1 April 2019	13,630	253,123	5,706	272,459
Charge for the year	1,498	9,247	-	10,745
At 31 March 2020	15,128	262,370	5,706	283,204
Net book value				
At 31 March 2020	2,570	63,694	-	66,264
At 31 March 2019	4,068	61,241	-	65,309

All assets are used for direct charitable purposes and there are no inalienable or heritage assets.

Tangible fixed assets with a net book value of £63,694 (2019 - £61,241) have been pledged as security for liabilities of the charity.

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

12. Debtors

	2020	2019
	£	£
Trade debtors	39,932	49,033
Other debtors	19,681	19,681
Prepayments and accrued income	37,196	33,574
	96,809	102,288

13. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	11,784	8,741
Other taxation and social security	312	1,769
Other creditors	4,768	7,560
Accruals and deferred income	23,190	18,055
	40,054	36,125

Deferred income

	£
Deferred income at 1 April 2019	9,000
Resources deferred during the year	9,000
Amounts released from previous years	(9,000)
Deferred income at 31 March 2020	9,000

Deferred income relates to amounts received in respect of services for the period after the balance sheet date.

14. Creditors: Amounts falling due after more than one year

	2020	2019
	£	£
Other loans (secured)	74,233	74,191

The loan is repaid in monthly installments with any balance owing to be repaid in full on 1 April 2024. Interest is payable on the unpaid principal at the rate of 1% per annum. If notice is given, the loan is repayable within one year and one day.

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Designated funds					
Grant funded vehicles	34,323	-	-	(4,365)	29,958
General funds					
General Funds	23,916	534,797	(541,195)	4,365	21,883
Total Unrestricted funds	58,239	534,797	(541,195)	-	51,841
Total of funds	58,239	534,797	(541,195)	-	51,841

The designated funds are derived from grants received to purchase vehicles. There is a transfer between designated funds and general funds to account for the annual depreciation of vehicles along with any disposals of such vehicles.

Restricted funds represent grants received towards travel training.

Statement of funds - prior year

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
Grant funded vehicles	39,779	-	-	(5,456)	34,323
General Funds	7,275	498,586	(487,401)	5,456	23,916
Travel training	-	4,388	(4,388)	-	-
Total of funds	47,054	502,974	(491,789)	-	58,239

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	66,264	66,264
Current assets	99,864	99,864
Creditors due within one year	(40,054)	(40,054)
Creditors due in more than one year	(74,233)	(74,233)
	<u>51,841</u>	<u>51,841</u>

Analysis of net assets between funds - prior year

	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	65,309	65,309
Current assets	103,246	103,246
Creditors due within one year	(36,125)	(36,125)
Creditors due in more than one year	(74,191)	(74,191)
	<u>58,239</u>	<u>58,239</u>

17. Reconciliation of net movement in funds to net cash flow from operating activities

	2020 £	2019 £
Net (expenditure)/income for the year (as per Statement of Financial Activities)	(6,398)	11,185
Adjustment for:		
Depreciation charges	10,745	12,430
Decrease/(increase) in debtors	5,479	(13,750)
Increase in creditors	3,971	7,714
Net cash provided by operating activities	<u>13,797</u>	<u>17,579</u>

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

18. Analysis of cash and cash equivalents

	2020	2019
	£	£
Cash in hand	3,055	958
Total	3,055	958

Analysis of net debt

	At 1 April 2019 £	Cash flows £	At 31 March 2020 £
Cash at bank and in hand	958	2,097	3,055
Debt due after 1 year	(74,191)	(42)	(74,233)
	<u>(73,233)</u>	<u>2,055</u>	<u>(71,178)</u>

19. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £1,142 (2019 - £770). Contributions totalling £nil (2019 - £nil) were payable to the fund at the balance sheet date and are included in creditors.

20. Operating lease commitments

At 31 March 2020 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2020	2019
	£	£
Amounts payable:		
Within 1 year	67,000	67,000
Between 1 and 5 years	16,750	83,750
Total	83,750	150,750

Sutton Community Transport Charity Company
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2020

21. Related party transactions

R Harris
Director and trustee

During the year R Harris continued to provide a loan to the charitable company.

At the year end £74,233 (2019 - £74,191) was due to R Harris. During the year interest of £742 (2019 - £891) was charged on the loan and paid to R Harris.

The loan is secured against certain assets of the charity (note 11).

22. Controlling party

In the opinion of the trustees, the charitable company is controlled by them.