



**Waltham Forest  
Community Transport  
Limited**

**Annual Report and Financial  
Statements**

31 March 2023

Company Registration Number 03073284  
(England and Wales)

Charity Registration Number 1048701

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## Reference and administrative information

<b>Members of the Management Committee</b>	Dr Sabir Bham (Acting Chair) Mr Paul Leslie Mr Richard Mundy (Treasurer) Mr David Williams
<b>Company Secretary and Director</b>	Helen Tredoux
<b>Registered office</b>	Low Hall Depot Argall Avenue London E10 7AS
<b>Telephone</b>	020 8521 0665
<b>Email</b>	<a href="mailto:info@ctwf.co.uk">info@ctwf.co.uk</a>
<b>Website</b>	<a href="http://www.communitytransportwf.co.uk">www.communitytransportwf.co.uk</a>
<b>Company registered number</b>	03073284 (England and Wales)
<b>Charity registered number</b>	1048701 (England and Wales)
<b>Auditor</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	Co-Operative Bank PO Box 101 1 Balloon Street Manchester M60 4EP

## **Report of the Management Committee Year to 31 March 2023**

The Management Committee presents its report with the financial statements of Waltham Forest Community Transport for the year ended 31 March 2023.

This report, which constitutes a directors' report for company legislation purposes, has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006, and has been prepared in accordance with Part 8 of the Charities Act 2011.

The financial statements have been prepared in accordance with the principal accounting policies set out on pages 19-21 and comply with the requirements of the Charities Act 2011, the Companies Act 2006, the charitable company's Memorandum and Articles of Association, applicable laws, 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 United Kingdom and Republic of Ireland (FRS 102), and FRS 102.

### **Governance, structure and management**

Waltham Forest Community Transport (WFCT) is a charitable company, limited by guarantee, Company No. 03073284 (England and Wales) and is registered with the Charity Commission, Charity No. 1048701. The charitable company was incorporated on June 22, 1995 and registered as a charity on August 16, 1995. The charitable company was established under a Memorandum of Association, which established its objects and powers and is governed under its Articles of Association. The Memorandum and Articles were updated at a General Meeting on 31<sup>st</sup> March 2022. In the event of the company being wound up, members are required to contribute an amount not exceeding £5.

The charity's senior employee has the title Director and Company Secretary but is not a member of the Management Committee and therefore not a company director or charity trustee.

### ***Recruitment and appointment of members of the Management Committee ('MC')***

The directors of the company are also charity trustees for the purposes of charity law and are the Members of the Management Committee under the company's articles.

The MC needs to reflect the diverse needs of our user groups and their members, our passengers. We actively seek to enhance the pool of potential committee members who are representative of all areas of the community. Where gaps are identified, we target specific areas for recruitment.

The MC reviews annually the existing skills of its members and seeks to gain outside support from advisors and volunteers on specific issues (e.g. marketing). Training is offered to all MC members (see below).

**Governance, structure and management (continued)**

***Member induction and training***

A member induction meeting is arranged for all new MC members immediately following the AGM. This is usually led by the Company Secretary and Director of the charity. The initial induction enables members to familiarise themselves with:

- ◆ the charitable company's governing documents
- ◆ the latest financial accounts
- ◆ the obligations of members
- ◆ procedures for meetings
- ◆ the charity's staffing framework

New members are encouraged to take up additional training opportunities throughout their term of office. Information regarding training opportunities is provided to members. An annual financial training session is provided to MC members.

The following members were in office at 31 March 2023 and served throughout the year except where shown:

Board member	Appointed / resigned
Dr Sabir Bham	
Mr Paul Leslie	
Mr Andrew Jazaerli	Resigned 22 <sup>nd</sup> August 2022
Mr Richard Mundy (Treasurer)	
Mr David Williams	

***Key management personnel***

Helen Tredoux	- Director and Company Secretary
Alison Fowlerlouis	- Fleet Supervisor

Remuneration for these personnel, and all staff, is set by comparison with similar voluntary organisations. Despite the economic climate, we have managed to provide all staff with pay increases at or above inflation. Community Transport Waltham Forest is one of the few transport organisations accredited as a London Living Wage employer. The Management Committee reviews salaries and hourly pay rates annually.

***Risk Management***

The Management Committee uses its annual business planning process to ensure that it is aware of the risks to which we are exposed. Where possible we have systems and procedures in place to mitigate the risks facing the charity. We maintain a Risk Register, which is reviewed by the Management Committee annually.

**Governance, structure and management** (continued)

***Risk Management*** (continued)

Examples of Risk Management include:

*Human Resources*

There is a risk of losing key staff, work overload and reduced capability to respond to our member groups' needs. We have appropriate back-up plans. Procedures are in place to ensure compliance with standards for the employment and management of staff, as well as the health and safety of staff, clients and visitors. To help ensure our compliance we have contracted Croner Consultancy to advise and support on HR matters.

*Premises*

We operate from a busy transport site owned by the London Borough of Waltham Forest (LBWF). The need to avoid accidents by/with people or vehicles is paramount. WFCT has a staff member attending health and safety meetings affecting the charity's premises, storage and parking. The results of these meetings are reported to members.

*Drivers and Training*

Our business depends on providing safe journeys 100% of the time. Our drivers' competence and attitude are key elements. Our Fleet Supervisor undertakes annual risk assessments for the drivers we employ, and we receive professional support and advice through the national Community Transport Association (CTA). We have adopted the nationally recognised MiDAS system of driver training to ensure consistency in driver standards. This system is used by WFCT and for drivers from our member groups which use our vehicles on a self-drive basis. Staff have DBS checks where appropriate.

*Vehicles*

We employ an external examiner to check all vehicles regularly. All recommended maintenance and repairs are carried out. We acquire newer minibuses by (a) purchasing when funds are available and (b) leasing. There is limited progress towards the availability of more environmentally friendly minibuses but we monitor the market and intend moving to hybrid and/or electric vehicles as soon as that becomes practicable.

*Quality Standards*

WFCT is accredited by the Fleet Operator Recognition Scheme (FORS) which aims to raise the level of quality within fleet operations and to demonstrate which operators are achieving exemplary levels of best practice in safety, efficiency, and environmental protection. We are audited annually by FORS.

***Organisational Structure***

The Members of WFCT are the trustees of the charity. They are the directors of the company. They make up the management committee. They may invite non-voting advisors. The members are responsible for setting our strategic direction, ensuring compliance with our governance and management of finances.

**Governance, structure and management** (continued)

***Organisational Structure*** (continued)

The Director is responsible to the Management Committee and is also Company Secretary. Operational responsibility is delegated to the Director. The work of the charity, including service provision, staff supervision and liaison with the national body, is undertaken by the Director, along with the Fleet Supervisor and key staff.

Members meet staff and receive verbal and appropriate written reports at regular meetings. All meetings are minuted.

***Related parties***

WFCT is a member of the Community Transport Association (CTA), and we are guided by its national policies. WFCT actively uses the advice and information services of the CTA. Our Director represents us at the London CTA meetings. This is valuable in identifying relevant policy and legal developments and potential funding sources.

We also work with many other local organisations and local authorities.

**Our aims and objectives**

Our charity's purposes are set out in the objects contained in the company's memorandum of association:

The objects of the Charity (the "Objects") are, for the public benefit:

- i. to relieve poverty youth age sickness or disability by, in particular but without limitation, the provision of transport for individuals in need of such relief or to charities or other organisations that benefit such persons; and
- ii. to promote social inclusion by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.

For the purpose of this clause 'socially excluded' means being excluded from society, or part of society, as a result of one or more of the following factors: poverty, youth or old age, sickness or disability.

***How our activities deliver public benefit***

The main area of WFCT's charitable activity is the provision of minibus and associated transport services to registered member groups. These are eligible groups who wish to use WFCT's services on an occasional basis or regularly to meet their group travel needs.

**Who used and benefited from our services**

WFCT provides transport and training to local organisations in East London. The closure of neighbouring Community Transport Services has led to an increase in demand for our services. In 2022/23 we had 107 active member organisations spanning a wide range of voluntary, community and statutory organisations. The breakdown of membership at the end of March 2023 showed 18.7% Adult and Social Care organisations, 4.6% Arts and Culture, 14.9% Elderly and Disabled, 8.4% Faith, 3% Public Services, 15% Schools and Colleges, 9.3% Sports, 20.6% Youth, 3.7% Housing, 0.9% Environment and 0.9% Health.

**Who used and benefited from our services** (continued)

***Community Hires***

We offer a choice of minibuses from standard to accessible, enabling our member groups to select a vehicle best suited to the mobility needs of their members. During 2022/23, we achieved 8,206 community hires. The estimated figure for total passengers was 179,240 across all services, including shuttle services for events at the London Stadium.

***Community Drivers***

WFCT provides drivers to those organisations unable to provide their own.

***Committed Services***

Committed services, where member groups have ongoing committed bookings, include day services for voluntary sector organisations and Adult and Social Care services. 3,751 trips were undertaken, with 24,907 passenger journeys.

***Door to Store Service***

WFCT operates a grant funded Door to Store shopping service for elderly and disabled people in Waltham Forest. The service is funded by LBWF Adult and Social Care and forms an important part of enabling the elderly to retain their independence, by providing accessible transport to local supermarkets for shopping. The service runs 2.5 days a week offering 3 trips a day to various supermarkets, with specific days allocated to specific areas in Waltham Forest. Door to Store continued through much of the year and 2,248 trips took place with 2,427 passengers using the service for outward and return journeys.

***MOAT Services (Dial a Ride)***

We continued providing a number of Dial a Ride routes.

***Excursions Club***

WFCT operates a small excursions club programme offering seasonal outings to individuals at risk of suffering from isolation and loneliness. During the year we ran 15 trips with 390 passengers on outings to places of interest.

***Waltham Forest Community Driving School***

WFCT has been a local provider of MiDAS (minibus awareness training) for more than 10 years. The training register is managed nationally through CTA UK and is aimed at anyone driving a minibus. WFCT offers this service locally and has a register of more than 280 drivers. We have strengthened our training offer and the Community Driving School has increased the variety of training related to minibus travel and operations. Courses now include Standard and Accessible MiDAS, D1 Entitlement, Passenger Assistance Training and 5 Steps to Safety Training. In 2022/23 we trained 107 individuals. The training schemes are monitored to ensure that WFCT continues to provide training to meet the needs of our member groups.

***Monitoring***

We use customer satisfaction surveys to measure the quality of our service and use opportunities such as special consultations to ensure that we continue to review our services to best meet our member organisations' needs.



**Newham Community Transport**

WFCT was awarded a Power to Change grant in 2018 towards a minibus for work in Newham and support for an Outreach worker for 18 months to develop small grass roots services in Newham. The Outreach worker is now paid from our own funds and continues to develop services in Newham.

**Principal Funding Sources**

83% of income from charitable activities came from committed services for our member groups. 16% from community groups' occasional hires and 1% from our Community Driving School.

In 2018/19 Walthamstow & Chingford Almshouses kindly donated £11,360 for driver training. That training was suspended because of Covid but resumed this year. £5,769 is carried forward to future years.

We received £500 from the Newham Platinum Jubilee fund, which was spent on a lunch/party for our Newham residents.

We received £10,000 from the Awards for All Fund, which was used to deliver the Time Together Club in Newham every fortnight for lonely and isolated individuals. £4,536 is carried forward.

We wish to thank all those who gave grants and donations. Their support increases significantly the numbers of people benefiting from our services.

**ULEZ Fleet replacement programme**

Community Transport qualifies under the sunset period to 2025 for welfare vehicles. This year we replaced a further four vehicles with compliant vehicles. Most of our fleet now meets the Euro 6 standard. A designated fund of £250,000 is set up to replace the remaining vehicles in 2023/24. £228,000 of that will have been spent by October 2023.

**Financial review**

***Financial Results***

The statement of financial activities discloses a surplus in net incoming resources of £214,363 (2022: £151,701). Reserves at 31 March 2023 were: restricted funds - £10,305, unrestricted general funds - £448,068 and designated funds - £570,000.

***Reserves Policy***

WFCT maintains a cautious reserves policy, with the goal of being able to remain in business, providing community services to our member groups, even when experiencing a significant reduction in income.

Restricted funds arise from income granted to WFCT that can be used only for the purposes specified in the grant. Our Treasurer regularly monitors the costs allocated against grants and reviews progress against the budget for each grant.

## Report of the Management Committee Year to 31 March 2023

### Financial review (continued)

#### **Reserves Policy** (continued)

Designated Reserve funds are used to maintain adequate security for known plans and risks. At 31 March 2023 these totalled £570,000 for:

- ♦ Core Costs (4 months' core staff, running and other costs);
- ♦ Redundancy (to enable WFCT to reduce services or wind up because of unexpected losses of funding, to ourselves or our member groups);
- ♦ Working Capital (to manage cash),
- ♦ Future Community Services, to be delivered after year-end, and
- ♦ Fleet Renewal.

Excluding designated funds, general unrestricted reserves total £448,068 at 31 March 2023, of which £131,911 were free reserves.

#### **Responsibilities of the members of the Management Committee**

The Members of the Management Committee (who are also trustees of Waltham Forest Community Transport for the purposes of charity law and directors for the purposes of company law) are responsible for preparing the Report of the Management Committee and the financial statements, in accordance with applicable law and United Kingdom Accounting Practice (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the 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 members are required to:

- ♦ select suitable accounting policies and then apply them consistently;
- ♦ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable for charities preparing their accounts in accordance with FRS 102;
- ♦ make judgements and estimates that are reasonable and prudent;
- ♦ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ♦ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

## Report of the Management Committee Year to 31 March 2023

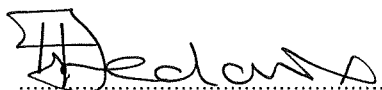
### Responsibilities of the members of the Management Committee (continued)

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with Companies Act 2006. The members 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.

In so far as the Management Committee is aware:

- ♦ there is no relevant audit information of which the charitable company's auditor is unaware; and
- ♦ the members have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

The members are responsible for the maintenance and integrity of the corporate and financial information included on charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislations in other jurisdictions.



Helen Tredoux

Company Secretary

Date:

16 October 2023  
16 October 2023

**Independent auditor's report to the members of Waltham Forest Community Transport Limited**

**Opinion**

We have audited the financial statements of Waltham Forest Community Transport Limited (the 'charitable parent company') and its subsidiaries (the 'group') for the year ended 31 March 2023 which comprise the group statement of financial activities, the group and charitable parent company balance sheets and statement of cash flows, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the group's and of the charitable parent company's affairs as at 31 March 2023 and of the group's income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group and charitable parent company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report and financial statements, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- ♦ the information given in the trustees' report, which is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ♦ the trustees' report, which is also the directors' report for the purposes of company law, has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the group and the charitable parent company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- ♦ adequate accounting records have not been kept by the charitable parent company, or returns adequate for our audit have not been received from branches not visited by us; or
- ♦ the charitable parent company financial statements are not in agreement with the accounting records and returns; or
- ♦ certain disclosures of trustees' remuneration specified by law are not made; or
- ♦ we have not received all the information and explanations we require for our audit; or
- ♦ the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and the charitable parent company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the charitable parent company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ we obtained an understanding of the legal and regulatory frameworks that are applicable to the group and the charitable parent company and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006), those that relate to employment and data protection (General Data Protection Regulation), bus safety legislation and the Transport Act 1985.
- ◆ We understood how the group and charitable parent company are complying with those legal and regulatory frameworks by making enquiries of management and those responsible for legal and compliance procedures. We corroborated our enquiries through our review of the minutes of trustees' meetings.

**Auditor's responsibilities for the audit of the financial statements** (continued)

- ◆ Identified laws and regulations were also communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the group and charitable parent company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ tested journal entries to identify unusual transactions;
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- ◆ tested authorisation controls on expenditure items, to check that all expenditure was approved in line with the group and charitable parent company's financial procedures;
- ◆ agreed financial statement disclosures to underlying supporting documentation;
- ◆ read the minutes of meetings of those charged with governance; and
- ◆ enquired of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Independent auditor's report 31 March 2023**

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



19 December 2023

Edward Finch (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL



**Consolidated statement of financial activities (including the Income and Expenditure Account)**  
Year to 31 March 2023

	Notes	Un- restricted general funds £	Designated funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
<b>Income and expenditure</b>						
<b>Income from:</b>						
Grants and donations	3	23,650	—	10,000	<b>33,650</b>	44,227
Investments		2,673	—	—	<b>2,673</b>	28
Charitable activities	4	1,440,897	—	—	<b>1,440,897</b>	1,236,799
<b>Total income</b>		<b>1,467,220</b>	<b>—</b>	<b>10,000</b>	<b>1,477,220</b>	1,281,054
<b>Expenditure on:</b>						
Charitable activities		1,243,843	13,550	5,464	<b>1,262,857</b>	1,129,353
<b>Total expenditure</b>	5	<b>1,243,843</b>	<b>13,550</b>	<b>5,464</b>	<b>1,262,857</b>	1,129,353
<b>Net income/(expenditure)</b>		<b>223,377</b>	<b>(13,550)</b>	<b>4,536</b>	<b>214,363</b>	151,701
Transfers	12	(388,550)	388,550	—	—	—
<b>Net movement in funds</b>	13	<b>(160,173)</b>	<b>375,000</b>	<b>4,536</b>	<b>214,363</b>	151,701
Funds brought forward 1 April 2022	10	613,241	195,000	5,769	<b>814,010</b>	662,309
<b>Funds carried forward at 31 March 2023</b>		<b>448,068</b>	<b>570,000</b>	<b>10,305</b>	<b>1,028,373</b>	814,010

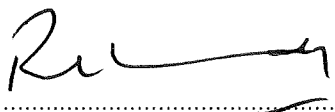
The statement of financial activities includes all gains and losses in the year, and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts are related to continuing activities.

# Consolidated balance sheet 31 March 2023

	Notes	2023 £	2023 £	2022	2022 £
<b>Fixed assets</b>					
Tangible assets	7		316,157		255,601
<b>Current assets</b>					
Debtors and pre-payments	8	237,775		243,857	
Cash at bank and in hand		530,063		370,125	
		<u>767,838</u>		<u>613,982</u>	
<b>Current liabilities</b>					
Creditors and accrued expenses	9	55,622		55,573	
<b>Net current assets</b>			712,216		558,409
<b>Total net assets</b>			<u>1,028,373</u>		<u>814,010</u>
<b>The funds of the charity:</b>					
<b>Funds and reserves</b>					
Unrestricted					
. General			448,068		613,241
. Designated	11		570,000		195,000
Restricted funds	10		10,305		5,769
			<u>1,028,373</u>		<u>814,010</u>

These financial statements were approved by the members of the Management Committee and signed on its behalf by:

 Date: 16/10/23

Richard Mundy

16 October 2023


Company registration number: 03073284

The notes on pages 22 to 29 form part of these accounts.

**Charity balance sheet 31 March 2023**

	Notes	2023 £	2023 £	2022 £	2022 £
<b>Fixed assets</b>					
Tangible assets	7		316,157		255,601
<b>Current assets</b>					
Debtors and pre-payments	8	237,775		243,857	
Loan to East CT CIC	15	80,250		55,250	
Cash at bank and in hand		449,414		314,356	
		<u>767,439</u>		<u>613,463</u>	
<b>Current liabilities</b>					
Creditors and accrued expenses	9	55,621		55,571	
<b>Net current assets</b>			711,818		557,891
<b>Total net assets</b>			<u>1,027,975</u>		<u>813,492</u>
<b>The funds of the charity:</b>					
<b>Funds and reserves</b>					
Unrestricted					
. General			447,670		612,723
. Designated	11		570,000		195,000
Restricted funds	10		10,305		5,769
			<u>1,027,975</u>		<u>813,492</u>

These financial statements were approved by the members of the Management Committee and signed on its behalf by:

.....  Date: 16/10/23

Richard Mundy  
16 October 2023

Company registration number: 03073284

The notes on pages 22 to 29 form part of these accounts.

## Consolidated statement of cash flows Year to 31 March 2023

	Notes	2023 £	2022 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	<b>278,433</b>	93,976
<b>Cash flows from investing activities:</b>			
Proceeds from the disposal of tangible fixed assets		—	27,500
Purchase of tangible fixed assets		<b>(118,495)</b>	(77,180)
<b>Net cash used in investing activities</b>		<b>(118,495)</b>	(49,680)
<b>Change in cash and cash equivalents in the year</b>		<b>159,938</b>	44,296
<b>Cash and cash equivalents at 1 April 2022</b>	B	<b>370,125</b>	325,829
<b>Cash and cash equivalents at 31 March 2023</b>	B	<b>530,063</b>	370,125

### Notes to the statement of cash flows for the year to 31 March 2023

#### A Reconciliation of net movement in funds to net cash provided by operating activities

	2023 £	2022 £
<b>Net movement in funds (as per the statement of financial activities)</b>	<b>214,363</b>	151,701
<b>Adjustments for:</b>		
Depreciation charge	<b>57,939</b>	39,598
Surplus on disposal of tangible fixed assets	—	1,250
Decrease in debtors	<b>6,082</b>	(115,653)
(Decrease) increase in creditors	<b>50</b>	17,080
<b>Net cash provided by operating activities</b>	<b>278,433</b>	93,976

#### B Analysis of cash and cash equivalents

	2023 £	2022 £
Cash at bank and in hand	<b>530,063</b>	370,125
<b>Total cash and cash equivalents</b>	<b>530,063</b>	370,125

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.

## **Principal accounting policies 31 March 2023**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

### **Basis of preparation**

These financial statements have been prepared for the year to 31 March 2023.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these 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 financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (Charities SORP FRS 102) second edition issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in sterling and are rounded to the nearest pound.

### **Basis of consolidation**

The consolidated statement of financial activities and group balance sheet consolidate the financial statements of Waltham Forest Community Transport Limited and its subsidiaries, made up at the balance sheet date as Waltham Forest Community Transport Limited either owns the entire share capital of the subsidiary or assumes control of the entity.

### **Critical accounting estimates and areas of judgement**

Preparation of the financial statements requires the members of the management committee to make significant judgements and estimates.

The items in the financial statements where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets; and
- ◆ apportionment of expenditure across each activity.

As set out in these accounting policies under “going concern”, the trustees have considered the impact of the Covid pandemic on the charity and have concluded that although there may be some further negative consequences, it is appropriate for the charity to continue to prepare its accounts on the going concern basis.

### **Assessment of going concern**

The members of the management committee have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

**Assessment of going concern (continued)**

The members of the management committee of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed above.

**Fund accounting**

Unrestricted general funds are available for use at the discretion of the members in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the members for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**Income recognition**

All income is included in the statement of financial activities when the charitable company is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- ♦ Voluntary income is received by way of grants, donations and gifts and is included in full when the charity becomes unconditionally entitled to the grant.
- ♦ Grant income, which is related to performance and specific deliverables, is accounted for as the charity earns the right to consideration by its performance.
- ♦ Donated services and facilities are included at the value to the charitable company where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- ♦ Investment income is included when received.
- ♦ Income from charitable activities is accounted for when earned.

**Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charitable company.

#### **Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged on a straight line basis over the period of the lease.

#### **Tangible fixed assets**

Capital expenditure on items costing £5,000 or over is depreciated at rates designed to write off the costs over the estimated useful lives of the assets, calculated on the straight-line method, less any residual value. First-year depreciation on assets costing more than £5,000 is calculated pro rata in the year in which they were purchased. Improvements to premises will be written off, on the straight-line method, over the life of the lease during which the expenditure is incurred.

Depreciation is provided at the following annual rates on a straight-line basis in order to write off each asset over its estimated useful life:

- |                    |                |
|--------------------|----------------|
| 1 Office equipment | 25% on cost    |
| 2 Vehicles         | 10-20% on cost |

#### **Debtors**

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

#### **Cash at bank and in hand**

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

#### **Creditors and provisions**

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

#### **Parent charity information**

The parent charity, Waltham Forest Community Transport Limited, had total income of £1,477,105 (2022 - £1,281,054) and net income of £214,368 for the year ended 31 March 2023 (2022 - £151,068). The parent company has taken advantage of the exemption from preparing a separate income statement and statement of cash flows.

No separate statement of financial activities has been presented for Waltham Forest Community Transport Limited alone, as permitted by s408 of the Companies Act 2006 and paragraph 24.36 of SORP 2015.

## Notes to the financial statements Year to 31 March 2023

### 1 Company limited by guarantee

Waltham Forest Community Transport Limited is a company limited by guarantee, and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amounts as may be required, not exceeding £5, to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

### 2 Taxation

Waltham Forest Community Transport is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

### 3 Grants and donations

	Unrestricted funds £	Restricted funds £	2023 £
Department for Transport, Bus Service Operators	21,550	—	21,550
Awards for All Community Fund	—	10,000	10,000
Newham Jubilee	500	—	500
Donations	1,600	—	1,600
<b>2023 Total funds</b>	<b>23,650</b>	<b>10,000</b>	<b>33,650</b>

	Unrestricted funds £	Restricted funds £	2022 £
Department for Transport, Bus Service Operators	17,203	—	17,203
HMRC (Job Retention)	12,144	—	12,144
DWP Business Grant	300	—	300
LB Newham (Activities Assistance)	—	14,430	14,430
Donations	150	—	150
<b>2022 Total funds</b>	<b>29,797</b>	<b>14,430</b>	<b>44,227</b>



## Notes to the financial statements Year to 31 March 2023

### 4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	2023 £
Committed bookings fees and fares	1,198,814	—	1,198,814
Membership fees (net of VAT)	3,033	—	3,033
Community vehicle use	229,230	—	229,230
Training to third parties	9,820	—	9,820
<b>2023 Total funds</b>	<b>1,440,897</b>	<b>—</b>	<b>1,440,897</b>

	Unrestricted funds £	Restricted funds £	2022 £
Committed bookings fees and fares	1,081,827	—	1,081,827
Membership fees (net of VAT)	657	—	657
Community vehicle use	143,115	—	143,115
Training to third parties	11,200	—	11,200
<b>2022 Total funds</b>	<b>1,236,799</b>	<b>—</b>	<b>1,236,799</b>

### 5 Total resources expended

	Charitable activities					Total funds 2023 £
	Committed Bookings £	Casual Bookings £	Driving School £	Newham East CT £	Governance £	
Costs directly allocated to activities						
. Staff	125,080	23,912	1,020	29,043	—	179,055
. Vehicles	365,078	69,793	2,977	—	—	437,848
. Audit fee	—	—	—	—	5,472	5,472
. Statutory	—	—	—	—	363	363
. Medical	142	27	1	—	—	170
. Marketing	3,308	632	27	1,000	—	4,967
. Consultancy	7,748	1,481	63	2,000	—	11,292
. Driving School	—	—	9,370	—	—	9,370
Support cost allocated to activities						
. Staff	449,081	85,852	3,662	—	—	538,595
. Premises	10,423	1,993	85	5,000	—	17,500
. Office running costs	39,243	7,525	320	120	—	47,209
. Other support costs	9,184	1,756	75	—	—	11,015
<b>Total funds</b>	<b>1,009,287</b>	<b>192,971</b>	<b>17,600</b>	<b>37,163</b>	<b>5,835</b>	<b>1,262,856</b>

## Notes to the financial statements Year to 31 March 2023

### 5 Total resources expended (continued)

	Charitable activities					Total funds 2022 £
	Committed Bookings £	Casual Bookings £	Driving School £	Newham East CT £	Governance £	
<i>Costs directly allocated to activities</i>						
. Staff	134,010	17,729	1,387	25,250	—	178,376
. Vehicles	348,598	46,118	3,609	—	—	398,325
. Audit fee	—	—	—	—	15,000	15,000
. Statutory	—	—	—	—	773	773
. Medical	372	49	4	—	—	425
. Marketing	2,253	298	23	1,000	—	3,574
. Consultancy	5,948	787	62	4,000	—	10,797
. Driving School	—	—	5,518	—	—	5,518
<i>Support cost allocated to activities</i>						
. Staff	391,449	51,787	4,052	—	—	447,288
. Premises	5,748	760	60	5,000	—	11,568
. Office running costs	32,104	4,247	332	—	—	36,683
. Other support costs	18,322	2,508	196	—	—	21,026
<b>Total funds</b>	<b>938,804</b>	<b>124,283</b>	<b>15,243</b>	<b>35,250</b>	<b>15,773</b>	<b>1,129,353</b>

Costs are apportioned across charitable activities based on the proportion of income received for that activity during the year.

Comparative information for expenditure, by fund, is as follows:

	Unrestricted funds £	Restricted funds £	Designated funds £	Total funds 2022 £
<i>Expenditure</i>				
Charitable activities	1,086,418	29,385	13,550	1,129,353
<b>Total expenditure</b>	<b>1,086,418</b>	<b>29,385</b>	<b>13,550</b>	<b>1,129,353</b>

### 6 Staff costs and emoluments

	2023 £	2022 £
Wages and salaries	656,985	574,502
Social security costs	44,823	41,131
	<b>701,808</b>	615,633
Other staff costs	15,843	10,031
	<b>717,651</b>	625,664

No employee received emoluments of more than £60,000 in the year (2022: Nil).

**6 Staff costs and emoluments (continued)**

	2023 No.	2022 No.
Average number of employees (FTE)	28	25
	2023 No.	2022 No.
Average number of employees (headcount basis)	39	36

The aggregate remuneration of key management personnel (Director and Fleet Supervisor) totalled £99,886 (2022 - £92,426).

Member remuneration and related party transactions: none (2022: none). No members received any remuneration during the year (2022: none). Expenses amounting to £nil (2022: £nil) were reimbursed to, or paid on behalf of, members of the Management Committee.

**7 Tangible assets**

Group and charity	Vehicles £
<b>Cost</b>	
At 1 April 2022	446,985
Additions	118,495
At 31 March 2023	565,480
<b>Depreciation</b>	
At 1 April 2022	191,384
Annual charge	57,939
At 31 March 2023	249,323
<b>Net book value</b>	
At 31 March 2023	316,157
At 31 March 2022	255,601

**8 Debtors**

	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
Trade debtors	92,647	148,394	92,647	148,394
Accrued Income	101,588	44,251	101,588	44,251
Prepayments	24,477	27,054	24,477	27,054
VAT recoverable	19,063	24,158	19,063	24,158
	237,775	243,857	237,775	243,857

Notes to the financial statements Year to 31 March 2023

**9 Creditors and accrued expenses, amount falling due within one year**

	Group		Charity	
	2023 £	2022 £	2023 £	2022 £
Trade creditors	28,397	19,327	28,397	19,327
Accruals	5,000	19,193	5,000	19,193
Other creditors	50	317	50	317
Social Security and other taxes	22,175	16,734	22,175	16,734
	<b>55,622</b>	<b>55,571</b>	<b>55,622</b>	<b>55,571</b>

**10 Restricted funds**

Group and charity	As at 1 April 2022 £	Income £	Expenditure £	As at 31 March 2023 £
Walthamstow and Chingford Almshouses	5,769	—	—	5,769
Awards for All Community Fund	—	10,000	5,464	4,536
	<b>5,769</b>	<b>10,000</b>	<b>5,464</b>	<b>10,305</b>

Group and charity	As at 1 April 2021 £	Income £	Expenditure £	As at 31 March 2022 £
Walthamstow and Chingford Almshouses	8,649	—	2,880	5,769
Peoples Postcode Lottery	8,155	—	8,155	—
Community Links	2,920	—	2,920	—
LB Newham (Activities Assistance)	—	14,430	14,430	—
Souter	1,000	—	1,000	—
	<b>20,724</b>	<b>14,430</b>	<b>29,385</b>	<b>5,769</b>

Purposes of restricted income funds:

- ♦ Walthamstow and Chingford Almshouses are for driver training.
- ♦ Awards for All is for the Time Together Club.
- ♦ Peoples Postcode Lottery and Community Links were for Newham Door to Store services.
- ♦ Souter Charity granted monies towards Excursions.

**11 Designated funds**

Group and charity	As at 1 April 2022 £	Transfers £	As at 31 March 2023 £
Core costs	60,000	35,000	95,000
Redundancy fund	25,000	—	25,000
Working Capital	60,000	40,000	100,000
Future Community Services	50,000	—	50,000
Leases 12 months	—	50,000	50,000
Fleet Renewal	—	250,000	250,000
	<b>195,000</b>	<b>375,000</b>	<b>570,000</b>

# 11 Designated funds (continued)

<i>Group and charity</i>	<i>As at 1 April 2021 £</i>	<i>Transfers £</i>	<i>As at 31 March 2022 £</i>
<i>Core costs</i>	60,000	—	60,000
<i>Redundancy fund</i>	25,000	—	25,000
<i>Working Capital</i>	60,000	—	60,000
<i>Future Community Services</i>	46,600	3,400	50,000
	<u>191,600</u>	<u>3,400</u>	<u>195,000</u>

Purposes of designated funds:

- ♦ Core costs are to cover 4 months' costs for permanent staff and office and running expenses etc.
- ♦ The redundancy fund is to cover the cost of reducing services or winding up and is based on statutory redundancy levels.
- ♦ Working capital is to provide cash, allowing for delays awaiting payments against our invoices.
- ♦ Future Community Services relates to community work to be delivered after 31<sup>st</sup> March 2023.
- ♦ Fleet Renewal is for purchasing vehicles.

# 12 Net assets between funds

	<i>Unrestricted funds £</i>	<i>Designated funds £</i>	<i>Restricted funds £</i>	<i>Total 2023 £</i>
<i>Fixed assets</i>	316,157	—	—	<b>316,157</b>
<i>Current assets</i>	187,533	570,000	10,305	<b>767,838</b>
<i>Current liabilities</i>	(55,622)	—	—	<b>(55,622)</b>
	<u>448,068</u>	<u>570,000</u>	<u>10,305</u>	<u><b>1,028,373</b></u>

	<i>Unrestricted funds £</i>	<i>Designated funds £</i>	<i>Restricted funds £</i>	<i>Total 2022 £</i>
<i>Fixed assets</i>	255,601	—	—	255,601
<i>Current assets</i>	413,213	195,000	5,769	613,982
<i>Current liabilities</i>	(55,573)	—	—	(55,573)
	<u>613,241</u>	<u>195,000</u>	<u>5,769</u>	<u>814,010</u>

### 13 Net movement in funds

This is stated after charging:

	2023 £	2022 £
Depreciation	57,939	39,958
Auditor's remuneration	5,472	15,000
Operating lease charges (Plant and machinery)	101,313	119,732
Surplus on disposal of vehicles	—	(1,250)

### 14 Operating lease commitments

At 31 March 2023, the total minimum lease payments under non-cancellable operating leases were:

	2023 £	2022 £
Operating lease commitments:		
Within one year	52,632	78,846
Between one to five years	—	40,110
Total	52,632	118,956

### 15 Related parties

East CT Community Interest Company ('East CT') is a wholly-owned subsidiary of WFCT, set up to undertake commercial trading. It has not yet traded. Helen Tredoux (WFCT Company Secretary) and Richard Mundy (WFCT Treasurer) are directors of East CT. WFCT has loaned £80,250 to East CT for start-up costs and working capital. The loan is repayable on demand. East CT has been set up to provide transport services in East London with an emphasis on accessible and affordable transport for the widest range of local individuals, groups and organisations. As such the granting of the loan is considered to be within the charitable objects of WFCT. Furthermore, the sole beneficiary of East CT CIC is WFCT.

Owing to the nature of the WFCT operations and the composition of the members of the Management Committee, being drawn from local organisations, it is inevitable that transactions will take place with organisations in which a member may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the charity's financial regulations and normal procurement procedures.

### 16 Subsidiary company

At the year end, Waltham Forest Community Transport Limited controls the following subsidiary entity, which is consolidated in these financial statements:

Name	Status	Registration number
East CT C.I.C.	Company limited by shares (England & Wales)	Company 08615580

**Notes to the financial statements** Year to 31 March 2023

**16 Subsidiary company** (continued)

The assets and liabilities of the subsidiary were:

	2023 £	2022 £
Current assets	80,649	55,769
Creditors: amounts falling due within one year	80,549	55,679
Net assets	100	100

**17 Comparative information**

*Statement of Financial Activities for the year ended 31 March 2022*

	Notes	Unrestricted general funds £	Designated funds £	Restricted funds £	Total funds 2022 £
<i>Income and expenditure</i>					
<i>Income from:</i>					
Grants and donations	3	29,797	—	14,430	44,227
Investments		28	—	—	28
Charitable activities	4	1,236,799	—	—	1,236,799
Disposal of fixed assets		—	—	—	—
Total income		1,266,624	—	14,430	1,281,054
<i>Expenditure on:</i>					
Charitable activities		1,086,418	13,550	29,385	1,129,353
Total expenditure	5	1,086,418	13,550	29,385	1,129,353
Net income		180,206	(13,550)	(14,955)	151,701
Transfers	12	(16,950)	(16,950)	—	—
Net movement in funds	13	163,256	3,400	(14,955)	151,701
Funds brought forward 1 April 2021	10	449,985	191,600	20,724	662,309
Funds carried forward at 31 March 2022		613,241	195,000	5,769	814,010