



The Cycle (INGO) Limited

Annual Report and accounts for the period ending

**January 31<sup>st</sup>, 2023**

The Cycle (INGO) Limited is a company limited by guarantee

Charity Number 1070826

Company Number 03532799

## Report of the Board of Trustees

The Board of Trustees is pleased to present its report and financial statements for the period ended January 31<sup>st</sup>, 2023. These have been prepared in accordance with the Companies Act 2006, the charitable company's Memorandum and Articles of Association and the Statement of Recommended Practice FRS102. The Cycle (INGO) Limited a registered Charity and also a company limited by guarantee. It is governed by its Memorandum and Articles of Association and the Companies Act 2006. Its company registration number is 03532799 and its charity number is 1070826.

It is to be noted that this is a fourteen-month year as it was agreed to change the end of year tax date. Due to a issue when the change was made online, it was altered from November 30<sup>th</sup> to January 31<sup>st</sup>, instead of March 31<sup>st</sup>. The Secretary State acknowledged this and agreed the next tax year can run until March 31<sup>st</sup>, 2024, and this has already been updated at Companies House.

The Trustees would also like to have noted that because of funds raised by The Cycle in the UK and transferred to our sister company in India, Sanitation First India, it was enabled to separately raise approximately **£150,000** locally during the corresponding period. This cannot be included within our accounts, per se, but is reflective of our greater global fundraising capacity, and our turnover could be viewed as being significantly higher if it was added.

### Revenue Summary

<u>2021/23</u>	<u>£416,155</u>
<u>2020/21</u>	<u>£246,392</u>

Following on from two difficult years because of the pandemic, we continue to rebuild our fundraising base and increased our income by almost 60% over the previous year. We continue to be efficient in our use of donor funds ensuring as much as possible is delivered to our partners and our actual administrative costs are less than 12% of our total income. We are building a strong, younger team who are opening new fundraising channels that will bear fruit in the years to come.

The trustees are extremely pleased at the progress being made and can report that The Cycle (INGO) Limited is in a fit and healthy financial position.

### Funds held as custodian trustee on behalf of others

As of 30th November 2021, The Cycle (INGO) Limited did not hold any funds as custodian trustee on behalf of others.

## **Reserves policy**

The Cycle (INGO) Limited's reserves policy is to ensure that there are sufficient free reserves to cover a minimum of three month's operating costs. This was achieved throughout the year.

## **Public benefit statement**

The Trustees confirm that they have referred to the Charity Commission Guidance on Public Benefit when reviewing the aims and objectives of The Cycle (INGO) Limited and in planning the future activities of the Charity. In the Trustees' opinion, The Cycle (INGO) Limited fully satisfies the Charity Commission's Public Benefit test. The Charity provides people in the UK and elsewhere the opportunity to express their compassion and generosity to improving the lives of those who lack basic amenities in India. Through its provision of sustainable toilets, water facilities and personal and menstrual hygiene training, The Cycle (INGO) Limited is, among other things, helping to reduce the spread of disease and increase knowledge, enabling communities to realise their potential through education and work.

## **Structure, Governance and management**

The Cycle (INGO) Limited is governed by the Board of Trustees, which carries overall responsibility for furthering the aims and objectives of the Charity and for upholding its values. The names of the Trustees who held office during the financial year and at the date of this report are set out below.

The Charity is governed in accordance with its Memorandum and Articles and is also registered as a Company limited by Guarantee. The Board of Trustees has the power to appoint any person to be a trustee at each AGM. The Charitable Company can, from time to time, by ordinary resolution, increase or reduce the number of trustees and determine in what rotation such increased or reduced numbers shall stand down from office. Currently the Company's Memorandum and Articles places no limit on the number of trustees.

The Cycle (INGO) Limited has an open recruitment process for the appointment of new trustees. Selected applicants are invited to meet a panel of serving trustees and also to spend time with the senior management team. Those appointed as new trustees are given a full introduction to the work of The Cycle (INGO) Limited and to the statutory responsibilities of trustees as required by charity law.

The Cycle (INGO) Limited's Chief Executive is responsible for the operation of the Charity and the management of all staff. The Board of Trustees meets quarterly to review operational performance as presented by the Chief Executive and other executives. The Board also reviews strategic issues regularly.

**Directors and Trustees**

Trustees and directors of the company who served during the year and up to the date of this report are:

Andrew Barrs, Secretary and current Chairman

Bhavesh Radia

Jules Peck

Lynn Strongin Dodds

William Flatau, Treasurer

Manda Lakhani, appointed June 2022

**Key Management Personnel**

The key management personnel consist of David Crosweller and the Trustees stated above.

## Reference and administrative details

<b>Name of registered Charity</b>	The Cycle (INGO) Limited
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<b>Registered office</b>	14 King Charles House Cavalier Court Chippenham SN14 6LH
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<b>Principal office</b>	54a Murhill Limpley Mill BA2 7FG
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<b>Company number</b>	03532799
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<b>Charity number</b>	1070826
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<b>Accountants</b>	Natural Numbers 14 King Charles House Cavalier Court Chippenham SN14 6LH
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<b>Bankers</b>	Nat West 22-26 Eastern Road Romford RM1 3PJ
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The Cycle

Water. Women. World.

The Cycle is dedicated to creating transformative, long-lasting change for vulnerable and marginalised communities. Join us as we build sustainable sanitation solutions, encourage gender equality and help heal the soil.



One dictionary definition of sanitation is, “the study and application of procedures and measures designed to protect public health, as in the provision of clean water [and toilets] and the disposal of sewage and waste”. We have added [and toilets] because how can you protect both human and planetary health without them?

This fundamental work is at the very core of all the development that we carry out and, where possible, we ensure that everything is ecological and sustainable. We don’t just endeavour to protect humans and the planet, we also educate people to understand why we are doing this and the long-term benefits to all concerned.

Our work has always focused on women. It is women that are the most at risk when there are no toilets, it is women that generally have to collect water when it comes from a communal standpipe, it is women that are disadvantaged when they have their period – it is always women, and girls, who seem to miss out on the opportunity that could transform their lives to something extraordinary.

With all concerned eyes now turned towards the health of the planet, we have refined what we do to further to ensure that through our sustainable toilets, water provision and personal and menstrual education programmes, to ensure we can expand our nourishment of the soil and the planet.

## **Achievements and performance**

During the year we have worked hard to provide support for a range of projects that cover our three key areas of Water.Women.World.

Water. This comprises about a quarter of our day-to-day work and involves us in constructing sustainable toilet solutions for school children, incorporating stand-alone rainwater harvesting, groundwater recharge, and drinking water facilities.

Women. The greater part of our work, our award-winning Happy Periods covers bodily changes in adolescents for school children, personal hygiene and menstrual hygiene. We teach everybody this work, girls, women, boys, men, and teachers.

World. We have just started a collaboration with Cornell University and Tamil Nadu Agricultural University in the research of mixing humanure and urine with biochar to see the long-lasting impact this has as a soil regenerative fertiliser. It is also a carbon sequester.

As an overall snapshot of the work in which we participated, including achievements by our Indian colleagues, we list the following in calendar month order as a guide only:

### **January**

Inauguration of inclusive toilet for the Better World Shelter, a night shelter for physically challenged women.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 183 girls, women, boys and men.

### **February**

The Cycle's Co-founder David Crossweller inaugurated one and visited a few of the twenty- toilets for women and girls with physical and mental disabilities in Kariapatti and Arupukkottai blocks of Virudhunagar, supported as part of the Udhayam project, launched by the District Collector, Virudhunagar.

A first of its kind study on the likelihood of Endometriosis and other menstrual disorder symptoms among vulnerable and tribal women across Tamil Nadu initiated in partnership with Sacred Heart College, Thirupathur.

The last of 40 pedal-operated handwash machines for Chennai Government schools was inaugurated at Chennai Public School, Thiruvannamiyur. In total over 10,000 children and teachers have been supported in keeping their hands safe, thanks to The Cycle, Goldman Sachs and St. James Place Charitable Foundation.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 504 girls, women, boys and men.

### **March**

Over a thousand students participated enthusiastically in the Endometriosis awareness session at Sacred Heart College, Tirupathur.

Inauguration of a dedicated birthing centre at the Primary Health Centre in Padur near Uthiramerur through support from The Cycle and Energy Aspects Foundation.

Meeting with the Tamil Nadu school education minister, Mr Anbil Mahesh Poyyamozi about rolling out our Sanitation First India 's Happy Periods trainings to the students and teachers in Government schools.

Participation in the Second National Menstrual Hygiene Summit and presented our work on Happy Periods. Sanitation First was awarded the MHM Champion Award.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 4,285 girls, women, boys and men.

**April**

External Evaluation started for #ProjectCodeRed, Sanitation First's endeavour to address period poverty during the pandemic.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 175 girls, women, boys and men.



## **May**

Sanitation First India partnered with Real Relief in the global #KickOffTheDialogue 2022 campaign as part of the World Menstrual Month which aims to open conversations about menstruation, reduce inequalities and empower all menstruators to enjoy a safe and happy period!

Happy Periods project with AMF and MPL was inaugurated by training over fifteen doctors, nurses and health care workers.

Menstrual Hygiene Day 2022 was celebrated with more than 280 sanitation workers of Tiruvallur block in Tiruvallur district, who were given Happy Periods training and sustainable menstrual hygiene kits with support from Ward Family Charitable Trust.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 460 girls, women, boys and men.

## **June**

Commencement of construction of toilet blocks for girls and boys at the Government Higher Secondary School, Poonjeri, Mamallapuram with support from The Cycle and the Energy Aspects Foundation, UK.

Commencement of school toilet block in the Government Higher Secondary School Vadalur Puthunagar with support from Savills IM UK.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 390 girls, women, boys and men.

## **July**

Project planning for Waste to Wealth with the Tamil Nadu Agricultural University team at the Sanitation First India composting yard in Puducherry.

Inauguration of new toilet block for boys and girls at the Panchayat Union Primary School Karapakkam with support from our sister organisation, The Cycle.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 1,549 girls, women, boys and men.

## **August**

Visit of South Chennai MP, Dr Sumathy and Sholinganallur MLA (State MP), Mr Aravind Ramesh to the waterbody restoration site at Sithalapakkam.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 1,644 girls, women, boys and men.

## **September**

Conducted Happy periods training to Narikuravas (Gypsies) who were being trained in silk thread jewellery making with support from NABARD and the District Administration of Kanchipuram.

Launch of Happy Periods project in partnership with Tamil Nadu Petroproducts Limited & Manali Petrochemicals facilitated by AM Foundation to train 2,000 sanitation workers on hygiene and health seeking behaviour as well as 150,000 children across four blocks in adolescent health and well-being over two years.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 1,806 girls, women, boys and men.

### **October**

Carried out Happy Periods training at Husainy High School with additional support from Inner Wheel Club of Chennai United. The Chairman of Inner Wheel District 323 Ms. Arasi Ponmozhi Ponmozhi and President of the Inner Wheel Club of Chennai United Ms Sowmya Natarajan presided over the event.

Menopause Awareness Day with sanitation workers training at Poonamallee block of Tiruvallur where 65 sanitation workers received health screening and sustainable hygiene kits.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 1,520 girls, women, boys and men.

### **November**

Inauguration of toilet blocks at GHSS, Poonjeri, Mamallapuram by Mr Dhandapani, ex-MLA and PTA Chairman and Ms Valarmathi, Panchayat, funded by Energy Aspects Foundation.

The November World Toilet Day edition of WASH post from the WASH Innovation Hub of the Administrative Staff College of India, Hyderabad featured innovations in sanitation. The Cycle/Sanitation First's non-sewered sanitation models were featured.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 2,521 girls, women, boys and men.

**December**

United Nations Office for Project Services (UNOPS) training on Jal Jeevan Mission at New Delhi for deployment Sanitation First in Tamil Nadu – work to start in 2023.

Padmapriya recognised among the Women Leaders of Tamil Nadu by the World Women Leadership Congress Awards.

Adolescent health counsellors are being placed in each block to provide counselling and referral services as required.

Happy Periods Training & Distribution of Sustainable Hygiene Kits to a combination of 1,082 girls, women, boys and men.

**In the year 2022, 16,119 girls, women, boys and men received a combination of Happy Periods Training, Personal Hygiene Training, Adolescent Body Changes Training and sustainable hygiene kits.**

	Unrestricted	Restricted	<b>Total 2022</b>	<b>Total 2021</b>
Income from:	£	£	£	£
Donations and Legacies	105,690	310,172	415,861	246,387
Investment Income (Bank)	293		293	5
<b>Total Income</b>	<b>105,983</b>	<b>310,172</b>	<b>416,155</b>	<b>246,392</b>
Expenditure on:				
Charitable Activities	57,887	169,923	227,810	167,869
Raising Funds	36,596	98,084	134,680	57,596
<b>Total Expenditure</b>	<b>94,483</b>	<b>268,007</b>	<b>362,490</b>	<b>225,465</b>
<b>Nett income/(expenditure)</b>	<b>11,500</b>	<b>42,165</b>	<b>53,665</b>	<b>20,927</b>
Transfers between funds				
<b>Total Funds as of January 31st</b>			<b>116,226</b>	<b>62,561</b>

The charity has no other gains or losses other than the results for the period as set out above.

All of the activities of the Charity are classed as continuing.

		2022	2021
	Note		
Fixed Assets			
	Tangible Fixed Assets	1,888	2,518
Current Assets			
	Debtors	13,556	6,065
	Cash at Bank	105,664	58,381
Total		119,220	64,446
Creditors			
	Falling due within one year	-4,883	-4,313
Net Current Assets		114,338	60,133
Net Assets		116,226	62,651
Funds			
	Restricted	68,165	26,000
	Unrestricted	48,061	36,651
Total		116,226	62,651

For the period ending 31st January 2023 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

I have examined the books and supporting records and find the accounts to be a true and fair view of the financial transactions.

Jenny Budgell ACMA

April 2023

These financial statements were approved by the Trustees on XXX. and are signed on their behalf by:

Andrew Barrs, Chairman.

Company number: 03532799

## **1. Accounting Policies**

a) The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, Financial Reporting Standard 102 and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP FRS102).

The charity is a public benefit entity as defined under FRS102.

b) The financial statements have been prepared on a going concern basis. The Trustees are of the opinion that this basis is appropriate.

c) All income is included in the statement of financial activities when the company is entitled to the income and the amount can be qualified with reasonable accuracy.

The value of services provided by volunteers has not been included as the value of their contribution cannot be reasonably quantified in the financial terms.

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

d) All expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be recovered and is included in the relevant costs in the statement of financial activities.

Governance costs are those costs incurred in connection with the administration of the company and compliance with constitutional and statutory requirements, these are a support cost included within charitable activities.

Charitable activity and raising funds expenditure comprises the costs associated with attracting income and those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. They include both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

e) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Furniture, fixtures and equipment 25% per annum on a reducing balance basis

Fixed assets are included at cost. Assets costing less than £1,000 are not capitalised.

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

g) Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

h) The company is registered as a charity and is not liable to United Kingdom income or corporation tax on its income from charitable activities as they are applied wholly to charitable activities.

<b>2. Donations and Legacies</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2022</b>	<b>Total 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Personal Donations	69,463	123,344	192,807	126,802
Company Donations		142,857	142,857	76,571
Trust or Foundation Donations	1,152	43,971	45,123	19,500
Gift Aid/HMRC	35,075		35,075	23,514
Bank Interest	293		293	5
	105,983	310,172	416,155	246,392

<b>3. Expenditure</b>	<b>Charitable Activities</b>	<b>Raising Funds</b>	<b>Total 2022</b>	<b>Total 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants to Other Organisations	227,810		227,810	167,869
Staff Costs		29,455	29,455	20,444
Premises Cost	0	0	0	0
Other Office Administration		50,679	50,679	26,325
Marketing and Events		54,348	54,348	10,264
Bank Charges		198	198	563
	227,810	134,680	362,490	225,465
NET			53,665	20,927

**Grants Broken Down as Follows:**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Sanitation First India	227,810	167,869
Other organisations awarded more than £5,000	0	0
	227,810	167,869

<b>4. Raising Funds</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2022</b>	<b>Total 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff Costs			29,455	20,444
Marketing and Promotion			49,216	10,264
Event Costs			5,132	0
			83,803	30,708

<b>5. Net Income</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Accountants		0
Depreciation	630	

<b>6. Staff Costs and Numbers</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
The aggregate staff costs were:		
Wages and Salaries	29,455	20,444
Social Security		
Pension		
Redundancy		
	29,455	20,444

No employee received emoluments of more than £60,000

The total aggregate employment benefits received by key management personal were £29,455  
(2020: £20,444)

The average number (head count) of staff	2022	2021
during the period was as follows:	1	1

#### **7. Trustee remuneration and related transactions**

No trustees were remunerated or were reimbursed for expenses during period (2020: Nil)

Aggregate donations from trustees during the period was £45,000 (2021: £35,000)

#### **8. Taxation**

The charity is exempt from corporation tax on its charitable activities.



<b>9. Tangible Fixed Assets</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Furniture and Equipment	2,518	2,518
Depreciated	(630)	0

<b>10. Debtors</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Gift Aid Reclaim	12,404	4,912
Prepayments	1,153	1,153
	13,557	6,065

<b>12. Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade Creditors	1,688	41
Tax and NI Costs	471	92
Accruals	2,723	2,723
	4,883	2,856

#### **14. Company Limited by Guarantee**

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £5 each. The trustees as a body control the charity.