

COMPANY NO. 01970233
CHARITY NO. 293377

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
FINANCIAL STATEMENTS
31 MARCH 2023

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READIBUS
(A COMPANY LIMITED BY GUARANTEE)
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

CONTENTS	PAGE NO.
Company Information	1
Directors' Report	2 – 8
Statement of Directors' Responsibilities	9
Independent Auditors' Report	10 – 12
Statement of Financial Activities	13
Balance Sheet	14
Statement of cash flows	15
Notes to the Financial Statements	16 – 26

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2023

PRINCIPAL & REGISTERED OFFICE:

Cradock Road
Reading
Berkshire
RG2 0JT

AUDITORS:

Crowe U.K. LLP
Aquis House
49-51 Blagrove Street
Reading
Berkshire
RG1 1PL

BANKERS:

National Westminster Bank plc
Oracle Branch Unit L11
The Oracle Shopping Centre
Reading
RG1 2AG

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are also Directors of the charity, submit their report together with the audited financial statements for the year ended 31 March 2023, and confirm that they comply with the requirements of the Charities Act 2011 and the Companies Act 2006, thus including the Directors' Report and Strategic Report under the 2006 Act, together with the audited financial statements for the year.

REFERENCE AND ADMINISTRATIVE INFORMATION

ReadiBus is a charitable company limited by guarantee, company registration number 1970233, charity registration number 293377.

The company, not having a share capital, is limited by guarantee. Each member's liability is limited to an amount not exceeding £1 in the event of the company being wound up.

The present Trustees, and any past Trustees who served during the year, are given on page 7, together with the names of the senior executive staff. The principal place of business is stated on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The company is governed by its Memorandum and Articles of Association dated 11 December 1985, as amended on 17 December 1986, 27 June 1996, 26 June 2003, 2nd March 2017 and 27th July 2021.

Governing Body

The Board of Trustees is responsible for the overall governance of the Charity. Trustees are appointed by funding bodies (Reading Borough Council 5, West Berkshire Council 1, Wokingham Borough Council 1, Woodley Town Council 1, Earley Town Council 1); elected by the ReadiBus Association (6); elected by ReadiBus users (3); and appointed as co-optees (up to 4) or officers (2).

Recruitment and Training of Trustees

Potential Trustees are identified by members of the Governing Body and are considered against the Body's specifications concerning eligibility, competence, specialist skills and local availability. Induction and refresher training is offered to all trustees.

Organisational Management

Within the organisational structure, day-to-day decision-making is delegated to the staff, in particular the General Manager. The Board decides matters of policy.

The Governing Body meets 5 times a year. Much of the preparation for these meetings is undertaken by the briefing committee which meets before the Board meets. Other sub-committees include the policy group and the audit group. Both sub-committees report back to the Board.

The General Manager is responsible for the day-to-day management of the Charity's affairs and for implementing policies agreed by the Board of Trustees. The General Manager is assisted by a group of executives and senior managers.

Key Management Personnel Remuneration

The trustees consider the board of trustees and the broader staff management team including team leaders and operations controllers as comprising the key management personnel of the charity, having authority and responsibility for planning, directing and controlling the activities of the charity, directly or indirectly, on a day to day basis. All trustees give of their time freely and no trustee remuneration was paid in the year. Details of trustee expenses and related party transactions are disclosed in note 7 to the accounts.

The pay of the charity's key staff management personnel is reviewed annually. The Board's remuneration group (Chair, Hon Treasurer and Hon Secretary) reviews and compares remuneration to that in other similar non-profit or public sector organisations.

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
REPORT OF THE DIRECTORS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Group Structure

ReadiBus has a wholly owned non-charitable subsidiary, ReadiBus Enterprises Limited that is dormant

Corporate Governance

Internal controls over all forms of commitment and expenditure continue to be refined to improve efficiency. Processes are in place to ensure that performance is monitored and that appropriate management information is prepared and reviewed regularly by both the executive management and the Board of Trustees.

The systems of internal control are designed to provide reasonable but not absolute assurance against material misstatement or loss. They include:

- a strategic business plan and annual budget approved by the Trustees;
- regular consideration by the Trustees of financial results, revised forecasts, non-financial performance indicators and benchmarking reviews;
- delegation of day-to-day management authority and segregation of duties; and
- identification and management of risks.

Risk Management

The board has examined the principal area of the charity's operations and considered what major risks may arise in each of these areas. In the opinion of the Trustees the charity has established resources and review systems, which under normal conditions, should allow the risks identified by them to be mitigated to an acceptable level in its day-to-day operations.

Principal risks and uncertainties have been identified as UK or World economic factors (recession) or changes in social attitudes; potential changes in funding support; appeal or donation activity that is unable to generate sufficient funds; a major accident; and insufficient reserves to provide a buffer in a downturn.

Plans to mitigate these principal risks include building up the charity's reserves; deferring capital expenditure; and close management of cash-flow and budgeting.

In addition to the above, there is an additional risk of the longer-term impact of the Covid-19 pandemic. These risks include the impact on future revenue from the scaling down or ending of government-support schemes. Management of these longer-term risks will include a need to balance levels of service-provision accordingly in such scenarios.

Fund-raising

ReadiBus' fund-raising is principally from Trusts and Foundations as well as from statutory and government agencies. We also are fortunate to receive donations and occasional legacies from individuals, particularly from people who either use or have used the service and have wished to show their appreciation. ReadiBus does not engage in large scale fund-raising activities like mass mailings, telephone fund-raising or door-to-door campaigns. ReadiBus does not employ a professional fund-raiser nor engage the services of any third-party organisations to help raise funds. To this end, ReadiBus has not considered it necessary or appropriate to sign up to any regulatory code of fundraising practice. ReadiBus has not received any complaints about any aspect of its fund-raising. ReadiBus has a strong ethos of respect for service-users' independence and dignity and would not countenance any conduct or activities that undermined this.

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
REPORT OF THE DIRECTORS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

OBJECTS, AIMS, OBJECTIVES & ACTIVITIES

Charitable Objects

The company's declared object is the provision of a scheme, for transport of elderly and temporarily or permanently disabled people within the Reading and surrounding area, with a view to providing them with a system that will cater for their individual purposes and needs. The company also provides disability training for local authorities and public service vehicle drivers, although this is not deemed as being a significant part of the company's activities, but just an extension of the company's main objective.

Strategic Aims and Intended Effect

ReadiBus aims to cater for a wide range of mobility and accessible transport needs, in particular to maintain the provision of dial-a-ride services to people with restricted mobility. It is committed to achieving the highest quality of service provision and to achieving continuous further improvement in that aim.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Objectives for the Year

This year's key objectives were to:

- To continue to re-build viable service capacity after the pandemic
- To provide a second year of the programme of trips to help facilitate people who have been shielding during the pandemic to go out again for pleasure purposes
- To continue to provide a safe means for people with restricted mobility to attend hospital appointments in addition to the previous pre-pandemic range of activities and purposes of use of the ReadiBus service.
- To dispose of three more of the older vehicles in the fleet.
- To order at least one more new vehicle as part of the programme to improve vehicle emissions by replacing older vehicles with cleaner-powered new vehicles
- To achieve successful re-accreditation as an 'Investor in People' for the 29th consecutive year

ReadiBus' achievement against its objectives is discussed under the heading of Achievements and Performance detailed below.

Strategies to Achieve the Year's Objectives

ReadiBus planned to achieve the introduction of a programme of trips to help facilitate people who have been shielding during the pandemic to go out again for pleasure purposes by applying for specific funding for this purpose. The achievement of a continued safe means for people with restricted mobility to attend hospital appointments in addition to the previous pre-pandemic range of activities and purposes of use of the ReadiBus service was planned through maintenance of comprehensive procedures and cleaning regimes to keep the travelling environment as safe as possible.

Use of Volunteers

User volunteers support networking events and assist with promotion and representation and two volunteers currently assist in providing the football supporters' service. The contribution of volunteers alongside that of paid staff is of great value.

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
REPORT OF THE DIRECTORS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR

Operational Performance

- Over 69,000 safe essential journeys were provided during the year for people with restricted mobility, representing an increase of over 20% on the previous year.
- A further successful programme of trips to help facilitate people who had been shielding during the pandemic to go out again for pleasure purposes was provided throughout the year, following a successful application for a donation for this purpose.
- The Readibus service enabled people to safely attend medical appointments including at GP surgeries and at hospitals as well as making the usual range of other journeys.
- Two older buses were stood down but have been retained for parts rather than being disposed of, due to the supply issues regarding parts.
- A further order was placed for one new cleaner-powered replacement bus during the year.
- Successful re-accreditation as an Investor in People, for the 29th consecutive year, was achieved in September 2022.
- There have been no other significant changes in the year.

Public Benefit

The Trustees consider that the activities carried out by Readibus during the past year illustrate that they have provided considerable benefit to the public as summarised above.

The Trustees have therefore complied with their duty in section 17(5) of the Charities Act 2011 to have due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirement under that Act

FINANCIAL REVIEW AND RESULTS FOR THE YEAR

The Statement of Financial Activities set out on page 13, shows that income has decreased by 4.9% and that expenditure has increased by 4.7%. There was an overall net inflow for the year of £54,391 (2022: £150,042). After investment in replacement buses and IT equipment, free reserves after contracted financial commitments were £193,489 (2022: £226,985).

Investment decisions (such as in replacement buses) have again been mostly deferred. Investment funds have been carried forward to the following financial year when capital investment decisions will be better informed. This as it happens has also put Readibus in a stronger position to deal with the impact of the Covid-19 pandemic, in addition to the utilisation of the pandemic support schemes of local and national government, which have contributed immensely to on-going viability as a going-concern and the potential to re-build in the aftermath of the pandemic.

Readibus is extremely grateful to its funders, particularly Reading Borough Council, without whom the service would not exist. Without its funders, Readibus would not have the capacity to meet its objectives. Local authority funders and supporters in 2022/23 have been:

Reading Borough Council
Wokingham Borough Council
Woodley Town Council
West Berkshire Council
Goring Parish Council
Sonning Parish Council

Readibus has also been supported in 2022/2023 by a number of companies and organisations in cash or in kind and by a number of individuals too numerous to mention all.

To everyone who has contributed to Readibus over the last year and to the Directors, staff and volunteers of Readibus, a big thank you and we hope that you continue to provide your help, support and enthusiasm into the coming year.

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
REPORT OF THE DIRECTORS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

FINANCIAL REVIEW AND RESULTS FOR THE YEAR (CONTINUED)

Reserves Policy

The amount of total funds held by the charity at the end of the reporting period was £1,036,353 (2022: £981,962).

The amount of funds which are restricted and not available for general purposes of the charity at the end of the reporting period were £39,475 (2022: £39,475).

Designated funds are £640,000 (2022: £640,000) with the view that the value of the fund should equate to the approximate cost of eight new buses in order to maintain the current fleet size based on anticipated vehicle life, due to the deferral in recent years of new bus replacement.

ReadiBus needs free reserves to enable it to fulfil its charitable obligations and commitments that it enters into. The charity also requires reserves to ensure continuance of these obligations in the short-term in the eventuality of any unexpected revenue shortfall.

Free reserves are defined by the Charity Commission as unrestricted funds available to spend on the general purposes of the Charity and therefore excluding those designated for particular purposes and those already utilised in purchasing tangible fixed assets. Free reserves should not be mistaken for cash reserves.

After adjusting unrestricted funds for functional fixed assets and designations, free reserves before contracted financial commitments stood at £265,723 (2022: £299,122). There were contracted financial commitments as at 31 March 2022 of £72,234. (2022: 72,127). After allowing for contracted financial commitments, free reserves were £193,489 (2022: £226,985). Free reserves represent approximately 19% (2022: 21.2%) of annual turnover.

Trustees have been concerned to significantly increase ReadiBus' resilience to uncertainties by significantly increasing reserves in the short-term to ensure viability as a going-concern in whatever scenario emerges post-pandemic. Any capital investment must be for the long-term so capital investment will mostly continue to be deferred until circumstances are clearer, particularly relating to the powering of future vehicles. ReadiBus' current policy for the current year is therefore to aim for free reserves of at least 12 months' normal running costs, at least until such time as normal operating conditions return. The Trustees believe that the reserves should be held consistent with the charity's overall financial position and its need to maintain and develop its charitable objectives.

FUTURE PLANS

Whilst the company's key objectives for the future remain the same as that described above, the Directors, together with the General Manager, have a rolling strategic plan that is updated annually. Plans for the coming year include:

- To continue to re-build viable service capacity after the pandemic
- To continue to provide a programme of trips to help people to go out again for pleasure purposes
- To continue to provide a safe means for people with restricted mobility to attend hospital appointments in addition to the previous pre-pandemic range of activities and purposes of use of the ReadiBus service.
- To dispose of or stand-down one more of the older vehicles in the fleet.
- To order at least one more new vehicle as part of the programme to improve vehicle emissions by replacing older vehicles with cleaner-powered new vehicles

Our plans for the future also include the usual range of fund-raising events and activities.

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
REPORT OF THE DIRECTORS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Going Concern Basis

In their assessment of going concern the trustees have considered the current and potential future impact on the charity as a result of the COVID19 pandemic. This has had a significant impact on the charity's operations and will continue to do so for quite some time. The trustees have updated their annual budgets and forecasts based on current estimates and undertaken actions, such as applying to government assistance support packages and checking that there are sufficient revenue streams, cash-flow and reserves, in order to ensure that they have sufficient facilities in place to meet their operating cash requirements for the foreseeable.

Having regard to the above, the directors believe it appropriate to adopt the going concern basis of accounting in preparing the financial statements.

DIRECTORS

The directors during the year were as follows:-

Chair: Prof S Bowlby

Other Associate

Directors: J Brindley (appointed 20.01.23)
P Etherington-Smith (resigned 19.12.22)
Prof R Gurney (resigned 02.08.22)
Prof K Nakata (appointed 19.12.22)
D Miller (appointed 19.12.22)
B Wedge
R Williams

Local Authority

Appointments: Cllr Mohammed Ayub (Reading Borough Council)
Cllr A Heap (Woodley Town Council)
Cllr G Khan (Reading Borough Council)
Cllr Dr J Lanzoni (Reading Borough Council) (appointed 01.07.22)
Cllr M Smith (Wokingham Borough Council) (appointed 20.06.22)
Cllr R Williams (Reading Borough Council) (resigned 20.06.22)

Service-user: Michael Tran

Other Co-options: R Duveen
G Grandison
Cllr T Maher (Earley Town Council)

Honorary Secretary: T Bottomley

Honorary Treasurer: Vacant

READIBUS

(A COMPANY LIMITED BY GUARANTEE)

REPORT OF THE DIRECTORS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Key Staff Management Mr P Absolon – General Manager

Personnel: Mrs K Chapman
 Mrs T Chapman
 Mr S Hermes
 Mr T Husbands
 Mrs E Johnson
 Mrs H Wightwick

PROVISION OF INFORMATION TO AUDITORS

Insofar as each of the directors of the charity at the date of approval of this report is aware there is no relevant audit information (information needed by the charity's auditor in connection with preparing the audit report) of which the charity's auditor is unaware.

Each director has taken all of the steps that they should have taken as a director in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

AUDITORS

The Auditors, Crowe U.K. LLP will be proposed in accordance with section 485 of the Companies Act 2006.

In preparing this report, the directors have taken advantage of the small companies exemptions provided by Section 415A of the Companies Act 2006.

This Annual Report, prepared under the Charities Act 2011 and the Companies Act 2006, was approved by the Trustee Body of Readibus on 20 July 2023 including in their capacity as company directors approving the Strategic Report contained therein, and is signed as authorised on its behalf by:


S Bowlby
Director

READIBUS

(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF DIRECTORS' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2023

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

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 in the Charities SORP;
- make judgments and 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions, 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 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF READIBUS

Opinion

We have audited the financial statements of Readibus for the year ended 31 March 2023 which comprise the Statement of Financial Activities, Balance Sheet, the Statement of Cashflows and notes to the financial statements, including significant accounting policies. 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 charitable company's affairs as at 31 March 2023 and of its 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.

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 charitable company 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 trustee's 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 charitable 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 contained within the annual report. The other information comprises the information included in the annual report, 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.

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 this gives rise to a material misstatement in the financial statements themselves. 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.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF READIBUS (CONTINUED)

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared 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 directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within 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 and proper accounting records have not been kept; or
- the 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.
- The trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the trustees' report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 9, 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 charitable 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 charitable 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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

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. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF READIBUS (CONTINUED)

We obtained an understanding of the legal and regulatory frameworks within which the charitable company operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006, the Charities Act 2011, together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charitable company's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charitable company for fraud. The laws and regulations we considered in this context were Charity Commission legislation, health and safety legislation, General Data Protection Regulation (GDPR), employment legislation and Company Law.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the override of controls by management. Our audit procedures to respond to these risks included enquiries of management about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

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.



Janette Joyce
Senior Statutory Auditor
For and on behalf of
Crowe U.K. LLP
Statutory Auditor
Reading

Date: 31 July 2023

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income and endowments from:					
Donations and legacies					
Donations and legacies		13,826	-	13,826	49,501
Income from charitable activities					
Bus fare and contract work income	2	887,003	-	887,003	880,016
Grants receivable for bus services	3	89,350	-	89,350	93,922
Other trading activities					
Training service fee income		4,160	-	4,160	6,100
Income from investment		3,789	-	3,789	89
Other income	5	20,427	-	20,427	26,260
Government Grant - CJRS		-	-	-	14,611
TOTAL INCOME		<u>1,018,555</u>	<u>-</u>	<u>1,018,555</u>	<u>1,070,499</u>
Expenditure on:					
Expenditure on charitable activities					
Provision of bus services	6a	<u>964,164</u>	<u>-</u>	<u>964,164</u>	<u>920,457</u>
TOTAL EXPENDITURE		<u>964,164</u>	<u>-</u>	<u>964,164</u>	<u>920,457</u>
NET INCOME/(EXPENDITURE) AND MOVEMENT IN FUNDS	4	54,391	-	54,391	150,042
<i>Funds at 1 April 2022</i>		<u>942,487</u>	<u>39,475</u>	<u>981,962</u>	<u>831,920</u>
FUNDS AT 31 MARCH 2023	14	<u>996,878</u>	<u>39,475</u>	<u>1,036,353</u>	<u>981,962</u>

The notes on pages 16 to 26 form part of these financial statements

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET
31 MARCH 2023
COMPANY NUMBER: 01970233

	Notes	£	2023 £	2022 £
FIXED ASSETS				
Tangible assets	8		91,155	3,375
Investments	9		<u>2</u>	<u>2</u>
			91,157	3,377
CURRENT ASSETS				
Debtors	10		94,094	93,834
Cash at bank and in hand			<u>922,972</u>	<u>930,754</u>
			1,017,066	1,024,588
CREDITORS: amounts falling due within one year	11		<u>(71,870)</u>	<u>(46,003)</u>
NET CURRENT ASSETS			<u>945,196</u>	<u>978,585</u>
NET ASSETS			<u>1,036,353</u>	<u>981,962</u>
FUNDS				
Unrestricted - General			356,878	302,487
- Designated	12		640,000	640,000
Restricted	13		<u>39,475</u>	<u>39,475</u>
TOTAL FUNDS	14		<u>1,036,353</u>	<u>981,962</u>

Approved and authorised for issue by the Board of Directors on and signed on its behalf by:-



S Bowlby
Director

20 Jun 2023

The notes on pages 16 to 26 form part of these financial statements

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
Cash generated by operating activities (see below):	82,730	178,554
Cash flows from investing activities		
Interest income	3,789	89
Proceeds from sales of fixed assets	-	5,855
Purchase of fixed assets	<u>(95,245)</u>	<u>-</u>
	<u>(91,456)</u>	<u>5,944</u>
Change in cash and cash equivalents at the end of the year	<u>(8,726)</u>	<u>184,498</u>
Reconciliation of net cash flow to movement in net funds/debt		
Net funds at 1 April 2022	920,488	735,990
Decrease in cash in the year	<u>(8,726)</u>	<u>184,498</u>
Net funds at 31 March 2023	<u>911,762</u>	<u>920,488</u>
Analysis of cash and cash equivalents		
Cash in hand	922,972	930,754
Bank overdraft	<u>(11,210)</u>	<u>(10,266)</u>
Total cash and cash equivalents at end of the year	<u>911,762</u>	<u>920,488</u>
Reconciliation of cash flows from operating activities		
Net movement in funds	54,391	150,042
Depreciation and amortisation	7,465	31,108
Profit on disposal of fixed assets	-	(5,833)
(Increase)/decrease in debtors	(260)	3,429
Increase/(decrease) in creditors	24,923	(103)
Interest income	<u>(3,789)</u>	<u>(89)</u>
Net cash provided by operating activities	<u>82,730</u>	<u>178,554</u>

The notes on pages 16 to 26 form part of these financial statements

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

a) Charity information

ReadiBus is registered as a company limited by guarantee (without share capital) incorporated in the UK with its registered office at Cradock Road, Reading, Berkshire. RG2 0JT. Its principal activity is the provision of a scheme, for transport of the elderly and temporarily or permanently disabled people within the Reading and surrounding area, with a view to providing them with a system that will cater for their individual purposes and needs.

b) Basis of preparation

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 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. ReadiBus meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note (s).

c) Going Concern

Having reviewed the future grants receivable to ReadiBus, together with the expected ongoing demand for the entities service offerings, the Directors have reasonable expectation that ReadiBus has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing financial statements.

d) Income recognition policies

Income from donations and special efforts are recorded on a receipts basis. Grant income is included when the related condition for legal entitlement to the grant has been met. Contract income is included when the relevant performance conditions within the contract have been met. All other income is recorded on a receivable basis.

e) Funds

General fund:

These are funds which can be used in accordance with the charitable objects at the discretion of the directors.

Designated fund:

It is the view of the Trustees that the value of this fund should equate to the approximate cost of eight new buses in order to maintain the current fleet size based on anticipated vehicle life.

Restricted fund:

Restricted funds are to be used for specified purposes laid down by the donor. Expenditure for those purposes is charged to the fund. For more detail on this fund please see note 13.

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES (CONTINUED)

f) Expenditure

Expenditure is recognised in the Statement of Financial Activities (SOFA) as incurred. Expenditure on charitable activities relates to the provision of the bus service and training. Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charities' activities. These costs are apportioned to the applicable expenditure headings as set out in note 6c.

g) Depreciation and capitalisation of tangible fixed assets

Fixed assets are depreciated over their expected useful economic lives as follows:-

Buses	- 20 - 50% straight line
Office equipment	- 25% straight line
Fixtures and fittings	- 25% straight line

Contributions towards the cost of fixed assets are included as income whilst the gross cost of fixed assets are capitalised. Items under £500 are not capitalised.

h) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

j) Operating leases

Rentals payable under operating leases are allocated to the SOFA on a straight-line basis over the life of the lease.

k) Legal status

ReadiBus is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

l) Financial instruments

The charity 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.

READIBUS

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES (CONTINUED)

m) Pension costs

The company operates a defined contribution pension scheme. The charge in the SOFA is the amount of contributions payable to the pension scheme in respect of the accounting year.

n) Critical accounting judgements and key sources of estimation uncertainty

Preparation of the financial statements requires management to make judgements and estimates. The Trustees consider that there are no material judgements.

2. BUS FARE AND CONTRACT WORK INCOME

	2023 £	2022 £
Dial-a-Ride Contract- Reading Borough Council	450,400	450,000
Bus fare income	267,665	259,004
Other Contract income	<u>168,938</u>	<u>171,012</u>
	<u>£ 887,003</u>	<u>£ 880,016</u>

3. GRANTS

	2023 £	2022 £
Wokingham Borough Council	65,000	65,000
West Berkshire Council	5,000	5,000
Woodley Town Council	16,500	19,422
Wargrave Parish Council	2,000	-
Wokingham Town Council	-	500
Earley Town Council	-	1,500
Goring Parish Council	700	350
Thatcham Town Council	-	1,000
Newbury Town Council	-	1,000
Sonning Parish Council	<u>150</u>	<u>150</u>
	<u>£ 89,350</u>	<u>£ 93,922</u>

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

4. NET INCOME/(EXPENDITURE)

	2023 £	2022 £
Is stated after charging:		
Depreciation of tangible assets	7,465	31,108
Auditors' remuneration (excluding VAT)	12,345	10,130
Rentals payable under operating leases	<u>73,458</u>	<u>58,409</u>

5. OTHER INCOME

	2023 £	2022 £
Fuel duty rebate	20,427	20,427
Profit on disposal of fixed assets	<u>-</u>	<u>5,833</u>
	<u>£ 20,427</u>	<u>£ 26,260</u>

6a) PROVISION OF BUS SERVICES COSTS

	2023 £	2022 £
Staff costs	540,429	504,814
Depreciation	7,465	31,108
Other operating expenditure (6b)	169,650	157,722
Support costs (6c)	<u>246,620</u>	<u>226,813</u>
	<u>£ 964,164</u>	<u>£ 920,457</u>

6b) OTHER OPERATING EXPENDITURE

	2023 £	2022 £
Transport running costs	126,436	111,957
Insurance	37,334	41,592
Telephone	1,671	1,669
Staff recruitment	575	373
Staff training	699	149
Uniform	2,649	1,048
Training service costs	286	819
Bad debts and discounts	<u>-</u>	<u>115</u>
	<u>£ 169,650</u>	<u>£ 157,722</u>

READIBUS

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

6c) SUPPORT COSTS

	2023 £	2022 £
Staff costs	92,779	92,933
Rent and rates	79,541	63,586
Light and heat	4,800	2,911
Repairs and maintenance	5,234	6,608
Printing, postage and stationery	1,842	1,999
Software and office expenses	17,428	15,055
Subscriptions	605	515
Equipment rental	174	174
Miscellaneous	2,330	2,132
Bank charges	601	645
Motor and travel expenses	421	-
Room hire and meeting expenses	649	-
Professional fees	17,037	22,749
Governance costs staff	10,309	10,326
Governance costs other	12,870	7,180
	<u>£ 246,620</u>	<u>£ 226,813</u>

7. STAFF COSTS

	2023 £	2022 £
Wages and salaries	583,408	549,660
Social security costs	35,909	34,623
Pension costs	24,200	23,790
	<u>£ 643,517</u>	<u>£ 608,073</u>

	No.	No.
The average number of employees during the year:		
Full time	13	13
Part time	19	21
Casual time	11	11
	<u>43</u>	<u>45</u>

During the year none of the Trustees received any remuneration (2022: £NIL). None of the Trustees received reimbursed expenses (2022: £NIL) and no expenses were waived in the year by trustees and senior management. No employee earned more than £60,000 per annum.

The trustees consider the board of trustees, the General Manager and the broader staff management team including team leaders and operations controllers as comprising the key management personnel of the charity. The total number of benefits of the key management personnel of the charity were £212,008 (2022: £204,852).

During the current and prior year there were no redundancy payments made.

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

8. TANGIBLE FIXED ASSETS

	Buses £	Office equipment £	Fixtures and fittings £	Total £
ACCUMULATED COST:				
At 1 April 2022	882,627	153,296	111,290	1,147,213
Additions	<u>93,363</u>	<u>1,882</u>	<u>-</u>	<u>95,245</u>
At 31 March 2023	<u>975,990</u>	<u>155,178</u>	<u>111,290</u>	<u>1,242,458</u>
ACCUMULATED DEPRECIATION:				
At 1 April 2022	880,835	151,713	111,290	1,143,838
Charge for the year	6,473	992	-	7,465
Disposals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2023	<u>887,308</u>	<u>152,705</u>	<u>111,290</u>	<u>1,151,303</u>
NET BOOK VALUES:				
At 31 March 2023	<u>£ 88,682</u>	<u>£ 2,473</u>	<u>£ -</u>	<u>£ 91,155</u>
At 31 March 2022	<u>£ 1,792</u>	<u>£ 1,583</u>	<u>£ -</u>	<u>£ 3,375</u>

All fixed assets are employed directly in furtherance of the charity's objects, or in support thereof.

9. INVESTMENTS

	2023 £	2022 £
Unquoted investments	<u>£ 2</u>	<u>£ 2</u>

The £2 investment represents the cost of the charity's investment in Readibus Enterprises Limited; it's wholly owned dormant subsidiary company. The registered office is Craddock Road, Reading, Berkshire. RG2 0JT (Registered number 03263878).

10. DEBTORS

	2023 £	2022 £
Trade debtors	33,355	31,536
Other debtors	18,037	16,345
Prepayments and accrued income	<u>42,702</u>	<u>45,953</u>
	<u>£ 94,094</u>	<u>£ 93,834</u>

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

11. CREDITORS: Amounts falling due within one year

	2023 £	2022 £
Bank overdraft	11,210	10,266
Trade creditors	32,817	10,826
Other taxes and social security	9,653	9,975
Other creditors	3,550	2,509
Accruals and deferred income	<u>14,640</u>	<u>12,427</u>
	<u>£ 71,870</u>	<u>£ 46,003</u>

12. DESIGNATED FUNDS

	1 April 2022 £	New designations £	Utilised/ (released) £	31 March 2023 £
Bus Replacement Fund	<u>£ 640,000</u>	<u>£93,363</u>	<u>(£93,363)</u>	<u>£640,000</u>
	<u>£ 640,000</u>	<u>£93,363</u>	<u>(£93,363)</u>	<u>£640,000</u>

Bus Replacement Fund

It is the view of the Trustees that the value of the bus replacement fund should equate to the approximate cost of eight new buses in order to maintain the current fleet size based on anticipated vehicle life.

The intention is that each year new buses will be purchased from this fund.

READIBUS

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

13. RESTRICTED FUNDS

2023

	1 April 2022 £	Income £	Expenditure £	31 March 2023 £
Bus and associated equipment appeal and donations	31,000	-	-	31,000
Positive Image campaign	255	-	-	255
CCTV	8,220	-	-	8,220
Total	£ 39,475	£ -	£ -	£ 39,475

The bus and associated equipment appeal and donations are contributions for a new bus and associated equipment.

The Positive Image Campaign is a campaign launched in June 2016 to promote the positive portrayal of people with restricted mobility via positive images, represented by positive images displayed on our buses

The CCTV restricted fund is donations that have been made for the specific purpose of equipping and re-equipping when needed - buses with CCTV

2022

	1 April 2021 £	Income £	Expenditure £	31 March 2022 £
Bus and associated equipment appeal and donations	6,000	25,000	-	31,000
Positive Image campaign	665	25	(435)	255
CCTV	8,220	-	-	8,220
Total	£ 14,885	£ 25,025	£ (435)	£ 39,475

READIBUS

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

14. ANALYSIS OF NET ASSETS

Fund balances at 31 March 2023 are represented by:-

	Unrestricted General Funds £	Designated Funds £	Restricted Funds £	Total funds £
Tangible fixed assets	91,155	-	-	91,155
Investments	2	-	-	2
Current assets	337,591	640,000	39,475	1,017,066
Current liabilities	<u>(71,870)</u>	<u>-</u>	<u>-</u>	<u>(71,870)</u>
	<u>£ 356,878</u>	<u>£ 640,000</u>	<u>£ 39,475</u>	<u>£1,036,353</u>

Fund balances at 31 March 2022 are represented by:-

	Unrestricted General Funds £	Designated Funds £	Restricted Funds £	Total funds £
Tangible fixed assets	3,375	-	-	3,375
Investments	2	-	-	2
Current assets	345,113	640,000	39,475	1,024,588
Current liabilities	<u>(46,003)</u>	<u>-</u>	<u>-</u>	<u>(46,003)</u>
	<u>£ 302,487</u>	<u>£ 640,000</u>	<u>£ 39,475</u>	<u>£ 981,962</u>

15. PENSION COSTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in a separately administered fund. The pension cost represents contributions payable by the charity to the fund and amounted to £24,200 (2022: £23,790). There were no amounts outstanding at the year end.

16. OPERATING LEASE COMMITMENTS

At 31 March 2023 the company had future minimum lease payments under non-cancellable operating leases as follows:-

	Land and Buildings	
	2023	2022
	£	£
Less than 1 year	73,400	59,360
Between 2 and 5 years	<u>146,800</u>	<u>-</u>
	<u>£ 220,200</u>	<u>£ 59,360</u>

READIBUS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

17. FINANCIAL COMMITMENTS

At 31 March 2023 the charity had £72,234 of financial commitments (2022: £72,127).

18. FINANCIAL INSTRUMENTS

	2023 £	2022 £
Basic financial assets measured at amortised cost	970,067	975,427
Basic financial liabilities measured at amortised cost	62,670	36,030
Basic financial assets measured at fair value	<u>2</u>	<u>2</u>

Basic financial assets measured at amortised cost are all cash in hand and debtors minus prepayments and VAT debtor.

Basic financial liabilities measured at amortised cost are all creditors minus other taxes and social security and deferred income.

Basic financial assets measured at fair value are investments.

The entity's income, expense, gains and losses in respect of financial instruments are summarised below:

	2023 £	2022 £
Total interest income for basic financial assets	<u>3,789</u>	<u>89</u>

19. RELATED PARTY TRANSACTIONS

Mr R Williams, a Trustee of Readibus is also a CEO of another company. During the year purchases were made from the company totalling £5,574 (2022: £2,132). There were no outstanding amounts at the year end.

READIBUS

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

20. COMPARATIVE SOFA

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<i>Income and endowments from:</i>				
<i>Donations and legacies</i>				
<i>Donations and legacies</i>	17,809	25,025	42,834	18,316
<i>Income from charitable activities</i>				
<i>Bus fare and contract work income</i>	880,016	-	880,016	873,731
<i>Grants receivable for bus services</i>	100,589	-	100,589	93,878
<i>Other trading activities</i>				
<i>Training service fee income</i>	6,100	-	6,100	400
<i>Income from investment</i>	89	-	89	210
<i>Other income</i>	26,260	-	26,260	20,427
<i>Government Grant - CJRS</i>	14,611	-	14,611	227,603
TOTAL INCOME	1,045,474	25,025	1,070,499	1,234,565
<i>Expenditure on:</i>				
<i>Expenditure on charitable activities</i>				
<i>Provision of bus services</i>	920,022	435	920,457	982,303
TOTAL EXPENDITURE	920,022	435	920,457	982,303
<i>Exceptional pension credit</i>	-	-	-	213,000
NET INCOME/(EXPENDITURE) AND MOVEMENT IN FNDS	125,452	24,590	150,042	465,262
<i>Funds at 1 April 2021</i>	817,035	14,885	831,920	366,658
FUNDS AT 31 MARCH 2022	942,487	39,475	981,962	831,920